

# **KOICA-KDI Master's Degree Program in Economic Development Policy for Sustainable and Inclusive Growth**

August 22, 2023 – December 20, 2024

Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



KDI School of Public Policy and Management

***\*Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.\****

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## I . PROGRAM OVERVIEW

■ **Program Title:** KOICA – KDI School Master’s Degree Program in Economic Development Policy for Sustainable and Inclusive Growth

■ **Duration**

- **Stay duration: August 22, 2023 - December 20, 2024 (17 months)**

*During 17 months in KDI School, students are strongly recommended to complete their thesis.*

- Academic duration: September 4, 2023 - December 13, 2024 (17months)

*In accordance with the university regulations, the diploma will be issued on January 31<sup>st</sup>, 2025.*

■ **Degree: Master of Development Policy (MDP)**

**\*Once you are admitted, changing the program is not allowed.**

■ **Objectives**

- 1) To encourage critical thinking with analytic and problem-solving skills
- 2) To deepen the understanding of the dynamics of trade and industrial policy environment in order to pursue collaborative governance
- 3) To improve policy implementation skills to efficiently introduce, manage, and evaluate trade and industrial policies
- 4) To enhance professional ethics for strengthened accountability and transparency of trade and industrial policy management system

■ **Training Institute: KDI School of Public Policy and Management**

■ **Number of Participants: 15 Government Officials**

■ **Qualification: Applicants who meet the qualifications of KOICA & KDI School**

■ **Language:**

**English fluency with a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports in English**

■ **Accommodations:**

The KDI School offers an on-campus dormitory for all international students. KOICA scholars in this program will share **a double room** with a roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

## II. HOW TO APPLY

### <A two-track approach of an application process>

#### - For KOICA documents;

- KOICA documents (KOICA application form) should be sent to the regional KOICA office or the relevant government office
- an original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

#### - For university documents;

- **application period:** a scanned copy should be sent to University (through KDI School's online application system: <https://gradnet.kr/kdis/main>)
- **application - interview period:** applicants must keep the original documents with them and prepare for document authentication (must be APOSTILLED/CONSULAR AUTHENTICATED)
- **interview result announcement date:** sealed authenticated documents must be sent to the regional KOICA office or the relevant government office (if the documents are not sent, you will have to send them at your own expense)

※ **Please refer to the KOICA application guidelines for detailed application schedule.**

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you will have to use DHL to send the proper documents again at YOUR OWN EXPENSE.

※ All required documents must be sent in one package and in order.

#### ■ Application Method

- Submit the application by using KDI School's online application system within the deadline (Korea Standard Time)
- Online application system: <https://gradnet.kr/kdis/main>
  - ※ Please refer to the "KDIS Online Application System User Guide"
- ONLY applicants who meet the qualification below can apply.
  - 1) Be a citizen of the KOICA scholarship program target country
  - 2) Be officially nominated by their government for KOICA program
    - ※ **Applicants without government nomination will NOT be reviewed, and they will be at a critical disadvantage in regards to admission to KDI School for future 3 years.**
  - 3) Be a government employee with a minimum of 2 years of experience in the field of study

※ Please refer to the KOICA application guidelines for qualification and further details.

#### ■ Required documents

##### - KOICA documents

- 1) KOICA Application Form
- 2) An Official Recommendation Letter (or a referral) from the government of the applicant
- 3) A Scanned copy of the Applicant's Passport (please check the expiration date)

##### - University documents

- All documents must be in English.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admissions process.
- Applicants must apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate the candidacy.
- Once you finish your application, you cannot change your program in any case.
- If any required documents are found to be false or counterfeit, admission to the KDI School will be cancelled. The admissions office will not be responsible for any consequences caused by incorrect information in the documents. If the information in the application documents is unclear or if any part of the application documents is missing, the application will not be submitted for evaluation.

