

সচিবের দপ্তর	
পরিকল্পনা বিভাগ, পরিকল্পনা মন্ত্রণালয়	
প্রধান, কার্যক্রম/শিল্প ও শক্তি/আর্থ-সামা/ ভৌত অবঃ/সাধাঃ অর্থনীতি/কৃষি বিভাগ	
অতিঃসচিব-১/অতিঃসচিব-২/অতিঃসচিব-৩	
যুগ্ম-সচিব (প্রশাঃ/পিটি/সমন্বয়/বাজেট/আইটি)	
যুগ্ম-প্রধান (একনেক)/যুগ্ম-সচিব (এনইসি)/পি.এস.	
ডায়েরী নং- ২৫০৮	তারিখ- ০৫/০৮/২০১৮

অতিঃসচিব

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
বিদেশ প্রশিক্ষণ অধিশাখা
www.mopa.gov.bd

পরিকল্পনা বিঃ	
পিঃ শাখা	
ডায়েরী নং- ৫৪	
তারিখ- ০৫/০৮/২০১৮	

নং- ০৫.০০.০০০০.২০২.০০.০৩৬.১৫-১৮৮

তারিখ: ০৫/০৮/২০১৮খ্রি.

বিষয়: বৈদেশিক প্রশিক্ষণের সুযোগ বরাদ্দ।

সূত্র: অর্থনৈতিক সম্পর্ক বিভাগের পত্র : ০৯.০০.০০০০.১৮৮.২৫.০০৮.১৮-৯৩১, তারিখ: ২৫/০৩/২০১৮ খ্রি.

উপর্যুক্ত বিষয় ও সূত্রের পরিপ্রেক্ষিতে নির্দেশক্রমে জানানো যাচ্ছে যে, দক্ষিণ কোরিয়া অনুষ্ঠেয় নিম্নবর্ণিত মাস্টার্স কোর্সের সুযোগ নিম্নোক্ত ছকের ৬নং কলামে বর্ণিত মন্ত্রণালয়/বিভাগ এর অনুকূলে বরাদ্দ করা হয়েছে:

ক্রমিক নং	প্রশিক্ষণের নাম, স্থান ও মেয়াদ	অর্থায়নকারী সংস্থা	অর্থনৈতিক সম্পর্ক বিভাগে মনোনয়ন প্রেরণের শেষ তারিখ	সুযোগ সংখ্যা	বরাদ্দকৃত মন্ত্রণালয়/বিভাগ
০১	০২	০৩	০৪	০৫	০৬
০২	"KOICA-KDI School Master's Degree Program in Regulation Management for Economic Development" Duration: August 01, 2018 to December 27, 2019.	KOICA Korea.	১২ এপ্রিল ২০১৮	০১টি	পরিকল্পনা বিভাগ

০২। উল্লিখিত প্রশিক্ষণের সংশ্লিষ্ট কাগজপত্র এসাথে সংযুক্ত করা হলো।

০৩। বর্ণিত মন্ত্রণালয়/বিভাগকে মনোনীত কর্মকর্তাগণের নামসহ যাবতীয় তথ্য নির্ধারিত ফরমে যথাযথভাবে পূরণ করে প্রার্থীর আবেদন ফরমের ০৩ সেট মূল কপি, পাসপোর্টের কপি ও প্রয়োজনীয় কাগজপত্রসহ ৪নং কলামে বর্ণিত তারিখের মধ্যে নিম্নরূপ নির্দেশনা অনুসরণপূর্বক সরাসরি অর্থনৈতিক সম্পর্ক বিভাগে প্রেরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো :

- ক) জনপ্রশাসন মন্ত্রণালয়ের ২৯/৮/৯২ খ্রি.তারিখের স্মারক নং-৮০/৯২-৫১৮(৫০০) নং আদেশ এবং ১২ মে ২০০৩ তারিখে প্রকাশিত গেজেটে (জনপ্রশাসন মন্ত্রণালয়ের বিদেশ প্রশিক্ষণ গবেষণা শাখা) জনপ্রশাসন প্রশিক্ষণ নীতিমালার আলোকে এ বিষয়ে প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।
- খ) বিদেশ প্রশিক্ষণে কর্মকর্তা মনোনয়ন বিষয়ে প্রধানমন্ত্রীর কার্যালয়ের ১৯ জুন, ২০১১ খ্রি. তারিখের ০৩.০৬৯.০২৫.০৬.০০.০০৩.২০১১-১৪৪ (৫০০) সংখ্যক পত্রের মর্মানুসারে প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ করা হলো।
- গ) জনপ্রশাসন মন্ত্রণালয়ের প্রজ্ঞাপন নং-০৫.০০.০০০০.২১১.২২.১০৬.২০০৮-৩৩৯, তারিখ ০৬/১২/১৫ মোতাবেক চাকরিতে প্রবেশের পর প্রেষণ/শিক্ষাছুটিতে একটি মাস্টার্স ডিগ্রী সম্পন্ন করেছেন এমন কর্মকর্তার মাস্টার্স এর জন্য আবেদন করার প্রয়োজন নেই।

