



The Student Code of Conduct Kyungdong University, Korea

1. Student must be courteous and respectful of both staff and other students at all times while attending Kyungdong University (KDU).
2. Student must listen to and follow the directions of both academic and admin staff members.
3. Student must attend the scheduled classes on time. Students are not allowed to leave or miss any class without valid mitigating circumstances and the permission by the lecturer.
4. During lectures and tutorial sessions students must not disrupt the class or other students in any way. Use of cell phones, laptops, or other electronic devices, except for class purposes, is strictly prohibited.
5. Students must complete the assignments and course-works on time by adhering to the standards of academic ethics and integrity.
6. Any action of or attempt to cheating during examinations and plagiarizing on reports, assignments, and course-works is considered committing academic dishonesty. If and when a student is convicted of academic misconduct on an examination or assignment, she/he will be subject to adjudication and corresponding sanctions defined by KDU policies.
7. No food or drinks are allowed in the classrooms or computer laboratories.
8. No offensive language is allowed at any time. Students are obliged to respect the cultural diversity both in and out of the campus.
9. No fighting, shouting or otherwise disruptive behaviors are allowed.
10. Fraudulent and unattended use of property of other students or staff, including equipment, computers, electronic files and platforms as well as documents, by any student is strictly forbidden. Students violating this rule will face expulsion from KDU.
11. Students are restricted from installing or uninstalling any software on the computers unless directed to do so by a lecturer. No passwords are to be set on any computers at anytime.
12. When using the Internet, students are not allowed to retrieve, view, or distribute any files or images containing pornographic, violent, racist, or any other offensive contents.
13. No student can transfer to another university during the period of language study stated on the offer letter and the fee paid will not be reimbursed under any circumstance.
14. No refund will be given after a travel visa to Korea is granted to student.
15. If a student wants to transfer to another university during the period of degree course study, the scholarships awarded to-date must be refunded and an acceptance letter issued by the receiving university must be submitted for approval. KDU reserves the right not to approve the transfer. If the transfer is approved, under no circumstance will the original documents submitted by the student be returned to the student

- and no fees paid (i.e., shown on the letter of offer) are refunded.
16. The KDU scholarships require 80% attendance rate in all courses and the scholarship terms and conditions are subject to internal revisions. Students who fail to achieve the requirements in the end of each semester will not be awarded scholarship in the subsequent semester.
 17. In compliance with immigration rules and regulations, the international students are not allowed to work within the first six months of their stay in Korea. After the six months, students can work up to 20 hours per week. Students must also be aware that the part-time job opportunities might be limited and that the income from part-time employment may not be enough to support their living and studying expenses entirely.
 18. It is the absolute responsibility of the students and their sponsors to have adequate financial resources for the whole duration of study.
 19. Students in the Language Study Program must officially meet the language proficiency requirements before advancing to the degree courses (TOPIK Level 3, IELTS 5.5, IBT 71)
 20. To be admitted to the Undergraduate courses, the students must present a formal proof of language proficiency (IELTS 5.5, IBT 71 or TOPIK Level 3), unless otherwise approved for exemption.
 21. The offering of any KDU courses is subject to change at any time.
 22. Students must keep in mind that Health Insurance policies in Korea does not cover 100% of the medical expenses, and therefore, the student is responsible for paying any remaining balances. In practice, the students are liable for paying the medical expense first and claim for reimbursement from the insurance companies.
 23. Student must stay in the KDU dormitory for at least one year after arriving in Korea. The dormitory fee must be paid before the final admission letter is issued and it is not refundable under any circumstance.
 24. Any student may be expelled from the dormitory due to misbehavior or misconduct. Dormitory fee will not be reimbursed in case of expulsion from the residence.

I have read and fully understood the KDU Student Code of Conduct. I hereby pledge to abide by all the rules and regulations. I understand that breaching the codes will result in necessary disciplinary or legal actions by KDU, including cancellation of enrolment.

Name: _____

Passport No: _____

Signature: _____

Date: _____

(Revised on 21 February 2019)