



KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Student Handbook

2016



KDI SCHOOL
KDI School of Public Policy and Management

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I. Academic Information

2016 Academic Calendar

2016 Curriculum

Code of Honor and Conduct

Master's Program

I. Courses and Research Projects

II. Graduation Requirements of Each Program

Ph.D. Program

◇ 2016 Academic Calendar ◇
KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Term	Schedule	Remarks	
Spring Preliminary Session (3.5 Weeks) (Jan.04~Jan.26)	Jan.04(Mon) ~ Jan.26(Tue)	Spring Preliminary Session	
	Jan.18(Mon) ~ Jan.22(Fri)	Course Evaluation for Spring Preliminary Session	
	Jan.18(Mon) ~ Jan.30(Sat)	Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	
	Jan.22(Fri) ~ Jan.30(Sat)	Spring Semester Tuition Payment Due(Continuing Students)	
	Jan.23(Sat)	New Student Orientation/Course Presentation Session (For Part time students)	
	Jan.27(Wed) ~ Jan.30(Sat)	New Student Orientation/Course Presentation Session (For Full time students)	
	Jan.28(Thu) ~ Jan.30(Sat)	Spring Semester Course Registration	
Spring Semester (13 Weeks) (Feb.01~Apr.30)	Feb.01(Mon)	Start of Spring Semester	
	Feb.01(Mon) ~ Feb.06(Sat)	Course Add & Drop Period	
	Feb.26(Fri)	Research Project Submission	
	Feb.29(Mon) ~ Mar.05(Sat)	POS Committee Composition	
	Mar.07(Mon) ~ Apr.01(Fri)	Application for Graduation (For students completed all graduation requirements)	
	Apr.11(Mon) ~ Apr.23(Sat)	Application for Leave of Absence/Extension of Leave of Absence/Reinstatement	
	Apr.11(Mon) ~ Apr.16(Sat)	Research Plan Submission Period	
	Apr.11(Mon) ~ Apr.19(Tue)	Course Evaluation	
	Apr.15(Fri)	Summer Semester Course Presentation Session	
	Apr.18(Mon) ~ Apr.23(Sat)	Summer Semester Course Registration	
Apr.18(Mon) ~ Apr.23(Sat)	Reading Period		
Apr.25(Mon) ~ Apr.30(Sat)	Final Examinations		
Spring Break (1 week) (May.02~May.07)	May.02(Mon) ~ May.07(Sat)	Spring Break	
	May.02(Mon) ~ May.06(Fri)	Summer Semester Tuition Payment Due	
Summer Semester (12Weeks) (May.09 ~ Jul.30)	1st Session (May.09 ~ Jun.18)	May.09(Mon)	Start of 1 st Summer Session
		May.09(Mon) ~ May.11(Wed)	Course Add & Drop Period
		May.27(Fri)	Research Project Submission
		May.30(Mon) ~ Jun.04(Sat)	POS Committee Composition
		May.30(Mon) ~ Jun.10(Fri)	Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change)
		Jun.02(Thu) ~ Jun.08(Wed)	Course Evaluation
	2nd Session (Jun.20 ~ Jul.30)	Jun.07(Tue) ~ Jul.01(Fri)	Application for Graduation (For students completed all graduation requirements)
		Jun.13(Mon) ~ Jun.14(Tue)	Reading Period
		Jun.15(Wed) ~ Jun.18(Sat)	Final Examinations
		Jun.20(Mon)	Start of 2 nd Summer Session
		Jun.20(Mon) ~ Jun.22(Wed)	Course Add & Drop Period
		Jul.11(Mon) ~ Jul.16(Sat)	Research Plan Submission Period
Jul.11(Mon) ~ Jul.23(Sat)	Application for Leave of Absence/Extension of Leave of Absence/Reinstatement		
Jul.14(Thu) ~ Jul.20(Wed)	Course Evaluation		
Jul.25(Mon) ~ Jul.26(Tue)	Reading Period		
Jul.25(Mon) ~ Jul.30(Sat)	Fall Semester Course Registration		
Jul.27(Wed) ~ Jul.30(Sat)	Final Examinations		
Jul.29(Fri)	Completion Ceremony		
Summer Break (5 Weeks) (Aug.01~Sep.03)	Aug.01(Mon) ~ Sep.03(Sat)	Summer Break	
	Aug.02(Tue) ~ Aug.05(Fri)	Korea Field Research & Study (KFRS)	
	Aug.23(Tue) ~ Sep.01(Thu)	International Field Research & Study (IFRS)	
	Aug.29(Mon) ~ Sep.02(Fri)	Fall Semester Tuition Payment Due (for Current Students)	
Fall Preliminary Session (4 Weeks) (Aug.04~Aug.26)	Aug.04(Thu) ~ Aug.26(Fri)	Fall Preliminary Session	
	Aug.04(Thu)	Fall Preliminary Session Orientation	
	Aug.18(Thu) ~ Aug.24(Wed)	Course Evaluation for Fall Preliminary Semester	
	Aug.22(Mon) ~ Sep.02(Fri)	OECD(Policies for Development) Special Lecture (2 weeks)	
	Aug.29(Mon) ~ Sep.02(Fri)	Orientation For Fall Semester	
Fall Semester (13 Weeks) (Sep.05~Dec.03)	Sep.05(Mon)	Start of Fall Semester	
	Sep.05(Mon) ~ Sep.10(Sat)	Course Add & Drop Period	
	Sep.30(Fri)	Research Project Submission	
	Oct.04(Tue) ~ Oct.08(Sat)	POS Committee Submission	
	Oct.10(Mon) ~ Nov.04(Fri)	Application for Graduation (For students completed all graduation requirements)	
	Nov.14(Mon) ~ Nov.19(Sat)	Research Plan Submission Period	
	Nov.16(Wed) ~ Nov.22(Tue)	Course Evaluation	
	Nov.21(Mon) ~ Nov.26(Sat)	Reading Period	
	Nov.28(Mon) ~ Dec.03(Sat)	Final Examinations	
Winter Break	Dec.09(Fri)	2016 Commencement	
	Dec.12(Mon) ~ Dec.23(Fri)	Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement	

* National Holiday (No class, Make-up class has to be arranged)



2016 Course List for Master's Program

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time
Spring	Analysis of Market and Public Policy	1	Baek, Ji Sun	3	Core		D
	Analysis of Market and Public Policy	2	Baek, Ji Sun	3	Core		D
	Analysis of Market and Public Policy	3	Tabakis, Chrysostomos	3	Core		D
	Analysis of Market and Public Policy	4	You, Yoon-Ha	3	Core		D
	Analysis of Market and Public Policy	5	LIM, Youngjae	3	Core		D
	Analysis of Market and Public Policy	6	LIM, Youngjae	3	Core		E
	Analysis of Market and Public Policy	7	Tabakis, Chrysostomos	3	Core		W
	Introduction to Development Policy	1	Wang, Shun	3	Core		D
	Introduction to Development Policy	2	Wang, Shun	3	Core		D
	Introduction to Development Policy	3	Han, Baran	3	Core		W
	Introduction to Research Methods	1	Jung, Kwon	3	Core		D
	Introduction to Research Methods	2	Choi, Seulki	3	Core		D
	Introduction to Research Methods	3	Lee, Taejun	3	Core		E
	Public Organizations and Management	1	Choi, Changyong	3	Core		D
	Public Organizations and Management	2	Kim, Soonhee	3	Core		E
	Quantitative Method	1	Cho, Yoon Cheong	3	Core		D
	Quantitative Method	2	Shin, Jaeun	3	Core		D
	Quantitative Method	3	Lee, Jinsoo	3	Core		D
	Quantitative Method	4	Kim, Booyuel	3	Core		W
	Korean Economic Development [G20 Students]	3	Lim, Wonhyuk	3	Core (G20)	TI/ID	E
	Aid and Development		Lee, Kye-Woo	3	FM	ID	W
	Financial Accounting	1	Choi, Tae-Hee	3	FM	SM	D
	Financial Accounting	2	Choi, Tae-Hee	3	FM	SM	E
	Introduction to Financial Analysis		LEE, Young-Ki	3	FM	SM	E
	Macroeconomic Policy	1	Hahm, Sang-Moon	3	FM	SD	D
	Macroeconomic Policy	2	KANG, Moonsoo	3	FM	SD	W
	International Organizations: Norms and Facts		Han, Seunghee	3	GP	ID	W
	International Relations and Economic Globalization in 21st Century		Kim, Byoung-Joo	3	GP		D
	Theory and Practice of Political Economy	1	Park, Hun Joo	3	GP		E
	Change Management		Michell, Anthony	3	PA	SM	E
	Participatory Governance in Public Decision Making		Kim, Dong-Young	3	PA	SD	D
	Policy Process Analysis		Lee, Junesoo	3	PA		E
	Development and Labor Market Policy		Jeong, Insoo	3	PF	SD	E
	Human Capital and Economic Development		Paik, Sung-Joon	3	PF	SD	E
	Planning and Managing Development Projects		Choi, Songsu	3	RE	SD	W
	Population and Development		Choi, Seulki	3	RE	SD	E
	Regional Development and Public Policy		Cho, Man	3	RE	SD	E
	Urban Economics and Public Policy	2	Kim, Jeong-Ho	3	RE	SD	E
	Topics in the Political Economy of Development		Han, Baran	3	SD		E
	Entrepreneurship and Innovation		Lee, Seung-Joo	3	SM	SD	W
Industrialization and Economic Development		Ahn, Sanghoon	3	TI	SD		
Korean Economic Development	1	Yoo, Jungho	3	TI	ID	D	
Science and Technology Policy		Lee, Ju-Ho	3	TI	SD	E	
Trade and Environment		Kim, Ho-Cheol	3	TI	RE	E	

※ Course are subject to change depending on the circumstances of the school or instructors.

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time
	Understanding the World Trading System	1	Shadikhodjaev, Sherzod	3	TI	ID	D
	Understanding the World Trading System		Lee, Sung-Joo	3	TI	ID	W
Summer	G20 Global Issues [G20 Students Core]		Kim, Ji-Hong	3	Core	ID	D
	Introduction to Research Methods		Cho, Yoon Cheong	3	Core		D
	Introduction to Research Methods		Cho, Yoon Cheong	3	Core		W
	Corporate Financial Policy		LEE, Young-Ki	3	FM	SM	D
	Financial Instruments and Markets	1	TBD	3	FM		E
	Investment Management		Lee, Jinsoo	3	FM		D
	Macroeconomic Policy		Cho, Dongchul	3	FM	SD	D
	Macroeconomic Policy		KANG, Moonsoo	3	FM	SD	W
	International Relations in East Asia		Park, Hun Joo	3	GP		D
	Theory and Practice of Political Economy		Park, Hun Joo	3	GP		D
	Understanding the World Economy		You, Jong-Il	3	GP	ID	D
	Foreign Policy Analysis		Robertson, Jeffrey Scott	3	GP		E/W
	Middle Powers in Global Governance		Robertson, Jeffrey Scott	3	GP	ID	E/W
	Democracy, Political Mobilization and Economic Development : Korea's Experience		Kim, Byoung-Joo	3	ID		
	Fragile State and Development Outcomes*		Lee, Dong-Ok	3	ID		D
	Issues and Analysis of Global Civil Society		Han, Baran	3	ID		D
	NGOs and Development		Reed Edward P.	3	ID		D
	Democratic Ethics in Public Policy and Administration*		Lee, Yong Shik	3	PA		E
	Dispute Resolution & Negotiation		Kim, Dong-Young	3	PA	SD	D
	E-Government: Theory and Practice*		LEE, Jooho B	3	PA		D
	Government Public Relations		Lee, Taejun	3	PA		E
	Institutional Reform in Developing Countries		Choi, Changyong	3	PA	ID	D
	Leadership and Ethics*		Lee, Yong Shik	3	PA		D
	Policy Process Analysis		Lee, Junesoo	3	PA		D
	Cost-Benefit Analysis on Policy and Project Cases*		Kim, Jeong Wook	3	PF	PA	E
	Gender and Development*		TBD	3	PF	SD	D
	Global Health and Development		Shin, Jaeun	3	PF	SD	D
	Labor Economics and Public Policy		Shin, Jaeun	3	PF	SD	D
	Monitoring and Evaluation for Public Policy		Paik, Sung-Joon	3	PF		D
	Public Finance and Public Policy		Kim, Taejong	3	PF		D
	Social Development and Policy		Choi, Seulki	3	PF	SD	D
	Welfare Service Implementation*		Suh, Sangmok	3	PF		D
	Economic Analysis of Investment Operations		Lee, Kye-Woo	3	RE	SD	W
	Impact Evaluation Methods		Kim, Booyuel	3	RE	SD	D
	Public-Private Partnerships in Infrastructure Development		Kim, Kang Soo	3	RE		E
	Real Estate Finance and Public Policy		Cho, Man	3	RE	SD	D
Productivity and Economic Growth*		Pyo, Hak Gil	3	SD		D	
Entrepreneurship and Innovation		Lee, Seung-Joo	3	SM	SD	D	
FDI Marketing & Promotion		Michell, Anthony	3	SM	ID	W	
Marketing in the Public Sector		Jung, Kwon	3	SM		D	
Strategic Management		Lee, Seung-Joo	3	SM		D	
Assessing Regulation and Competition Policies		LIM, Youngjae	3	TI		D	
Industrial Policy and Corporate Governance: Government and Business Groups in Economic Development		Lim, Wonhyuk	3	TI	ID	D	
Korean Economic Development		Song, Hee Yhon	3	TI	ID	D	

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I. Academic Information - 2016 Curriculum

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time
	Korean Economic Development		Yoo, Jungho	3	TI	ID	D
	Law and Economics		You, Yoon-Ha	3	TI		D
	Market Economy and Government		Yoo, Jungho	3	TI	PF	D
	Theory and Policy of International Trade		Tabakis, Chrysostomos	3	TI	ID	D
	Theory and Policy of International Trade*		Nam, Chong Hyun	3	TI	ID	E
	Trade Law and Policy in Practice		Shadikhodjaev, Sherzod	3	TI	ID	W
Fall	Understanding Free Trade Agreements		Lee, Sung-Joo	3	TI	ID	D
	Analysis of Market and Public Policy		TBD	3	Core		D
	Analysis of Market and Public Policy		TBD	3	Core		
	Analysis of Market and Public Policy		Park, Jin	3	Core		D
	Analysis of Market and Public Policy		Tabakis, Chrysostomos	3	Core		D
	Introduction to Development Policy		Han, Baran	3	Core		D
	Introduction to Development Policy		You, Jong-Il	3	Core		D
	Introduction to Research Methods		Lee, Taejun	3	core		D
	Introduction to Research Methods		Paik, Sung-Joon	3	Core		D
	Public Organizations and Management		Lee, Junesoo	3	Core		W
	Quantitative Method		TBD	3	Core		D
	Quantitative Method		TBD	3	Core		D
	Korean Economic Development [KOICA Students]		Lim, Wonhyuk	3	Core (KOICA)	TI/ID	E
	Aid and Development		Lee, Kye-Woo	3	FM	ID	W
	Challenges and Governance in Global Financial Market*		Hur, Kyung-wook	3	FM	ID	E
	Credit Market and Risk Management		Cho, Man	3	FM	SD	D
	Financial Statement Analysis and Valuation		Choi, Tae-Hee	3	FM	SM	E
	International Financial Management		Hahm, Sang-Moon	3	FM	ID	D
	International Financial Management		Lee, Jinsoo	3	FM		
	International Financial Policy		Cho, Dongchul	3	FM	ID	D
	Investment Management		Lee, Jinsoo	3	FM		E
	Macroeconomic Policy		Hahm, Sang-Moon	3	FM	SD	D
	Pension and Personal Finance		LEE, Young-Ki	3	FM		E
	Economic Integration and Cooperation in East Asia*		Wang, Yen Kyun	3	GP	ID	D
	Globalization and National Identity		Park, Hun Joo	3	GP	ID	E
	International Economic Organizations and Policies*		Moon, Hiwhoa	3	GP		E
	International Political Economy		Kim, Byoung-Joo	3	GP		D
	Policies for Development: The OECD Development Center at Work		OECD	3	GP	ID	D
	African Economic Development: Issues and Prospects*		Lee, Jin Sang	3	ID		W
	Economic Development of the Middle East and North Africa		Han, Baran	3	ID		E
	Topics on Chinese Economy		Wang, Shun	3	ID		D
	Advanced Workshop for Multiparty Negotiation		Kim, Dong-Young	3	PA		
	Digital Governance Communication		Lee, Taejun	3	PA		E
	Human Resource Management in Government		Kim, Soonhee	3	PA	PF	E
	Managing and Implementing Sustainable Development		Kim, Dong-Young	3	PA	SD	
	Performance Management and Measurement in the Public Sector*		Oh, Youngmin	3	PA		E
	Public Management for International Development		Choi, Changyong	3	PA	ID	D
	Regulation and Competition		Lim, Wonhyuk	3	PA		E
	Advanced Quantitative Methods		Shin, Ja Eun	3	PF		D
	Analysis of Education Policy in Comparative Perspectives		Paik, Sung-Joon	3	PF	SD	D
	Korean Human Development		Lee, Ju-Ho	3	PF	SD	D

