

GUIDELINES FOR PAYMENT OF FEES FOR LECTURES

1. Purpose

The purpose of these Guidelines is to provide for detailed matters relating to Articles 6 (Basic Fees Paid for Lectures) and 7 (Exceptions to Payment of Fees for Lectures) of the Regulations concerning Payment of Fees for Lectures of Seoul National University and other standards for paying fees for lectures.

2. Detailed Matters relating to Article 6 (Basic Fees Paid for Lectures) of the Regulations

- A. An honorary professor shall be paid a fee of 90,000 won per hour for lecturing;
- B. Where a foreigner lectures in a foreign language, he/she shall be paid of 80,000 won per hour for lecturing;
- C. Where at least 81, but not exceeding 150, persons attend a lecture, 1.3 times the basic fee paid for the lecture shall be paid;
- D. Where at least 151 persons attend a lecture, 1.5 times the basic fee paid for the lecture shall be paid;
- E. A prominent Korean or foreigner shall be paid a fee for a lecture not more than four times the basic fee paid for the lecture: Provided, That in such cases, the head of an institution who intends to appoint such instructor shall submit relevant data for the recognition of the instructor as a prominent person, and a determined multiple (not more than four times), etc. of the fee paid for the lecture in a form under attached Table 1 to the President and obtain his/her approval no later than one month before the semester begins;
- F. The head of an institution that organizes a special lecture, such as a public lecture, other than classes designated in a curriculum shall determine a fee for such special lecture and pay the fee for the special lecture after obtaining approval from the President.

3. Detailed Matters relating to Article 7 (Exceptions to Payment of Fees for Lectures) of the Regulations

- A. The time taken for an examination shall be deemed equal to an average lecture under Article 2 of the Regulations, and a fee for a lecture shall be paid for the time taken for the examination: Provided, that the foregoing shall apply only where a professor in charge is present and oversees the examination;
- B. Where a lecture is cancelled due to events in Seoul National University (the anniversary of the founding thereof, etc.) or national events (all public holidays established by the State excluding Sundays), a fee for the lecture shall be paid as follows:

1) An hourly fee for a part-time instructor:

An hourly fee shall be paid based on the number of hours assigned;

2) A fee for the lecture exceeding hours of the lecture for full-time faculty member:

No fee for the lecture exceeding hours of the lecture shall be paid: Provided, that where a faculty member provides a supplementary lecture instead of the lecture cancelled, a fee for the lecture exceeding hours of the lecture may be paid.

4. Other Standards for Payment of Fees for Lectures

Spring semester		Fall semester	
Period	Number of weeks for which fee for lecture is calculated	Period	Number of weeks for which fee for lecture is calculated
From March to May	12 weeks	From September to November	12 weeks
June	3 weeks	December	3 weeks
Total	15 weeks	Total	15 weeks

A. Period of calculation of hourly fees:

B. Unit price of fee for lecture and methods of calculation:

1) Unit price of fee for lecture:

(Won/hour)

Classification		Fee for lecture (endowments plus own financial resources)
Fee for lecture by full-time faculty member exceeding hours of lecture		30,000
Fee for lecture by foreign faculty member on contractual basis exceeding hours of lecture		35,000
Hourly fee	Part-time instructor devoted to giving lectures (who concurrently hold no other position)	80,000
	Part-time instructor not devoted to giving lectures (who concurrently holds other positions)	40,000
	Honorary professor	90,000
	Foreign instructor	80,000

※ Please ensure you pay fees for lectures based on the classification of instructors after making thorough confirmation through a tax office or by attaching documentary evidence, such as workplace health insurance, because the unit prices of fees for lectures between part-time instructors who work part-time and full time are different.

2) Methods of calculation of hourly fees for each month:

Number of weeks during the period for which fees for lectures are calculated (four or three weeks) x number of hours per week x unit price of fee for lecture.

C. Other exceptions to payment of fees for lectures:

- 1) No fee shall be paid for lectures provided by research faculty members, BK professors, HK professors, university-industry cooperation professors, assistants, etc.;
- 2) Fees may be paid for lectures up to three hours a week provided by a research staff member who receives fixed monthly remuneration by contract;
- 3) Fees for lectures exceeding 9 hours a week based on 30 weeks a year may be paid when fees for lectures provided in December are paid, however, hours during which a faculty member takes charge of research of a dissertation at a graduate school, shall be excluded from the calculation of fees for lectures exceeding hours: Provided, that where a college or graduate school autonomously manages the total amount of fees for lectures allocated to it, hours during which a faculty member takes charge of research of a dissertation at a graduate school may be included in the calculation of fees for lectures exceeding hours after the dean of each college or graduate school obtains approval from the Dean of Academic Affairs;
- 4) Where a faculty member appointed contractually takes charge of classes exceeding contracted hours, he/she may be paid fees for lectures exceeding contracted hours equivalent to fees for a full-time faculty member: Provided, that where a foreigner is a faculty member appointed contractually, he/she shall be paid fees for lectures exceeding contracted hours of 35,000 won per hour;
- 5) For lectures provided by a teacher of an affiliated school, fees may be paid for lectures up to three hours a week;
- 6) Fees for lectures may be paid to a faculty member who takes charge of online education.

5. Time of Implementation

These Guidelines shall be implemented in the second semester of 2016.

※ 본 영문 규정은 서울대학교에서 사용자의 편의를 위하여 참고용으로 제공하는 것이며, 국문 규정과 영문 규정 간에 의미상의 차이가 있는 경우에는 국문 규정이 효력을 갖습니다. (This Regulation has been translated into English for the convenience of users. If there arises any conflict between the Korean text and the English text, the Korean text shall prevail as authentic.)

[Attached Table 1]

Attention: President of Seoul National University

Letter of recommendation for appointment of prominent Korean or foreign (part-time) instructor

Personal details

- Institution to which the person is assigned:
- Position:
- Name:
- Date of birth:

Number of hours of lectures per week and subject on which lectures are provided

- Number of hours assigned to him/her:
- Subject on which lectures are provided:

Desired multiple (not exceeding double to four times) payment of fees for lectures

Reasons for recommendation of prominent person

I intend to appoint and utilize the aforementioned person as a prominent Korean or foreign (part-time) instructor for () semester of the academic year ().

Attached: Relevant data concerning recognition of prominent person.

Dean of () College or Graduate School (Seal)