

Detailed Enforcement Regulations on the Exchange of Students and Credits

Enacted on January 1, 2015
Partially amended on April 1, 2017
Partially amended on September 1, 2017
Partially amended on September 1, 2020
Partially amended on December 1, 2020
<Educational Affairs Team>

Chapter 1. General Provisions

Article 1 (Purpose) The purpose of these Detailed Enforcement Regulations is to provide for details of matters pertaining to the exchange of students and academic credits between Korea University (hereinafter referred to as the “University”) and other domestic or foreign universities (hereinafter referred to as “other universities”) in accordance with Article 50 of the *Constitution of Korea University*.

Article 2 (Prerequisite for Exchange) The exchange of students and credits under these Detailed Enforcement Regulations shall be based on grounds established by law or agreements between the University and other universities.

Article 3 (Compliance with University Regulations) (1) Students affiliated with other universities attending the University in accordance with an exchange agreement, etc. (hereinafter referred to as “other university students”) must abide by the regulations of the University (hereinafter referred to as “University regulations”). Other university students who violate University regulations may have their permission to attend the University revoked.
(2) Students of the University attending other universities in accordance with an exchange agreement, etc. (hereinafter referred to as “KU students”) must abide by the regulations of those other universities as well as University regulations. KU students who violate the regulations of other universities may have their permission to attend those other universities revoked.

Chapter 2. Domestic Exchange Programs

Section 1. KU Students Studying at Other Universities

Article 4 (Eligibility) In order for KU students to apply for a credit exchange program to attend another university, they must meet the requirements set forth in the following subparagraphs:

1. Regular semester: currently registered undergraduate students who have, as of the semester in which the exchange program is to be conducted, completed at least two semesters at the University (however, transfer students who have completed at least one semester at the University may also be eligible to apply);
2. Summer/winter semester: currently registered undergraduate students or undergraduate students on leave of absence who have, as of the semester in which the exchange program is to be conducted, completed at least two semesters at the University (however, transfer students who have completed at least one semester at the University may also be eligible to apply);
3. Students must be not expected to graduate at the end of the relevant semester;
4. Students must have acquired an overall GPA of at least 3.00 up to the semester immediately preceding the semester in which the exchange program is to be conducted.

Article 5 (Application) KU students intending to participate in a credit exchange program and attend another university shall apply directly to the other university, provided that they follow the application procedure agreed upon between the University and the other university, if available.

Article 6 (Period of Study) The number of regular or summer/winter semesters KU students may spend at other universities under a credit exchange program shall not be limited; KU students may attend the other university for multiple semesters, provided that the number of credits they acquire from

the other university does not exceed the allowable maximum.

Article 7 (Restrictions on Registering for Courses Offered by Other Universities) (1) KU students may register for courses offered either by the University or other universities to acquire credits, provided that they complete the courses set forth in the following subparagraphs at the University:

1. Required general education courses;
2. Core general education courses;
3. Teacher training courses (courses on teaching theories, teaching knowledge, and curriculum education).

(2) At least one half of the required major course credits (including second major, minor, and dual major course credits) shall be acquired from courses offered by the University. Students intending to have a course they have completed at another university acknowledged as a major course of the University must obtain, before the end of the course registration period of the other university, prior approval from the department chair of the relevant department offering the corresponding course at the University.

(3) KU students shall not take a course offered by another university that is identical to a course they have taken at the University.

(4) Courses taken at other universities shall not be retaken at the University.

Article 8 (Credit Acquisition per Semester) The maximum number of credits that may be acquired by KU students from the University and other universities per semester shall be as set forth in Articles 48 and 49 of the *Regulations of the Academic Affairs of Korea University*.

Article 9 (Course Registration and Add/Drop) KU students participating in a credit exchange program and thereby attending another university must abide by the regulations of the other university regarding course registration and add/drop.

Article 10 (Grading and Grade and Credit Acknowledgement) (1) Grading of a course taken at another university shall be undertaken in accordance with the regulations of the other university, and grade and credit acknowledgement at the University shall be undertaken in accordance with University regulations.

