1. Period: January 2-February 27

2. Important dates

Session-Add	(Session 1) Monday-Wednesday, January 8-10 (Session 2) Tuesday-Thursday, February 13-15
Mid-term Exam	Thursday, January 25
Field trip	Friday, January 26
Final Exam	Friday, February 23
Graduation Ceremony	Tuesday, February 27
Holidays (No-class)	February 9, 12 (*Seolnal*; Lunar New Year's Day)

Session-Add Steps

#1. Apply online.
#2. Receive an email of payment information from SLI office.
#3. Pay tuition by a due date.

*Eligibility: Unable to apply if a student's visa date is expired before Session-Add period
*Requirement: Final attendance rate of a session must be 60% or higher

Session 6 Calendar

Month	Week	Mon	Tue	Wed	Thu	Fri
January	1		Group application: Alien Registration IK Prep Application (new students)	3 Class Day 1	4	
	2	8 TOPIK Prep Class Group application: Alien Registration Session-Add Application	9	10 TOPIK Prep Class	11	12 TOPIK Prep Class
	3	15 TOPIK Prep Class	16	17 TOPIK Prep Class	18	19 TOPIK Prep Class
	4	22	23	24	25 Midterm	26 Field trip Sn-ad payment due
Jan.-Feb.	5	29	30	31	1-Feb	2
February	6	5	6	7	8	9 *Seolnal*
	7	12 *Seolnal*	13 Session-Add Application	14	15	16 Tuition refund U/A
	8	19	20	21	22	23 Sn-ad payment due Final exam
	9	26	27 Graduation ceremony			

COVID-19 Quarantine lifted from June 1, 2023

- Contact your teachers shortly when diagnosed COVID-19 positive.
- COVID-19 positive students are allowed to get up to 5 days for excused absences and home recovery.
- Alternate classes are offered upon students' request either (1) ZOOM class or (2) class taking wearing a facial mask for 5 days.

Classroom Rule

- For Day 1-7 all students must wear a facial mask in on-campus buildings.
- No food or beverage is allowed in the classroom.
- Do not leave your seat during class.
- Raise your hand to speak in your need. Do not move your seat with no permission.
- Do not enter vacant rooms other than your assigned classroom.

3. Curriculum

1) Subjects

Subject	**Content**
Grammar	Understanding and acquiring grammar
	Vocabularies & expressions
	Reading & writing
Integrated skill	Practice of grammar previously acquired
	Speaking and writing using grammar and vocabulary previously acquired
	Advanced listening/reading

2) Time table

Class	**Time**	Course
Class 1	09:00~10:05AM	Grammar
Class 2	10:05~11:20AM	
Lunch break	11:20AM~12:30PM	
Class 3	12:30PM~01:35PM	Integrated skill
Class 4	01:45PM~02:50PM	

3) Grading criteria and grade distribution

Assessment	Midterm (40%)		Final exam (40%)		Assignment	Participation	**Total**
	Test	Writing I Speaking I	Test	Writing II Speaking II			
Distribution	30%	10%	30%	10%	10%	10%	**100%**

4) Requirement for level completion (pass)

a. Minimum attendance rate 80%

b. Minimum score 70% (letter grade C) for each subject

c. Must meet both a & b above to pass to the next level

- Grade scale

Letter Grade	A+	A	B+	B	C+	C	D+	D	F
Percentage	95 ~	90 ~ 94	85 ~ 89	80 ~ 84	75 ~ 79	70 ~ 74	65 ~ 69	60 ~ 64	~ 60
Number Grade	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0

* A student receives a session report card of the level that the one takes for a single session.

* Our certificate of completion is given to those who satisfy the requirement at 4).

