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I . Academic Information

2019 Academic Calendar

Code of Honor and Conduct

Courses and Research Projects

Graduation Requirements of Each Program

□ 2019 Academic Calendar □

Term	Schedule	Remarks		
Spring Preliminary Session (3 weeks) (Jan. 7~Jan. 23)	Jan.7(Mon.)~Jan.23(Wed.) Jan.7(Mon.) Jan.7(Mon.)~Jan.18(Fri.) Jan.18(Fri.)~Jan.19(Sat.) Jan.21(Mon.)~Jan.23(Wed.) Jan.26(Sat.) Jan.28(Mon.)~Jan.29(Tue.) Jan.29(Tue.)~Feb.2(Sat.) Jan.29(Tue.)~Jan.31(Thu.) Feb.2(Sat.)~Feb.9(Sat.)	Spring Preliminary Session Spring Preliminary Session Orientation Application for academic status change of spring New Students Membership Training (Domestic Students) Course Evaluation for Spring Preliminary Session New Student Orientation/Course Presentation Session(CPS) New Student Orientation/Course Presentation Session(CPS) New International Student Orientation Spring Semester Course Registration Spring Semester Tuition Payment Due (Continuing Students)	CPS: Jan. 28(For Part-time) CPS: Jan. 28(For Full-time)	
Spring Semester (12weeks) (Feb. 11~May 4)	Feb.11(Mon.) Feb.11(Mon.)~Feb.16(Sat.) Feb.11(Mon.)~Mar.2(Sat.) Mar.4(Mon.)~Mar.9(Sat.) Mar.25(Mon.)~Apr.6(Sat.) Mar.25(Mon.)~Apr.6(Sat.) Apr.12(Fri.) Apr.15(Mon.)~Apr.20(Sat.) Apr.18(Thu.)~Apr.24(Wed.) Apr.22(Mon.)~Apr.24(Wed.) Apr.22(Mon.)~Apr.27(Sat.) Apr.29(Mon.)~May 4(Sat.)	Start of Spring Semester Course Add & Drop Period Research Project Submission POS Committee Composition Application for Graduation Application for academic status change of summer Hiking Research Plan Submission Period Course Evaluation Summer Semester Course Registration Reading Period Final Examinations	Mar.1(Fri.) Independence Movement Day*	
Spring Break (1week) (May 6~May 11)	May 6(Mon.)~May 11(Sat.) May 8(Wed.)~May 10(Fri.) May 6(Mon.)~May 11(Sat.)	Spring Break Korea Field Research & Study (KFRS) Summer Semester Tuition Payment Due	May 10(Fri.) Graduation Date	
Summer Semester (12weeks) (May 13 ~ Aug.3)	1st Session (May 13 ~ Jun. 20)	May 13(Mon.) May 13(Mon.)~May 18(Sat.) May 20(Mon.)~May.31(Fri.) Jun.17(Mon.)~Jun.22(Sat.) Jun.10(Mon.)~Jun.14(Fri.) Jun.17(Mon.)~Jun.18(Tue.) Jun.19(Wed.)~Jun.20(Thur.)	Start of 1st Summer Session Course Add & Drop Period(for all courses) Research Project Submission POS Committee Composition Course Evaluation Reading Period Final Examinations	Jun.6(Thur.) Memorial Day*
	2nd Session (Jun.24 ~ Aug.3)	Jun.24(Mon.) Jun.24(Mon.)~Jun.27(Thur.) Jun.24(Mon.)~Jul.6(Sat.) Jul. 1(Mon.)~Jul.13(Sat.) Jul.8(Mon.)~Jul.10(Wed.) Jul.15(Mon.)~Jul.19(Fri.) Jul.15(Mon.)~Jul.20(Sat.) Jul.22(Mon.)~Jul.24(Wed.) Jul.29(Mon.)~Jul.30(Tue.) Jul.31(Wed.)~Aug.3(Sat.) Aug.5(Mon.)	Start of 2nd Summer Session Course Add & Drop Period(for 2nd courses only) Application for Graduation Application for academic status change of fall Pre-Fall Semester Course Registration Course Evaluation Research Plan Submission Period Fall Semester Course Registration Reading Period Final Examinations Completion Ceremony	
Summer Break (4weeks) (Aug. 5~Aug. 31)	Aug.5(Mon.)~Aug.31(Sat.) Aug.21(Wed.)~Aug.30(Fri.) Aug.26(Mon.)~Aug.30(Fri.)	Summer Break International Field Research & Study (IFRS) Fall Semester Tuition Payment Due (Continuing Students)	Aug. 31(Sat.) Graduation Date	
Fall Preliminary Session (3.5weeks) (Aug. 6~Aug. 30)	Aug.6(Tue.)~Aug.30(Fri.) Aug.6(Tue.) Aug.19(Mon.)~Aug.23(Fri.) Aug.19(Mon.)~Aug.30(Fri.) Aug.26(Mon.)~Aug.27(Tue.) Aug.27(Tue.)~Aug.31(Sat.)	Start of Fall Preliminary Session Fall Preliminary Session Orientation Course Evaluation OECD(Policies for Development) 2 weeks New Student Orientation/Course Presentation Session New International Student Orientation	Aug.15(Thur.) Independence Day* CPS: Aug. 26(Mon.)	
Fall Semester (13weeks) (Sep. 2 ~ Nov. 30)	Sep.2(Mon.) Sep.2(Mon.)~Sep.7(Sat.) Sep.16(Mon.)~Sep.27(Fri.) Sep.27(Fri.) Oct.14(Mon.)~Oct.19(Sat.) Oct.21(Mon.)~Nov.1(Fri.) Nov.11(Mon.)~Nov.16(Sat.) Nov.14(Thu.)~Nov.20(Wed.) Nov.18(Mon.)~Nov.23(Sat.) Nov.25(Mon.)~Nov.30(Sat.)	Start of Fall Semester Course Add & Drop Period Research Project Submission Sports Day POS Committee Composition Application for Graduation Research Plan Submission Period Course Evaluation Reading Period Final Examinations	Sep.9(Mon.)~Sep.14(Sat.) Korean Thanksgiving day(No Class for the whole week. No make-up needed) Oct.3(Thur.) The National Foundation Day of Korea* Oct.9(Wed.) Hangul Proclamation Day*	
Winter Break	Dec.6(Fri.)	Commencement	Dec.5(Thur.) KDI School Foundation Day	

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

※ The schedule is subject to change according to the school circumstances.

KDI School

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

I commit to live by these principles

Develop Integrity

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

Exercise Respect

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

Lead by Example

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

Overview of Academic Rules and Regulations for the 2019 Calendar Year

- **Objective**

KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2019 calendar year. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

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

2. (Personal Information) Students should update their personal information through mis.kdischool.ac.kr to ensure they receive pertinent information from the school. If you want to change your name on the system, you should submit an application form to the registrar along with your passport.

3. (Notice) All academic information and forms can be downloaded from the official school website (www.kdischool.ac.kr). As the School is not responsible for informing each student of every notice, it is the students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.

4. (Regulation Change) When occasion demands, the rules and regulations for the 2019 may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.

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 for 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 language courses
3. Field Research and Study Course		Field Research and Study

KDI School offers three master's 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 Industrial 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.

1. Core Courses

Number of core courses in each program are as follows: 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 term unless special provisions have been made between the individual student and the Academic Affairs Division. A core waiver test will be given at the orientation (refer to page 13).

2. Concentration Courses

Concentration courses consist of courses in one's own concentration as well as outside one's concentration. Concentration courses outside one's own concentration are NOT acknowledged as one's own concentration courses but only as electives toward the degree. For example, a student with a concentration in FM must complete the required number of FM concentration courses for the MPP program. Courses categorized under a different concentration, such as TI or 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 the Major Professor (must be a tenure-track faculty) and the other the Second Professor. For students who work on SRP or ELP, the POS Committee can be formed with one Major Professor (must be a tenure-track faculty).

Thesis: Students who wish 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 wish 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 wish 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 may elect to do an Experiential Learning Project (**Academic or Essay**) (1 credit) or Advanced Experiential Learning Project (3 credits).

<Research Project Procedure>

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

Time	Project	Thesis Project	Capstone Project	SRP	ELP
2 nd term	6 th week	Formation of the POS Committee Submission of POS Committee Application			
	10 th week	Submission of the Research Plan (Prospectus) Submission of Capstone Project Proposal only required for those who write a Capstone			
3 rd term	1 st week ~	ARS (Advanced Research Seminar)		Formation of the POS Committee(6th week)	
	12 th week (Final Week)	Oral Presentation of your draft Submission of the 1 st Full Draft			
4 th term ~4 th Year	2 nd ~3 rd week	Submission of the Final Report			

4. Foundation Skill Courses

	Course Title	Credits	Grading	Term 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 (including Pre-session)	Yes (Optional)
	Public Speech and Debate	3	A~F	All	Yes (Optional)
Korean	Korean Language and Culture I	3	A~F	All	Yes (Mandatory for Int'l)
	Korean Language and Culture II	3	A~F	All	No
	Korean Language and Culture III	3	A~F	Summer Fall	No
	Korean Language and Culture (Advanced I)	3	A~F	Spring	No
	Korean Language Learning with the Media	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 English courses will be recognized toward their graduation requirements. 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 for all students in the master's programs unless waived. The waiver is determined by the text-out exam (held during the orientation). If waived, a student is not allowed to take this course and recommended to take an advanced English course.

B. Advanced Courses

English courses will count towards graduation requirement credits for **up to 6 credits** (LPM + One English Advanced Course; if waived: Two Advanced English Courses). However, these courses are not mandatory.

- **Academic Writing**

This course will be offered in each term and will count towards graduation requirement credits. This course is intended to help students improve skills in academic writing. Although it is not mandatory, students are strongly recommended to take this course.

- **Public Speech and Debate**

This course will be offered in each term, and will count towards graduation requirement credits. The main objective of this course is to strengthen the capacity of students to be effective and persuasive public policy presenters in various public settings.

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

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

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

B. Advanced Courses

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

In principle, advanced Korean courses will NOT count towards graduation requirement credits; however, those who were waived from 'Korean Language and Culture I' could count an advanced Korean advanced course toward graduation requirement credits **up to 3 credits**. (Only advanced course designated by the Korean chair will be counted toward graduation requirement credits)

5. Waiver Test

Once students receive a waiver, they are not required to take the waived course to graduate. However, receiving a **waiver does not mean that you will receive 3 credits from the waived course**; you still need to take other courses to fulfill your graduation requirement.

① **Waiver Test for Core Courses:** The test will be given during the orientation.

If waived, students are strongly recommend to take concentration courses instead to fulfill their graduation requirement.

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

B. Quantitative Methods (MPP & MDP Core)

C. Introduction to Research Methods (MPM Core)

② **English Course (Language in Public Policy and Management) Waiver Test**

The English test consists of three components: reading, listening and writing, and it will be given at the first lecture. Based on their English test scores, students can be waived from the basic level course.

③ **Basic Course: Basic Mathematics Test**

The purpose of the basic math test is to evaluate basic knowledge of mathematics and statistics. The test consists of multiple choices and it will last for forty minutes. Those who receive insufficient score from the test should take the “Basic Mathematics and Statistics” course. You can register for the related course during the course registration period.

6. 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 spring or summer. Students who complete these courses will receive a P (Pass) or an NP (Non-Pass) that will be recorded on their official transcript(s). Please note that these credits do NOT count towards the degree. Please refer to the "Field Research and Study Program" for more details.

Graduation Requirements for Each Program

In order to graduate from KDI School with a Master's degree, all master's students must complete a minimum of 39 credits from graduation requirement courses.

1. MPP Program

<First Three Terms> 36 credits

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, and Quantitative Methods) unless waived.
- ※ Seoul G20 Global Leader's Program students must take 'Korean Economic Development' course in Spring instead of 'Quantitative Methods' as core courses. They are also required to take an exclusive 'G20 and Global Governance' course in Fall.
- ② MPP students must take at least 3 courses (9 credits) for the MPP concentration.
- ③ MPP students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional.
- ※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).
- ④ MPP students must also complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).
- ⑤ International students must take 'Korean Language and Culture I'. This course will count towards graduation requirement credits. However, those who were waived from 'Korean Language and Culture I' may take an advanced level of Korean language course that will count towards graduation requirement credits. Advanced level of Korean language course will count towards graduation requirement credits for up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.
- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term 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.

<Fourth Term> 3 Credits

- ① In the 1st term 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 39 graduation requirement credits or more including the research project, MPP students must apply online for graduation eligibility review through KDI School Websites at the indicated period of each term.

The following table summarizes MPP majoring students' completion requirements.

MPP	Core Courses	Concentration (FM, TL, PF or RE)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	15	39
Credits (Int'l)	6	9	6	6	12	39

2. MDP Program

<First Three Terms> 36 credits

- ① MDP students must take 3 core courses (9 credits: Analysis of Market and Public Policy, Quantitative Methods, and Introduction to Development Policy) unless waived.
- ※ Seoul G20 Global Leader's Program students must take 'Korean Economic Development' course in Spring instead of 'Quantitative Methods' as core courses. They are also required to take an exclusive 'G20 and Global Governance' course in Fall.
- ② MDP students must take at least 3 courses (9 credits) for MDP concentration.
- ③ MDP students may choose a 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing a 2nd concentration is optional.
- ※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).
- ④ MDP students must also complete a 3 credits basic level English language course (Language in Public Policy and Management(LPM)). English courses will count towards graduation requirement credits for up to 6 credits (LPM + one advanced-level English language course).
- ⑤ International students must take 'Korean Language and Culture I'. This course will count towards graduation requirement credits. However, those who were waived from 'Korean Language and Culture I' may take an advanced level of Korean language course that will count

towards graduation requirement credits. Advanced level of Korean language course will count towards graduation requirement credits for up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.

- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term 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.

<Fourth Term> 3 Credits

- 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)

The following table summarizes MDP majoring students' completion of requirements.

MDP	Core Courses	Concentration (ID or SD)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	9	9	3	6	12	39
Credits (Int'l)	9	9	6	6	9	39

3. MPM Program

Requirements for Completing the Full-time MPM Program

<First Three Terms> 36 credits

- ① MPM students must take 2 core courses (6 credits: Public Organizations and Management, Introduction to Research Methods) unless waived.
- ※ 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 and Global Governance' course in Fall.
- ② MPM students must take at least 3 courses (9 credits) for the MPM concentration.
- ③ MPM students may choose the 2nd concentration, and take up to 3 courses (9 credits) for the concentration. Choosing the 2nd concentration is optional.
- ※ One advanced analytic (AA) course will be counted as a concentration course (maximum 3 credits).
- ④ MPM students must complete 3 credits for basic level English language course (Titled, Language in Public Policy and Management(LPM)). English courses will be counted for the graduation

requirement credits for up to 6 credits (LPM + one advanced level of English language course).

- ⑤ International students must take ‘Korean Language and Culture I’. This course will be counted for the graduation requirement credits. However, those who were waived ‘Korean Language and Culture I’ could take advanced level of Korean language course that will be counted for the graduation requirement credits up to 3 credits. Advanced-level Korean language course are designated by the chair of Korean language.
- ⑥ Students who plan to write a thesis or do a capstone project must take the Advanced Research Seminar (3 credits) offered in the 3rd term 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 courses.

<Fourth Term> 3 Credits

- ① During the fourth term, 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).

The following table summarizes MPM majoring students’ completion of requirements.

MPM	Core Courses	Concentration (PA, SM or GP)	Language Courses	- ARS +Thesis - ARS + Capstone - one course + SRP	Electives	Total Credits
Credits (Korean)	6	9	3	6	15	39
Credits (Int'l)	6	9	6	6	12	39

4. Others

- ① (**Concentration Application**): All students must apply in KDI School website to declare their concentrations during the indicated period. Concentration can be declared when the combined total of the graduation requirement credits previously completed and currently being taken is above 27. Students are allowed to declare a maximum of 2 concentrations. Please note that only one concentration will be recognized from one course.
- ② (**Graduation Application**): After completing 39 graduation requirement credits or more including the research project, all students must apply for graduation eligibility review through KDI School website at the indicated period.

<Graduation Requirements for Master's programs>

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 • Quantitative Methods • Introduction to Development Policy 	<ul style="list-style-type: none"> • Public Organizations and Management • Introduction to Research Methods
1 st Concentration	Requirement: at least 9 credits (3courses) from 1 st concentration (Mandatory)		
	<ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial 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 (3 courses) from 1 concentration (Optional) <ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial 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) • SRP (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) 		
Duration	Full-time: 4 terms, Par-time: 6 terms (If you fulfill early graduation requirements, this duration may be reduced by a maximum of 1 term)		
Total	Minimum 39 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 to plan their course of study.

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

<Recommended Course Plan for Master's Degree Program>

Period of Residency	Term	First Year				Second Year		
		Preliminary Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
1.5 Years (Int'l Student)	Track 1		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Thesis, Capstone, SRP		
	Track 2	1 course (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Thesis, Capstone, SRP		
2 Years	Track 1		4 courses (12 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)	3 courses (9 credits)			
	GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + 6credits transferring from a partner school) or Advanced Experiential Learning Project(3credits) + 3credits transferring from a partner school)		
		1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)			
GMP		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + 6credits		3 courses (9 credits)		

Term		First Year				Second Year		
		Preliminary Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
Period of Residency	(2+3+1)	1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	transferring from a partner school) or Advanced Experiential Learning Project(3credits) + 3credits transferring from a partner school)			3 courses (9 credits)
	Part-time		3courses (9 credits)	2courses (6 credits)	2courses (6 credits)	2 courses (6 credits)	2 courses (6 credits)	1 course (3 credits) Thesis, Capstone or SRP
		2courses (9 credits)	3courses (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 an one-year residency requirement. The course plan outlined above marked "1.5 Year" is the required plan for all international students who plan to spend only one year of residency at KDI School. Students who fulfill all graduation requirements will graduate on the dates designated below: (Page 22)

<Recommended Graduation Plan for Master's Degree Program>

1. Research Project

Day	First Year			Second Year		
	1st Term	2nd Term	3rd Term	4rd Term	5th Term	6th Term
Full-time		POS application (6th week) + Research Plan (10th Week)	Take ARS Course (Summer/Fall) or 1 elective Course (3 Credits)	Submit your final paper * Int'l Student: Your final paper should be submitted to the Academic Affairs before you leave Korea		

2. Graduation

Term	Online-application Period for graduation	Graduation Date	Remark
Spring	7 th ~8 th week	May 10 th	Students who registered a course cannot graduate
Summer	7 th ~8 th week	August 31 st	
Fall	7 th ~8 th week	- Commencement Day - January 31 st	Students who registered a course can graduate on January 31 st

- 1) (Graduation Application): Students who have completed all graduation requirements 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.
- 2) (Graduation period): The minimum conditions for graduation and to receive a master's degree at KDI School according to the school rules and regulations that student should be enrolled for 4 terms for full-time master's program and 6 terms for part-time master's program.

II. Academic Guides

Course Registration & Manual

Grading

Academic Status

Tuition Fee

Scholarships

Certificate Issuance

e-Education

Career Support & Internship

Course Registration

1. Course Registration

- ① **Minimum/Maximum Credit Application:** Full time students can apply for a maximum of 15 credits of regular courses including one day-time course in each term.
- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

< Program Chair >

Program	Office	Program Chair
Ph.D.	S441	KIM, Soonhee
MPP	S344	YUN, Heesuk
MDP	S433	KIM, Taejong
MPM	S337	CHO, Yooncheong

- ③ **Registration Period:** Students should register for courses during the designated period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the "How to Register for Courses" section for further information.
- ⑤ **Class Size:** KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full, students will not be able to register online. If a course has less than 6 students, it will not be offered in that term.
- *Note:** Due to the limit on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away opportunities from those who are serious about taking the course and causes inconvenience not only to the students, but also the administration. We would like to ask students, therefore, to choose their courses carefully and make sure that they register for the appropriate number of credits for a given term.
- ⑥ **Registration Confirmation:** Once a student finishes the course registration, he/she needs to

make sure that the registration has been completed, and confirm the courses before attending classes by checking the course confirmation menu in MIS.

- ⑦ **Add/Drop Period:** Registration changes are only allowed during the first week after classes begin. This is to ensure that classes run smoothly and students adapt to the environment as quickly as possible. After this period, students may not change their course registration. Please consult with the designated academic advisor or instructor for information and advice before making any changes. Attendance will count during the add/drop period.
- ⑧ **Course Drop (online):** Should a student decide to drop a course within the first three weeks after classes begin, he/she may fill out the course drop form, and submit it through MIS. In this case, the cancellation will not appear on the official transcript.
- ⑨ **Course Withdrawal (online):** Should a student decide to withdraw from a class after the first four weeks but within the first six weeks after classes begin, he/she may fill out the withdrawal form and submit it through MIS. In this case, a "W" will appear on the official transcript; however, it will not affect the GPA.
- ⑩ **Attendance:** Students have to attend a minimum of 5/6 of each course they are enrolled in to receive credits and grades for the courses. Students have to touch their ID card or QR code (mobile application) on the kiosk in front of class room when entering their classroom.