সংযুক্তি: বর্ণনামতে।

অতিরিক্ত সচিব (পিটিসি) এর দপ্তর	
ডায়েরী নং- ৫২১ তারিখ: ০৫/০৮/২০১৮	
উপসচিব - পিটি	
সিনিয়র সহকারী সচিব - পিটি	
সিনিয়র সহকারী প্রধান - পিটি	
প্রশাসনিক কর্মকর্তা - পিটি	
প্রশাসনিক কর্মকর্তা - পিটিসি	
ব্যক্তিগত কর্মকর্তা - পিটিসি	

ড. আবদুল হামিদ
যুগ্মসচিব
ফোন: ৯৫৭৪৪২৬
sasft.mopa@gmail.com

সচিব
পরিকল্পনা বিভাগ
শেরে বাংলা নগর, ঢাকা।

সদয় অবগতি ও প্রয়োজনীয় কার্যার্থে অনুলিপি প্রেরণ করা হলো:

১। সচিব, অর্থনৈতিক সম্পর্ক বিভাগ, শেরেবাংলা নগর, ঢাকা (দু.আ. সহকারী প্রধান, বৃত্তি-১ শাখা)।

মোহাম্মদ হোসাইনুল ইসলাম
উপ সচিব
পরিকল্পনা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

KOICA 118- 143

March 19, 2018

Mr. Zahidul Haque
Additional Secretary (Asia, JEC, F & F)
Economic Relations Divisions
Ministry of Finance, Dhaka

Subject: Offer for “KOICA – KDI School Master’s Degree Program in Regulation Management for Economic Development”

Dear Mr. Haque,

With reference to the Korea International Cooperation Agency’s (KOICA) Master’s Degree Program entitled, “**KOICA – KDI School Master’s Degree Program in Regulation Management for Economic Development**”, I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the participants that are to be selected **should be government employees with a minimum of 2 years of experience in the field of study, have a completed Bachelor Degree, must be fluent in English language and be preferably under 40 years of age. Applicants with more than 3 years of experience in Ministry of Planning or any regulation-related departments will have preference for selection.** In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. KDI School of Public Policy and Management may select up to **maximum 2 participants out of the maximum 4 candidates nominated by ERD** for the following program to be held in Korea:

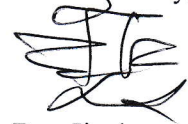
No.	Course duration	No. of allocations	Relevant Ministries	Last date for application
1.	August 1, 2018 ~ December 27, 2019	4 (four)	1. Ministry of Planning 2. Other relevant ministries	April 12, 2018

Academic regulations, required documents and procedure for applicants are stated in the attached program outline. Nomination of candidates should be sent to KOICA Bangladesh Office along with the complete application package including the **applicants’ passport copies (THREE (3) sets of ORIGINAL applications should be signed & attested)**. Please ensure that **ALL the original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office**. In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

Furthermore, in reference to letter KOICA 114-379, dated, May 21, 2014, you are kindly requested to please copy all the ERD's offer letters to line ministries and others concerning the training programs of KOICA Office as this would be very helpful to follow up measures by KOICA in any case.

Your kind and necessary measures in this regard will be highly appreciated.

Sincerely,



Bae Jin-hyeon

Deputy Country Director



Enclosures:

1. KOICA application form
2. KDIS application form
3. Statement of purpose
4. Recommendation form
5. Employment verification
6. Program information

KOICA-KDIS Master's Degree Program in Regulation Management for Economic Development

August 1, 2018 – December 27, 2019

Sejong & Seongnam, 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 Regulation Management for Economic Development**

■ **Duration**

- **Stay duration: August 1, 2018—December 27, 2019 (17 months)**

During 17 months in KDI School of Public Policy and Management, students are strongly recommended to complete their thesis.

- Academic duration: August 8, 2018—December 6th, 2019 (17months)

In accordance to the university regulations, the diploma will be issued in February 2020.

■ **Degree: Master of Public Management (MPM)**

■ **Objectives**

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

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

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

■ **Qualification: Applicants who meet the qualifications of KOICA**

**Applicants who have more than 3 years of experience in the Ministry of Planning, Ministry of Interior, or any regulation-related departments will have preference for selection*

■ **Language: English fluency that requires no translation**

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

The KDI School offers on-campus dormitory for all international students.

