

KDI SCHOOL OF PUBLIC POLICY
AND MANAGEMENT

STUDENT HANDBOOK

Year Two Thousand Ten

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

KDI SCHOOL OF PUBLIC POLICY
AND MANAGEMENT

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◇ 2010 Academic Calendar ◇

KDI School of Public Policy and Management

Term	Schedule	Remarks		
Preliminary Session (Jan. 5 - Feb. 6)	Jan. 5(Tue)-Jan. 28(Thu) Jan. 5(Tue)-Feb. 6(Sat) Jan. 18(Mon)-Jan. 29(Fri) Jan. 30(Sat) Feb. 1(Mon)-Feb. 3(Wed) Jan. 26(Tue)-Feb. 6(Sat) Feb. 2(Tue)-Feb. 6(Sat)	Preliminary Session (Winter Semester)/ Full time MPP, MPP/ED, MPP/PM Preliminary Session (Winter Semester)/ Part time MPP, MPP/ED Spring Semester Tuition Payment Due (Continuing Students) New Student Orientation (Part time MPP, MPP/ED) New Student Orientation/Course Presentation Session (Full time MPP, MPP/ED, MPP/PM) Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Spring Semester Course Registration ('09,'10 Students)		
Spring Semester (12 Weeks) (Feb. 8 - May 1)	Feb. 8(Mon) Feb. 8(Mon)-Feb. 12(Fri) Mar.2(Tue)-Mar.6(Sat) Mar.2(Tue)-Mar.12(Fri) Mar.8(Mon)-Mar.13(Sat) Mar.22(Mon)-Mar.24(Wed) Apr. 5(Mon)-Apr. 17(Sat) Apr. 8(Thu)-Apr. 18(Sun) Apr. 12(Mon)-Apr. 17(Sat) Apr. 19(Mon)-Apr. 24(Sat) Apr. 26(Mon)-May 1(Sat) Apr.30(Fri) May 1(Sat)	Start of Spring Semester Course Add & Drop Period Ph.D. Dissertation Submission Period Thesis Supervisor Appointment Application for Graduation (For students who completed all the graduation requirements) Application for Declaring Concentration Proposal for Thesis Submission Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Course Evaluation Summer Semester Course Registration Reading Period Final Examinations Thesis Submission for Anti-Plagiarism Test End of Spring Semester	Feb. 13~Feb.15 Lunar New Year* Mar. 1 Independence Day*	
Spring Break (2 weeks)	May 2(Sun)-May 16(Sun) May 3(Mon)-May 14(Fri)	Spring Break Summer Semester Tuition Payment Due		
Summer Semester (12 Weeks) (May17-Aug.10)	1 st Session	May 17(Mon) May17(Mon)-May 19(Wed) May17(Mon)-May 21(Fri.) May17(Mon)-May 22(Sat) Jun. 7(Mon)-Jun. 12(Sat) Jun. 7(Mon)-Jun. 18(Fri) Jun. 14(Mon)-Jun. 19(Sat) Jun. 14(Mon)-Jun. 20(Sun) Jun. 21(Mon)-Jun. 22(Tue) Jun. 23(Wed)-Jun. 26(Sat) Jun. 26(Sat)	Start of 1 st Summer Session Course Add & Drop Period Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change) Master's Degree Thesis Submission Period for Evaluation (For students in their 5 th term) Ph.D. Dissertation Submission Period Thesis Supervisor Arrangement Application for Graduation (For students completed all graduation requirements) Application for Declaring Concentration Course Evaluations Reading Period Final Examinations End of 1 st Summer Session	May 21 Buddha's Birthday* June 6 Memorial Day
	2 nd Session	Jun. 30 (Wed) Jun. 30(Wed)-Jul. 2(Fri) Jul. 5(Mon)-Jul. 7(Wed) Jul. 26(Mon)-Aug. 6(Fri) Jul. 29(Thu)-Aug. 6(Fri) Aug. 2(Mon)-Aug. 6(Fri) Aug. 4(Wed)-Aug. 6(Fri) Aug. 7(Sat)-Aug. 10(Tue) Aug. 10(Tue)	Start of 2 nd Summer Session Course Add & Drop Period Thesis Proposal Submission Period Application for Leave of Absence/Extension of Leave of Absence/ Reinstatement Course Evaluations Fall Semester Course Registration Reading Period Final Examinations End of 2 nd Summer Session	
Summer Break (4 Weeks) (Aug. 11 - Sep. 5)	Aug.11(Wed)-Sep. 5(Sun) Aug.23(Mon)-Sep. 2(Thu) Aug.31(Tue)	Summer Break Fall Semester Tuition Payment Due Thesis Submission for Anti-Plagiarism Test	Aug.15 Independence Day	
Fall Semester (13 Weeks) (Sep. 6 - Dec. 4)	Sep. 6(Mon) Sep. 6(Mon)-Sep. 10(Fri) Sep. 6(Mon)-Sep. 11(Sat) Sep. 27(Mon)-Oct. 2(Sat) Sep. 27(Mon)-Oct. 8(Fri) Oct.4(Mon)- Oct. 9(Sat) Oct. 15(Fri) Oct. 18(Mon)-Oct. 20(Wed) Oct. 29(Fri) Nov. 15(Mon)-Nov. 21(Sun) Nov. 22(Mon)-Nov. 27(Sat) Nov. 29(Mon)-Dec. 4(Sat) Dec. 4(Sat)	Start of Fall Semester Summer Semester Tuition Payment Due (Final Payment/ Scholarship & Status Change) Course Add & Drop Period Master's Degree Thesis Submission Period for Evaluation (For students in their 5 th Term) Ph.D. Dissertation Submission Period Thesis Supervisor Arrangement Application for Graduation (For students completed all graduation requirements) Application for Declaring Concentration Application Deadline for 2011 (International Students) Thesis Proposal Submission Application Period for the Ph.D. General Qualification Exam Application Deadline for 2011 Course Evaluations Reading Period Final Examinations End of Fall Semester	Sep. 21~23 Korean Thanksgiving Day* Dec. 5 KDI School Foundation Day	
Winter Break (Dec. 5 - 2011.Jan. 3)	Dec. 10(Fri)	2010 Commencement		

*National Holidays

2010 Curriculum: MPP

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo
Spring	MCA002	Analysis of Market and Public Policy (Sec.1)	3	NAM, Il-Chong	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.2)	3	PARK, Jin	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.3)	3	Rhee, Kieun	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.4)	3	Rhee, Kieun	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.5)	3	YOO, Yoon-Ha	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.6)	3	YOO, Yoon-Ha	MPP,MPP/ED Core	D	
	MCA002	Analysis of Market and Public Policy (Sec.7)	3	NAM, Il-Chong	MPP,MPP/ED Core	E	
	MCA002	Analysis of Market and Public Policy (Sec.8)	3	KANG, Younguck	MPP,MPP/ED Core	E	
	MCA002	Analysis of Market and Public Policy (Sec.9)	3	PARK, Jin	MPP,MPP/ED Core	W	
	MCA003	Quantitative Methods (Sec.1)	3	CHO, Dongchul	MPP Core	D	
	MCA003	Quantitative Methods (Sec.2)	3	Kim, Woochan	MPP Core	D	
	MCA003	Quantitative Methods (Sec.3)	3	SHIN, Jaeun	MPP Core	D	
	MCA003	Quantitative Methods (Sec.4)	3	Lee, Jinsoo	MPP Core	D	
	MCA003	Quantitative Methods (Sec.5)	3	Mansury, Yuri	MPP Core	D	
	MCA003	Quantitative Methods (Sec.6)	3	CHO, Yooncheong	MPP Core	E	
	MCA003	Quantitative Methods (Sec.7)	3	Lee, Jinsoo	MPP Core	W	
	MCA003	Quantitative Methods (Sec.8)	3	SHIN, Jaeun	MPP Core	E	
	MCA006	Korean Economic Development	3	KIM, Joon-Kyung	FM,HR,IM,IR,RP,PF,TI	D	
	MSF029	Financial Instruments and Markets (Sec.1)	3	SOHN, Wook	FM,IM,RP	D	
	MSH018	Cultural Policy	3	CHUNG, Hongik	HR	D	
	MSH017	Development and Social Change in Korea	3	KIM, Kyong-Dong	HR	D	
	MSM001	Macroeconomic Policy	3	KANG, Moonsoo	IM,PF/EP	D	
	MSI032	International Relations and Economic Globalization in 21st Century	3	AHN, Byung Joon	IR	D	
	MSE045	Understanding the World Trading System (Sec.1)	3	LEE, Jae Hyung	TI/EP	D	
	MSF034	Introduction to Financial Analysis	3	Han, Joong Ho	FM	E	
	MSP043	Infrastructure Investment and Economic Development	3	AHN, Sanghoon	PF,TI/EP	E	
	MSR026	Green Growth and Urban Governance	3	OH, Byungho	RP	E	
	MSR027	Real Estate Finance and Investment Policy I	3	CHO, Man	RP	E	
	MSH014	Managing Human Capital	3	MOON, Seongwuk	HR/PM	E	
	MSF029	Financial Instruments and Markets (Sec.2)	3	SOHN, Wook	FM,IM,RP	W	
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	PF/EP	W	
	MSP037	Real Estate and Government Policy	3	CHO, Man	RP/EP	W	
	MSE045	Understanding the World Trading System (Sec.2)	3	Hyun, Hea-Jung	TI/EP	W	
Summer	MSP023	Evolution of the Korean Financial System	3	KIM, Joon-Kyung	FM/EP	D	1st
	MSF035	Corporate Financial Policy	3	Kim, Woochan	FM	D	1st
	MST030	Cultural and Arts Administration	3	CHUNG, Hongik	HR	D	1st
	MSM001	Macroeconomic Policy (Sec.1)	3	CHO, Dongchul	IM,PF/EP	D	1st
	MSE046	Regional Development: Theory, Policy, and Strategy	3	Mansury, Yuri	PF/EP	D	1st
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	PF/EP	D	1st
	MSN006	Theory and Policy of International Trade	3	YOO, Junggho	TI/EP	D	1st
	MSI026	International Political Economy	3	AHN, Byung Joon	IR	D	1st
	MSN019	Competition Policy	3	NAM, Il-Chong	TI	D	1st
	MSN021	Law and Economics	3	YOO, Yoon-Ha	TI	D	1st
	MSN022	Optimization and Strategy	3	YOO, Yoon-Ha	TI	D	1st
	MSN020	Game Theory and Strategy	3	Rhee, Kieun	TI,PM	D	1st
	MSF036	Bond and FX Markets and Policy	3	SOHN, Wook	FM/IM/RP	E/W	1st
	MSR020	Real Estate Marketing and Site Survey	3	OH, Byungho	RP	E	1st