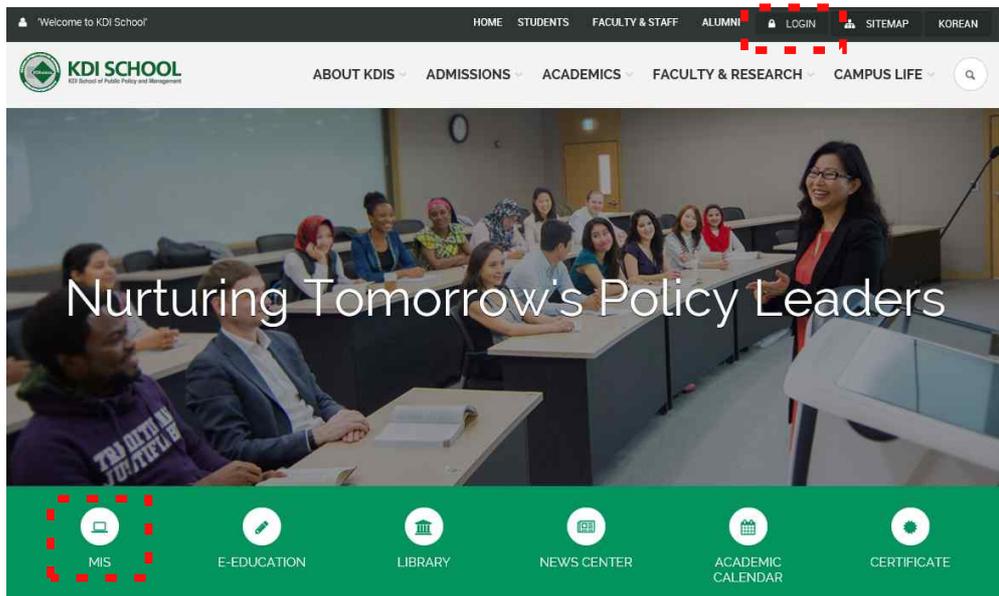
2. Course Presentation Session (CPS)

- ① What is a Course Presentation Session?
 - The Course Presentation Session aims to assist students in course registration for the 2019 fall term.
 - CPS is an information session for the courses that will be offered in the upcoming term.
 - 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: August 26th (Mon.)

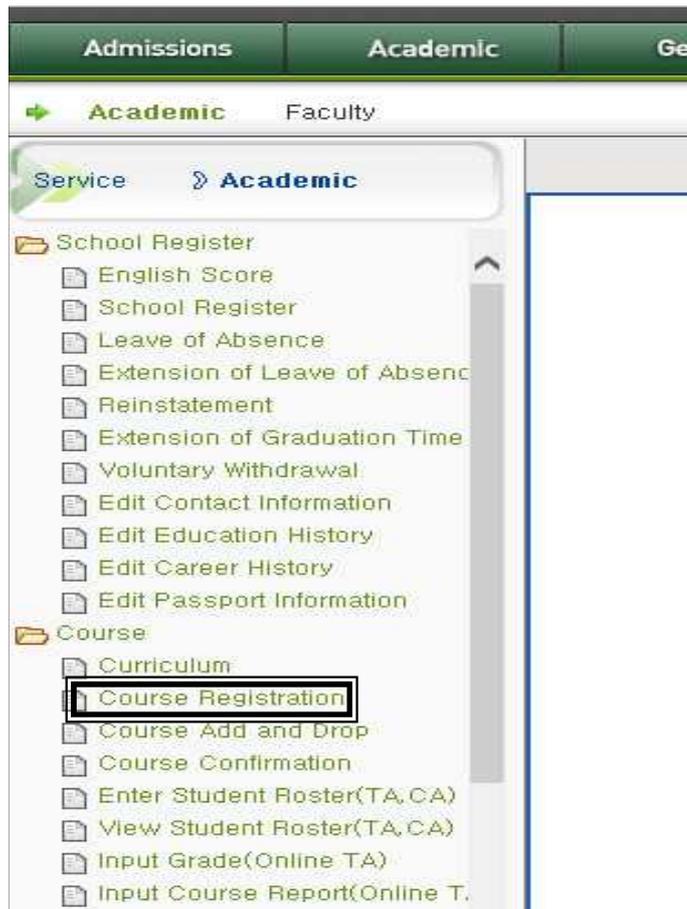
Course Presentation Session	Aug. 26 th (Mon.)
Course Registration	Aug. 27 th (Tue.) ~ Aug. 29 st (Thu.)

Course Registration Manual for MIS

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



3. Access MIS (<http://mis.kdischool.ac.kr>) and provide your student ID and password.
4. Find “Course Registration” in the left side menu and click “Course Registration”.
You may access the menu during the course registration period.



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

Course Registration

Service > Academic > Course > Course Registration

Academic Year: 2012 Term: Summer

LIST

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

Timetable

No.	COURSE	TITLE	SEC.	CREDIT	STATUS	No.	MON	TUE	WED	THU	FRI	SAT
1												
2												
3												
4												
5												

No data has been found.

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

Course Registration

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
1												
2												
3												
4												
5												
6												

No data has been found.

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

The screenshot shows the 'Course Registration' interface. At the top, there are navigation tabs for 'Service', 'Academic', 'Course', and 'Course Registration'. Below this, the 'Academic Year' is set to 2012 and the 'Term' is Summer. The main area is divided into two sections: 'LIST' and 'Course Registration List'.

The 'LIST' section contains a table with the following columns: No., Code, Title, Sec., Time, Period, Professor, Credit, Max, Current, Waiting, Schedule, and Room. The table lists 7 courses, each with a 'Register' button to its right.

The 'Course Registration List' section contains a table with the following columns: No., Course, Title, Sec., Credit, Status, and a 'CANCEL' button. The table shows 5 courses that are currently 'Enrolled'. An arrow points to the 'CANCEL' button for the 5th course.

The 'Timetable' section contains a grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT) and rows for course numbers (1-6). The grid shows the schedule for each course, with overlapping courses in the same time slot.

8. If you choose a course which conflicts with a course you registered for, a pop-up message will be shown.
9. If you choose a course which is full, the course will be shown as “waiting” in the registration status. This does not mean that you’ve registered for the course. If one drops out of the course, first person on the waiting list will be automatically registered and the status will be changed from “waiting” to “enrolled”. Please note that you can register for up to 5 regular courses (15 credits) including courses on waiting.
10. You may check your courses in the “Course Confirmation” menu once you select appropriate “Academic Year/Term” and click “Query“.

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	
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	FR4	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		

Registration Refresh Close All

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	MSS082	Dispute Resolution & Negotiation	3	30	0	0	0	0	0	0	MON4, WED4	9213	Register
14	MSI027	Understanding the World	3	30	0	0	0	0	0	0	MON4, WED4	9203	Register
15	MST032	Theory and Policy of International Trade	3	30	0	0	0	0	0	0	MON2, THU2, ...	9213	Register
16	MCC066	Entrepreneurship and Business Plan	3	30	0	0	0	0	0	0	THU4, TUE4	9210	Register
17	MSH022	Gender and Development	3	30	0	0	0	0	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						

Click here to get rid of the message

Time Conflict

확인

Service > Academic

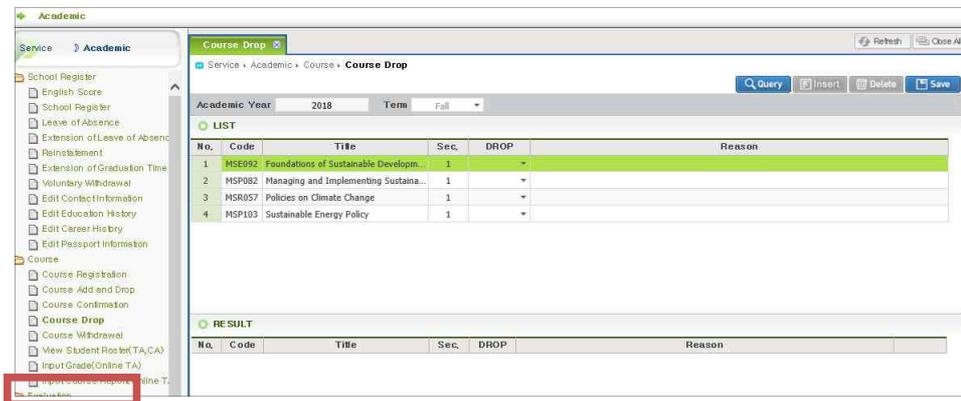
- School Register
 - English Score
 - School Register
 - Leave of Absence
 - Extension of Leave of Absence
 - Reinstatement
 - Extension of Graduation Time
 - Voluntary Withdrawal
 - Edit Contact Information
 - Edit Education History
 - Edit Career History
 - Edit Passport Information
- Course
 - Curriculum
 - Course Registration
 - Course Add and Drop
 - Course Confirmation**

Course Drop Manual for MIS

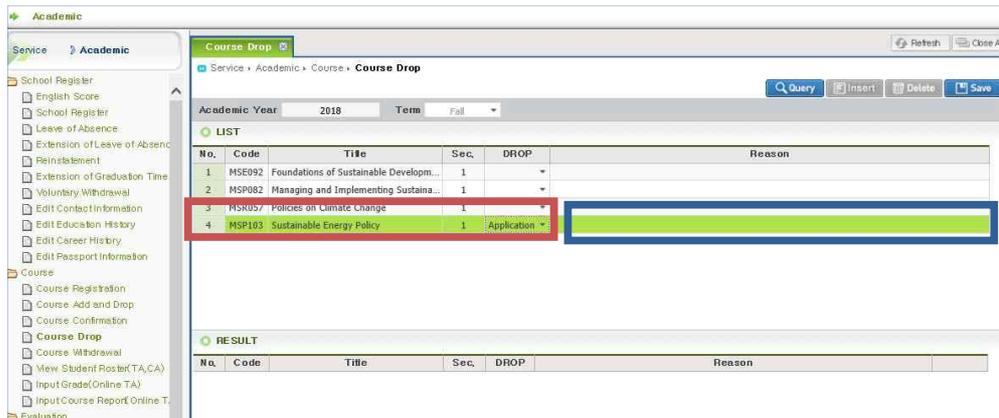
Available Period: From the beginning of the semester to 1/4 weeks. (Application is available only during the indicated period)

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

1. Course → Course Drop (Check your registered course list of this semester)

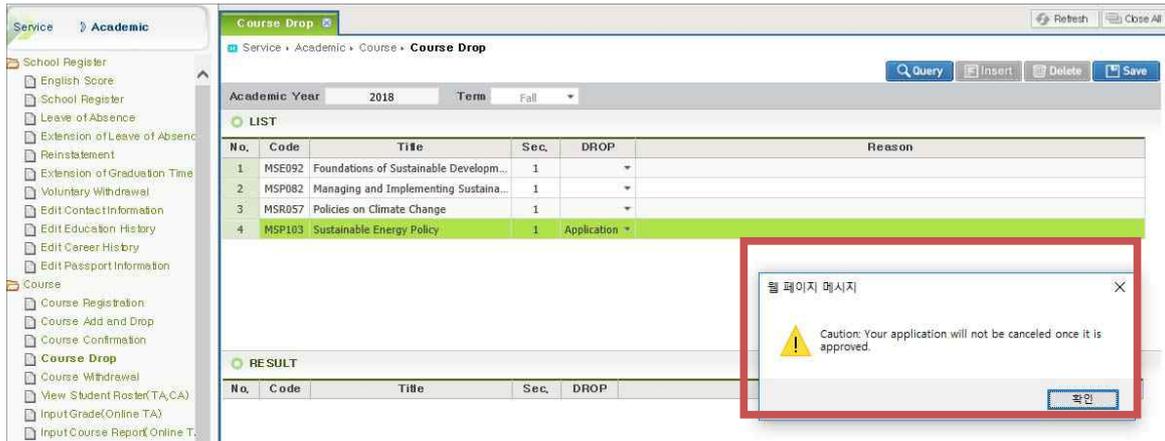


2. Choose “a course” and click “application”. For approval from KDIS, you must write specify a detailed reason in the right column.

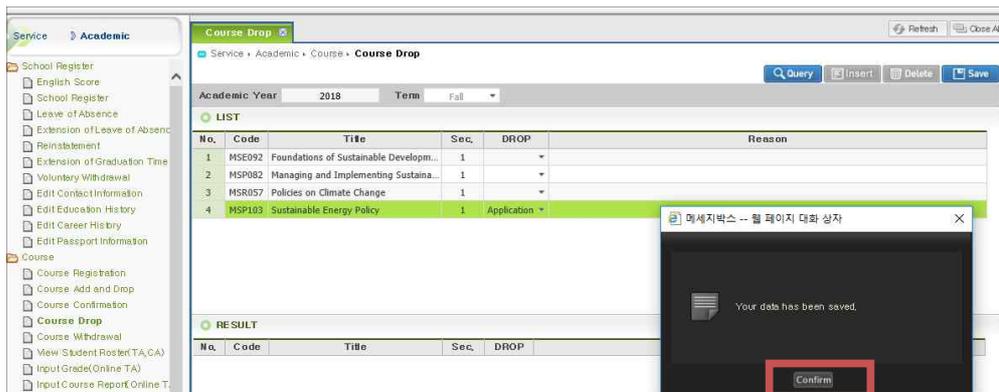


3. A pop-up page could show up.

Please be aware that when you drop a course, it's not going to be canceled.



4. Click the "Save" button on the right → Another pop-up page will show up →
Click "Confirm" in the pop-up page



5. Check your status

- 1) “Applied” : Your application is successfully applied.
- 2) “Approved” : Your application is successfully approved.(if professor approve your course drop then status will be changed)

The screenshot shows a web application interface for 'Course Drop'. The main window displays a table with columns: No., Code, Title, Sec., DROP, and Reason. The table contains three rows of data. Below the table, there is a 'RESULT' section with a table containing one row: No. 1, Code MSP103, Title Sustainable Energy Policy, Sec. 1, and DROP. A modal dialog box is open in the foreground with the text 'Your data has been saved.' and a 'Confirm' button. The dialog box title is '메세지박스 - 웹 페이지 대화 상자'. The 'Confirm' button is highlighted with a red box.

No.	Code	Title	Sec.	DROP	Reason
1	MSE092	Foundations of Sustainable Developm...	1		
2	MSP082	Managing and Implementing Sustaina...	1		
3	MSR057	Policies on Climate Change	1		

No.	Code	Title	Sec.	DROP
1	MSP103	Sustainable Energy Policy	1	

Course Withdrawal Manual for MIS

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

1. Course → Course Withdrawal (Check your registered course list of this semester)

The screenshot shows the MIS interface for Course Withdrawal. The left sidebar is titled 'Academic' and contains a list of services. 'Course Drop' and 'Course Withdrawal' are highlighted with a red box. The main window is titled 'Course Drop' and 'Course Withdrawal'. It shows the academic year as 2018 and the term as Fall. Below this, there is a 'LIST' section with a table of registered courses. The table has columns for No., Code, Title, Sec., WITHDRAWAL, and Reason. The table contains four rows of course information. Below the table, there is a 'RESULT' section with a message 'No data has been found.' and a list of notes regarding the course drop period and transcript appearance.

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MSE092	Foundations of Sustainable Devel...	1		
2	MSP082	Managing and Implementing Sust...	1		
3	MSR057	Policies on Climate Change	1		
4	MSP103	Sustainable Energy Policy	1		

RESULT

No.	Code	Title	Sec.	WITHDRAWAL	Reason
No data has been found.					

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

- Chose “a course” and click “applied”. For approval from the school, you must specify a detail reason.

Course Drop | Course Withd... | Refresh | Close All

Service > Academic > Course > Course Withdrawal

Academic Year: 2018 | Term: Fall

LIST

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MSE092	Foundations of Sustainable Devel...	1	-	
2	MSP082	Managing and Implementing Sust...	1	-	
3	MSR057	Policies on Climate Change	1	-	
4	MSPI03	Sustainable Energy Policy	1	Application	

RESULT

No.	Code	Title	Sec.	WITHDRAWAL	Reason
No data has been found.					

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

- A pop-up page will show up and click “confirm” or “확인”. (wording is based on your language setting.)

Please keep in mind that once you drop a course, it’s not going to be canceled.

Course Drop | Course Withd... | Refresh | Close All

Service > Academic > Course > Course Withdrawal

Academic Year: 2018 | Term: Fall

LIST

No.	Code	Title	Sec.	WITHDRAWAL	Reason
1	MSE092	Foundations of Sustainable Devel...	1	-	
2	MSP082	Managing and Implementing Sust...	1	-	
3	MSR057	Policies on Climate Change	1	-	
4	MSPI03	Sustainable Energy Policy	1	Application	

RESULT

No.	Code	Title	Sec.	WITHDRAWAL	Reason
No data has been found.					

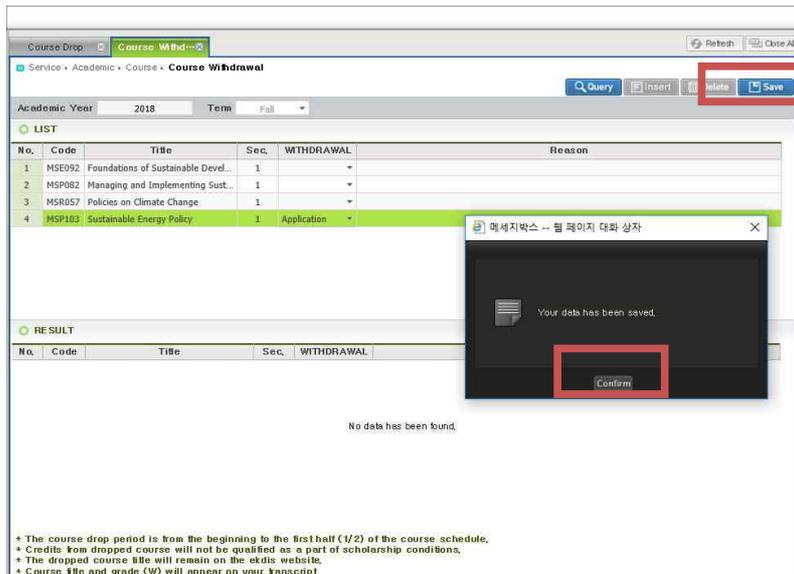
* The course drop period is from the beginning to the first half (1/2) of the course schedule.
 * Credits from dropped course will not be qualified as a part of scholarship conditions.
 * The dropped course title will remain on the ekids website.
 * Course title and grade (W) will appear on your transcript

팝업 페이지 메시지

Caution: Your application will not be canceled once it is approved.

