

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

August 9, 2021– December 16, 2022  
Sejong & Seongnam, Republic of Korea



Korea International Cooperation Agency



**KDI SCHOOL**  
KDI School of Public Policy and Management

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 9, 2021 ~ December 16, 2022 (17 months)

During the 17 months at KDI School of Public Policy and Management, students are strongly advised to complete their thesis.

- **Academic duration:** August 17, 2021 ~ December 3, 2022 (17months)

In accordance with the university’s regulations, the diploma will be issued in January 2023.

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

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

■ **Objectives**

- 1) Encourage critical thinking with analytic and problem-solving skills
- 2) Deepen understanding of the dynamics of the development policy environment in order to pursue collaborative governance
- 3) Improve policy implementation skills to efficiently introduce, manage, and evaluate policies, and
- 4) Enhance professional ethics for strengthened accountability and transparency of development 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 and theses in English

■ **Accommodation: Dormitory of the KDI School**

KDI School offers on-campus dormitory for all international students. KOICA scholars of the Development Policy SP will share a double room with a roommate during the entire stay duration in 2021-2022.

## II. PROGRAM DETAILS

### 1. ACADEMIC SCHEDULE

\* The below schedule is subject to change. A detailed program schedule will be provided upon arrival.

Term		Schedule
Preparatory Period		Aug. 10 (Tue.) ~ Aug. 11 (Wed.)
		Aug. 12 (Thu.)
Fall Preliminary Session (4 Weeks: Aug.17~Sep.10,2021)		Aug.17 (Tue.)
		Aug. 17 (Tue.) ~ Sep. 03 (Fri.)
		Sep.07(Tue.)~Sep.10(Fri)
Fall Semester (13 Weeks: Sep.13~Dec.11,2021)		Sep.13(Mon.)
		Sep.13(Mon.)~Sep.18(Sat.)
		Nov.25(Thu.)~Dec.01(Wed.)
		Nov.29 (Mon.)~Dec.04 (Sat.)
		Dec.06 (Mon.)~Dec.11 (Sat.)
Winter Break (Dec.07, 2021 ~Feb.06, 2022)		Dec.07 (Tue.), 2021 ~Feb.06 (Sun), 2022
Spring Semester (12 Weeks: Feb.07~Apr.30, 2022)		Feb.07 (Mon.)
		Feb.07 (Mon.)~Feb.12 (Sat.)
		Apr.18 (Mon.)~Apr.20 (Wed.)
		Apr.18 (Mon.)~Apr.23 (Sat.)
		Apr.25 (Mon.)~Apr.30(Sat.)
Spring Break (1 week: May.02~May.07, 2022)		May.02 (Mon.)~May.07 (Sat.)
		May.05 (Thur.)~May.07 (Sat.)
Summer Semester (12 Weeks: May.09 ~ July.30, 2022)	1st Session	May.09 (Mon.)
		May.09 (Mon.)~May.14 (Sat.)
		Jun.06 (Mon.)~Jun.11 (Sat.)
		Jun.13 (Mon.)~Jun.18 (Sat.)
	2nd Session	Jun.20 (Mon.)
		Jun.20(Mon.)~Jun.25 (Sat.)
		Jul.18 (Mon.)~Jul.23 (Sat.)
		Jul.26 (Tue.)~Jul.30 (Sat.)
Summer Break (4 Weeks: Aug.01~Aug.27,2022)		Aug.01 (Mon.)~Aug.27 (Sat.)