For KOICA scholars in particular, KDI School will exclusively assign a single room. Though they will share a room with another student in the first semester, KOICA students will be assigned to a single room starting from the second semester. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

**Participants must cover the room utility bill (electricity, water, etc) in case of exceeding 100,000won per month.*

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term		Schedule	
Fall Preliminary Session (3.5 Weeks: Aug.08~Aug.31,2018)		Aug.08 (Wed.)	Preliminary Orientation for New Students
		Aug.27 (Mon.)~Aug.31 (Fri.)	Fall Orientation for New Students
Fall Semester (13 Weeks: Sep.03~Dec.01,2018)		Sep.03(Mon.)	Start of Fall Semester
		Sep.03 (Mon.)~Sep.09 (Fri.)	Course Add & Drop Period
		Nov.15 (Thu.)~Nov.21 (Wed.)	Course Evaluation
		Nov.19 (Mon.)~Nov.24 (Sat.)	Reading Period
		Nov.26 (Mon.)~Dec.01 (Sat.)	Final Examinations
Research Internship (Dec.2, 2018 ~Feb.10, 2019)		Dec.2 (Sun.), 2018 ~Feb.10 (Sun.), 2019	Winter Break & Research Internship
Spring Semester (12 Weeks: Feb.11~May04, 2019)		Feb.11 (Mon.)	Start of Spring Semester
		Feb.11 (Mon.)~Feb.16 (Sat.)	Course Add & Drop Period
		Apr.22 (Mon)~Apr.27 (Sat)	Summer Semester Course Registration
		Apr.22 (Mon)~Apr.27 (Sat)	Reading Period
		Apr.29 (Mon)~May04 (Sat)	Final Examinations
Spring Break (1 week: May06~May13, 2019)		May6 (Mon.)~May11 (Sat.)	Spring Break
Summer Semester (12 Weeks: May13 ~ Aug.03, 2019)	1st Session	May13 (Mon.)	Start of 1 st Summer Session
		May13 (Mon.)~May15 (Wed.)	Course Add & Drop Period
		Jun.17 (Mon.)~Jun.18 (Tue.)	Reading Period
		Jun.19 (Wed.)~Jun.22 (Sat.)	Final Examinations
	2nd Session	Jun.24 (Mon.)	Start of 2 nd Summer Session
		Jun.24 (Mon.)~Jun.26 (Wed.)	Course Add & Drop Period
		Jul.29 (Mon.)~Jul.30 (Tue.)	Reading Period
		Jul.31 (Wed.)~Aug.3 (Sat.)	Final Examinations
Intensive Training Period (4 Weeks: Aug.4~Aug.31,2019)		Aug.04 (Sun.)~Aug.31 (Sat.)	Summer Break
		Aug.6 (Tue.)~Aug.9 (Fri.)	Korea Field Research & Study (KFRS)
Fall Semester (13 Weeks: Sep.2~Sep.30,2019)		Sep.23 (Mon.)	Start of Fall Semester
		Sep.02 (Mon)~Sep.07 (Sat.)	Course Add & Drop Period
		Nov.18 (Mon.)~Nov.23 (Sat.)	Reading Period
		Nov.25 (Mon.)~Nov.30 (Sat.)	Final Examinations
Commencement		Dec.06 (Fri.)	KDI School Commencement Ceremony

*The schedule above is subject to change.

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

2. CURRICULUM

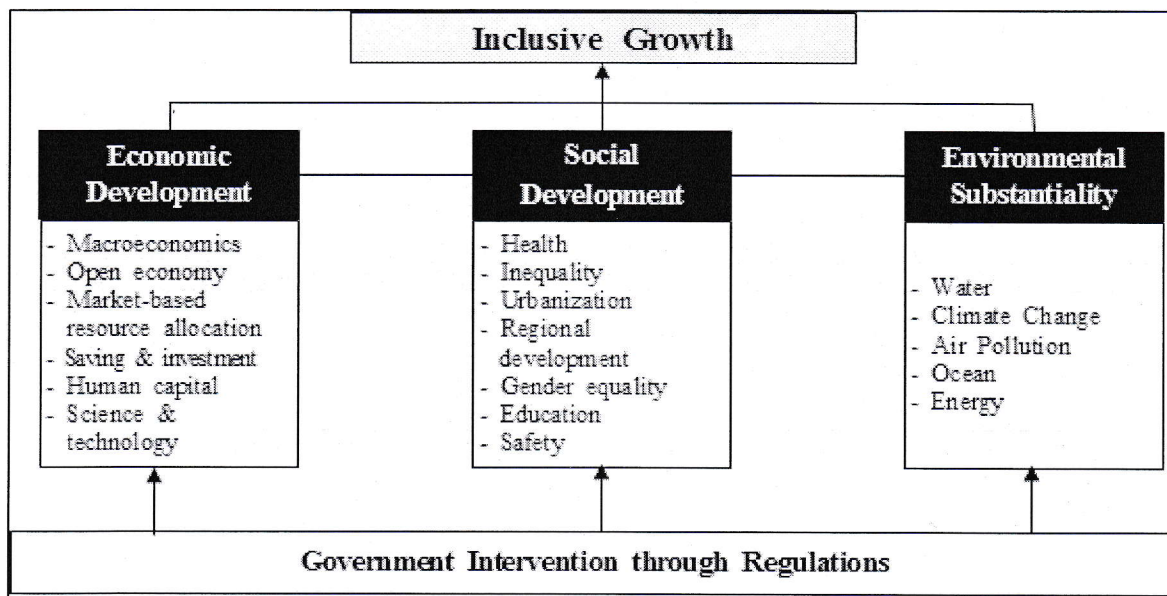
1) Curriculum

• Degree: Master of Public Management (MPM)

The MPM program is designed to provide global perspective and professional expertise in public management. The program is highly regarded both in and outside Korea, particularly among developing nations and government officials. Faculty members with outstanding research backgrounds and empirical knowledge offer a leading curriculum that integrates theory and practice.