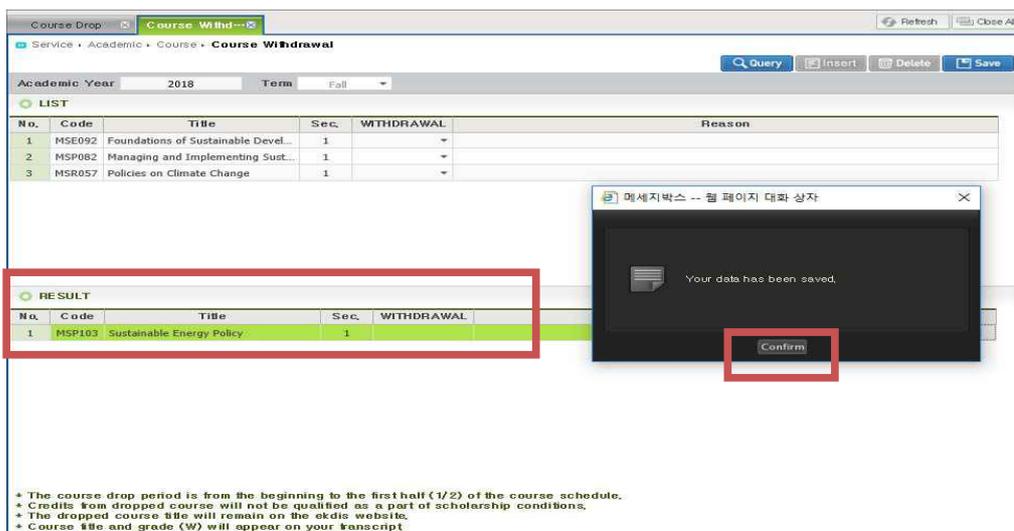
확인

- Click “Save” → Another pop-up page will show up → Click “Confirm” in the pop-up page



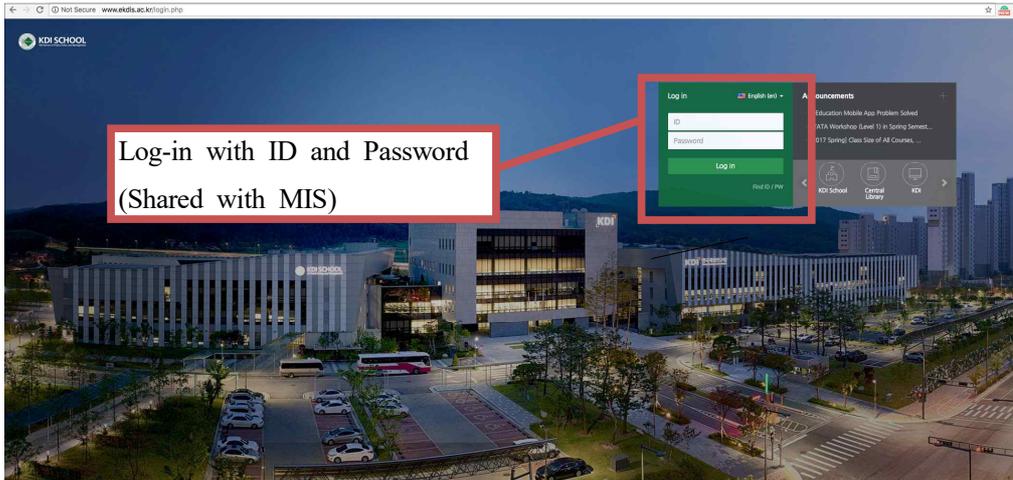
5. Check your status

- 1) “Applied” : Your application is successfully applied.
- 2) “Approved” : Your application is successfully approved.

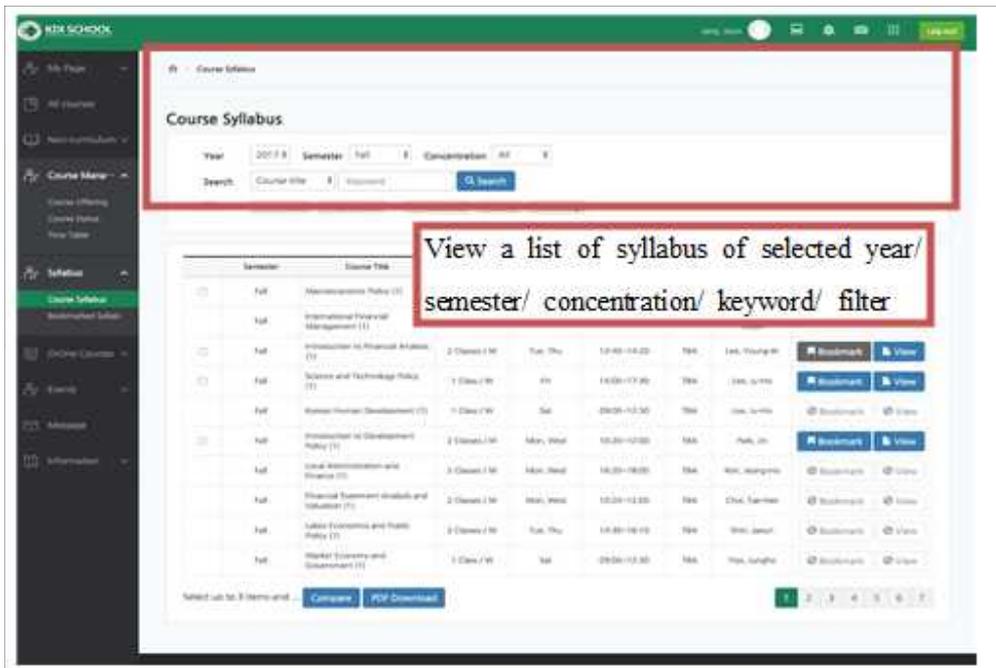


Syllabus Manual for e-education

1. Access and Log in <http://www.ekdis.ac.kr>



2. View and search syllabus



3. Select Your Syllabi

-Bookmark: You may chose syllabus by your own interest

-View: You may click and view a single syllabus

Semester	Course Title	Type	Day	Time	Room	Professor	View
Fall	Macroeconomic Policy (1)	2 Class / W	Mon, Wed	14:30-16:10	TBA	Hahn, Sang-Moon	Bookmark View
Fall	International Financial Management (1)	2 Class / W	Mon, Wed	12:40-14:20	TBA	Hahn, Sang-Moon	Bookmark View
Fall	Introduction to Financial Analysis (1)	2 Class / W	Tue, Thu	12:40-14:20	TBA	Lee, Young-Wi	Bookmark View
Fall	Science and Technology Policy (1)	1 Class / W	Fri	14:00-17:30	TBA	Lee, Jun-Ho	Bookmark View
Fall	Korean Human Development (1)	1 Class / W	Sat	09:00-12:30	TBA	Lee, Jun-Ho	Bookmark View
Fall	Introduction to Development Policy (1)	2 Class / W	Mon, Wed	10:20-12:00	TBA	Park, Ji	Bookmark View
Fall	Local Administration and Finance (1)	2 Class / W	Mon, Wed	16:20-18:00	TBA	Kim, Young-Ho	Bookmark View
Fall	Financial Statement Analysis and Valuation (1)	2 Class / W	Mon, Wed	10:20-12:00	TBA	Choi, Tae-Hyeon	Bookmark View
Fall	Labor Economics and Public Policy (1)	2 Class / W	Tue, Thu	14:30-16:10	TBA	Shin, Jaehun	Bookmark View
Fall	Market Economy and Government (1)	1 Class / W	Sat	09:00-12:30	TBA	Yoo, Jungho	Bookmark View

4. Compare Syllabi and Download PDF

-Compare: Compare the chosen syllabi

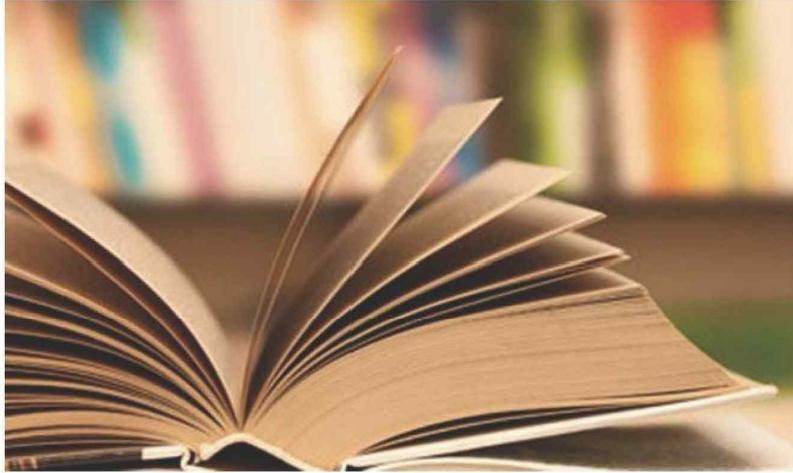
-PDF download: Download chosen syllabi

Semester	Course Title	Type	Day	Time	Room	Professor	ETC
Fall	Macroeconomic Policy (1)	2 Class / W	Mon, Wed	14:30-16:10	TBA	Hahn, Sang-Moon	Bookmark View
Fall	International Financial Management (1)	2 Class / W	Mon, Wed	12:40-14:20	TBA	Hahn, Sang-Moon	Bookmark View
Fall	Introduction to Financial Analysis (1)	2 Class / W	Tue, Thu	12:40-14:20	TBA	Lee, Young-Wi	Bookmark View
Fall	Science and Technology Policy (1)	1 Class / W	Fri	14:00-17:30	TBA	Lee, Jun-Ho	Bookmark View
Fall	Korean Human Development (1)	1 Class / W	Sat	09:00-12:30	TBA	Lee, Jun-Ho	Bookmark View
Fall	Introduction to Development Policy (1)	2 Class / W	Mon, Wed	10:20-12:00	TBA	Park, Ji	Bookmark View
Fall	Local Administration and Finance (1)	2 Class / W	Mon, Wed	16:20-18:00	TBA	Kim, Young-Ho	Bookmark View
Fall	Financial Statement Analysis and Valuation (1)	2 Class / W	Mon, Wed	10:20-12:00	TBA	Choi, Tae-Hyeon	Bookmark View
Fall	Labor Economics and Public Policy (1)	2 Class / W	Tue, Thu	14:30-16:10	TBA	Shin, Jaehun	Bookmark View
Fall	Market Economy and Government (1)	1 Class / W	Sat	09:00-12:30	TBA	Yoo, Jungho	Bookmark View

Course Reserves Service

How to find course materials in the library

KDI Central Library



Introduction

We provide a Course Reserves Service to support the KDI School students with every course. Course Reserves is created in accordance with the syllabus of each course. In the case of textbooks, there is a copyright policy to use: when usage exceeds 10%, it is not covered under the copyright policy. This is why uploading scanned files from the entire book, to the library website, is not allowed. We support the course materials in a copied format instead of scanned files (soft copy). The items marked in the syllabi are prepared in the following format by the type of materials.



Books



Chapters



e-books



Articles

Types & Availability of Course Materials

	Borrow	Copy / Scan	Access to online
Books	○	○	
Book chapters		○	
e-books			○ (URL)
Articles			○ (URL or PDF)

At a glance

* Check the type of material referring to a syllabus

TYPE	PROCESS	Use
Books	Find the BOOK No. > Find it at Course Reserves shelves using CR No. posted on the board	> Borrow / Copy / Scan
Chapters		> Copy/Scan
e-books & Articles	Visit the library website > Access to online resources	> Download

1. Books

Print reserves refer to our collection of books which can be loaned for three hour period within the library premises or can be checked out for one night. The collection is housed at in-library course reserves shelves.

Print Reserves Policy

Day time Check-out	Available up to 3 hours
Night time Check-out	Available after 7 p.m. Return by 10 a.m. the next morning (Mon.-Sun.)
* Late fee	KRW 100 per hour
* Renewals	Not available continuously

1) Book marked in a syllabus

Check the syllabus and confirm the type of course materials. There are some item marked in a syllabus; books, book chapters, articles.

REQUIRED TEXTBOOK

The required textbook is

- John L. Mikesell 2013. *Fiscal Administration*. 9th edition (8th edition can be used with awareness on some updates). Wadsworth Publishing (hereafter, JLM). ISBN-10: 1133594808 | ISBN-13: 9781133594802

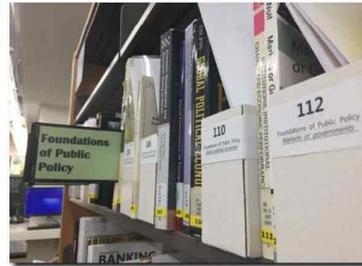
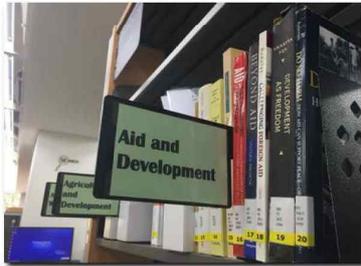
2) Find out the "BOOK No." for check-out a book

Library posted a Course Reserves List on the board of the library website. Also you can find it directly in the library.

Course Reserves List for 2017 FALL					
					updated Aug 31
The reading materials, which are not marked on this list, are available on the library's homepage.					
[PDF] : Some scanned chapters are available and download the PDF files on the library's homepage.					
[BOX] : It is prepared as printed material so that you may copy it in the library.					
[Book & e-book] : There are available as printed book and e-book.					
Course	Sec.	Instructor	Book Title	Available type of sources	BOOK No.
Academic Writing	2	Lisa Lim	Conducting research literature reviews : from the internet to paper 4th ed	Book	1
Academic Writing	2	Lisa Lim	How to write a master's thesis	Book	2
Academic Writing	2	Lisa Lim	The Literature review : a step-by-step guide for students 2nd ed	Book	3

3) Borrow a book

Visit the library and pick the book up in Course Reserves shelves. Find the book using BOOK No. Also these shelves organized by course title from A to Z so that you may find it while you browse the shelves.



2. Chapters

The library is equipped to copied chapters of the book in Course Reserves Section. Please find some chapters on a syllabus first, and you can copy or scan it in the library.

1) Chapters marked in a syllabus

REQUIRED TEXTBOOK

The required textbook is

- John L. Mikesell 2013. *Fiscal Administration*. 9th edition (8th edition can be used with awareness on some updates). Wadsworth Publishing (hereafter, JLM). ISBN-10: 1133594808 | ISBN-13: 9781133594802

Week 2.

Topics

- Fundamentals of Budgets and Budgeting
- Budget process and procedures

Required readings

- JLM. Chapter 2, The Logic of the Budget Process

2) Find out the “CR No.”

Library posted a Course Reserves List on the board of the library website. Also you can find it directly in the library.

Course Reserves List for 2017 FALL					
					updated Aug.31
<small>The reading materials, which are not marked on this list, are available on the library's homepage. [PDF] : Some scanned chapters are available and download the PDF files on the library's homepage. [BOX] : It is prepared as printed material so that you may copy it in the library. [Book & e-book] : There are available as printed book and e-book.</small>					
Course	Sec.	Instructor	Book Title	Available type of sources	BOOK No.
Academic Writing	2	Lisa Lim	Conducting research literature reviews : from the internet to paper 4th ed	Book	1
Academic Writing	2	Lisa Lim	How to write a master's thesis	Book	2
Academic Writing	2	Lisa Lim	The Literature review : a step-by-step guide for students 2nd ed	Book	3



Introduction to banking 2nd ed	BOX	45
Fiscal administration : analysis and applications for the public sector 9th ed	BOX	46

Here's the example; Course Reserves List, Course Reserves menu in library website.

Course Reserves							
No.	Title	Author	Publisher	Publication Year	Call No.	New Resources of Reference	Original Text
1	An Empirical analysis on the geography of Korea's high-tech jobs and start-ups Q	Lee, Ju-Ho	KDI School Working Paper Series :16-11	2016	PDF		<input type="checkbox"/> Original Text
2	City fiscal conditions in 2014 Q	CSAR		2014	PDF		<input type="checkbox"/> Original Text
3	Financial management in the public sector : tools, applications, and cases 3rd ed Q	Wang, XiaoHu	M.E. Sharpe	2014	No.47 (PDF) / HJ 141 W18 2014		<input type="checkbox"/> Original Text
4	Fiscal administration : analysis and applications for the public sector 9th ed Q	Mikesell, John L.	Wadsworth, Cengage Learning	2014	No.46 (BOX) / HJ 141 .M58 2014		

3) Copy or scan chapters

Visit the library and pick the book up in Course Reserves shelves. Find the book & boxes using CR No. You can copy a printed material in the library. In case of copy outside please fill out on the Course Reserves Loan form at the Library Reference Desk.



NOTE: Don't take printed documents without an allowance for all students.

NOTE: Some chapters might be missing from the Course Reserves shelves and the library printout again. However, please check the syllabus yourself to see if there are any missing chapters.

3. e-books & Articles

Academic articles and working papers are prepared in library website. The e-book is also available if the library subscribes or holds it.

Visit the library website; <http://library.kdischool.ac.kr>

You can access to Course Reserves service under the Search menu. It is required to log-in.

1) Article marked in a syllabus

Find journal article or working paper in a syllabus, please visit the library website

Week 4, February 27th (Monday) & March 1st (Wednesday)
Topics

- Budget classification
- Budget reforms and performance budgeting

Required readings

- J.L.M. Chapter 6, Budget Classifications, Systems, and Reform: Trying to Make Better Choices
- Mikesell, John L. and Daniel R. Mullins. 2011. Reforms for Improved Efficiency in Public Budgeting and Finance: Improvements, Disappointments, and Work-in-Process. *Public Budgeting & Finance* 31(4): 1-30

March 1st

- Independence Movement Day (No class, A make-up class will be held in the 11th week.)

2) Access to online resources

Under the Search menu bar, you can Access to original source by clicking the UR. If you see the "Original Text", you can download PDF files.

The screenshot shows the 'Central Library' website interface. On the left is a navigation menu with options like 'Search', 'Browse', 'Research Support', and 'Services'. The main content area displays 'Course Reserves' for the course 'Budgeting and Public Finance'. A table lists the reserved items, with 'Original Text' links highlighted in yellow for items 1, 2, and 4.

No.	Title	Author	Publisher	Publication Year	Call No.	New Resources of Reference	Original Text
1	City fiscal conditions in 2014		CSAR	2014		PDF available	Original Text
2	Financial management in the public sector : tools, applications, and cases 3rd ed	Wang, Xiaohu	M.E. Sharpe	2014	BOK / KJ 141 W18 2014		Original Text
3	Fiscal administration : analysis and applications for the public sector 9th ed	Mikesell, John L.	Wadsworth, Cengage Learning	2014	BOK/HJ 141 M58 2014		
4	Reforms for Improved Efficiency in Public Budgeting and Finance: Improvements, Disappointments, and Work-in-Progress.	Mikesell, John L.	Public Budgeting & Finance	2011	URL		URL

Grading

1. Acknowledgement of Credits

- ① **Registration:** Credits are only given from courses for which students have officially registered through standard registration procedure. Students will not earn credits for audited courses.
- ② **Attendance:** All students must attend at least 5/6 of all classes in a given term to receive credits for that course.

2. Grading System & GPA

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

Grade	A	A-	B+	B	B-	C+	C	C-	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 on time, an "IW" will appear on the student's transcript permanently. Students who receive "I" grade will not be awarded scholarship for Academic Excellence.
- ② **"W":** A "W" stands for "Withdrawal" and is given to students who withdraw from a class(es) within the indicated period after the classes begin.
- ③ **"IW":** An "IW" stands for "Incomplete Withdrawal", and is given to students who failed to receive a grade within the four weeks after receiving an "I" grade.
- ④ **"T":** A "T" stands for "Transfer" and indicates a course in which a student has successfully received KDI School credit for coursework completed through an exchange or GMP Program.

3. Transcripts

- ① ***Transcripts:*** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division through “Certificate in KDI School Website. Refer to the "Certificate Issuance" on page 48.
- ② ***Consultation:*** Should students have any doubts about their grades, they may have a consultation with course professor within a given period of each term. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation

- ① ***Academic Probation:*** Those students whose GPA falls below B- (2.67) shall be placed on 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. Also, such students will no longer be eligible to apply for CA (Class Assistant) and AA (Administrative Assistant) positions.
- ② ***Academic Expulsion:*** If a student is placed on an academic probation for a second time, he/she will be expelled from the school and will not be considered for readmission.

Academic Status

1. Enrollment

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

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

- ※ Enrollment: register minimum a course and pay tuition before student fulfill their requirements
- ② **Failure to be Reinstated:** Students who fail to return to the School after 3 terms of leave of absence or an unauthorized leave of absence will not be allowed to enroll.
- ※ Students must take lecture courses within 2 years of admission without leave of absence, otherwise they must pay additional tuition based on credits.

2. Leave of Absence

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

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

Duration: Students may not take a leave of absence for more than 3 terms while they are enrolled in the School.

- ② **Extension of Leave of Absence:** Students may apply for an extension of leave of absence if they have not applied for the maximum 3 terms of leave of absence. Students can extend their leave of absence by 1 term each. Students must apply online

through "School Register" in KDI School MIS System.

3. Reinstatement

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

4. Completed

Full-time students who have been enrolled at KDI School for at least 4 terms and part-time students who have been enrolled for at least 6 terms will be eligible to be considered as having completed their coursework. Those students who do not complete the graduation requirements within 4 years from their date of admission will be permanently designated the status of "completed."

*Coursework completion reveals that students acquired only credit requirements(33 credits) regardless of their study period. They can receive a coursework completion certificate only once at the completion ceremony.

5. Graduated

Full-time students who have met the graduation requirements by completing one of the following: a thesis, a capstone, a SRP or an ELP after 4 terms without a leave of absence, and within 4 years of their admission date will be granted the status of "graduated."

Part-time students who have met the graduation requirements by completing one of the following: a thesis, a capstone, a SRP or an ELP after 6 terms without a leave of absence, and within 4 years of their admission date will be granted the status of "graduated."

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

Students who have achieved an overall GPA at least 3.9 for 3 terms (full-time students).

6. Withdrawal

- ① **Voluntary Withdrawal**: Students desiring to withdraw may do so by obtaining permission from the Dean of KDI School after submitting their application online through "School Register" on KDI School MIS System.
- ② **Expulsion**: Students who fails to pay tuition fee on time or fails to register a course before coursework completion are subject to expulsion.