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Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time
	Labor Market Institutions and Practices		Jeong, Insoo	3	PF	SD	W
	Local Administration and Finance		Kim, Jeong-Ho	3	RE		D
	Population and Development		Choi, Seulki	3	RE	SD	E
	Real Estate Finance and Public Policy		Cho, Man	3	RE	SD	E
	Seminar on Project Appraisal and Evaluation Cases		Kim, Kang Soo	3	RE	SD	E
	Urban Transportation Policy		Kim, Jeong-Ho	3	RE	SD	D
	Urbanization for Economic Development		Choi, Songsu	3	RE	SD	E
	Agricultural Policy*		Kim, Yong Taek	3	SD		E
	Foundations of Sustainable Development		Kim, Booyuel	3	SD		
	Corporate Social Responsibility & Business Ethics		Jung, Kwon	3	SM		D
	Customer Relationship Management		Cho, Yoon Cheong	3	SM		W
	Marketing in the Public Sector		Jung, Kwon	3	SM		E/W
	Negotiation for Management		Kim, Ji-Hong	3	SM		E/W
	Strategic Management		Lee, Seung-Joo	3	SM		W
	Competition: Theory and Practice		Nam, Il-Chong	3	TI		
	Game Theory and Strategy		Nam, Il-Chong	3	TI		
	Industrial Policy and International Trade Regulation		Shadikhodjaev, Sherzod	3	TI	ID	W
	Korean Economic Development		You, Yoon-Ha	3	TI	ID	D
	Market Economy and Government		Yoo, Jungho	3	TI	PF	D
	Science and Technology Policy		Lee, Ju-Ho	3	TI	SD	E
	Trade and Development		Tabakis, Chrysostomos	3	TI	ID	D
	Trade and Industrial Policy in the Globalization Era		Lee, Si Wook	3	TI	ID	E
	Industrial Policy and International Trade Regulation		Shadikhodjaev, Sherzod	3	TI	ID	D
	Trade Law and Policy in Practice	2	Lee, Sung-Joo	3	TI	ID	D
	Regulatory Reform and Management*		Choi, Daeyong	3	PA		E

※ Course are subject to change depending on the circumstances of the school or instructors.



2016 Course List for Ph.D. Program

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time	Note
Spring	Advanced Macroeconomic Policy		Hahm, Sang-Moon	3	Ph.D.	AA	E	
	Econometrics I		Kim, Taejong	3	Ph.D.	AA	E	
	Mathematical Economics		You, Jong-Il	3	Ph.D.	AA	E	
	Development Economics II		Kim, Booyuel	3	Ph.D.	AA	W	
Summer	Microeconomics I		Baek, Ji Sun	3	Ph.D.	AA	E	12W
	Econometrics II		Wang, Shun	3	Ph.D.	AA	E	12W
Fall	Microeconomics II		Baek, Ji Sun	3	Ph.D.	AA	E	
	Development Economics I		Wang, Shun	3	Ph.D.	AA	W	
	Foundations of Public Policy		You, Jong-Il Choi, Chang Yong	3	Ph.D.	AA	E	

※ Course are subject to change depending on the circumstances of the school or instructors.

2016 Foundation Skills Course List

English Courses

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time	Graduation Requirement Credits(Y/N)	
Pre-Spring	Language in Public Policy and Management	4	LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	2	Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	8	Lee, Jiyoung	3			E	Yes (Mandatory)	
	Language in Public Policy and Management	5	Lim, Lisa	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	7	Lim, Lisa	3			E	Yes (Mandatory)	
	Language in Public Policy and Management	6	Milda, Zilinskaite	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	9	Milda, Zilinskaite	3			E	Yes (Mandatory)	
	Language in Public Policy and Management	1	Yun, Hai-young	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	3	Yun, Hai-young	3			D	Yes (Mandatory)	
	Academic Writing		LEE, Gina	3			D	Yes (Optional)	
Spring	Language in Public Policy and Management	1	Lim, Lisa	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	2	LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	3	LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	4	LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	5	Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	6	Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management	7	Lee, Jiyoung	3			D	Yes (Mandatory)	
		Academic Writing	1	Lim, Lisa	3			D	Yes (Optional)
		Academic Writing	2	Lim, Lisa	3			D	Yes (Optional)
Summer	Language in Public Policy and Management		Lee, Jiyoung	3			W	Yes (Mandatory)	
		Academic Writing		LEE, Gina	3		D	Yes (Optional)	
		Academic Writing		Lim, Lisa	3		E	Yes (Optional)	
		Academic Writing		TBD	3		D	Yes (Optional)	
		Academic Writing		Lacomba, Cristina	3		D	Yes (Optional)	
		Academic Writing		Lacomba, Cristina	3		D	Yes (Optional)	
		Academic Writing		TBD	3		D	Yes (Optional)	
		Communication Skills		Lee, Jiyoung	3		D	Yes (Optional)	
		Communication Skills		Yun, Hai-young	3		D	Yes (Optional)	
	English Speaking Skills		Lim, Lisa	3		D	No		
Pre-Fall	Language in Public Policy and Management		LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		TBD	3			D	Yes (Mandatory)	
Fall	Language in Public Policy and Management		LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		LEE, Gina	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		Lee, Jiyoung	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		Lim, Lisa	3			D	Yes (Mandatory)	
	Language in Public Policy and Management		Lim, Lisa	3			D	Yes (Mandatory)	
		Academic Writing		Lim, Lisa	3		D	Yes (Optional)	
		Academic Writing		TBD	3		D	Yes (Optional)	
		Communication Skills		TBD	3		D	Yes (Optional)	

※ Course are subject to change depending on the circumstances of the school or instructors.



I. Academic Information - 2016 Curriculum

☐ Korean Courses

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time	Graduation Requirement Credits(Y/N)
Pre-Spring	Korean Language and Culture II		Lee, Hyunjung	3				No
Spring	Korean Language and Culture I	6	KIM, Jung Hee	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I	7	KIM, Jung Hee	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I	4	Lee, Hyunjung	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture III	5	Lee, Hyunjung	3			D	No
	Korean Language and Culture (Advanced I)	1	Park, Jungwoo	3			D	No
	Korean Language and Culture I	1	Park, Jungwoo	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I	2	Ryu, Juhyun	3			D	Yes (Mandatory for Int'l)
Summer	Korean Language and Culture I	3	Ryu, Juhyun	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture (Advanced II)		KIM, Jung Hee	3			D	No
	Korean Language and Culture II		KIM, Jung Hee	3			D	No
	Korean Language and Culture IV		Lee, Hyunjung	3			D	No
Pre-Fall	Korean Language and Culture II		Park, Jungwoo	3			D	No
	Korean Language and Culture I		Park, Jungwoo	3			D	Yes (Mandatory for Int'l)
Fall	Korean Language and Culture I		Ryu, Juhyun	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture III		TBD	3			D	No
	Korean Language and Culture I		TBD	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I		TBD	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I		TBD	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I		TBD	3			D	Yes (Mandatory for Int'l)
	Korean Language and Culture I		TBD	3			D	Yes (Mandatory for Int'l)
	Korean Language Learning with the Media		TBD	3			D	No

☐ Other Courses

Time: Day(D) Evening(E) Weekend(W)

Term	Course Title	Sec.	Professor	Credit	Con.	Con.	Time	Graduation Requirement Credits(Y/N)
Spring	Chinese for Global Studies and Practice I		SON, Jung-Eun	3				No
Summer	Chinese for Global Studies and Practice II		SON, Jung-Eun	3				No
Fall	Chinese for Global Studies and Practice III		SON, Jung-Eun	3				No
Fall	Seminar on Working for International Organizations		Choi, Songsu	1.5				
Pre-Spring	Basic Mathematics and Statistics		JURAEV, Sirojiddin	1				No
	Basic Economics		Park, Soojin	1				No
Spring	Basic Economics		Park, Soojin	1				No
	Basic Mathematics and Statistics		TBD	1				No

※ Course are subject to change depending on the circumstances of the school or instructors.

CODE OF HONOR AND CONDUCT OF KDI School OF PUBLIC POLICY AND MANAGEMENT

I commit to live by these principles

Develop Integrity

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

Exercise Respect

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

Lead by Example

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



Overview of Academic Rules and Regulations for the 2016 Calendar Year

■ Objective

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2016 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 (mis.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 2016 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 three programs: **MPP** (Master of Public Policy), **MDP** (Master of Development Policy) and **MPM** (Master of Public Management)

Concentration of Master's Program

- MPP**
- **FM** (Finance and Macroeconomic Policy)
 - **TI** (Trade and Industry Policy)
 - **PF** (Public Finance and Social Policy)
 - **RE** (Regional Development and Environment Policy)
- MDP**
- **SD** (Sustainable Development)
 - **ID** (International Development)
- MPM**
- **PA** (Public Administration and Leadership)
 - **SM** (Strategic Management)
 - **GP** (Global Governance and Political Economy)

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

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 Courses	Other regular courses in each concentration
	1-C. Research Projects	Thesis, Capstone, SRP, ELP
2. Foundation Skill Courses		English, Korean, Chinese language courses
3. Field Research and Study Course		Field Research and Study



1. Core Courses

These are courses that have to be taken by students in each program, a total of 2 core courses for MPP & MPM students and 3 core courses for MDP students. These courses are provided only once a year and all students must take them in a given 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 PF, will be counted as electives toward the student's degree. Please refer to the "Concentration" column in the course list to identify what courses have been classified under which concentration. Please note that only one concentration will be recognized from one course.

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

Formation of POS Committee

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

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

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

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

Experiential Learning Project [ELP](GMP students only): GMP students can do an Experiential Learning Project (1 credit) during his/her study in a partner school. During the 1st year at KDI School, students have to submit a project plan to his/her supervisor. When a student completes the final report of the project, he/she has to give an oral presentation to his/her supervisor and submit the report to the Academic Affairs Division upon his/her arrival to Korea.

<Research Project Procedure>

- Research Project Time Frame by Semester (Full-time Student)**

Time	Project	Thesis Project	Capstone Project	SRP	ELP
2 nd Semester	4 th week	Formation of the POS Committee			
	10 th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
3 rd Semester		ARS* (Advanced Research Seminar)		3-credit Course (other than ARS)	GMP
	12 th week (Final Week)	Oral Presentation			
		Submission of the 1 st Full Draft			
Second-year	3 rd week	Submission of the Final Report			



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

Time	Project	Thesis Project	Capstone Project	SRP
4 th Semester	4 th week	Formation of the POS Committee		
	10 th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone		
5 th Semester		ARS* (Advanced Research Seminar)	3-credit Course (other than ARS)	
	12 th week (Final Week)	Oral Presentation		
		Submission of the 1 st Full Draft		
6 th Semester~3 rd year	3 rd week	Submission of the Final Report		

* ARS will only be offered in Summer and Fall.

※ 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)
English	Language in Public Policy and Management	3	A~F	All (including Pre-session)	Yes (Mandatory)
	Academic writing	3	A~F	All	Yes (Optional)
	Communication Skills	3	A~F	Summer Fall	Yes (Optional)
	English Speaking Skills	3	A~F	Summer	No
Korean	Korean Language and Culture I	3	A~F	Spring Pre-Fall Fall	Yes (Mandatory for Int'l)
	Korean Language and Culture II	3	A~F	Pre-Spring Summer	No
	Korean Language and Culture III	3	A~F	Spring Fall	No
	Korean Language and Culture (Advanced I)	3	A~F	Spring	No
	Korean Language and Culture (Advanced II)	3	A~F	Summer	No
	Korean Language Learning with the Media	3	A~F	Fall	No

	Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Chinese	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

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

① ***English Courses:***

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

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

This course is required 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

This course will be offered in each semester and will count towards graduation requirement credits. It is not mandatory; however, all students are strongly recommended to take this course.

- Communication Skills

This course will be offered in summer and fall semesters and will count towards graduation requirement credits but not mandatory.



- English Speaking Skills

This course will be offered in summer semester and will NOT count towards graduation requirement credits but not mandatory.

② **Korean Courses(for International Students):**

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

This course will be offered in each semester and will count towards graduation requirement credits. International students who want to be waived from this course are requested to apply to the Academic Affairs Division with application form.

B. Advanced Courses

- **Korean Language and Culture II:** This course will be offered in the pre-spring and summer semesters. However, it will NOT be count towards graduation requirement credits.
- **Korean Language and Culture III:** This course will be offered in the pre-spring and summer semesters. However, it will NOT be count towards graduation requirement credits.
- **Korean Language and Culture(Advanced I, II), Korean Language Learning with the Media:** These courses will be offered in the spring, summer and fall semesters respectively. However, they will NOT count towards for graduation requirement credits.

③ **Chinese Courses:**

A. Basic Course: **Chinese for Global Studies and Practice I**

This course will be offered in the spring semester. However, they will NOT be count towards graduation requirement credits.

B. Advanced Courses

- **Chinese for Global Studies and Practice II, III:** These courses will be offered in the summer and fall semesters respectively. However, they will NOT be count towards 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 do NOT count towards the degree. Please refer to the “Field Research and Study Program” for more details.



II. Graduation Requirements of Each Program

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

1. Requirements for Completing the Full-time MPP Program

<First Year> - 42 credits

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods).
- ※ Seoul G20 Global Leader's Program students must take Korean Economic Development course in Spring instead of Quantitative Methods as the core course. They are also required to take an exclusive G20 Global Issues course in Summer.
- ※ KOICA Program students must take Korean Economic Development course additionally as core in the designated term.
- ※ KOICA-MDI Program students must take Korean Economic Development and Macroeconomic Policy course additionally as core in the designated term.
- ② MPP students must take at least 4 courses(12 credits) from his/her MPP concentration.
- ③ MPP students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MPP students.
- ※ One advanced analytic(AA) courses will count as a concentration course (maximum 3 credits).
- ④ MPP students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS Courses will be offered in Summer and Fall, NOT Spring.

