

3. Graduate School Regulation

Team in charge: Graduate School Administration Team 1205 ▲

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Chapter 1 General Provisions

Article 1 (Purpose)

This graduate school regulation seeks to stipulate matters related to the academic affairs of the graduate schools established to achieve the educational objectives of Handong Global University (hereinafter referred to as "University") based on the educational idea and Christian spirit defined in the Framework Act on Education.

Article 2 (Types of Graduate School)

1. Graduate schools are classified as follows depending on the principal educational objectives:
 - (1) General graduate school: A graduate school that regards the basic theory of learning and high-level academic research as its main educational objectives
 - (2) Specialized graduate school: A graduate school that regards continued education for workers and general adults as its main educational objective
 - (3) Professional graduate school: A graduate school that regards the application of the practical theory and R&D needed to train human resources in professional fields as its main educational objective
2. Specialized graduate school are Graduate School of Interpretation & Translation, Graduate School of Education, Graduate School of Global Management & Leadership, and Graduate School of Counseling, Handong Graduate School of Global Development and Entrepreneurship, Professional graduate school is International Law School.
3. The following are the educational objectives of each graduate school:
 - (1) General graduate school: Promote leaders' character by aggressively pursuing the appropriate academic theories and applications to nurture creative ability.
 - (2) Graduate School of Interpretation and Translation: Cultivate highly capable talents possessing appropriate qualifications as interpreters and translators.
 - (3) Graduate School of Education: Scientifically teach and study pedagogy and theories and practical business vis-a-vis a special field of study in each major and contribute to the development of the community by cultivating the appropriate character of leaders and creative ability.
 - (4) Graduate School of Global Management and Leadership: Train leaders who are prepared for the era of globalization by promoting the basic theory of business administration as required for effective management and through leadership training.
 - (5) Graduate School of Counseling: Cultivate professional counselors capable of effectively

handling spiritual problems and family troubles in modern society.

- (6) International Law School: Train highly capable international lawyers who can solve various legal problems that may arise in the era of globalization.
- (7) Handong Graduate School of Global Development and Entrepreneurship: The school seeks to foster field development and collaboration experts who can develop the innovative competence of the local residents and realize integrated and sustainable development for the local community, at the same time satisfying the field requirements of the developing regional community. (newly established on Sep. 9, 2009)

Article 3 (Degree Program)

1. General graduate schools shall operate Master's courses and Doctor's courses, and may operate Integrated Master-Doctor courses.(amended on Aug. 8, 2011)
2. Specialized graduate schools and Professional graduate schools shall operate Master's courses.(amended on Aug. 8, 2011)

Article 4 (Departments and Student Quota)

1. The departments (majors) of the degree programs and the student quota in each graduate school are shown in Attachment 1.(amended on Aug. 8, 2011)
2. If any of the following persons wishes to enter, change (transfer), or reenter graduate schools, the student quota shall be considered to exist separately, notwithstanding the provisions of Clause 1:
 - (1) Entrusted students as prescribed by the Ministry of Education, Science, and Technology Decree
 - (2) Foreign students whose parents are foreigners
 - (3) Korean students residing abroad and foreigners who have completed all courses equivalent to elementary, middle school, high school, and university education
3. Transfer admissions or readmissions may be allowed based on the specified formalities and within the range determined by subtracting the number of graduates from the student quota for the year.

Chapter 2 Admissions

Article 5 (Period of Admission)

Admission to graduate school shall be completed within 4 weeks of the beginning of each semester.

Article 6 (Requirements for Admission and Restrictions)

1. Applicants shall possess the following qualifications:

(1) Master's program and Integrated Master-Doctor program:(amended on Aug. 8, 2011)

- a. Persons who have earned — or are expected to earn — bachelor's or higher degrees from domestic or foreign colleges.
- b. Persons deemed to possess equivalent or higher educational background by related laws.

(2) Doctor's program:(newly established on Aug. 8, 2011)

- a. Persons who have earned — or are expected to earn — Master's or higher degrees from domestic or foreign colleges.
- b. Persons deemed to possess equivalent or higher educational background by related laws.

2. (Deleted on Feb. 14, 2013)

3. (Deleted Nov.13, 2007)

4. (Deleted)

Article 7 (Entrance Screening)

The entrance screening carried out by graduate schools includes documentary examinations and interviews. If necessary, written or performance examinations may be conducted.