Fall Semester (12 Weeks: Sep.12~Dec.03,2022)	Sep.12 (Mon.)	Start of Fall Semester
	Sep.12 (Mon)~Sep.17 (Sat.)	Course Add & Drop Period
	Nov.21 (Mon.)~Nov.26 (Sat.)	Reading Period
	Nov.28 (Mon.)~Dec.03 (Sat.)	Final Examinations
Commencement	Dec.09 (Fri.)	KDI School Commencement Ceremony
Departure	Dec. 16 (Fri)	Departure

## 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 development 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 keywords in the discourse of 21st century development. 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>

Category		MDP(Master of Development Policy)
Master's Degree Program in Economic Development Policy for Sustainable and Inclusive Growth	Module 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>• Governance and Institutions</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</li> <li>• Introduction to Data Science for Policymaking Using R</li> <li>• Input-Output Analysis</li> <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>• FDI Marketing and Promotion</li> <li>• Global Health and Development</li> <li>• Human Capital and Economic Development</li> <li>• Policies on Climate Change</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>• Policy Simulation</li> <li>• Economic Development in Historical Perspective</li> <li>• Korean Human Development</li> <li>• State Fragility and Development Policy</li> <li>• Institutional Reform in Developing Countries</li> <li>• Democracy, Political Mobilization, and Economic Development Korea's Experience</li> <li>• Asian Global Cities</li> </ul>
	9-18credits (3-6courses)	
Elective Courses		<ul style="list-style-type: none"> <li>• Elective courses except for foundationand module courses</li> </ul> :0-9 credits (0-3 courses)

Category	MDP(Master of Development Policy)
Research Project	Requirement: minimum 3 credits
	Options for satisfying the research component: • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • SRP (3 credits)
Language (If waived, one advanced level course is required.)	Requirement: 6 credits (2 courses)
	• Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	39 credits

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

#### 1) Student Networking Events Calendar 2021-2022

Fall Semester 2021	• Sports Day
	• International Food Festival
Winter Break 2022	• Home Visiting Program
Spring Semester 2022	• Orientation (Sejong City Tour, Korean Culture Presentation)
	• Hiking Day
	• K-water Tour
Spring Break 2022	• Home Visiting Program
	• Korea Field Research and Study (KFRS)
Summer Semester 2022	• Tour of the 3rd Tunnel
	• Song & Dance Festival
	• Visit to the National Assembly
Summer Vacation 2022	• Home Visiting Program
Fall Semester 2022	• Sports Day
	• International Food Festival
	• Hyundai Global Friendship Tour
Winter Break 2022	• 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.



## **III. TRAINING INSTITUTE**

### **1. GENERAL INFORMATION**

#### **1) 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. KDI has been rated by the Economist as one of the most influential research institutions in the world, 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. from top-tier universities in 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 each year, further promoting the internationalism of the school and the creation of a powerful global network.

2) Homepage: [www.kdischool.ac.kr](http://www.kdischool.ac.kr)

## **2. ACCOMMODATION**

### **On-campus Dormitory (Double Room)**

Students of KOICA Development Policy Scholarship Program(SP) will live in the KDI School dormitory. During the entire stay duration, you 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.

#### **- General Rooms (Double)**


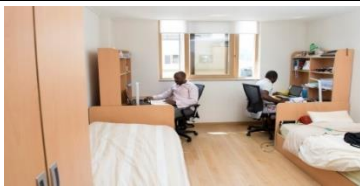
All general rooms are equipped with beds, closets, desks, bookshelves, its own shower and toilet, air conditioning and heating system, and internet connection (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms.

#### **- Communal Area (Sharing)**

- Communal Lounge: Communal 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 hang out. It also offers a comfortable atmosphere 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 residents can cook for themselves. It includes some tables, chairs, electric burners, electric cookers, toasters, ovens, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.
- Dining Lounge: Located next to communal kitchen where all residents can have their meals. It includes tables, chairs and a satellite TV.



Dormitory	General Rooms
	

### 3. OTHER INFORMATION

#### 1) Lecture Room sand Conference Halls

High-tech lecture rooms and video conference halls are available to make each class and conferences more effective. To ensure high-quality learning experience for students, all the classrooms were remodeled in 2020 to feature state-of-the-art technology and equipment, and now enables hybrid classes, including auto-tracking cameras, smart blackboards for digital annotation, room-wide beamforming microphone, and auxiliary displays to aid communication between the teacher and students.

