STUDENT CODE OF CONDUCT
KYUNGDONG UNIVERSITY GLOBAL, KOREA

1. General Rules, Campus Life and Ethics

1.1. Students must always abide by all the laws, regulations, and adhere to norms and values in Korea.
1.2. Students must always be courteous and respectful to all staff, faculty, and other students while attending Kyungdong University Global (KDU Global).
1.3. Students must uphold respect, integrity, and holistic values towards all direct and indirect stakeholders of KDU Global, including local communities and residents, while staying in Korea.
1.4. Students must abide by all designated campus rules and regulations, that are regularly revised and updated by KDU Global.
1.5. Students must listen to and follow the directions and guidelines by both academic and non-academic staff.
1.6. Students must adhere to and mutually enforce the guidelines on campus cleanness, tidiness, and safety.
1.7. Any physical or verbal act of violence or harassment by a student inflicting any form or degree of physical or psychological harm to anyone results in her/his/their immediate expulsion from KDU Global and/or entailing punishment in accordance with Korean laws.
1.8. Students are obliged to respect cultural diversity and values practiced or upheld by other students.
1.9. Fraudulent and unattended use of property/personal belongings of university, other students or staff by any student is strictly forbidden.
1.10. Any form or degree of vandalism of university property, equipment, or facilities are strictly prohibited.
1.11. Accessing, retrieving, keeping, viewing, promoting, or distributing any form of physical, electronic or online resources/files/SNS pages, platforms, channels containing pornographic, violent, racist, or any other forms of offensive, destructive, illicit contents is strictly forbidden.
1.12. Operating any motor vehicle without a valid license and mandatory insurance coverage is strictly prohibited and results in immediate dismissal from KDU Global.

2. Classroom Conduct and Course Operations

2.1. Students must attend the scheduled classes on time, *i.e.*, leaving or missing any class without valid mitigating circumstances approved by the faculty is prohibited.
2.2. Students must refrain from disrupting class operations, teaching and learning processes in any way.
2.3. Use of electronic devices during lectures and tutorials, including cell phones, except for class purposes, is strictly prohibited.
2.4. Students must attend to/complete the assignments, examinations, and course-works on time by adhering to the pertinent guidelines, standards of academic ethics and integrity.
2.5. Any action or attempt to cheat during examinations and plagiarize in reports, assignments, and course-works, in any form, is considered committing academic dishonesty. If and when a student is convicted of academic dishonesty, she/he/they will be subjected to adjudication and corresponding sanctions defined by KDU Global policies.
2.6. No food or drinks are allowed in the classrooms or computer laboratories.
2.7. Students are responsible for keeping the classrooms clean and tidy and adhering to the safety and emergency measures in place.
2.8. Students are obliged to complete the curriculums of study designated, revised regularly, and fixed by KDU Global.
2.9. Course offerings and contents are subject to internal revisions and changes at any time.
2.10. Students who fail to demonstrate a satisfactory level of academic performance shall be subjected to sanctions/probations, and expulsion in the absence of improvements.
2.11. Students are obliged to attend/complete academic and non-academic counselling sessions when assigned or recommended at any time.
2.12. Students must fulfill all course completion and graduation requirements without deliberate delays.

3. On-campus Residence / Dormitory

3.1. Students must stay in the KDU dormitory for at least one semester 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.
3.2. Any student may be expelled from the dormitory due to misbehavior or misconduct.
3.3. Dormitory fees will not be reimbursed in case of expulsion from the residence.
3.4. Students must treat their fellow dormitory residents, staff, and administrators with respect and courtesy, refrain from behavior that discriminates or harasses others based on race, gender, religion, nationality, or any other characteristics.
3.5. Students must abide by the rules and norms regulating the use of communal spaces, including lounges, kitchens, and laundry facilities.
3.6. It is the absolute responsibility of students to keep the dormitory rooms, shared bathrooms, lounges, and all other facilities in the dormitories clean and tidy.
3.7. Students must maintain the designated 'quiet hours' in common areas and dormitory halls.
3.8. All dormitory residents are required to subscribe to the monthly (periodic) cafeteria meal subscription plans.
3.9. Dormitory fees as well as the costs, contents, and schedules of meal subscription plans may change at any time.

