



STUDENT EXCHANGE PROGRAM FACT SHEET | 2019 ACADEMIC YEAR

IMPORTANT DATES

	Spring Semester	Fall Semester
Nomination Open	September 1, 2018	March 1, 2019
Nomination Deadline	October 30, 2018	April 30, 2019
Application Deadline	November 15, 2018	May 15, 2019
Acceptance Package sent by Post	December 15, 2018	June 15, 2019
Course Registration	February 20, 2019	August 20, 2019
Housing Check-in	February 28, 2019 (TBA)	August 30, 2019 (TBA)
Orientation	March 2, 2019	September 1, 2019
Semester Dates	March 4 - June 14, 2019	September 2 - December 13, 2019
Final Exam Period	June 12 - June 21, 2019	December 12 - December 20, 2019
Housing Check-out	June 30, 2019	December 31, 2019

I ELIGIBILITY

- Must be enrolled as a full-time student at one of our exchange partner universities
- Must have completed at least 2 semesters at their home university
- Must be in good academic standing at their home university
- Language proficiency in either Korean or English is recommended (proof is not required)

II APPLICATION PROCESS

1. Nomination

All students wishing to study at Dankook University as an exchange student **must be nominated by their home university first**. Once our nomination is open, we will send our exchange partners an email containing information on how to nominate their students. The nomination details include student's full name, email address, academic major and intended field of study. Students should contact their home university to be nominated and we do not accept direct applications from students who are not nominated by their home university.

2. Online Application

After being nominated, students will receive an email with online application guidelines and will be requested to complete an online application at our Portal website. When applying online, students are required to upload the following documents:

- > Photocopy of Passport (personal information page)
- > Certificate of Enrollment (must be in English)
- > Official Transcript (must be in English and contain all courses)
- > Identification Photo (must be taken against a white background / ears and eyebrows must be shown)
- > Proof of Insurance Policy (students will be required to submit this after being accepted)
- > Tuberculosis Test Result (students will be required to submit this after being accepted)

3. Acceptance

The application screening process is conducted at once after we receive all applications. Students can expect to receive a decision on their application within one month from the application deadline. After being accepted, we will send students an email notification in addition to mailing an acceptance package which includes official acceptance letter and certificate of admission to their home university for visa purposes.

III ACADEMICS

1. Course Selection

- The degree programs at Dankook University are taught in Korean. Some courses are offered in English and the English-taught courses available for exchange students are listed on our web-site at the following link: <http://www.dankook.ac.kr/en/web/international/courses-taught-in-english>
- **Students should choose their campus to study depending on the majors offered at each campus. Students are not allowed take courses from the other campus.**
- Students may choose any courses from the list and mix courses from different departments regardless of their major. There is no prerequisite to attend courses in any year level, but some courses may have restrictions.
- **Students can enroll in up to 19 credits per semester including the Korean language courses.** There is no minimum number of courses required for exchange students to be enrolled in, but we recommend students to take at least 12 credits.
- Medium of Instruction
 - ✓ English: Courses are conducted entirely in English.
 - ✓ English and Korean: Courses are conducted in half English and half Korean. These courses are not recommended for students who do not have good Korean proficiency.
 - ✓ Korean: Courses are conducted entirely in Korean.

2. Korean Language Courses

Korean language courses are offered in three different sections: conversation, reading and writing, at four levels with the Introductory classes being the lowest and the Advanced classes being the highest. There is no level test required prior to registration and students may choose courses based on their own judgement on the level.

3. Registration

After being accepted, students will need to submit course registration request form via email. The international office will then initiate the enrollment process with each department on campus. Unfortunately, students do not receive priority registration therefore it is important to note that class requests are not guaranteed. Students will have an opportunity to make changes to their schedules during the first two weeks of class if necessary.

4. Credit and Grading System

- The majority of courses at Dankook are 3-credit courses. A 1-credit course includes one hour of lecture time per week for 15 weeks in one semester. i.e., a 3-credit course includes 45 lecture hours per semester. Apart from lectures, there are midterms and final exams which could vary in schedule and assessment type depending on courses. Exchange students from countries that use different credit system should consult about credit transfer with their home university, not with us.
- Each class will receive a separate grade mark ranging from A+ to F. An A, B, and C is considered passing while D and F is considered below average and failing. Each of these marks is then averaged based on the number of credits assigned in what we call a Grade Point Average (GPA). Students may refer to the following table for conversion:

Letter Grade	Numerical Grade	Grade Point
A+	95 - 100	4.5
A	90 - 94	4.0
B+	85 - 89	3.5
B	80 - 84	3.0
C+	75 - 79	2.5
C	70 - 74	2.0
D+	65 - 69	1.5
D	60 - 64	1.0
F	0 - 59	0.0

5. Transcripts

The academic transcripts for students will be sent to their home university by post in four weeks after the semester is over. We do not issue transcripts online or send by email.