No.	Type of Documents ( <b>ALL REQUIRED</b> )	Remarks
1	<b>KDI School's Application Form</b> - You must use KDI School's online application system to submit the application form. ( <a href="https://gradnet.kr/kdis/main">https://gradnet.kr/kdis/main</a> )	Use KDI School's application system
2	<b>Statement of Purpose (SoP)</b> - Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at KDI School. - You must use KDI School's online application system to submit SoP. ( <a href="https://gradnet.kr/kdis/main">https://gradnet.kr/kdis/main</a> )	
3	<b>Official Academic Transcript (a completed bachelor's degree)</b> - Academic transcripts must provide a record of all the courses throughout the years of studying. - Must submit transcripts from <b>undergraduate</b> institutions. - Must submit an official document issued by the applicant's alma mater describing the university's <b>grading system</b> if the transcript does not include CGPA/final grade OR does not meet one of the scales below: · CGPA (4.0 / 4.3 / 4.5 / 5.0 scale) · Grades (10 or 20 scale), · Score Percentile (100% scale) · US Grade (A+, A, A-, B+, B, ..., F) · Class/Division scales (first, second, third)	<b>Must be apostilled/consular authenticated.</b> (Please read 'Document Authentication')
4	<b>Degree Diploma (a completed bachelor's degree)</b> - Certificate of Graduation must indicate your graduation date and degree type (must be a completed bachelor's degree holder <b>OR</b> must prove that you are able to graduate by August 2023 by submitting Certificate of Expected Graduation and submit final Certificate of Graduation until August 2023.) - Must submit certificates from <b>undergraduate</b> institutions. - The certificate must indicate 'Bachelor's Degree' or 'Equivalent to a Bachelor's Degree.'	

	<p><i>* If you are enrolled in other higher degree courses, please submit a certificate of expected graduation.</i></p> <p><i>* If you have other higher degrees, please submit all of the graduation certificates. (tertiary degrees only)</i></p>	
5	<p><b>TWO Recommendation Letters</b></p> <ul style="list-style-type: none"> <li>- You must use KDI School's online application system to submit the two recommendation letters. (<a href="https://gradnet.kr/kdis/main">https://gradnet.kr/kdis/main</a>)</li> <li>- Recommendation letter should provide information about candidates' performance in professional settings.</li> </ul>	Use KDI School's application system
6	<p><b>Employment Verification</b></p> <ul style="list-style-type: none"> <li>- Employment verification should demonstrate one's employment status as a government official and their years of working experience.</li> <li>- The employment period and name of position must be specified.</li> <li>- The verification should indicate the employment category (e.g. government, public org., public corp., NGO, etc.).</li> <li>- HR officer or supervisor of the applicant should write and sign the verification letter; it must bear the original stamp/seal and signature on it.</li> <li>- The form can be downloaded from 'Admission Documents' from KDI School's admission website(<a href="#">click</a>); however, it is not required to use the official form.</li> </ul>	Must be <b>original</b> (bearing the stamp & signature of the institution) <b>OR</b> <b>apostilled/consular authenticated</b>
7	<p><b>A valid English Proficiency Certificate</b></p> <ul style="list-style-type: none"> <li>- <b>KDI School only accepts the following English Language Test Reports</b> <ul style="list-style-type: none"> <li>• TOEFL(iBT(including home edition), PBT, ITP)</li> <li>• TOEIC, TOEIC-S</li> <li>• IELTS, IELTS Online</li> <li>• TEPS, NEW TEPS, TEPS-S, I-TEPS</li> <li>• OPIc</li> <li>• PTE Academic</li> <li>• Cambridge English Exams</li> </ul> </li> <li>- <b>The tests must have been taken within 2 years of the application deadline</b></li> <li>- Score report must be an <b>original</b> document, not a photocopy nor certified one.</li> <li>- TOEFL iBT &amp; IELTS certificate should be sent online <i>through the test institution's website</i> (considered as original)</li> <li>• TOEFL iBT institution code: 6442</li> <li>• IELTS: British Council website (electronic Test Report Form <a href="#">link click</a>)</li> <li>- Applicants may submit '<b>Certificate of Medium of Instruction(MOI)</b>' (proving that all courses were fully taught in English) instead of the above English Proficiency Certificates <b>*must be original OR apostilled/consular authenticated*</b></li> </ul>	Test Reports must be <b>original</b>
8	<p><b>Copy of Passport</b></p> <ul style="list-style-type: none"> <li>- The copy must clearly show your photo, name, and expiration date.</li> <li>- Please submit the full page of your passport including your full information and signature.</li> </ul> <p><b>* Your passport must be valid until December 2024 (the period of stay will be granted only within passport validity period; please refer to the notice at <a href="http://asq.kr/ZPRNkUw">http://asq.kr/ZPRNkUw</a></b></p>	Upload on KDI School's application system
9	<b>Photo File (JPG)</b>	

- Document checklist submission is optional as KDI School uses Online Application System.

## ■ Document Authentication (must be in ENGLISH)

The Apostille is used when public documents are being transferred between countries that are parties to the Hague Apostille Convention (1961). Documents issued in signatory country should be Apostilled to ensure validity.

