

Regulations for KGSP Award Recipients (Undergraduate Degree Program)

Amended on February 15, 2016

Article 1 (Objectives) These regulations are intended to stipulate items necessary to maintain a sound academic environment and promote faithful study on the part of award recipients of the Korean Government Scholarship Program (KGSP).

Article 1-1 (Definitions) The definitions of terms as used in these regulations shall be as follow:

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) ① All KGSP award recipients must take and complete a one-year preparatory Korean language course, and acquire a level of three (3) or higher on the Test of Proficiency in Korean (hereinafter the “TOPIK”), before moving forward with their degree courses. However, award recipients who have acquired a TOPIK level of five (5) or higher may be exempt from the Korean language course requirement.

② Among award recipients who have not fulfilled the requirements of the previous paragraph ①, those who have scored 70% (84 points) or higher for the requirement to attain level three (3) on the TOPIK may apply for a one-time-only six-month extension of their Korean language course, provided that they have been granted admission from the President of Institution and obtained approval from the president of the National Institute for International Education (hereinafter the “NIIED President”).

③ The award recipients subject to the previous paragraph ② must bear 50% of the cost of the preparatory Korean language course, as provided for in the Detailed Guidelines for Scholarship Payment of the National Institute for International Education (hereinafter the “NIIED”).

④ In case of absence from the Korean language course due to unavoidable circumstances, award recipients must obtain prior permission therefor from the President of Institution. In urgent cases, however, award recipients may apply for retroactive permission by submitting evidential document(s), such as a medical doctor’s diagnosis.

Article 3 (Undertaking the Undergraduate Degree Program) ① Award recipients should apply for a degree program and notify the NIIED of the result of their application for admission according to the policies of the NIIED.

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

③ Award recipients should faithfully attend their university courses and become fully involved in their studies in accordance with the regulations of the universities they have enrolled in.

④ Award recipients cannot transfer to different universities after the NIIED President has approved and confirmed their final decision regarding the universities they will attend.

⑤ The President of Institution must report on the academic performance of the award recipient by submitting the following documents to the NIIED President at the end of each semester:

1. For an award recipient attending a Korean language course: academic transcript, report on status of completion; or
2. For an award recipient attending a degree program: academic transcript, report on degree acquisition or status of completion.

⑥ Upon the final completion of their respective programs, all award recipients are required to submit the following documents to the NIIED President:

1. End of Study Report; and
2. Opinion of Academic Advisor.

Article 4 (Notification of Changes of Contact Information) Award recipients whose contact information has changed should immediately submit a Notification of the Change of Address and Contact to the NIIED through their respective institutions.

Article 5 (Application for Leave of Absence) ① Award recipients who wish to apply for a leave of absence from schools due to serious illness, family emergency, urgent summoning from their home countries, or other unavoidable reasons, should obtain permission from the President of University therefor in advance by submitting the following documents:

1. A photocopy of a medical doctor's diagnosis (only required for illness-related circumstances);
2. Application for Leave of Absence; and
3. Opinion of Academic Advisor.

However, award recipients in the process of completing the required Korean language course cannot apply for a leave of absence, and must obtain permission from the NIIED President to apply for such a leave of absence if unavoidable circumstances require doing so.

② The President of University must immediately report to the NIIED President the result of any award recipient's application for a leave of absence.

③ The period of a leave of absence is limited to one (1) year. However, this period can be extended by up to one (1) further year in the event of unavoidable reasons such as a natural disaster, urgent summoning from the award recipients' home countries, or illness, at the discretion of the President of University.

Article 6 (Notification of Resumption of Study) ① Award recipients who wish to resume their studies should submit an application for resumption of study to their respective institutions in accordance with their institutions' regulations, at least one (1) month before the period of a leave of absence ends.

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

Article 7 (Notification of Temporary Departure) ① Temporary departures from Korea are not allowed during the Korean language course. However, in any of the exceptional cases provided below, award recipients may be allowed temporary departure upon permission from the President

of Institution, with such permission to be sought by submitting an application for temporary departure and all supporting documents at least ten (10) days in advance of intended departure. The permitted duration of temporary departure during the Korean language course is defined as follows:

1. Up to two (2) weeks when award recipients must depart in the middle of a semester to resolve emergency/extraordinary situations such as medical treatment or the death of a family member;
2. Up to four (4) weeks when the departure occurs during the vacation period of the language institute they attend.

② During the degree program, award recipients must obtain permission from the President of University by submitting the application for temporary departure at least ten (10) days in advance of their intended departure. Temporary departures cannot exceed 60 days per semester, and 90 days per year, including vacation periods.

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

Article 9 (Notification of Returning Home) ① When award recipients intend to return to their home countries after conclusion of their scholarship period, or after abandonment of their studies due to unavoidable circumstances, they must notify their respective institutions of their intention to depart. The President of Institution must then inform the NIIED President of this intended return at least thirty (30) days before the end of the award recipients' scholarship period or departure date.