- ※ MPP students must apply online to declare their concentrations through KDI School website in the 1st week of the semester, when the combined total of the graduation requirement credits previously completed or 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 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 KDI School website at the indicated period of each semester.

e.g.) A 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)	6	12	3	6	18	45
Credits (Int'l)	6	12	6	6	15	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 4 courses (12 credits) from his/her MPP concentration.
 - ③ MPP students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MPP students.
- ※ One advanced analytic(AA) courses will count as a concentration course (maximum 3 credits).



- ④ MPP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ※ MPP students must apply online to declare their concentrations through KDI School website in the 1st 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS course will be offered in Summer and Fall, NOT Spring.
- ※ After completing 45 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through KDI School website at the indicated period of each semester.

e.g.) A 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 (Korean)	6	12	3	6	18	45
Credits (Int'l)	6	12	3	6	18	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 in Spring instead of Introduction to Research Methods as core courses. They are also required to take an exclusive G20 Global Issues course in Summer.
- ※ KOICA Program students must take Korean Economic Development course additionally as core in the designated term.
- ② MDP students must take at least 4 courses(12 credits) from the his/her MDP concentration.
- ③ MDP students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MDP students.
- ※ One advanced analytic(AA) courses will count as a concentration course (maximum 3 credits).
- ④ MDP students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS Courses will be offered in Summer and Fall, NOT Spring.
- ※ To declare the concentration, MDP students must apply online through KDI School website in the 1st 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 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: 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 KDI School website at the indicated period of each semester.

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

MDP	Core Courses	ID Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	12	3	6	15	45
Credits (Int'l)	9	12	6	6	12	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 4 courses (12 credits) from the his/her MDP concentration.
- ③ MDP students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional.
- ※ One advanced analytic (AA) courses will count as a concentration course (maximum 3 credits).
- ④ MDP students must also complete 3 credits from basic level English course (LPM). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ※ To declare their concentrations, MDP students must apply online through KDI School website in the 1st 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 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS course will be offered in Summer and Fall, NOT Spring.
 - ※ After completing 45 graduation requirement credits or more including the research project, MDP students must apply online for graduation eligibility review through KDI School website at the indicated period of each semester.

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

MDP	Core Courses	ID Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	12	3	6	15	45
Credits (Int'l)	9	12	3	6	15	45

5. Requirements for Completing the Full-time MPM Program**<First Year> - 42 credits**

- ① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods)
 - ※ Seoul G20 Global Leader's Program students must take Korean Economic Development course in Spring as core course. They are also required to take an exclusive G20 Global Issues course in Summer.
- ② MPM students must take at least 4 courses (12 credits) from the his/her MPM concentration.
- ③ MPM students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MPM students.



- ※ One advanced analytic (AA) courses will count as a concentration course (maximum 3 credits).
- ④ MPM students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ⑤ International students must take Korean Language and Culture I. This course will be counted toward graduation requirement credits.
- 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS course will be offered in Summer and Fall, NOT Spring.
- ※ To declare the concentration, MPM students must apply online through KDI School website in the 1st week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MPM 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: 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, MPM students must apply online for graduation eligibility review through KDI School website at the indicated period of each semester.

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

MPM	Core Courses	PA Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	12	3	6	18	45
Credits (Int'l)	6	12	6	6	15	45

6. Requirements for Completing the Part-time MPM Program

<First Year> - 42 credits

- ① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods).
- ② MPM students must take at least 4 courses (12 credits) from the his/her MPM concentration.
- ③ MPM students can choose 2nd concentration and take up to 3 courses (9credits) from the concentration. Choosing 2nd concentration is optional for MPM students.
- ※ One advanced analytic(AA) courses will count as a concentration course (maximum 3 credits).
- ④ MPM students must also complete 3 credits from basic level English course (LPM). English courses will count towards graduation requirement credits for up to 6 credits (LPM + One English Advanced Course).
- ※ To declare the concentration, MPM students must apply online through KDI School website in the 1st week of the semester, when the combined total of the graduation requirement credits previously completed and currently being taken is above 39. MPM 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 a SRP must take one elective course instead of the seminar course.
- ※ ARS course will be offered in Summer and Fall, NOT Spring.
- ※ After completing 45 graduation requirement credits or more including the research project, MPM students must apply online for graduation eligibility review through KDI School website at the indicated period week of each semester.



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

MPM	Core Courses	PA Concentration	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	12	3	6	18	45
Credits (Int'l)	6	12	3	6	18	45

<Graduation Requirements for 2016 MPP & MDP & MPM Student>

Category	MPP	MDP	MPM
Core Courses	Requirement: 6 credits (2 courses)	Requirement: 9 credits (3 courses)	Requirement: 6 credits (2 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 	<ul style="list-style-type: none"> • Public Organizations and Management • Introduction to Research Methods
1 st Concentration	Requirement: at least 12 credits (4courses) from 1 concentration		
	<ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industry Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) 	<ul style="list-style-type: none"> • SD (Sustainable Development) • ID (International Development) 	<ul style="list-style-type: none"> • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)
2 nd Concentration	Elective: up to 9 credits (3courses) from 1 concentration (Optional) <ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industry Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) • SD (Sustainable Development) • ID (International Development) • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy) 		
Research Project	Requirement <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 full-time international students) 		
Total	45 credits		



[Course Plan for Master's Degree Program]

1. Recommended Course Plan for Master's Degree Program

The following is a recommended study timetable for students at KDI School. However, it is up to each student how he/she would like to plan his/her course of study.

※ Note: In order for a Master's Degree student to continue to receive financial aid, he/she must be enrolled in a minimum of 9 credits of regular courses each 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	--	--

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
1.5 Years	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 or 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 or SRP (6 credits)	Student Exchange Program	
			4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone or SRP (3 credits)	Student Exchange Program	
	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)	5 courses (15 credits)	Study Abroad Program (SAP) (ELP(1credit + 6 credits transferring from a partner school))		
		1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) (ELP(1credit + 6 credits transferring from a partner school))		
	GMP (2+3+1)		4 courses (12 credits)	5 courses (15 credits)	Study Abroad Program (SAP) (Experiential Learning Project(1credit + 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(1credit + 6 credits transferring from a partner school))			4 courses (12 credits)



Semester		First Year			Second Year			
		Winter Session	1 st Semester	2 nd Semester	3 rd Semester	1 st Semester	2 nd Semester	3 rd Semester
2 Years	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 or 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 or SRP

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

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

<Recommended Graduation Plan for Master’s Degree Program>

1. Research Project

	First Year			Second Year		
	1 st Sem.	2 nd Sem.	3 rd Sem.	4 th Sem.	5 th Sem.	6 th Sem.
Full Time		POS application (4 th week) + Research Plan (10 th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper with application Form to Academic Affairs * Int'l Student: you submit your final paper to Academic Affairs before you leave the country		
Part Time				POS application (4 th week) + Research Plan (10 th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper with Application Form

2. Graduation

Semester	Online-application Period for graduation	Graduation Date	Remark
Spring	5 th ~9 th week of spring semester	- May 31 st	
Summer	5 th ~9 th week of summer semester	- August 31 st	
Fall	5 th ~9 th week of fall semester	- Commencement Day - January 31 st	

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



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 instructions in English in the field of specialization so as to be able to pursue a teaching career.
- Conducting high-level policy research using scholarly methods that meet the highest international standards.

B. To demonstrate teaching ability, a doctoral student is recommended to:

- Serve as a Teaching Assistant for at least one semester
- Present in KDI School research seminars at least twice and publish the works in KDI School Working Papers.

C. To demonstrate research ability, a doctoral student is required to submit a dissertation that meets the following criteria:

- It must have relevant to 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.

II. Curriculum

A. Confirmation and Consultation with Dissertation Advisor

- Students confirm their dissertation advisor.
 - ✓ Period: from the orientation period to the third week of spring semester.
 - ✓ Once students have confirmed their dissertation advisor, students should submit the ‘Dissertation Advisor Confirmation Form’ to the Academic Affairs Division.
 - ✓ Students should hold a consultation with advisor about academic plans which include coursework and writing plan of the dissertation.

B. Ph.D. Program Course Map

	Spring	Summer	Fall
Common Requirements	Mathematical Economics	Microeconomics I	Foundations of Public Policy
	Econometrics I	Econometrics II	
Public Policy	Advanced Macroeconomic Policy		Microeconomics II
	Master Plus Course / SRC		
Development Policy	Development Economics II		Development Economics I
	Master Plus Course / SRC		

* This course map is only a suggestion. Students may adapt their course work according to their individual circumstances.

C. Required Courses

Fields	Public Policy	Development Policy
Basic Course	- Econometrics I & Econometrics II - Microeconomics I - Foundations of Public Policy	
Common Requirements	- Econometrics I & Econometrics II - Microeconomics I - Foundations of Public Policy	
Field Requirements	- Microeconomics II - Advanced Macroeconomic Policy	- Development Economics I - Development Economics II



III. Graduation Requirements

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

- A. Course requirement: Complete a minimum of 36 credits of graduation requirement courses.**
- B. After earning 27 credits, students must pass the Qualifying Examinations.**
- C. Students need to acquire additional 9 credits to be eligible for Oral Examination.**
- D. Students will be receiving their doctoral degree after going through all the dissertation writing process.**
 - Passing the Oral Exam
 - Passing the Final Oral Dissertation Defense

* Please refer to the Ph.D. Program Handbook for further information.

II. Academic Guides

● Course Registration

Grading

Academic Status

Tuition Fee

Financial Aid and Scholarships

Certificate Issuance

Course Registration

1. Course Registration

- ① **Minimum/Maximum Credit Application:** Full time students must apply for a minimum of 9 credits and a maximum of 15 credits of regular courses including one day-time course in each 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 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.	S336	YOU, Jongil
MPP	S331	CHOI, Changyong
MDP	S347	KIM, Dong-Young
MPM	S441	Kim, Soonhee

- ③ **Registration Period:** Students should register for their courses during the designated period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.
- ⑤ **Course Size:** KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full students will not be able to register online. If a course has less than 6 students it will not be offered in that particular 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. Attendance will count during the add/drop period.
- ⑧ **Course Drop (with form):** Should the student decide to drop a course within the first five weeks after classes begin, he/she may fill out the course drop form and submit it to the Academic Affairs Division to drop a course. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (with form):** Should the student decide to withdraw from a class after the first five weeks but within the first ten weeks after classes begin, he/she may fill out the withdrawal form and submit it to the Academic Affairs Division to withdraw from the class. In this case, a “W” will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Attendance:** Students are required to attend at least 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 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 2016 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.

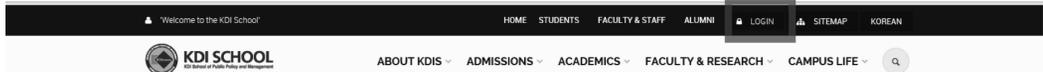
② Schedule for Course Presentation Session

e.g.) Spring Semester Schedule

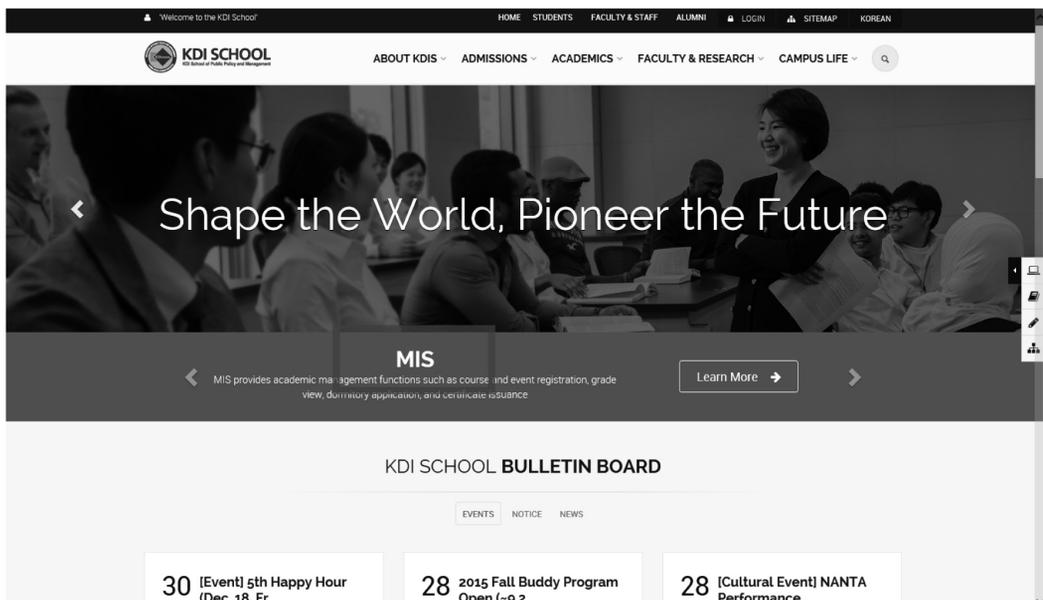
Course Presentation Session	Full-time Students: January 27
	Part-time Students: January 23
Advising Session	
Course Registration	January 28, 15:00 ~ January 30, 15:00

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.



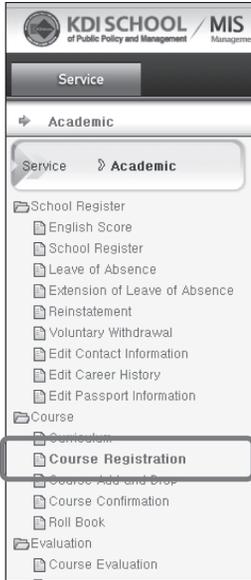
2. Click the “**MIS**”(http://mis.kdischool.ac.kr) in the middle of KDI School Service menu.





II. Academic Guides - Course Registration

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



- 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	9208	Register
70	MST032	Theory and Policy of International Trade	1	D	1st	Yoo, JungHo	3	30	0	0	MON2, THU2,...	9218	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.

Course Reg... 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
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

Course Registration List Timetable

No.	Course	Title	Sec.	Credit	Status	No.	MON	TUE	WED	THU	FRI	SAT
No data has been found.						1						
						2						
						3						
						4						
						5						
						6						

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.

