성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)

2023·SESSION 4
NEW STUDENT GUIDE

【Level Placement Test】

o 10AM, August 29
o 5F, Central Library

【New & Current students】

o Class starts from 9AM, August 30

SLI
SPEAK LEARN IMAGINE
SUNGKYUN LANGUAGE INSTITUTE
성균어학원

1. Period: **AUGUST 29-OCTOBER 27**

2. Important dates

2-1. Session-Add	Monday-Wednesday, Sep 11-13
2-2. Mid-term Exam	Thursday, Sep 21
2-3. Field trip	Friday, Sep 22
2-4. Final Exam	Wednesday, Oct 25
2-5. Graduation Ceremony	Friday, Oct 27
2-6. Holidays (No class)	Sep 25, Sep 28-29, Oct 3, Oct 9

How to add sessions
   #1. Apply online following teachers' instruction
   #2. Receive bank account number for tuition payment via email from SLI office
   #3. Pay tuition by due date

*For students who are at their last session
*Unable to apply if a student's visa date is expired before the Session-Add period
*Students' final attendance rate of a session must be 60% or higher to continue into the next session.

Session Calendar

Month	Week	Mon	Tue	Wed	Thu	Fri
Aug-Sep	1		29 Level test	30 Class Day 1	31	1-Sep
Sep	2	4	5	6	7	8
	3	11 Session-Add Application	12	13	14	15
	4	18	19	20	21 Midterm	22 Field trip
	5	25 SKKU Foundation Anniversary	26	27	28 Chuseok	29 Chuseok
Oct	6	2-Oct	3 Gaecheonjeol	4	5	6
	7	9 Hangeulnal	10	11	12	13
	8	16	17	18	19	20
	9	23	24	25 Final exam	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).
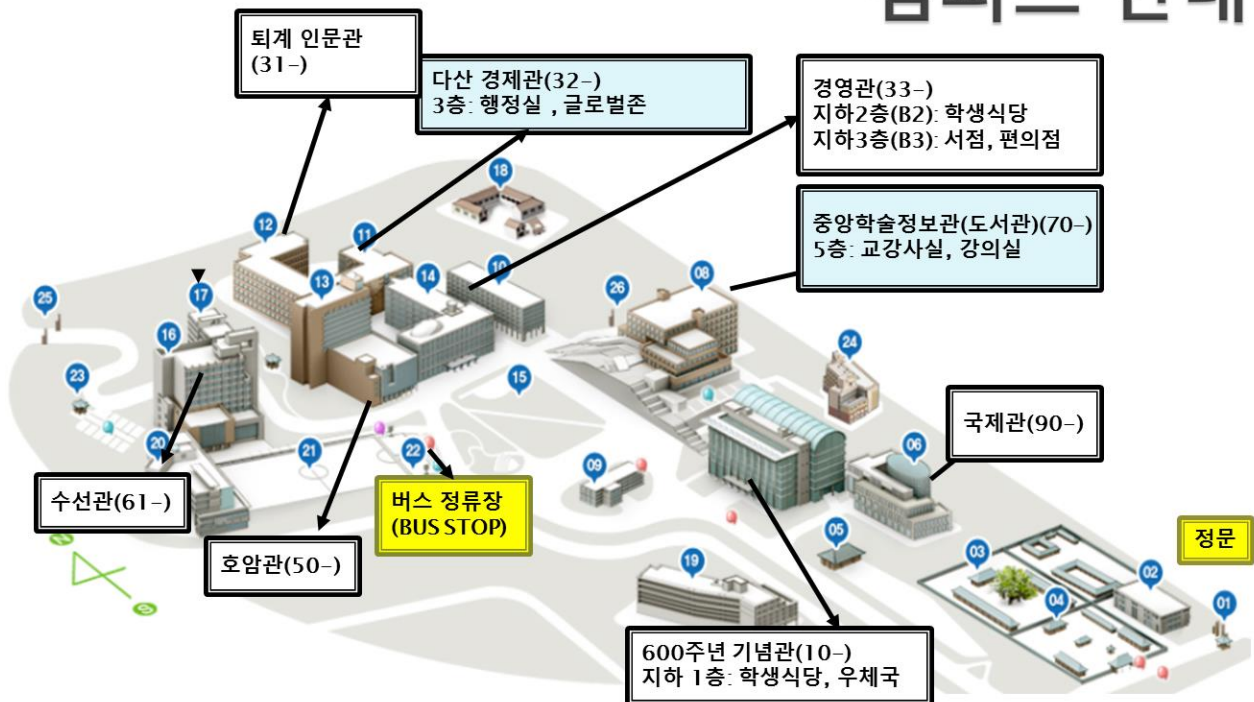* Our teachers do <u>NOT</u> provide a reference letter to students.

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

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*.

7. Alien Registration <mark>D-4 holders only</mark>

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
>
> <div align="center">**RESERVE ONLINE**</div>
>
> 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 on the Week 1 of a session, in order to help new students' convenient start of alien registration. Details to be announced.

9. Contact Information

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

SLI student insurance

KB foreign student insurance **http://www.soskb.co.kr**

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