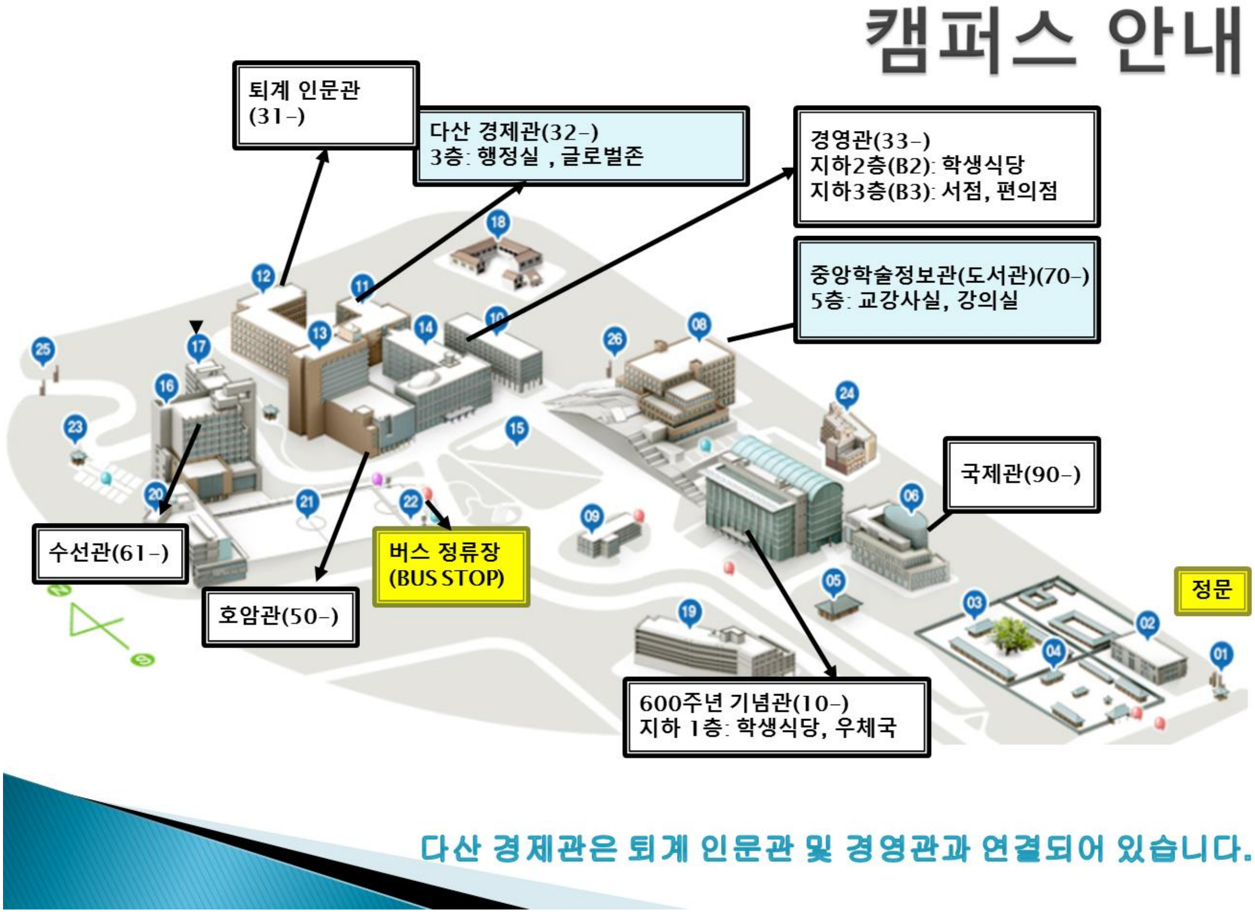
* Our teachers do NOT provide a reference letter to students.

5) Advising

Advising with our senior instructors intends to help students more focus on to their educational goals. Our students are called to meet advisor teachers immediately when students commit absenteeism and all classroom disruption behaviors (e.g. unexcused absence, chatter, watching smartphone in class).

Students' continuous misbehaviors despite after advising shall be consequence to SLI academic penalties.