Course Reg... 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
18	MSF001	Capital Market and Investment	1	W	12weeks	Lee, Young-Ki	3	21	2	0	SAT1	9301	Register
19	MSF037	Central Banking: Monetary Policy Strate...	1	D	1st	Sohn, Wook	3	30	1	0	MON4, WED4	9205	Register
20	MEA034	Chinese for Global Studies and Practice II	1	D	1st	Kim, Tae Hui	3	16	2	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	1	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	1	0	THU4, TUE4		Register

Course Registration List Timetable

No.	Course	Title	Sec.	Credit	Status		No.	MON	TUE	WED	THU	FRI	SAT
1	MEA034	Chinese for Global Studies and...	1	3	Enrolled	CANCEL	1	MEA034	MEA034	MEA034	MEA034		MSF001
2	MSE043	Competition and Industrial Pol...	1	3	Enrolled	CANCEL	2						
3	MSF001	Capital Market and Investment	1	3	Enrolled	CANCEL	3						
4	MSF037	Central Banking: Monetary Poli...	1	3	Enrolled	CANCEL	4	MSF037	MSP046	MSF037	MSP046		
5	MSP046	Economic Analysis of Investm...	1	3	Enrolled	CANCEL	6		MSE043		MSE043		



II. Academic Guides - Course Registration

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

Registration

Service > Academic > Course > Registration

Academic Year: 2012 Term: Summer

Course List

No.	Code	Title	Sec.	Time	Period	Professor	Credit	Max	Current	Waiting	Schedule	Room	
11	MSF037	Central Banking: Monetary Policy Strate...	1	D	1st	Sohn, Wook	3	30	1	0	MON4, WED4	9205	Register
12	MEA034	Chinese for Global Studies and Practice II	1	D	1st	Kim, Tae Hui	3	16	1	0	MON1, THU1, ...	9201	Register
13	MSS092	Dispute Resolution & Negotiation	1	D	1st	Kim, Tae Hui	3	30	0	0	MON4, WED4	9213	Register
14	MSI027	Understanding the World	1	D	1st	Kim, Tae Hui	3	30	0	0	MON4, WED4	9203	Register
15	MST032	Theory and Policy of Trade	1	D	1st	Kim, Tae Hui	3	30	0	0	MON2, THU2, ...	9213	Register
16	MSE066	Entrepreneurship and Innovation	1	D	1st	Kim, Tae Hui	3	30	0	0	THU4, TUE4	9213	Register
17	MSH022	Gender and Development	1	D	1st	Kim, Tae Hui	3	30	0	0	THU4, TUE4	9301	Register
18	MSI043	Southeast Asian Economy	1	E	1st	Shin, Jang-Sup	3	21	0	0	MON6, WED6	9203	Register
19	MSI048	Global Governance and Diplomatic Pract...	1	E	1st	Robertson, Jeffrey...	3	21	0	0	THU6, TUE6	9201	Register
20	MSI041	Resource Diplomacy	1	D	1st	Robertson, Jeffrey...	3	30	0	0	MON4, WED4		Register

Registration Status

No.	Course	Title	Sec.	Credit	Status	
1	MSF037	Central Banking: Monetary Pol...	1	3	Enrolled	Cancel

Timetable

No.	MON	TUE	WED	THU	FRI	SAT
1						
2						
3						
4	MSF037		MSF037			
5						
6						

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”.

Course Regi-

Service > Academic > Course > Course Registration

Academic Year: 2012 Term: Summer

LIST

No.	Code	Title	Sec.	Time	Period	Professor	Credit	Max	Current	Waiting	Schedule	Room	
40	MSP050	Innovation and Development	1	E	2nd	Lee, Keun	3	21	1	0	MON6, WED6	9203	Register
41	MSI050	Institutional Reform in Developing Coun...	1	E	2nd	Choi, Changyong	3	21	0	0	MON6, WED6	9301	Register
42	MSF002	International Financial Management	1	W	12weeks	Lee, Jinsoo	3	21	0	0	SAT3	9201	Register
43	MSI047	International Relations in Northeast Asia	1	D	2nd	Park, Hun Joo	3	30	0	0	THU4, TUE4	9301	Register
44	MSF034	Introduction to Financial Analysis	1	E	1st	Han, Joong Ho	3	21	0	0	MON6, WED6	9205	Register
45	MCD002	Introduction to Research Methods	1	D	12weeks	Cho, Yoon Cheong	3	33	0	0	FRI4	9213	Register
46	MCD002	Introduction to Research Methods	2	W	12weeks	Cho, Yoon Cheong	3	30	0	0	SAT3	9213	Register
47	MCA006	Korean Economic Development	1	D	2nd	Kim, Joon-Kyung	3	16	0	0	THU4, TUE4	9203	Register

Course Registration List

No.	Course	Title	Sec.	Credit	Status	
1	MEA034	Chinese for Global Studies and...	1	3	Enrolled	CANCEL
2	MSE043	Competition and Industrial Pol...	1	3	Enrolled	CANCEL
3	MSI040	Civil Society and Social Capital	1	3	Enrolled	CANCEL
4	MSP050	Innovation and Development	1	3	Enrolled	CANCEL
5	MSS084	Analysis of Policy Process	2	3	Waiting	CANCEL

Timetable

No.	MON	TUE	WED	THU	FRI	SAT
1	MEA034	MEA034	MEA034	MEA034		
2	MSI040	MSI040	MSI040	MSI040		
3						
4	MSS084		MSS084			
5						
6	MSP050	MSE043	MSP050	MSE043		

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”.

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 Pol...	1	S2	Evening	Nam, Ji-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 Pol...	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

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

Year	Semester	Program	Course name	Professor



Grading

1. Acknowledgement of Credits

- ① **Registration:** Credits are only given for courses for which students have officially registered through standard registration procedures. Students auditing courses will not receive credits.
- ② **Attendance:** All students must attend at least 5/6 of all classes in a given 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 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 KDI School Members website. Refer to the “Certificate Issuance” on page 58.
- ② **Making an Appeal:** Should students have any doubts about their grades, they may make an appeal to their course professor within a given period of each 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.



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 (except for ARS course) 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 their application online through “School Register” on KDI School MIS System within the given period of time.
Application Period: Students are not allowed to take a leave of absence in their first semester. Students may apply for a leave of absence starting in their second semester. Students should 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 must apply online through “School Register” in KDI School MIS System.

3. Completed

All master's students who have been enrolled at KDI School for at least 5 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 half years (minimum 5 semesters) and within 4 years from his/her admission date will be granted the status of "graduated."

5. Reinstatement

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

6. Voluntary Withdrawal

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



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 KDI School website. The payment slip will be issued on request by a student.

① **Payment by Semester:**

	2016			2017			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.

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 (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 or 75% 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 (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* 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.)



Certificate Issuance

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)	×	○	○	○
Certificate of English Proficiency (영어능력 증명서)	○	×	×	○
Academic Transcript (성적증명서)	○	×	○	○

② Online Service

i. Request Method

Log-in at <http://www.kdischool.ac.kr> → Click “Students” on upper side → Click “Certificate” → Choose Online Service → Click “View More”

ii. Fee & Payment Method

First Sheet: KRW 1,000/copy

Second sheet and onwards: KRW 500/copy

③ **Offline Service**

i. Request Method

Log-in at <http://www.kdischool.ac.kr> → Click “Students” on upper side → Click “Certificate” → Choose Offline Service → Click “View More”

ii. Delivery

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

Estimated time of Arrival: upon place of destination

iii. Fee & Payment Method

Mailing Fee

- Domestic Express Service: KRW 2,000

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

2. Degrees

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

① Master's Degree

i. Public Policy: Master of Public Policy

ii. Development Policy: Master of Development Policy

iii. Public Management: Master of Public Management

② Ph.D. Degree

i. Public Policy: Ph.D. in Public Policy

ii. Development Policy: Ph.D. in Development Policy

III. Study Abroad Program

Exchange Program

CAMPUS Asia Program

GLiMPSE Program

Global Master's Program (GMP)

Field Research and Study Program

- IFRS (International Field Research and Study)
- KFRS (Korea Field Research and Study)

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. (For spring students are selected in their 2nd semester, and their exchange semester begins in their 4th 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 (Priority will be given to Korean students). Those who are interested in an exchange program must consult with their academic advisors when selecting the courses. Some credits earned during the exchange program can be transferred to KDI School for credits by submitting an original copy of the official transcript from the exchange partner school and an application for acknowledgement of credits to the Student Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits.

1. Exchange Partner Schools

<USA>

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

<Others>

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Pontificia Universidad Catolica de Chile (Chile)
- Fudan University (China)
- Institut Supérieur de Commerce (France)
- Institut Supérieur de Commerce International de Dunkerque (France)
- HHL-Leipzig Graduate School of Management (Germany)
- 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:

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

5. Application Requirements

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

6. Application Procedure:

- ① Document Review
- ② Interview(If needed)

7. Benefits of Exchange Program:

- ① Credits earned from the partner university can be transferred if the program chair recognizes the equivalency of the courses.
- ② No extra tuition will be charged.
- ③ Students who are chosen during KDI School's internal selection will be eligible to apply to the exchange partner school. Once students receive admission from the exchange partner school, they will be considered as exchange students for the upcoming 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.



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 North east 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>



National Graduate Institute for Policy Studies (GRIPS), Japan

Having formed partnership with 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):

- March for Fall Semester Outbound
 - September for Spring Semester Outbound
- *It may be subject to change with prior notice.

4. Number of Exchange Students

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

5. Available Programs

- National Graduate Institute for Policy Studies (GRIPS), Japan: Master of Public Policy (MPP), Master of Public Administration (MPA)
- Tsinghua University, School of Public Policy and Management, China: Exchange program in Master of Public Policy (MPP)

6. Note

- The CAMPUS Asia Program is a pilot program of the Ministry of Education and will be terminated as of February, 2016. The Main Program will start from September, 2016 after a bidding.



GLiMPSE Program (Korea – EU Industrialized Countries Instrument - Education Cooperation Program)

The Korea – EU ICI ECP is an educational cooperation between the EU and the Republic of Korea in the field of higher education. The consortium of KDI School, Seoul National University Graduate School of International Studies, ESSEC Business School, and KU Leuven collectively known as the GLiMPSE (Global Leaders in Management and Policy in South Korea and Europe), has been selected to participate in the program and starting from 2014, Korean students will be able to study at all four of the institutions across Korea, France, and Belgium to gain two master's degrees with funding support from the EU and Korean government.

A student will have the opportunity to study at one of the European partner schools for an academic year to gain an additional degree, as well as short-term studies at the SNU-GSIS and the other, non-degree European partner school. The student will receive tuition waiver from the partner school, as well as full return airfares and living costs for the duration of the academic stay in Europe.

1. Consortium Partners

<Korea>

Seoul National University Graduate School of International Studies – Master of International Studies

SNU-GSIS offers a Master's Degree program in International Studies (MIS) with four areas of specialty: International Commerce, International Cooperation, International Area Studies and Korean Studies. The International Area Studies track is the richest in contents offering more than sixty courses per year with a main focus on East Asian studies. The MIS program, through its multi-disciplinary approach, aims to train international and area specialists capable of adapting to changes and meeting challenges in this era of globalization.

<France>

ESSEC Business School – Master of Science in Management

Founded on the acknowledged academic excellence of ESSEC and its faculty, the MSc in Management program allows students to design their own course of study by selecting and planning their courses, seminars and professional experiences every trimester. The MSc in Management program makes the

corporate world the focus of its coursework and offers a strong international perspective, through both its multicultural student body and an experience abroad of at least nine months, as well as a rich and varied range of student associations.

<Belgium>

KU Leuven – Master of European Policies & Politics, Master of European Studies

The Master in European Studies: Transnational and Global Perspectives (MAES) at KU Leuven offers an interdisciplinary approach to international students coming from various academic backgrounds, while the internationally accredited Master of European Politics and Policies (MEPP) at KU Leuven offers a combination of European public administration and European policies analysis. Its mission is to bring academic excellence in the comparative study of public sector structures, policy-making and administration within Europe together.

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
 - ESSEC: iBT 100 / IELTS 7.0 / TOEIC 850 or above
 - KU Leuven: iBT 100 / IELTS 7.0~7.5 or above
- GMAT 600 or above (only for ESSEC)

3. Application Period (tentative):

- February/March for 2016 Fall Semester
- * It may be subject to change with prior notice.

4. Number of Exchange Students

- Maximum 3 students annually, per institution (outbound)



5. Available Programs

- ESSEC : MSiM(Master of Science in Management)
- KU Leuven
 - MoEP: Master of European Politics and Policies
 - MoES: Master of European Studies

Global Master's Program (GMP)

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

GMP students can choose from the following:

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

1. Type of GMP Program

1) 1+1 GMP Program

- ① Special Features
 - A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school from January of his/her second year of study.
- ② Qualifications:
 - Students enrolled and registered in the Global Master's Program (GMP)
 - Completion of three semesters (by the time of departure)
 - For Full-time Students, at least 39 credits completed including core courses (by the time of departure)
 - For Part-time Students, at least 27 credits completed including core courses (by the time of departure)

2) 2+3+1 GMP Program

- ① Special Features
 - A student who applies for the 2+3+1 GMP Program is able to enroll in an overseas partner school from September of his/her first year of study.
- ② Qualifications:



III. Study Abroad Program - Global Master's Program (GMP)

- Students enrolled and registered in the Global Master's Program (GMP)
- Completion of two semesters (by the time of departure)
- At least 27 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

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

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

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

2. GMP Partner Institutions:

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

<USA>

- Duke University, Program in International Development Policy (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)
- Rutgers University, School of Public Affairs and Administration (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, San Diego, Graduate School of International Relations and Pacific Studies (USA)
- University of California, Berkeley, College of Natural Resources (USA)
- University of Chicago, Harris School of Public Policy (USA)
- University of Colorado Denver, Graduate School of Public Affairs (USA)
- University of Illinois at Urbana-Champaign, Department of Economics (USA)
- University of Kentucky, Martin School of Public Policy and Administration
- University of Missouri, 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)

<UK>

- Lancaster University Management School (UK)
- University of Birmingham, Schools of Social Policy and Government and Society (UK)
- University of Nottingham, School of Sociology and Social Policy (UK)



<Others>

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

3. Application Requirements (varies depending on the institution)

- ① Application Form (from the desired partner institution)
- ② TOEFL: CBT 213~250 / iBT 80~100 or above
- ③ 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

4. Benefits of the GMP Program

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

5. GMP Application for non-GMP students

Non-GMP students may apply for the GMP program.

Qualifications:

- ① CGPA of at least 3.5 or above
- ② TOEFL: CBT 250/iBT 100, IELTS 7.0 or above

(Native English Speakers and Students who is taking their degree program in English are exempted)

③ Completion of three or five semester depending on the enrolled program at KDI School (by the time of departure)

- At least 39 credits (by the time of application)

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

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

GMP Program Fee: Students selected must pay the GMP Program Fee (2,000,000 won) and tuition will be recalculated based on credits taken.



Field Research and Study Program

1. International Field Research and Study (IFRS)

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

<Brief Itinerary of the IFRS 2015>

Date	Countries & Cities	Activity
The. Sep.1	Incheon	Departure: Incheon Airport, Incheon, Korea Arrival: Heathrow Airport, London, United Kingdom
Wed. Sep.2	UK	Visit to the Bank of England
Thur. Sep.3	UK	Visit to the Lloyd's Building Visit to the DFID(Department for International Development)
Fri. Sep.4	France	Transit: London - Paris (Eurostar) Visit to ESSEC (Special Lecture)
Sat. Sep.5	France	City Survey
Sun. Sep.6	France	Visit Fontainebleau, Barbizon
Mon. Sep.7	Belgium	Visit to the OECD Visit to the UNESCO Transit: Paris-Brussels (Thalys)
Tue. Sep.8	Belgium	Visit to the KU LEUVEN University Visit to the European Commisions
Wed. Sep.9	Germany	Transit: Brussels-Stuttgart Visit to the Rudesheim Am Rhein
Thurs. Sep.10	Incheon	Departure: Frankfurt Airport, Frankfurt, Germany Arrival: Incheon Airport, Incheon, Korea

2. Korea Field Research and Study (KFRS)

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

<Brief Itinerary of the KFRS in 2015>

Date	Activity
Aug. 6	Departure/ Hyundai Heavy Industries
Aug. 7	Pohang Iron and Steel Company Manufacturing line / Gyeongju Cultural Heritage
Aug. 8	Gyeongju Cultural Heritage
Aug. 9	Samsung Smart City / Arrival

IV. Student Life

Student Activities & Others

● Life at KDI School

- First Days at KDI School
- School Building Information
- On-campus Restaurants & Stores
- Banking Information
- Health Care Information
- Dormitory

Around KDI School

- About Sejong City
- Directions to KDI School
- Transportation
- Shopping
- Restaurants

Visa Immigration

- D-2(Overseas Study) Visa
- Foreigner Registration
- Reissuance of Alien Registration Card
- Reporting Changes of Alien Registration Card
- External Activities(Int'l Students)

Staying in Korea

Student Activities & Others

1 Student Activities

1-1. Student Council

The Student Council will be formed at the beginning of Spring and Fall 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. 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 (1/2 of Total expenses, up to KRW 20,000/person) and partially charged on students.