• Concentration: Regulation Management for Economic Development

Regulation is one of the most significant policy instruments through which the government attempts to attain their goal. Drawing up the roles between the public and the private sectors, regulation policies have the power to either accelerate or hamper a country's growth. This program aims to first 1) examine the dynamics of market economy and regulations, 2) study a variety of policy environments where regulations come into play, and to 3) explore ways to efficiently design, implement, and evaluate regulations, so that the scholars may become a regulation expert in their respective fields who can create the opportunities and manage the risks for economic development of their country.



* The curriculum above is subject to change.

2) Graduation Requirements and Credits

Category	MPM : Regulation Management for Economic Development
Foundation Courses	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Public Organizations and Management • Introduction to Research Methods
Core Courses	Requirement: 15 credits (5 courses)
	<ul style="list-style-type: none"> • Analysis of Market and Public Policy • Policy Process Analysis • Cost-benefit Analysis for Policy Decision Making • Regulation: Theory and Practice • Korean Economic Development
Elective Courses	Requirement: up to 12 credits (4 courses)
	<p>Options for areas of study:</p> <ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industry Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) • SD (Sustainable Development) • ID (International Development) • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)
Research Project	Requirement: 6 credits
	<p>Options for satisfying the research component:</p> <ul style="list-style-type: none"> • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • 1 course (3 credits) + SRP (3 credits) • SRP (3 credits) + SRP (3 credits)
Language	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	45 credits

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- **Student Networking Program**

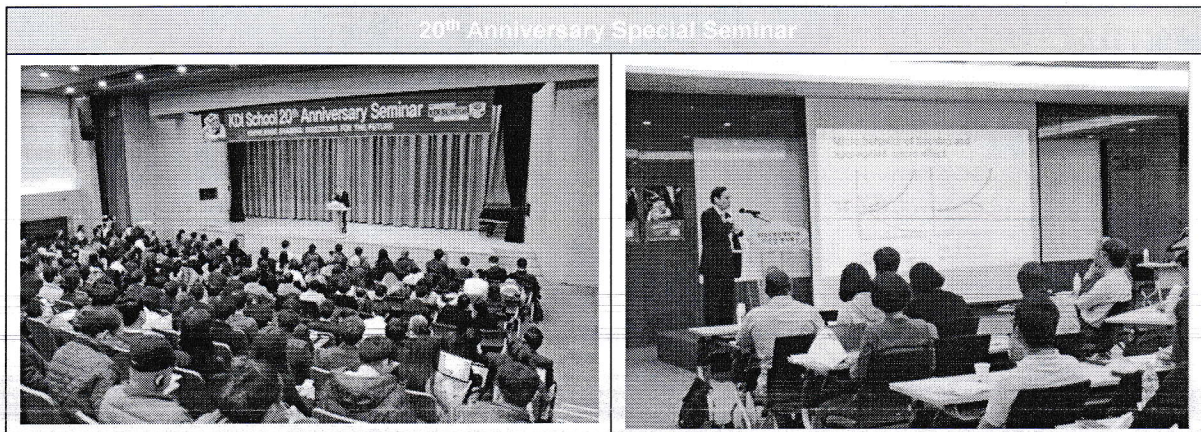
- 1) Home Visiting Program
- 2) Sports Day
- 3) Mountain Hiking
- 4) Song & Dance Festival
- 5) International Food Festival
- 6) Happy Hour

- 7) Buddy Program
- 8) Various Club Activities
- 9) Site Visit & Cultural Event



- **Special Lectures and Seminars**

- Experts are invited from home and abroad to give special lectures so that students can gain insights into their research fields. The lectures are held usually twice per a month and deal with diverse topics.
- In the research seminars, one of the school faculty members or the experts from other institutes present their research outcomes.
- Both are open to everyone so that participants can 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 (from more than 70 countries) each year, further promoting the internationalism of the school and the creation of a powerful global network.

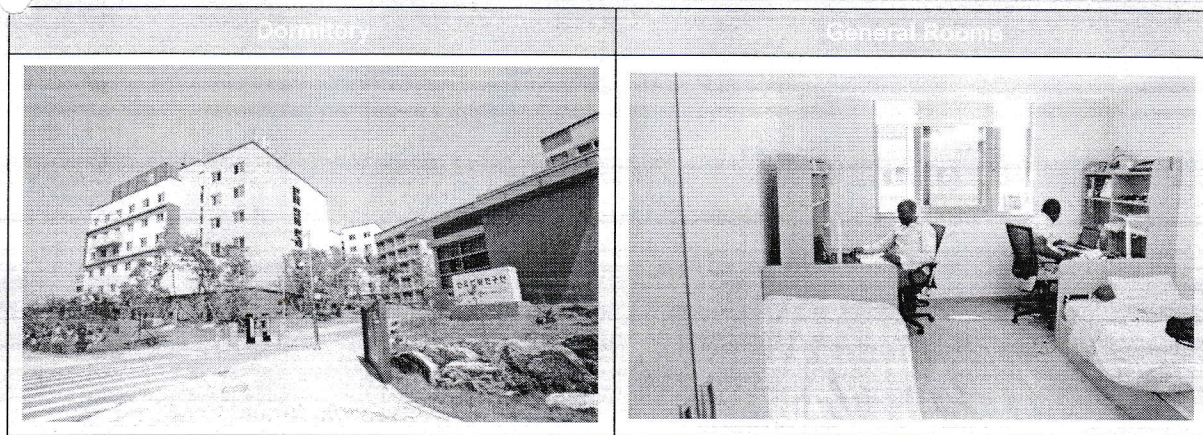
2) Homepage: <http://www.kdischool.ac.kr/>

