

Application guidelines for KSI designation in 2021

The KSIF will be designating new KSIs in 2021 for the purpose of: 1) enhancing Korea's national image through the teaching of Korea's language and culture overseas and 2) achieving linguistic and cultural diversity through increased international cooperation. All who are interested in this endeavor are welcome to apply.

November 24, 2020
KSIF President

[1] Outline

□ Purpose of designation

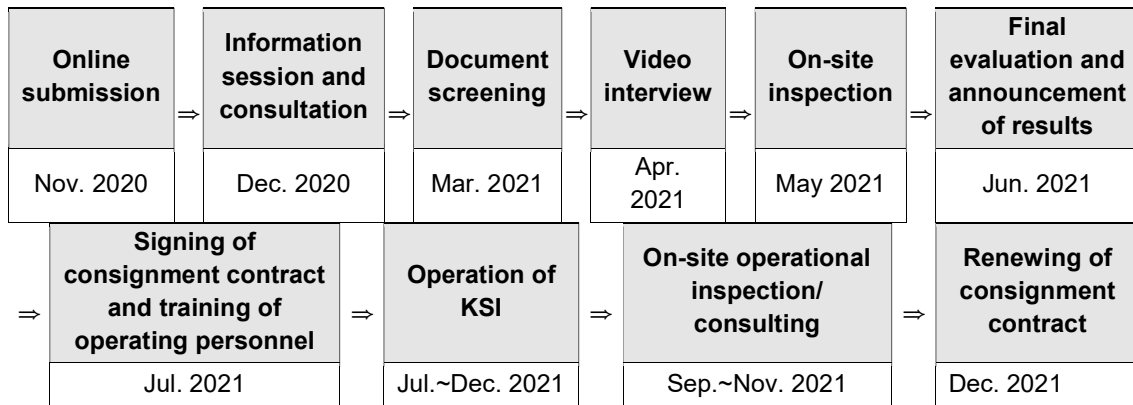
- To offer Korean language education for the purpose of sharing Korean culture with individuals in foreign countries who wish to learn Korean as a second language

□ Focus of designation for 2021

- Regions with high demand for Korean language/culture education
- Regions where demand for Korean language/culture education is expected to increase (with consideration given to countries that do not have a KSI, status of online infrastructure, etc.)

□ Designation scale/procedure

- No. of newly designated KSIs: approximately 30
- Designation and operation procedure

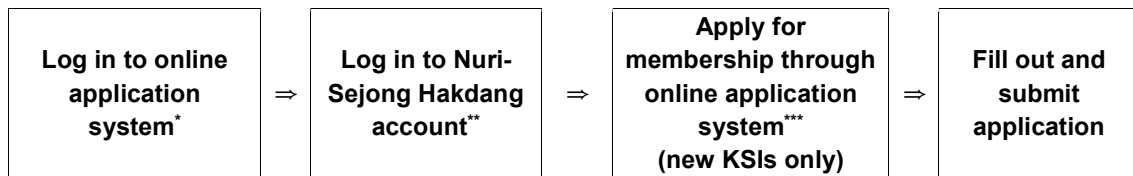


※ Itinerary and/or procedure may be subject to change.

[2] Application guidelines for KSI designation

□ Application period and methods

- Period: **Nov. 24 (Tue), 2020 ~ Jan. 29 (Fri), 2021, at 17:00** (Korea Standard Time)
- How to apply: Fill out and submit application (for prospective KSIs) through online application system



* KSIF online application system: <http://apply.ksif.or.kr>

** If you are already a Nuri-Sejong Hakdang member, log in to your member account. If you are not a

Nuri-Sejong Hakdang member, apply for membership before logging in (Nuri-Sejong Hakdang URL: <http://sejonghakdang.org>).

*** Those who have an account with an older version of a KSIF operational system (Integrated Application System or King Sejong Institute Integrated Operation Management System (NBMS)) must register as new members before logging in (membership under previous systems cannot be reused).

□ **Documents to submit** ※ Please upload documents as attachments. Documents in a language other than Korean or English must be accompanied by a Korean translation.

Type	Document	Note
Required	KSI implementation pledge	Can be downloaded from online application system. For a joint-type KSI, must be filled out and submitted by both institutions.
Required	Business or building license	A document that proves the applicant's ability to legally operate a KSI (corporate registration, etc.). For a joint-type KSI, must be submitted by both institutions.
Required	Personnel verification documents (I) Prospective KSI director and operational staff: resumes	-
	Personnel verification documents (II) Prospective instructor(s): (depending on qualifications) Certificate of Korean Language Teacher, completion certificate for a Korean instructor training program, certificate of employment, and proof of academic degree	-
If applicable	Joint: MOU signed by both institutions for KSI designation and operation	-
	Non-profit organization: organization's articles of association	An official document that includes the year in which the organization was founded and its founding purpose

※ For application types and documents to be submitted per type, please refer to the attachment at the end of this notification.

* The application schedule for collaborative KSIs will be announced in the first half of 2021.