4. Admissions, Scholarships, and Fees

4.1. It is the absolute responsibility of the students and their sponsors/guardians to have adequate financial resources to meet the visa application, extension, and change requirements by the Korean Government and KDU Global both prior to and during their entire periods of study.
4.2. Students are obliged to abide by the guidelines by the Official Agents appointed by and acting on behalf of KDU Global for their admissions to all courses.
4.3. Students must complete the payments for their tuition, dormitory and meal subscription fees prior to commencement and/or during their studies at KDU Global without any delay.
4.4. Failure to pay the tuition on time will result in imposed absences from classes, disenrollment from courses, and expulsion of students from KDU Global.
4.5. No fees, in any form or nature, will be reimbursed if any student fails to obtain a visa or gets expelled due to submission of falsified or unverifiable documents.
4.6. No fees, in any form or nature, will be reimbursed once a student is granted a travel visa to Korea.
4.7. Students are solely responsible for meeting the requirements by the immigration authorities and related regulations when extending the periods or changing their statuses of sojourn in Korea.
4.8. Students in the language training programs (English Language for Academic Purposes/Korean Language for Academic Purposes) must take the official IELTS/TOEFL/CEFR/TEPS/TOPIK examinations in the end of each term of their study.
4.9. Students in the language training programs (English Language for Academic Purposes/Korean Language for Academic Purposes) are required to advance to the undergraduate programs at KDU Global as soon as they obtain the required levels of English/Korean proficiencies: TOEFL 530 (CBT 197, iBT 71) / IELTS 5.5 /CEFR B2 / TEPS 601 (NEW TEPS 327) / TOPIK Level 3.
4.10. No student can transfer to another university during the period of study stated in the offer letter and fees paid, in any form or nature, will not be reimbursed under any circumstance.
4.11. 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 Global 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, in any form or nature, shall be refunded.
4.12. Students in undergraduate and graduate programs must maintain at least 80% attendance rate in all courses to qualify for KDU Global scholarships.
4.13. Students in the language training programs must maintain at least 90% of attendance to qualify for any scholarships or alternative forms of support, if any.
4.14. All forms, scopes, and eligibility requirements of KDU Global scholarships as well as fees or their structures are subject to internal revisions and changes at any point in time.
4.15. KDU Global reserves the full right to cancel any form of scholarship and financial aid for any student at any time in case of his/her/their violation of any provision or condition stipulated in this Code of Conduct.

5. Part-time Work and Health Insurance

5.1. KDU Global is not in any way mandated or responsible for providing part-time jobs to students enrolled in any program of study.
5.2. KDU Global provides part-time job assistance and guidance to students at its full discretion given that students meet all the requirements and conditions enunciated by pertinent Korean laws, immigration regulations as well as KDU Global policies.
5.3. It is strictly prohibited for students to engage in any income earning activities without proper permission from KDU Global and the local immigration office.
5.4. It is strictly prohibited for students to engage in the types/forms of part-time jobs restricted by immigration regulations.
5.5. Any student engaged in a part-time job without formal permission from KDU Global and the local immigration office is subject to immediate dismissal from KDU Global.
5.6. Students are restricted from engaging in working hours exceeding the limits or interfering with the classes, events, activities scheduled, planned, or announced at any time by KDU Global or affiliated departments/divisions and faculty/staff members.
5.7. Students and their parents/sponsors/guardians must be aware that the part-time job opportunities might be limited and that the income from part-time employment can never be a sole means of financial support for students' living and studying expenses in Korea.
5.8. Students in the language training programs are not allowed to engage in any part-time employment within the first six months of their stay in Korea.
5.9. Students in the undergraduate and graduate programs must maintain at least 80% of attendance rates to work part-time or qualify for part-time job assistance/guidance by KDU Global.
5.10. Students in the language training programs must maintain at least 90% of attendance rates to work part-time or qualify for part-time job assistance/guidance by KDU Global.
5.11. Students must sign up for National Health Insurance (NHI) and pay for the premiums on a timely basis in accordance with the pertinent rules and regulations in Korea.
5.12. It is the absolute responsibility of students and/or their parents/guardians/sponsors to pay for all medical expenses not covered, partially or entirely, by the NHI in Korea.
5.13. It is the binding responsibility of students and their parents/guardians/sponsors to abide by all terms and conditions indicated in this Student Code of Conduct as well as in all other KDU Global policies, standards, requirements, regulations, by-laws, and all Korean laws and regulations, which may be subject to revisions or changes at any time, with or without notice.

I, and my legal guardians/parents/sponsors, have read and fully understood the KDU Global Student Code of Conduct. Hereby, I and my legal guardians/parents/sponsors agree to all the provisions included therein, and pledge to abide by all the rules and regulations enunciated. I understand that this document is legally binding and breaching the provisions, rules, and regulations will result in necessary disciplinary or legal actions by pertinent authorities in Korea and/or KDU Global, including cancellation of enrolment, dismissal from studies, cancellation or reduction of scholarships at the sole discretion of KDU Global.

(The part below is to be completed and signed by the student on his/her/their behalf and on behalf of his/her/their legal guardians, parents, sponsors)

☐ Full Name: _____

☐ Date of Birth: _____

☐ Passport No: _____

☐ Signature: _____

☐ Date: _____

(Revision: September 1, 2025)