2. ACCOMMODATION

The KDI School offers on-campus dormitory for all international students.

For KOICA scholars in particular, KDI School will exclusively assign a single room. In the first semester you will share a room with another student, but starting from the second semester, you will be assigned to a single room. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

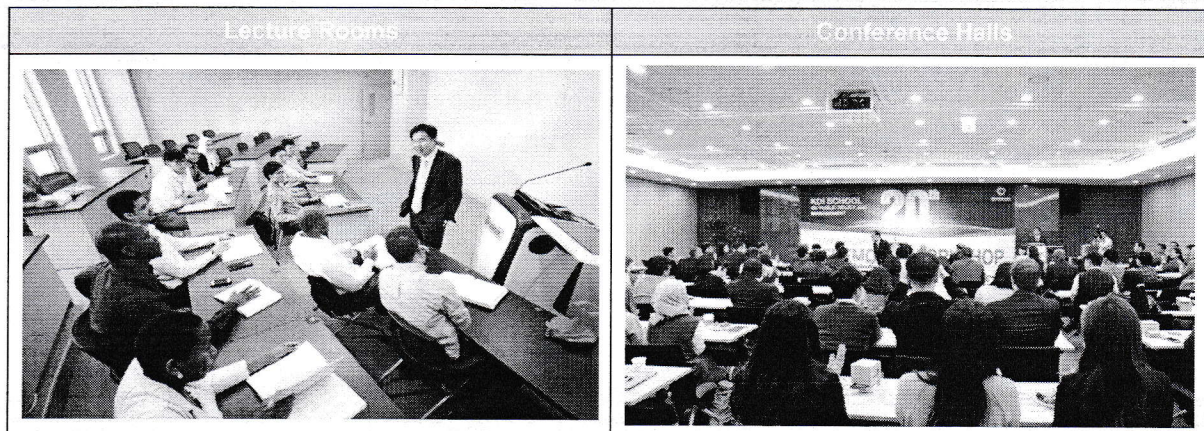
- **General Rooms:** All general rooms are double occupancy and are equipped with beds, wardrobes, desks, bookshelves, its own shower and a toilet, an air conditioning and a heating system, and an internet (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms. During your first semester, you will share a double room with your roommate.
- **Single Rooms:** Single rooms come with beds, wardrobes, desks, bookshelves, its own shower and a toilet, an air conditioning and a heating system (electrical outlets: 220V). For the second year, you will use a single room by yourself.
- **Student Lounge:** Student lounges located on the 3rd and 5th floor of each buildings are a place 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 residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, a satellite TV, and a public phone.



3. OTHER INFORMATION

1) Lecture Rooms and Conference Halls

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



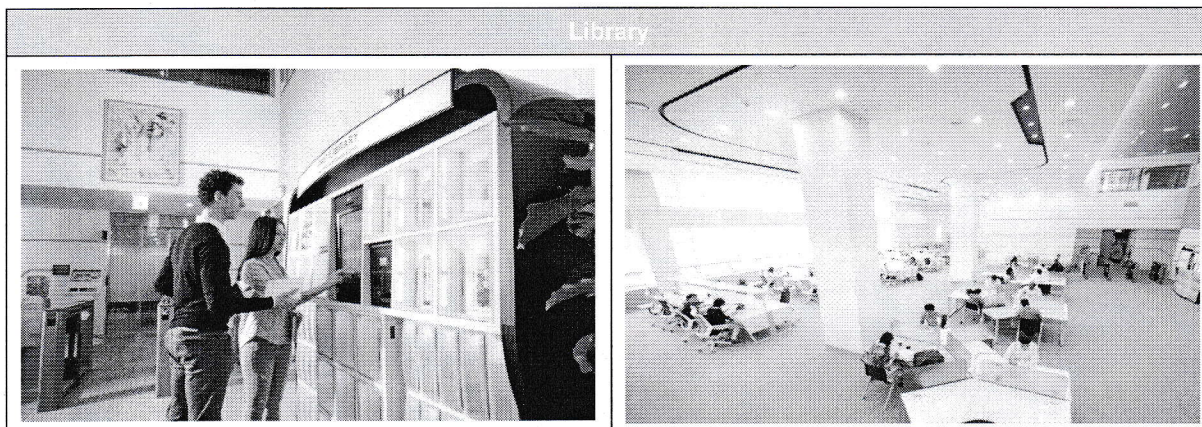
2) Convenient Facilities

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 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 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: <http://library.kdischool.ac.kr>)