Article 8 (Procedure for Applying for Admission)

Persons applying for admission shall submit the documents specified according to the admission authorities and pay admission fees.

Chapter 3 Term Restrictions on Study and Programs, Courses, Credits, and Completion

Article 9 (Study Term Restrictions)

1. The following are the study term restrictions for the degree programs of graduate schools:
 - (1) General graduate school: 2 years for Master's program and Doctor's program, 4 years for Integrated Master-Doctor program(amended on Aug. 8, 2011)
 - (2) (Deleted) (amended on May 3, 2016)
 - (3) Graduate School of Education: 2 years and 6 months (Amended on Aug. 8, 2016)
 - (4) International Law School: International Legal Studies: 2 years, U.S. & International Law: 3 years
 - (5) Graduate School of Interpretation and Translation, Graduate School of Global Management and Leadership, Handong Graduate School of Global Development and Entrepreneurship, and Graduate School of Counseling: 2 years(amended on Aug. 8, 2016)
2. The study term restrictions specified in Clause 1 refer to the minimum period of registration required to earn a degree.
3. Any of the following persons who have satisfied the requirements of degree conferment of Master's program and Doctor's program early may reduce the study term restrictions by not more than 6 months while those of Integrated Master-Doctor program may reduce the study term restrictions by not more than 1 year.(amended on Aug. 8, 2011)
 - (1) Persons who have completed research programs at this university's graduate school and had the credits approved
 - (2) Persons who dropped out of, or completed a MA (or higher than MA) program in other colleges and obtained the credits required and had them
 - (3) Persons who enrolled in the degree program after completing the Master/Bachelor associated program pursuant to Article 31-2 of the university regulation (newly inserted on Aug. 29, 2006)

Article 10 (Program Term Restrictions)

1. The following are the program term restrictions of the degree programs offered by graduate schools:
 - (1) General graduate school: 3 years for Master's program, 5 years for Doctor's program, 6 years for Integrated Master-Doctor program(amended on Aug. 8, 2011)
 - (2) Specialized graduate school: 5 years
 - (3) Professional graduate school: 5 years
2. The program term restrictions of readmitted students shall be calculated including the semester registered for during the previous period of enrollment at school.
3. Program term restrictions refer to the maximum period permitted to complete programs.

4. The period of leave of absence shall not be included in the program term restrictions. In the case of the International Law School only, however, the period of leave of absence excluding compulsory military service shall be included in the program term restrictions.

Article 11 (Education Programs and Earning of Credits)

1. Education programs shall be considered completed when credits are earned. The following are the credits required for students to complete the Master's programs and Doctor's programs offered by graduate school:(amended on Aug. 8, 2011)
 - (1) General graduate school: 30 credits for Master's program, 36 credits for Doctor's program, 60 credits for Integrated Master-Doctor programs
 - (2) Graduate School of Education: 30 credits (24 for course credits; 6 for research credits); However, students wishing to earn 6 or more additional course credits in lieu of the degree thesis need not earn research credits(amended on Aug. 8, 2016)
 - (3) Graduate School of Interpretation and Translation: Department of Korean-English Interpretation and Translation: 36 credits. (Amended on May 3, 2016)
 - (4) Graduate School of Global Management and Leadership: 36 credits (amended on Jun. 26, 2009) (amended on Dec. 14. 2009)
 - (5) International Law School: 2-year course of the International Legal Studies: 32 credits (course credits: 30 credits; research credits: 2 credits), 3-year course of the U.S. & International Law: 83 credits (Amended on Dec. 22. 2015)
 - (6) Handong Graduate School of Global Development and Entrepreneurship: 36 credits (newly established on Sep. 9, 2009)
 - (7) Graduate School of Counseling: 24 credits (18 for course credits; 6 for research credits); However, students wishing to earn 6 or more additional course credits in lieu of the degree thesis need not earn research credits. (Newly established on Aug. 8, 2016)
2. Detailed matters related to the education program that cannot be taken to complete the degree program shall be separately prescribed. In the case of Master's programs and Integrated Master-Doctor programs offered by general graduate schools, however, the student shall complete chapel as a compulsory liberal arts course for at least 2 semesters and at least 1 Christian program in addition to the major course.(amended on Aug. 8, 2011)
3. Graduate schools may organize and operate education programs jointly with other domestic and foreign universities. Related details shall be prescribed separately.

