

January, 2021

Dear students of the HSE-KIC Dual Degree Program,

On behalf of the faculty, employees, and the students of the College of International Studies and Kyung Hee University, I would like to express my delight to welcome you for the upcoming spring semester as the first group of HSE students in the Kyung Hee University program. We have gone through a whole year of a rocky path to prepare for the program due to the unprecedented global pandemic. I also would like to express my sincere regret for the inconveniences caused by the change of curriculums and education schedules. Although the Covid-19 is still widespread and mass vaccination requires several more months, we have been working, in collaboration with the HSE faculty, relentlessly to meet your educational demands. While some issues need a bit more time to be resolved, we are happy to finally announce the launch of the program.

However, we do need your cooperation to ensure the successful completion of your first year in Korea (and in partner universities). First, we require your compliance with the general rules and guidelines of the College of International Studies and Kyung Hee University including but not limited to the general rules and regulations of the College and the University, academic code of conduct, accommodation policies at the dormitory, instruction policies of individual courses, responsibility as global citizens. Second, although you are given relatively short notice due to the pandemic, we appreciate your full payment of dues in a timely manner in order to ensure the appropriate provision of educational services. Third, we expect your understanding on the potential revision or alternation of service arrangement, due also to the persistent global spread of Covid-19, which may, in the worst-case scenario, close your window of new educational opportunities at our partner universities. Finally, please be sure to keep yourself healthy and safe, particularly keeping the Covid-19 guidelines of the public health authority, as an issue in your health condition could make a profound and detrimental impact on your learning experiences.

Again, I am more than happy to have all of you on the beautiful campus of Kyung Hee University in the coming semester. Thank you and wish you all the best. Please stay safe.

Warm regards,

**Jun Yeup Kim**

Dean  
College of International Studies  
Kyung Hee University

**Revision of the Contract for Academic Affairs**  
**Higher School of Economics and Kyung Hee University Dual Degree Program of**  
***Politics and Economics in Asia***

This revised Contract for Academic Affairs (“Contract” hereinafter), made as of November 30, 2020, is by and between the **College of International Studies**, Kyung Hee University (“KHU”), and Student Name (“Student”).

In consideration of the mutual promises and covenants in this Contract, of which the receipt and sufficiency are hereby acknowledged, the Parties undersigned at the end of this Contract further agree to the terms as follows:

1. In the unprecedented global health crisis, the educational services of the College of International Studies, obliged by the Mutual Agreement between the Higher School of Economics (HSE) and Kyung Hee University (KHU) for the HSE-KHU Dual Degree Program of Politics and Economics in Asia (“Mutual Agreement,” hereinafter), require a revision upon mutual agreement
2. For the students in Japanese studies major (“J-students,” hereinafter) and Chinese studies major (“C-students,” hereinafter), as the Japanese and Chinese governments prohibit students enrolled in non-degree programs with online-only course offerings from entering their countries, KHU provides alternative language programs in case the entrance ban is maintained by the final day in the month prior to the end of each semester, *i.e.*, as of May 31 or November 30, in available venues
3. In case the Korean government imposes restrictions on travel and gathering, or the university instate a campus-wide closure, KHU may provide all educational services in remote learning formats, either synchronously or asynchronously, per the guidelines and regulations of the Ministry of Education of Korea for dual degree conferment
4. In case the students may not depart Russia due to travel restrictions implemented by the Russian government and/or the Korean government by fourteen (14) days prior to the program beginning date, KHU may provide, all or in part, educational services in remote learning formats
5. The location, beginning date, duration, and education format of the alternative program arrangements will be determined by mutual consent between HSE and KHU
6. For the J-students and C-students, the two non-language courses at the partner universities in Japan and China during their stays in each country (“overseas curriculum,” hereinafter), *i.e.*, Society and Culture in Japan and Society and Culture in China, may not be available in the Academic Year 2021
7. The sequence of curriculums of J-students and C-students begins with the curriculums in Korea, followed by the overseas curriculums
8. The education venue for the Korean studies major begins with the Seoul Campus, followed by the Global Campus
9. Under the force majeure clauses in effect by the Mutual Agreement, students may not petition a refund, either partial or in entirety, of the tuition and fees with the reason of alternation in program arrangements
10. The above clause (9) does not override the general policy of tuition and fee refund generated by withdrawal, cancellation, or suspension

11. We recognize this change will cause difficulties and inconveniences for all parties involved including the students, educators, and administrators, and will explore ways to mitigate the impact
12. This Agreement will be effective starting January 1, 2021, and will continue to be until revised or rescinded by mutual consent between HSE and KHU

Student

Provider

**Student Name**

**Kim, Jun Yeup**

Dean  
College of International Studies  
Kyung Hee University

Date:

Date: December 27, 2020

Upon receiving, please sign this contract and retain the original copy, sending an electronic copy to KHU at: **kic-hse@khu.ac.kr**