1-4. Student Clubs

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



- 1) A club should have more than 10 members including 1 faculty advisor.
- 2) It is recommended to have members of various backgrounds.
- 3) A club should submit an activity plan.
- 4) It is recommended that a club should organize 3 activities per 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

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, Summer and Fall Semester.

1-6. Happy Hour

All students currently enrolled at 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 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; 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

KDI School welcomes any suggestions and opinions via “Suggestions Welcome” board on KDI School webpage that students may have and tries to integrate them into the school’s administration as much as possible. Suggestions will remain confidential. All students are encouraged to make suggestions and give ideas. Paying keen attention to the quality of student life, KDI School is always eager to hear about your school experience. When you submit your ideas through the board, the school will give careful consideration to address the issue, and respond individually in a timely manner. You may voice your opinions on:

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

These suggestions and ideas may apply to the student personally or to the school as a whole. When submitting ideas or suggestions, students must include their reason for making such comments or suggestions. KDI School tries to help each student with his/her problems by maximizing access to his/her academic advisor. However, if a student feels it is necessary that he/she officially bring the problem(s) to the attention of the school, he/she may do so by submitting an official Suggestions & Requests Form to the Academic Affairs Division.

2-2. Student Counseling Service

KDI School provides Counseling Services for our esteemed students. While the new 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 KDI School students through counseling services and the goal is to maximize the satisfaction of students so they can take full advantage of the opportunities and enjoy their stay at KDI School. If you are interested in using the program, please refer to the following information.

What are some common concerns?

- *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*
- *Job related concerns*
- *Sexual Assault / Abuse*
- *Health problems*

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

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

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

How does this work?

□ *Step 1*

Students may access the program through online and offline meetings with the advisor on an individual basis. In the case of setting up an offline meeting, you must send an e-mail or stop by office #316 and ask to make an appointment. Upon your request, the advisor will set up a schedule for you.

□ *Step 2*

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



□ *Step 3*

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

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

When are the office hours?(Spring Semester, 2016)

- *Monday* *9:00 a.m. - 12:30 p.m.*
- *Friday* *12:00 p.m. – 3:00 p.m.*

It is subject to change every semester with prior notice.

Where should I visit? - Office #S316

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

2-3. Parking Space

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

For inquiries: ☎ 044-550-1259

Life at KDI School

1 First Days at KDI School

1-1. Student ID Card

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

□ *Student ID card functions:*

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

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

1-2. Campus Tour

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

1-3. Opening a Bank Account

To save money safely, students are required to open bank accounts. Especially, for international students who receive monthly stipends, opening a bank account is essential. KDI School is affiliated with the Woori Bank and helps to issue check cards for bank transactions. International students 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: Please call ☎ 044-550-1010(Mr. Song, Jeongwon)

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 200,000~800,000.
- ※ The phone need not to be returned once purchased.
- ※ The fee will depend on the plan you subscribe to.

□ *Where and How to buy Sim Card*

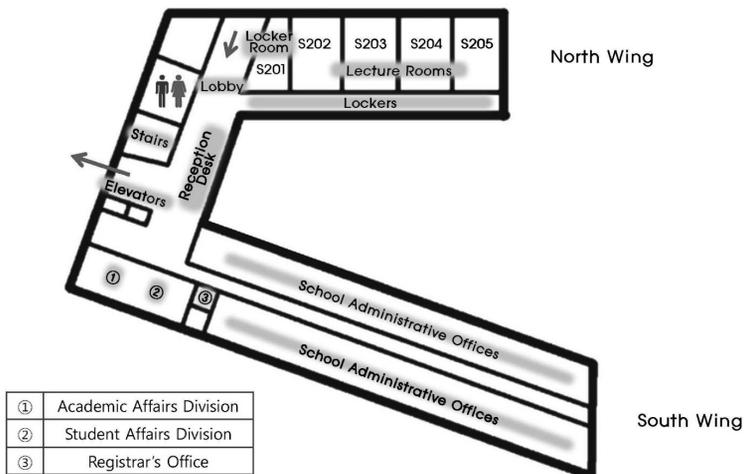
Take Bus 991 at the bus stop across the road, get at 첫마을(한솔동), Cheotmaeul(Hansol-dong) and then cross the road, turn right, walk 2 blocks and turn left to Olleh Shop.

Requirements: Passport and 10,000KRW

2 School Building Information

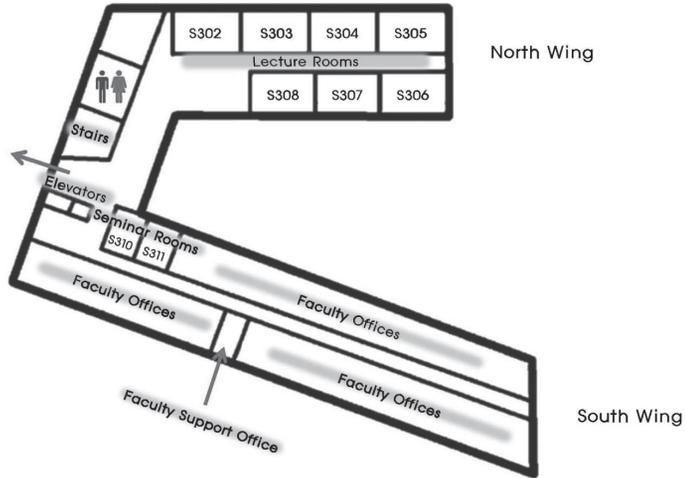


School Building – 2F

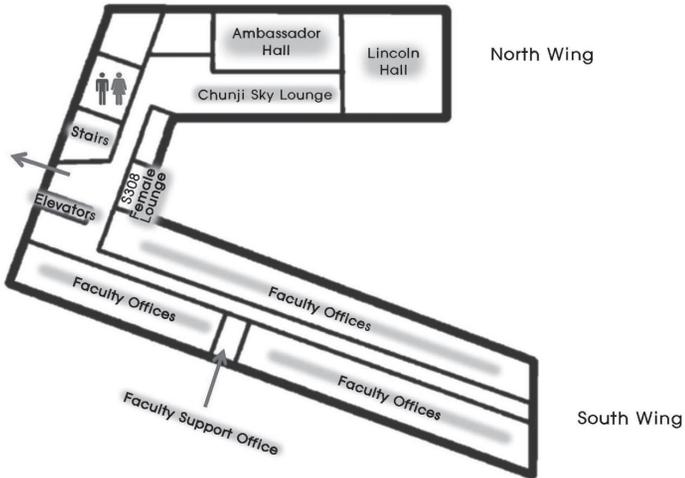




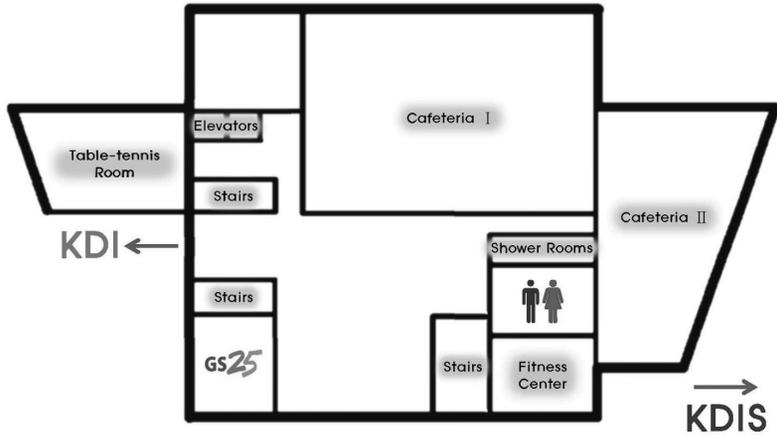
School Building – 3F



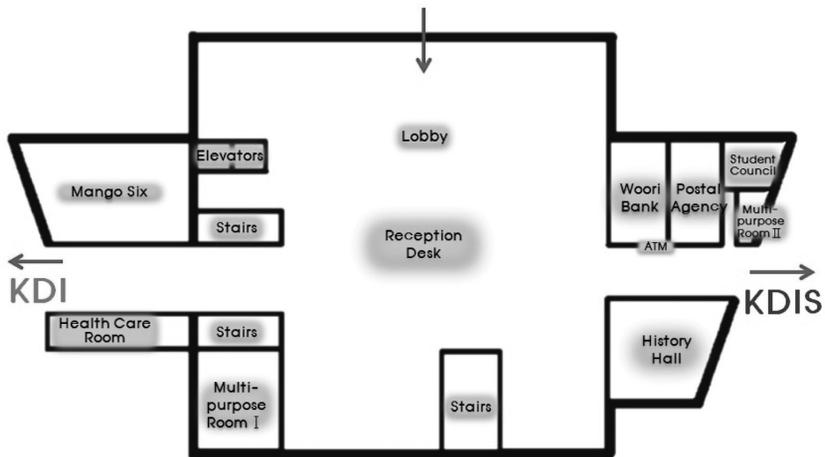
School Building – 4F



Central Building - 1F

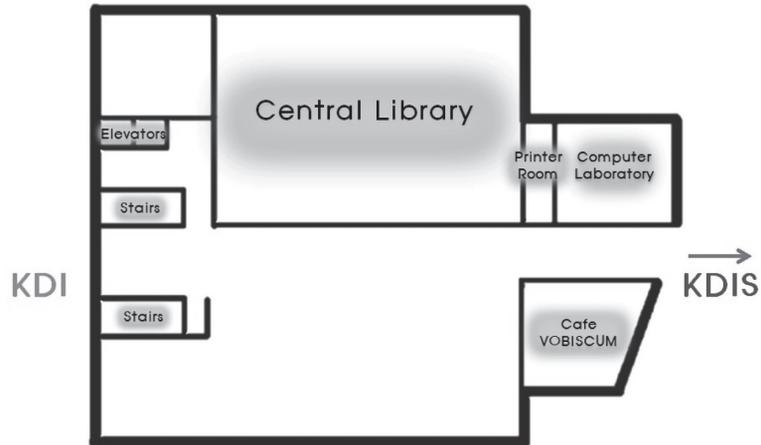


Central Building - 2F

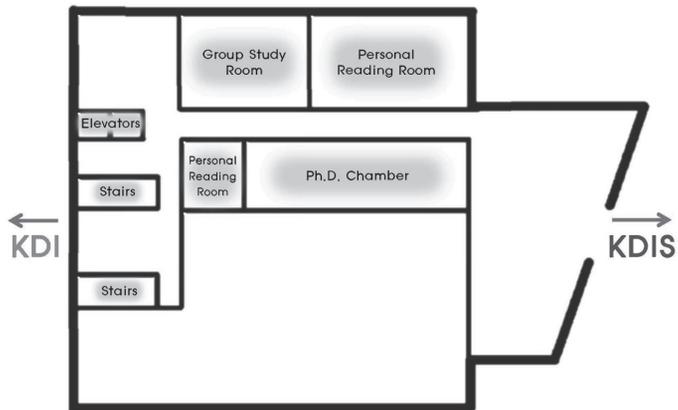




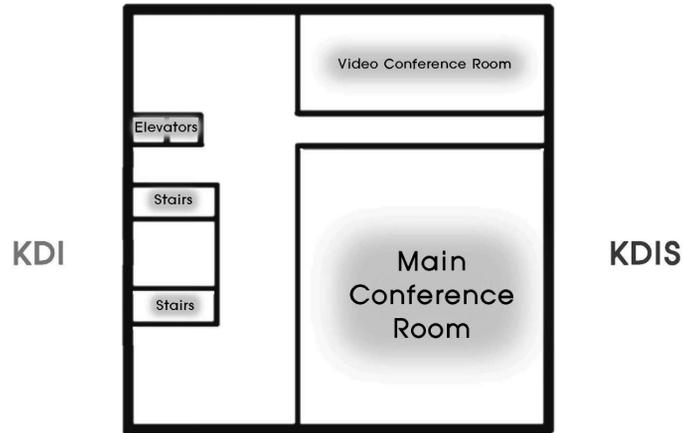
Central Building - 3F



Central Building - 4F



Central Building - 6F



Dormitory

There are two buildings on the opposite side of the school. The dormitory office is located on the 1st floor each building and are staffed 24 hours a day. If you have emergency situation, you can contact house masters. The first aid Kit will be provided by them. Dormitory assistants are working for each floor's residents. They will help your dormitory life and emergency situation.





3 On-campus Restaurants & Stores

3-1. Cafeteria

- *Location: 1st floor, Central Building*
- *Open Hours: Breakfast 8:00-09:00*
Lunch Weekday 11:40-13:00 weekend 11:00-13:00
Dinner 17:40-19:00

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

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

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

3-2. Convenience Store

- *Location: 1st floor, Central Building*
- *Open Hours: Weekdays 08:30~23:00*
Weekend and Holiday 11:00~18:00

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

3-3. Mango Six (Coffee Shop)

- *Location: 1st floor, Central Building*
- *Open Hours: Weekdays only 08:00~19:30*

You can buy coffee, juice and other beverages. Cost ranges from KRW 2,000 to KRW 4,000 per beverage and snacks. Inquiries: ☎ 044-550-4373

3-4. CAFÉ VOBIS CUM (Coffee Shop)

- *Location: 3rd floor, Library*
- *Open Hours: Weekdays only 08:00~19:30*

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

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

Inquiries: ☎ 044-550-1306



4 Banking Information

Woori Bank – (On-Campus)

- *Location: 1st floor, Central Building*
- *Hours of Operation: 09:00~16:00*
(A.T.Ms 7:30-23:30)

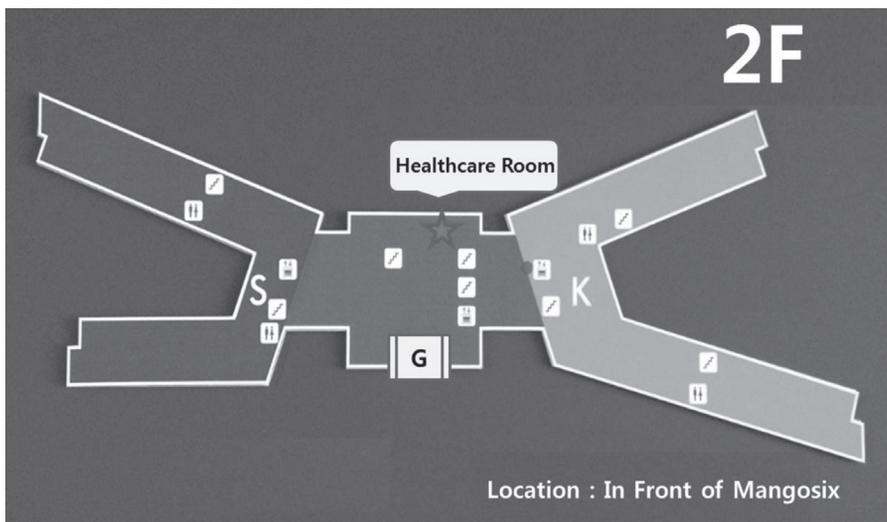
You may open your bank account, deposit money, transfer money overseas, and other bank services are available. For more inquiries: Please call ☎ 044-862-6741

5 Health Care Information

5-1. Healthcare Room

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

- *Location: 2nd Fl., Central Building(near Mango Six)*
- *Open Hours: Weekdays (Mon.~ Fri.) 09:00~18:00*
※ Closed during national holidays and lunch hours (12:00~13:00)



1. Online-Counseling

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

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

2. Main Services

- ① Medication: Pain-Killer, Digestive Aid, Anti-Diarrhea / Anti-Constipation, Nausea/ Vomiting, Cold & Cough Relief, Nasal Inflammation, Calamine Lotion (itching and discomfort), Muscle Pain Patch, Burn Treatment, Eye Drop, Stomatitis Treatment etc.
- ② Simple injury treatment
- ③ Emergency treatment
- ④ Medication supply to dormitories
- ⑤ Recovery room
- ⑥ Prevention on epidemics
- ⑦ School events medical support
- ⑧ Student and staff health care record management
- ⑨ Advising students for health care and health insurance

3. Medical Facilities

- ① First-aid kit bag(rental)
- ② Hot / Cold pack(rental)
- ③ Digital Scale for Height/ Weight/ Body Mass Index
- ④ Measuring blood pressure
- ⑤ Blood sugar analyzer
- ⑥ Blood sugar analyzer



5-2. Hospital & Health Insurance Information (for international students)

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

Sun Healthcare International in Daejeon City

Sun Healthcare International assistants are fluent in English and assist international patients from reception to prescription, facilitating your communications with doctors or staffs during medical treatment.