4. Campus Map


캠퍼스 안내
퇴계 인문관
(31-)
다산 경제관(32-)
3층: 행정실 , 글로벌존
경영관(33-)
지하2층(B2): 학생식당
지하3층(B3): 서점, 편의점
중앙학술정보관(도서관)(70-)
5층: 교강사실, 강의실
국제관(90-)
수선관(61-)
호암관(50-)
버스 정류장
(BUS STOP)
정문
600주년 기념관(10-)
지하 1층: 학생식당, 우체국
01
02
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04
05
06
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다산 경제관은 퇴계 인문관 및 경영관과 연결되어 있습니다.

How to identify classroom by room number

Each classroom has 5-digit numbers.
The first 2-digit number: building
The 3rd number: floor
The last 2-digit numbers: room number
Example: Room 33504

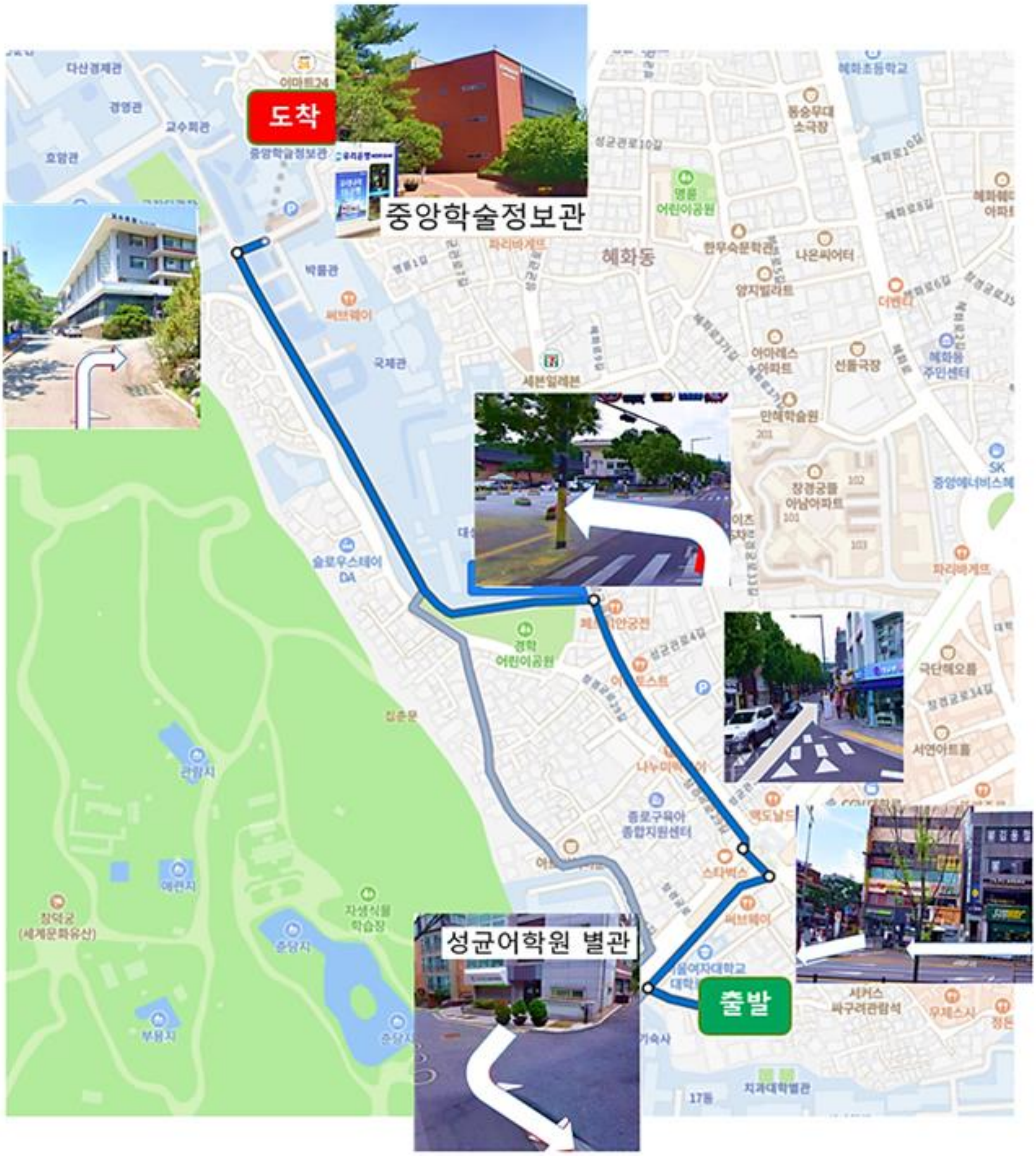
33:	Business Hall
5:	5th floor
04:	room number