**Outline of the Program of the Third Academic Year (2021)**  
**Provided by the College of International Studies, Kyung Hee University**

- \* Notice: Due to the international travel ban caused by the Covid-19 pandemic, the beginning of the third academic year has been postponed from Fall 2020 to Spring 2021 upon mutual agreement
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### **1. Basic Requirements**

- (1) Students of <KHU-HSE Double Degree Program Economics and Politics in Asia> (“Students” hereinafter) will be provided with the educational services of their third academic year by the College of International Studies, Kyung Hee University (“KHU” hereinafter), upon completion of two academic years at the Higher School of Economics (“HSE” hereinafter).
- (2) Students have to earn at least 30 credits from courses offered by KHU for graduation with the KHU-HSE Double Degree. For those students who fail to gain 30 credits, KHU may seek an alternative way of make-up course in the next semesters or years, before their graduation, if necessary.
- (3) Students have to earn a GPA of 1.7 or higher out of a 4.0 GPA scale for the entire academic years at HSE and KHU for graduation with the KHU-HSE Double Degree.
- (4) Students should comply with the regulations of KHU during their third academic year. Those students in Japanese or Chinese studies tracks should also comply with the regulations of the Center for Japanese Language, Waseda University (“CJL” hereinafter) or the International Cultural Exchange School, Fudan University (“ICES” hereinafter) during their language programs in Japan or China.
- (5) Students should comply with the rules of KHU’s academic affairs such as course organization, registration, cancellation, class enrollment, class size, and evaluation for their study at KHU.

### **2. Registration for KHU**

- (1) Tuition bill dispatch: The tuition bill for the third academic year will be available to Students in **January 2021**.
- (2) Tuition payment: The transfer of tuition fee should be completed to the bank account designated by KHU within two (2) weeks upon receiving the invoice but should no later than **January 27, 2021**. Students should email the receipt of tuition transfer to the office of KHU at **kic-hse@khu.ac.kr**. Students are responsible for any bank fees or commission. If there is a difference between the transferred money and the tuition fee, Students should settle the difference after they arrive at KHU. Please refer to the invoice for further details.
- (3) Submission of passport information: Students, those who have not, must submit their correct passport information before **January 15, 2021**, and the English names on their passports should match exactly with ones on their Admission Certificates, including spelling, space, and letter case.
- (4) The items and amount collected with the invoice may change due to administrative reasons upon the mutual agreements between HSE and KHU.

### **3. Refund Policy**

- (1) Those students who fail to qualify for the advancement to the third academic year will

- receive a full refund of their tuition minus the bank commission of wiring from KHU.
- (2) Refund before the start of Fall semester in 2021: If students decide to discontinue their third academic year before the start of Fall semester in 2021 (**September 1, 2021**), they will receive 40% of the tuition for their third academic year.
  - (3) Refund after the start of Fall semester in 2021: If students decide to discontinue their third academic year after the start of Fall semester in 2021 (**September 1, 2021**), no refund will be issued.

#### 4. Partial Tuition Waivers

- (1) Selected students will be given tuition discounts as scholarship based on their grades of two and a half academic years at HSE after the beginning of the Spring semester in 2021.
- (2) The criteria and eligibility for tuition discounts will be determined according to the number of registered students for the third academic year, in accordance with the KHU scholarship policy.

#### 5. Curriculum Structure

##### [Korean Studies Track]

- (1) Spring semester, 2021 (9 credits, all required) at KHU Seoul Campus: **1st week of March to 3rd week of June**
  - High-Intermediate or Advance Korean Language I & II (15 study hours per week, 6 credits)
  - Korean Culture & Society (3 credits)
  - Elective Major Courses at KHU Global Campus (optional)
- (2) Summer semester, 2021 (6 credits, all required) at KHU Seoul Campus: **4th week of June to 2nd week of July 2022**
  - Capstone Design for International Studies I: (3 credits)
  - Capstone Design for International Studies II: (3 credits)
- (3) Fall semester, 2021 (15+ credits, all required) at KHU Global Campus: **1st week of September to 3rd week of December**

##### [Required Courses]

- High-Intermediate or Advance Korean Language I & II (3 credits)
- Korean Politics and Economy (3 credits)
- Korean Foreign Policy (3 credits)
- North Korea and Inter-Korean Relations (3 credits)

##### [Elective Major Courses]

- Selection of 3 courses either in the “Global Business Track” or “International Relations Track” (refer to the List of Elective Major Courses)
  - \* The track name will be printed on Students’ certificates of graduation.
  - \* The list of courses is tentative and the actual course offerings may be changed depending on the conditions of individual lecturers.