IV ACCOMMODATION

- **It is mandatory for all incoming exchange students to live in our on-campus dormitory for security reasons.** Those who intend to stay outside the campus should not apply for this program.
- Exchange students will be placed in a double occupancy room of our on-campus dormitory, Woongbi Hall. Each room is furnished with 2 single beds, bedding, desks, chairs, wardrobes, a telephone, internet connection, and a private bathroom. A variety of facilities are also available for students' convenience such as a coin operated laundry room, restaurant, fitness center, convenience store, etc.
- The dormitory fees

Period of Study	Duration of Stay	Dormitory Fees
1 Semester	4 months	Approx. 1,300,000 KRW
2 Semesters	6 month (First Semester)	Approx. 1,900,000 KRW
	4 months (Second Semester)	Approx. 1,300,000 KRW

- Students who will be staying for 2 semesters can't move out from the dormitory during the break between the semesters.
- The payment should be made in cash during the first two weeks of the each semester.
- We advise all students to arrive on the fixed arrival dates. Students can't move into the dormitory before the check-in dates or stay beyond the check-out dates.

V LANGUAGE TUTORING PROGRAM

- The language tutoring program is designed to connect incoming exchange students with Dankook University students who are interested in learning foreign languages and culture. The foreign languages available in this program are: **English, Chinese, Japanese, Spanish, German, French, Russian, Portuguese and Mongolian.**
 ※ **Russian, Portuguese and Mongolian are only available for students applying for Cheonan Campus.**
- **Students must be a native speaker of the language that they wish to teach in this program. Some students might need to take an interview upon arrival if necessary.**
- A tutoring group will consist of 1 tutor and 3-5 Dankook students. The lesson content can be decided by the tutor in accordance with the language proficiency level and the interest of their tutees. Tutors must complete 40 hours of teaching throughout the semester by having one 3-hour session per week for 13 weeks. Upon successful completion, students will be awarded a free on-campus accommodation for this semester.
- The application for tutors will be opened after students are being accepted to Dankook University and then, students will need to submit their application by email. However, students will not be notified of the result of their application by the time they arrive at Dankook University, so they need to prepare for the accommodation fees in case they are not selected.

VI VISA

After being accepted and given the acceptance package, students will need to visit the Korean embassy or consulate in their home country to obtain a student(D-2-6) visa. Obtaining a student visa is required for every non-Korean student who wishes to study in Korea. Students are advised to contact the nearest Korean embassy or consulate general in advance to find out required documents and avoid any confusion or delay before applying for visa. Visa fees may apply. Dankook University does not guarantee visa issuance for students.

VII HEALTH INSURANCE

All incoming exchange students must have a health insurance that covers the period of their stay in Korea. Students are required to purchase their own health insurance in their home country and submit proof of health insurance to us before coming to Korea. The insurance policy should cover sickness, accident and death. Student should also make sure to know how the health insurance works if any medical problems occur.

VIII TB TEST

In accordance with the requirements of the Korean Immigration Service and our dormitory regulation, all successful applicants are required to submit proof of an authorized tuberculosis test (X-ray) result that is taken within 45 days prior to their arrival in Korea. Students will be asked to attach the scanned copy of their tuberculosis test result on the online application later in February for Spring Semester and August for Fall Semester.

IX CONTACT INFORMATION

Jukjeon Campus

America, Asia, Europe, Oceania: Mr. Jihoon Jang (☎ +82 31 8005 2603, ✉ csy@dankook.ac.kr)

China, Taiwan: Ms. Yunkyung Lee (☎ +82 31 8005 2604, ✉ 12180472@dankook.ac.kr)

Japan: Ms. Miyeon Kim (☎ +82 31 8005 2606, ✉ iliwala@dankook.ac.kr)

Cheonan Campus

America, Asia, Europe, Oceania: Mr. Mike(Jongho) Lee (☎ +82 41 550 1071, ✉ sharp30@dankook.ac.kr)

China, Taiwan: Ms. Ijung Ahn (☎ +82 41 550 1073, ✉ 12171596@dankook.ac.kr)