New Students’ Level Placement Test
○ 10AM, 4 March
○ 5F, Central Library

New Students’ Orientation (1h 30m)
○ 2PM, 4 March
○ 32522A, Dasan Economics Hall (English)
○ 33B101, Business Hall (Chinese)

Class starts from 9AM, 5 March (Day 1)
1. Period: MARCH 4 - APRIL 26

2. Important dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session Add</td>
<td>(Session 3) Monday-Wednesday, April 15-17</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>Thursday, March 28</td>
</tr>
<tr>
<td>Field trip</td>
<td>Friday, March 29</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Wednesday, April 24</td>
</tr>
<tr>
<td>Graduation Ceremony</td>
<td>Friday, April 26</td>
</tr>
<tr>
<td>Holidays (No-class)</td>
<td>April 10 (Election Day)</td>
</tr>
</tbody>
</table>

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 after a student’s visa date is expired
*Requirement: Final attendance rate of a session must be 60% or higher

Session Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Week</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>1</td>
<td>Test &amp; Orientation 5</td>
<td>Class Day 1 6</td>
<td></td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>25</td>
<td>TOPIK Prep start 26</td>
<td>TOPIK Prep 27</td>
<td>28</td>
<td>Midterm 29 Field trip</td>
</tr>
<tr>
<td>April</td>
<td>5</td>
<td>1</td>
<td>TOPIK Prep Day 20</td>
<td>TOPIK Prep 3</td>
<td>4</td>
<td>5 TOPIK Prep end</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>Election Day</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>Tuition refund U/A 18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>Final exam</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26 Graduation ceremony</td>
</tr>
</tbody>
</table>

COVID-19 Quarantine lifted from June 1, 2023
- Contact your teachers shortly when diagnosed COVID-19 positive.
- COVID-19 positive students must note:
  allowed excused absences maximum 5 days for home recovery
  alternate classes are offered upon students' request either (1) ZOOM class for 5 days 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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar</td>
<td>Understanding and acquiring grammar</td>
</tr>
<tr>
<td></td>
<td>Vocabularies &amp; expressions</td>
</tr>
<tr>
<td>Reading &amp; writing</td>
<td></td>
</tr>
<tr>
<td>Integrated skill</td>
<td>Practice of grammar previously acquired</td>
</tr>
<tr>
<td></td>
<td>Speaking and writing using grammar and vocabulary previously acquired</td>
</tr>
<tr>
<td></td>
<td>Advanced listening/reading</td>
</tr>
</tbody>
</table>

2) Time table

<table>
<thead>
<tr>
<th>Class</th>
<th>Time</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1</td>
<td>09:00~10:05AM</td>
<td>Grammar</td>
</tr>
<tr>
<td>Class 2</td>
<td>10:05~11:20AM</td>
<td></td>
</tr>
<tr>
<td>Lunch break</td>
<td>11:20AM~12:30PM</td>
<td></td>
</tr>
<tr>
<td>Class 3</td>
<td>12:30PM~01:35PM</td>
<td>Integrated skill</td>
</tr>
<tr>
<td>Class 4</td>
<td>01:45PM~02:50PM</td>
<td></td>
</tr>
</tbody>
</table>

3) Grading criteria and grade distribution

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Midterm (40%)</th>
<th>Final exam (40%)</th>
<th>Assignment</th>
<th>Participation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Test</td>
<td>Writing I</td>
<td>Speaking I</td>
<td>Test</td>
<td>Writing II</td>
</tr>
<tr>
<td>Distribution</td>
<td>30%</td>
<td>10%</td>
<td></td>
<td>30%</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A+</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>95</td>
<td>90</td>
<td>85</td>
<td>80</td>
<td>75</td>
<td>70</td>
<td>65</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>Number Grade</td>
<td>4.5</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
<td>1.0</td>
<td>0</td>
</tr>
</tbody>
</table>

* 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

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.*
#7 and #8 is for D-4 holders only

7. Alien Registration

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
*Our students may choose different imm. office pertinent to their Korean address. Click HERE to see all offices.

Get familiar with HiKorea (www.hikorea.go.kr), an e-government service platform for non-Koreans staying in the country! RESERVE ONLINE
Make an appointment online to start the Korean immigration services including AR. Walk-in/non-reserved is not served.

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

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

**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 enrollment & SLI tuition receipt
6. Proof of residence: Copy of leasing contract, rent fee receipt, etc.
7. Bank statement with min. balance 5,000,000KRW (if one’s attendance rate is below 70%)
8. Appointment receipt (if reserved a visit)

Application
HiKorea e-Application or in-person service after Reserve Visit
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](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](https://www.aird.kr/n-1) / Chinese: [https://aird.kr/china](https://aird.kr/china)(shared→N-1House)

![Off-campus Private Housing](image)

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](http://koreansli.skku.edu)

I. Assessment and Completion Requirements

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

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Midterm (40%)</th>
<th>Final exam (40%)</th>
<th>Assignment</th>
<th>Participation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>Writing I</td>
<td>Test</td>
<td>Writing II</td>
<td>Speaking II</td>
<td></td>
</tr>
<tr>
<td>Application</td>
<td>30%</td>
<td>30%</td>
<td>10%</td>
<td>10%</td>
<td>100%</td>
</tr>
</tbody>
</table>

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