

Regulations for KGSP Award Recipients (Undergraduate Course)

Article 1 (Objectives) These regulations are intended to create the foundations necessary for the arrangement of sound academic atmosphere and the promotion of faithful study by the Korean Government Scholarship Program (KGSP) award recipients.

Article 1-1 (Definitions) The definitions of terms as used in this set of regulations shall be as follows:

1. (President of) Institution : (President of) the university or the Korean language institute that an award recipient attends;
2. (President of) University : (President of) the university that an award recipient attends.

Article 2 (Korean Language Course) ①All KGSP award recipients must take and complete a preparatory Korean language course for one year before moving forward with their degree courses.

②An award recipient should attain at least level 3 in TOPIK after the completion of this Korean language course requirement. However, s/he who falls into the category of the article 12-⑥ may be exceptionally applied.

Article 2-1 (Exemption from the Korean Language Course) An award recipient whose TOPIK level is higher than 5 may be exempted from the Korean language course requirement.

Article 2-2 (Extension of the Korean Language Course) ①Those who do not reach level 3 in TOPIK after the completion of the Korean language course must apply for the course extension via the scholar's respective Korean language institute, and attain approval from NIIED.

②The Korean language course period can be extended up to 6 months, but only once. However, those who were selected as scholars in 2011 can apply for a six-month extension up to two times.

Article 2-3 (Application for Excused Absence from the Korean Language Course) In case that an award recipient must be absent from the Korean language course due to unavoidable reasons, s/he has to obtain permission from the president of Korean language institute at least two days prior to his/her absence by submitting an application of absence. In urgent cases, however, an award recipient may apply for absence after his/her absence by attaching evidential document(s), such as a medical doctor's diagnosis.

Article 3 (Undertaking the Undergraduate Degree Course) ①Award recipients should apply for a degree course and notify NIIED of the result of his/her application for admission according to the policy set by NIIED.

②Award recipients should register at the university which they have been admitted to within the designated period for registration.

③Every Award recipient should faithfully attend his/her university courses and become fully involved in his/her studies according to the regulations of the university s/he belongs to.

④An award recipient cannot transfer to a different university after NIIED has approved and confirmed his/her final decision regarding university attendance in the selection period.

Article 3-1 (Periodical Report on Scholastic Performance) The institution must report directly to NIIED regarding the academic performance of each KGSP participant by submitting the following documents at the end of every semester.

1. Record of attendance of the required Korean language course: a transcript and record report on course attendance and completion.
2. Record of attendance and performance in a degree course : a transcript of academic performance, and/or a report on degree acquisition upon course completion.

Article 4 (Notification of Changes of Contact Information) An award recipient whose contact information has been changed should submit a *Notification of the Change of Address and Contact* to NIIED through his/ her institution. The institution should notify NIIED of these cases within 3 days after such changes.

Article 5 (Application for Leave of Absence) ①An award recipient who wants to apply for a leave of absence from school on account of serious illness, temporary summon by his/her respective national government, or other unavoidable reasons, should obtain permission from the president of his/her university in advance by submitting the following documents:

1. A photocopy of a medical doctor's diagnosis (for any illness-related cause);
2. An application for leave of absence; and
3. a written opinion by the academic advisor.

However, an award recipient who is in the process of completing the required Korean language course typically cannot apply for a leave of absence. In unavoidable cases in which an award recipient who are in the language course absolutely has to apply for leave of absence, s/he should obtain permission from NIIED in advance through his/her institution.

②The university must report to NIIED about the result of the award recipient's application for leave of absence.

③ A period of leave of absence cannot exceed one year. It can be extended additionally up to another year in cases caused by natural calamities, temporary summon by his/her respective national government, disease or other unavoidable reasons sanctioned by the university.

Article 6 (Notification of Resumption of Study) ①An award recipient who wants to resume his/her studies should submit an application for resumption of study to the institution s/he belongs to, in accordance to that institution's regulations, one month before the period of leave of absence ends.

②The institution should immediately report to NIIED about the result of the award recipient's application for resumption of study.

Article 7 (Notification of Temporary Departure) ①During the Korean language course, temporary departure is typically not allowed. However, an award recipient may take temporary departure only with permission from the president of the Korean language institute s/he belongs to. This permission must be applied for, by submitting a statement of extraordinary reason and supporting evidential documents. The permitted duration of temporary departure during the Korean language course are defined as

follows:

1. two weeks when the award recipient must depart to resolve emergency/extraordinary situations such as medical treatments or the death of a family member;
 2. four weeks when taken during the vacation period as set forth by the language institute s/he belongs to.
- ②During the university degree course, award recipients must obtain permission from the president of the university that s/he belongs to by submitting the application for temporary departure at least ten days before they leave Korea. Temporary departures cannot exceed 60 days per semester and 90 days per year, including vacation.

Article 8 (Notification of Re-entry) Award recipients who re-enter Korea after the period of their temporary departure should notify their respective institutions of their re-entry within 3 days after their re-entry by submitting a copy of the passport, with their departure and entry dates stamped.

Article 9 (Notification of Home-Return) ①When award recipients prepare to return to their home countries after the conclusion of their scholarship period, or after the abandonment of their studies, they must inform in advance, with required documents, their respective institution of their intentions to depart. Subsequently, the institution must inform NIIED of this intended return 30 days before the award recipients' scholarship period ends, or simply 30 days before the recipients' actual departure date. The required documents are as follows:

1. *An Notification of Home-return*; and,
2. *A written opinion by an academic advisor.*

②In case that an award recipient fails to earn a degree within the scholarship period and desires to prolong his/her stay in Korea for the purpose of finishing a degree, the submission of the notification of home-return can be deferred up to 12 months. In these special cases, the respective university must inform the president of NIIED 30 days before the termination of original scholarship period.