2010 Curriculum: MPP

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo	
Summer	MSF038	Credit Markets and Risk Management (Sec.1)	3	LEE, Kun-Ho	FM	D	2nd	
	MSF037	Central Banking: Monetary Policy Strategy	3	SOHN, Wook	FM/IM	D	2nd	
	MSM001	Macroeconomic Policy (Sec.1)	3	CHO, Dongchul	IM,PF/EP	D	2nd	
	MSI027	Understanding the World Economy	3	YOU, Jong Il	IM,TI	D	2nd	
	MSI040	Civil Society and Social Capital	3	Abraham J. Shragge	IR	D	2nd	
	MSN023	Understanding FTA Policies: Theory and Practice	3	TBD	TI/EP	D	2nd	
	MSN017	Assessing Regulation and Competition Policies: A Framework for Promoting Growth and Innovation	3	LIM, Youngjae	TI	D	2nd	
	MCA002	Analysis of Market and Public Policy (Sec.1)	3	NAM, Il-Chong	core	E	2nd	
	MCA003	Quantitative Methods (Sec.1)	3	NAM, Il-Chong	core	E	2nd	
	MSF038	Credit Markets and Risk Management (Sec.2)	3	LEE, Kun-Ho	FM	E	2nd	
	MSM001	Macroeconomic Policy (Sec.2)	3	KANG, Moonsoo	IM,PF/EP	E	2nd	
	MSP013	Housing Market and Policy	3	KIM, Jeong-Ho	RP	W		
	MST006	Current Issues in the Korean Economy I	3	HAHN, Chin Hee	FM,HR,IM,IRTR,RP,TI	D		
	MSH019	Social Entrepreneurship for Development	3	SHIM, Sang-Dal	HR	D		
	MSN024	Current Issues in the Chinese Economy	3	KANG, Dong Soo	IM	D		
	MSI039	Economic Development and Policymaking in Historical Perspective	3	KIM, Du Earl	IR	D		
	MSP044	Public Finance and Public Policy	3	KOH, Young Sun	PF,IM	D		
	MSP045	Taxation: Principles and Practices in Development with Korean Case Studies	3	YOO, Han Wook	PF/EP	D		
	Fall	MSF039	Financial Regulation and Supervision (Sec.1)	3	LEE, Kun-Ho	FM,RP	D	
		MSF033	Introduction to Financial Derivatives	3	Han, Joong Ho	FM,RP	D	
MSF040		Advanced Quantitative Methods	3	SHIN, Jaeun	FM/IM	D		
MST024		Current Issues in the Korean Economy II	3	LIM, Youngjae	FM,HR,IM,IR,TR,RP,TI	D		
MSE052		Computational Public Policy	3	Mansury, Yuri	FM,HR,IM,IR,TR,RP,TI	D		
MST031		Market Economy and Government	3	YOO, JungHo	HR, IM, IR, PF, TI	D		
MSE048		Social Policy for Development	3	SHIN, Jaeun	HR/EP	D		
MST027		Analysis and Design in Cultural Policy	3	CHUNG, Hongik	HR	D		
MSH014		Managing Human Capital	3	MOON, Seongwuk	HR/PM	D		
MSN025		Business Cycles and Stabilization	3	YOU, Jong Il	IM	D		
MSS088		Leadership and Ethics	3	LEE, Yong S.	IR/PM	D		
MSP030		Local Administration and Finance	3	KIM, Jeong-Ho	PF	D		
MSP047		Environmental Policy and Sustainable Development	3	KIM, Dong Young	PF/EP	D		
MSR028		Real Estate and Government Policy	3	CHO, Man	RP/EP	D		
MSE049		Technology Policy and Industrial Development	3	Suh, Joonghae	TI/EP	D		
MSN014		Trade Policy: Law, Theory, and Practice	3	TBD	TI	D		
MSN020		Game Theory and Strategy	3	Rhee, Kieun	TI/PM	D		
MSP041		Global Financial Crisis and East Asia	3	KIM, Joon-Kyung	FM,IM/EP	E		
MSF021		Investment Management	3	Kim, Woochan	FM	E		
MSF039		Financial Regulation and Supervision (Sec.2)	3	LEE, Kun-Ho	FM,RP	E		
MSF035		Corporate Financial Policy	3	LEE, Young-Ki	FM	E		
MSP029		International Financial Policy	3	CHO, Dongchul	IM/EP	E		
MSP046		Economic Analysis of Investment Operations	3	Ahn, Sanghoon	PF/EP	E		
MSP046		Economic Analysis of Investment Operations	3	LEE, Kye-woo	PF/EP	E		
MSR029		Asset Securitization and Its Regulation	3	CHO, Man	RP	E		
MSR031		Real Estate Development and Management	3	OH, Byungho	RP	E		
MSR030		Real Estate Finance and Investment Policy II	3	CHO, Man	RP	E		
MSE047		Industrial Policy and Export Promotion	3	Tcha, Moon Joong	TI/EP	E		

2010 Curriculum: MPP/ED

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo
Spring	MCA002	Analysis of Market and Public Policy (Sec.1)	3	NAM, Il-Chong	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.2)	3	PARK, Jin	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.3)	3	Rhee, Kieun	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.4)	3	Rhee, Kieun	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.5)	3	YOO, Yoon-Ha	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.6)	3	YOO, Yoon-Ha	MPP,MPP/ED core	D	
	MCA002	Analysis of Market and Public Policy (Sec.7)	3	NAM, Il-Chong	MPP,MPP/ED core	E	
	MCA002	Analysis of Market and Public Policy (Sec.8)	3	KANG, Younguck	MPP,MPP/ED core	E	
	MCA002	Analysis of Market and Public Policy (Sec.9)	3	PARK, Jin	MPP,MPP/ED core	W	
	MCA006	Korean Economic Development (Sec.1)	3	YOO, Junggho	core	D	
	MCA006	Korean Economic Development (Sec.2)	3	KIM, Joon-Kyung	core	E	
	MSI029	Understanding the World Trading System	3	LEE, Jae Hyung	EP/TI	D	
	MSH017	Development and Social Change in Korea	3	KIM, Kyong-Dong	EP, HR	D	
	MSM001	Macroeconomic Policy	3	KANG, Moonsoo	EP/IM,PF	D	
	MSS007	Business Research Methods	3	JUNG, Kwon	MD	D	
	MSS079	Financial Accounting for Public Management	3	CHOI, Tae Hee	MD/PM	D	
	MSS080	Financial Management for Public Managers	3	Han, Joong Ho	MD/PM	D	
	MSF034	Introduction to Financial Analysis	3	Han, Joong Ho	MD/FM	E	
	MSR026	Green Growth and Urban Governance	3	OH, Byunggho	MD/RP	E	
	MSS065	Financial Accounting	3	CHOI, Tae Hee	MD/PM	E	
	MSS013	Marketing Management	3	JUNG, Kwon	MD	E	
	MSP043	Infrastructure Investment and Economic Development	3	AHN, Sanghoon	PF,TI/EP	E	
	MSI029	Understanding the World Trading System	3	Hyun, Hea-Jung	EP/TI	W	
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	EP/PF	W	
MSP037	Real Estate and Government Policy	3	CHO, Man(1/2)	EP/RP	W		
Summer	MCA006	Korean Economic Development	3	Nam, Sang-Woo	Core	D	1st
	MST008	Development Economics: Theory and Strategy (Sec.1)	3	PARK, Jin	EP	D	1st
	MSP023	Evolution of the Korean Financial System	3	KIM, Joon-Kyung	EP/FM	D	1st
	MSE046	Regional Development: Theory, Policy, and Strategy	3	Mansury, Yuri	EP/PF	D	1st
	MSN006	Theory and Policy of International Trade	3	YOO, Junggho	EP/TI	D	1st
	MSM001	Macroeconomic Policy (Sec.1)	3	CHO, Dongchul	EP/IM,PF	D	1st
	MSS008	Entrepreneurship & Innovation	3	KIM, Hann Earl	MD/PM	D	1st
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	PF/EP	D	1st
	MSS082	Dispute Resolution & Negotiation (Sec.1)	3	KIM, Dong Young	MD/PM	D	1st
	MST008	Development Economics: Theory and Strategy (Sec.2)	3	YOU, Jong Il	EP	E	1st
	MSM001	Macroeconomic Policy (Sec.1)	3	CHO, Dongchul	EP/IM,PF	D	2nd
	MST029	Urban Economics and Policy	3	Mansury, Yuri	EP	D	2nd
	MSN023	Understanding FTA Policies: Theory and Practice	3	TBA	EP/TI	D	2nd
	MSS032	Foreign Direct Investment	3	LEE, Seung Joo	MD,PM	D	2nd
	MSS085	Marketing in the Public Sector	3	JUNG, Kwon	MD/PM	D	2nd
	MSM001	Macroeconomic Policy (Sec.2)	3	KANG, Moonsoo	EP/IM,PF	E	2nd

2010 Curriculum: MPP/ED

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo
Summer	MSD007	Business Research Methods	3	CHO, Yooncheong	MD	E	2nd
	MSP045	Taxation: Principles and Practices in Development with Korean Case Studies	3	YOO, Han Wook	EP/PF	D	
	MSD009	Mergers & Acquisitions for Development	3	CHO, Seong Ho	MD	E	
	MSS078	Private Equity Investing	3	SAKAI, Stanley	MD/AM	E	
	MSD010	International Marketing for Development	3	MICHELL, Tony	MD	E	
Fall	MSE053	Economic Development in the World Economy	3	YOU, Jong Il	EP	D	
	MSE048	Social Policy for Development	3	SHIN, Jaeun	EP/HR	D	
	MSE049	Technology Policy and Industrial Development	3	SUH, Joonghae	EP/TI	D	
	MSP047	Environmental Policy and Sustainable Development	3	KIM, Dong Young	EP/PF	D	
	MSR028	Real Estate and Government Policy	3	CHO, Man(1/2)	EP/RP	D	
	MSN014	Trade Policy: Law, Theory, and Practice	3	TBA	EP/TI	D	
	MSS052	Organizational Behavior and Industrial Relations	3	KIM, Kyong-Dong	MD	D	
	MSE054	IT for Development	3	SAKAI, Stanley	MD	E	
	MSP029	International Financial Policy	3	CHO, Dongchul	EP/IM	E	
	MSP041	Global Financial Crisis and East Asia	3	KIM, Joon-Kyung	EP/FM/IM	E	
	MSE047	Industrial Policy and Export Promotion	3	Tcha, Moon Joong	EP/TI	E	
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	EP/PF	E	
	MSS059	Business Negotiation	3	KIM, Ji Hong	MD	E	
	MSS032	Foreign Direct Investment	3	LEE, Seung Joo	MD	E	
	MSD012	Global Strategy & Economic Development	3	KIM, Hann Earl	MD	E	
	MSS075	Corporate Social Responsibility & Sustainable Development	3	JUNG, Kwon	MD	E	
MSD011	FDI Marketing & Promotion	3	MICHELL, Tony	MD	W		