- **Reduced Waiting Time:** *They will provide a separate service for all international patients.*
 - **Less Language Barrier:** *A designated assistant will provide individual escort service within the hospital, explaining and translating necessary information*
 - **Information**
 - ☎ 010-3614-0817 (Chris Han, English)
 - ☎ 010-5531-9398 (Oh yunerden, Mongolian)
 - ☎ 010-4943-3111 (Kulibaeva Svetlana, Russian)
 - Website: <http://eng.sunhospital.com/sunhealth/>
 - Location: 928, Jijok-dong, Yuseong-gu, Daejeon, Korea
 - Take 15 min. via Taxi from the school
- ※ **You must make an appointment.**
- ※ Emergency center operates 24 hours (No service during the holidays).

Dental Care Service

Dental Care Service for KDI School international students

- Hospital Information
 - Blossom Dentistry(Dentist KIM, Dong Hyun, 2005 alumnus)
 - Address: SW Tower 11th Fl. Samsung-dong 141-3 Seoul
 - (Seolleung station Exit 8)
 - Work Hours: 10:00 ~ 19:00 (Mon ~ Fri)
10:00 ~ 14:00 (Sat)

- Services for free of charge
 - Dental Check-up and X-ray taking
 - Cleaning
 - Root Canal Treatment
 - Extraction
- Pre-reservation Required
 - through Student Affairs Division(Room #201)
 - <http://smileblossom.com/>

5-3. How to Claim the Health Insurance

1. Visit web site www.foreignerinsu.com –sub menu-[Claim]
2. Following the 5 steps.

① Fill in the “Date of birth” and choose gender, then click “Search”

File A Claim (申请/신청)

Home > File A Claim > File A Claim (申请/신청)

Sex : Male Female

20 / Page

Search

② Click your own data among the retrieved data

File A Claim (申请/신청)

Home > File A Claim > File A Claim (申请/신청)

Sex : Male Female

20 / Page

Search

Total : 5 Count(s)

(1 / 1)

No	Insu Name	Insu No	From	To	Insurant Name	Date Of Birth	Sex	Status
1	Inbound		2013-06-01	2014-05-31	Sample	1989-10-16	F	가입
2	Inbound		2014-03-01	2015-02-28	만기	1989-10-16	F	가입
3	Inbound		2014-04-04	2015-02-28	손호니	1989-10-16	F	가입
4	Inbound		2012-09-05	2013-09-04	왕하	1989-10-16	F	신청
5	Inbound		2014-05-01	2015-02-28	트란휴비안	1989-10-16	F	가입

[1]



③ Fill out the claim form and click the “Apply” button

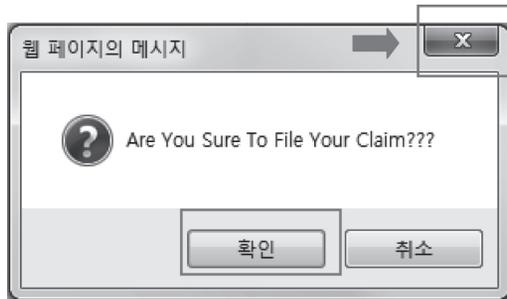
We prefer to receive your claim documents through email

File A Claim (申请/신청)

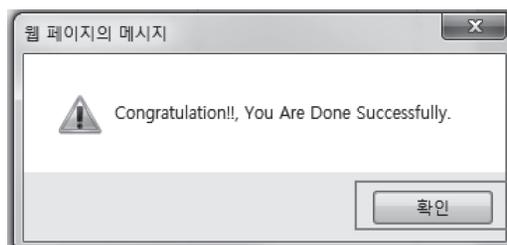
Home > File A Claim > File A Claim (申请/신청)

Name (姓名)	Sample	Mobile No. (手机)	8901016*****	School Name (学校名)	Sookmyung / 숙명여대
Date Of Birth (出生年月日)	1989-10-16	Sex (性别)	F	Insu Name (保险产品)	Inbound
Apply Date (申请日)	2014-07-21	Ocurrence Date (看病日期)	2014-05-25		
Type (看病类型) *	Etc	Subject (题目) *	outpatient treatment		
Detail Explanation (看病详细内容)	The problem I had was that on 25 may I swollen Corn grain instead of going into stomach it went into breathing are a I was taken to hospital emergency so the money am claiming are money i used to pay hospital here attached with all document for more clarification thank you				

④ Click “확인” when you can see the message box below



⑤ Click “확인” again when you can see another message box below



Congratulation!!, you are done successfully.

6 KDI School Dormitories & Mailing Services

6-1. Dormitory

Information Desk

The dormitory office is located on the 1st floor and is staffed 24 hours a day. Students should visit this office to fill out the “Dormitory Check-In Form” when moving in to their assigned rooms. If you have an emergency situation, you can contact the security officers. The first aid Kit will be provided by them. Residents are required by the Housemaster to register their student ID card information for security access to the dormitory building; otherwise they are not permitted to enter.(☎ 044-550-1800)



Check-In Procedure

- Visit the dormitory information desk or dormitory office(RM.2129)
- Check the assigned room
- Contact your dormitory assistant
- Carefully read the Dormitory Rules and Regulations in the Dormitory Check-in Form
- Complete and sign the form

Check-Out Procedure

- Clean your room and change the passcode of the door lock to 1111*
- Fill in the Application for Check out form
- Have your room inspected by your Dormitory Assistant at least 3days prior to check out.
- Visit the dormitory office to submit the form
- Have your room inspected by Housemaster
- Visit the Student Affairs Division and get a refund for your deposit



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

- ※ Every member of the residential life community is expected to observe the following rules and regulations to maintain cleanliness and orderliness in the dormitory.
- ※ Every resident of KDI School Dormitory is expected to observe the following dormitory guidelines to maintain an orderly and respectful residential community.

<Rules and Guidelines for Dormitory Residents>

Room	<ul style="list-style-type: none"> • Visitors are not expected to allow guests to stay overnight. Overnight sleeping in common areas of the building is strongly prohibited. • Members of the opposite gender should not enter each other's rooms and hallways. • Students must change the door lock combination upon check-in, and reset to 1111 when checking-out. If the door lock has low batteries, you may request the House Master for new sets of batteries. • Students are responsible for personal toiletries and bathroom repairs when damaged. Students will compensate for the toilet repair if they are responsible for the damage (Ex. Clogged toilets and faucets, broken tiles, sinks, and mirrors, and others). • Students are not allowed to move furniture or to use non-occupied beds in dorm rooms. In addition, students must maintain and clean their room prior to check out. • Turn off lights, heating, and air conditioners before leaving your room every day. Students are responsible for the payment of excessive energy usage. • Students should have separate indoor shoes. Do not wear outdoor shoes inside the room. If the flooring is damaged upon your check-out, you may be charged for the replacement. • Refrigerator: Do not put perishable food in the room refrigerator. Please keep the refrigerator clean and sanitary.
Room Inspection	<ul style="list-style-type: none"> • The supervising staff may inspect student rooms without prior notice for emergency. The supervising staff reserves the right to enter any room in the dorms and investigate if there is reason to believe a rule infraction is taking place.
Room Change	<ul style="list-style-type: none"> • Room change is not allowed except during the official room change period (February/September but dates are subject to change). Students can request a room change with payment for cleaning upon School's notice during the designated period.
Communal Kitchen & Dining Area	<ul style="list-style-type: none"> • Kitchen use should end by midnight (12:00 A.M.): Please inform the House Master before use. • Students must use a personal container box when using the public refrigerator. The container box must be labeled with the following information (Name, Room Number). Non-labeled goods can be removed without permission. • Individuals are responsible for their personal appliances and belongings. In addition, they are expected to keep the kitchen clean and sanitary at all times. • Student should turn off the lights and appliances after use. • Students must dispose waste accordingly (Garbage; Recycle; Food Waste only). • Students are expected to use the kitchen in a timely manner.

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

Rate Information & Deposit (Per Person)

Accommodation	Type	Rate per 30days	Rate Per day	Maintenance Fee	Deposit (Refundable)
Sejong Dorm	Double	KRW 180,000	KRW 6,000	KRW 50,000 One time payment	KRW 100,000
	Single	KRW 360,000	KRW 12,000		

- Deposit and maintenance fee will be charged only once at check in.
- Refund may vary according to the room condition & fee payment of check out.
- Overuse of Utility Fees & Payment: *The residents will be responsible for the compensation and payment of the excess amount of utility fees. The overuse of utility such as electricity, water, heating, air conditioning, and other sources of energy will be charged. Please save energy and be mindful of your energy use in your dormitory rooms and communal areas.*



Type of Room	Max. Utility Fee Coverage per Month	Remarks for Excess Utility Fee
Single Room	KRW 90,000	Over KRW 90, 000: The single resident will be fully responsible for the compensation of the extra amount of utility usage.
Double Room	KRW 100,000	Over KRW 100,000: The two residents will be responsible for the compensation of the extra amount of utility usage and the extra amount will be divided in half. In the case where a single resident is residing in the double room, the sole resident will be fully responsible for the excess payment.

Maintenance Fee includes:

- Mattress and Floor cleaning (Anti Bacteria, Minute Dust): 2 times a year
- Disinfection for dormitory building and rooms: 2 times a year
- Annual building cleaning: end of the year

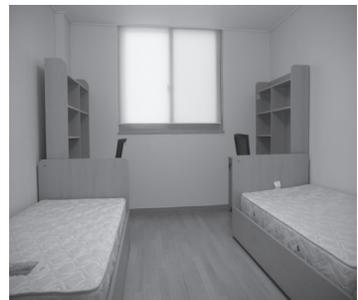
Deduction of Deposit:

- Damage of Wall or Floor
- Damage or Loss of Fixtures
- Bad Cleanliness
- Unpaid Dormitory Fee & Utility Fee

Rooms

- *Double Room*

All double rooms are equipped with beds, wardrobes, desks, a bookshelves, an air conditioning and heating system, and an internet system (electrical outlets: 220V). Each room has its own shower and toilet inside. Bedding set is not provided for students, but students can rent it with rental fee. While staying in the dormitory, it is the responsibility of the residents to keep their room.



□ *Single Room*



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

Policy for bedding set:

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

Rental Fee Information for Bedding Set

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

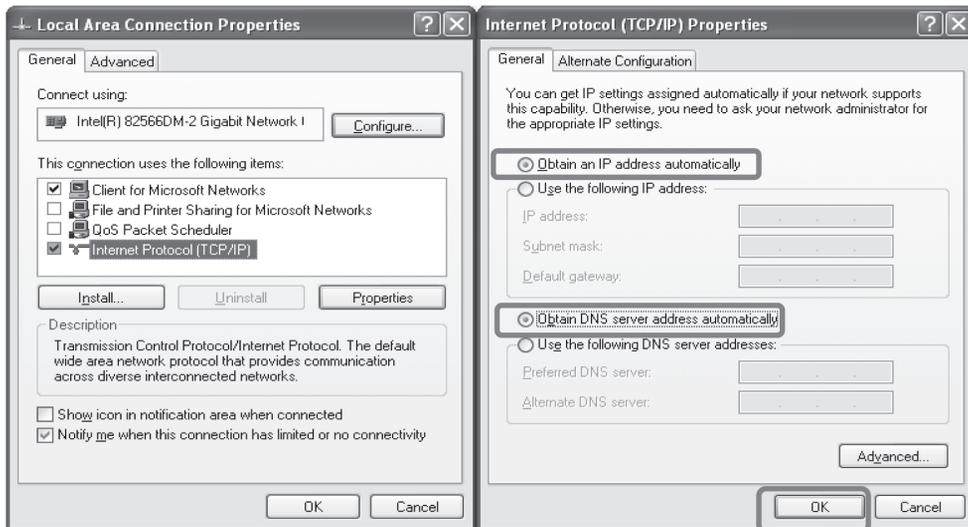
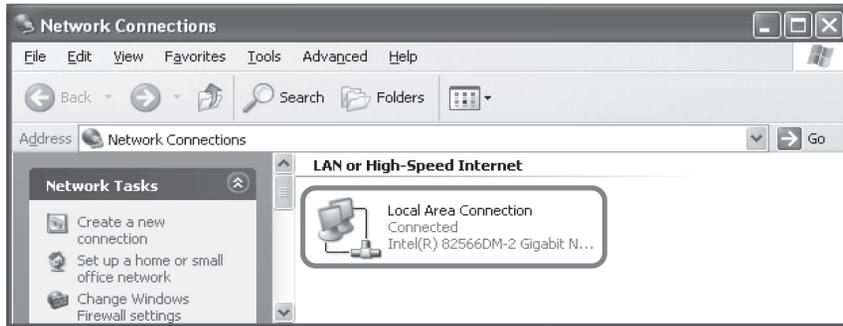
Compensation Costs Information for Bedding Set

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



Connecting to the Internet in Your Dormitory Room

Each desk set is equipped with a LAN cable line to connect to your computer. Following the directions shown below, open Internet Protocol(TCP/IP) Properties and set your computer to “obtain an IP address automatically”.



Communal Dormitory Lounges

- *Communal Lounges on the 3,5, and 6th floors*

The communal lounges are located on the 3rd, 5th, and 6th floors. A place where students can relax, watch TV, check their email, do homework, print, read, or just hang out. Communal lounges also offer comfortable surroundings for casual conversation. This place has a satellite TV, some couches, a desktop computer, a printer, and a water dispenser.