Please check the updated signatory country list and information

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

### 1. Documents issued in signatory country

- Submit **Apostilled** Required Documents.
- All documents must be in English. (documents not in English must be accompanied by authenticated translation)
- Scanned copies of Apostilled documents are not accepted.

### 2. Documents issued in non-signatory country

- Submit **Required** Documents authenticated **by the Korean Embassy**.
- All documents must be in English. (documents not in English must be accompanied by authenticated translation.)
- If there is no Korean Embassy in the country that your university is affiliated with, go to the honorary consulate or the embassy in charge.
- The requirements for Consular authentication vary by Embassy. Please contact the Embassy for further information.

### 3. Documents issued in China

- Submit **academic-related documents** issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or China's Higher Education Student Information and Career Center (CHESICC/CHSI).
- Other required documents should be authenticated **by the Korean Embassy**.

### 4. Documents issued in Korea

- Documents issued by a Korean institution does not need to be Apostilled or consular authenticated.
- Please submit documents with a valid authentication code for academic-related documents.

※ **Following the order from the Ministry of Justice of Korea, we are UNABLE to issue the visa-related documents without the apostilled/consular authenticated documents sent via post. Consequently, it may result in cancellation of admission.**

※ **As it may take a long time to get the documents apostilled/consular authenticated, applicants are strongly advised to start the authentication process as early as possible. It is the Applicant's responsibility to submit the corresponding documents within the deadline.**

※ **Documents certified by commissioners for oaths, advocacy attorney, public notary or solely authenticated by the applicant's government authorities/institutions are unacceptable.**

※ **Photocopies are NOT accepted in any case.**

※ **Original diplomas are not supposed to be submitted via post as we do not return the submitted documents back.**



### III. PROGRAM CONTENTS

#### 1. ACADEMIC SCHEDULE

Term		Schedule	
Preparatory Period (1 Week: Aug.22 ~ 25, 2023)		Aug.22(Tue)	Arrival in Korea/KOICA Orientation
		Aug.23(Wed) ~ Aug.25(Fri)	Medical Check-up
Fall Semester (13 Weeks: Sep.4~Dec.2,2023)		Sep.04(Mon.)	Start of Fall Semester
		Sep.04(Mon.)~Sep.09(Sat.)	Course Add & Drop Period
		Nov.16(Thu.)~Nov.22(Wed.)	Course Evaluation
		Nov.20 (Mon.)~Dec.05 (Sat.)	Reading Period
		Nov.27 (Mon.)~Dec.02 (Sat.)	Final Examinations
Winter Break (Dec.04, 2023 ~Feb.04, 2024)		Dec.04(Mon) ~ Feb.04(Sun)	Winter Break
Spring Semester (13 Weeks: Feb.05~ May.04, 2024)		Feb.05 (Mon.)	Start of Spring Semester
		Feb.05 (Mon.)~Feb.17 (Sat.)	Course Add & Drop Period
		Apr.22 (Mon.)~Apr.27 (Sat.)	Reading Period
		Apr.29 (Mon.)~May.04(Sat.)	Final Examinations
Spring Break (1 week: May.06~May.11, 2024)		May.06 (Mon.)~May.011 (Sat.)	Spring Break
		May.08~May.10	Korea Field Research & Study (KFRS)
Summer Semester (12 Weeks: May.13 ~ Aug.03, 2024)	1st Session	May.13 (Mon.)	Start of 1st Summer Session
		May.13 (Mon.)~May.14 (Sat.)	Course Add & Drop Period
		Jun.10 (Mon.)~Jun.15 (Tue.)	Reading Period
		Jun.17 (Mon.)~Jun.22 (Sat.)	Final Examinations
	2nd Session	Jun.24 (Mon.)	Start of 2nd Summer Session
		Jun.24(Mon.)~Jun.29 (Sat.)	Course Add & Drop Period
		Jul.22 (Mon.)~Jul.27 (Sat.)	Reading Period
		Jul.29 (Mon.)~Aug.03 (Sat.)	Final Examinations
Intensive Training Period (4 Weeks: Aug.05 ~ Sep.07, 2024 )		Aug.05 (Mon.)~Sep.7 (Sat.)	Summer Break
Fall Semester (13 Weeks: Sep.9~Dec.07, 2024)		Sep.9 (Mon.)	Start of Fall Semester
		Sep.9 (Mon.)~Sep.14 (Sat.)	Course Add & Drop Period
		Nov.25 (Mon.)~Nov.30 (Sat.)	Reading Period
		Dec.01 (Mon.)~Dec.07 (Sat.)	Final Examinations
Commencement		Dec.13 (Fri.)	KDI School Commencement Ceremony
Departure		Dec.16(Mon) ~ Dec.20(Fri)	Departure

\*The above schedule is subject to change.