2010 Curriculum: MPP/PM

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo
Spring	MCA008	Policy Analysis : Theories and Practice	3	KANG, Younguck	core	D	
	MCA007	Strategic Management of Public Organizations	3	LEE, Seung Joo	core	D	
	MSS079	Financial Accounting for Public Management	3	CHOI, Tae Hee	PM	D	
	MSS080	Financial Management for Public Managers	3	Han, Joong Ho	PM	D	
	MSS081	Participatory Governance in Public Decision Making	3	KIM, Dong Young	PM	D	
	MSS060	Operations Management	3	Chang, Yu-Sang	PM	D	
	MSD007	Business Research Methods	3	JUNG, Kwon	PM/MD	D	
Summer	MSD008	Entrepreneurship & Innovation	3	KIM, Hann Earl	PM/MD	D	1st
	MSP027	Economic Analysis of Investment Operations	3	LEE, Kye-woo	PM/PF/EP	D	1st
	MSS084	Analysis of Policy Process (Sec.1)	3	KANG, Younguck	PM	D	1st
	MSS082	Dispute Resolution & Negotiation (Sec.1)	3	KIM, Dong Young	PM/MD	D	1st
	MSS083	Managerial Accounting for Public Managers	3	CHOI, Tae Hee	PM	D	1st
	MSN020	Game Theory and Strategy	3	Rhee, Kieun	PM/TI	D	1st
	MSS032	Foreign Direct Investment	3	LEE, Seung Joo	PM/MD	D	2nd
	MSS085	Marketing in the Public Sector	3	JUNG, Kwon	PM/MD	D	2nd
	MSS074	Competitive Strategy	3	MOON, Seongwuk	PM	D	2nd
	MSF001	Capital Markets & Investment (Sec.1)	3	LEE, Young-Ki	PM/MD	D	
MSS084	Analysis of Policy Process (Sec.2)	3	KANG, Younguck	PM	W		
Fall	MSS052	Organizational Behavior and Industrial Relations	3	KIM, Kyong-Dong	PM/MD	D	
	MSS086	Strategic Approach to Public Management	3	KANG, Younguck	PM	D	
	MSS021	Corporate Restructuring	3	CHO, Seong Ho	PM	D	
	MSN015	Advanced Workshop for Multi-Party Dispute Resolution and Negotiation	3	KIM, Dong Young	PM	D	
	MSS087	Public Sector Reform (Sec.2)	3	PARK, Jin	PM	D	
	MSS088	Leadership and Ethics	3	LEE, Yong S.	PM,IR	D	
	MSF001	Capital Markets & Investment	3	Lee, Jinsoo	PM	D	
	MSS019	Internet Marketing	3	CHO, Yooncheong	PM	D	
	MSH014	Managing Human Capital	3	MOON, Seongwuk	PM	D	

2010 Curriculum: Foundation Skills Courses

Term	No.	Course Title	Credit	Faculty	Con	Time	Memo
Spring	MEA145	Language in Public Policy and Management (Sec.1)	3	Seth Leighton		D	
	MEA145	Language in Public Policy and Management (Sec.2)	3	Seth Leighton		D	
	MEA145	Language in Public Policy and Management (Sec.3)	3	Seth Leighton		D	
	MEA145	Language in Public Policy and Management (Sec.4)	3	Gina Lee		D	
	MEA145	Language in Public Policy and Management (Sec.5)	3	Gina Lee		D	
	MEA145	Language in Public Policy and Management (Sec.6)	3	John McCarty		D	
	MEA145	Language in Public Policy and Management (Sec.7)	3	Georges Kim		D	
	MEA145	Language in Public Policy and Management (Sec.8)	3	Joshua Yun		E	
	MEA141	Academic Writing	3	Seth Leighton		D	
	MEA132	Korean Language and Culture I (Sec.1) ~ (Sec.4)	3	LEE, Sun-Ja		D	
	MEA132	Korean Language and Culture I (Sec.5) ~ (Sec.8)	3	RYU, Juhyun		D	
	MEA033	Chinese for Global Studies and Practice I	3	SON, Jung Eun		D	
	Summer	MEA145	Language in Public Policy and Management	3	Gina Lee		
MEA141		Academic Writing (Sec.1)	3	Jessica Hong			1st
MEA141		Academic Writing (Sec.2)	3	Joshua Yun			1st
MEA141		Academic Writing (Sec.3)	3	Joshua Yun			1st
MEA141		Academic Writing (Sec.4)	3	John McCarty			1st
MEA141		Academic Writing (Sec.5)	3	John McCarty			1st
MEA144		Professional Writing (Sec.1)	3	Yong S. Lee		D	1st
MEA141		Academic Writing (Sec.6)	3	Jessica Hong			2nd
MEA141		Academic Writing (Sec.7)	3	Jessica Hong			2nd
MEA141		Academic Writing (Sec.8)	3	John McCarty			2nd
MEA141		Academic Writing (Sec.9)	3	John McCarty			2nd
MEA141		Academic Writing (Sec.10)	3	Seth Leighton			2nd
MEA141		Academic Writing (Sec.11)	3	Abraham J. Shragge			2nd
MEA141		Academic Writing (Sec.12)	3	Gina Lee			2nd
MEA144		Professional Writing (Sec.2)	3	Yong S. Lee		E	2nd
MEA134		Korean Language and Culture II (Sec.1) & (Sec.2)	3	LEE, Sun-Ja			
MEA134		Korean Language and Culture II (Sec.3) & (Sec.4)	3	RYU, Juhyun			
MEA034		Chinese for Global Studies and Practice II	3	SON, Jung-Eun			
Fall	MEA141	Academic Writing (Sec.1)	3	Seth Leighton			
	MEA141	Academic Writing (Sec.2)	3	Seth Leighton			
	MEA141	Academic Writing (Sec.3)	3	TBD			
	MEA143	Thesis Writing Workshop (Sec.1)	3	TBD			
	MEA143	Thesis Writing Workshop (Sec.2)	3	TBD			
	MEA135	Korean Language and Culture III (Sec.1)	3	LEE, Sun-Ja			
	MEA135	Korean Language and Culture III (Sec.2)	3	RYU, Juhyun			
	MEA035	Chinese for Global Studies and Practice III	3	SON, Jung Eun			
	MEA121	Korean Field Research and Study	1				
	MEA131	International Field Research and Study	2				
	MEA136	MFDI Field Research and Study	2				

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

I commit to live by these principles

Develop Integrity

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

Exercise Respect

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

Lead by Example

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

Overview of Academic Rules and Regulations for the 2010 Calendar Year

▪ Objective

The KDI School of Public Policy and Management has revised its Academic Rules and Regulations for the 2010 calendar year. We provide the following detailed information so that students have no difficulties in successfully completing their academic programs.

■ MASTER'S PROGRAM

The Master's degree program consists of three programs: **MPP** (Master of Public Policy), **MPP/ED** (Master of Public Policy in Economic Development), and **MPP/PM** (Master of Public Policy in Public Management)

Concentration of Master's Program

MPP

- **FM** (Financial Markets and Regulation)
- **HR** (Human Resource and Social Policy)
- **IM** (International Macroeconomic Policy)
- **IR** (International Relations and Political Economy)
- **PF** (Public Finance and Local Administration)
- **RP** (Real Estate and Public Policy)
- **TI** (Trade and Industrial Policy)

MPP/ED

- **EP** (Economic Policy)
- **MD** (Management for Development)

MPP/PM

- **PM** (Public Management)

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

I. Courses and Thesis

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

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

1. Core Courses

These are courses that have to be taken by students in each program. A total of 2 core courses for MPP students, 2 core course for MPP/ED students, and 2 core courses for MPP/PM students are offered in the Spring Semester. These courses are provided only once a year and all students must take them in a given semester unless special provisions have been made between the individual student and the Academic Affairs Division.

2. Concentration Courses

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

3. Thesis, Capstone Project, Supervised Research Course[SRC], and Experiential Learning Project

Thesis: Students who want to write a thesis must take the advanced research

course (3 credits) offered in the fall semester and submit first draft of thesis in the seminar. When a student completes a final thesis during the second year, he/she will receive 3 credits. When a student submits final thesis, it will be evaluated and must be passed within four years from the date the student enrolled in the KDI School program.

Capstone Project: Students who want to do a capstone project individually or in a group must take the advanced research course (3 credits) and submit the first draft of the report in the seminar. When a student completes the final report of the project during the second year, he/she will receive 3 credits. When a student submits the final report, it will be evaluated by both the Program of Study (hereafter POS) committee and his/her client, and must be passed within four years from the date the student enrolled in the KDI School program.

Supervised Research Course [SRC]: If a student has a specific interest in any field in which courses are not offered, he/she may opt to take a supervised research course. When a student completes one SRC, it will be graded and he/she will receive 3 credits. Those students who want to take one SRC course must submit their proposal for supervised research to the Academic Affairs Division during the first week of each semester.

Experiential Learning Project(GMP students only): GMP students can do an experiential learning project (3 credits) during his/her study in a partner school. During the 1st year at the KDI School, students have to submit a project plan to the POS committee. When a student completes the final report of the project, he/she has to give an oral presentation to the POS committee and submit the report to the committee upon his/her arrival to Korea.

4. Foundation Skill Courses

Course Title	Credits	Grading	Semester Offered	Graduation Requirement Credits (Y/N)
Language in Public Policy and Management	3	A~F	spring summer	yes
Academic writing	3	A~F	spring summer fall	yes

Professional writing	3	A~F	summer fall	yes
Korean Language and Culture I (International Students Only)	3	A~F	spring	yes
Korean Language and Culture II, III (International Students Only)	3	A~F	summer fall	no
Chinese for Global Studies and Practice I, II, III	3	A~F	spring summer fall	no

① **English Courses:**

English courses focus on reading, comprehension, academic writing, public speaking and professional writing. Students should take at least 6 credits from English courses (1 basic level course and 1 advance level course) unless they are waived from basic level. 6 credits that students earned in English courses will be counted toward their graduation requirements. The students are strongly encouraged to make their selection among the following courses:

A. Basic Course

a. Language in Public Policy and Management (LPM)

This course is required of all new students unless waived. The waiver is determined by the text-out exam (at the first class of LPM course). If waived, a student may take the minimum of one English advanced course.

B. Advanced Courses

a. Academic writing

b. Professional writing

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

- ② **Korean Language and Culture I:** This course is offered only in the spring semester and will be counted for graduation requirement credits. International students who want to be waived from this course are

requested to apply to the Academic Affairs Division.

- ③ **Korean Language and Culture II, III:** These courses will be offered in the summer and fall semesters respectively. However, it will NOT be counted for graduation requirement credits.
- ④ **Chinese for Global Studies and Practice I, II, III:** These courses will be offered in the spring, summer and fall semesters respectively. However, they will not be counted for graduation requirement credits.

5. Field Research and Study Courses

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

II. Graduation Requirements of Each Program

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

1. Requirements for Completing the Full-time MPP Program

<First Year> - 42 credits

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, Quantitative Methods).
- ② MPP students must take at least 3 courses from his/her concentration (9 credits).
- ③ MPP students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED.
- ④ MPP students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.
- ⑤ International students must take the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.
- ※ MPP students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP students wish to declare concentrations from both the MPP and other, students must take the core courses in both programs and 3 concentration courses from other programs.
- ⑥ Students who plan to write a thesis or do a capstone project must take the advanced research course (3 credits) offered in the fall semester. Once a student completes a final thesis or a final report for the capstone project in the second year, he/she will receive 3 credits.

<Second Year>

- ① In the 4th semester of the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRC (3 credits each).
- ※ When MPP students complete over 45 graduation requirement credits, they

must apply online for graduation eligibility review through the KDI School website during the 4th and 5th week of each semester.

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

MPP Program (IR)	Requirements				Electives	Total Credits
	Core Courses	IR Concentration Courses	MPP/ED (MD) or MPP/PM Course	- Research Course + Thesis - Research Course + Capstone - 1 course + 1 SRC	Other Courses	
Credits	6	9	3	6	21	45

2. Requirements for Completing the Part-time MPP Program

- ① MPP students must take 2 core courses (6 credits: Analysis of Market and Public Policy, Quantitative Methods).
- ② MPP students must take at least 3 courses from his/her concentration (9 credits).
- ③ MPP students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED.
- ④ MPP students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.
- ※ MPP students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP students wish to declare concentrations from both the MPP and other programs, students must take the core courses in both programs and 3 concentration courses from other programs.
- ⑤ In the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRC (3 credits each).
- ⑥ Students who plan to write a thesis or do a capstone project must take the advanced research course (3 credits) offered in the 2nd year. Once a student completes a final thesis or a final report for the capstone project in the

second year, he/she will receive 3 credits.