□ *Communal Gyms on 2nd, 4th floors*

The communal exercise rooms are located on the 2nd and 4th floors. There are running machines and step machines with a weight scale.

Laundry Room

The gender-designated laundry room is located on the top floor. Residents should use powder or liquid detergents for drum washing machine only.



Communal Kitchen



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



Guideline for Using Communal Kitchen

Communal Kitchen

Communal kitchen users have the responsibility of keeping this place clean and orderly.

(In particular, cooking utensils should be washed and arranged back in the same place, and tables need to be cleaned after use.)

Food Waste Processor

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

System for getting rid of garbage

The city of Sejong sells waste disposal bags specifically for food waste and for non-recyclable garbage. Disposal bags are sold in GS25 convenience store or supermarkets. KDI School does not provide waste disposal bags.

There are four categories of recyclable material:

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

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

Refrigerators

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

6-2. Dormitory Assistants

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

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

6-3. Mailing Service Information

KDI School students can receive mails on campus using their dormitory address with the room number.

If necessary, you may also use KDI School address to receive your mail. In this case, the Academic Affairs Division will email you when your mail arrives.

Mailing Address:

□ *On-Campus Dormitory*

- Dormitory Building&Room No. / Student Name

- Dormitory Address

KDI SCHOOL , 254 Namsejong-ro, Sejong-si 30149, Korea

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

□ *Mail Delivery Service*

KDI School supports mail service for students. Collections are made between 09:00 and 18:00. Thus, items must be ready before 17:00. The school mail service office is located on the 1st floor of Central Building. Service fees are subject to change depending on the type of mail.

Inquiries: ☎ 044-550-1820





7 Useful Information

7-1. Sejong City Hall(☎ 044-300-2153~4)

The Sejong City Hall provides all the information regarding all the services in Sejong City.

- *How to use the service: 044-300-2153 for English, 044-300-2154 for Chinese*
- *Hours 09:00~18:00, Mon - Fri*
- *Service areas : interpretation, public transportation, and other information on everyday life in Sejong*

7-2. Dasan Call Center(☎ 02-120+9)

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

- *How to use the service: 02- 120, Press 9 and select 1 for English, 2 for Chinese, 3 for Japanese, 4 for Vietnamese or 5 for Mongolian*
- *Hours 09:00~22:00, all year round*
- *Service areas: interpretation, public transportation, reservations (for hotels, concerts, movies, international taxis, etc.), and other information on everyday life in Seoul*

7-3. Seoul Global Center(☎ 02-2075-4180)

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

- *Directions : Korea Press Center 3rd Floor*
 - ▷ From City Hall St. (Line 1 or Line 2) Exit 4 walk 50m to 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*

Around KDI School

1

Sejong City



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

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

2

Transportation in Sejong

Transportation Card(T-money Card)

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

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 1,150 versus the KRW 1,200 cash fare in Sejong. T-money users can also save more money by benefiting from a fare discount for transfers.

- *Sales Locations: Convenience stores (GS 25*, CU, 7-Eleven, Mini Stop, With Me, Buy The Way, Story Way) bearing the T-money logo, and ticket vending and card reload devices inside subway stations.*
- *Recharge/Refund Locations: All sales locations (*Note: The card purchase amount is not refundable).*
- *Price: From 2,500 won and up*

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

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



Sejong City Bus(Major)

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

□ 215

Bus Terminal (to Cheotmaeul)		Bus Terminal (to Research Complex)	
06:00	14:20	06:10	14:30
06:20	14:40	06:30	14:50
06:40	15:00	06:50	15:10
07:00	15:20	07:10	15:30
07:20	15:40	07:30	15:50
07:40	16:00	07:50	16:10
08:00	16:20	08:10	16:30
08:20	16:40	08:30	16:50
08:40	17:00	08:50	17:10
09:00	17:20	09:10	17:30
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12:40	21:00	12:50	21:10
13:00	21:20	13:10	21:30
13:20	21:40	13:30	21:50
13:40	22:00	13:50	22:10
14:00	22:20	14:10	22:30

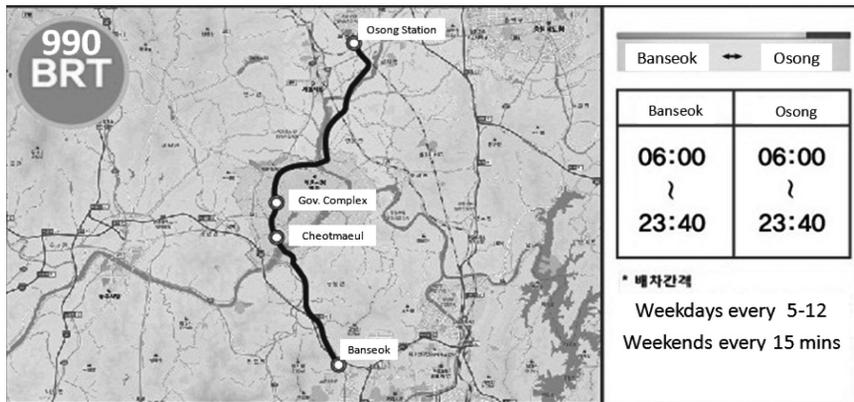
*도림마을 아파트→1생활권→첫마을 방향 06:00 차량 운행합니다.
*범지구마을 4단지→1생활권→도림마을 방향 06:00 차량 운행합니다.

□ 991

Sojeongmyeonsa Office		Research Complex	
06:00	14:30	05:55	14:30
06:50	15:20	06:50	15:20
07:20	16:10	07:20	16:10
07:50	17:00	07:50	17:00
08:40	17:50	08:40	17:50
09:30	18:10	09:30	18:10
10:20	18:40	10:20	18:40
11:10	19:30	11:10	19:30
12:00	20:20	12:00	20:20
12:50	21:10	12:50	21:10
13:40	22:00	13:40	22:00

□ BRT 990(to Daejeon City)

- The Bus Rapid Transit (BRT) bus 990 runs from Osong all the way to Banseok, the last station north of Daejeon.
- Take Bus 991/215 from KDI bus stop and transfer to 990 at Bus Terminal bus stop. Take it southbound. It's the station after Bus Terminal. (15 minutes from there)
- For more information on bus routes & bus stops in daejeon, please visit traffic.daejeon.go.kr



3 Shopping

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

HomePlus Shopping Center



Emart Shopping Center



Daiso



Sejong Traditional Market (Jochiwon)





□ Homeplus(Supermarket)

- Address: 154 Jeoljaero, Sejong (☎ 044-715-8000)
- Open Hours: 10:00~24:00(Closed on Every 2nd&4th Sunday)
- Take Bus 215, get off at “도램마을 6, 9단지” dorammaeul 6,9danji, walk 500m about 8mins to homeplus(Estimated Time by bus is around 30 mins)
- Taxi: takes about 15 mins, costs around 11,000 won

□ Emart(Supermarket)

- Address: 687 Geumsongro, Sejong (☎ 044-902-1234)
- Open Hours: 10:00~23:00(Closed on Every 2nd&4th Sunday)
- Take Bus 215, get off at “첫마을 1단지” cheotmaeul 1danji, transfer to 601, get off “첫마을 6단지” cheotmaeul 6danji, walk 881m about 10 mins to emart (Estimated Time by bus is around 45 mins)
- Taxi: takes about 10 mins, costs around 12,000 won

□ Daiso

- A place where customers can obtain a new kind of value that cannot be compared to existing one-dollar store
- Address: 7 Jochiwon 4gil, Jochiwon-eup, Sejong (☎ 041-862-6016)
- Open Hours: 10:00~22:00
- Take 215, get off at “한뜰마을” Handeul maeul, cross the street and transfer to 620 or 610 to the last stop (Estimated Time by bus is around 1hr)



□ Sejong Traditional Market (Jochiwon)

- Same Bus route for Daiso
- Best days for the traditional market is days ending with 4 or 9. Lots more vendors and better prices
- Prices vary during the day. Last stores close around 10-11 pm and may lower down the prices of some things before they close.
- Many halal food locations very close to the Jochiwon Train Station.

4 Restaurants

Choenmaeul (Hansol Dong)



Choetmaeul is perhaps the most convenient place for students to go when looking for a place to shop, as it can be easily reached by taking bus 991 or 215 from KDI school and getting off at the second stop(Sejong Express Bus Terminal), with the journey taking around 15 minutes. The area contains a number of medium-sized grocery stores, along with coffee shops, pharmacies, banks, restaurants, and a number of other services.





Dodam-dong

Dodam region is a place for residents with group of apartments and schools. Right next to the Dodam bridge, there is a huge mall with ‘Homeplus(Supermarket)’ in it where people can purchase almost everything such as groceries, clothes, and electronics. In the same mall, there are many places to eat such as pizza hut and other continental restaurants. Dodam-dong takes around 20 minutes by taxi. We can also get there by bus 215 or 991 and then get off at Dorammaeul Apartment complex stop. It will take around 40 minutes by bus.

CGV(The Multiplex Theater)



The CGV multiplex theater has 7screens and 1094 seats.

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

Sejong March & Sejong 1st Avenue

□ **Sejong March**

- Thai Food
- Japanese Food
- A Twosome Place (Café)
- 7-11 convenience store
- Italian Food
- Lots of Korean food!!

□ **Sejong 1st Avenue**

- Starbucks
- Pascucci Café
- Fried Chicken
- Chinese Food
- Korean food

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

5 Daejeon Metropolitan City

The nearest metropolitan city is Daejeon City which takes about an hour from Sejong. It has big departments, “Galleria Department Store Dongbaek Branch” and “Lotte Department” also some movie theaters, religious communities (Church, mosque and ect.) and international food markets. You can take bus 990 at the Sejong Express Bus Terminal and go to Banseok subway station. The subway goes to every downtown of Daejeon city.



□ Galleria Time World(Department Store)

- Address: 1036 Dunsan 2-dong, Seo-gu, Daejeon (☎ 042-480-5000)
- Open Hours: 10:30 ~ 20:00
- Take 990 to Banseok Station, transfer to the subway and get off at Jeongbucheongsa(Gov. Complex) then take exit #4 and walk for 15mins

□ Eunhang dong Shopping District

- Take 990 to Banseok Station, transfer to the subway and get off at Jungang-na station then take exit# 2 to get to the Eunhangdong Shopping Street
- Clothing stores, Restaurants, Entertainment Lounge, Coffee Shop, Bakery/Pastry Shop, Pet Shop, and Jewelry Stores etc

□ Religious Community

- Daejeon Presbyterian Church <http://ddpc.or.kr/x/>
 - 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejeon
 - Contact Information: Pastor Daniel Lim (EM Pastor) ☎ 010 9542 9666 / danhlim@gmail.com



- Islam (Daejeon)

- 193, Daehak-ro, Yuseong-gu, Daejeon
- Take 991 or 215 to bus terminal, transfer to 990, get off at the next stop at the Daejeon Metro, take the Metro and get off at Wolpyeong Station, get out at exit 3, walk straight and cross the river twice for 15 mins
- Contact Information: ☎ 010 2234-4594
- Daejeon-Islamic Center <http://www.koreaislam.org>

Visa & Immigration

1 D-2(Overseas Study) Visa

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

□ *Visa Expiration*

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

Regardless of the expiration date on the visa, the D-2 visa will no longer be valid after from the completion date and you are not able to re-enter without a visa(check if you are applied to no visa countries to enter to Korea).. Students who plan to extend the duration of their stay in Korea (e.g. for employment, language study, etc.) should change the visa status accordingly. However, KDI School does not offer support for the change process.

Immigration Contact Center Information (☎: 1345)

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

□ *Immigration Contact Center Service*

- Visa related services.
- Immigration services such as re-entry permission, etc.
- Issuing identification card related services such as foreigner registration, etc.
- Sojourn permission services such as extension of sojourn period, status change, etc.



- Nationality related services such as naturalization test, acquisition of nationality, invalidation of nationality, etc.
 - Immigrant's social integration related services such as education, marriage immigrants' society, etc.
 - Introduction to foreign support systems for marriage immigrants, labors, etc. and related organizations.
 - Introduction to usage of Hi Korea web site for those who want electronic civil affairs, scheduling appointment, etc.
- *Available time: 09:00~18:00 on weekday, except Saturday & Sunday*
- ※ Dial to ☎ 1345 anywhere, regardless of local or cellular phone.

2 Foreigner Registration

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

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

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

- Passport
- Application Form for Foreigner Registration (http://www.hikorea.go.kr/pt/InfoDetailR_en.pt)
- 1 Color Photo (3.5×4.5cm)
- Processing Fee : KRW 30,000 (Government Revenue Stamp)
- A Certificate of Enrollment (issued by the Academic Affairs Division)
- A Certificate of Scholarship (issued by the Admissions Division)

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

□ *Exceptions to foreigner registration*

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

□ *Foreign Registration card carriage and/or present*

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

□ *Reasons for returning Foreign Registration cards*

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

- Final departure
- Applicable for Foreigner Registration exemption

□ *Immigration Office Daejeon Branch*

- Address: 16-8 Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동 16-8).
- ☎: 1345 or 042-254-8811
- The office is open from Monday to Friday from 09:00am until 12:00pm, then from 1:00pm to 6:00pm.
- The office is also closed on Weekends and Holidays
- More information can be found at <http://www.exploringkorea.com/daejeon-immigration-office/>



To reach the Immigration Office you can take Bus 103, 510, 510-1, or 513 and get off the bus near the Mokdong Sun Hospital, or you can take Bus 107, 317, 601 or 604 and get off at Han Sarang Apartments (한사랑 아파트).

Alternatively the Immigration Office can be easily reached from Oryong Subway Station, being around 1km away on foot or by taxi.

3 Reissuance of Alien Registration Card

- Reasons for re-issuance

- Lost or stolen registration cards
- Damaged registration cards
- Lack of space for necessary items to be displayed
- Changes in details on the existing card (name, gender, date of birth and nationality)



- Application for re-issuance must be made within 14 days of the above reasons

- Required documents for re-issuance

- Passport
- Application form for re-issuance of Foreign Registration card
- Document stating reason for re-issuance application (where lost)
- 1 Color Photo (3.5 × 4.5cm)
- Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
- Processing Fee: KRW 60,000 (Government Revenue Stamp)

4 Reporting Changes of Alien Registration Card

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

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

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

5 External Activities(Int'l Students) Policy

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.



Staying in Korea

1 Location¹

The Korean Peninsula is located in North-East Asia. It is bordered by the Amnok River (Yalu River) to the northwest, separating Korea from China, and the Duman River (Tumen River) to the northeast which separates Korea from both China and Russia. The country itself is flanked by the Yellow Sea to its west and the East Sea to the east. There are several notable islands that surround the country including Jeju-do, Ulleung-do and Dok-do (Liancourt Rocks). The Korean peninsula is roughly 1,030 km (612 miles) long and 175 km (105 miles) wide at its narrowest point. The land area is 99,200 sq km (38,301 square miles), and it has a population of 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 Seoul²

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

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

2 <http://www.visitseoul.net/>

3 Climate³

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 Food⁴

Of the three basic elements of life — house, clothing and food — the change in dietary habits has most significantly affected Koreans. Rice still remains the staple of most Koreans, but among the younger generations, many prefer Western-style food. Rice has been usually accompanied by various side dishes, mostly seasoned vegetables, soup, pot



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

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

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



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., 2016) the rate is approximately 1,176 won to the one U.S. dollar.