\*\*A detailed Program Schedule will be provided upon arrival.

\*\*\* KOICA Orientation (Online) / The schedule above is tentative due to the spread of COVID-19

## 2. CURRICULUM

### 1) Curriculum & Credits

Degree: MDP (Master of Development Policy)

The Master of Development Policy (MDP) offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks. The program is specifically targeted for international professionals including government officials, development consultants, and regional specialists who wish to contribute to the development in policy-making. The program is also focused on fostering professionals in the field of Official Development Assistance (ODA).

Concentration: Sustainable and Inclusive Growth

Sustainable and inclusive growth are the keywords in the discourse of development in the 21st century. Leaders in the public sector need to understand the dynamics among economic development, human development, environmental protection and societal development. The key issues are (1) human development issues such as poverty, labor, population, education, healthcare, human settlement, human rights, social changes and (2) growth issues such as economic growth, productivity, technology, macroeconomics, project evaluation, environment, and energy.

\* The curriculum above and syllabus provided are subject to change.

### 2) Graduation Requirements.

Category		MDP (Master of Development Policy)
Core Courses		Requirement: 15 credits (5 courses)
		<ul style="list-style-type: none"> <li>• Analysis of Market and Public Policy (3 credits)</li> <li>• Quantitative Methods (3 credits)</li> <li>• Introduction to Development Policy (3 credits)</li> <li>• Korean Economic Development (3 credits)</li> <li>• Leadership in Government (3 credits)</li> </ul>
Master's Degree Program in Economic Development Policy for Sustainable and Inclusive Growth	Module Courses 9-18 credits (3-6 courses)	<p><b>Capacity: Leadership</b></p> <ul style="list-style-type: none"> <li>• Global Governance: Issues, Divisions &amp; Cooperation</li> <li>• Public Management Innovation and Reform</li> <li>• Dispute Resolution and Negotiation</li> <li>• Issues and Analysis of Global Civil Society</li> <li>• Performance Management and Measurement</li> <li>• Human Resource Management in Government</li> <li>• Topics in Political Economy of Development</li> <li>• ICT for SDGs</li> <li>• Digital Government and Governance</li> <li>• Local Autonomy, Governance and Development</li> <li>• Policy Process Analysis</li> </ul> <p><b>Capacity: Economic Policy Analysis</b></p> <ul style="list-style-type: none"> <li>• Impact Evaluation Methods</li> <li>• Cost-Benefit Analysis for Policy Decision Making</li> <li>• Input-Output Analysis</li> </ul>

Category		MDP (Master of Development Policy)
		<ul style="list-style-type: none"> <li>• Economics of Innovation and New Technology</li> <li>• Science and Technology Policy</li> <li>• Productivity and Economic Growth</li> <li>• Agriculture and Development</li> <li>• Tax Policy and Administration</li> <li>• Theory and Policy of International Trade</li> <li>• Trade and Development</li> <li>• Global Health and Development</li> <li>• Human Capital and Economic Development</li> <li>• Sustainable Energy Policy</li> <li>• Environmental Economics and Policy</li> <li>• Social Security and Welfare Policy</li> <li>• Urban and Regional Development</li> </ul> <p><b>Capacity: Application</b></p> <ul style="list-style-type: none"> <li>• Economic Development in Historical Perspective</li> <li>• Korean Human Development</li> <li>• State Fragility and Development Policy</li> <li>• Democracy, Political Mobilization, and Economic Development Korea's Experience</li> <li>• Asian Global Cities</li> </ul>
Elective Courses		<ul style="list-style-type: none"> <li>• Elective courses except for foundation and module courses : 0-9 credits (0-3 courses)</li> </ul>
Research Project		Requirement: minimum 3 credits
		Options for satisfying the research component: <ul style="list-style-type: none"> <li>• ARS (3 credits) + Thesis (3 credits)</li> <li>• ARS (3 credits) + Capstone (3 credits)</li> <li>• SRP (3 credits)</li> </ul>
Language (If waived, one advanced level course is required.)		Requirement: 6 credits (2 courses)
		<ul style="list-style-type: none"> <li>• Language in Public Policy and Management (3 credits)</li> <li>• Korean Language and Culture I (3 credits)</li> </ul>
Total		39 credits

\* The above curriculum is subject to change.