- ※ When MPP students complete over 45 graduation requirement credits, they must apply online for graduation eligibility review through the KDI School website during the 4th and 5th week of each semester.

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

MPP Program (IR)	Requirements				Electives	Total Credits
	Core Courses	IR Concentration Courses	MPP/ED (MD) or MPP/PM Course	- Research Course + Thesis - Research Course + Capstone - 1 course + 1 SRC	Other Courses	
Credits	6	9	3	6	21	45

3. Requirements for Completing the Full-time MPP/ED Program

<First Year> - 42 credits

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

students must take the core courses in both programs and 3 concentration courses from other programs.

- ⑥ Students who plan to write a thesis or do a capstone project must take the advanced research course (3 credits) offered in the fall semester. Once a student completes a final thesis or a final report for the capstone project in the second year, he/she will receive 3 credits.

<Second Year>

- ① In the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRC (3 credits).
- ※ When MPP/ED students complete over 45 graduation requirement credits, they must apply online for graduation eligibility review through the KDI School website during the 4th and 5th week of each semester.

e.g.) An MPP/ED student must complete the following requirements to complete the MD concentration.

MPP/ED (MD)	Requirements				Electives	Total Credits
	Core Courses	MD Concentration Courses	MPP/ED (EP) or MPP Course	- Research Course + Thesis - Research Course + Capstone - 1 course + 1 SRC	Other Courses	
Credits	6	9	3	6	21	45

4. Requirements for Completing the Part-time MPP/ED Program

- ① MPP/ED students must take 2 core courses (6 credits: Analysis of Market and Public Policy, Korean Economic Development).
- ② MPP/ED students must take at least 3 courses (9 credits) from his/her concentration.
- ③ MPP/ED (EP) students must take at least one course (3 credits) from the MPP/PM concentration, or from the MD concentration of the MPP/ED. MPP/ED (MD) students must take at least one course (3 credits) from the MPP concentration, or from the EP concentration of the MPP/ED.
- ④ MPP/ED students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.

- ※ MPP/ED students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP/ED students wish to declare concentrations from both the MPP/ED and other programs, students must take the core courses in both programs and 3 concentration courses from other programs.
- ⑤ In the 4th semester of the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRC (3 credits each).
- ⑥ Students who plan to write a thesis or do a capstone project must take the advanced research course (3 credits) offered in the 2nd year. Once a student completes a final thesis or a final report for the capstone project in the second year, he/she will receive 3 credits.
- ※ When MPP/ED students complete over 45 graduation requirement credits, they must apply online for graduation eligibility review through the KDI School website during the 4th and 5th week of each semester.

e.g.) An MPP/ED student must complete the following requirements to complete the MD concentration.

MPP/ED (MD)	Requirements				Electives	Total Credits
	Core Courses	MD Concentration Courses	MPP/ED (EP) or MPP Course	- Research Course + Thesis - Research Course + Capstone - 1 course + 1 SRC	Other Courses	
Credits	6	9	3	6	21	45

5. Requirements for Completing the MPP/PM Program

<First Year> - 42 credits

- ① MPP/PM students must take 2 core courses (6 credits: Policy Analysis: Theories and Practice, and Strategic Management of Public Organizations).
- ② MPP/PM students must take at least 3 courses (9 credits) from his/her concentration.
- ③ MPP/PM students must take at least one course (3 credits) from the MPP concentration, or from the EP concentration of the MPP/ED.

- ④ MPP/PM students must also take two English courses, one from basic level and one from advanced level. English courses will be counted towards graduation requirement credits for up to 6 credits.
- ⑤ International students must take the Korean Language and Culture I course. The Korean Language and Culture I course will be counted toward graduation requirement credits.
- ※ MPP/PM students must apply online to declare their concentrations through the KDI School website as of the 6th week of the semester in which the combined total of the graduation requirement credits previously completed and currently being taken is above 39. Students are allowed to declare a maximum of 2 concentrations. If MPP/PM students wish to declare concentrations from both the MPP/PM and other programs, students must take the core courses in both programs and 3 concentration courses from other programs.
- ⑥ Students who plan to write a thesis or do a capstone project must take the advanced research course (3 credits) offered in the fall semester. Once a student completes a final thesis or a final report for the capstone project in the second year, he/she will receive 3 credits.

<Second Year>

- ① In the 4th semester of the second year, at least 3 credits must be completed by one of the following: submitting a final thesis, a final report for the capstone project, or one SRC (3 credits).
- ※ When MPP/PM students complete over 45 graduation requirement credits, they must apply online for graduation eligibility review through the KDI School website during the 4th and 5th week of each semester.

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

MPP/PM (PM)	Requirements				Electives	Total Credits
	Core Courses	PM Concentration Courses	MPP/ED (EP) or MPP Course	- Research Course + Thesis - Research Course + Capstone - 1 course + 1 SRC	Other Courses	
Credits	6	9	3	6	21	45

[Course Plan for Master’s Degree Program]

1. Recommended Course Plan for Master’s Degree Program

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

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

<Recommended Course Plan for Master’s Degree Program>

Semester Period of Residency		First Year				Second Year		
		Winter (Preliminary)	Spring	Summer	Fall	Spring	Summer	Fall
1 Year (Int'l Student)	Track 1		4 courses (12credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, 1 SRC	--	--
	Track 2	1 courses (3 credits)	4 courses (12credits)	4 courses (12 credits)	5 courses (15 credits)	Thesis, Capstone, 1 SRC	--	--
1.5 Years	Track 1		4 courses (12 credits)	5 courses (15 credits)	5 courses (15 credits)	Thesis, Capstone, 1 SRC	--	--
		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Thesis, Capstone, 1 SRC	--	--
	Track 2		4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	1 SRC & 2 course	--	--
		1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	1 SRC & 1 course	--	--
	Track 3		4 courses (12 credits)	4 courses (12 credits)	5 courses (15 credits)	Student Exchange Program(+1SRC)	--	--
		1 courses (3 credits)	4 courses (11 credits)	4 courses (12 credits)	4 courses (12 credits)	Student Exchange Program (Thesis Capstone 1 SRC)	--	--
2 Years	Track 1	1 courses (3 credits)	4 courses (12 credits)	4 courses (12 credits)	3 courses (9 credits)	2 courses Thesis Capstone 1 SRC (9 credits)	Student Exchange Program	
			4courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	2 courses Thesis Capstone 1 SRC (9 credits)	Student Exchange Program	

Academic Rules and Regulations

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

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

III. Course Registration

1. Course Registration

- ① **Minimum/Maximum Credit Application:** Full time students must apply for a minimum of 6 credits and a maximum of 15 credits of regular courses in each semester, unless they submit a petition with a detailed study plan for approval of 18 credits of regular courses. The petition form is available under the “Official Forms” heading on the KDI School Members website. Part time students must apply for a minimum of 6 credits and a maximum of 12 credits each semester to graduate in 6 semesters.
- ② **Consultation for Course Selection:** All students must consult with their advisors before selecting courses.

<Program Chair>

Program	Office	Program Chair
MPP	9518	YOO, Yoonha
	9608	SOHN, Wook
MPP/ED	9609	KIM, Joon-Kyung
MPP/PM	9503	LEE, Seung Joo

- ③ **Registration Period:** Students may register for their courses during the designated period, and are advised to register for courses during this period.
- ④ **Methods of Registration:** Students may only register for courses online. Please refer to the “How to Register for Courses” section for further information.
- ⑤ **Course Size:** The KDI School limits the number of students in each class in order to maximize the quality of learning. For concentration courses, course capacity is set at a minimum of 6 students; for core courses, the number of students can exceed 30. Please remember that course registration is done on a first-come first-serve basis, and once a course is full students will not be able to register online. If a course has less than 6 students it will not be offered in that particular semester.

※ **Note:** Given the limitation on course size, some students tend to register first and cancel later if they decide not to take the course. This kind of behavior takes away spaces from those students who are serious about taking a particular course and causes inconvenience not only to the students but also the administration. We would like to urge students, therefore, to choose their courses carefully and make sure that they register

for the appropriate number of credits for a given semester.

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

2. Course Presentation Session (CPS)

- ① Introduction to Course Presentation Session:
 - The Course Presentation Session (hereafter CPS) aims to assist students in course registration for the 2010 Spring Semester.
 - CPS is an explanatory session for the courses to be offered in the upcoming semester.
 - Professors and students who intend to register in the courses presented during the CPS are asked to attend at the designated time and venue.

- CPS consists of a course introduction and a Q&A session in a room designated by the Academic Affairs Division.

② Schedule for Course Presentation Session

e.g.) Spring Semester Schedule

Course Presentation Session	Part-time Program: Jan. 30
	Full-time Program: Feb. 1
Advising Session	Part-time Program: Jan. 30, 15:20~17:00
	Full-time Program: Feb. 2, 10:00~15:00
Course Registration	Feb.2 15:00 ~ Feb.6 22:00

3. How to Register for the Courses

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



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

KDI School of Public Policy and Management Academic Information

Course Registration

Member Login

ID

Password

OK Cancel

CLOSE

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

KDI School of Public Policy and Management Academic Information

Student ID :
Name : [Personal Information]

Course Registration

Academic Year/Term :
Please check all the courses you wish to register in.
If it is impossible for you to add the course, the reason is that maximum capacity of each class has already been exceeded.

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

Submit

CLOSE

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



KDI School of Public Policy and Management

Academic Information

Student ID :
Name : [Personal Information]

Course Registration

Academic Year/Term :

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

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

Save
Back

CLOSE

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

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

IV. Grading

1. Acknowledgement of Credits

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

2. Grading System & GPA

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

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

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

3. Transcripts

- ① **Transcripts:** Students can see their grades online. Students can also receive an official transcript issued by the Academic Affairs Division by connecting to the KDI School website and selecting “Certification Request” or sending a completed certificate request form via email at registrar@kdischool.ac.kr. The request form is available under the “Official Forms” heading on the KDI School Members website. Refer to the "Certificate Issuance" of p.41.
- ② **Making an Appeal:** Should students have any doubts about their grades, they may make an appeal to their course professor within a given period of each semester. If no appeal is made at this time, the grades will not be changed.

4. Academic Probation/Expulsion

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

V. Academic Status

1. Enrollment

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

Students with a full tuition exemption scholarship shall be considered enrolled when they have registered for their courses. Tuition payment notice would be posted on the website of the KDI School and e-mailed to each student's e-mailing address. The payment slip would be issued at the request of student. If a change of e-mail address is needed, please contact to the Academic Affairs Division.

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

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

2. Leave of Absence

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

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

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

by the Associate Dean for Academic and Student Affairs.

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

3. Completed

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

4. Graduated

All master’s students who have completed the graduation requirement of either completing a thesis, a capstone or one SRC within 4 years from his/her admission date will be granted the status of “graduated.”