(2) KU students intending to have credits acquired from other domestic universities acknowledged must request the University for credit acknowledgement within 60 days from the date of commencement of the first semester their return to and registration at the University.

Article 11 (Credit Acknowledgement, Etc.) (1) The term “credit acknowledgement” refers to the University’s acknowledgment of grades (credits) acquired by its students at other universities.

(2) The names of the courses and grades (credits) acquired from other universities shall in principle be acknowledged as given without alternation and shall not be replaced by those used at the University.

(3) The names of the courses and grades (credits) acquired from other universities indicated on the academic transcript issued by other universities shall be used as given without alternation on the academic transcript issued by the University.

(4) Grades (credits) acquired from other universities shall not be counted toward the overall GPA, but shall be counted toward the total number of credits acquired.

(5) The extent to which the number of credits acquired from other universities may be acknowledged and the categorization of the courses taken at other universities shall be determined by the student's affiliated department, provided that credits acquired from other universities using a grading system that differs from that of the University may be acknowledged based on separate credit conversion standards. In the event credits acquired from other universities are acknowledged as credits for a substitute course offered at the University, the number of credits acknowledged shall not exceed the credits designated for that substitute course.

(6) Credits acquired from other universities shall not be acknowledged unilaterally by students. Students must have credits acquired from all courses taken at other universities, except for those acquired from courses for which a grade of F or a grade equivalent to that was granted or those acquired from audited courses, officially acknowledged by the University as credits acquired

from the University.

(7) Repetition of courses that have already been taken at the University shall not be acknowledged.

Article 12 (Tuition and Course Fees) Tuition for regular semesters attended at other universities shall be paid to the University, and course fees for summer/winter courses shall be paid to other universities offering those courses.

Section 2. Other University Students Studying at the University

Article 13 (Eligibility) (1) In order for other university students to apply for a credit exchange program to attend the University, they must meet all of the requirements set forth in the following subparagraphs:

1. Students of other universities that administer a credit exchange program with the University based on law or agreement, who have completed at least two semesters at their affiliated universities and are currently registered for the semester in which the exchange program is to be conducted (however, students on leave of absence may also be eligible to apply for a credit exchange program for summer/winter semesters);

2. Students must have obtained permission to participate in a credit exchange program from their affiliated universities.

(2) Students falling within any of the categories set forth in the following subparagraphs shall be restricted from participating in a credit exchange program:

1. Students who cancel their participation in the credit exchange program without just cause;

2. Students who exhibit behavior that hinders the academic atmosphere of the University.

(3) Any separate agreement concluded with respect to matters specified in paragraphs 1 and 2 shall be complied with.

Article 14 (Application and Permission) Other university students intending to attend the University for the purpose of credit exchange shall be considered eligible to attend the University by applying for course registration at the University in accordance with University regulations, provided that any separate agreement concluded with respect to this matter shall be complied with.

Article 15 (Permission to Attend the University) The University shall determine whether to grant other university students permission to attend the University in accordance with prescribed screening procedures.

Article 16 (Quota) The University may limit the number of credit exchange students attending the University if necessary, provided that any separate agreement concluded with respect to this matter shall be complied with.

Article 17 (Period of Study) The number of regular or summer/winter semesters other university students may spend at the University under a credit exchange program shall not be limited; other university students may attend the University for multiple semesters, provided that the number of credits they acquire from the University does not exceed the maximum allowed.

Article 18 (Course Completion) Other university students attending the University for the purpose of credit exchange may take any of the courses offered by the University. However, the University may limit the courses available to credit exchange students and the number of credit exchange students who may register for each of such courses.

Article 19 (Credit Acquisition per Semester) The maximum number of credits that other university students attending the University for the purpose of credit exchange may acquire from the University during a regular semester shall be 19 credits and the number of credits that they may acquire from the University during a summer/winter semester shall not be limited, provided that any separate agreement concluded with respect to this matter shall be complied with.

Article 20 (Course Registration and Add/Drop) Course registration and add/drop at the University shall be

conducted in accordance with University regulations.

Article 21 (Cancellation of Study) (1) Mid-course cancellation of participation in a credit exchange program shall not be permitted, provided that it may be allowed upon request by the credit exchange student's affiliated university that is made due to changes in the registration status of the student or other unavoidable reasons.