[3] Screening procedure/methods

□ Screening procedure: Document screening → Video interview/on-site inspection → Final evaluation → Announcement of results

□ How screening is done: designation of institutions judged to be qualified through an assessment by the KSI Designation Review Committee

<KSI Designation Review Committee>

- Members: regional experts, individuals in academia specialized in Korean language education or Korean culture, and representatives of relevant institutions to guarantee objectivity and expertise in the designation of new KSIs
- ※ Any committee member who shares interests with an applicant institution will be excluded from all screening processes.
- Functions/roles: screening of prospective KSIs (document screening, video interview, final evaluation), any other necessary screening procedures, etc.

□ Screening criteria: as determined per stage

① (Stage 1) Document screening: selects applicants to be video-interviewed based on a comprehensive consideration of execution ability, educational competency, and local conditions

Type	Items assessed	Content of assessment
Execution ability	Soundness of business plan	<ul style="list-style-type: none"> ○ Understanding of KSI-undertaken projects ○ Clarity of business goal and feasibility of plan's implementation ○ Ability to manage a budget systematically
	Expertise/qualifications of operational staff	<ul style="list-style-type: none"> ○ Expertise of director and staff in relation to respective tasks * KSI director: understanding of KSI-undertaken projects and ability to oversee daily operations * Operational staff: ability to communicate with the KSIF and administrative skills
Educational competency	Ability to teach and offer educational programs on Korean language/culture	<ul style="list-style-type: none"> ○ Extent of systematic nature of Korean language/culture curricula ○ Expertise of Korean language/culture instructors ○ Status of facilities to be used for KSI projects *Whether facilities are appropriate for classes/activities on Korean language and/or culture
Local conditions	Demand for and local spillover effects of Korean language/culture education	<ul style="list-style-type: none"> ○ Extent to which the KSI is necessary in the applicant's region (based on current and latent demand for Korean language and culture) ○ Local status/reputation, operational stability, and spillover effects of applicant institution ○ Strategic (policy-related) importance of applicant region

② (Stage 2) Video interview and on-site inspection: selects those for whom a final evaluation will be conducted based on comprehensive consideration of the applicant institution's commitment to operating a KSI, professional abilities/qualifications of operational staff, and curriculum/budget plans

③ (Stage 3) Final evaluation: selects institutions to be designated as new KSIs based on the committee's approval (based on consideration of all application stages (document screening, video interview, and on-site inspection))

[4] Information session on applying for designation as new KSI

□ Purpose: To provide an overall explanation of how new KSIs are designated and concrete advice on strategies, etc. The information session will be offered in two parts, as shown below:

No.	Date/time	Content	Venue
1	Dec. 4, 2020 (Fri), 14:00~17:00	- Overview of KSI designation program - Strategies for filling out application	KSIF conference room (7F) ※ Address: Seocho Pyunghwa Bldg. (7F), 22, Banpo-daero, Seocho-gu, Seoul
2	Dec. 29, 2020 (Tue) (tent.)	- Individualized consulting per institution on application write-up	At KSIF or near Seoul Station ※ TBA

※ The information session will be held in strict adherence to COVID-19 social distancing regulations.

If necessary, the information session may be held online.

□ How to sign up: Fill out the form (shown below) and submit it to the KSIF employee in charge

○ Application deadline: December 2 (Wed), 2020, 18:00

○ Submit to: newksi@ksif.or.kr

[Form] Information session on applying for KSI designation for 2021

○ Participant's name: *Mary Lee, John Smith* ※ If there is more than one individual, please write everyone's name.

○ Affiliation: *Korean Learning Center, 000 University*

○ Contact information (phone, email): *010-0000-0000 / hong@ksif.ac.kr*

○ Region of interest: *New York, USA*

○ Desired information session(s): *Will attend both sessions*

[5] Precautions

○ Applications may be submitted only through the KSIF's online application system. Please note that you **must have clicked "Submit" in order for an application to be accepted by the KSIF as complete**. An application cannot be revised once it is submitted.

※ There is usually a high level of traffic on the final deadline date because of the large number of applicants accessing the system simultaneously, which may result in services not working properly. Therefore, it is recommended that applications be submitted with adequate leeway in terms of time.

○ **Submitted documents will not be returned to the applicant institution. If any content in any of the submitted documents is found to be false/misleading, KSI designation (if granted) will be cancelled.**

○ Before submitting an application, **applicant institutions are strongly recommended to familiarize themselves with the KSI operational guidelines and content of the business consignment contract.**

○ During screening, the KSIF may request the submission of additional documents if deemed necessary.

○ The applicant institution is responsible for any omissions or incorrect information in the application and verifying documents or application-related circumstances (unable to be contacted by the KSIF, etc.).

○ If no KSI passes the final evaluation, there may not be any new KSI designations for that year.

○ After designation, a KSI will first undergo trial operation to determine its sustainability. If the KSI fails

to meet the criteria, its designation may be cancelled.