5. Reinstatement

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

6. Voluntary Withdrawal

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

VI. Tuition Fee

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

① **Payment by Semester:**

	2010			2011			Total
	Spring	Summer	Fall	Spring	Summer	Fall	
Full-time	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000
Part-time	4,700,000	4,700,000	4,700,000	4,700,000	4,700,000	4,500,000	28,000,000

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

VII. Financial Aid and Scholarships

1. Special Financial Aid to New Students:

- ① KDI School provides a tuition waiver to qualified students on the condition that the students achieve and maintain the required GPA or higher.
- ② However, if the students are placed on an academic probation or are enrolled in less than 6 credits of regular courses, they may not be considered for financial aid in such forms as tuition waivers, living allowances, TA and AAships, etc. for the following semester. To maintain their financial status they should submit a petition and a detailed study plan to the Academic Affairs Division for approval.
- ③ General students who received full scholarships upon admission will continue to receive the same amount each semester on the condition that they achieve and maintain a 3.67 GPA or above each semester. If the GPA is between 3.5 and 3.67, the scholarship will be reduced by half, and if it is less than 3.5, the student will receive no scholarship for the following semester.
- ④ General students who received full scholarships upon admission will continue to receive the same amount each semester on the condition that they achieve and maintain a 3.5 GPA or above. If less, they will receive no scholarship. for the following semester
- ⑤ General students who received full scholarships upon admission will continue to receive the same amount each semester on the condition that they achieve and maintain a 3.4 GPA or above. If less, they will receive no scholarship for the following semester.

2. Scholarship for Academic Excellence:

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

3. Work Study Scholarship

Students who want the Work Study Scholarship can apply for positions as either a teaching assistant (TA) or an administrative assistant (AA) during the designated application period. Payments are made in every 6th and 12th week of their working period and students must submit their working records signed by their supervisors to the Academic Affairs Division. If they fail to submit their working records, they will not receive the scholarship for the given week.

<Selection Process>

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

VIII. Exchange Program

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

All master's students can participate in any of the existing exchange programs after completing three or five semesters depending on their program. Those who are interested in an exchange program must consult with their academic advisors when selecting the courses. Some credits earned during the exchange program can be transferred to the KDI School for credits by submitting an original copy of the official transcript from the exchange partner school and an application for acknowledgement of credits to the Student Affairs Division. The maximum number of credits that can be transferred from the exchange partner school to the KDI School is 18 credits.

1. Exchange Partner Schools

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

2. Qualifications

- Completion of three semesters for full-time program students and five semesters for part-time program students (by the time of departure)
- At least 24 credits completed including core courses (by the time of

application)

- CGPA of at least 3.5 or above

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

4. Application Period:

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

5. Application Requirements

- ① Application Form
- ② Curriculum Viate
- ③ Statement of Purpose
- ④ Transcript of Academic Records of the KDI School
- ⑤ TOEFL: CBT 213 / iBT 80 // IELTS 6.0 or above
(Native English Speakers and Students who is taking their degree program in English are exempted)
- ⑥ 2 ID Pictures (3 cm x 4 cm)
- ⑦ GMAT/GRE depending on the program
 - ※ Those applying for the dual degree program at Leipzig Graduate School of Management must have a TOEFL IBT 100/ IELTS 7.5 and GMAT score of 600 (minimum) or higher.

6. Application Procedure:

- ① Document Review
- ② Interview

7. Benefits of Exchange Program:

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

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

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

IX. Global Master's Program (GMP)

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

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

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

2. Type of GMP Program

1. 1+1 GMP Program

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

2. 2+3+1 GMP Program

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

<Recommended Course Plan for GMP Program>

Semester & Year Type of GMP	First Year			Second Year			Third Year		
	Spring	Summer	Fall	Spring	Summer	Fall	Spring	Summer	Fall
1+1 GMP Program	4 courses (12 credits)	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program			6 credits transfer + Experiential Learning Project	Gradua- tion	Commen- cement
2+3+1 GMP Program	4 courses (12 credits)	4 courses (12 credits)	Study Abroad Program		5 courses (12 credits)		6 credits transfer + Experiential Learning Project	Gradua- tion	Commen- cement

3. GMP Partner Institutions:

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

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

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

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

- ① Application Form (from the desired partner institution)
- ② TOEFL: CBT 213~250 / iBT 80~100 or above
- ③ GRE/GMAT (depending on the institution or program)
- ④ Sealed Transcript and Certificate of Graduation of Undergraduate School
- ⑤ Statement of Purpose, Recommendation Letters, etc.
- ⑥ Affidavit of Support

5. Benefits of GMP Program:

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

6. Estimated Expenses

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

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

7. Application of non-GMP students

Non-GMP students may apply for the GMP program.

Qualifications:

- ① CGPA of at least 3.5 or above
- ② TOEFL: CBT 250/iBT 100, IELTS 7.0 or above
(Native English Speakers and Students who is taking their degree program in English are exempted)
- ③ Completion of three or five semester depending on the enrolled program at the KDI School (by the time of departure)
 - At least 30 credits (for student admitted in 2007 or before) / 39 credits (for students admitted in 2008 or after) (by the time of application)

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

Application Period:

- February for 2010 Fall Semester
- July for 2011 Spring Semester

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

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

X. Field Research and Study Program

1. International Field Research and Study (IFRS)

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

2. Korea Field Research and Study (KFRS)

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

<Brief Itinerary of Korea Field Research in year 2008>

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

XI. General Information

1. Certificate Issuance

Graduates, current KDI School students and students on leave of absence may have their transcripts and other academic certificates issued through the CERTIFICATION REQUEST section on the KDI School website. Students may also request their transcripts and other academic certificates by filling out a certificate request form (p.86) and sending it via email or visiting the Academic Affairs Division in person. The application form is available under the “Official Forms” heading at the KDI School Members website.

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

Students who cannot pick up their transcripts or academic certificates from the Academic Affairs Division should write their mailing address (including the zip code) on their certificate request form.

2. Making Suggestions

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

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

3. Degrees

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

- ① **Master's Degree**
 - i. MPP (Master of Public Policy)
 - ii. MPP/ED (Master of Public Policy in Economic Development)
 - iii. MPP/PM (Master of Public Policy in Public Management)

- ② **Doctorate Degree**
 - i. Public Policy: Ph.D. in Public Policy

Life at the KDI School

1. First Days at the KDI School

Student ID Card

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

Student ID card functions:

- 1) Identification as a KDI School student
- 2) Security Access for all KDI School buildings
- 3) Library Card (when borrowing books)

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

Materials required:

- 1) Application form for student ID card
- 2) Copy of Citizen Registration Card (for Koreans) / copy of main page of passport (for foreigners)
- 3) Photo (3×4cm)

For more inquiries please call 3299-1258 (Ms. Min Kyeong KIM)

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

For more inquiries please call 3299-1258(Ms. Min Kyeong KIM)

Foreign Registration (only for international students)

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

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

※ For more information, you may visit the website <http://www.hikorea.go.kr>.

□ Required documents

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

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

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

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

□ Immigration Office Sejongno Branch

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



- Directions: walk up the exit #6 and turn left after the last step, you will see the police station. A few steps away is the immigration office.

□ Exceptions to foreigner registration

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

□ Re-entry Permit (single, multiple)

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

– Administrative process

<e-Application>

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

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

<Reserving an appointment>

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

– Required Documents

■ Passport and Foreign Registration Card

■ Application for Re-entry Permit (<http://www.hikorea.go.kr>)

■ Fee: single-30,000KW, multiple- 50,000KW

2. School Building Information

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

The KDI School is situated in Seoul's scholastic center. It shares its campus with KAIST (Korea Advanced Institute of Science and Technology), and is very close to numerous research institutes, including the Korea Development Institute and the Korea Institute for Industrial Economics and Trade. A number of Korea's most prominent universities, including Korea University, Kyung Hee University and Hankuk University of Foreign

Studies are also nearby. Given the school's location and academic neighbors, the surrounding area is ideal for university students, with plenty of restaurants, shops and services that offer high quality products for a good value.

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

KDI School Yulgok Hall (Building No. 9)

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

KDI School Dasan Hall (Building No. 8)

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

Student Union Building

The Student Union Building is shared with KAIST students and is a student communion facility which includes such facilities as cafeterias, a convenience store, a post office(open 9:00~15:00), Woori Bank and the Sejong bookstore.

Haejung Hall (Building No.10)



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

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

3. Library

KDI School Library

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

□ Collections

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

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

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

□ General Library materials loan policy

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

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

□ Hours

■ **During the semesters**

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

12:00 - 22:00 (Sundays)

Closed (national holidays)

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

■ **During the breaks**

9:00 - 18:00 (weekdays)

Closed (Saturdays, Sundays & national holidays)



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

The Korea Development Institute Library

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

4. Study Facilities

Student Chambers

Open hours: 24 hours / Wireless Internet: Available

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



assignments, team projects, or take a rest in their free time. In these rooms, a wireless internet service is available. The rooms are not designated places for specific students or groups and you are required to take all your personal belongings and study materials with you when you leave. (For inquiries: T 3299-1258)

Personal Lockers

Inquiries: 02-3299-1258



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

Study Rooms



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

Sejong Bookstore



Location: 2nd floor, Student Union Building

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

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

T: 958-3947

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

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

5. IT Service Information

Computer Laboratory



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

Printer Room (Copying / Printing / Scanning)



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

Internet Access (LAN cable or Wireless)

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

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

Setting up a School Email Account

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

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

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

□ Functions of the Administration Division

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

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

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

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

□ **Support Policies of the Administration Division**

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

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

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

6. Food/Snack & Refreshments

Cafeteria

Location: 2nd floor, Student Union Building

Open Hours:

Breakfast 8:30-9:30

Lunch 11:15-13:10

Dinner 17:30-19:30

Tel: 958-3935



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

Atrium (2nd floor, SUPEX building)

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

Convenience Stores

Snacks and beverages can be purchased at the convenience store in the Union building. They also sell meal coupons for the Cafeteria and public phone cards for international students.

KDI School Convenience Store



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

At the school convenience store in Dasan building, you can buy such items as notebooks, pen & pencils, spiral bound textbooks, snacks, beverages, school souvenirs, and a lock for your locker. Copy and Fax Services are also available here (the copying cost is 30KW per page, and the fax cost ranges from 700KW to 4,400KW per page depending on where the materials are being sent). Inquiries: 02-3299-1262

Student Lounge

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



7. Banking Information

Woori Bank

Location: 2nd floor, Student Union Building

Hours of Operation:

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

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

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



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

▶ Hours: Monday – Friday 9:30 a.m.- 16:30p.m.

[Opening a bank account]

To save money safely, students are required to open bank accounts. Especially, for international students who receive monthly stipends, opening a bank account is essential. The KDI School is affiliated with Woori Bank and issues check cards for bank

transactions. If you have not applied for a check card, please visit the Student Affairs Division and apply for one.

Required documents:

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

For more inquiries T: 3299-1253(Ms. Hye Jin CHUNG)

8. Health Care Information

KAIST Health Center

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

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

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

Health Services (for international students)

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

Kyung Hee Medical Center is the nearest hospital. It's a renowned general hospital, but crowded with many people all the time. If your symptoms are not that serious, we'd like to recommend you visit a private hospital initially. General hospitals (tertiary hospitals) charge more to patients without a letter from the doctor of private hospitals (primary hospitals).