Lecture Rooms	Conference Halls
	

Hybrid Lecture Rooms	Hybrid Lecture Rooms
	

## 2) Convenient Facilities

Computer Lab, Chambers, Prayer Room, Gym, Student Council Room and 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 lockers, 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 that are essential for student, faculty, and staff research. The KDI Library and the KDI School Library were integrated into the KDI Central Library in 2014 in order 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: <https://library.kdischool.ac.kr>)

- **Diverse Collections:** The Central Library has been outfitted with the latest technology and has a book capacity of over 263,890 books, 474,704 e-books, magazines and academic journals. Over 65% of the collection is written in English. The Central Library has the highest percentage of books per student among all the university libraries in Korea.
- **Hi-tech Library:** The Hi-tech Library has features that create a more convenient experience for students using the library. Students can learn and use advanced library technologies such as self-check-out & return, reservation pick-up and intelligent return. The library's mobile application is a multi-purpose software that allows users to access e-resources, e-attendance, and e-pay.

- Academic Database Workshops: The Central Library offers a wide variety of open database workshops designed to assist students.
- One-to-one Training in the use of Library Resources: It covers the necessary understanding students will require with regard to library searches, tips for improving search accuracy, and reference management tools. Students can improve their information literacy through this training program.
- External Cooperation: 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) Sejong Chungnam National University Hospital**

The Sejong Chungnam National University Hospital provides high quality clinical care to residents not only living in Korea but also foreign residents overseas with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. Sejong CNU Hospital will assist you 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>

- ※ Reservation is required prior to your visit.
- ※ Emergency Room operates 24 hours including weekends and holidays.

#### **5) 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 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, relationship problems, stress and anxiety, depression, grief and loss.

## **6) Student Health Services: On-Campus Health care Room**

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

- Location: 2nd floor in the Central Building (near Coffee Lab)
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and national holidays
- Available health services:
  - ① Treatment of minor or acute illnesses such as the following symptoms: common cold symptoms (fever, runny nose, sore throat, coughs, etc.), headaches, nausea & vomiting, indigestion, constipation & diarrhea, minor burns, muscle sprains, stomatitis, minor skin problems such as rashes or itchy skin, skin injuries including minor abrasions and cuts
  - ② First-aid for minor injuries
  - ③ A rest area for students who become ill and need a place to rest
  - ④ First-aid kits for dormitories
  - ⑤ Infection prevention and control of epidemic
  - ⑥ Medical support for school events
  - ⑦ Referrals to local medical specialists
  - ⑧ Individual health and wellness counseling

## **IV. ACADEMIC REGULATIONS**

### **1. ACADEMIC REGULATIONS**

#### **1) Attendance**

It is required for students to attend at least 5/6 of the class to be given a grade in each semester; failure to do so will result in an automatic "F."

Excused absences are only allowed up to 1/6 of the class for the **following reasons**, contingent upon the submission of an application form and any supporting documents to the Academic Affairs Division in advance and subsequently confirmed. In the event a student is absent for any of the reasons below:

- Medical reasons (contraction of diseases (visits to the school healthcare room is not a valid reason) and/or legal infectious diseases)
- Military commitment including army reservist training
- Marriage, childbirth and funeral for the student and student's immediate family, own children's official school events
- Company issue (including job interview, business trips, exams)
- Invited by and participating in an event organized by international organizations

#### **2) Graduation**

- Finish all your coursework in 4 semesters(17 months) and complete Research Project for graduation.
- For the Master's Degree, a student must maintain a GPA of 3.0 or above in each term during the first three terms to maintain admission 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)	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 shall be B- (2.67).

Grade	Point Value	Grade	Point Value	Grade	Point Value
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

### 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.

### **3. OTHERS**

All students are encouraged to make suggestions and give ideas. Paying keen attention to the quality of student life, KDI School is always eager to hear about students' school experience. KDI School students may voice their opinions on academic inconveniences, student services or facilities, any productive ideas that can help the School's development.