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

#### 1) Student Networking Events Calendar 2022-2023

Fall Semester 2023	• Orientation (Sejong City Tour)
	• International Food Festival
Winter Break 2023	• Home Visiting Program
Spring Semester 2024	• Hiking Day
	• Field Trips (Cultural experience & Institutional visit)
Spring Break 2024	• Home Visiting Program
	• Korea Field Research and Study (KFRS)
Summer Semester 2024	• Field Trips (Cultural experience & Institutional visit)

	· Sing & Dance Festival
Summer Vacation 2024	· Home Visiting Program
Fall Semester 2024	· Sports Day
	· International Food Festival
Winter Break 2024	· Home Visiting Program

## 2) Special Lectures and Seminars

- Experts are invited from home and abroad to give special lectures for students to gain insight into their research fields. The lectures are usually held twice a month and deal with diverse topics.
- In the research seminars, school faculty members or experts from other institutions present their research outcomes.
- Lectures and seminars are open to everyone and participants may freely engage in discussion.

## IV. TRAINING INSTITUTE

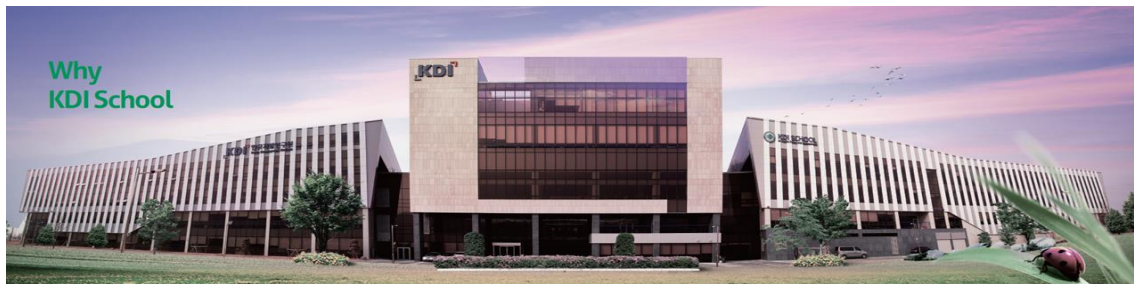
### 1. GENERAL INFORMATION

#### 1) About University

##### - About KDI (Korea Development Institute) and KDI School

Ever wanted to meet the brains behind Korea's rapid economic and social development? KDI School of Public Policy and Management was established in 1997 in partnership with the KDI, Asia's leading think tank. Rated by the Economist as one of the most influential research institutions in the world, KDI was ranked No. 1 in the field of international development (2016 Global Go to Think Tank Index). The KDI School draws on a wealth of research and resources from the KDI, to share Korea's unique development experience with the global community.

The KDI School offers an innovative educational program focusing on policy and development issues. Aiming to transform mid-career professionals into leaders of their fields, KDI School has been committed to equipping our students with new knowledge, vision and a global perspective.



##### - Innovative Academic Programs

The KDI School offers comprehensive and rigorous academic programs focusing on real-world policy issues in both the public and private sector.

- Academic curriculum utilizing the experiences and the assets of Asia's top think-tank, the Korea Development Institute (KDI).
- Education based on experiences in systematic research on global development and consultation to developing nations.
- The first and only Korean university who has received accreditation from NASPAA—Network of Schools of Public Policy, Affairs and Administration.

##### - Top-notch Faculty

The KDI School's faculty possesses a rich blend of international, academic, and policy experience,

along with a common commitment to excellence in teaching and research.

- Consists of Ph.D.'s from top-tier universities around the world including Columbia, Cornell, Harvard, MIT, etc.
- Owns a wealth of experience in both the public and private sector, including the Bank of Korea, World Bank, ADB, etc.
- Has capacity to carry out research and education in all relevant areas of development and public policy

#### **- Diverse Student Composition**

The majority of students are mid-career professionals with 5-10 years of working experience in government, business, NGOs, media or academia. International students account for 50% of the student body (from more than 70 countries) each year, further promoting the internationalism of the school and the creation of a powerful global network.