Kyung Hee University Medical Center

Tel.: 958-9988

Website: <http://www.khmc.or.kr/eng/>

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

Sat: 09:30-12:00

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

International Health Care Center, Korea University Medical Center

Tel.: 02-920-5893(for reservation)

Website: <http://www.kumc.or.kr/eng>

Receiving Hours: Mon - Fri: 08:30-16:00, Sat: 08:30-11:00

Treatment Hours: Mon - Fri: 09:00-17:30, Sat: 09:00-12:00 (may be different for each medical dept)

※ *Emergency center operates 24 hours without holidays.*

International Health Care Center, Severance Hospital (Yonsei University, Shinchon)

Tel.: 2228-5800, 392-3404

Website: <http://www.yuhs.or.kr/en/>

Hours: Mon - Fri: 09:30-17:30 (Registration: 09:30-17:00), Sat: 09:30 – 12:30

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

Medical Insurance

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

Required documents for refund:

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

Cases not applicable to refund:

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

9. KDI School Dormitory (Haejung Hall)

Dormitory Office



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

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

(Dormitory Office / Tel: 3299-1136)

Check-in Procedure

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



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

Check-out Procedure



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

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

Rooms

General Rooms



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

Studio Rooms



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

Dormitory Lounges



[Main Lounge on the 1st floor]

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

[Lounges on each floor]

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

Communal Showers and Toilets



Because general rooms in the dormitory don't include shower rooms or toilets inside, residents must use the communal showers and toilets located at the end of each floor. Washing machines are located in the communal toilets of each floor.

The hallway, toilets and showers on the first and the second floors are "Women Only" areas. The third and the fourth floors are "Men Only" areas. (* The dormitory lounge on the ground floor is an on-limit area for male students.)

Snack Bar

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



Snack Bar

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

Food Waste Bin

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

Refrigerators

Residents are also required to keep an eye on their cooking materials in the refrigerators in the bar and in the other areas of the dormitory. Please check your cooking materials at least two times per week and dispose decayed or rotten food properly/immediately.

<Dormitory Rules and Regulations>

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

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

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

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

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

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

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

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

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

10. Mail Service Information

Student Mailbox (Basement floor / Dasan Building)

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

Mailing Address:

▶ KDI School Address:

Program / Student Name

KDI School of Public Policy and Management

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

or 207-43 Cheongyang-ri 2-Dong, Dongdaemun-gu, Seoul 130-868 Korea [In the old address system]*

▶ School Dormitory (Haejung Hall)

Dormitory Room No. / Student Name

Haejung Hall(Dormitory)

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

(Telephone No.)

Students are required to check their mail boxes regularly, otherwise mail can be left alone until they visit their mail boxes. If you are expecting to receive an important piece of mail, please inform us in advance in order for us to take special care of it. Inquiries (Tel: 3299-1258)

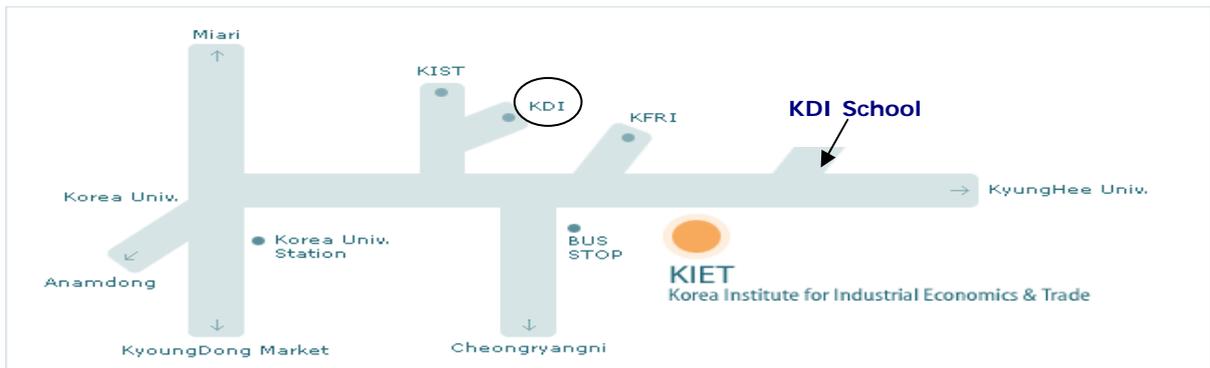
Mail Delivery Service (On-Campus)



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

KIET Post Office (Off-Campus)

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



Cheongnyangni Post Office (Off Campus)

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

Open Hours: 9:00 ~ 18:00

Tel: 02) 961-5121

Hwikyungdong Post Office (Off Campus)

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

Open Hours: 9:00 ~ 18:00

Tel: 02) 965-2336

11. School Administrative Offices

School administrative offices

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

The administrative office staff members are:

- General Management: Mr. Gi-Sang KIM (T: 3299-1257)
 - Head / general management of academic affairs division
- Academic Program: Ms. Hye-Jung YANG (T: 3299-1217)
 - Graduation management, thesis, faculty research, RA management
- Academic Program: Mr. Byung-Kwon LEE (T: 3299-1259)
 - Course management, course credit transfer
- Student Activities: Ms. Min Kyeong KIM (T: 3299-1258)
 - Student Activities, Facility Management certificate management
 - Tuition Management, Teaching & Administrative Assistants.
- General Management: Ms. Jae-Soon LEE (T: 3299-1257)
 - Head / general management of student affairs division
- Study Abroad Program: Mr. Sung-Mook KANG (T: 3299- 1021)
 - Global Master's Program, Exchange Program, KOICA Group
- International Program: Ms. Hye-Jin CHUNG (T: 3299-1253)
 - Global Ambassador, Colombo, NIIED, POSCO, CPI Group
 - Monthly cultural events, field trips for international students, monthly stipends, dormitory, insurance
- IT Service: Mr. Chang-Yong SONG (T: 3299-1275)
Mr. Dong-Jin NA (T: 3299- 1052)
 - Computer lab management, network maintenance, e-mail accounts.

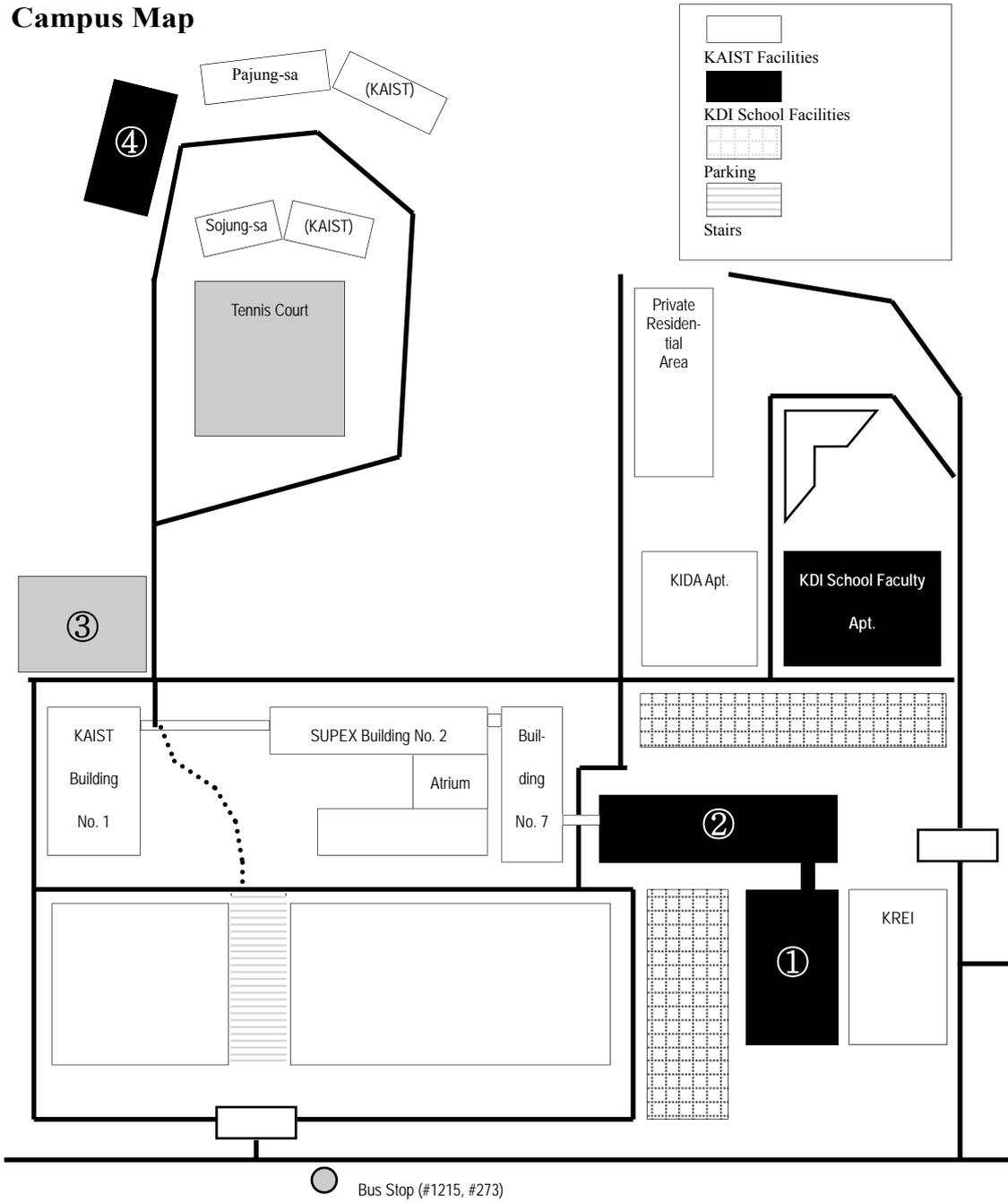
Faculty Support Offices

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

Contact information:

- Faculty Support Office (4th floor): Ji-Ye CHOI (T: 3299-1254)
- Faculty Support Office (5th floor): Nam-Hee JANG (T: 3299-1256)
- Faculty Support Office (6th floor): So-Yeon LEE (T: 3299-1215)

Campus Map



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

Floor Guide

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

7F	Ambassador Hall/ Lincoln Hall/Chunji Sky Lounge	
6-5F	Faculty Offices/Faculty Support Offices/ Lecture Rooms	
3F	Computer Laboratory/ Printer Room/Lecture Rooms Student Association Room	See p.50
2F	Lecture Rooms/Student Lounge	
1F	Reception Desk, Lobby, A.T.M(Woori Bank)	

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

4F	Student Chamber, Study Room, Personal Lockers, Fitness room, Shower Rooms	See p.48
3F	Student Chamber, Lecture Rooms	See p.46,48
2F	School Administrative Offices (including the Office of Academic Affairs and the Student Affairs Division)	See p.62
1F	Library	See p.47
B1F	Convenience Store, Student Lounge & Study rooms, Student Mail Box	See p.54

[Student Union Building (shared with KAIST students)]

4F	Faculty Restaurant	
3F	Woori Bank, Sejong Book Store, Convenience Store	See p.54
2F	Cafeteria, KAIST Health Center	See p.53,55
1F	Table Tennis Room	