Bills		Coins
Old Bills	 1,000 won/cheon won	 500 won/oback won
	 5,000 won/ocheon won	 100 won/back won
	 10,000 won/man won	 50 won/osip won
	New Bills	 10 won/sip won
	 1,000 won/cheon won	
	 5,000 won/ocheon won	
	 10,000 won/man won	
	 50,000 won/oman won	

6 Transportation of Seoul

Subway

Seoul boasts a highly sophisticated public transportation system which covers most areas of the city and suburbs. The subway is probably the most reliable mode of transportation since signs are written in English, and the trains are usually on time. The subway fare varies according to your point of destination, so be sure to check before purchasing your ticket.

The fare for Zone 1 is KRW1,250 in card and KRW 1,350 in cash, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

- *Subway map: <http://www.inat.fr/metro/seoul/>*

Bus

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

- *Blue Bus*

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

- *Green Bus*

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

- *Red Bus*

- The red buses will be express buses designed especially for those commuting between downtown Seoul and the metropolitan area.



- This bus will circle downtown Seoul and stop at stations for blue buses and major railway stations, as well as business, tourist and shopping areas.

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

※ Free transfer

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

Taxi

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

- Regular taxi : The fare system is based on both distance and time. Fares are KRW 3,000 for the first 2 kilometers and KRW 100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 100 per 35 seconds is added to the fare.
- Premium taxi : Fares are KRW 5,000 for the first 2 kilometers and KRW 200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of KRW 200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

Express bus⁵

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.

5 Excerpted from Aju Univ. Guidebook.

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

※ Express Bus Lines Association <http://www.kobus.co.kr> ☎ 02-535-2860

Train / KTX

Passenger trains, operated by the Korean National Railroad, are fast, reliable, and moderately priced. The trains run on a strict schedule and are not affected by traffic congestion during holiday seasons. An extensive railway network covers almost every part of the nation.

There are three classes of trains: KTX(Super express), Saemaul-ho(Express), and Mugunghwa-ho(Local).

The fastest and most comfortable service, and consequently the most expensive, is offered by the Saemaul-ho and KTX. The coaches are well heated in winter and air-conditioned in summer, with comfortable seating and plenty of leg room.

These trains also have sleeping compartments. As the trains are full on weekends and holidays, purchasing tickets at least two weeks in advance is advisable. Tickets can be purchased at railroad stations or travel agencies.

- *Korea Railroad* <http://www.korail.com> ☎ 1588-7788
- *Korea Train Express* <http://ktx.korail.go.kr> ☎ 1544-7788



※ Transportation Card



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

The biggest advantage of a T-money card is its easy portability and discount benefits. The base transit fare for a T-money card user is KRW 1,050 versus the KRW 1,150 cash fare. T-money users can also save more money by benefiting from a fare discount for transfers. Transportation card can be used for taxi fare as well.

7 Where to Shop

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

Myeong-dong

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

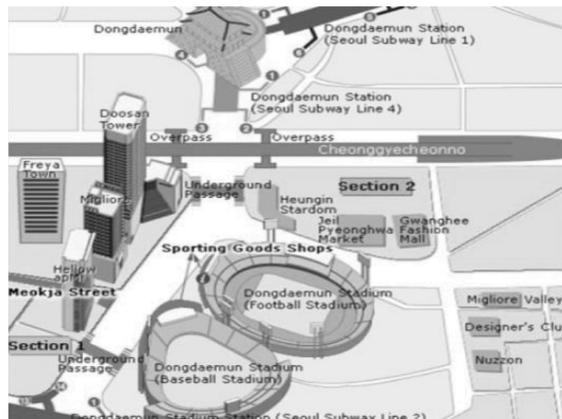
Dongdaemun Market

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

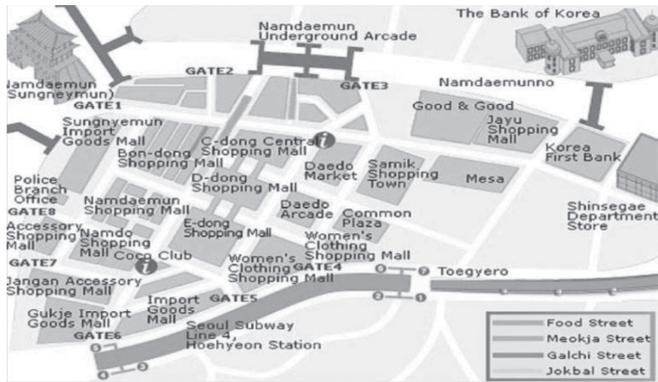


Namdaemun Market, located in the upper-center of Seoul, is the oldest and largest traditional market in Korea, selling everything from children's, men's, and women's clothing, to daily miscellaneous goods, kitchenware and local and imported products. Most shops offer both wholesale and retail prices, 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 Bus⁵

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

City Tour is a shuttle bus that circulates the courses, starting with Gwanghwamun.

With a one-day pass, you can get on and off any City Tour Bus for a day.

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

The international voice guidance system on individual seats provides information about every stop of the City Tour Bus. The history of Seoul and the directions of the traditional palaces and cultural heritage sites are provided in Korean, English, Japanese, and Chinese. For more information, please call ☎ 02-777-6090.

8 Other Information

8-1. Tourist Information Service

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

Seoul KTO Tourist Information Center

- *Address: 40, Cheongyecheonno, Jung-gu, Seoul 100-180*
- *Travel Information: ☎ 1330(24 hours)*

⁵ <http://en.seoulcitybus.com/>

- *Center Information:* ☎ 02-729-9600
- *Homepage:* <http://english.visitkorea.or.kr/>

Korea Travel Phone 1330

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

8-2. How to Call

International Calls

- *How to call Korea from overseas*

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

- *How to call overseas from Korea*

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

- Regular International Phone Call Carriers: 001, 002
- Mobile Phone Carriers: 00365, 00388, 00700, 00727
- Pre-paid phone cards: pre-paid phone cards are available at any convenience store or news stand.

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

Public Phones

There are three types of public telephones: coin-operated telephones, card phones, and credit card phones. A local call costs KRW 70 for three minutes. You can use public telephones for local, long-distance and international calls with a calling card (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. Electricity⁷

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 Religion⁸

□ *Anglican church (Seoul)*

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

□ *Buddhism*

- Daewoongjeon (Main building) of Temple Jogye
- <http://www.jogyesa.org> ☎ 02-732-2183
- 45, Gyeonji-dong, Jongro-gu, Seoul

⁷ Excerpted from Yonsei Univ. Guidebook.

⁸ Excerpted from Ajou Univ. Guidebook.

□ ***Islam (Seoul)***

- Korea Muslim Federation
- <http://www.koreaislam.org> ☎ 02-793-6908
- Seoul Mosque 732-21, Hannam-dong, Yongsan-gu, Seoul ☎ 02-793-6908

□ ***Islam (Daejeon)***

- Daejeon-Islamic Center
- <http://www.koreaislam.org> 193, Daehak-ro, Yuseong-gu, Daejeon, Korea ☎ 010 2234-4594

□ ***Protestant church (Seoul)***

- Protestant church believes in Christ as a 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> ☎ 02-753-0001~3

□ ***Protestant Church (Daejeon)***

- Daejeon Presbyterian Church
- <http://ddpc.or.kr/x/>
- 534 Daedeok Daero (399-7 Doryong-dong), Yoosung-gu, Daejeon, Korea 304-340
- Contact Information: Pastor Daniel Lim (EM Pastor) - 010 9542 9666 / danhlim@gmail.com

□ ***Roman catholic church (Seoul)***

- Myeong-dong Catholic Cathedral of the Seoul Archdiocese
- <http://www.mdsd.or.kr> ☎ 02-774-1784
- 1, Myeong-dong 2 ga, Jung-gu, Seoul
- Catholic Bishop’s Conference of Korea
- <http://www.cbck.or.kr> ☎ 02-460-7500



□ ***Russian orthodox church***

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

8-5. Public Holidays

□ ***New Year's day : January 1***

□ ***Lunar New Year's day: February 7~9***

- 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 14***

- 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 : September 14~16***

- 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 hos.

V. Appendix

● Directions to KDI School

Regulations for Student Guidance

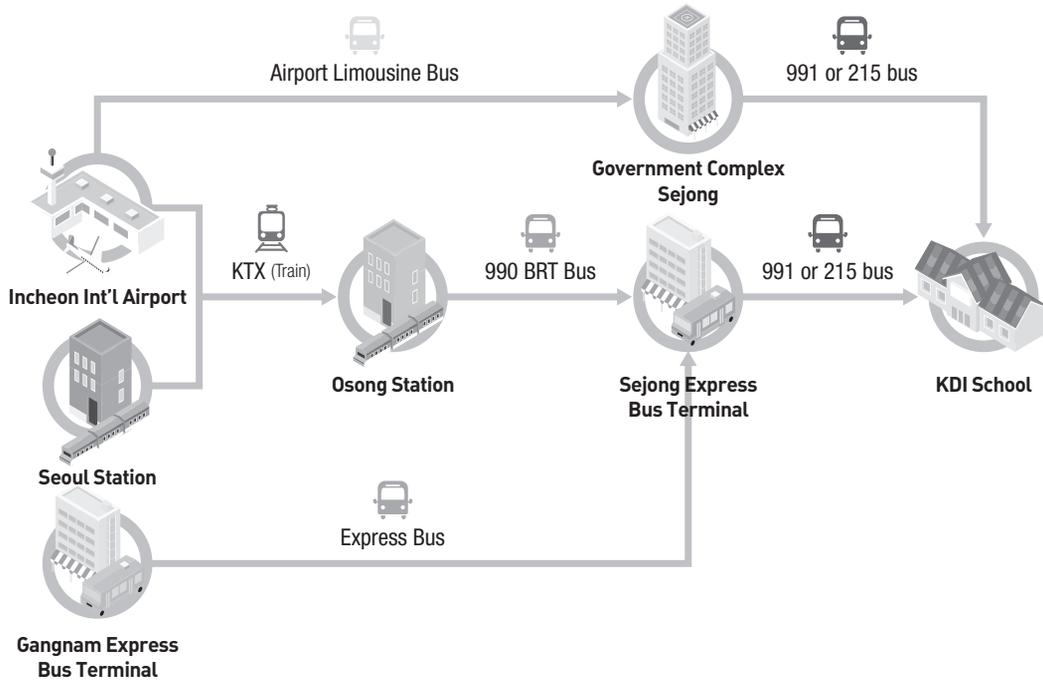
Other Forms and Information

Foreign Embassies in Korea

Useful Websites

Telephone Directory

Directions to KDI School



KDI SCHOOL
KDI School of Public Policy and Management

30149, 263, Namsejong-ro, Sejong-si, Korea
KDI School of Public Policy and Management



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

263 Namsejong-ro, Sejong-si,

30149, Republic of Korea

Phone: 82-44-550-1088 Fax: 82-44-550-1200

I. PERSONAL INFORMATION

▶ Name _____
▶ Program _____

▶ Student ID _____
▶ Date of Birth _____

II. CERTIFICATE REQUEST

ENGLISH	Seal	Quantity	KOREAN	Seal	Quantity
<input type="checkbox"/> Transcript	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Tuition Payment		_____
<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Enrollment	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Leave of Absence	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Completion	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Expected Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/> Certificate of Expected Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of English Proficiency	<input type="checkbox"/>	_____			
<input type="checkbox"/> Other letters	<input type="checkbox"/>	_____			

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
<input type="checkbox"/> Pick-up	-		

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

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

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

Address _____ City and Country _____
Zip Code _____ E-mail Address _____
Phone Number (country code + area code + phone number) _____
Mobile Phone (country code + area code + mobile phone number) _____
Receiver _____
Total amount of fee wire transferred _____
Notes _____

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

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

◆ Wire Transfer Information

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

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



Performance Assessment Criteria for Research Project

Program: ID: Student Name: Date: , 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		Compelling theories well researched. Controversies outlined and weighed	Compelling 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>	PASS: A0 (Excellent): 36-40 points A- (Good): 30-35 points B (Satisfactory): 21-29 points NON-PASS: C (Failure): 20 points and below Total Grade 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 is, when you are expressing similar thoughts, make sure you write your sentences so that the elements are in similar or parallel form.
But do not use parallel structure when expressing thoughts that are not truly similar.
- 10: Arrange your material logically. Always begin with ideas the reader can readily understand.
If you must present difficult material, go one step at a time. Do not skip any steps.
Arrange your format to give the reader every possible "handle" on the material.

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

AXIOM



**WRITE
REWRITE-
REWRITE**



eee Campaign

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

Electronic



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

But that is not enough.

English



We must be able to communicate effectively and legitimately.

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

Ethical

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

LET'S DO eee TOGETHER!

Foreign Embassies in Korea

[A-D]

Nation	Address	Telephone	Fax
ALGERIA	2-6 Itaewon 2-dong, Yongsan-gu	02)794-5034~5	02)792-7845
ARGENTINA	5F Chun Woo Bldg. 534, Itaewon-dong, Yongsan-gu	02)793-4062	02)792-5820
AUSTRALIA	11F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, K.P. O. Box 562	02)2003-0100	02)735-6601
AUSTRIA	19F, Kyobo Bldg., 1913 Jongno 1-ga, Jongno-gu, C.P. 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	lhn 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
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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]

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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

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



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President KIM Joon-Kyung			4001~2		Senior Auditor JUNG Hang Myeon 1212			
CHANG Choonja 4004			1205		Fax. 550-1063			
Fax. (044)550-4900								
Dean's Office				Office of Academic & Student Affairs				
Dean Chun HongTack 1001~2			Associate Dean SHIN Jaeun 1037					
Kim Su hyeon 1003~5			Fax. 550-1007					
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Tabakis (4) 1024								
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JEONG Sooin	(4)	1215	Fax. 550-1240	Yang, Min Gyeong	1054		
				Fax. 550-1238			
Capacity Building Center				Research and Learning Resource Center			
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Assistant Dean WON Gil-Sang 1252				K-Developedia Team			
Head WON Gil-Sang 1252				Head CHUNG Hye Kyung 1261			
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YOU Young Dae	1236	KIM SooEun	1106	PARK Hae Kyoung	1244	Jang, Yongsu	1140
PARK Hyun Joo	1095	Choi, Young Yun	1295	Fax. 550-1237			
(Yoo, Jae Won)	1049	(Rho, Eu Jean)	1249	e-Learning Team			
Fax. 550-1293				LIM Keun Hyuk	1108	CHA Ji Hyun	1216
				SON So ra	1044		
				Fax. 550-1245			
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JIN Sae Bom	1287	Ryu, Ji Young	1058	Director CHOI Sung-Jin 1290			
Jin, Ga Young	1291			Library Unit 2			
Fax. 550-1069				Head SHIN, Yoon-Jung 1302			
				BAE Eun Joo	1282	LEE Ji Hye	1283
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				(Kim, Eunhee)	1132		
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Head SEO Min Young 1264				RYU Hyun Jin	4265	Jung Ji Hun	4272
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SEOL Min kyung	1172			Fax. 550-1210			
				Central Information & Data Office			
Impact Evaluation Lab				Data Unit 2			
Head SEO Min Young 1264				Head NA Dong Jin 1052			
JUNG Young Joo	1214			SONG Chang Yong	1275	KIM, HyunA	1059
Fax. 550-1235				HYUN Min Sung	1116	KIM Solomon	1241
				Kwon, Chee Geun	1181	Kwon, Chee Geun	1181
				Fax. 550-1218			
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