Tuition Fee

Master's Program

Students may choose to pay by term or by credits. Regardless of the payment method, students will pay the same amount of 28,000,000 won to complete a Master's degree program. This is the total cost, and once this is paid in full, either by term 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.

Payment by term:

Day	1 st Year			2 nd Year			Total
	Fall	Spring	Summer	Fall	Spring	Summer	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000

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 term except for the last (4th) term. These 9 credits should include at least 3 credits from daytime courses.

2. Scholarship for Academic Excellence

- ① Within the allocated amount of budget, students, who have taken at least 9 credits or more of regular courses in a term and achieved excellent academic performance, are considered for this scholarship.
- ② Regardless of the financial aid package received in the first term, non-sponsored students who have a GPA of 3.9 or above will be reviewed as they are eligible to receive a full scholarship the following term.
- ③ Candidates are selected for this scholarship based on their academic performance, existing financial aid, conduct as a member of the School community, and the School budget.

3. Work Study Scholarship

Students who want the Work Study Scholarship can apply for the 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 work confirmation signed by their professor to the Academic Affairs Division. If they fail to submit their work confirmation on time, they will not receive the scholarship for the given week. Please keep in mind that students may be excluded in

CA/AA candidates of next term if they do not fulfill their duty.

<Selection Process>

- ① There will be a notice on recruiting the work-study positions.
- ② 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 Check class attendance (e-attendance and MIS)
- ③ If needed, send an e-mail notice, collect assignments, and upload lecture notes
- ④ Organize a class gathering
- ⑤ Act as an emergency contact point
- ⑥ Conduct miscellaneous duties upon teacher's request
- ⑦ Notify the class schedule at the end of a term to the Academic Affairs Division and students (By the end of 10th week, the remaining class schedule should be notified.)
- ⑧ Input cancel and make-up class information immediately through e-Attendance.
- ⑨ Submit a copy of Work Confirmation and Student Roster.

<AA Job Description>

- ① Duties may vary according to the team and divisions in which applicants are assigned.

Certificate Issuance

1. Certificate Issuance

KDI School graduates, current KDI School students, and students on leave can receive academic certificates from 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	
	English	Korean
Certificate of Enrollment (재학증명서)	O	O
Certificate of Leave of Absence (휴학증명서)	O	O
Certificate of Completion (수료증명서)	O	O
Certificate of Graduation (학위증명서)	O	O
*Certificate of Expected Graduation (학위수여 예정 증명서)	O	O
Certificate of Tuition Payment (수업료납입증명서)	X	O
Academic Transcript (성적증명서)	O	X
Certificate of English Proficiency (영어능력증명서)	O	X

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

② General Certificate Service (Download files, Print documents)

i. Request Method

- Log-in at <http://www.kdischool.ac.kr>
- Click "Certificate" icon
- Scroll down, and click "View More" below "Certificate Application System"
- Click "Certificate application System"

- The page will move to internet certificate system.

ii. Fee & Payment Method

- Free of charge

③ Email request

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

ENGLISH		Seal	Quantity	KOREAN ONLY		Seal	Quantity
<input type="checkbox"/>	Transcript	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Tuition Payment	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of Enrollment (Enrolled Students only)	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Enrollment (Enrolled Students only)	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of Leave of Absence	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Leave of Absence	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of Completion (Not available to graduates)	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Completion (Not available to graduates)	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of Expected Graduation	<input type="checkbox"/>	_____	<input type="checkbox"/>	Certificate of Expected Graduation	<input type="checkbox"/>	_____
<input type="checkbox"/>	Certificate of English Proficiency	<input type="checkbox"/>	_____				
<input type="checkbox"/>	Other letters	<input type="checkbox"/>	_____				
(To issue a letter, please fill out exactly what should be stated below)							

III. PURPOSE OF CERTIFICATE REQUEST							
<input type="checkbox"/> Graduate School (M.A. or Ph.D.)				<input type="checkbox"/> Transfer Reason _____			
<input type="checkbox"/> Professional Certification				<input type="checkbox"/> Other (Specify) _____			
IV. METHOD OF RECEIPT							
DOMESTIC				INTERNATIONAL			
<input type="checkbox"/>	Regular Post	Free of Charge		<input type="checkbox"/>	Regular International Post	Free of Charge	
<input type="checkbox"/>	Express Registered Post	KRW 3,000		<input type="checkbox"/>	EMS	Depends on the Destination	
<input type="checkbox"/>	Pick-up	-		* Please contact person in charge first before deposit to check the exact amount of charge * 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 (It can be omitted if same as the applicant) _____				_____			
Total amount of fee wire transferred _____				_____			
Notes _____				_____			
<p>▶ 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.</p> <p>▶ Please make the wire transfer in Korean Won. Applicant must exchange the home country's currency into Korean Won and make the wire transfer. If not, it will be difficult to receive the applicant's wire transfer properly or fast.</p> <p>◆ Wire Transfer Information Bank Name: Wooribank KDI Subbranch Bank Account Number: 1005-500-958249 SWIFT Code: HVBKIKRSEXXX Bank Address: 263, Namsejong-ro, Sejong-si, Republic of Korea Bank Tel: 82-44-862-6741</p>							

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

③ Sealed enveloped certificates and letters only

i. Request Method

- Log-in at <http://mis.kdischool.ac.kr>
- Scroll down and click "Certificate" icon → Click "Sealed Enveloped"
- Click "Insert" → fill out the form → Click "Save"

ii. Delivery

- Pick-up : Visit the Academic Affairs Division & Registrar's office
 - Monday to Friday : 09:00-12:00 & 13:00-17:00 & 19:00-21:00
 - Saturday : 09:00-12:00 & 13:00-17:00(evening of weekdays and Saturdays are only available during semesters)
- Postal : Upon place of destination and mailing service type (Regular or EMS)

iii. Fee & Payment Method (Mailing Fee)

- Regular (Domestic, International): Free of charge
- Express (Domestic) : KRW 3,000
- Express (International) : It depends on the destination you requested

2. Degrees

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

① Master's Degree

- i. Public Policy: Master of Public Policy
- ii. Development Policy: Master of Development Policy
- iii. Public Management: Master of Public Management

② Ph.D. Degree

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

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

iii Public Management : Ph.D in Public Management (From 2020 Academic Year)

3. Diploma

Diploma can be awarded only once per degree.

① Spring semester, summer semester and fall semester graduates can all receive diplomas from the commencement ceremony in December.

② Students who are unable to attend the commencement ceremony can receive diploma by mail or pick up directly from the Academic Affairs Division or Registrar's office after January 31st.

e-Education

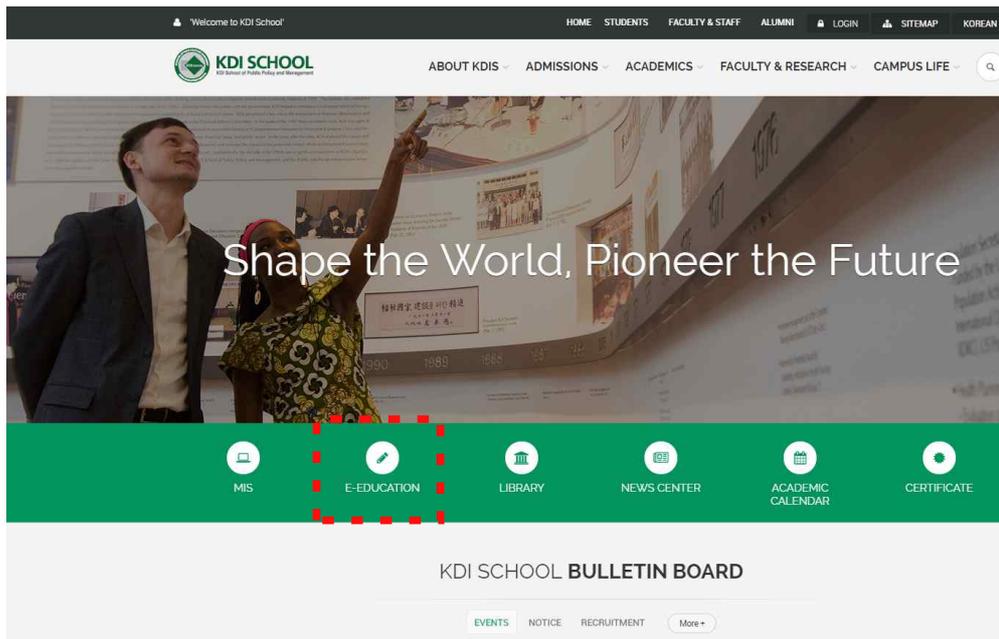
1. What is e-Education?

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



2. Accessing e-Education

You can simply use the web address www.ekdis.ac.kr on your favorite web browser to access e-Education or use the e-Education link from KDI School Website located in the green band in the middle of the screen:



3. How to use e-Education

A detailed manual and brief video introduction of the core functions of the system is available once you log in to e-Education. For additional help in using e-Education, you should contact the Teaching & Learning Division.

Writing Center

1. Introduction of the Writing Center

KDIS Writing Center is a place for all students enrolled in the KDI School of Public Policy and Management to receive assistance in any type of written documents ranging from resumes and cover letters to term papers, supervised research projects, capstone projects, and theses. The Writing Center is staffed by trained editor consultants who have broad work experience in writing, consulting, proofreading, and editing. Editor consultants provide one-on-one sessions to students at all stages of the writing process.

2. Service Information

- Available sessions per semester : 3 sessions per semester
- Service Time: 30-minute editing service
- Service Method: Online or Offline(Face to Face) service
- Place: 4th floor of the KDIS building (S405)
- Booking Website: http://www.supersaas.com/schedule/kdiswritingcenter/KDIS_Writing_Center

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

The screenshot displays the KDIS Writing Center website interface. At the top, there are tabs for 'Announcements' and 'Current Class Announcements'. Below this, a list of announcements is shown with dates ranging from 2019-07-20 to 2019-07-18. A section titled 'Online courses (Non-credit)' features four course cards: 'The Special Lecture on Research Ethics', 'STATA Online Workshop', 'BASIC ECONOMICS', and 'Basic Math and Statistics'. On the right side, there is a sidebar with a 'STATA 16' banner, the 'KDIS Writing Center' logo, and a 'Main menu' containing links to 'Announcement', 'STATA 16-SE KDIS School License', 'Writing Center', 'Statlab', and 'Teaching & Learning Resources'.

Career Support & Internship

1. Introduction

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

For example, KDI School sends student resumes to institutes located in the Sejong National Research Complex and requests job opportunities at international organizations located in Korea as well as other national-level research institutes. Internship opportunities are also offered based on MOU agreements with various public organizations.

For more information, please refer to the career center website via career.kdischool.ac.kr.

2. Career Counseling for New Students

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

3. Job/Internship Search Support and Career News

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

4. Internship

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

<Internship programs (as of August 26th, 2019)>

No.	Institution	A volume of recruitment	Working Period
1	 Sejong City Hall	8~10	2019.8
2	 K-water	4~5	2020.1
3	 The Korea Transport Institute	1~2	Throughout the year
4	 The Korea Research Institute for Human Settlements	1~2	Throughout the year
5	 AfDB	3~5	2019.10~2019.12
6	 UN-ESCWA	5	2019.2~2019.7 2019.8~2020.1
7	 UNDP	1	2019.7~2019.11
8	UNESCO	1	TBD

				
9		Korea Rail Network Authority	1	Throughout the year
10		International Fund for Agricultural Development	On demand	Throughout the year

5. Special Lecture on Career Development

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

6. Mentoring

The mentoring program is intended to give students some off-the-record advice from alumni whose career fits with the student's area of interest. The School's alumni network is a repository of professional experience and the School plays an important role, enabling students to access alumni members and draw from their know-how. This 1-on-1 mentoring service is beneficial in several ways. Students can ask questions directly and get immediate feedback from a person already in the field they're interested in. For our alumni, they can show their commitment to the School and help new and capable students find the workplace and career that fits them the best.

[Inquiry]

Career support: (Ms.) Hye June Kwon, Student Affairs Division (S247),

044-550-1080, job@kdischool.ac.kr

Internship program: (Ms.) Juyeon Byun, Academic Affairs Division (S247),

044-550-1020, jy_byun@kdischool.ac.kr

III. Study Abroad Program

Exchange Program

Global Master's Program (GMP)

Field Research and Study Program

Exchange Program

Exchange students are selected in their 3rd term, and their exchange term begins in the following term – from their 4th term. (For fall students are selected in their 2nd term, and their exchange term may begin in their 4th term.) For the part-time students, they are selected in their 4th term, and their exchange term begins from their 6th term. They will be able to enroll in the partner school starting in the Spring or Fall term, and may stay on the program for one term 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 terms depending on their program. However, 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 Academic Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to KDI School is 18 credits for a year.

1. Exchange Partner Schools

[USA]

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

[Europe]

- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- Institut Supérieur de Commerce (France) *Tuition Waiver for ISC is NOT applicable
- Institut Supérieur de Commerce International de Dunkerque (France)
- HHL-Leipzig Graduate School of Management (Germany)
- ESSEC Business School (France)
- University of Leuven (Belgium)
- Aarhus University (Denmark)

[Others]

- University of Malaya (Malaysia)
- Pontifical Catholic University of Chile (Chile)
- Fudan University (China)
- Universidad de las Americas Puebla (Mexico)
- Nazarbayev University (Kazakhstan)

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

2. Qualifications

- Completion of three terms for full-time program students and five terms for part-time program students (by the time of departure)
- At least 24 credits completed including core courses.
 - Fall Students: by the time of departure
 - Spring Students: by the time of application
- CGPA of at least 3.5 or above
- TOEFL: iBT 79~80 / CBT 213 / IELTS 6.0 or above

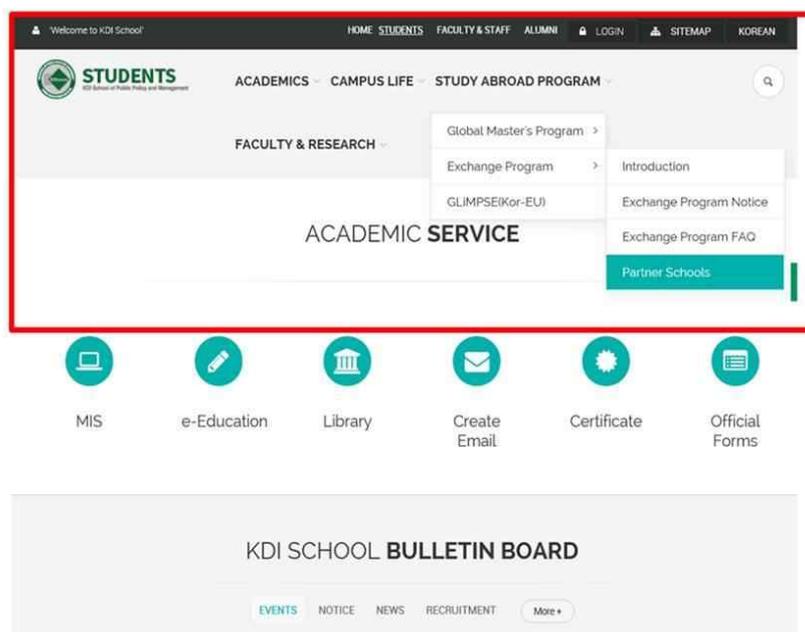
3. Duration of Exchange Program: One term or one full academic year

4. Application Period

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

5. Application Requirements

- ① Application Form
- ② Curriculum Vitae
- ③ Statement of Purpose
- ④ Transcript of Academic Records of KDI School
- ⑤ TOEFL/ IELTS Score (Native English Speakers and Students who are taking their degree program in English are exempted)
- ⑥ ID Picture (3cm x 4cm)
- ⑦ GMAT/GRE depending on the program



* For more information about partner schools, click "STUDENTS" on the top side -> LOG IN -> Exchange Program -> Partner School

6. Application Procedure

- ① Document Review
- ② Interview (If needed)

7. Benefits of Exchange Program

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

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

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

Global Master's Program (GMP)

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

GMP students can choose from the following:

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

1. Type of GMP Program

1) 1+1 GMP Program

- ① Special Features
 - A student who applies for the 1+1 GMP Program is able to enroll in an overseas partner school 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 terms (by the time of departure)
 - For Part-time Students, at least 33 credits completed including core courses (by the time of departure)

2) 2+3+1 GMP Program

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

- At least 21 credits completed including core courses (by the time of departure)

<Recommended Course Plan for GMP Program>

Term Period of Residency	First Year				Second Year		
	Winter Session	1st Term	2nd Term	3rd Term	1st Term	2nd Term	3rd Term
GMP (1+1)		4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	Study Abroad Program (SAP) ELP (1 credit or 3 credits) + 6credits transferring from a partner school) or Experiential Learning Project(3credits) + 3credits transferring from a partner school)		
	1 course (3 credits)	4 courses (12 credits)	3 courses (9 credits)	3 courses (9 credits)			
GMP (2+3+1)		4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program (SAP) ELP(1credit or 3 credits) + 6credits transferring from a partner school) or Experiential Learning Project(3credits) + 3credits transferring from a partner school)		3 courses (9 credits)	
	1 course (3 credits)	4 courses (12 credits)	3 courses (9credits)			3 courses (9 credits)	

* GMP students must take for the first two terms 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 term.

2. GMP Partner Institutions

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

<USA>

- Brandeis University, The Heller School for Social Policy and Management
- Duke University, Program in International Development Policy

- Georgetown University, McCourt School of Public Policy
- Hult International Business School
- Michigan State University, Eli Broad Graduate School of Management
- Michigan State University, Visiting International Professional Program
- New York University, Robert F. Wagner Graduate School of Public Service
- Rutgers University, Edward J. Blaustein School of Planning and Public Policy
- Rutgers University, School of Public Affairs and Administration
- Saint Louis University, College of Public Service and the University's Graduate School
- Syracuse University, The Maxwell School of Syracuse
- University at Albany, State University of New York, The Rockefeller College of Public Affairs and Policy
- University of California, San Diego, Graduate School of International Relations and Pacific Studies
- University of California, Berkeley, College of Natural Resources
- University of Chicago, Harris School of Public Policy
- University of Colorado Denver, Graduate School of Public Affairs
- University of Illinois at Urbana-Champaign, Department of Economics
- University of Illinois at Urbana-Champaign, Department of Urban and Regional Planning
- University of Kentucky, Martin School of Public Policy and Administration
- University of Missouri, Harry S Truman School of Public Affairs
- University of Southern California, School of Policy, Planning and Development
- University of Washington, Evans School of Public Policy

<UK>

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

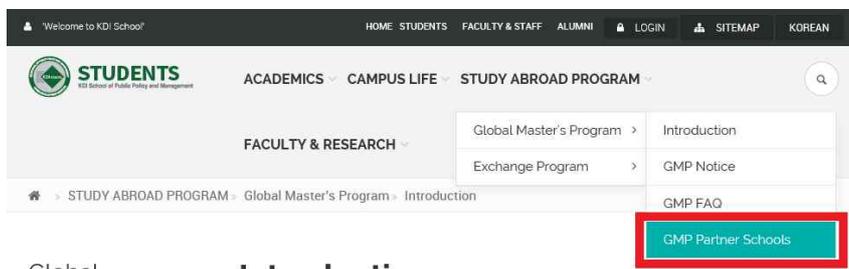
<Others>

- Australian National University, Crawford School of Economics and Government (Australia)
- Erasmus University Rotterdam, International Institute of Social Studies (Netherlands)
- National Graduate Institute for Policy Studies (Japan)

- SDA Bocconi School of Management (Italy)
- University of Sydney (Australia)

2. 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



- * For more information about partner schools, click "STUDENTS" on the top side ->
 LOG IN -> Global Master's Program -> GMP Partner School

3. 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.

4. 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 213 / iBT 79~80 / IELTS 6.0 or above
(Native English Speakers and Students who is taking their degree program in English are exempted)
- ③ Completion of three or five term depending on the enrolled program at KDI School (by the time of departure)
 - At least 33 credits (by the time of application)

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.

Field Research and Study Program

1. International Field Research and Study (IFRS)

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

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

<Brief Itinerary of the IFRS 2019>

Date	Countries & Cities	Activity
Aug. 23	Incheon	Departure: Incheon, Korea Arrival: Paris, France
Aug. 24	Paris	Visit to OECD · UNESCO
Aug. 25		City Tour
Aug. 26		Transit to Geneva
Aug. 27	Geneva	Visit to UN · WTO
Aug. 28		Transit to Berlin Visit to Bundeszentrale für politische Bildung
Aug. 29	Berlin	Visit to Friedrich Ebert Stiftung · Embassy of the Republic of Korea in Germany
Aug. 30	Leipzig	Visit to Leipzig Graduate School of Management Volkswagen Gläserne Manufaktur
Aug. 31	Praha	Departure: Praha, Czech
Sep. 01	Incheon	Arrival: Incheon, Korea

2. Korea Field Research and Study (KFRS)

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

① **Applicable to:** International students

**Also available to domestic students when seats are left.*

② **Cost:** Students and the School will share the cost

(Detailed figures will be available at a later date)

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

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

⑤ **Sample schedule**

<Brief Itinerary of the KFRS in 2020>

Date	Activity
May. 06 (Wed.)	· Samsung Smart City · Gyeongju Cultural Heritage I
May. 07 (Thur.)	· POSCO · Gyeongju Cultural Heritage II
May. 08 (Fri.)	· Hyundai Motors · Hyundai Heavy Industries

* The schedule is subject to change without prior notice.