5. SLI Main Building

- Address: 5F, Central Library, 25-2, Sungkyunkwan-ro, Jongno-gu, Seoul
- Phone: 02-740-1683, Teachers' office

Direction (*Byulgwan*-to-Library):

1. From the *Byulgwan*, make a left and walk to the main road.
2. Make a right to find a CU convenience store. Walk across the way and go straight to the path you instantly meet.
3. Keep straight until you see a SKKU main gate on your left. Get into the campus.
4. Walk until you see a Faculty Hall. Make a right to find a central library.

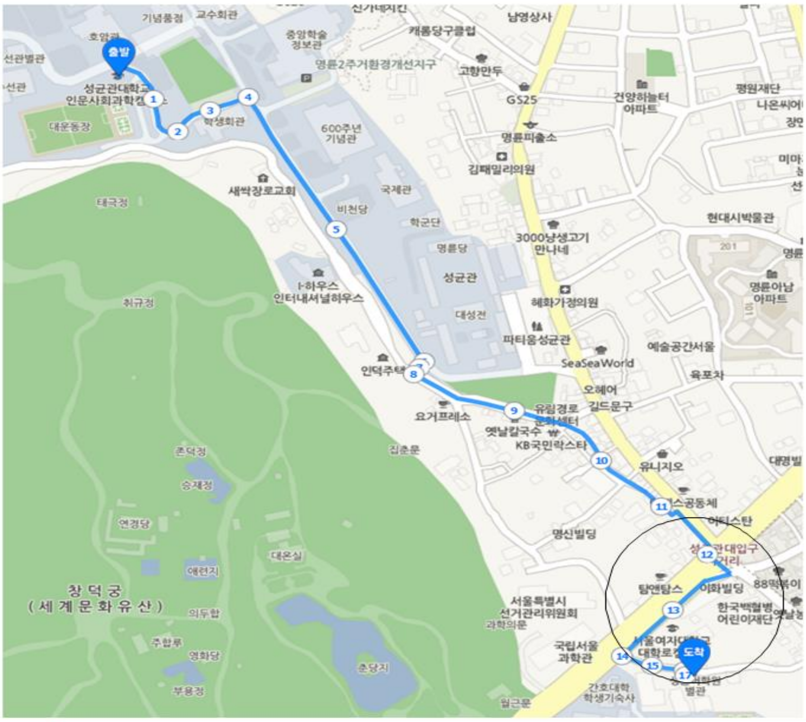


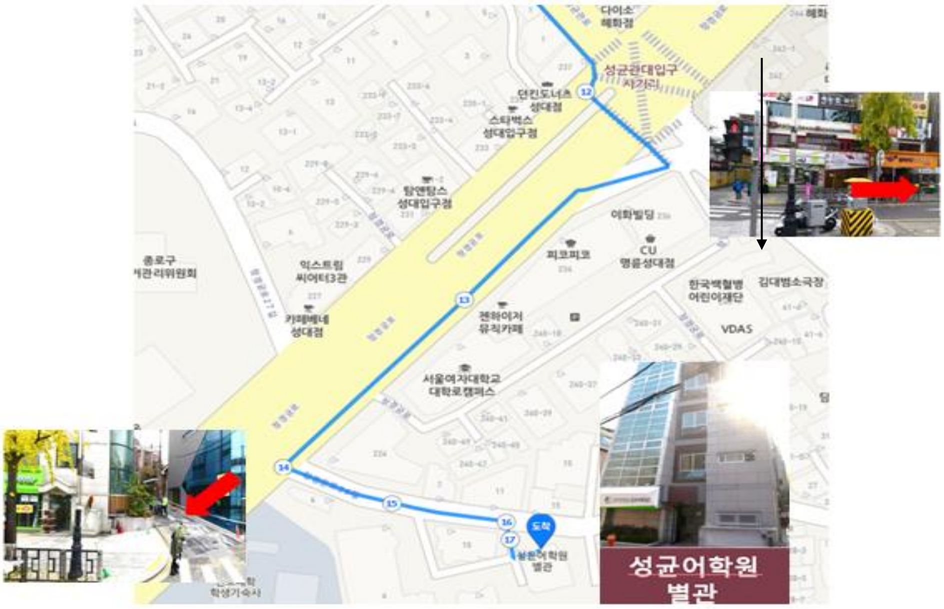
6. SLI Education Center *Byulgwan* (off-campus)

- Address: 14, Changgyeonggung-ro 26-gil, Jongno-gu, Seoul (206-18, Myeongnyun 4-ga, Jongno-gu, Seoul)
- Phone: 02-766-8702

Direction (Campus-to- *Byulgwan*):

1. Exit from the main gate of SKKU, make a right and go straight.
2. At the crossroad, cross the street so you meet the CU convenience store.
3. Make a right at the store then you see a hair shop in green-color on your left.
4. Go to the right path on the hair shop. And keep walking to the *Byulgwan*.


출발
성균관대학교 인문사회과학캠퍼스
학생회관
600주년 기념관
비천당
명륜당
성균관
인덕주택
유니지오
성균관대입구 사거리
창덕궁 (세계문화유산)
국립서울과학관
도착
성균어학원 별관


성균관대입구 사거리
던킨도너츠 성대점
스타벅스 성대입구점
탐앤탐스 성대입구점
이화빌딩
CU 명륜성대점
한국백혈병 어린이재단
서울여자대학교 대학로캠퍼스
도착
성균어학원 별관

7. Alien Registration

D-4 holders only

KOR 외국인등록증
RESIDENCE CARD
123456-1234567
HONG SPECIMEN
REPUBLIC OF UTOPIA
기업투자(D-8)
Issue Date 2023.04.01.
서울출입국·외국인청장
CHIEF, SEOUL IMMIGRATION OFFICE