(2) In the event of cancellation of participation in a credit exchange program for a summer/winter semester, course fees paid shall be refunded in accordance with the refund standards set forth by the University.

Article 22 (Grading) Grading of courses taken at the University shall be undertaken in accordance with University regulations, and the credit exchange student and the student's affiliated university shall be notified of the results.

Article 23 (Tuition and Course Fees) Credit exchange students shall pay tuition for the regular semesters they attend at the University to their affiliated university, and pay course fees for summer/winter courses they attended at the University to the University.

Article 24 (Use of Facilities) The University shall offer other university students attending the University for the purpose of credit exchange to access libraries, labs and other facilities of the University.

Chapter 3. International Exchange Programs

Section 1. Types of International Exchange Programs

Article 25 (Student Exchange Program) (1) The Student Exchange Program (SEP) is a program under which students are exchanged between the University and other foreign universities for a certain period of time based on a student exchange agreement entered into between them.

(2) To be eligible to be selected as exchange students, University students, regardless of their major, must be currently registered with either the Seoul or Sejong Campus of the University, and have acquired an overall GPA of at least 2.80 from the University and meet the minimum requirements set forth by the host university, including language proficiency and GPA requirements.

(3) The total period of exchange for exchange students shall not exceed two years regardless of how many times the students participate in exchange programs, provided that the period of exchange per student exchange program does not exceed one year.

(4) Exchange students shall not be permitted to change either their predetermined host university or period of exchange except for unavoidable reasons such as force majeure.

(5) Exchange students shall pay tuition to the University during their exchange term and be exempted from tuition at the host university; they shall be responsible for all other incidental expenses.

(6) The affiliation of exchange students with the University as registered students shall be maintained during their exchange term.

Article 26 (Visiting Student Program) (1) The Visiting Student Program (VSP) is a program under which students are exchanged between the University and other foreign universities for a certain period of time based on a visiting student agreement entered into between them

(2) The total period of exchange for visiting students shall not exceed two years regardless of how many times the students participate in visiting student programs, provided that the period of exchange per visiting student program does not exceed one year

(3) Visiting students shall pay tuition to the University during their visiting term and be exempted from tuition at the host university; they shall be responsible for all other incidental expenses.

(4) The affiliation of visiting students with the University as registered students shall be maintained during their visiting term.

Article 27 (Restrictions on Credit Acknowledgement for Short-Term Student Dispatch Programs) (1)

Programs falling within any of the categories set forth in the following subparagraphs shall be defined as short-term student dispatch programs:

1. Language programs allowing credit acknowledgement (Article 28);

2. International Summer Campus (ISC) Exchange Program (Article 31–2).

(2) The maximum number of credits that may be acquired by students from participating in short-term student dispatch programs shall be 12 credits.

(3) The maximum number of credits that may be acquired by students per short-term student dispatch program shall be as set forth in Article 49 of the *Regulations of the Academic Affairs of Korea University*.

Article 28 (Language Program Allowing Credit Acknowledgment) (1) Students intending to participate in a language program allowing credit acknowledgment during University holidays must, within the specified period, submit relevant course fees, an Application for a Language Program Allowing Credit Acknowledgment, and a letter of acceptance from the host university to the Office of International Affairs.

(2) Students may apply to participate in a language program allowing credit acknowledgement a maximum of two times, and the maximum number of credits acquired from participation in such programs that may be acknowledged by the University during their registration to the University shall be six credits.

(3) Only four-year foreign universities that have entered into an academic exchange agreement with the University shall be eligible to be a host university for a language program allowing credit acknowledgment.

Article 29 (Self-Financed Study Abroad Students) (1) Students intending to study at a foreign university at their own expense must, before the end of the semester immediately preceding the semester in which the study is to be conducted, submit an Application for Self-Financed Study Abroad and a letter of acceptance from the host university to the administration office of their affiliated college.

(2) Only four-year foreign universities shall be eligible to be a host university for self-financed study abroad students.