**2) Homepage:** <https://kdischool.ac.kr/>

## **2. ACCOMMODATION**

### **1) Dormitory (on-campus)**





The KDI School offers an on-campus dormitory for all international students. During the semester, you will share a double room with your roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

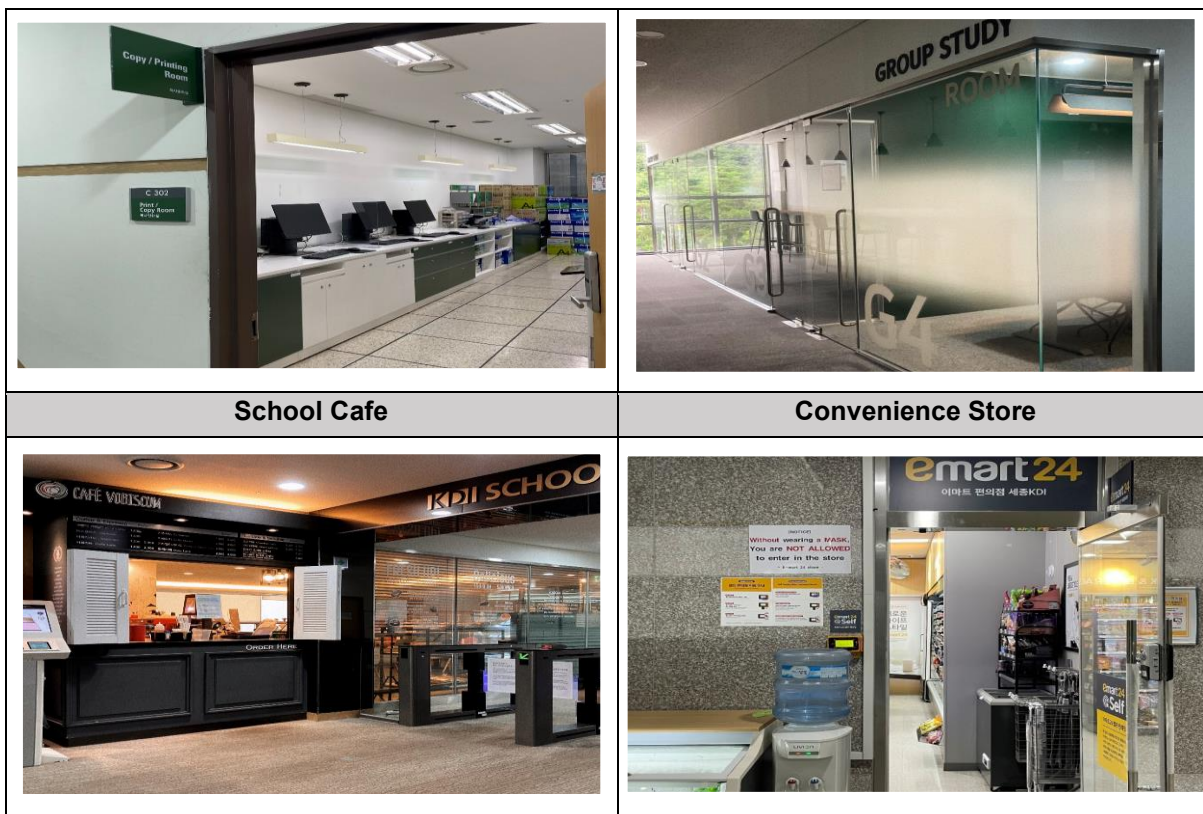
- General Rooms: All general rooms are double occupancy and equipped with beds, wardrobes, desks, bookshelves, its own shower and a toilet, air conditioning and heating system, and internet (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms. During your stay, you will share a double room with your roommate.
- Student Lounge: Student lounges located on the 3rd and 5th floor of each building are places where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- Kitchen: Located on the top floor is a communal kitchen where all the residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.



Dormitory	General Rooms
	

### 3. OTHER INFORMATION

School Gym	Cafeteria (Hala Certification)
	
Prayer Room	Student Lounge
	
Printing Room (24hours)	Group Study Room(24hours)



## 1) Lecture Hall and Conference Rooms

High-tech lecture halls and video conference rooms are available to make each class and conference more effective.



## 2) Convenient Facilities

Computer Lab, Chambers, Prayer Room, Gym, Student Council Room and Student Lounges are available for all KDI School students on campus. The computer lab is open to students 24 hours a day, with internet access as well as newly installed computers, printers, and scanners. The student chambers are also accessible to students 24 hours a day. Each chamber includes desks and a locker, providing a space for students to study and do research/class assignments/team projects, or simply to relax in their free time.



