

# Guidelines for the Operation of Yeungnam University Korean Language Institute

## 1. Grades

(1) It is evaluated based on Midterm (40%) + Final (40%) + Quizzes (20%).

Midterm Exam		Final Exam		Total
Listening Writing Reading Speaking	Quiz 1, 2	Listening Writing Reading Speaking	Quiz 3, 4	
40%	10%	40%	10%	100%

- ① Students are eligible to progress to the next level if they maintain an attendance rate of 80% or higher and achieve an average score of 70 or above.
- ② Students who have an attendance rate below 80% or an average score below 70 are required to repeat the same level.

## 2. Attendance Policy

- (1) Classes start punctually, and both tardiness and absences are strictly monitored.
  - (2) Students must attend at least 80% of the total class hours to successfully complete the course.
  - (3) Being late or leaving early three times will be counted as one hour of absence.
  - (4) Attendance can be excused under certain conditions with appropriate documentation:
    - ① Medical treatment or hospitalization (submit a prescription or doctor's note; outpatient treatment is accepted for up to 5 days).
    - ② Legal infectious disease (submit a diagnosis notification from a medical institution or a doctor's note).
    - ③ Attendance at personal or immediate family events (excused for up to 7 days).
    - ④ Childbirth (excused for up to 20 days).
- ※ Please note that students with excused absences will not be eligible for perfect attendance awards.

## 3. Student Support and Conduct

- (1) Student Counseling
  - ① Students are required to inform the institute of their future plans, such as

further studies, returning home, or employment, during or immediately after course completion.

- ② Students who wish to work part-time must obtain approval from the institute.
- ③ If absences accumulate without prior approval for legitimate reasons such as illness or natural disasters, students must attend counseling sessions with their homeroom teacher and the administration office.

(2) Disciplinary Policy:

- ① Disciplinary actions may be taken after review by the Executive Committee for the following reasons:
  - A. Behaving in an unproductive manner consistently that interferes with the educational opportunities of any other or the learning environment.
  - B. Engaging in acts of sexual harassment, sexual violence, or human rights violations.
  - C. Disrupting the class procedures in distracting behavior.
- ② The following circumstances may result in expulsion:
  - A. Committing a serious offense that damages the university's reputation.
  - B. Failing the same level three times.
  - C. Accumulating more than 60 hours of absence.
  - D. Any other circumstances that render continued study impossible.