- The status of the screening process can be checked through the KSIF's website or online application system.
- **Details on the outcomes of each screening stage (reason for not being selected, etc.) are not shared with the applicant.**
- The content of this notification may be subject to change, in whole or in part, depending on the KSIF's circumstances.
- If an applicant institution is unable to participate in a video interview or expresses its intent to revoke its application while the screening process is underway, its application (if submitted) may not be accepted for consideration in the following year.

[6] Inquiries

- Email: newksi@ksif.or.kr
- Phone: +82-2-3276-0730 / +82-2-3276-0733

Att.	Application types and documents to be submitted per type, etc.
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KSI application types

Independent	- An overseas institution that wishes to operate a KSI and receives funding directly from the KSIF to operate and balance the accounts of the KSI
Joint	- A Korean diplomatic mission (embassy, Korean Cultural Center, etc.) or institution that signs an MOU with an overseas operator on conducting KSI-related tasks and/or helps with the operator's application for KSI designation - Joint operation of a KSI by an overseas operator and Korean institution (based in Korea), with the Korean institution receiving funding from the KSIF and being responsible for its management and account balancing

Requirements for KSIs

Applicant	Operating institution abroad	- Institution that operates or plans to operate a Korean language institute at a government organization, university, or university affiliate abroad - Institution that operates or plans to operate a Korean language institute for public purposes at a non-profit corporation officially registered abroad * Individuals and private institutes are not eligible.
	Operating institution in Korea (joint)	- Institution that operates or plans to operate a Korean language institute abroad under contract with a Korean governmental institution (diplomatic office, etc.) or local government - Institution that operates or plans to operate a Korean language institute abroad jointly with a university, non-profit corporation, or private organization for public purposes * Private institutions founded in accordance with the Act on the Establishment and Operation of Private Teaching Institutes and Extracurricular Lessons are not eligible.

Facilities	<ul style="list-style-type: none"> - Lecture room: at least two lecture rooms spacious enough to accommodate 10 or more students - Administrative office: an office for conducting tasks related to KSI operation and management or for instructors to prepare for classes, etc. - Reference room: a place where Korean language and culture-related reference materials are made available (for public use) 	
	Director	<ul style="list-style-type: none"> - Appointment of KSI director to oversee the KSI * KSI director: person in a position to represent the applicant for KSI operation and capable of overseeing KSI operation abroad
	Korean language teachers	<p>All teachers should meet at least one of the requirements listed below:</p> <p>(1) Hold a Korean language teacher certificate (in accordance with Article 19 of the Framework Act on the Korean Language and Articles 13 and 14 of its implementing Ordinance, Korean language teacher qualification review committee, application for Korean language teacher qualification review, and regulations on the issuance of the Korean language teacher certificate announced by the Ministry of Culture, Sports and Tourism) *The Secondary School Teacher certificate is not applicable.</p> <p>(2) Have completed the Korean language teacher training courses (pursuant to the Enforcement Decree of the Framework Act on the Korean Language, Attachment 1)</p> <p>(3) Hold a bachelor's degree and have at least one year of experience teaching the Korean language</p> <p>* The applicant is required to submit documents that support his or her qualification as a Korean language teacher.</p> <p>* In the event the operating institution has difficulty recruiting Korean language teachers who meet the requirements listed above, the operating institution is required to state the reason for such difficulty and indicate the possibility of utilizing Korean language teachers dispatched by the KSIF on the online application.</p> <p>(the possibility to cooperate for visa issuance legitimately in the nation in question for operation in the year of designation as a KSI)</p>
	Staff	<ul style="list-style-type: none"> - Recruitment of at least one staffer who is Korean or fluent in Korean.
	Remarks	<ul style="list-style-type: none"> - KSI employees should possess a legitimately issued visa that allows them to do so.
Curriculum	<ul style="list-style-type: none"> - At least two courses at elementary or intermediate level for a period of at least 30 weeks ※ Course may be operated for approximately 15 weeks during trial operation (six months) - At least one two-hour or longer (including breaks) Korean language course per week - At least one course on Korean culture (recommended) 	
Budget management	<ul style="list-style-type: none"> - Opening of a bank account exclusively for the management and execution of the KSI support funds (opening and management of a separate bank account under the name of the operating institution) ※ Whether an independent bank account (exclusively for the KSI) can be opened will be taken into consideration during the screening process. Therefore, the applicant should make sure to know this information in advance. 	

□ **Support provided for newly designated KSIs**

- Operational support
- Support for improving the KSI's online learning environment
- Basic curriculum/textbooks, guidelines, performance assessment questions (per stage) (materials for learners must be purchased separately)
- Korean language experts (KSIs eligible for this item of support will be decided at a later date)
- Educational programs on Korean culture (Sejong Culture Academy, etc.) and Korean culture instructors
- Support for strengthening international network (participation in World Korean Educators Conference, etc.)
- Invitation of outstanding learners to Korea to participate in a Korean culture training program and receive scholarships
- Retraining of Korean instructors and teacher training program for strengthening qualifications (capabilities)
- NBMS, Nuri-Sejong Hakdang (www.sejonghakdang.org), and online class videos/education materials for Online King Sejong Institute (www.iksi.or.kr)