## ***V . REQUIRED DOCUMENTS***

**\* All documents should be sent to the KOICA Overseas Office or the relevant government office. You are NOT to send applications directly to KOICA Headquarters.**

### **1. APPLICATION ELIGIBILITY**

#### **1) Applicants should:**

- (1)Citizenship:** Be a citizen of the scholarship program target countries as designated by KOICA.
- (2)Government Nomination:** Be officially nominated by their governments.
  - Be a government official with more than 2 years of experience in the field of study
- (3)Level of Education:** Be a bachelor's degree holder or equivalent to college/university level educational background (a completed bachelor's degree of a minimum 3 year duration)
- (4)English Proficiency:** Have a good command of both spoken and written English.
  - must be able to take classes and write an academic thesis in English
- (5)Age & Health:** (preferably)Be under 40 years of age and in good health\*, both physically and mentally, to be able to complete the program. (Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program)
- (6)Has not participated in KOICA's scholarship program or any scholarship program hosted or funded by the Korean government previously.**
- (7)Not be a person who has withdrawn from KOICA's Scholarship Program.**
  - Person belonging to an institution in which candidates previously submitted false documents and returned to his/her country arbitrarily in the middle of the Scholarship Program cannot apply.

## 2. 2021 ADMISSION PROCESS (KST, KOREA TIME BASED)

*\*Since this has to align with KOICA's announcement, dates here are only tentative.*

Process	Dates
Step 1. Application Package Submission	Please refer to KOICA's Application Guideline for a detailed Admissions Schedule.
Step 2. Document Screening (University)	
Step 3. Document Screening Result Notification (University to KOICA)	
Step 4. Long-distance Interview (University)	
Step 5. Long-distance Interview Result Notification (University to KOICA)	
Step 6. Medical Check-up (local)	
Step 7. Admissions Notification	
▶ Post Admission	
Arrival in Korea/KOICA Orientation	August 10th~11th
Medical Check-up/Arrival at KDI School	August 12th
Preliminary Session	August 17th~ September 3rd
KDI School Orientation	September 7th~10th
First Day of Class	September 13th

## 3. REQUIRED DOCUMENTS

\* All original documents should be sent to a KOICA Overseas Office or relevant government office. Please refer to KOICA's Application Guideline as well for your application process.

- 1) Late applications will not be accepted; all required documents must be submitted by the deadline (Korea Standard Time).
- 2) All application forms must be typed in English. Handwritten applications are not acceptable.

### 3) All documents must be ORIGINAL.

※ Scanned or photocopied documents are not accepted. If you must retain the original document, please submit a notarized/apostilled document of the original. The notarized/apostilled documents must have an English explanation of the documents being authenticated.

- 4) All required documents must be sent in one package. Submit the documents in order (Do not use stapler or clip). Submitted documents will NOT be returned.

- 5) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admissions process.
- 6) Applicants must apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.
- 7) 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 parts of the application documents are missing, the application will not be submitted for evaluation.

### **3-1. STEP 1: Application Package Submission**

- Prepare all required documents for your admission package and fill out the Document Checklist. Check whether all information is correct.
- Submit the application package (including both KOICA and KDI School application forms and other required documents) to the KOICA Overseas Office or Korean Embassy (if KOICA office is unavailable) by the submission date.
- Scanned copies of application documents are not acceptable and academic documents must be authenticated by the issuing university (or by government authority, which conducts document authentication in the country where one earned his/her degree).

**\*\*\* Please refer to the 'Document Authentication Section' in page 22 of this PI.**

### **3-2. STEP 2: On-site Interview(KOICA)**

- Participate in an on-site interview by the KOICA Overseas Office or Korean Embassy. If the applicant lives in a country where there is no KOICA Overseas Office/Embassy or lives far from the capital city, he/she can be interviewed by phone after consulting a KOICA Overseas Office/Embassy in an adjacent country.

### **3-3. STEP 3: 1<sup>st</sup> Round – Document Screening**

- Applicants who have submitted their application package and were nominated by the KOICA Overseas Office (or Korean Embassy) as a result of on-site interview are considered for document screening.

- Document screening will be processed by KDI School. Application package as well as the on-site interview result will be thoroughly reviewed by the admissions committee of KDI School.
- Every component included in the application package will be evaluated, such as academic performance and work experience.