Article 30 (Students Exchanged under Agreements Concluded by Individual Colleges) (1) Exchange and visiting students attending other universities under agreements concluded by individual colleges of the University shall be selected in accordance with selection and deployment standards set forth by individual colleges.

(2) The Office of International Affairs must be notified of the list of exchange and visiting students attending other universities under agreements concluded by individual colleges and any changes thereof before the commencement of each semester.

Article 31 (International Summer Campus) (1) The International Summer Campus operated by the University shall be regarded as a summer semester under Article 21(3) of the *Constitution of Korea University*.

(2) Details of matters pertaining to the eligibility for participation in and operation of the International Summer Campus shall be separately provided for and enforced by the relevant department.

Article 31–2 (International Summer Campus Exchange Program) (1) Students intending to participate in the International Summer Campus Exchange Program may apply only to international summer campuses operated by partner universities determined by the Office of International Affairs.

(2) Students may apply to participate in the International Summer Campus Exchange Program a maximum of two times, and the maximum number of credits that may be acquired by students from participating in the program shall be 12 credits, provided that the number of credits that may be acquired per participation does not exceed six credits.

(3) Applicants for the International Summer Campus Exchange Program must confirm in advance with the department chair of their affiliated department the course classification of the courses they intend to take and whether credit acknowledgment is possible for such courses. Students intending to have credits acquired from overseas universities acknowledged must submit to the administration office of their affiliated college relevant documentation approved by

the department chair of their affiliated department.

Article 32 (Virtual Student Exchange Program) (1) The Virtual Student Exchange Program (VSEP) is a program under which students of the University take online courses offered by other foreign universities that have entered into a student exchange agreement with the University or by international consortiums in which the University participates during semesters in which they are studying at the University and acquire credits.

(2) In order for students to apply for the Virtual Student Exchange Program, they must meet the requirements set forth in the following subparagraphs:

1. Currently registered undergraduate students who have, as of the semester in which the exchange program is to be conducted, completed at least two semesters at the University (however, transfer students who have completed at least one semester at the University may also be eligible to apply);

2. Students must be not expected to graduate at the end of the relevant semester;

3. Students must have acquired an overall GPA of at least 3.00 up to the semester immediately preceding the semester in which the exchange program is to be conducted and meet the minimum requirements set forth by the host university or the consortium, including language proficiency and GPA requirements.

(3) Students may apply to participate in the Virtual Student Exchange Program a maximum of four times, and the period of participation per participation shall not exceed one semester

(4) Students shall pay tuition to the University, and they shall be responsible for all incidental expenses incurred from participating in the program.

Section 2. KU Student Studying at Other Foreign Universities

Article 33 (Applicable Program) (1) The programs students may apply to shall in principle be regular programs offered by prominent foreign universities.

(2) Student exchanges with foreign universities conducted for the purpose of acquiring a degree shall not be permitted, except for cases where acquiring a dual or joint degree is permitted under an academic exchange agreement.

(3) Students who have completed a program at a foreign university must register at the University for their graduation semester. Similarly, dual major students must complete the graduation semester of their first major and dual major at the University.

Article 34 (Obligation to Report) (1) Students intending to participate in a program at a foreign university must, within the specified period before departure, submit required documentation, including a written oath, consent to the collection and use of personal information, statement of departure, and certificate of insurance for international students, to the Office of International Affairs and the department in charge of the program.

(2) Students who have participated in a program at a foreign university must, immediately upon their return to Korea, submit a statement of return and an experience report to the Office of International Affairs and the department in charge of the program.

Article 35 (Registration) Students participating in a program at a foreign university must pay tuition to the University every semester during their participation in the program to maintain their affiliation with the University as registered students.

Article 36 (Application for Program Participation) (1) Students intending to apply for a program offered by a foreign university must, no later than 30 days before the commencement of each semester, submit an application, a letter of acceptance from the host university and a Korean translation thereof, and the Certificate of Enrollment that have been approved by their academic advisor and the department chair of their affiliated department to the administration office of their affiliated college, and obtain approval from the President.

(2) With respect to paragraph 1, the appropriateness of the host university, the program, and the language institute affiliated with the host university shall be determined by the student's affiliated department and confirmed by the academic advisor and department chair.