Article 10 (Period of Scholarship Payment) ①Apart from the one-year Korean language training course described in Articles 2, 2-1, and 2-2, the scholarship period is 4 years for a Bachelor's degree course.

②The Period of scholarship detailed in ① does not include the period of leave of absence.

Article 11 (Warnings) The president of NIIED will issue warnings to the award recipients in the following cases:

1. When an award recipient is absent from class at his/her Korean language institute without prior notice for more than 3 consecutive days in one instance or for more than 5 days within a single month cumulatively;
2. When an award recipient does not reach level 3 in TOPIK after the completion of the Korean language course as according to Article 2.
3. When the GPA (grade point average) of an award recipient falls below 70/100 per semester; or,
4. When an award recipient leaves Korea without permission from the president of his/her institution for his/her temporary departure, or does not return to Korea after the period of leave-of-absence permitted;

Article 12 (Cancellation of Scholarship) ①If an award recipient comes under any of the following cases or situations during his/her stay in Korea, his/her scholarship will be suspended and the award recipient will be deported back to their home country:

1. Falsifying statements on any of the application materials and documents;
2. Violation of the NIIED regulations which award recipients have pledged to keep;
3. Failure to abide by all conditions and regulations set by NIIED;
4. Punishment by his/her respective institution or involvement in any form of political activity;
5. Disgracing or injuring the dignity of the scholarship program;
6. Failure by the award recipient to attain Level 3 in TOPIK after the final completion of the additional Korean language course as according to Article 2-2; (However, s/he who gets 35 points (70% of 50 points) or more in TOPIK level 3 and who is allowed to take a bachelor's degree course by a university may be exceptionally applied to the above regulation.);
7. Failure by the award recipient to earn more than 2/3 of all the credits of the courses registered due to discontinuation of study without prior notification;
8. Self-repatriation by the award recipient or relocation to a different country for the purposes of joining an exchange program between Korean and foreign universities;
9. Failure by the award recipient to submit a request for re-enrollment to the university and failure to notify NIIED of re-enrollment without any proper reasons no later than one month after the period of leave-of-absence;
10. When an award recipient is issued more than three warnings according to Article 11-1, 3, 4; and/or,
11. Abandonment of studies half-way;

Article 13 (Payment and Receipt of Scholarship) ①The rules related to payment and receipt of scholarship funding are set by NIIED separately.

②Award recipients should follow the rules set forth by NIIED with regard to payment and receipt of scholarship.

Article 13-1 (Temporary Suspension of Scholarship) ①In case that an award recipient in the process of completing the Korean language course (including vacation) leave Korea temporarily, living allowance for the period during which they are abroad will not be provided under no circumstances.

②In case that an award recipient in the process of completing the degree course (including vacation) leave Korea temporarily exceeding 30 days per semester, living allowance for the exceeding period is not to be provided.

③Living allowance for the period of leave-of-absence from study will not be provided. However, in cases that an award recipient must stay in Korea with special permission of stay granted by the Immigration Office for unavoidable reasons, and that there exists severe necessity for the provision of living allowance to him/her, said living allowance may be provided under the formal request of the president of the institution and the discretion of the president of NIIED.

Article 13-2 (Non-payment of Scholarship) ①Scholarship is not be provided when an award recipient loses his/her scholarship qualification according to Article 12. However, in the cases that an award recipient loses his/her scholarship for unavoidable reasons, the allowance and the

air-ticket expense for home-return may be provided to him/her under the discretion of the president of NIIED.

②The allowance and the air-ticket expense for home-return are not to be provided in the following cases:

1. In case that an award recipient does not submit the required document (*A Notification of Home-return.*); or
2. In case that an award recipient wants to stay in Korea for reasons other than to earn a degree after the termination of scholarship period. However, award recipients who are to return to their home countries during the period when the president of NIIED designates as the returning period may be provided the allowance and the air-ticket expense for home-return under the discretion of the president of NIIED.

Article 13-3 (Refund of Scholarship) Award recipients should fully refund of their scholarship when they give up the scholarship within 3 months after entering Korea. However, cases relating to natural disasters or urgent summons by a recipient's home country may be exempt under the discretion of the president of NIIED.

Article 14 (Regulations to be Followed) As for other items not stipulated in the NIIED regulations, award recipients should abide by the rules of the institution they attend.

Article 15 (Field Supervising) ①The president of NIIED can supervise any of the institutions that award recipients attend, as to monitor each institution's state of management performance. The institutions should actively cooperate in the supervision by NIIED by submitting managerial documents as required.

②To promote a healthy and stable academic learning environment, the head of the institute may allow award recipients to obtain part time jobs as follows :

1. Award recipients are required to put their studies first.
2. Award recipients can hold part time jobs related to their major such as research or academic lectures and symposiums.
3. Award Recipients are not allowed to hold part time jobs if they belong to the category described in Article 11 (Warnings).

Article 16 (Evaluation of Management) The president of NIIED is responsible for setting the criteria for evaluating institutions. Said president then refers to the results of these evaluations in the selection of the entrusted institutions, as well as the allocation of the number of award recipients to each of these selected institutions every year.

By-laws

1. These regulations shall enter into effect from **October 15, 2012.**