② In the event that award recipients desire to prolong their stay in Korea for the purpose of finishing their degrees, they may postpone notifying their returns for up to twelve (12) months.

Article 10 (Period of Scholarship Payment) ① The scholarship period for award recipients will include the period of their Korean language training course described in Article 2, two (2) years for an Associate degree, and four (4) years for a Bachelor's degree.

② The scholarship period stipulated in the previous paragraph ① will not include any leave of absence.

Article 11 (Warnings) The NIIED President will issue a warning to an award recipient in any one of the following cases:

1. When an award recipient is absent from classes at his or her Korean language institute without prior notice for more than three (3) consecutive days, or for a total of more than five (5) days in any given month;
2. When an award recipient fails to attain level three (3) on the TOPIK after completion of his or her one-year Korean language course;
3. When the GPA in terms of percentile of an award recipient falls below 70/100 per semester; or,
4. When an award recipient leaves Korea without permission from the President of Institution, or fails to return to Korea within the granted period of temporary departure.

Article 12 (Cancellation of Scholarship) If award recipients commit any of the following acts or fall under any of the situations described below during their stay in Korea, their scholarship will be revoked:

1. Falsifying statements on any of their application documents;
2. Violation of the NIIED regulations by which award recipients have pledged to abide;
3. Failure to follow the administrative requirements set by NIIED;
4. Punishment by their respective institutions, or involvement in any form of political activities;
5. Disgracing or injuring the dignity of the scholarship program;
6. Failing to attain level three (3) on the TOPIK after completing the Korean language course per Article 2 (However, if an award recipient has scored 70% (84 points) or higher for the requirement to attain level three (3) on the TOPIK and been granted admission by the university he or she will attend, or if an award recipient has been authorized for an extension on the Korean language course per Article 2 paragraph ②, or if an award recipient has attained level three (3) on the TOPIK after completing an extended Korean language course per Article 2 paragraph ②, he or she will be exempt from this provision.);
7. Failure by award recipients to earn more than two-thirds (2/3) of all the credits for the courses registered due to discontinuation of studies without prior notification;
8. Returning to one's home country or relocating to a third country for the purpose of joining an international credit exchange program, etc.;
9. Failure by award recipients to submit a request for re-enrollment after conclusion of the period of a leave of absence without any justifiable reason;
10. When three (3) or more warnings have been issued in accordance with paragraphs 1, 3, or 4 of Article 11; or,
11. Abandonment of studies before completion.

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

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

③ In the event that award recipients temporarily leave Korea during the Korean language course provided for in Article 2, they will not receive the living allowance for the period they are abroad.

④ In the event that award recipients temporarily leave Korea for a period exceeding thirty (30) days in any given semester while undergoing the degree programs provided for in Article 3, they will not receive the living allowance for the period exceeding thirty (30) days.

⑤ Living allowance will not be paid during the period of a leave of absence under the provisions of Article 5. However, in the event that the President of Institution files a request stating that an award recipient will require the living allowance due to unavoidable circumstances keeping him or her in Korea, living allowances may be granted at the discretion of the NIIED President.

⑥ A scholarship will not be paid should award recipients fall under the provisions of Article 12 and subsequently lose their scholarship eligibility. However, if the NIIED President acknowledges that unavoidable circumstances are the cause of the abandonment of studies before completion, NIIED might offer financial supports for return.

- ⑦ Supports for a return flight and completion grants will not be provided in any of the following cases:
1. When award recipients fail to submit the End of Study Report; or
 2. When award recipients choose to remain in Korea for any purpose other than acquiring their degrees.
- ⑧ Award recipients who abandon their studies within three (3) months of entering Korea will forfeit their scholarship and must return in full all scholarship payments they have received. However, exceptions to this provision may be made in the event of a natural disaster, urgent summons by recipients' home countries, or other unavoidable circumstances, according to the discretion of the NIIED President.

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 institutions they attend.

Article 15 (Field Supervising) ① The NIIED President may supervise any of the institutions that award recipients attend to monitor each institution's management. The institutions must actively cooperate in the supervision by NIIED by submitting managerial records as requested.

② To promote a healthy academic learning environment, the President of Institution must guide award recipients in regard to the principles on part-time job opportunities, as follows:

1. Award recipients must give their studies first and foremost priority;
2. Award recipients can be allowed to engage in part-time jobs related to their majors such as research activities or other academic endeavors; and
3. Award recipients who have received a warning under the provisions of Article 11 (Warnings) will not be allowed to hold part-time jobs.

Article 16 (Evaluation of Management) The NIIED President is responsible for evaluating the status of management at institutions in regard to award recipients, and the results of such evaluations may be reflected in the number of students, etc. to be sent to these entrusted institutions.

By-laws

1. (Effective Date) These regulations shall enter into effect on March 1, 2016.
2. (Interim Measures) The previous set of regulations will apply to award recipients invited for the year 2016 and previously.