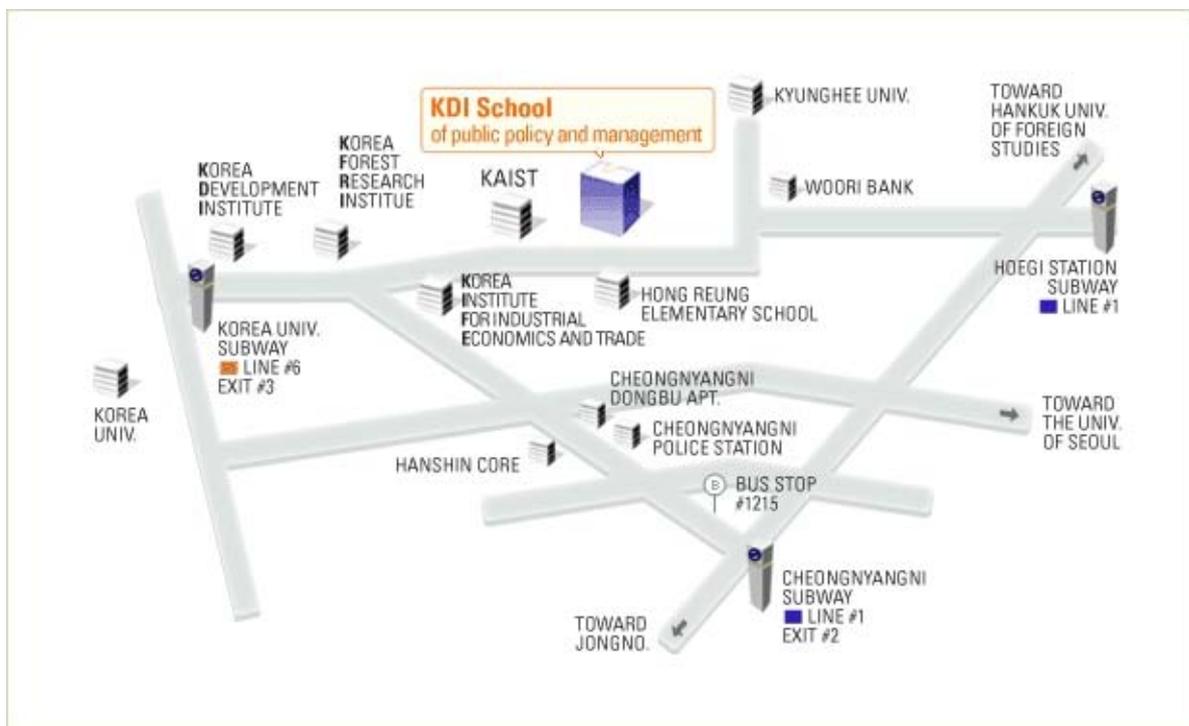
[KDI School Dormitory - Haejung Hall (Building No. 10)]

5F	Snack Bar, Rooftop	See p.59
1~4F	Rooms, Communal Toilets, Communal Shower Room, Washing Machine, Drying Machine	See p.59
1F	Dormitory Office	See p.57

Around the KDI School

1. Directions to the KDI School

- Cheongnyangni Station (Exit #2, Line #1) → take the #1215 bus → get off at Hong Reung Elementary School
- Hoegi Station (Line #1) → 15 minute walk to the KDI School
- Korea Univ. Station (Exit #3,6, Line #6) → take the #273 bus → get off at Hong Reung Elementary School



2. Convenience Stores

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

3. Shops & Restaurants around the KDI School

(near Kyung Hee University)

Restaurants

From the rear gate of the KDI School, if you go in the direction of Kyung Hee University, you will find many shops and restaurants. Korean restaurants in the area serve galbi (ribs), bulgogi (thin slices of beef, marinated in a soy sauce, and usually grilled at the table), dolsot-bibimbap (Sizzling Stone Pot Bibimbap -mixed vegetables, beef and rice served in hot stoneware), kalguksu (hot noodle soup), samgyeopsal (Korean Style Bacon -rashers of bacon, grilled at the table and dipped in a mixture of sesame oil and salt).. For international students that need some time getting used to Korean foods, western restaurants such as Burger King, Mr. Pizza and Sorento (Italian) are suitable places to dine. Additionally, there is a Thai restaurant called “K-Chang,” an Indian restaurant called “New Dehli,” and numerous Japanese and Chinese restaurants..

Shops and Other Stores

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

Lotte Department Store

Branch: Cheongnyangni

Location: Cheongnyangni Station of Subway line No. 1

(Connected to Department store directly from Subway station)

Open Hours : 10:30~20:00 (except one Monday of the month)

Tel: 02-966-2500

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

Home Plus

Branch: Dongdaemun

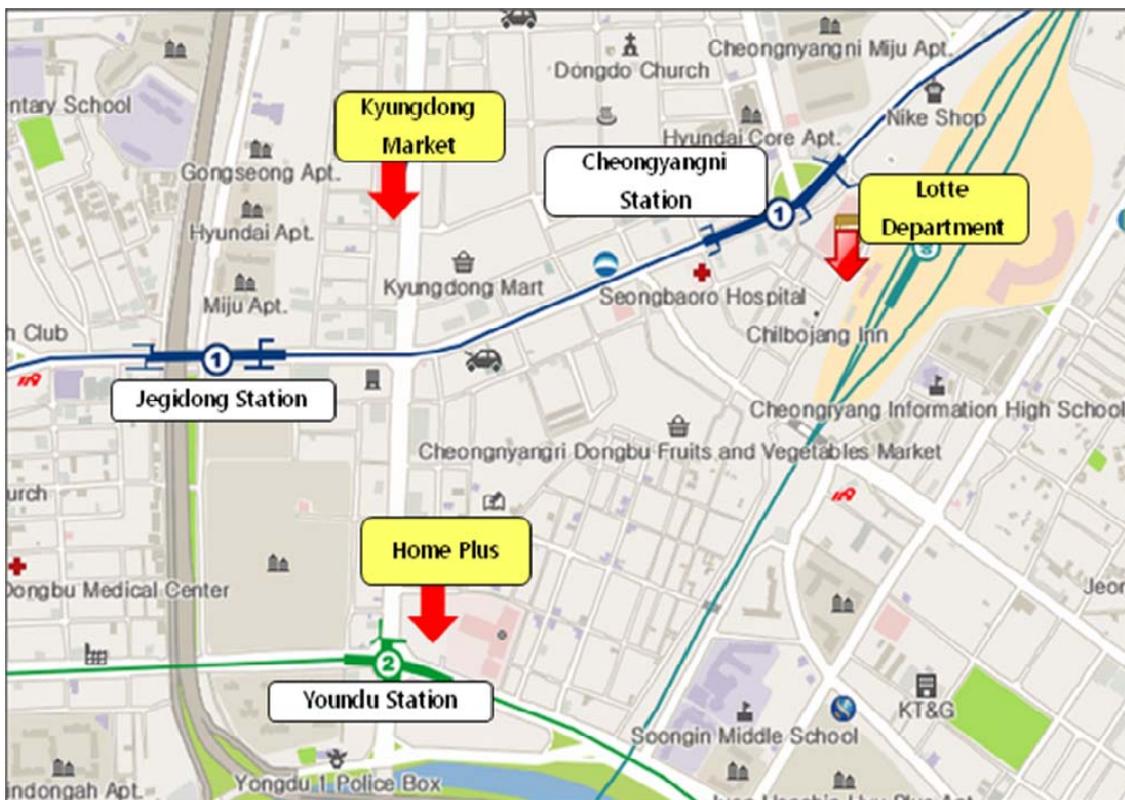
- Location: - Jegidong Station of Subway line No.1(5 minutes on foot from exit No. 3.)
- Yongdu Station of Subway line No. 2 (Connected to store directly from Subway station)
-Take the bus No.1215 at KDI school → get off at Jegidong station

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

Tell : 02-2173-8000

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

<Map>



Kyungdong Market (Shijang)

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

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

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



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

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

E-Mart

Branch : Imun-dong

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

(10 minutes on foot from exit No. 1)

Open Hours : 09:30~24:00

Tell : 02-959-1234



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

This mart sells groceries, fashion apparel, accessories, and a wide selection of other merchandise. It is open from 09:30am to 12:00am

Staying in Korea

1. Location¹

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



2. Seoul

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

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

3. Climate²

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

4. Food³

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



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

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

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

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

5. Currency

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

Bills

Old Bills



10,000 won
man won



5,000 won
ocheon won



1,000 won
cheon won

New Bills



10,000 won
man won



5,000 won
ocheon won



1,000 won
cheon won



50,000 won
oman won

Coins



500 won
obaek won



100 won
baek won



50 won
osip won



10 won
sip won

6. Transportation

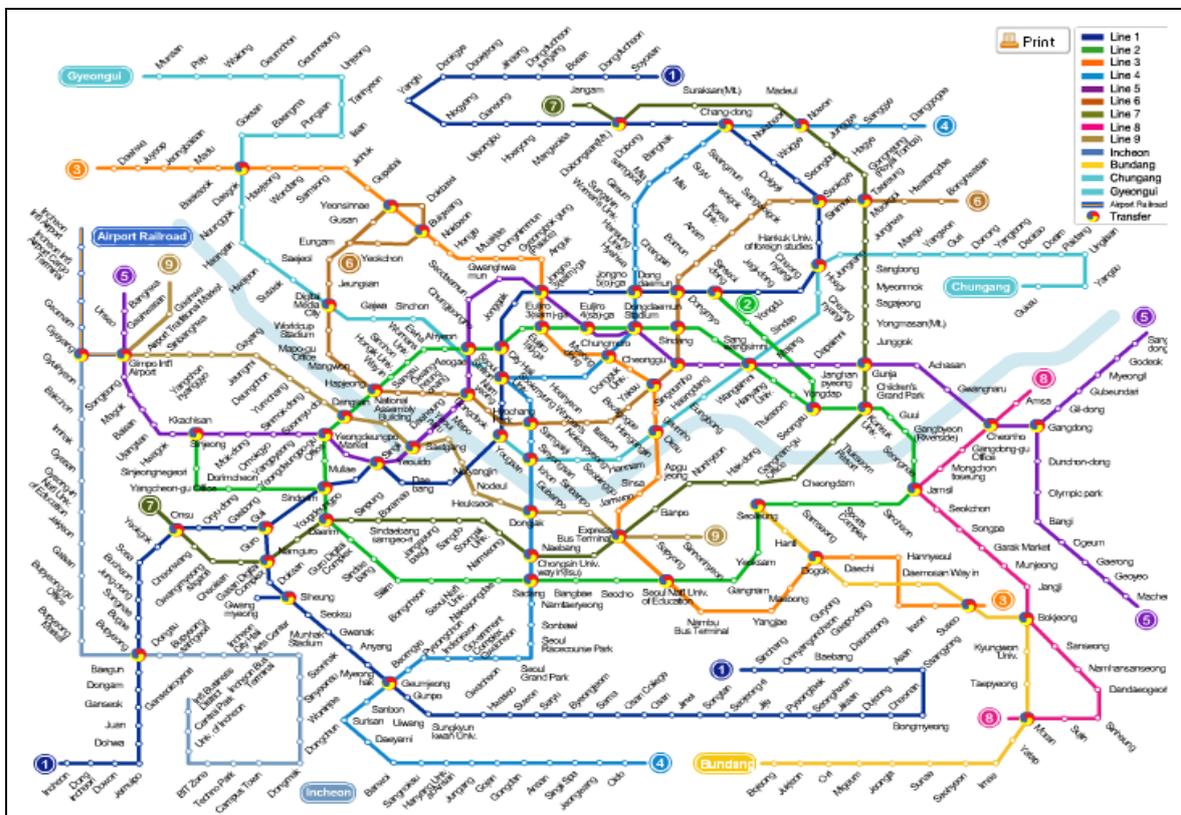
□ Subway

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

The fare for Zone 1 is ₩1000, allowing you to get to most places downtown and out to the suburbs. There are 9 subway lines to date in the Seoul subway system. They conveniently connect not only downtown Seoul but Gyeonggi-do and Incheon as well. The subway may be the most dependable form of transportation, but beware of the crowds during rush hour. You can go to other areas by transferring to any of the other lines at specified transfer points. The subway starts running at about 05:30 and stops by 01:00.