- **Diverse Collections:** The Central library has been pampered with a featured technology with a book capacity of over 236,183 books, 358,150 e-books, magazines, and academic journals. Over 67% of the collections is written in English.
- **Hi-tech Library:** The Hi-tech Library has features that create a more convenient experience in the library where students can learn advanced library technologies such as self-check-out & return, reservation pick-up and intelligent return. Mobile application is a multi-purpose software that allows users to access e-resources, e-attendance, and e-pay.
- **Collaborated Academic Class and Seminar:** The Collaborated Academic Class and Seminar Central library provide not only database workshops, but also cooperative classes with regular courses on academic writing.
- **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) Health Care

- **On-campus Healthcare Room**

Students with minor injuries and ailments can get a medical service at a health care room located on the 2nd floor of the Central Building.

- **Sun Healthcare International (15 minutes away)**

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

- **Less Waiting Time:** The International Clinic Office will provide a separate service for all international patients.

- **Less Language Barrier:** A designated assistant will provide individual escort service within the hospital, explaining and translating necessary information

※ *Emergency center operates 24 hours (No service during holidays).*

5) Student Counseling Service

The KDI School provides a Counseling Service 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 the 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, relationship problems, stress and anxiety, depression, grief and loss.

IV. 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 disease, 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

- 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 and a Ph.D. degree shall be as follows, which may include up to six research credits.

Degree	Program	Credits Required
Master	Master of Development Policy (MDP) Master of Public Policy (MPP) Master of Public Management (MPM)	45 credits
Ph.D.	Ph.D. in Development Policy, Ph.D. in Public Policy	36 credits

3) Grade

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	-

- 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).

2. Participants' 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.

3. Others

The KDI School welcomes any suggestions and opinions that students may have via "Suggestions Welcome" board on the KDI School webpage and tries to integrate them into the school's administration as much as possible. 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 regional KOICA office or the relevant government office

No.	Type of Documents	Required/Optional
1	KOICA's Application Form	Required
2	KDI School's Application Form [Form1]	Required
3	Statement of Purpose [Form2] Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. (Official form is available at KDI School's admissions website.)	Required
4	Certified Copies of Academic Transcript - Academic transcripts must provide a record of all the courses throughout the years of studying. - Photocopies must be authenticated with an official seal and signature by a designated office. <i>(Please read the 'important notes' below.)</i>	Required
5	Certified Copies of Degree Diploma or Certificate of Expected Graduation - Certificate of Expected Graduation must indicate anticipated graduation date and degree type - Photocopies must be authenticated with an official seal and signature by a designated office. <i>(Please read the 'important notes' below.)</i>	Required
6	One Recommendation Letter [Form3] Recommendation letter should provide information about candidates' performance in professional settings. (Official form is available at KDI School's admissions website.)	Required
7	Two Photos (Size: 3cm x 4cm)	Required
8	Copy of Passport	Required
9	Employment Verification [Form4] - Employment verification should demonstrate one's employment status as a government official and their years of working experience (Official form is available at KDI School's admissions website.)	Required
10	TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report - Score report must be an original copy, not a photocopy. - An original or notarized copy of 'Certificate of Medium of Instruction' can be submitted instead.	Strongly Recommended (optional)

- Important notes

- If the academic documents are issued by one of the countries in the box 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).

China, the Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru

**Note: Those who earned their degrees from universities in countries other than those mentioned above must have their academic documents authenticated by the issuing institute.*

- Late applications will not be accepted; all required documents must be submitted by the deadline.
- All application forms must be typed in English.
- Non-English based documents must be accompanied with notarized English translation.
- All required documents must be sent in one package.
- Submitted documents will NOT be returned.
- 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 candidacy.
- If any required documents are found to be false or counterfeit, admission to the KDI School will be cancelled.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Mr. Keonhee LEE**

Capacity Development Program Team

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, 461-833 Gyeonggi-do, Republic of Korea

· Tel: +82-31-740-0588

· Fax: +82-31-740-0595

· E-mail: leon@koica.go.kr

· Homepage: <http://www.koica.go.kr>

- **Program Coordinator: Ms. SuYeon PARK**

International Exchange Promotion Association

· Tel: +82-31-777-2647

· Fax: +82-31-740-0996

· E-mail: psy8811@global-inepa.org

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

- **Admissions Division**

263 Namsejong-ro, Sejong, 30149, Republic of Korea

- Email: koica.admissions@kdis.ac.kr

- Phone: +82-44-550-1281

- Fax: +82-44-550-1223

- Main Website: <http://www.kdischool.ac.kr/>

- Admissions Website: <http://admissions.kdischool.ac.kr/>

- **Student Affairs Division (Student Services)**

263 Namsejong-ro, Sejong, 301 49, Republic of Korea

- Email: studentaffairs@kdischool.ac.kr

- Phone: +82-44-550-1253

- Fax: +82-44-550-1232

*The schedule in PI (Program Information) is subject to change according to the KOICA and KDI School of Public Policy and Management Schedule.