### 3) Library

The library archives books, academic publications, and other materials essential for student, faculty, and staff research. The KDI Library and KDI School Library were integrated into the KDI Central Library in 2014 to ensure better services through the sharing of capacities, facilities, and resources. The publications and materials are available in the areas of business, economics, policies, and much more. (library website: <http://library.kdischool.ac.kr>)

- **Diverse Collections:** The Central Library is equipped with featured technology maintaining a book capacity of more than 269,370 books, 585,537 e-books, magazines, and academic journals. Over 63% of the collection is written in English. The Central Library boasts the highest percentage of books per student among university libraries in Korea.
- **Hi-tech Library:** The Hi-tech Library has features that create a more convenient experience in the library enabling students to learn advanced library technologies, such as self-check-out/return, reservation pick-up, and intelligent return. The mobile application is multi-purpose software that allows users to access e-attendance and e-pay and it can be used to reserve library seats.
- **Collaborated Academic Class and Seminar:** The library offers not only database workshops but also cooperative classes with regular courses on academic writing upon request.
- **External Cooperation:** The KDI Central Library has been in close collaboration with libraries and affiliated organizations in Korea. The library actively provides interlibrary services for materials not owned by our library.

### 4) Student Counseling Service

The KDI School provides Counseling Services for students. While the new semester can be an exciting challenge for some students, others may have to deal with a variety of issues including personal and academic concerns. The counseling service is dedicated to supporting those students both emotionally and practically, and aims to maximize student satisfaction so they can take full advantage of the opportunities at the KDI School and enjoy their stay in Korea. Students may seek counseling for various reasons. No topic is off limits, but common concerns are academic issues, cultural adjustment issues, homesickness, sexual harassment, sexual violence, human rights violations, relationship problems, stress and anxiety, depression, grief and loss, etc..

- Location: S311
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and National Holidays
- How To Make An Appointment
  - Email: [counseling@kdis.ac.kr](mailto:counseling@kdis.ac.kr)
  - Kakaotalk ID: counselingkdis

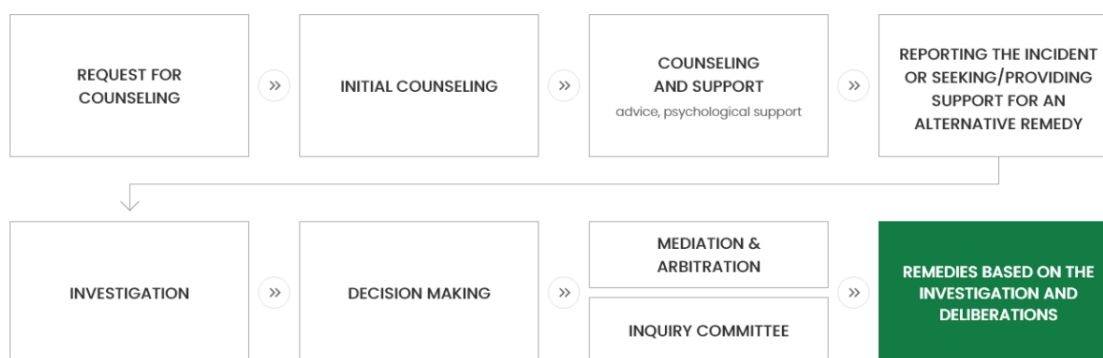
## 5) The KDI School Human Rights Center

The KDI School Human Rights Center will work with all KDIS members so that all members of KDIS can constantly reflect on community issues and create equality in KDIS and in their own culture. If you face some human rights violations, then please seek for a help from the Human Rights Center. The KDI School Human Rights Center works on your human rights issues as well as sexual violence that individual experiences in the journey of KDI school.

“Human rights” refer to the human dignity, value, liberties and rights guaranteed by the constitution and laws of the Republic of Korea and acknowledged in international human rights treaties ratified by the Republic of Korea or to which the Republic of Korea is a party, and customary international law (including the right not to suffer from discriminatory acts violating equal rights, verbal abuse or violence).

“Sexual violence” refers to the acts which constitute sexual violence according to the Act on the Prevention of Sexual Assault and Protection, Etc. of Victims Thereof.