##### [Japanese Studies Track]

- (1) Spring semester, 2021 (24 credits) at KHU Global Campus: **1st week of March to 3rd week of June**

[Required Courses]

- Japanese Politics and Economy (3 credits)
- Japanese Foreign Policy (3 credits)
- High-Intermediate Japanese Language I & II (6 credits)
  - Only one level of Japanese language course may be offered because the minimum number of course enrollees is fifteen at KHU.

[Elective Major Courses]

- Selection of 3 courses either in “Global Business Track” or “International Relations Track” (9 credits, refer to the List of Elective Major Courses)
  - \* The track name will be printed on Students’ certificates of graduation.
  - \* The list of courses is tentative and the actual course offerings may be changed depending on the conditions of individual lecturers.
- One additional course (3 credits): Selection of a course (in English) offered by any academic departments of Kyung Hee University including the College of International Studies

- (2) Summer semester, 2021 (6 credits, all required) at KHU Global Campus: **4th week of June to 2nd week of July 2021**

- Capstone Design for International Studies I (3 credits)
- Capstone Design for International Studies II (3 credits)

- (3) Fall semester, 2021

[Schedule A] At KHU Seoul Campus, if the Japanese government imposes an entrance ban or remote-only learning policy as of May 31, 2021

- High-Intermediate or Advance Japanese Language I & II (15 study hours per week, 6 credits)
- Elective Major Courses at KHU Global Campus (optional)

[Schedule B] At CJL, Waseda University, if the Japanese government lifts the entrance ban as of May 31, 2021

- International Studies I & II (Japanese Language) (6 credits)
- International Studies III (Japanese Culture & Society) (3 credits)

**[Chinese Studies Track]**

- (1) Spring semester, 2021 (24 credits) at KHU Global Campus: **1st week of March to 3rd week of June**

[Required Courses]

- Chinese Politics and Economy (3 credits)
- Chinese Foreign Policy (3 credits)
- High-Intermediate Chinese Language I & II (6 credits)
  - Only one level of Japanese language course may be offered because the minimum number of course enrollees is fifteen at KHU.

[Elective Major Courses]

- Selection of 3 courses either in “Global Business Track” or “International Relations Track” (9 credits, refer to the list of Elective Major Courses)
  - \* The track name will be printed on Students’ certificates of graduation.
  - \* The list of courses is tentative and the actual course offerings may be changed depending on the conditions of individual lecturers.
- One additional course (3 credits): Selection of a course (in English) offered by any academic departments of Kyung Hee University including the College of International Studies

(2) Summer semester, 2021 (6 credits, all required) at KHU Global Campus: **4th week of June to 2nd week of July 2021**

- Capstone Design for International Studies I (3 credits)
- Capstone Design for International Studies II (3 credits)

(3) Fall semester, 2021

[Schedule A] At KHU Seoul Campus, if the Chinese government imposes an entrance ban or remote-only learning policy as of May 31, 2021

- High-Intermediate or Advance Chinese Language I & II (15 study hours per week, 6 credits)
- Elective Major Courses at KHU Global Campus (optional)

[Schedule B] At ICES, Fudan University, if the Chinese government lifts the entrance ban as of May 31, 2021

- International Studies I & II (Chinese Language) (6 credits)
- International Studies III (Chinese Culture & Society) (3 credits)

**<Course Structure in the Academic Year 2021>**

	Korean Studies Track			Japanese Studies Track			Chinese Studies Track		
	Course Title	Weekly Study Hours	Credits	Course Title	Weekly Study Hours	Credits	Course Title	Weekly Study Hours	Credits
Spring 2021	Korean Language	15	6	Japanese Language	6	6	Chinese Language	6	6
	Culture and Society of Korea	3	3	Japanese Politics and Economy	3	3	Chinese Politics and Economy	3	3
				Japanese Foreign Policy	3	3	Chinese Foreign Policy	3	3
				Electives Major	12	12	Electives Major	12	12
Summer 2021	Capstone Design	6	6	Capstone Design	6	6	Capstone Design	6	6
Fall 2021	Korean Language	3	3	Japanese Language**	12	0(6)	Chinese Language**	12	0(6)
	Korean Politics and Economy	3	3	Japanese Culture and Society***	3	0	Chinese Culture and Society***	3	0
	Korean Foreign Policy	3	3						
	North Korea and Inter-Korean Relations	3	3						
	Elective(s) Major*	3-9	3-9						
Total		39-45	30-36		45	30(36)		45	30(36)

- \* At least 3 credits are required for degree conferment. Those who pursue Major Tracks may take extra credits
- \*\* Japanese and Chinese language courses completed in partner universities will be recorded in official transcript but may not be counted toward the 30-credit requirement for dual degree conferment. If [Schedule A] takes effect, they will be counted as extra 6 credits.
- \*\*\* may not be available if [Schedule A] takes effect.