[KDI School Application Form]

I. PERSONAL INFORMATION

Degree	<input checked="" type="checkbox"/> Master's		Program	<input type="checkbox"/> Public Management (MPM)		Photo 3cm*4cm
Category	KOICA – KDIS [FALL 2018]					
Name	(Family Name) (Given Names)					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		Nationality			
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Single		Place of Birth (Country)			
PassportNo			AlienReg.No.	(If applicable)		
E-mail			MobilePhone	Date of Birth (Year/Month/Day)		(//)
Home	Phone			PostalCode		
	Address					
Office	Phone			PostalCode	Fax	
	Address					
Preferred Interview Type (Please choose either Skype or Phone)				<input type="checkbox"/> Phone <input type="checkbox"/> Skype		
Interview Contact Info.	Phone				Skype ID	
Postal Address where you want to receive the acceptance letter and the admissions package			<input type="checkbox"/> Home or <input type="checkbox"/> Office	Residency (Please select)	<input type="checkbox"/> Korea <input type="checkbox"/> Outside Korea	

II. ACADEMIC HISTORY (Please enter current or most recent degree first.)

Type (Please select)	School	Dates Attended (Year/Month ~ Year/Month)	Major	%Scale	GPA
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph.D. <input type="checkbox"/> Exchange <input type="checkbox"/> Transfer <input type="checkbox"/> Others					
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Ph.D. <input type="checkbox"/> Exchange <input type="checkbox"/> Transfer <input type="checkbox"/> Others					

※ Please check if English is the primary language of instruction at this institution

III. EMPLOYMENT CATEGORY

Please check current or most recent employment **category**.

Government Public Corp. Public Org. Public Bank Financial Institution
 NGO/IGO Others

Please check current or most recent employment **subcategory**.

KDI School of Public Policy and Management

263, Namsejong-ro, Sejong, Korea (ROK), 30149

Email: koica.admissions@kdis.ac.kr Website: <http://admissions.kdischool.ac.kr/>



Check	Field of Profession	Check	Field of Profession
	Administration		Construction
	Management, Accounting, Office Administration		Mechanical Engineering
	Finance, Insurance		Material Engineering
	Education, Natural Science, Social Science, Research		Chemical Engineering
	Law, Police, Fire Services		Textiles, Garments
	Health, Medical Services		Electric Electronic
	Social Welfare, Religion		Information and Communications (IT)
	Culture, Art, Design		Food Processing
	Driving, Transportation, Logistics		Environment, Presswork, Timber, Furniture, Crafts, Production
	Business, Sales		Agriculture, Forestry, Fishery
	Security, Room Maintenance (Housekeeping)		Military Service
	Beauty, Lodging, Travel, Amusement, Sports		Unemployed
	Restaurant		

IV. EMPLOYMENT HISTORY (Please list most recent or current employment first.)

Category (Please Select)	Organization	Dates Employed (Year/Month ~Year/Month)	Department	Position/Title
<input type="checkbox"/> Public <input type="checkbox"/> Others				
<input type="checkbox"/> Public <input type="checkbox"/> Others				

*Please ensure the information above is accurate and note that public sector includes government ministries.

Have been working for 3 or more years in the public sector or currently employed at the level of division-head or higher in the public sector?
 YES NO
** If you checked yes, please send us an original copy of an employment verification letter demonstrating your employment history.*

V. STANDARDIZED TEST SCORE (If applicable.)

Test	Score	Date (Year/Month/Day)
<input type="checkbox"/> TOEFL(PBT) <input type="checkbox"/> TOEFL(CBT) <input type="checkbox"/> TOEFL(IBT) <input type="checkbox"/> TOEIC <input type="checkbox"/> TOEIC Speaking <input type="checkbox"/> IELTS <input type="checkbox"/> TEPS <input type="checkbox"/> TEPS Speaking <input type="checkbox"/> OPIc <input type="checkbox"/> Medium of Instruction	/	

VI. References (Please enter the information of your recommenders who are writing the recommendation letters for you.)

Name	Organization	Position	Phone	E-mail

VII. SURVEY

<p>1. Which field are you interested in? (Please choose one only.)</p>	<input type="checkbox"/> Sustainable Development <input type="checkbox"/> International Development <input type="checkbox"/> Finance and Macroeconomic Policy <input type="checkbox"/> Trade and Industry Policy <input type="checkbox"/> Public Finance and Social Policy <input type="checkbox"/> Regional Development and Environment <input type="checkbox"/> Public Administration and Leadership <input type="checkbox"/> Strategic Management <input type="checkbox"/> Global Governance and Political Economy
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2. How did you hear about the KDI School?
(You may choose up to two.)

