



University Rules and Code of Conduct

1.

All the exchange students are required to follow the rules and regulations of Kyonggi University while studying in KGU.

2.

International Students are obliged to attend all their classes. In the undergraduate program, you will get F from the moment when your absentee rate reaches 25% of the total number of lesson hours. If a student who registers the Korean Language Intensive Program is absent more than 10% of the classes in a semester, he or she will not be eligible to get a certificate of completion at KGU. Because of illness or other urgent reasons, if you need to be absent, you must contact the professor and lecturer of the course in advance and explain the reason why you must be absent. Should you need to submit the official letter for your absence, you can ask the coordinator who is in charge of inbound exchange student program to issue it.

3.

If you want to leave for your home country for a while, you should inform the Office of International Affairs in advance and fill out the written form for your temporary leave with the departure information.

4.

If you plan to travel to other countries, you are required to get an official permission from your home university and the permission from the Office of International Affairs at KGU. You must fill out the written form for your temporary leave with departure information.

5.

International students are required to buy a medical insurance either in their home country or in Korea upon their arrival to Korea.

6.

Any exchange student is not allowed to work or do part-time job. Those who have stayed in Korea for more than 6 months are eligible to get part time jobs only with the authority from the Office of International Affairs at KGU and the signature from the employer. If you got caught doing part-time job without the authority, you will be fined more than at least 1,000 dollars according to the related laws.

7.

International students must carry their Alien Registration Card all the time.

8.

During the stay at KGU, in case of emergency and any charges, you should contact the Office of International Affairs immediately and consult a staff about issues.

9.

All the exchange students must return to their home country upon the completion of their studies at KGU. You can stay in Korea even after the semester ends but you still need to leave Korea by the date when the Office of International Affairs designate that you need to leave.

10.

An exchange student who violates any rules and regulations stated above KGU is subject to the

following step:

- to inform the student's home university about his misbehavior;
- to cancel the issuing of a certificate of completion of Korean language course or any Official Transcript;
- to report to the immigration office for deport

I agree to keep the above rules and regulations and understand that KGU has right to impose any of the listed penalties on me if I violate any of them.

Name & Signature: _____ **Date :** _____