According to the Korean Immigration Law, **Alien Registration** is mandatory for D4 visa holders' stay more than 90 days. Finish applying AR within 90 days from your entry date.
Visitor or tourist visa holder is ineligible.

Where to apply

Sejongro Immigration Office
2~3F Seoul Global Center, Jong-ro 38, Jongno-gu, Seoul, Korea

RESERVE ONLINE

Make an appointment online for AR application service. Reserved visit only. Walk-in/non-reserved is not served.
Get familiar with **HiKorea (www.hikorea.go.kr)**, an e-government service platform for non-Koreans staying in the country.
*Our students may choose different imm. office pertinent to their Korean address. Click HERE to see all offices.

Required documents

1. Passport
2. Color photo (3*4 cm)
3. SLI certificate of enrollment & tuition receipt
4. Immigration Service Application
5. Fee KRW30,000 (service stamp available at the imm. office)
6. Proof of residence: Copy of leasing contract, rent fee receipt, etc.
7. Appointment receipt from HiKorea
8. TB (tuberculosis) test result for students from:
   (19 countries) China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, East Timor, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, Kyrgyzstan, Malaysia, Laos

****Un-registered alien in 90 days will be a subject to one of more of followings:**

- ✓ Late fee
- ✓ Temporary being barred from departure
- ✓ Recorded in one's immigration history to be regarded on future visa application

8. Extension of stay

Registered D-4 holders may apply an extension of stay.