Article 12 (Class)

1. In principle, classes shall be offered during day or night or on a seasonal basis. If necessary, only certain courses may be given on weekends or via distance-learning.
2. As a general rule, all lectures of the degree program shall be given in English at the International Law School. However, other languages may be used for the courses designated by the president.
3. This university and other universities may jointly give lectures on programs as deemed necessary

among the courses offered by the graduate schools.

Article 13 (Class Credits)

The following are the maximum credits that can be earned by degree program students:

1. General graduate school: 15 credits (amended on Nov. 15. 2011)
2. Graduate School of Interpretation and Translation: Department of Korean-English Interpretation and Translation: 9 credits, if deemed necessary by the president, however, students may additionally earn up to 3 credits in excess of the maximum credits. (Amended on May 3, 2016)
3. Graduate School of Education and Graduate School of Counseling: 9 credits for course credits, 6 credits for research credits; if deemed necessary by the president, however, students may additionally earn up to 3 credits in excess of the maximum credits
4. Graduate School of Global Management and Leadership, Graduate School of Global Development and Entrepreneurship: 15 credits; however, the number of credits may exceed this limit if deemed necessary by the President (amended on Dec. 14. 2009) (Amended on Aug. 10, 2015)
5. International Law School: 2-year course of the International Legal Studies: 12 credits, 3-year course of the U.S. & International Law: 15 credits; if deemed necessary by the president, however, students may additionally earn up to 3 credits in excess of the maximum credits (Amended on Dec. 22. 2015)

Article 14 (Credit Recognition)

1. In case of students who earned credits from other domestic or foreign colleges or graduate schools based on the item 1 below, the earned credits shall be added together and up to 1/3 of the credits earned may be recognized as completed credits by Handong graduate schools. (Amended on Nov. 13, 2007)
 - (1) Credits earned from other colleges during school days under the permission of professors in charge or advisers (Amended on Nov. 13, 2007)
 - (2) Credits earned by persons who dropped out of, or completed an MA (or higher than MA) program in other colleges and enrolled in the degree program (Amended on Nov. 13, 2007)
2. Notwithstanding the provisions of Clause 1, if a student earned credits from foreign colleges or graduate schools with which the university has a mutual agreement, up to 1/2 of the credits earned may be recognized as completed credits by Handong university. (Amended on Nov. 13, 2007)
3. The total credits to be recognized pursuant to Clauses 1 and 2 shall be up to 1/2 of the completed credits for graduate school. (Amended on Nov. 13, 2007)
4. If a General graduate student takes 400-level (or above) undergraduate courses connected with his or her major, with the permission of his or her advisor or professor in charge, up to 6 credits shall be approved. In case of foreign students, up to 9 credits may be approved. (Amended on Nov. 13, 2007)
5. Detailed matters related to credit recognition shall be prescribed separately by the president.

Article 15 (Recognition of Credits for the Common Bachelor/Master Recognition Program)

1. The credits of the Common Bachelor/Master Recognition Program as acquired during school days by a student advancing to the Master's degree program after completing the Master/Bachelor associated program may be recognized as the credits earned from graduate school, with up to 6 credits as the minimum and up to 12 credits as the maximum. (Amended on Aug. 8, 2016)
2. If a student who has not completed the Master/Bachelor associated program advances to the Master's degree program after taking the Common Bachelor/Master Recognition Program and earning the corresponding credits, up to 6 credits may be recognized as the credits earned from graduate school. (Amended on Aug. 8, 2016)
3. The grade for the credits that can be recognized pursuant to Clauses 1 and 2 shall be at least C-; the credits shall not be included in the credits required for graduation. <Deleted> (newly established on Aug. 29, 2006)

Article 16 (Performance Evaluation)

1. General graduate school and specialized graduate school

Grade	Score	Rating	Grade	Score	Rating
A ⁺	95 ~ 100	4.5	C0	70 ~ 74	2.0
A0	90 ~ 94	4.0	F	0 ~ 69	0
B ⁺	85 ~ 89	3.5	P		Pass
B0	80 ~ 84	3.0	I		Incomplete
C ⁺	75 ~ 79	2.5			