(3) Paragraphs 1 and 2 shall not apply to exchange students, visiting students, and students

participating in the Virtual Student Exchange Program who were selected by the Office of International Affairs in accordance with the relevant academic exchange agreement.

Article 37 (Indication of Program Participation) (1) Students permitted and registered to participate in a program offered by a foreign university shall not be required to register for courses offered at the University, and their status on the Student Register shall be indicated as “Participation in a foreign university program.”

(2) For students whose status is marked as “Participation in a foreign university program,” notification of final grades shall be deferred until the credits they have acquired from participating in the program are processed.

Article 38 (Restrictions on Registering for Courses Offered by Other Universities) Article 7 shall apply mutatis mutandis to the registration of courses by exchange students, visiting students, and students participating in the Virtual Student Exchange Program.

Article 39 (Credit Acknowledgment) (1) The term “credit acknowledgment” refers to the University’s acknowledgment of grades (credits) acquired by its students selected for international exchange programs from their host university in accordance with University regulations.

(2) The maximum number of credits acquired by exchange students, visiting students, and self-financed study abroad students at other universities that may be acknowledged by the University shall be as set forth in Articles 48 and 49 of the *Regulations of the Academic Affairs of Korea University*.

(3) The maximum number of credits acquired by students from participating in the Virtual Student Exchange Program that may be acknowledged by the University during their registration to the University shall be 12 credits, provided that the number of credits that may be acquired per participation does not exceed six credits and the number of courses that may be taken per participation does not exceed two courses. However, the total number of credits that may be acquired and acknowledged per semester, including those acquired from courses offered by the University, shall be as set forth in paragraph 2.

(4) The names of the courses and grades (credits) acquired from other foreign universities shall in principle be acknowledged as given without alternation. However, such names and grades (credits) may be replaced by those used at the University, and in the event credits acquired from other foreign universities are acknowledged as credits for a substitute course offered at the University, the number of credits acknowledged shall not exceed the credits designated for that substitute course.

(5) The names of the courses taken at other foreign universities shall in principle be indicated as given in English without alternation on the academic transcript issued by the University, and the grades (credits) acquired from other foreign universities indicated on the academic transcript issued by other universities shall be recorded as given without alternation on the academic transcript issued by the University.

(6) Grades (credits) acquired from other foreign universities shall not be counted toward the overall GPA, but shall be counted toward the total number of credits acquired.

(7) For exchange students, the extent to which the number of credits acquired from other foreign universities may be acknowledged and the categorization of such credits (into major course credits or general education course credits) shall be determined by their affiliated department, provided that credits acquired from other foreign universities using a grading system that differs from that of the University may be acknowledged based on separate credit conversion standards.

(8) Credits acquired from other foreign universities shall not be acknowledged unilaterally by students. Students must have credits acquired from all courses taken at other foreign universities, except for those acquired from courses for which a grade of Fail, Non-pass, Unsatisfactory, or equivalent grade was granted or those acquired from audited courses, officially acknowledged by the University as credits acquired from the University.

(9) In the event the grading system used by other foreign universities differs from that of the University, the grading system of the other universities must be separately indicated.

(10) Repetition of courses that have already taken at the University shall not be acknowledged.

Article 40 (Procedure and Method for Grade Acknowledgment) (1) Students shall submit to the

administration office of their affiliated college the original copy of the academic transcript recording grades (credits) acquired from the other foreign university under the student exchange program, course descriptions issued by the other university, and an Application for Acknowledgement of Credits Acquired from Foreign Universities.

(2) All supporting documentation shall in principle be submitted in English, and only those confirmed by the Office of International Affairs shall be regarded as valid. However, documentation submitted by students who have attended other universities under agreements concluded by individual colleges of the University shall be confirmed by the administration office of their affiliated college.

(3) Students intending to have credits acquired from other foreign universities acknowledged must request the University for credit acknowledgement within 60 days from the date of commencement of the first semester they return to and register at the University.