#### **3-4. STEP 4: 2<sup>nd</sup> Round – Interview**

- An opportunity for online or a phone interview will be offered only to those who have successfully passed the document screening.
- Details of the interview including a list of interviewees will be sent to the KOICA Overseas Offices, and interview arrangements will be made respectively.
- Online/Phone interview schedule will be notified individually by the KOICA Overseas Offices or Korean Embassy with a 2~3 day advance notice.

#### **3-5. STEP 5: Medical Check-up(Local)**

- Applicants who have successfully passed the 2nd round of the admissions process will be requested to have an additional medical check-up at the local hospital designated by KOICA. The hospital reservation and related information will be notified to the applicants individually, by an organization responsible for arranging the check-up schedule (TBA). Medical check-up fees will be covered by KOICA but the transportation and accommodation fees have to be covered by the applicants themselves.
- The medical check-up results will identify the applicants' health conditions, and KOICA will verify factors that may hamper the completion of the scholarship program. The final acceptance to the program will be confirmed after the medical check-up results are examined.
- The admissions status as a participant for this program will be finalized and acceptance for the program will be confirmed after the medical check-up.

#### **3-6. STEP 6: Admissions Notification**

- Admissions results will be notified to the KOICA Overseas Offices or Korean Embassy. Registration instructions, course registration and other necessary steps will be guided to individuals.

No	Documents to be Submitted for the Master's Degree Application	
1	<b>Document Checklist</b> You must use the official form provided by KDIS.	Required
2	<b>KOICA's Application Form</b>	Required by KOICA
3	<b>Official Recommendation Letter from Applicants' Government</b>	Required by KOICA
4	<b>KDI School's Application Form</b> You must use the official form provided by KDIS.	Required
5	<b>Statement of Purpose</b> Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. You must use the official SOP form provided by KDIS.	Required
6	<b>Original/Authenticated Undergraduate (Bachelor's degree of a minimum 3 years) Academic Transcripts with a grading system</b> - Academic transcripts (Bachelor's degree) must provide a record of all the courses throughout the years of studying. - Non-English based documents(original/certified) MUST be accompanied with authenticated English translations - 'Bachelor's degree' must be written on academic transcripts. <b>* Must Submit an official transcript containing the final CGPA</b> : Must submit an official document issued by the applicant's alma mater describing the university's grade system. (4.0 scale, 4.3 scale, 4.5 scale, 5.0 scale, 100% scale, US Grade(A+~F), Division(I / II / III/ Below Minimum Pass), and Class(1 <sup>st</sup> / 2 <sup>nd</sup> / 3 <sup>rd</sup> / Below Minimum Pass)).	Required * Document must be certified. Please read 'Document Authentication on page 22.'
7	<b>Original/Authenticated Undergraduate (Bachelor's Degree of a minimum 3 years) Degree Diploma/ Certificate of Graduation (a completed bachelor's degree)</b> - Certificate of Graduation must indicate your graduation date and degree type (You must be a bachelor's degree holder). The certificate must indicate 'Bachelor's Degree' or 'Equivalent to a Bachelor's Degree.' - Non-English based documents (original/certified) must be accompanied with authenticated English translations	Required * Document must be certified. Please read 'Document Authentication on page 22.'
8	<b>One Recommendation Letter</b> - Recommendation letter should provide information about candidates' performance in professional settings. Therefore, your recommendation letter(s) can be from an individual who has known you in a professional context or from a college or university instructor who has known you in an academic context. <b>* You must use the official recommendation form provided by KDIS. The letter must be sealed(Do not Open). Please send the sealed letter with other required documents to the KOICA Overseas Office or relevant government office.</b>	1 letter is required
9	<b>Employment Verification</b> - This document demonstrates one's employment status as a government official and their years of working experience. - The employment period and name of position must be specified. - The verification should indicate the employment category. (e.g. public, private, NGO, etc.) - HR officer or supervisor of the applicant should write and sign the verification letter. The document must be stamped and signed by the HR officer or supervisor and the stamp and signature must be original. - You must use the official employment verification form provided by KDIS.	Required
10	<b>Two Photos (Size: 3cm x 4cm) &amp; Photo File (jpg)</b>	Required