- KDI School Students or Alumni
- Participants of KDI School Non-degree program
- KDI School Faculty or Staff
- KDI School Open House
- Government or Public Organization
- Internet Source
- Newspaper
- Others (_____)

VIII. Recommended by KDI School Members

(If you've been recommended by one of the KDI School members, please enter his/her information.)

Name	Admission Year (only if alumni/student)	Major (only if alumni/student)	Remark

Statement of Purpose

KDI School of Public Policy and Management

263 Namsejong-ro, Sejong, 339-007, South Korea

Phone: 82-44-550-1263/1220

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

The Statement of Purpose should be typed or printed legibly in **English** (A4, double-spaced, single-sided). This statement must be written solely by the applicant. Any assistance from others will be grounds for complete dismissal of any scholarship consideration. Please refer to the prompts below.

Full Name (Last, First, Middle):

Country of Citizenship:

E-mail:

Applying Program (Please check one below):

MPM

1. Explain your most important accomplishment and explain why you think it as such. (Less than 400 words) [REQUIRED]

2. Diagnose and analyze an economic/social problem your society is facing and discuss possible solutions. (Less than 800 words) [REQUIRED]

3. List any additional comments here. (Less than 400 words) [OPTIONAL]

I hereby submit my Statement of Purpose and certify that I have received no assistance in writing or editing this essay.

Year / Month / Day

Signature

Recommendation Form

KDI School of Public Policy and Management
263 Namsejong-ro, Sejong-si, 30149, Republic of Korea
Phone: 82-44-550-1281/1220
Website: <http://kdischool.ac.kr/>

■ To the Applicant:

Name of Applicant (Last, First, Middle):

Applying Program: MPM

Nationality:

■ To the Recommender:

Thank you for agreeing to write an evaluation on behalf of the individual named above. We value your honest and considerate evaluation of the applicant. After completing the form, please return it in a sealed envelope to the applicant so he/she can submit it along with his/her application documents in one package via postal mail.

*Please type or print legibly.

1. How long have you known the applicant and in what capacity?

--

2. What do you consider to be the applicant's strengths or talents?

--

3. What do you consider to be the applicant's weaknesses or developmental needs?

--

4. How would you rate the applicant relative to others in your organization (school)?

--

Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for graduate school whom you have known, or with top performing men and women in his or her professional peer group.

	Truly Exceptional	Excellent	Very Good	Good	Below Average	No Information
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Leadership Potential						
Interpersonal Skills						
Analytical Ability						
Oral Communication Skills						
Written Communication Skills						
Imagination & Creativity						
Motivation						
Independence						
Flexibility						

Are you confident of the applicant's integrity?

- Yes Unable to judge No

In summary, I (Please check one.)

- strongly recommend recommend recommend with some reservations
 do not recommend this applicant for the program at the KDI School.

Please complete the following information and write your preferred address for receiving correspondence from the KDI School.

Recommender Information	
1. Name:	2. Organization:
3. Position or Title:	4. Address:
*Please check if you are the applicant's immediate superior <input type="checkbox"/>	
5. Phone Number (country code & phone number):	6. E-mail Address:
I hereby submit a recommendation letter to the KDI School.	
_____ Signature	_____ Year / Month / Day

Employment Verification

KDI School of Public Policy and Management
 263 Namsejong-ro, Sejong-si, 30149, Republic of Korea
 Phone: 82-44-550-1281/1220
 Website: <http://kdischool.ac.kr/>

If you are currently employed and are applying to the KDI School with the approval of your employer, you should have your employer (or Personnel Department) fill out this form. If available, attach an official document issued by your employer that verifies your employment status.

■ To the Applicant:

Please provide the information requested below. Send this form to your employer early enough to be returned to you in time for the application deadline.

 Name of Applicant (Last, First, Middle)

I hereby request the release of an official verification of my employment history and information concerning my current employment status at the organization specified below to the KDI School of Public Policy and Management.

Signature of Applicant: _____ Date: _____

■ Employment Details

Dates Employed year/month – year/month	Name of Department	Position / Title

■ To the Person in Charge of Employee Training/Hiring (Personnel Department):

The above-named person is applying to the KDI School of Public Policy and Management. Please complete this form and enclose an official acknowledgement of the applicant's current employment status. Thank you.

1. Employer Information

Employment Category (Please check one.)	<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Others
Name of Organization			
Name of Organization Head			
Organization's Website Address			
Name of Personnel Department			
Name of Personnel Department Head			
Name of Personnel Dept. Contact Person			
Address			
E-mail			
Telephone			
Fax			

2. Duration of Study

Please indicate the period during which you will release your employee to study at the KDI School.

From (year/month/day):	To (year/month/day):
------------------------	-----------------------

**The coursework for Class of Fall 2018 Master 's Program in Regulation Management for Economic Development (Duration of stay) is scheduled from August 2018 through December 2019(17months).*

3. Other Information (Please use this space to provide any additional information.)

I hereby certify that the above-mentioned applicant has been approved by our organization to attend the KDI School of Public Policy and Management during the period indicated in #2 above.

Date: _____

Name: _____

Signature: _____

Official Seal Affixed _____