IV. Student Life

Student Activities & Others

Alumni Network

Life at KDI School

IT Service

Around KDI School

Visa & Immigration

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 term every year. The Student Council functions as a medium for students to voice their opinions and actively participate in the school activities. Program representatives are encouraged to assume major roles in the Student Council. Any student may join in and contribute to the Council.

1-2. Conversation with Academic Advisor

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

1-3. Student Club

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

The requirements for forming a Student Club are:

- 1) A club should hold more than 10 members and 1 faculty advisor.
 - 2) It is highly recommended to have members from various backgrounds and countries.
 - 3) A club must submit a club activity report.
 - 4) Clubs are recommended to have at least three activities per semester.
- Registration Period: The first two weeks of the Spring, Summer and Fall term

1-4. Buddy Program

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

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

1-5. Happy Hour

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

1-6. Home Visiting Program

Home Visiting Program is created to provide an opportunity for international students to understand Korean culture and develop friendship and networking; KDI School matches the families of Korean students, faculty, and staff with international students. 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)

1-7. Cultural Events and Site Visit

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

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

1-8. Student Forum

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

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

2. Student Counseling Program

KDI School provides Counseling Services for our esteemed students. While the new term can be an exciting challenge, some of our students may cope with a variety of issues, including personal and academic concerns. Therefore, this program is dedicated to supporting KDI School students through counseling services and the goal is to maximize the satisfaction of students so they can take full advantage of the opportunities and enjoy their stay at KDI School. If you are interested in using the program, please refer to the following information.

What are some common concerns?

- Academic issues
- Cultural adjustment issues
- Homesickness
- Relationship problems
- Stress and anxiety
- Depression
- Grief and loss
- Job related concerns
- Sexual assault and abuse
- Health problems

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

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

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

How 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 or ginalee@kdischool.ac.kr.

When are the office hours?

- o Monday 9:00 a.m. - 12:30 p.m.
- o Wednesday 9:00 a.m. - 12:30 p.m.
- o Friday 12:00 p.m. - 15:00 p.m.

It is subject to change every semester with prior notice. If you would like to schedule a counseling session, please contact via email (counseling@kdischool.ac.kr or ginalee@kdischool.ac.kr)

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 or ginalee@kdischool.ac.kr.

3. Others

3-1. 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: ☎ 044-550-1294

3-2. Campus Emergency Bell

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

[Emergency Bell System]

Call(Transmission)

Activate the Emergency Bell by pushing the button in Emergency Situations

Confirm/Recognition

3G Light Bars on streetlights go off to draw attention
- Receivers go off and confirm the Emergency Bell number (location)

Countermeasure

Staff at each check point carries out **immediate measure** to resolve emergency situations and maintain secure environment

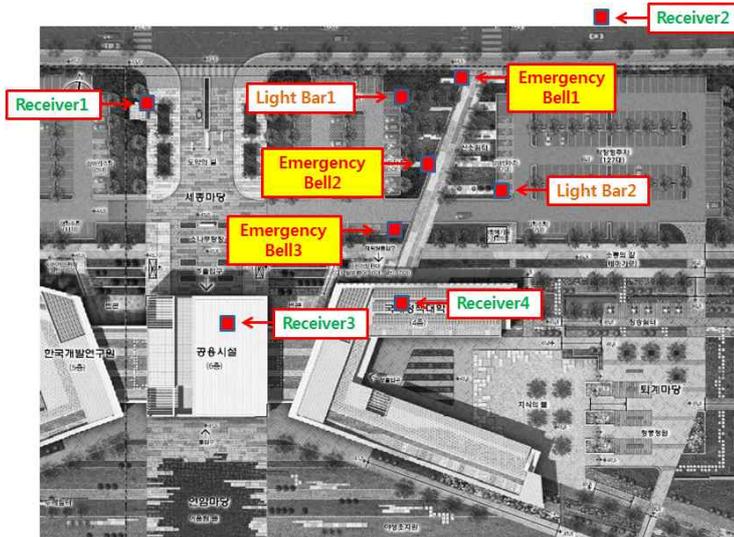


- When emergency situation occurs, push the emergency bell(left) then the wireless light bars(right) go off.

Wireless long-range emergency bell	Wireless light bar
	

□ Installation Location

- Main streets connecting the School and the Dormitory



□ Installation Photos

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

3-4. Disability Awareness Guide

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

3-5. Sexual Violence Prevention Education

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

Alumni Network

1. Student & Alumni Profile

KDI School is home to a vast student and alumni network that stretches across the world. There are over 3,300 Korean alumni members in government ministries, public organizations, private corporations, the finance sector, media corporations, and NGOs. The network is equally diverse with the international alumni made up of current and former students in key government ministries and departments in 136 countries. Such an extensive network creates synergy and helps KDI School and its students build a unique and diverse support structure that provides mutual support in various fields.

- Diverse Alumni Composition
 - Consists of about 2,100 international alumni from 136 countries, along with around 3,300 Korean alumni since the establishment of KDI School.
 - Forms an extensive network consisting of key human resources from the developing countries, including experienced government officers and experts in various fields.

As the foremost asset of KDI School, we have put great effort into managing our alumni network to keep it active and solid. With 35 official alumni associations, alumni from different countries can easily communicate with each other, and the shared news is spread across online channels such as KDI School website, News Center, and social network services such as Facebook, Instagram, WhatsApp, and Telegram. You can utilize these channels to reach KDI School alumni all over the world, and also share your recent updates with them.

2. Alumni Associations

No.	Region	Country	Representative	Organization Date
1	Africa	Algeria	Benseghir, Karim (2009 MPP)	Sep. 19, 2012
2		Cote D'Ivoire	Pythagore Legbre Charles Guigui (2010 MPP)	Jan. 23, 2015
3		Egypt	Gamal Eldin, Engi Mohammed Mostafa (2013 MDP)	Aug. 23, 2014
4		Ethiopia	Gebregziabher, Ermias Haile (2010 MPP)	Jul. 9, 2011
5		Ghana	Ogbey, Patrick (2015 MPM)	Aug. 23, 2013
6		Gambia	Jammeh Fabba (2013 MDP)	Dec. 16, 2017
7		Kenya	Kipkirui, Gilbert Cheruyot (2008 MPP)	May 27, 2011
8		Malawi	Neba, Albert Chindikani (2011 MPP)	Jun. 25, 2015
9		Nigeria	Suara, Ajibola Emmanuel (2015 MDP)	Nov. 30, 2017
10		Tanzania	Mlelwa, Evans Eusebius (2011 MPP)	May 27, 2011
11		Uganda	Kiwumulo, Lydia (2013 MDP)	Sep. 30, 2015
12	America	Brazil	Ogliari, Paulo Rodolfo (2013 MPP)	Sep. 23, 2015
13		Colombia	Cardona Sosa, Andres Felipe (2013 MPP)	Sep. 19, 2014
14		El Salvador	Zepeda Castillo, Seidy Marisela (2014 MDP)	Feb. 9, 2019
15		Guatemala	Spross, Jose Fernando (2006 MPP)	Jun. 16, 2013
16		Honduras	Perez Campos, Erica Yaneth (2012 MDP)	Sep. 8, 2016
17	Asia	Afghanistan	Ahmadzai, Noorullah Jan (2008 MPP)	Jan. 02, 2013
18		Bangladesh	UDDIN, Golam Shafi (2001 MPP)	Jan. 11, 2013
19		Bhutan	Chhoden (2008 MBA)	Jul. 15, 2013
20		Cambodia	Chhun, Dalin (2010 MPP/ED)	Jun. 5, 2012
21		China	Chen Ping (1998 MPP)	Mar. 26, 2011
22		Indonesia	Darmansyah (2010 MPP/PM)	Dec. 12, 2011
23		Laos	Thavixay, Khambou (2008 MBA)	Jan. 17, 2012
24		Malaysia	Sulaiman, Siti Mariam (2017 MDP)	Oct. 1, 2018
25		Mongolia	Bayarmagnai, Bayasgalan (2004, MPP)	Jun. 28, 2012
26		Myanmar	Swe, Htay Htaty (2009 MPP)	Nov. 14, 2012
27		Nepal	Khatiwada, Yam Kumari (2006 MPP)	Jul. 11, 2013
28		Philippines	Campipi, Joel Jr (2015 MDP)	May 18, 2012
29		ROK	LEE, Chang Ouk (2002 MBA)	Oct. 1, 2002
30		Sri Lanka	Abdul Razzak, Mohamed Farzan (2009 MPP)	Oct. 4, 2012

31		Thailand	Khansiri Chalee (2001 MPP)	Jul. 16, 2013
32		Uzbekistan	Berdinazarov, Zafar Ulashovich (2010 MPP/ED)	Aug. 23, 2012
33		Vietnam	Nguyen, Quy Phuong (2006 MPP)	Apr. 14, 2011
34	Europe	South East Europe Group*	Aleksic, Dana (2010 MPP/ED)	Apr. 1, 2014
35		Czech Republic	Kubinova, Pavla (2010 MPP)	Sep. 19, 2014
*South East Europe Group: Serbia, Bosnia and Herzegovina, Croatia, and Bulgaria				

3. Alumni Events

3-1. Alumni Gathering

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

3-2. Alumni Essay Contest

KDI School annually holds the 'International Alumni Essay Contest' in order to share our alumni's wealth of stories and invaluable experiences. Not only current students, but also KDI School alumni can gather profound and illuminating insight from our alumni's stories, which plays an important role in establishing and improving the educational curriculum offered at KDI School.

Winners and candidates selected as excellent writers will be invited to the International Alumni Workshop, and will enjoy an fruitful opportunity to develop their careers and enhance their expertise.

4. Sharing News

4-1. Sharing News

KDI School Alumni Office regularly posts updates on our website regarding the life events and accomplishments of our alumni. Alumni's outstanding achievements are also included in our school newsletters, The Globe and e-Globe. On the news of an alum's demise, KDI School Alumni Office sends an 'Alumni Association Flag' to the family of the deceased (for Korean alumni only). Please share any pertinent news with us by email at alumni@kdischool.ac.kr.

If you have any questions or comments, please contact Ms. Heemin Park, who belongs to KDI School's Public Relations Team (044-550-1274 / hm_park@kdischool.ac.kr).

Life at KDI School

1. First Days at KDI School

1-1. Student ID Card

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

□ Student ID card functions:

- Identification as a KDI School student
- Security Access for all KDI School buildings including on-campus dormitory
- Library Card (when borrowing books)
- Seat Reservation for Library and Student Chamber

※ In case of reissuance, KRW 7,000 will be charged.

For more inquiries: please call ☎ 044-550-1294 (Registrar Office)

1-2. Campus Tour

Campus tour will be arranged by dormitory assistants (DAs) during dormitory check-in periods. It is the chance for new students to get familiar with KDIS campus and its surroundings. The tour will cover the 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 must attend the orientation to open a bank account. If you have missed the orientation, please inform the Student Affairs Division to apply for one.

□ Required documents:

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

For more inquiries: Please call ☎ 044-550-1224(Ms. Youngmi Kim)

1-4. Public Phones

There are three types of payphones: coin-operated phones, card phones, and payphones. Telephone cards can be bought at convenience stores on and off campus and they are chargeable. The prices are depends on countries.

1-5. Using the mobile phone

□ Mobile Services

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

□ NOTE

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a USIM chip.

※ Where and How to buy USim 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. The store's business hours are from 10:00 to 20:30.

- Requirements: Passport and 10,000KRW

- To sign up for subscription plans, be sure to take your Foreign Registration Card (ARC) and bank details.

□ Prepaid Service

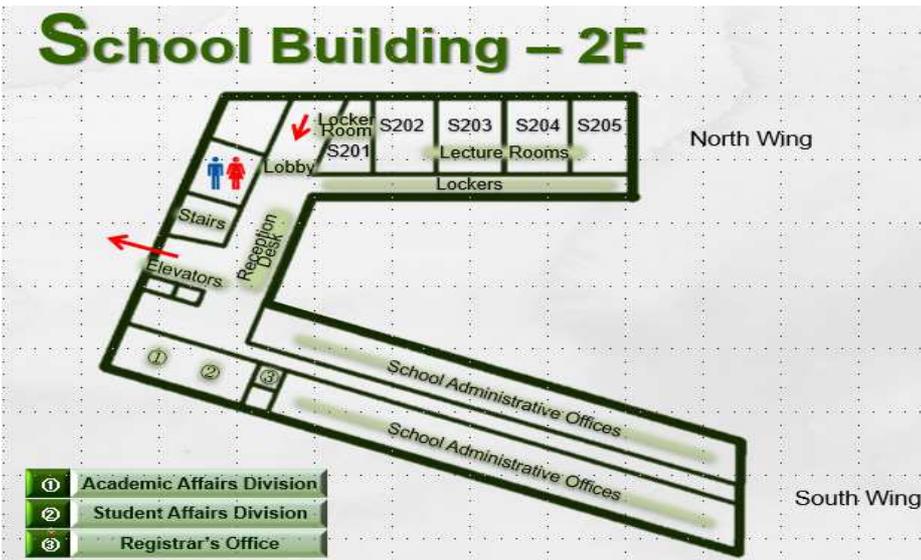
- This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with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

□ Postpaid Subscription Plan

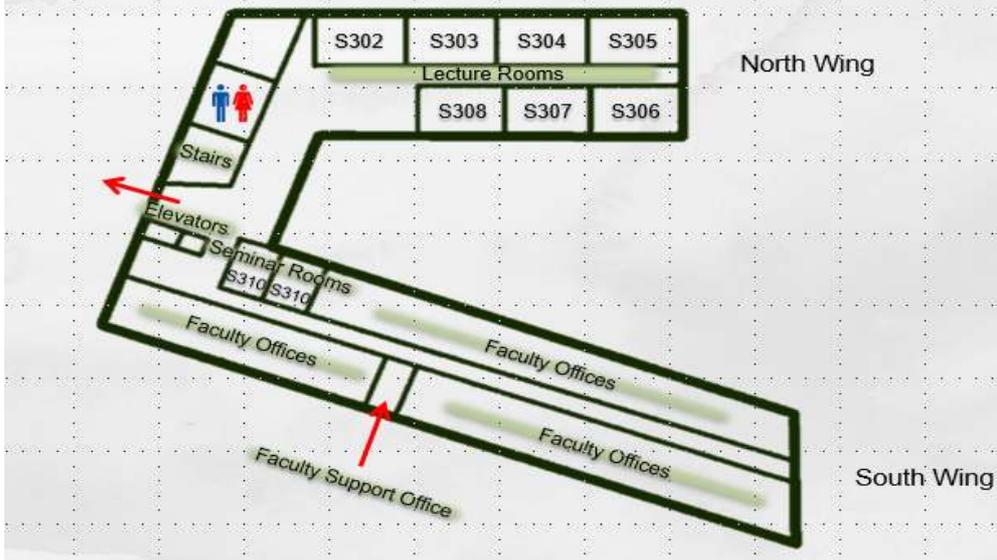
- For more flexible use of call time and data, a postpaid plan is recommended. Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides. Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but you will have to pay for the remaining months and a penalty. For the first few months, certain registration fees will be added onto your monthly payments.