Required documents

1. Passport
2. Current ARC
3. Application of extension (available at the Immigration Office)
4. Fee KRW60,000
5. SLI certificate of attendance
6. SLI tuition receipt
7. Proof of residence: Copy of leasing contract, rent fee receipt, etc.
8. Bank statement with min. balance 5,000,000KRW (if one's attendance rate is below 70%)

Application

HiKorea e-Application or in-person service after Reserve Visit

We provide a group application in order to help new students' convenient start of alien registration. Details to be announced.

9. Accident Insurance

Required as per the Korean Immigration policy
Period: Your course start date to the end date
Medical cost saving by acute illness or unfortunate event of injuries

KB Insurance Account
Go to http://www.soskb.co.kr and log in
ID: Your student ID number
PW: Your DOB yymmdd (ex. DOB 2023.12.30 → 231230)

10. Off-campus Private Housing (recommended)

English: **https://www.aird.kr/n-1** **/** Chinese: **https://aird.kr/china** **(shared→N-1House)**

11. Contact Us

SLI office

- Office Location: Room#32323, 3rd floor, Dasan Hall of Economics
- Phone number: 02-760-1345 (English) 02-760-1341/1225(Chinese) 02-760-1341 (Japanese)
- Office Hour: 9:00 AM-05:30 PM, Mon-Fri
- Lunch Break: 12:00-01:00PM

Teachers' office
Contact the office for questions about class.
- Office Location: #70528, #70529, 5th Floor, SKKU Central Library
- Phone number: 02-760-1338 / 02-740-1683

10. Official webpage: Sungkyun Language Institute (SLI) http://koreansli.skku.edu

11. Official Instagram: https://www.instagram.com/skkusli_official/

Academic Policy Guide for Regular Korean Program

I. Assessment and Completion Requirements

1. Grading policy for the Regular Korean Program is as below.

Assessment	Midterm (40%)		Final exam (40%)		Assignment	Participation	**Total**
	Test	Writing I Speaking I	Test	Writing II Speaking II			
Application	30%	10%	30%	10%	10%	10%	**100%**

2. Students must accomplish minimum attendance rate of 80% to complete a level.
3. Students must acquire minimum score of 70 for both Writing and Speaking to complete a level.
4. Students must satisfy above qualification of ‘2’ and ‘3’ to complete a level.
5. Students who complete levels 1 to 5 are awarded a certificate of level completion for the corresponding level; those who complete level 6 are awarded a certificate of course completion.

II. Attendance

1. Attendance rate of a session is a ratio of a student’s attended hours to cumulated class hours.
2. Three tardiness counts as one absence.
3. Absence caused by one of following cases is acknowledged as attendance if the student submits an authentic evidential documents.
    a. Getting medical treatment or being hospitalized due to disease or accident(Excludes beauty treatments)
    b. Family events related to the student and/or their immediate family
    c. Participating in official activities hosted by a sponsor organization (Scholarship student only)
    d. Natural disasters

III. Failure and Re-enrollment

1. Students who fail to fulfill level completion requirement stated in I-2) are unable to move onto the next level and will only receive a report card.
2. Students whose attendance rate is below 60% are ineligible to continue into or re-enroll for the next session.
3. Students who accumulate 3 fails in the same level are ineligible to continue into or re-enroll for the next session.
4. Students in above case of ‘2’ or ‘3’ are able to re-apply after a respite of successive 2 sessions. These students must take a placement test again when they return.

5. Students expelled as set forth ‘Dismissal’ are ineligible for re-application.

IV. Dismissal

1. As per the Korean Immigration Law, students who commit an unexcused absence for successive 10 days or more are dismissed from the program and reported to the Korea Immigration Service.
2. Students who result in any of following may be dismissed from the program after a SLI academic committee’s deliberation. The dismissed students are ineligible for re-application.
   a. Two accumulated warnings from Sungkyun Language Institute for misbehaviors causing disturbance during class
   b. Part-time or full-time work against law and purpose of visa
   c. Verbal/non-verbal violence, use of drugs, mental or physical harassment to others
   d. Any violation to Korean Law