11	<b>Copy of Passport</b> - The copy must clearly show your photo, full personal information, expiration date (important), and signature. * Your passport must be valid for at least 6 months as of 13 September 2021. * There must be no problem issuing a 'Certificate of Admission' and visa with the passport information you provide. * <i>Please check visa regulations and required documents to stay in Korea in advance. Please refer to KOICA's Application Guideline as well.</i>	Required
12	<b>Original/Authenticated English proficiency score report (TOEFL IBT, TOEFL PBT, TOEFL CBT, TOEFL ITP, TOEIC, TOEIC Speaking, TEPS, New TEPS, IELTS, OPIC, PTE Academic(Pearson English Language Test), Cambridge English Exam Score Report) or Medium of Instruction (MOI)</b> - Tests must have been taken within 2 years of the start date of the semester. The semester starts in September 2021, so tests must be dated in or after September 2019. - Score report must be the original document, not a photocopy. - Applicants could submit an official MOI(Medium of Instruction; MOI) issued by undergraduate universities to prove that all courses are fully instructed in English instead. (MOI must be original or certified). * <i>You need to check if you are required to submit an English Score Report to the Embassy of the Republic of Korea in your country to apply for a visa to stay in Korea. (e.g. Pakistan)</i>	Strongly Recommended *If submitted, you must send the original English Score Report OR original /certified MOI

#### ■ DOCUMENT AUTHENTICATION

: If the academic documents are issued by one of the countries in the link(Apostille Country List) below, the academic transcripts and degree diploma must be: (1) certified by the Korean embassy or consulate in the respective country, (2) certified by the respective embassy in Korea, (3) apostilled by a designated office, or (4) certified by the Ministry of Education of the People's Republic of China (China only).

**\* Please check the updated Apostille country list & information here(Be sure to check if you are the case for Apostille Document Authentication as of the latest date):**

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

Document Authentication Process	
Applicants from <u>Apostille member nations</u> must authenticate their academic documents as below:	<u>All other applicants</u> must authenticate their academic documents as below :
Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)	Authenticated by the issuing institution with official seal or signature
OR	OR
Authenticated by Korean embassy or consulate with official seal or signature	Authenticated by designated government authorities in the country where one earned his/her degree from
OR	OR
Authenticated by embassy of the country where one earned his/her degree from	Authenticated by embassy of the country where one earned his/her degree from
OR	OR
Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)	Authenticated by Korean embassy or consulate with official seal or signature
OR	OR
Authenticated by notary public	Authenticated by notary public



## **VI. CONTACTS**

### **1. CONTACT INFORMATION**

#### **1) Korea International Cooperation Agency (KOICA)**

- **Program Manager: Ms. Hawon Kim, Scholarship Program Team**
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- Tel: +82-31-740-0679
- E-mail: [hkim@koica.go.kr](mailto:hkim@koica.go.kr)
- Homepage: <http://www.koica.go.kr>
  
- **Program Coordinator: Mr. Dongyoon Kang**
- Tel: +82-(0)2-6916-9696
- Fax: +82-(0)2-6916-9634
- E-mail: [alexkang@koworks.org](mailto:alexkang@koworks.org)

#### **2) KDI School of Public Policy and Management (KDIS)**

- **Program Manager(Admissions Division): Ms. Dain Lee**
- Address: 263 Namsejong-ro, Sejong, 30149, Republic of Korea
- Tel: +82-44-550-1211 or +82-44-550-1220
- Email: [koica.admissions@kdis.ac.kr](mailto:koica.admissions@kdis.ac.kr)
- Main Website: <http://www.kdischool.ac.kr>
  
- **Program Manager(Student Affairs Division, Student Services): Ms. Jinjoo Park**
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- Fax: +82-44-550-1232
- Email: [studentaffairs@kdischool.ac.kr](mailto:studentaffairs@kdischool.ac.kr)

*\* The schedule in this PI (Program Information) is subject to changes made to the schedules of KOICA and KDI School of Public Policy and Management.*