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

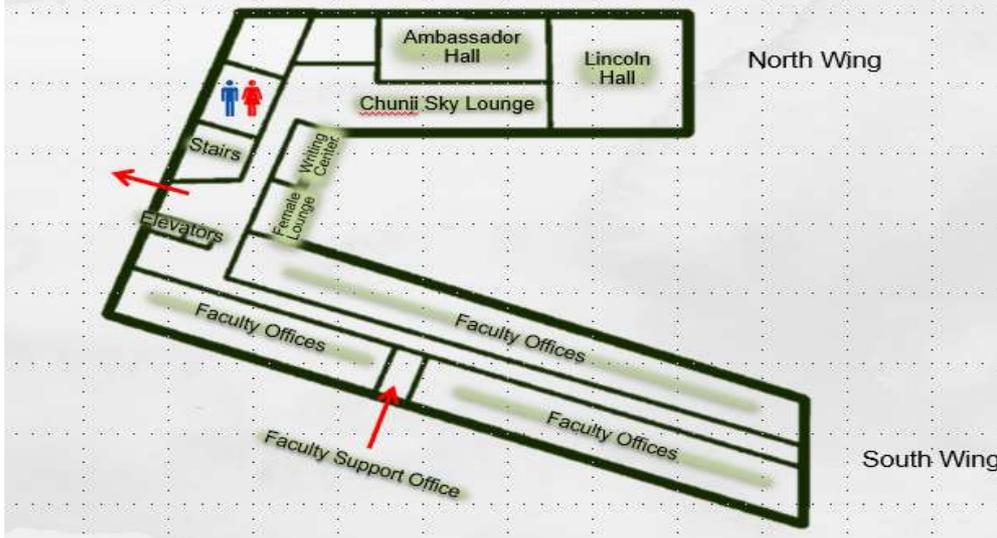
1. School Building Information



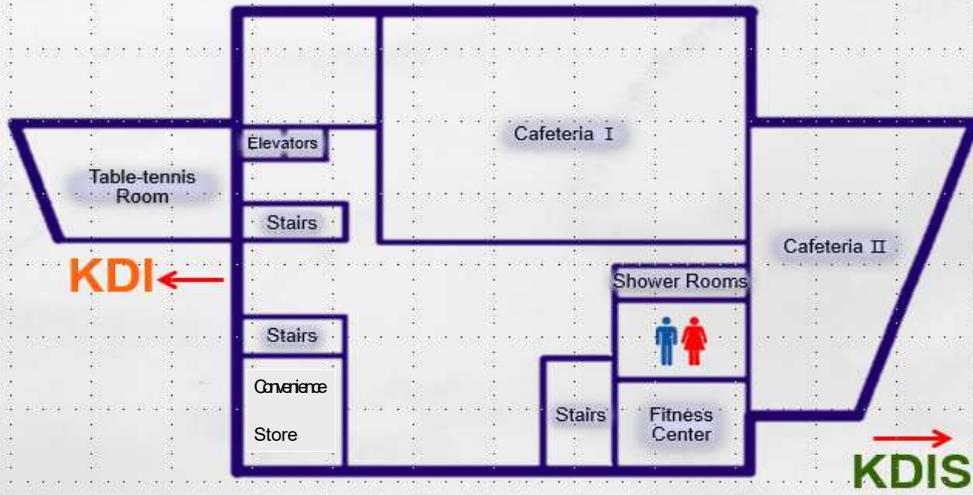
School Building – 3F



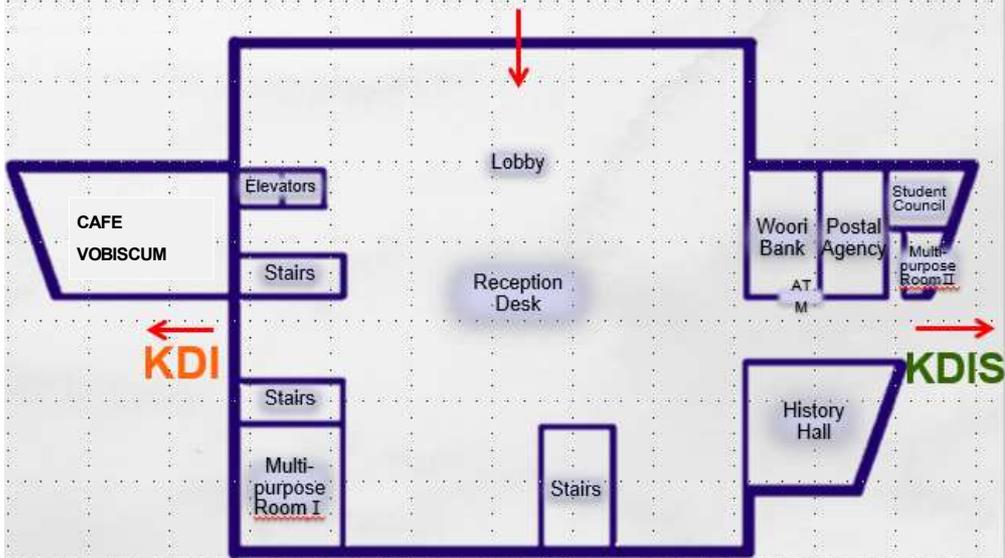
School Building – 4F



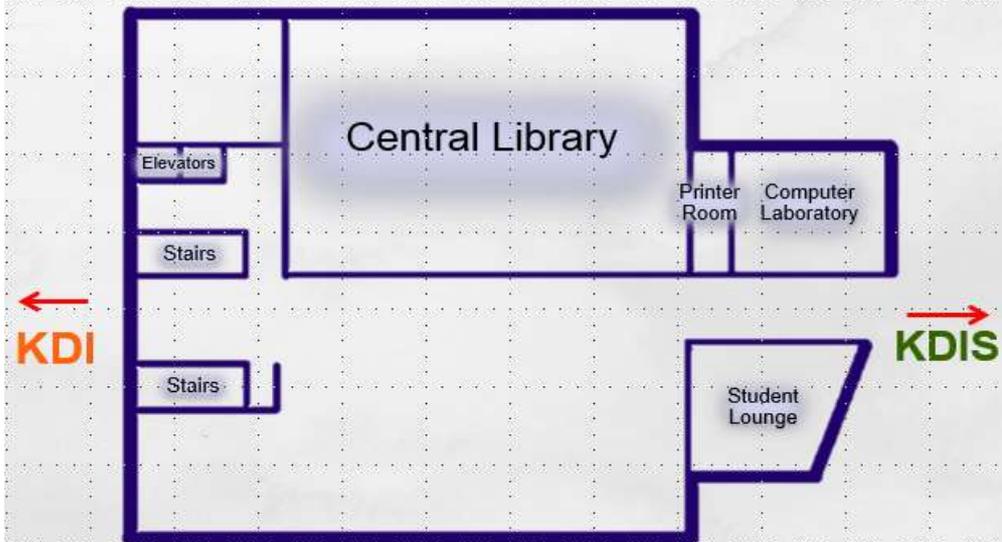
Central Building - 1F



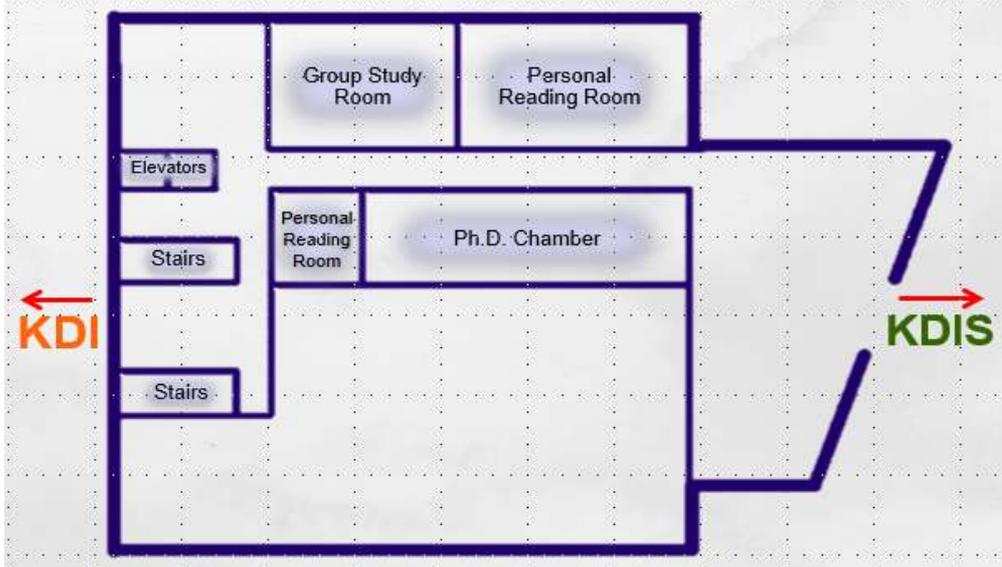
Central Building - 2F



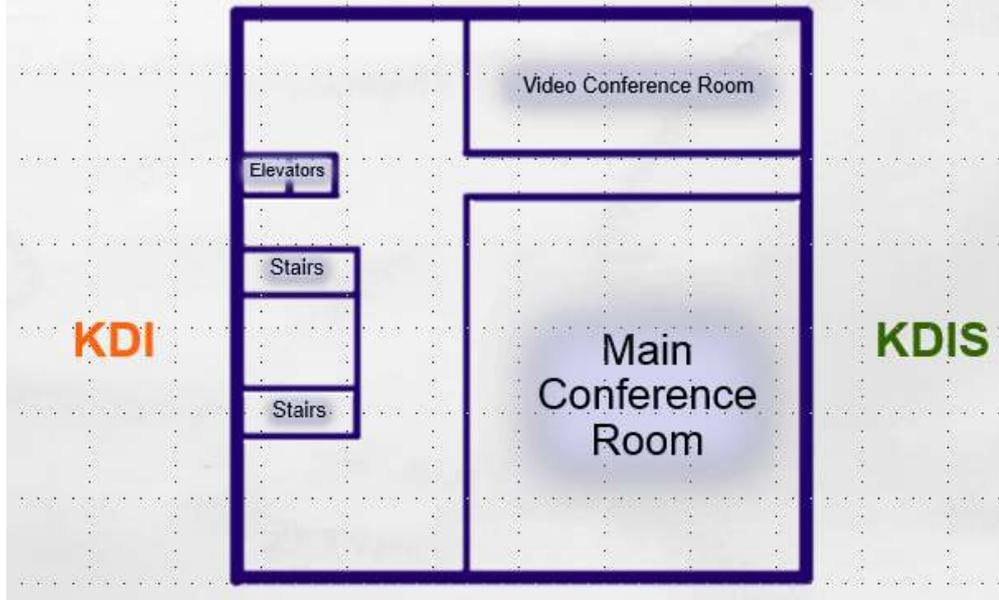
Central Building - 3F



Central Building - 4F



Central Building - 6F



Dormitory

KDI School dormitory rooms are located on campus across the school. If you have emergency situation, you can contact the dormitory office, located on the 1st floor of 101 building with house masters working 24 hours a day. The first aid kit will be provided by them. Dormitory Assistants are working for each floor's residents. They will assist in your dormitory life and emergency situation.



2. On-campus Restaurants & Stores

3-1. Cafeteria

- Location: 1st floor, Central Building
- Open Hours: Breakfast 08:00-09:00
Lunch Weekday 11:40-13:00
Dinner 17:40-19:00

* Closed on weekends and public holidays.

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

- Breakfast: KRW 2,000 -Lunch: KRW 4,000 or 5,000 -Dinner: KRW 4,500

- Operating method
- Cafeteria A : Plated Meals
- Cafeteria B : Buffet Style

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

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

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

- Location: 1st floor, Central Building
- Open Hours: Lunch Mon-Sat 11:30-13:30
Dinner Mon-Fri 17:30-19:30

* Closed on public holidays.

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

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

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

- Payment method

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

3-2. Convenience Store

- Location: 1st floor, Central Building
- Open Hours: Weekdays 08:30-22:00 Weekend and Holiday 10:00-19:00

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

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

- Location: Coffee Lab (Lobby)
- Open Hours: Weekdays 08:30-18:30

- Location: Cafe Vobis Cum (3rd floor, Library)
- Open Hours (during regular semester): Weekdays 08:30-19:00 Saturday 08:30-16:00
- Open Hours (during vacation): Weekdays 08:30-18:00

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

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

Inquiries: ☎ 044-550-1306

3. Banking Information

WooriBank - (On-Campus)

- Location: 2nd floor, KDIS Building
- Hours of Operation: 09:00-16:00

(A.T.Ms 7:30-23:30)

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

5. School Health Services

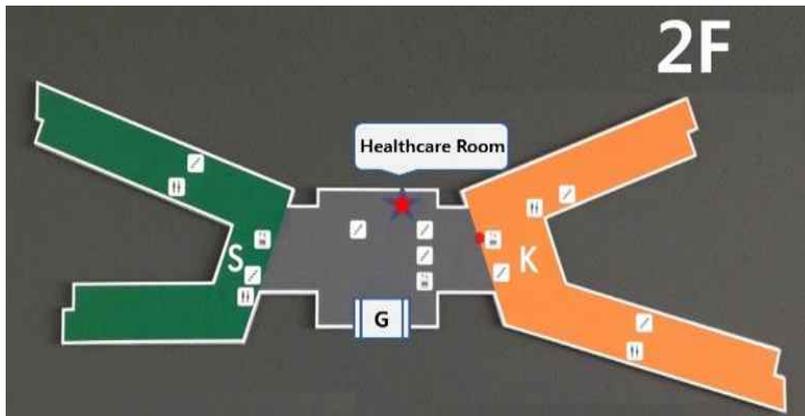
5-1. On-Campus Healthcare Room

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

- Location: 2nd floor in the Central Building
- Office Hours: 09:00 – 18:00 during Weekdays (Mon – Fri)

*Lunch Hours 12:00 – 13:00

- ※ Closed during Weekends and National Holidays.
- ※ The nurse might be away to support outpatient visit for students.



1) Online-Counseling

It is highly recommended for students to request for online-counseling for health concerns

prior to visiting off-campus clinics or hospitals.

If you have any question regarding your health screening results, please contact the Healthcare Room nurse via ts_kim@kdischool.ac.kr.

2) Available Health Services

- ① Treatment of minor or acute illnesses such as following symptoms:
 - Common Cold Symptoms (fever, runny nose, sore throat, coughs, etc.)
 - Headaches
 - Nausea & Vomiting
 - Indigestion
 - Constipation & Diarrhea
 - Minor Burns
 - Muscle Sprains
 - Stomatitis
 - Minor Skin Problems such as Rashes or Itchy Skin
 - Skin Injuries including minor abrasions and cuts
- ② First-aid for minor injuries
- ③ A rest area for students who become ill and need a place to rest
- ④ First-aid kits for dormitories
- ⑤ Infection prevention and control of epidemic
- ⑥ Medical support for school events
- ⑦ Referrals to local medical specialists
- ⑧ Individual health and wellness counseling
- ⑧ Student and staff health care record management
- ⑨ Advising students for health care and health insurance

3) Available Medical Equipment

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

- ⑥ Wheelchair & Crutches (rental)

5-2. Health Insurance & Hospital Information (for International Students)

All students studying at the KDI School must carry a health insurance recommended by the school. If you have your own health insurance, the coverage should be the same as or similar with the school health insurance.

If you need to visit a hospital, you may visit one of the following international healthcare centers. For more information, please visit the Healthcare Room.

Sun Medical Center in Daejeon

Sun Medical Center provides international healthcare services with staffs fluent in English, Chinese, Mongolian and Russian. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

- Information

English	☎ 042-220-8275, 8240, 8080
Chinese	☎ 042-220-8240, 8080
Mongolian	☎ 042-220-8244
Russian	☎ 042-220-8279, 8246, 8239
Email	sunhospital365@gmail.com

- Location: (Yuseong Campus) 93, Bugyuseong-daero, Yuseong-gu, Daejeon, Korea

(Daejeon Campus) 29, Mokjung-ro, Jung-gu, Daejeon, Korea

- Distant: About 20 minutes from the school via taxi (Yuseong Campus)

- Website: <http://en.sunmedical.kr>

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

※ Emergency Room operates 24 hours including weekends and holidays.

Chungnam National University Hospital in Daejeon

KDIS국제정책대학원대학교 LOGIN SERVICE

Language ▾

Student ID + Password	Passport Number + Password	Alien Registration Number + Password
<h3>Student ID</h3> <p>STUDENT ID : <input style="width: 100px;" type="text" value="kdis"/> PASSWORD : <input style="width: 100px;" type="password" value="....."/> <input style="background-color: #007bff; color: white; padding: 5px 15px;" type="button" value="LOGIN"/></p>		

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

□ Information

English	☎ 042-280-8429
Chinese	☎ 042-280-6239

- Location: 282, Munhwa-ro, Jung-gu, Daejeon, Korea
- Website: <http://foreign.cnuh.co.kr/eng/engMain.do>
- ※ **Appointment is required prior to your visit.**
- ※ Emergency Room operates 24 hours including weekends and holidays.

5-3. How to Make a Health Insurance Claim

*Each insurance company may have different a claim process.

1. Visit the following website: <http://n.foreignerdb.com/kdis>
2. Log in using your **Student ID Number, Passport Number, or Alien Registration Number with password.**
3. Upload your documents to make your insurance claim:
 - ① Download and print the Claim Report and fill out the information.

② Scan and upload the necessary documents in Upload Documents for Claim.

※ **Necessary Documents for Insurance Claim:**

- Insurance claim report* (downloadable)
- Copy of alien registration card
- Copy of your bank account
- Documents from the clinic or hospital including Treatment Receipts, Detailed Statement of Medical Expenses and Prescriptions for Patient

* For more information, please refer to the attached files in the school homepage.

(School main homepage -> Students -> Campus Life -> New Student Orientation -> Insurance Policy)

4. Health Insurance Inquiry

☎ Jungang INS (Insurance Company): 02-722-3200 / info@insclick.com

6. KDI School Dormitories & Mailing Services

6-1. Dormitory

Information Desk

The dormitory office is located on the 1st floor of 102 building and is staffed 24 hours a day. Students should visit this office to get your room facility checked when moving in to their assigned rooms. If you have an emergency situation, you can contact the house masters. 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)

- Have your assigned room inspect with a dormitory assistant
- Carefully read “Dormitory Welcome Package”

Check-out Procedure

- Apply for check-out online (dormitory.kdischool.ac.kr)
- Clean your room, and reset the doorlock’s passcode to 1111*
- Fill out the check-out form
- Have your room inspected by your Dormitory Assistant at least 3 days prior to check out.
- Have your room inspected by House Masters on the day of your check-out
- Submit the check-out form to House Masters

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

<Rules and Guidelines for Dormitory Residents>

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. ▪ Cooking in the rooms is strictly prohibited. ▪ Use or possession of any unauthorized electric and/or heating appliances (including but not limited to electric blankets, electrical fan heaters, coffee pot/makers, ramen pots, gas burners, electric cookers, etc.) that may cause a fire in the dormitory are prohibited. Any infringement will be subject to disciplinary action from the dormitory including a maximum penalty of leaving the dormitory depending on the case determined by the committee. Exceptions to the above include small appliances such as computers, hair dryers, fans, radios, chargers and electric shavers.
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 the 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 7:00A.M. Please respect your neighbors during this time.

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

Rate Information (Per Person)

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

- Maintenance fee will be charged only once at check in.
- If we find any damage to the dormitory facilities when check-out, the corresponding amount should be paid in cash.
- Refund may vary according to the room condition & fee payment of check out.

- Overuse of Utility Fees & Payment: The residents will be responsible for the compensation and payment of the excess amount of utility fees. The overuse of utility such as **electricity, water, heating, air conditioning, and other sources of energy** will be charged. Please save energy and be mindful of your energy use in your dormitory rooms and communal areas.

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

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

Maintenance Fee includes:

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

Rooms

- Double Room

All double rooms are equipped with beds, wardrobes, desks, 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. However, rental for bedding set is available within 2 weeks following check in. The rental fee is based on its cleaning cost. When borrower does not return the bedding set, it will be regarded as loss and charged for purchasing costs.

Rental Fee Information for Bedding Set

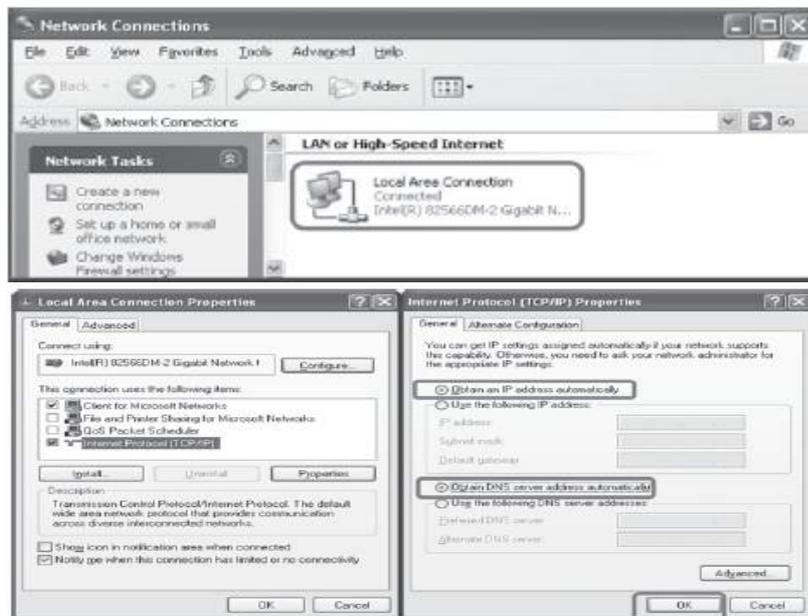
Item	Rental Fee
Pillow	KRW 2,500
Blanket	KRW 6,000
Comforter	KRW 14,000

Compensation Costs Information for Bedding Set

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

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

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

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 liquid detergents for drum washing machine only. (It's planned to move to 1st floor)



Communal Kitchen



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

Kitchen Use Guidelines

Communal kitchen users must have a higher sense of responsibility when using the space: please use this place clean and orderly. (In particular, cooking utensils should be washed and arranged back in the same place, and tables need to be cleaned after use.)

Refrigerators

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

Clean Net System

General Waste

Residents are required to dispose garbage to the Clean Net System Area, located next to the



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

dormitory building 102 on the right side. Only 20L general waste inlets must be used along with garbage disposal bags, which can be purchased at GS25, Homeplus, E-mart, etc.

<How to use the Clean Net System>

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

□ **Food Waste**

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



□ **Recycling Items**

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



6-2. Dormitory Assistants

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

Number of Assistants	Work List	Remark
1 (Head DA)	<ul style="list-style-type: none"> - Dealing with residents' inconveniences - Guiding through check-in and check-out procedure - Managing dormitory facilities - Handling an emergency situation - Performing various jobs requested from the school 	9 Internationals
8 (Floor DA)		

6-3. Mailing Service Information

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

If necessary, you may also use KDI School address to receive your mail. In this case, the

Academic Affairs Division will email you when your mail arrives.

Mailing Address:

On-Campus Dormitory

- Dormitory Building & Room No. / Student Name
- Dormitory Address: KDI SCHOOL, 254 Namsejong-ro, Sejong-si 30149, Korea
- Inquiries: ☎ 044-550-1800 (Dormitory Information Desk)

Mail Delivery Service

KDI School supports mail service for students. Collections are made between 09:00 and 18:00. Thus, items must be ready before 17:00. The school mail service office is located on the 2nd floor of KDI School building next to Woori Bank. Service fees are subject to change depending on the type of mail.



Inquiries: ☎ 044-550-1820

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 Gwanghwamun
 - ▷ From Gwanghwamun St.(Line 5) Exit 5 walk 300m straight
- Business Hours: Man- 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.