2. Professional graduate school

Grade	Score	Rating
A+	98~100	4.3
A	95~97	4.0
A-	91~94	3.7
B+	88-90	3.3
B	85-87	3.0
B-	81~84	2.7
C+	78~80	2.3
C	75~77	2.0
C-	71~74	1.7

D+	68~70	1.3
D	65~67	1.0
D-	61~64	0.7
F	0~60	0
P	Pass	-
I	Incomplete	-

3. A grade of "I" in a course must be corrected prior to the last day of class in graduate school during the semester following the evaluation of academic performance. If the grade is not corrected by the specified time limit, the final grade for the relevant course shall be "F." (newly established on Sep. 1, 2008)
4. The grade for the program taken by the person scheduled to complete the course during the relevant semester shall not be regarded as "I." (newly established on Sep. 1, 2008)
5. Matters related to the operation of the "I" grade for the Graduate School of Global Management and Leadership and International Law School shall be prescribed separately by the president. (newly established on Sep. 1, 2008)

Article 17 (Course Unit and Recognition of Credits)

1. The units corresponding to the completed courses shall be considered credits. Lectures lasting for at least 15 hours per semester shall be equivalent to 1 credit.
2. No credits shall be recognized in the case of a program for which a grade of I or F has been attained.

Article 17-2 (Course Repetition)(Newly established on Dec. 8. 2016)

1. Any student wishing to repeat the courses he/she already completed may submit an application for course repetition, cancel the credits he/she earned, and take the relevant courses again; however, the courses that may be repeated shall be limited to those for which the student earned a grade of "C+" or lower.
2. Once the credits for the course whose repetition has been applied for have been finalized, the previously earned credits shall be nullified. In this case, however, the highest credit a student can earn shall be limited to A0.
3. If a student completes a course twice without applying for course repetition, only the previously earned credits shall be acknowledged; the credits earned for the course completed for the second time shall be nullified.
4. Credits for the courses to be repeated for the second time shall be included in the credits the registration for which is restricted for each semester.

Article 18 (Completion)

A student earning the specified credits after studying for a period longer than the study term restrictions shall be deemed to have completed the course. However, the recognized time of course completion shall be the end of each semester.

1. General graduate school, Specialized graduate school: 3.0 (B0) or higher
2. Professional graduate school: 2.0 (C0) or higher

Chapter 4 School Year, Semester, Number of School Days, and Holidays

Article 19 (School Year and Semester)

1. The school year of graduate schools shall be from March 1 to the end of February of the following year.
2. In principle, the school year shall be divided into 2 semesters as follows. However, each semester may open before and after the day specified as the start day of the semester. (amended on Apr. 19, 2012)
 - (1) 1st semester: From March 1 to August 31
 - (2) 2nd semester: From September 1 to the end of February of the following year
3. <Deleted>
4. Notwithstanding the provisions of Clause 2, specialized graduate school may divide the school year into 2 or 4 semesters, if needed, and matters related to the management of school year shall be prescribed separately by the President. (Newly established on Apr. 19, 2012)

Article 20 (Number of School Days)

1. The number of school days shall be 30 weeks or more for each school year. (Amended on Apr. 19, 2012)
2. If the specified number of school days cannot be fulfilled owing to natural disasters, school situation, and other unavoidable reasons, the number of school days may be reduced by up to 2 weeks pursuant to related laws.

Article 21 (Holidays)

National holidays and Sundays shall be regular holidays.

Chapter 5 Changing Majors

Article 22 (Changing Majors)

1. Departments and majors may be changed only within the same graduate school if approved by the president at the recommendation of the professor in charge.
2. The credits earned by the person who changed departments or majors may be recognized according to the courses of the changed department or major.
3. The following persons are eligible for changing departments or majors (applications shall be submitted within a specified period prior to starting each semester):
 - (1) Courses with study term restriction of 2 years: Students who have registered for the 2nd semester or the 3rd semester
 - (2) Courses with study term restriction of 3 years: Students who have registered for the 2nd semester up to the 4th semester

Chapter 6 Registration and School Register

Article 23 (Registration)

1. Students shall officially register for a term equivalent to or longer than the study term restrictions covering each course of graduate schools; registration is considered completed when the student registers for at least 1 course and pays the specified tuition fees.
2. For students who failed to earn the specified credits needed within the study term restrictions, registration may be allowed per credit. Related details shall be prescribed separately. Since the class is offered only for guidance on the thesis after registering for the 6th semester of the Graduate School of Education, however, registration per credit shall be allowed (amended on Sep. 1, 2008).