**<List of Elective Major Courses in Spring 2021 at KHU Global Campus>**

<b>International Relation Track</b>	<b>Global Business Track</b>
American Foreign Policy (M/W, 15:00-16:15)	Blockchain and Cryptocurrency (M/W, 12:00-13:15)
Culture and International Relations (Tu/Th, 13:30-14:45)	International Financial Strategy (M/W, 16:30-17:45)
Human Rights in East Asia (M/W, 15:00-16:15)	Global Data Analysis for Economics and Business (Tu/Th, 12:00-13:15)
Law & Global Governance (M/W, 10:30-11:45)	Industrial Organization (Fr, 10:30-13:15)
International Conflict and Resolution (M/W, 16:30-17:45)	Understanding International Development (Fr, 09:00-11:45)
Understanding Foreign Policy (Tu/Th, 13:30-14:45)	Monitoring and Evaluation for Development Project (Tu, 13:30-16:15)
Korean Foreign Policy (Tu/Th, 16:30-17:45, only for Japanese and Chinese Track students)	
Chinese Politics and Economy (M/W, 16:30-17:45, only for Korean and Japanese Track students)	
Chinese Foreign Policy (M/W, 15:00-16:15, only for Korean and Japanese Track students)	
Japanese Politics and Economy (Fr, 09:00-11:45, only for Korean and Chinese Track students)	
Japanese Foreign Policy (M/W, 09:00-10:15, only for Korean and Chinese Track students)	

\* Note: Some courses may have enrollment restrictions or may be canceled.

## 6. Registration

- (1) Students should complete their class schedule for the Spring semester and notify KHU by the end of January 2021
- (2) Course enrolment will be processed by KHU and Students may change their enrolment during the first week of the semester. In this case, KHU may not be able to accommodate each student's personal demand.

## 7. Registration for Language Program in Partner Universities

### **[Japanese Studies Track] – Waseda University**

- (1) Online Application: Each student should make an online application at CJL website (<https://www.apply.waseda.jp>)
- (2) Tuition Payment: Both screening fees and tuition will be directly wired from KHU in advance for registration.
- (3) Dispatch of Certificate of Admission (COA) and Certificate of Eligibility (COE): CJL will dispatch COA and COE to students before late June 2021.
- (4) Japanese Visa Application: Once students receive COA and COE from Waseda University, students should apply for their Japanese visa at the Japanese Consulate in the country of their residence. More detailed guidelines for the issuance of a Japanese visa



will be provided later by CJL.

- (5) Course Duration: Please refer to CJL website at <https://www.waseda.jp/inst/cjl/en/>

### **[Chinese Studies Track] – Fudan University**

- (1) Online Application: Each student should make an online application at ICES website (<https://iso.fudan.edu.cn>).
- (2) Tuition Payment: Both screening fees and tuition will be directly wired from KHU in advance for their registration.
- (3) Dispatch of Admission Certificate: ICES will dispatch students' admission certificate before late June.
- (4) Chinese Visa Application: Once students receive their admission certificate from ICES, students should apply for their Chinese visa at the Chinese Consulate in the country of their residence. More detailed guidelines for the issuance of Chinese visa will be provided later by ICES.
- (5) Course Duration: Please refer to ICES website at <http://www.ices.fudan.edu.cn>

## **8. Visa Application**

### **[Korean Visa]**

- (1) Dispatch of KHU Admission Certificate: KHU will dispatch the admission certificate to students by late January.
- (2) Visa Application: Students should apply for their Korean visa at the Korean Consulate in the country of their residence by early February 2021.
- (3) Required Documents: Admission certificate from KHU, certificate of registration and transcript from HSE, a receipt of tuition wiring to KHU, tuberculosis test certificate, a bank balance certificate (more than 10,000 USD). More detailed guidelines will be provided later.
- (4) Students should enter Korea within three months from the day of visa issuance.

### **[Japanese & Chinese Visa]**

- (1) Visa Application: Students should apply for their Japanese or Chinese visa at the Japanese or Chinese Consulates in Seoul by early June.
- (2) More detailed guidelines will be provided later.

## **9. Arrival in Korea**

- (1) Students must arrive in Korea by the mid-February for the 14-days mandatory self-quarantine at a designated place.
- (2) Students should get the Covid-19 test before the date notified by the air carriers.
- (3) Students of **Korean Studies Track** should register at the dormitory of KHU Seoul Campus or other off-campus accommodations by the end of February.
- (4) Students of **Japanese and Chinese Studies Tracks** should register at the dormitory of KHU Global Campus or other off-campus accommodations by the end of February.
- (5) Students should arrange their flight to Incheon according to the special transportation arrangement by KHU from the airport to the designated self-quarantine location.
- (6) Those students who cannot adjust their flight schedule for the special transportation arrangement, they should seek for alternative transportation arrangement from the airport to the designated self-quarantine location personally. The transportation cost may not be reimbursed.