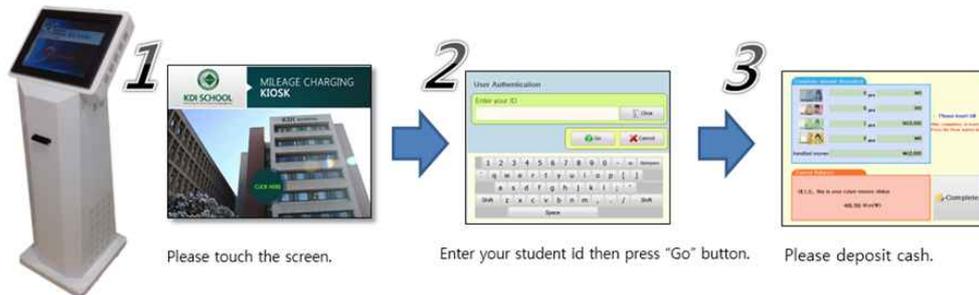
IT Service

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

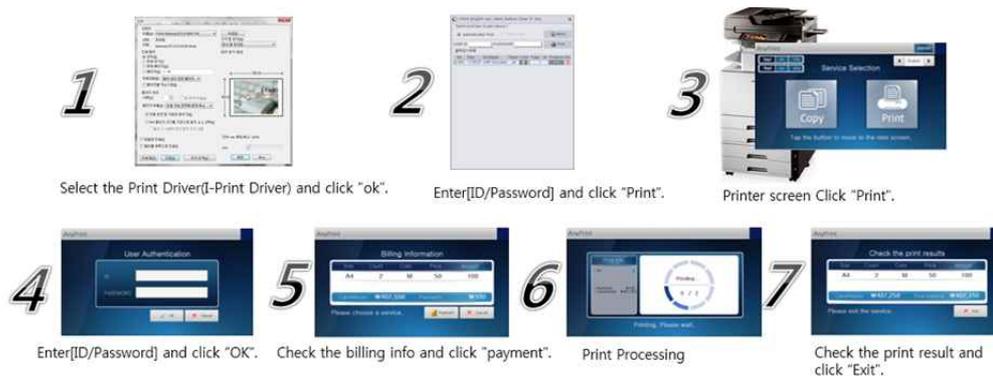
- Support Student e-mail and Google Apps
- Install Anti-virus program

1-2. Charge for using printing machine

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



1-3. Printing



1-4. Wi-Fi Connection

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

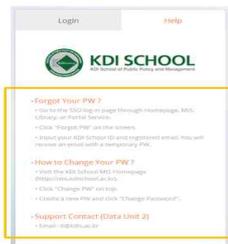


• KDIS_Green



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

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

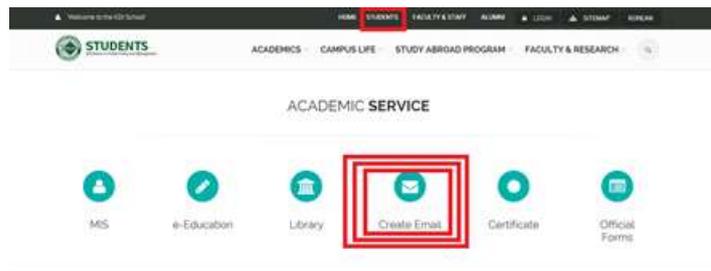


- Forgot Your PW
- Change Your PW
- Support Contact

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

1-5. Create E-mail Account

- Visit www.kdischool.ac.kr
- Click “STUDENTS” on the top of the website
- Click “Create Email” button on the KDI School student page.
- Click “Confirm” after filling out the relevant information

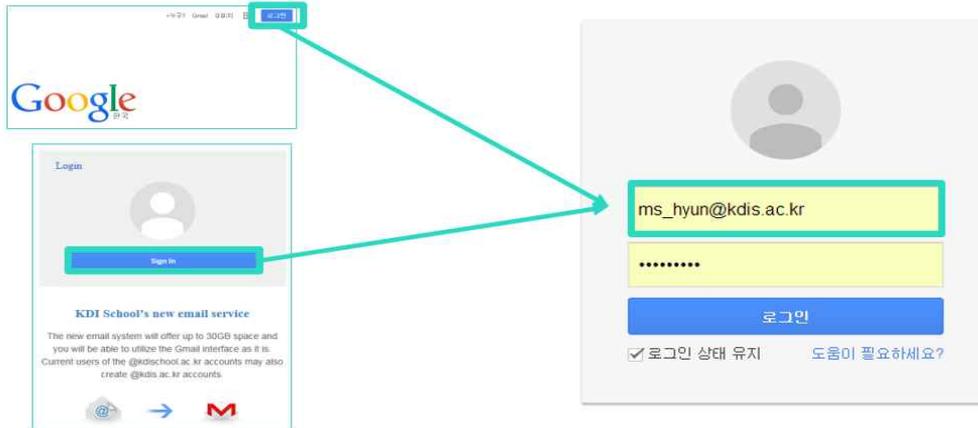


- Password should be a combination of 10 or more letters and numbers
- Enter Student No., D.O.B, and Verification code
- Click “confirm” to continue
- Click “ID Check” to confirm availability

A screenshot of the KDI School's new email service registration form. The form is divided into two steps. Step 1 includes fields for Student Number, Date of birth (YYYY.MM.DD), and a Confirm button. Step 2 includes fields for Email Address (with a @kdis.ac.kr dropdown and a Check ID button), Name (First Name and Last Name), Group (Student), and Password. Below the form, there is a section titled 'KDI School's new email service' with a description and a diagram showing the transition from @kdis.ac.kr to @kdis.ac.kr(New) via a Gmail icon.

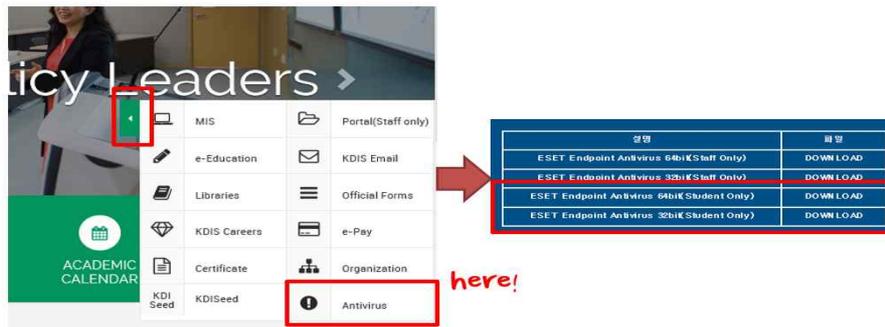
1-6. Sign in E-mail Account

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



1-7. Anti- Virus Install

- Go to KDI School Homepage.
- Click “Quick Menu” on the right of the website
- Click “Antivirus”
- Download ESER Antivirus



Around KDI School

Sejong City

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



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

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

Visa & Immigration

1. D-2 (Overseas Study) Visa

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

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

* If you have inquiries regarding the documents, please contact to admission office (kdischool@kdischool.ac.kr)

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, The Student Affairs Division will visit district immigration office to register instead of you. Therefore, please submit the required documents and the processing fee(1~6) to student Affairs Division. The below listed documents(7~8) will be prepared by the school.

1. Copy of Passport
2. Visa page in your passport

3. Application form for foreigner registration
4. 1 color photo (3cm x 4cm)
5. Proof of Residency
6. Processing Fee: 30,000KW (Government Revenue Stamp)
7. A Certificate of Enrollment
8. A Certificate of Scholarship

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

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

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

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

□ Reasons for returning Foreign Registration Cards

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

- Final departure
- Applicable for Foreigner Registration exemption

□ Immigration Office Daejeon Branch

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

Location for Daejeon Immigration office

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

By Bus

- 1) Bus #BRT1001 → Take off at Sollangmaeul Apartment Station(솔랑마을아파트)
- 2) Walk 361m (6minutes) to Dongsan Underpass Station(동산지하차도)
- 3) Bus #106 or #602
→ Take off at Jungang Middle and High School Station(중앙중고등학교)
- 4) Walk 558m (9minutes) to the Daejeon Immigration office (대전출입국관리사무소)

By Taxi

- 1) KDI School → Daejeon Immigration Office
(Expected Taxi Fare 29,600 KRW)
- 2) Sollangmaeul Apartment Station(from KDISCHOOL to Sollangmaeul Apartment by bus #BRT 1001) → Daejeon Immigration Office(Expected Taxi Fare 2,800 won)



3. 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: You will get it from immigration office
- Document stating reason for re-issuance application (where lost): You will get it from immigration office
- Old registration card (if existing card is rendered useless from wear/tear, lack of space, or change of details)
- Certificate of Enrollment (from school website(www.kdischool.ac.kr))
- Certificate of Scholarship
- Certificate of Residence
- Processing Fee: KRW 30,000 (Government Revenue Stamp)

4. Reporting Changes of Alien Registration Card

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

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

- **List of documents**

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

5. Rules of Temporary Leave

Please note that Temporary Leave cannot be granted to students during class terms. Temporary Leave during vacations can be granted only if students obtain permission from KDI School.

'Request for Temporary Leave' should be submitted to the Student Affairs Division at least 2 weeks prior to the vacation period (spring, summer, winter)

You may take a temporary leave for a period of up to 30 days during your entire study period (this condition may differ depending on your scholarship regulation. e.g. NIIED, POSCO, and KOICA).

Prorated reductions will be made to the monthly allowance if your leave of absence with prior application exceeds 30 days.

If you plan to travel to a 3rd country (not Korea nor home country), a Certificate of Insurance should be submitted along with 'Request for Temporary Leave Application' in MIS system.

For more details, please refer to click "STUDENTS" on the top side -> Campus Life -> New Student Orientation -> Vis&Immigration -> Rules of Temporary Leave / How to Apply for Temporary Leave.

6. External Activities (Int'l Students) Policy

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

Staying in Korea

1. Location²

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 (Rumen 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 51.7 million people (2017). Because of its unique geographical location, Korea is a very viable piece of land and an international hub of Asia.

2. Seoul³

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

3. Climate⁴

2 http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1_1.jsp

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

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

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. Food⁵

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



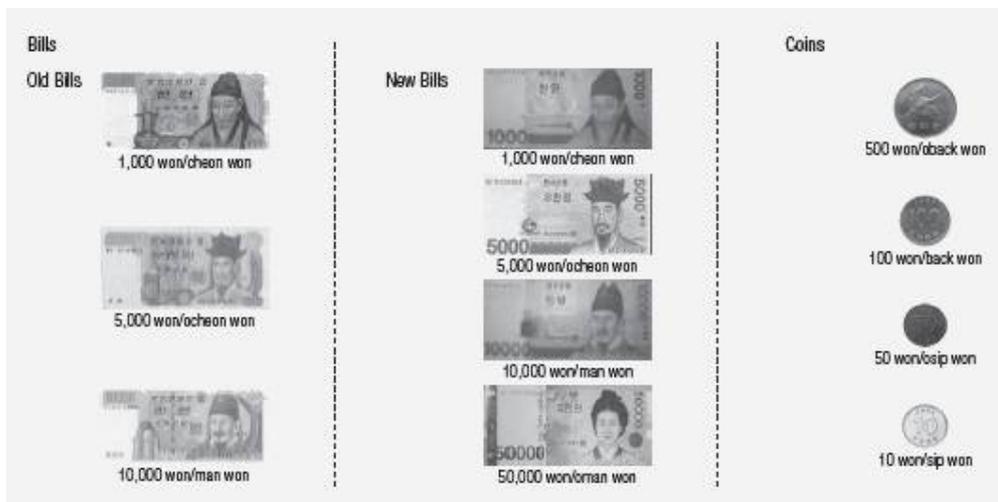
mostly seasoned vegetables, soup, pot stew, and meat. A traditional Korean meal is not complete without kimchi, a mixture of various pickled vegetables such as Chinese cabbage, radish, green onion and cucumber. Certain types of kimchi are made spicy with the addition of red chili pepper powder, while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

⁵ http://www.korea.net/korea/kor_loca.asp?code=U03

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 W1,000. 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 W100,000 increments. As with most currencies around the world, the won exchange rate fluctuates, but as of now (Dec, 2017) the rate is approximately 1,074 won to the one U.S. dollar.



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 KRW 1,250 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 bus⁶

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.

⁶ Excerpted from Ajou Univ. Guidebook.

Terminal	URL	Tel
Sejong Bus Terminal	-	070-4904-3262
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	1688-4700
Sangbong Terminal	http://www.sbtr.co.kr	02-323-5885
Suwon Terminal	http://www.suwonterminal.co.kr	1688-5455
Hwajeong Terminal, Goyang, Gyeonggi-do	http://www.hwajungterminal.co.kr	1577-9884
Terminal, Ansan, Gyeonggi-do	http://www.ansan-busterminal.co.kr	1666-1837
Gwangju Terminal	http://www.usquare.co.kr	062-360-8114
Daejeon Terminal	http://www.djbusterminal.co.kr	1577-2259
Busan Terminal	http://www.bxt.co.kr	051-508-9200

※ Express Bus Lines Association: <http://www.kobus.co.kr> ☎ 1644-9030

※ Intercity Bus Lines Association: www.bustago.or.kr ☎ 1644-2992

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.

□ *KoreaRailroad* <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 1,250 versus the KRW 1,350 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!

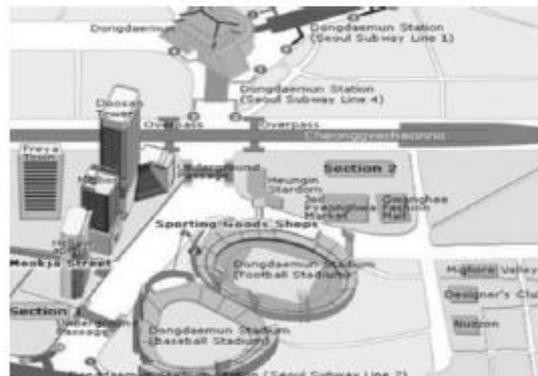
Dongdaemun Market

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.

- 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 yang ban aristocratic class. The antique rut 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 rut 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 GyeonginArt 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 Bus⁷

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)
- Center Information: ☎ 02-729-9474
- Homepage: <http://english.visitkorea.or.kr/>

Korea Travel Phone 1330

⁷ <http://en.seoulcitybus.com/>

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 (KRW 2,000, KRW 3,000, KRW 5,000, and KRW 10,000) or coins (KRW 10, KRW 50, KRW 100). The calling cards can be purchased at banks, post offices, shops and bus stop kiosks near the phone booths.

8-3. Electricity⁸

Voltage level has been converted to 220V in most buildings. If you are using electrical equipment

⁸ Excerpted from Yonsei Univ. Guidebook.

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 tun 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 Religion⁹

□ **Anglican church (Seoul)**

- The Anglican Church of Korea
- <http://www.skh.or.kr> ☎ 02-730-6611
- 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> ☎ 02-768-8523 (English)
- 55, Ujeongguk-Ro, Jongro-gu, Seoul

□ **Islam (Seoul)**

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

⁹ Excerpted from Ajou Univ. Guidebook.

□ **Islam (Daejeon)**

- Daejeon-Islamic Center
- <http://www.koreaislam.org> 193, Daehak-ro, Yuseong-gu, Daejeon, Korea
☎ 010-5947-8304

□ **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.org> ☎ 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: 042-861-3846 / ddc861@choi.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

8-5. Public Holidays

- **New Year's day: January 1**

- **Lunar New Year's day: February 2-4**
 - 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.

- **Children's day: May 5**
 - This is a day for children to enjoy themselves.

- **Buddha's Birthday: May 12**
 - This holiday is held in honor of Buddha's birth, colorful ceremonies are held in Buddhist temples.

- **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 12-14**
 - 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..

□ **Hangeul Day : October 9**

- This day is a national Korean commemorative day marking the invention and the proclamation of Hangeul, the alphabet of the Korean language

□ **Christmas : December 25**

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.

V. Appendix

KDI School Regulations on Student Conduct

Academic Dishonesty

Sexual Violence Prevention Guide

Guidelines for International Students' Temporary Leave

Guidelines for International Students' External Activities

Foreign Embassies in Korea

Useful Websites

Directions to KDI School

KDI School Telephone Directory

KDI School Regulations on Student Conduct

Given the importance of maintaining strict ethical standards at KDI School, the School has adopted rules and regulations that emphasize the responsibility of each member (student, staff, and faculty) of the School community is expected to uphold and abide by. These apply to all students, staff, and faculty members.

CHAPTER II. Student Ethics

Article 4. (Regulatory Compliance) As a KDI School student, you shall act according to strict ethical standards stipulated by the School and not engage in behavior or activities that degrade or demean the School.

Article 5. (Mutual Respect & Anti-Discrimination Policy) All members of the KDI School community (students, staff, faculty) shall respect each other and not display any forms of discriminatory behavior based on a person's nationality, ethnicity, sex, socio-economic background, disability, religion, or ideology.

Article 6. (Anti-Harassment)* All members of the KDI School community (students, faculty, staff) shall not engage in any form of harassment that may cause a fellow member of the community to feel uncomfortable, pressured, ashamed, or harassed

CHAPTER III. Reward and Punishment

Article 8. (Disciplinary Action) Anyone found in violation of any of the Rules and Regulations set forth by KDI School is subject to disciplinary action by the President of KDI School following deliberation by the School Committee.

- ① Academic dishonesty (cheating, plagiarism etc.)
- ② Damaging school property (including residences)
- ③ Intentionally disrupting lectures
- ④ Engaging in any acts of violence
- ⑤ Discrimination or sexual harassment
- ⑥ Violation of any school regulations

Article 9. (Types of Disciplinary Action)

- ① Depending on the severity of the violation, disciplinary action shall be carried out incrementally from warning to probation, suspension, and expulsion.
- ② Probations shall range from one week to one month, and the student concerned will not be allowed to participate in any school activities during that period.
- ③ Suspensions shall be classified into finite and indefinite suspensions. The duration for a finite suspension will be less than three weeks, while the duration of an indefinite suspension will be more than three weeks.
- ④ The President of KDI School may reduce and/or waive a disciplinary action measure for the student subject to disciplinary action.
- ⑤ The details of disciplinary actions shall be recorded in the student's register.

Academic Dishonesty

□ ***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.

Sexual Violence Prevention Guide

□ *Types of Sexual Violence*

- **Sexual Harassment**

Any unwelcome sexual behaviors that make a person feel sexually shamed or offended.

• **Verbal Sexual Harassment**

- Making offensive jokes of a sexual nature
- Making sexual comments about a person's body
- Asking personal questions or spreading rumors about a person's sex life
- Forcing a person to pour drinks or dance at group dinners
- Any verbal behavior that would cause a reasonable person to suffer sexual shame or offense

• **Visual Sexual Harassment**

- Public display or showing of sexually suggestive photographs, pictures, drawings, publications, etc.(including sending through media)
- Making sexual gestures such as exposing or touching of one's own body parts

- **Sexual Molestation**

Initiating unwanted physical contact for one's own sexual pleasure that results in the other party feeling sexually shamed or offended

- Physical contact such as kissing, hugging, holding a person while standing behind him/her, etc.
- Touching of certain body parts such as chest and buttocks

- **Sexual Violence**

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

- In law, this refers to rape, sexual assault, and sexual coercion. Recently, any unconsented sexual act has been recognized as rape and molestation, even in the absence of assault and threat.
- Recording video or audio without consent and/or distributing sound or image without consent of all parties involved

□ *Definition of Sexual Violence under Current Korean Law*

In law, sexual violence generally refers to cases of rape or indecent act by compulsion (sexual actions accompanied by physical violence or threats). Recently, there have been cases in which sexual actions committed while ignoring other party's wishes have also been judged to constitute rape or indecent act by compulsion, even when the action is not accompanied by physical violence.

- Article 2 of the Act on the Prevention of Sexual Assault and Protection, etc. of Victims Thereof
- Article 2 of the Act on Special Cases Concerning the Punishment, etc. of Sexual Crimes
- Articles 297, 298, 299, 300, 301, and 303 of the Criminal Act

Crimes	Scope	Punishment
Rape (Articles 297 and 300)	Individuals who have raped or attempted to rape by means of violence or intimidation	Imprisonment for a limited term of at least 3 years
Indecent Act by Compulsion (Articles 298 and 300)	Individuals who have committed or attempted to commit an indecent act by compulsion by means of violence or intimidation	Imprisonment by not more than 10 years or a fine not exceeding 15 million won
Quasi-Rape, Quasi- Indecent Act by Compulsion (Articles 299 and 300)	Includes individuals who have committed or attempted to commit sexual intercourse or molestation taking advantage of the other's condition of unconsciousness or inability to resist	Punished in accordance with the above articles on Rape and Indecent Act by Compulsion
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301)	When a person who has committed the crimes in Articles 297-300 has thereby inflicted or caused the injury of the victim	Imprisonment for life or for at least 5 years
Inflicting or Causing Another's Bodily Injury by Rape, etc. / Killing Another or Causing Death of Another by Rape, etc. (Article 301-2)	When a person who has committed the crimes in Articles 297-300 has thereby killed or caused the death of the victim	Killing Another or Causing Death of Another by Rape: Punished by death or imprisoned for life Inflicting or Causing Another's Bodily Injury by Rape: Imprisoned for life or at least 10 years

Sexual Intercourse by Abuse of Occupational Authority (Article 303)	A person who has by fraud or by the threat of authority has sexual intercourse with another who is under his or her protection or supervision for his or her business, employment or other relationship.	Imprisonment for not more than five years, or a fine not exceeding 15 million won
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□ ***Intimacy and Sexual Harassment***

- How do we distinguish the two?

- To distinguish between sexual harassment and an expression of intimacy, you must first consider the feelings of the other party.
- Sexual harassment is one-sided sexual speech or behavior that disregards an individual's sexual autonomy and should be seen as a violation of human rights.
- When submission to, or rejection of, sexual conduct affects a person's employment, education, and participation in a school activity, the conduct is considered as sexual harassment.

□ ***How do you know when you have been given consent?***

- Sexual harassment is determined by the absence of consent.

It is harmful to apply subjective interpretations to non-verbal acts or silence and construe them as consent. The only way to be sure is to ask: "No" means "No."

- Standards for Consent

1. YES means YES only when it is OK to say NO.
 - Consent must come from an individual's choice.
 - Consent obtained through coercion is not consent.
2. A 'yes' said under a state of physical/mental impairment and other situations of impaired judgment is not true consent.
 - Actions or speech made when the other party is intoxicated or not fully conscious is not consent.