### Report Mechanism



- Location: S311
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and National Holidays.
- How To Make An Appointment
  - Email: [humanrights@kdis.ac.kr](mailto:humanrights@kdis.ac.kr)

## 4. Student Health Services

### 1) On-campus Health Services

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

- Location: 2nd floor in the Central Building (near Café Coffee Lab)
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Closed for Lunch Hours 12:00 – 13:00 and during weekends and National Holidays
- Available health services:
  - ① Treatment of minor or acute illnesses such as following symptoms:  
Common Cold Symptoms, Headaches, Nausea & Vomiting, Indigestion, Constipation & Diarrhea, Minor Burns, Muscle Sprains, Minor Skin Injuries, etc.
  - ② A shelter for students who become ill and need a place to rest
  - ③ First-aid kits for dormitory residents
  - ④ Infection prevention and control of epidemic
  - ⑤ Medical support for school events
  - ⑥ Referrals to local medical specialists
  - ⑦ Individual health and wellness counseling

## **2) Off-Campus Health Service: Sejong Chungnam National University Hospital**

Sejong Chungnam National University (CNU) Hospital provides high quality clinical care not only to Korean, but also foreign residents with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. Sejong CNU Hospital will assist students with full medical services including making an appointment and medical interpreter services for foreign patients who cannot speak Korean.

- Contact Information: English Services (042-280-8429)
- Location: 20, Bodeum 7-ro, Sejong-si, Republic of Korea
- Website: <https://www.cnush.co.kr> & <https://www.cnuh.co.kr/eng/index.do>

※ Appointment is required prior to a visit.

※ Emergency Room operates 24 hours including weekends and holidays.

## V . ACADEMIC REGULATIONS

### 1. Academic Regulation

#### 1) Attendance

A student shall attend the classes for each subject in which he/she is enrolled, and shall not be assigned credits if he/she misses more than one-sixth of the class hours of a given subject.

However, when a student has extraordinary circumstances such as diseases, etc. for missing a class and submits a report of absence in advance, up to one-sixth of the class hours may not be counted as absence.

#### 2) Graduation Requirements (Conditions for maintaining the scholarship)

- Finish all your course work in 17 months and complete a Research Project.
- For a Master's degree, a student must maintain a GPA of 3.0 or above in each term during the first three terms to maintain the scholarship. GPA lower than 3.0 will lead to scholarship termination in the following term.
- The unit for course completion shall be one credit, and one credit shall be awarded for completion of 15 hours of education in each semester or the equivalent hours of education. Separately, a research credit shall be awarded when a student participates in paper research, practical training, or research project.
- The respective number of credits required for acquiring a Master's degree shall be as follows:

Degree	Program	Credits Required
Master	Master of Development Policy (MDP) Master of Public Policy (MPP) Master of Public Management (MPM)	39 credits

#### 3) Grade

- In the case of a subject for which no grade is granted, its grade shall be marked as "P (Pass)" or "NP (No Pass)"
- Credits shall be recognized only when an acquired grade point is at least C- (1.67). The overall grade point average (GPA) required for the completion of a Master's degree program shall be B- (2.67).

Grades	Point Values	Grades	Point Values	Grades	Point Values
A	4.00	B-	2.67	F	0.00
A-	3.67	C+	2.33	I	-
B+	3.33	C	2.00	W	-
B	3.00	C-	1.67	IW	-
				T	-

## **2. Participant Responsibilities**

### **Code of Honor and Conduct of KDI School of Public Policy and Management**

#### **1) Develop Integrity**

- ① Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- ② Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- ③ Respect the personal liberties of fellow students, professors, and other people.

#### **2) Exercise Respect**

- ① Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- ② Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

#### **3) Lead by Example**

- ① Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- ② Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office.

## VI. PRECAUTIONS

- **Possibility of Online Program:** According to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.
  - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).
- **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.
  - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.
- **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure.
  - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date
- **COVID-19 Test Fees:** The costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants.
- **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.
  - Example) If the participant fails to provide a COVID-19 PCR test certificate on the date of arrival, or is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.
- **Vaccination requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.
  - Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).
- **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
- **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)

**Regulatory Compliance: KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.**

## **VII. CONTACTS**

### **1. CONTACT INFORMATION**

#### **1) KDI School of Public Policy and Management**

- **Admissions Division**
  - E-mail: [internationaladmissions2@kdis.ac.kr](mailto:internationaladmissions2@kdis.ac.kr)
- **Student Affairs Division**
  - Email: [be\\_suong@kdischool.ac.kr](mailto:be_suong@kdischool.ac.kr)
- **Homepage:** <https://kdischool.ac.kr/>
- **Address:** 263 Namsejong-ro, Sejong, 30149, Republic of Korea

#### **2) General requests regarding application process**

- **E-mail :** [koica.sp@koworks.org](mailto:koica.sp@koworks.org)
- **Homepage :** <http://www.koica.go.kr/sites/ciat/index.do>

\*The schedule in PI (Program Information) is changeable according to the KOICA and KDI School of Public Policy and Management's Schedule.