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

<Subway map>



□ **Bus**

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

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

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

□ **Transportation Card**



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

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

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

Bus Routes & Destinations

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

□ **Taxi**

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

- Regular taxi: The fare system is based on both distance and time. Fares are KRW2,400 for the first 2 kilometers and ₩100 for each additional 144 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of ₩100 per 35 seconds is added to the fare.
- Premium taxi : Fares are ₩4,500 for the first 2 kilometers and ₩200 for each additional 164 meters. If the taxi is going less than 15 kilometers per hour, an additional charge of ₩200 per 39 seconds is added to the fare.
- Night owl premium (00:00 ~ 04:00) : Additional 20% of the base fare

7. Where to Shop

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

□ **Myeong-dong**

A first-rate shopping and entertainment area, Myeong-dong, is noted for its food and entertainment establishments frequented by people of all ages. Located in downtown Seoul, there are four major department stores staffed by clerks who can speak either English or Japanese. Many of the city's top brand stores line the narrow alleys of Myeong-dong. Major fashion designers also have boutiques here and foreign brand name products and shoe stores can be found in abundance. Financial institutions such as banks and investment companies are also located along Myeong-dong. To get there, all you need do is take the blue line, line number 4, and ride to Myeong-dong Station. You can enter the main street of Myeong-dong if you come out of exit 6 & 7.

□ **Migliore**



Migliore is a large shopping complex, and most of the shops in this building deal with garments. The location is very convenient because it is directly connected to Myeong-dong subway station (the blue line). The products here always reflect the latest fashion trends while

prices are often even lower than other shops in Seoul. Many stores in Migliore do not sell at fixed prices so you can bargain with store owners to lower prices. It will be an exciting and culturally eye-opening experience!

□ **Dongdaemun Market**

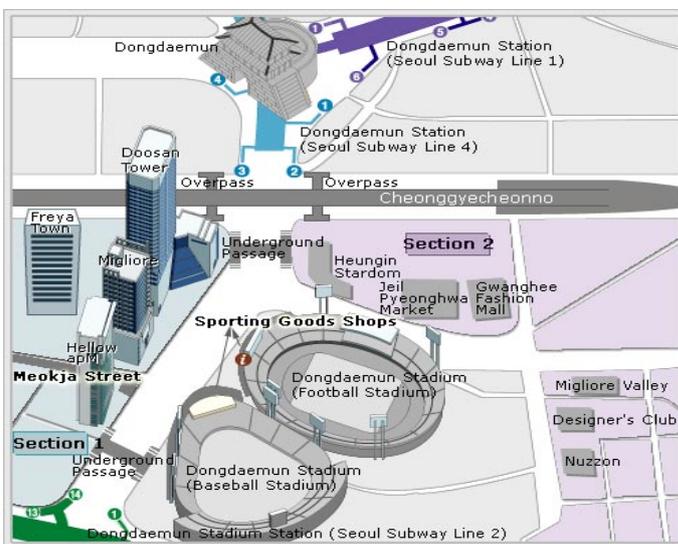
This huge shopping area near Dongdaemun (Great East Gate) and Dongdaemun Stadium is roughly divided into two sections. The northern area has more traditional stores, specializing in clothes, vibrantly colored fabrics, and wedding gifts. Many newlyweds will come here to do all the shopping for their new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



The southern area has more modern buildings, targeting younger shoppers with trendy clothes and fashion accessories. Since most stores are open 24 hours, the area is bustling with shoppers at all hours of the night. You can get to Dongdaemun Market by taking the dark blue line and getting off at Dongdaemun Station, using exit 14. Dongdaemun Station is a complex structure

with many exits, so it may take some time to locate the right one. In that case, feel free to ask locals passing by, who can point you in the right direction.

< Map of Dongdaemun Market Area >



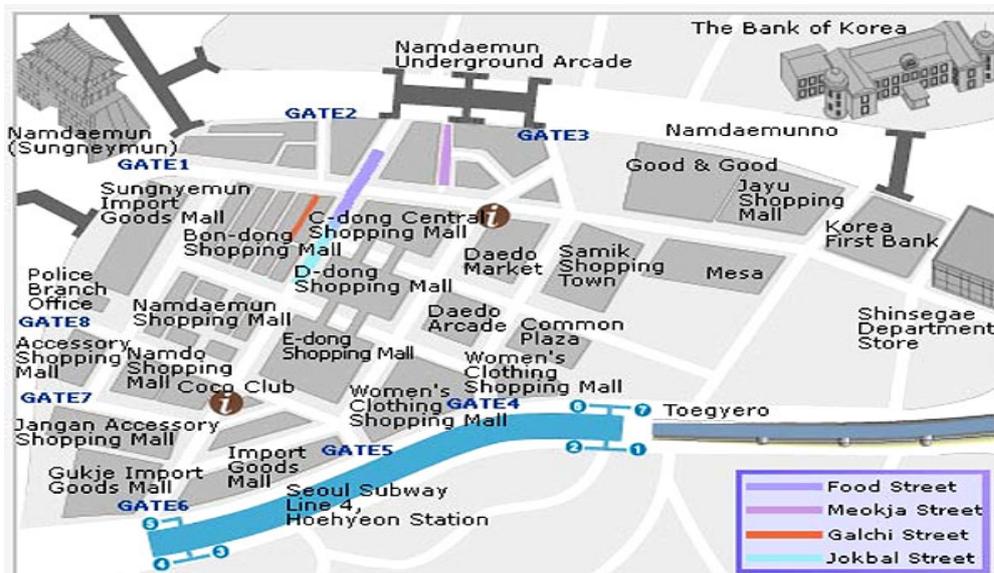
□ **Namdaemun Market**

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



Transportation - Seoul Subway Line 4, Hoehyeon Station Exit 5

< Map of Namdaemun Market Area >



□ **COEX**

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



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

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

□ **Itaewon**

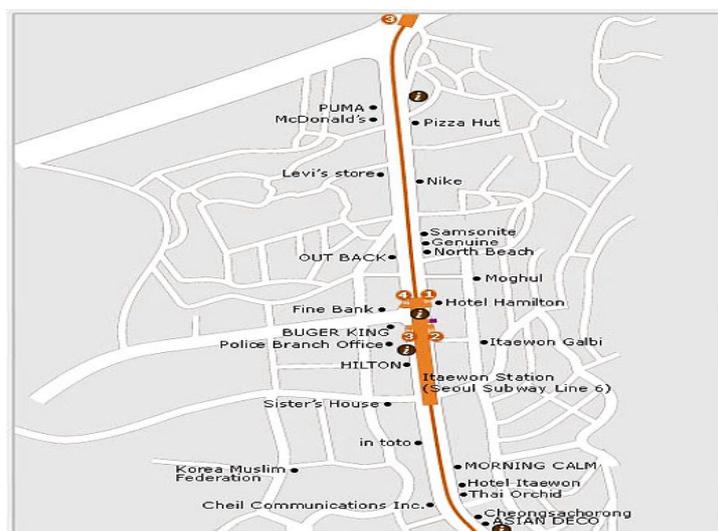
Itaewon is perhaps the most exotic place in Seoul, representing a fusion culture with a distinctive atmosphere. It has many antique and modern furniture shops, plus authentic multi-national restaurants of Indonesian, Afghanistan, Thai, Malaysian, American and Korean cuisine. This area is also famous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



Most signboards are written in English, and the area is frequented by many English speaking tourists.

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

< Map of Itaewon's main street >



□ **Insadong**



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

modernity. Since then, Insadong has been home to dozens of art galleries and antique shops. Insadong's narrow alleys branch out into all directions from one main street.

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

Transportation - Seoul Subway Line 1, Jonggak Station, 5 minute walk

- Seoul Subway Line 1, Jongno 3-ga Station, 5 minute walk

- Seoul Subway Line 3, Anguk Station, 5 minute walk

8. International Calls

□ **How to call Korea from overseas**

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

□ **How to call overseas from Korea**

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

* Regular International Phone Call Carriers: 001, 002, 008

*Mobile Phone Carriers: 00345, 00365, 00388, 00700, 00727, 00766, 00770.

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

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

9. Public Phones

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

10. Tourist Information Service

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

☐ Seoul KTO Tourist Information Center

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

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

Center Information: +82-2-7299-600

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

☐ Korea Travel Phone 1330

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

11. Tips on Cultural Etiquette

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

1. Greetings are very important to Koreans. Words of greeting and thanks are usually said with a bow of the head. The depth of the bow depends on the

relative seniority of the two speakers.

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

Useful Websites

□ Transportation

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

□ Tourist Information

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

□ News

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

□ Immigration Bureau

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

Regulations for Student Guidance and Disciplinary Action

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

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

Article 6. Types of Disciplinary Action:

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

Academic Dishonesty

■ Object of establishing disciplinary action for academic dishonesty

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

■ Definition of academic dishonesty

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

■ Academic dishonesty on examination and report

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

○ Academic dishonesty during examination

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

○ Academic dishonesty on reports and papers

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

■ Plagiarism on report

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

- Plagiarism

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

■ Procedure of disciplinary action

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

■ Disciplinary Action imposed on student committing academic dishonesty

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

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

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

Certificate Request Form

KDI School of Public Policy and Management

87 Hoegi-Ro, Dongdaemun-Gu,

Seoul 130-868, Korea

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

I. PERSONAL INFORMATION

▶ Name _____

▶ Student ID _____

▶ Program _____

▶ Date of Birth _____

II. CERTIFICATE REQUEST

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

III. PURPOSE OF CERTIFICATE REQUEST

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

IV. METHOD OF RECEIPT

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

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

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

Address _____

Zip Code _____ E-mail Address _____

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

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

Receiver _____

Total amount of fee wire transferred _____

Notes _____

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

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

◆ Wire Transfer Information

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

➤ Contact Information: 82-2-3299-1021/1294, registrar@kdischool.ac.kr

Performance Assessment Criteria for SRC/Thesis

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

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

Ten Principles for Improving Clarity and Precision of Written Documents

- 1: Prefer the active voice.
- 2: Don't make nouns out of good, strong "working verbs."
- 3: Be concise. Cut out all excess baggage. Keep your average sentence length under 20 words.
- 4: Be specific. Use concrete terms instead of generalizations.
- 5: Keep related sentence elements together; keep unrelated elements apart.
Place modifiers as close as possible to the words they are intended to modify.
- 6: Avoid unnecessary shifts of number, tense, subject, voice, or point of view.
- 7: Prefer the simple word to the farfetched, and the right word to the almost right.
- 8: Don't repeat words, phrases, or ideas needlessly.
But don't hesitate to repeat when the repetition will increase clarity.
- 9: Use parallelism whenever it is appropriate—that 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



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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!

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