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

- Victim's Perspective

- The perspective of the victim is the most important standard to determine sexual harassment. Regardless of the perpetrator's intent, if the victim felt sexually shamed or offended, the act is considered as sexual harassment.

- Reasonable Person Standard

- Reasonable person standard is also critical in determining sexual harassment. Sexual

harassment includes any conduct that would cause a reasonable person to suffer emotional distress.

□ ***Wait! What should I do?***

In situations that feel like sexual harassment

- Clearly express your objection.

When it feels like an act has gone too far and sexual harassment has taken place, or when you have been subjected to unwanted sexual contact, voice your objection firmly and seriously.

- The recipient of the objection must stop and apologize.

The offender must take the objection seriously, immediately stop the act in question, and apologize for the offense caused.

- If it is hard to express your intention directly, make a pained expression or leave the place.

- Collect evidence of the victimization.

- Seek help from friends, colleagues, or supervisors

□ ***Case Reporting and Processing***

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

- Case Reporting and Processing



- Case Reporting

Student Affairs Division

- Visit in Person : Head of Student Affairs Division
- Location : S247
- Email : studentaffairs@kdischool.ac.kr
- Contact : 044 -550-1105

- Student Counseling Service

- Visit in Person : Gina Lee (Professor)
- Location : S316
- Email : counseling@kdischool.ac.kr
- Phone : 044-550-1008

Guidelines for International Students’ Temporary Leave

Chapter 1 (Subject Persons)

These Guidelines shall apply to international students of our school (*Provided*, That some of the students receiving scholarships from outside scholarship groups shall follow individual guidelines).

Chapter 2 (Temporary Departure from Korea during Semester)

- Acceptance criteria: In principle, no temporary departure from Korea during a semester shall be allowed: *Provided*, That it shall be allowed only if approval is obtained for unavoidable causes*, and monthly stipend(per day) shall be deducted for whole period of absence. The period of absence shall be counted from the allowance of days available to stay overseas.

* If the departure is allowed as excused absence after returning to Korea by submitting documents substantiating reasons for the departure, monthly stipend shall not be deducted for the entire period of excused absence.

- Approval for departure from Korea and report of return:

- Application shall be filed in advance, and approval shall be obtained beforehand. It is imperative to report to school after return (the passport and boarding passes shall be verified).
- In cases of an unauthorized departure, monthly stipend(per day) shall be paid after making a deduction on a daily basis for the number of days of absence regardless of the length of such period.

Chapter 3 (Temporary Departure from Korea during Vacation)

- Acceptance criteria: Departure from Korea shall be allowed only if approval is obtained in advance, and departure from Korea shall be allowed during vacation.

- The maximum period for which no deduction will be made: 30 days (within the entire period of attendance at school, including vacation but not including both the departure day and entry day)
- Standards for deduction of scholarships if the period of absence exceeds the allowed period:
 - Monthly stipend shall be deducted on a daily basis as per the regular daily fee for all the excess days.
- Approval for departure from Korea and confirmation of return.
 - Application shall be filed in advance, and approval shall be obtained beforehand. It is imperative to report to school after return (the passport and boarding passes shall be confirmed).
 - In cases of an authorized departure, monthly stipend(per day) shall be paid after deduction on a daily basis for the number of days of absence regardless of the length of such period.
 - Even in cases of an unauthorized departure, if the emergency of or inevitable cause for such departure is recognized by submitting evidence thereof, no deduction shall be made if the period is within the maximum allowed period (30 days).

Chapter 4 (Guideline Table for Temporary Departure from Korea by Scholarship Group)

Scholarship Group	Whether to Include Days of Departure and Entry	Number of Days Allowed to Stay Overseas	Amount to be Deducted (per Day)
NIIED	Both the departure day and entry day shall not be included.	60 days per semester* 90 days a year * Monthly stipend shall be deducted on a daily basis for any period exceeding 30 days per semester.	30,000 won
POSCO		Only 60% of the monthly stipend scholarship shall be paid for any period exceeding 20 days a month.	400,000 won (per month)
GLF(G20)		30 days during your entire study period	40,000 won
FSS-KFB-KDIS		30 days during your entire study period	33,300 won
IBK		30 days during your entire study period	33,300 won
KEB		30 days during your entire study period	33,300 won
Colombo Plan		30 days during your entire study period	33,300 won
GAS(Master)		30 days during your entire study period	33,300 won
GAS(Ph.D.)		30 days a year	33,300 won
KOICA	Both the departure day and entry day shall be included.	Deduction for whole days	33,300 won

Guidelines for International Students’ External Activities

Chapter 1 (Purpose)

The purpose of these Guidelines is to support and manage international students' external activities (including part-time employment) by establishing internal guidelines related thereto to cope with ever-increasing possibility of their external activities of various types with the increase of the number of international students.

Chapter 2 (Range of External Activities Allowable by Government Authorities)

International students' external activities shall be allowed within the allowable range stipulated in the guidelines of the Ministry of Justice and the Ministry of Education for international students' external activities to which the Immigration Act applies.

[Related to Director for International Education Cooperation-1981 (2017.3.29)]

Chapter 3 (Range of External Activities Allowed by KDI School of Public Policy and Management)

- Activities that are unpaid or irregularly paid:
 - Non-regular activities shall be allowed only during vacation;
 - Activities that contribute to enhancing the reputation of the KDIS;
 - Within the range that does not interfere with the study of individual persons;
 - Activities may be performed after obtaining prior approval from the academic advisor and notifying the fact of approval to the KDIS (the Student Affairs Division);

- Activities that receive a fixed salary for regular activities (activities for part-time employment, such as internships):
 - They shall be allowed only if at least three semesters have been completed and not less than 39 credits have been earned;
 - They shall be performed after obtaining prior approval from the academic advisor and the KDIS (the Student Affairs Division).

Chapter 4 (Exceptions to Permission under the Guidelines for External Activities)

- Permission for a full-time internship:
 - When the internship is deemed to have relevance to the study or thesis, as a result of individual examination;
 - It shall be allowed only if at least three semesters have been completed and not less than 39 credits have been earned, except for internships which is allowed during vacation.

- Permission for a part-time internship:
 - When the internship is deemed to have relevance to the study or thesis, as a result of individual examination;
 - An internship shall also be allowed during a semester, if at least 30 credits have been earned for major subjects until the second semester and the conditions for receiving scholarship continuously every semester* are fulfilled.
 - * Condition for receiving scholarship (tuition fees and living expenses) continuously: At least nine credits shall be registered for and three credits out of them shall be completed in the daytime.

- Permission where there is a request from a sponsor:
 - Where there is any particular request from international scholarship institutions, such as the KOICA, KOGAS, and POSCO, for part

Performance Assessment Criteria for Research Project

Program: _____ ID: _____ Student Name: _____ Date: _____, 201
 Research Title: _____ Evaluator: _____ (signature)

Goals	Trails	Points	4	3	2	1	Total
Analytic/Problem-solving Skills	Description/Identification of problem		Situation is well described and problem is properly identified.	Situation/problem is outlined. Contextual connections evident	Situation/problem is outlined, but contextual connections tenuous	Situation/problem is not outlined.	
	Creative Thinking		Alternative solutions are presented and properly weighed or Hypothesis well recognized and stated in testable form	Alternative solutions are presented, or Hypothesis recognized or well stated.	Alternative solutions are outlined, but not properly presented, or Hypothesis detectable but not stated in testable form.	Alternative solutions absent. or Hypothesis undetectable. Context absent or ignored.	
	Methodology		Proper methodologies are employed and clearly explained	Proper methodologies are employed	Methodologies are proper but implementation is weak	Methodologies are not proper	
	Data		Data to justify methodology/logic is collected and properly analyzed	Data to justify methodology/logic is collected, but analysis is weak	Data not enough or analysis is incomplete.	Data not enough and analysis is incomplete.	
In-depth Knowledge	Knowledge of Relevant Discipline		Competing theories well researched. Controversies outlined and weighed	Competing theories adequately outlined.	Theoretical outline present	Theoretical outline absent or garbled	
	Applications/cases		Applications/cases of theories well explained	Applications/cases of theories adequately explained.	Applications/cases of theories are not properly explained.	Applications/cases of theories absent	
	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	
Communication Skills (Written)	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 interferences 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

ㅈA-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. 0. Box 10099	02)732-9071~2	02)732-9486
BANGLADESH	7-18, WooSUNG Bldg., Dongbinggo-dong, Yongsan-gu	02)796-4056~7 02)7956535	02)790-5313
BELGIUM	1-94, Dongbinggo-dong, Yongsan-gu, C.P. 0. 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)7204428	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. 0. 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. 0. 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)7563513	02)756-3514

[E-L]

Nation	Address	Telephone	Fax
ECUADOR	19F, Korea First Bank building, 100 Gongpyeong-dong, Jongno-gu	02)739-2401~2	02)739-2355
EGYPT	46-1, Hannam-dong, Yongsan-gu	02)749-0787~9	02)795-2588
EL SALVADOR	20F, Samsung Life Insurance Bldg., #150, Taepyeongno 2-ga, Jung-gu	02)753-3432~3	02)753-3456
FINLAND	1602, Kyobo Bldg., Jongno 1-ga, Jongno-gu	02)732-6737	02)723-4969
FRANCE	30, Hap-dong, Seodaemun-gu C.P. 0. 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	54 Hannam-dong, Yongsan-gu, C.P. 0. 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	31049 Dongbinggo-dong, Yongsan-gu	02)794-6482	02)794-6484
LIBYA	4-5, Hannam-dong, Yongsangu, C.P. 0. Box 8418	02)797-6001~5	02)797-6007

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Nation	Address	Telephone	Fax
MALAYSIA	4-1, Hannam-dong, Yongsan-gu	02)749-0349 02)749-7205	02)794-5488
MEXICO	33-6 Hannam-dong, Yongsan-gu	02)798-1694	02)790-0939
MONGOLIA	33-5 Hannam-dong, Yongsan-gu	02)794-1350	02)794-7605
MOROCCO	S-15, U.N. Village, 270-3, Hannam-dong, Yongsan-gu	02)793-6249	02)792-8178
MYANMAR	723(724)-1 Hannam-dong, Yongsan-gu	02)792-3341	02)796-5570
NETHERLANDS	14F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 509	02)737-9514~6	02)735-1321
NEW ZEALAND	18F, Kyobo Bldg., Jongno 1-ga, Jongno-gu, C.P.O. Box 1059	02)730-7794	02)737-4861
NIGERIA	310-19 Dongbinggo-dong, Yongsan-gu, C.P.O Box 3754	02)797-2370 02)797-3280	02)796-1848
NORWAY	258-8 Itaewon-dong, Yongsan-gu	02)795-6850/2	02)798-6072
OMAN	309-3, Dongbinggo-dong, Yongsan-gu	02)790-2431/2	02)790-2430
PAKISTAN	258-13 Itaewon2-dong, Yongsan-gu	02)796-8252~3	02)796-0313
PANAMA	4F Hyundai Merchant Marine Bldg. 66, Jeokseon-dong, Jongno-gu	02)734-8610~2	02)734-8613
PERU	6F, Namhan Bldg., 76-42 Hannam-dong, Yongsan-gu	02)793-5810 02)790-5758	02)797-3736
PHILIPPINES	901, Diplomatic Center 1376-1, Seocho-dong, Seocho-gu	02)577-6147 02)571-6147	02)574-4286
POLAND	70, Sagan-dong, Jongno-gu	02)723-9681	02)723-9680
PORTUGAL	2rd Fl., Wonseo Bldg. 171 Wonseo-dong, Jongno-gu	02)3675-2251 02)3675-2255	02)3675-225 0
QATAR	144 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, Sinmunno2-ga, Jongnogu 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

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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

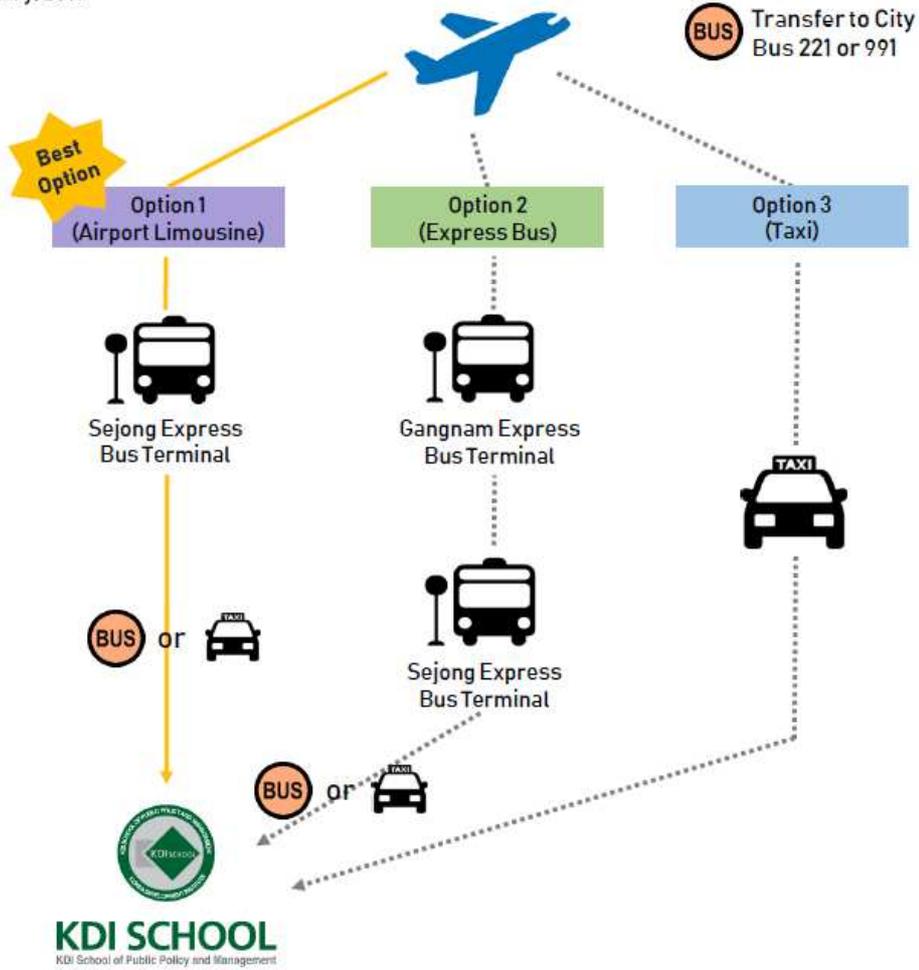
Category	Domain
Transportation	<ul style="list-style-type: none"> • Incheon International Airport: http://www.airport.kr/eng/airport/ • Gimpo Airport: http://gimpo.airport.co.kr/eng/index.jsp • Airport Limousine Bus: http://www.airportlimousine.co.kr • Korea Railroad: http://info.korail.com/2007/eng/eng_index.jsp • 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

Directions to KDI School

Directions from Incheon Int'l Airport to KDI School

Student Affairs Division

January, 2019



KDI School Telephone Directory					
Direct Lines - 550 + Ext.					
Operator 044-550-1114					
President's Office		Dean's Office (S236)		Public Relations Division (S220)	
An Acting President	CHOI, Jeonggyo	4001-2 / 1205	Dean	YOU, Jong-il	1001-1002
Cho Mi Kyung	4004	Im, Dong Youn	4004	Ha, hojung	1003-5
				Baek Kwilhyeon	-
				CHUNG Hye-Kyung	1216
				PARK, Heemin	1274
				Jeong, Hwanhee	1190
				Peter Kim Park	1172
				FAX: 550 - 4900	
				FAX: 550 - 1007	
				FAX: 550 - 1238	
Faculty Office		Office of Academic & Student Affairs			
Managing Director of Academic & Student Affairs KIM, Gi-Sang 1217 (S247)					
Kim, DongSeok(3)		1031		Academic Affairs Division (S247)	
Kim, Dong Young(3)		1067		Student Affairs Division (S243)	
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Kim, Soonhee(4)		1228		Head LEE, Byung-Kwon 1105	
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KIM, Taejong (4)		1085		Byun, Juyeon 1050	
Kim, Hyeon-Wook(3)		1075		Kim, Yeonji 1259	
NAM, Il-Chong(4)		1183		Yoon, Haein 1284	
Lu, cheol(5)		1126		Han, Yoo Rim 1020	
PARK, Jin (4)		1027		FAX: 550 - 1200	
PARK, Hun Joo(4)		1028		FAX: 550 - 1232	
PAIK, Sung-Joon (3)		1017		Admissions Division (S211)	
Baek, Ji Sun(3)		1016		Teaching & Learning Division (S213)	
SOHN, Wook (3)		1062		Head Seo, Min young 1200	
SHIN, Jaeru(4)		1037		Head Park, Min Ah 1263	
SHADKHODJAEV Sherzod (3)		1113		Kang, Dongwan 1211	
				SON So Ra 1044	
				Kim, Boyoung 1140	
				HDONG, Min 1281	
				FAX: 550 - 1103	
				FAX: 550 - 1245	
Office of Planning & External Affairs					
Managing Director of Planning & External Affairs Choi, Sung-jin 1290 (S301)					
Associate Dean Lee, Jin Soo 1060 (S334)					
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Yang, Hee-Saung(4)		1011		Personnel Division (S216)	
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Yun, Heesik(3)		1121		Head Yoon, Min Jung 1019	
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LEE, Seung-Joo(4)		1015		KIM, Hyun-Ju 1255	
LEE, Siwook (4)		1061		Moon Ji Yeon -	
Lee, Jongyarr(3)		1030		Lee, Jyoon 1305	
LEE, Ju-Ho (3)		1043		Kim, Suah 1276	
Lee, June Soe(4)		1124		Park, Jyong 1169	
Lee, Jin Soo (3)		1060		FAX: 550 - 1223	
Lee, Taejun(3)		1119		FAX: 550 - 1231	
Lim, Won Hyuk(4)		1125		Managing Director of Administrative Affairs Department CHUNG Seong-Jae 1202 (S225)	
Rhee, Inbok(4)		1040		Budget and Accounting Division (S227)	
Chin HongTad(4)		1013		Administrative Division (S228)	
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CHO, Yoon Cheong(3)		1087		Kwon, Seo-Yeon 1115	
JOO Yu-Min (4)		1045		CHUNG Young-Sik 1260	
CHOI, Seulki (3)		1272		CHO Gye Bong 1239	
CHOI, Changyong(3)		1022		Kim, Jeong Geun 1289	
CHOI, Tae-Hee(4)		1221		Taesub Kim 1054	
Tabakis Chrysostomos (4)		1024		Cheon, Min joo 1191	
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HAHM, Sang-Moon(3)		1012		Seo, Jaekwon 1804	
Kang, Young-Chul(3)		1064		Lim, Wonjae 1803	
Kim, Byoung Joo(4)		1025		FAX: 550 - 1234	
Park, Jungwo(3)		1192		Facility Management TF	
YOO, Jungho (4)		1046		Head CHOI, Sung-Jin 1290	
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Yun, Hai young(3)		1118		cho, Dong Seop 1133	
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LEE, Young-Ki (4)		1038			
Lee, Gi na(3)		1008			
LEE, HyunJung(4)		1122			
Sul, Kwangeon		4092			
Christopher Plumb(3)		1029			
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Development Research Team (S238)		Impact Evaluation Lab (S237)			
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Park, Jhye 1197		Chang, Heesoo 1089		JO, Yeetak 1104	
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Kim, Byoung Joo(4)		1025		FAX: 550 - 1235	
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Chang, Hanbyou 1058		Oh, Heeoh 1252		Kim, Sok Ho 1278	
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Lee, Gi na(3)		1008		Lim, Soyoung 1291	
LEE, Young-Ki (4)		1038		Choi, Hana 1248	
Lee, Gi na(3)		1008		Kim, Taeyoung 1314	
LEE, Young-Ki (4)		1038		FAX: 550 - 1293	
LEE, Young-Ki (4)		1038		FAX: 550 - 1261	
Central Library					
Managing Director of Central Library SHIN, Yoon-Jung 1242 (S301)					
Library Unit 2 (S301)		Data Unit 2 (C400)			
Head SHIN, Yoon-Jung 1302		Head KIM, HyunA 1059			
Ryoo, Sin Ae 1242		Lee Jhye 1283		SONG Chang Yo 1052	
An, Youlyoung 1282		Kim, Sanghyeok 1286		HYUN Min Sung 1116	
Yuk, Sohyun 1286				KIM Solomon 1241	
				Hong, Sun Won 1275	
				FAX: 550 - 1210	
				FAX: 550 - 1218	
Faculty Support Office					
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Jang Kiyoung (3) 1215		Fax: 550-1240			
KANG Yu Jin (4) 1254		Fax: 550-1240			
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