Section 3. Other Foreign University Students Studying at the University

Article 41 (Eligibility) (1) Students of other foreign universities that have entered into a student exchange agreement with the University and who were selected by other universities and students selected by the International Student Exchange Program (ISEP) may be eligible to apply for the University's Student Exchange Program.

(2) Other foreign university students eligible to attend the University for a short period of time as self-financed study abroad students under the Visiting Student Program shall be four-year foreign university students who have completed at least two semesters at their affiliated university and acquired an overall GPA of at least 2.80 (out of 4.50) or equivalent academic qualifications.

Article 42 (Application and Permission) (1) Other foreign university students intending to apply for the University's Student Exchange Program or Visiting Student Program must submit the relevant application form and other required documentation within the application period of each semester, as set forth in the following subparagraphs:

1. Students intending to attend the University in the spring semester: by November 15 of the preceding year;
2. Students intending to attend the University in the fall semester: by May 15 of the year concerned.

(2) The period of study under the Student Exchange Program and the Visiting Student Program shall in principle not exceed one year, provided that it may be extended upon agreement between the University and the sending university.

Article 43 (Registration and Procedure for Entry) (1) Students accepted to the Student Exchange Program shall pay tuition to their affiliated university during their exchange term and be exempted from tuition at the University. They shall be responsible for living expenses, provided that such expenses may be provided if separately agreed to between the University and their affiliated university.

(2) Students accepted to the Visiting Student Program shall, within the specified period, pay tuition to the University in an amount equivalent to the amount paid by KU students.

(3) Students accepted to either the Student Exchange Program or the Visiting Student Program who have received a letter of acceptance may enter Korea after obtaining a student visa from the Korean embassy/consulate in the country concerned.

(4) Students of Chinese nationality must have a Certificate for Confirmation of Visa Issuance issued by an immigration office under the Ministry of Justice of Korea.

(5) Students of North Korean statehood must submit to the University a Report on Contact with North Korean Residents issued by the Ministry of Unification of Korea.

Article 44 (Status and Credit Acknowledgment) (1) The status of other foreign university students participating in the University's Student Exchange Program or Visiting Student Program shall be indicated as "Office of International Affairs Exchange Students" on the Student Register. They shall be given the status equivalent to that of KU students and shall not be restricted from access to the facilities, benefits, and various programs offered by the University.

(2) Other foreign university students participating in the University's Student Exchange Program

or Visiting Student Program may apply for a maximum of 19 credits per semester, and the processing of credits acquired by them at the University shall be conducted in accordance with the regulations of their affiliated university.

Article 45 (Deduction of Medical Expenses) Other foreign university students participating in the University's Student Exchange Program or Visiting Student Program may receive medical expense deduction offered by the University by paying the designated fees.

Supplementary Provisions

Article 1 (Date of Enforcement) These Detailed Enforcement Regulations shall enter into force on January 1, 2015.

Article 2 (University Regulations to be Repealed) The *Detailed Enforcement Regulations on the Exchange of Foreign University Students and Credits* and *Detailed Enforcement Regulations on the Exchange of Domestic University Students and Credits* shall be repealed upon enforcement of these Detailed Enforcement Regulations.

Supplementary Provisions

Article 1 (Date of Enforcement) These Detailed Enforcement Regulations shall enter into force on April 1, 2017.

Article 2 (Interim Measures) The change in the campus name shall be regarded as having entered into force as of March 1, 2017.

Supplementary Provisions

Article 1 (Date of Enforcement) These amended Detailed Enforcement Regulations shall enter into force on September 1, 2017 (Article 10(2) newly inserted; Article 40(3) amended).

Supplementary Provisions

Article 1 (Date of Enforcement) These Detailed Enforcement Regulations shall enter into force on September 1, 2020.

Article 2 (Interim Measures concerning the Eligibility of KU Students to Attend Other Universities) The amendment to Article 4 shall be regarded as having entered into force as of July 1, 2020.

Supplementary Provisions

Article 1 (Date of Enforcement) These Detailed Enforcement Regulations shall enter into force on December 1, 2020 (Articles 7(2), 8, 27(1), 36(3) and 38 amended; Article 32 changed to Article 31-2; Articles 32 and 39(3) newly inserted).