Article 24 (Registration of Students Who Completed Programs)

1. "Person who completed the degree program" refers to a person who satisfied the requirements of the study term restrictions and earned the required credits pursuant to the university regulation.
2. For a student who failed to earn a degree owing to failure in the comprehensive examinations and examination of the degree thesis even though he/she completed the degree program, the payment of fees during the submission of the degree thesis or the time limit of the comprehensive examinations pursuant to the university school shall be exempted.

Article 24-2 (Research Registration of Students Who Completed Programs)

- ① If needed, students can apply for research registration after completing the course.
- ② Research registration shall be completed within the program term restrictions.
- ③ Students who apply for research registration shall pay for the specified fees for research registration.

- ④ Details related to research registration shall be prescribed separately by the President.

Article 25 (Leave of Absence)

1. Students who cannot take lessons for more than one quarter of the number of school days owing to diseases or other unavoidable reasons shall submit an application for leave of absence.
2. Notwithstanding the provisions of Clause 1, students shall not take a leave of absence covering the semester during which students were newly admitted, transferred, or readmitted. However, notwithstanding the provisions of this article, the leave of absence may be extended, if needed, after obtaining approval from the dean of graduate school.
3. The total period of leave of absence shall not exceed 4 semesters. (Amended on May 3, 2016)
4. The period of the leave of absence taken for reasons of military service, pregnancy, childbirth or childcare shall not be included in the total period of leave of absence.
5. <Deleted>
6. Students who failed to register shall be considered to have taken a leave of absence pursuant to Article 23. However, this provision shall not apply in case the maximum time limit allowable for leaves of absence has already been exceeded as specified in Article 25. (newly established on Aug. 29, 2006).
7. The maximum period of leave of absence due to pregnancy-childbirth and childcare shall be 2 semesters, but, if needed, the period may be extended after obtaining approval from the dean of graduate school.

Article 26 (Returning to School)

Students wishing to return to school after taking a leave of absence shall submit an Application for Returning to School prior to the registration period of each semester. However, a student shall not be allowed to return to school in case he/she is deemed unable to complete the school program during the relevant semester.

Article 27 (Expulsion)

The following students shall be expelled from school:

1. Among the persons who failed to complete the registration pursuant to Article 23, those who cannot be considered to have taken a leave of absence with unregistered status because the allowable period of leave of absence has already been exceeded (amended on Aug. 29, 2006).
2. Persons who failed to return to school within the specified period during the relevant semester after the period of leave of absence has expired
3. Persons who failed to complete the relevant degree program during the program term restrictions
4. Students who have returned to their home countries without completing the degree program during their period of stay and who are considered unable to complete the program term restrictions by the president

Article 28 (Withdrawal)

Students wishing to withdraw from school shall submit an application for withdrawal.

Article 29 (Readmission)

1. If a student who had been expelled or who had withdrawn from school wishes to be readmitted, such readmission shall be permitted only once within 5 years of the date of expulsion or withdrawal and only when there are available slots based on the quota. For students who have been expelled for reasons specified in Item 3, Article 27 or due to disciplinary actions, however, readmission shall not be allowed.
2. All credits earned by a readmitted student during the previous period of enrollment at school shall be recognized.

Chapter 7 Advisers and Qualifying Examinations

Article 30 (Adviser)

1. For purposes of teaching and guidance, one or more advisers shall be assigned to degree program students wishing to submit a degree thesis.
2. Advisers shall be selected from among the full-time faculty members of the university and who are in charge of programs that are the same as or similar to the student's major field of study. However, chair faculty members with Ph.D degree may be appointed as advisers who obtain approval from the president after the deliberation meeting of Graduate School Committee. In this case, a faculty member of the university should be appointed as a co-adviser. Part-time faculty members or outside staff with a PhD degree may be appointed as advisers only in the case of specialized graduate schools.(Amended on Nov. 23, 2012)

Article 31 (Types of Qualifying Tests and Applicant Requirements)

1. The following are the qualifying tests conducted by each graduate school in relation to applying for a degree or submitting a thesis:
 - (1) General graduate school: comprehensive examinations and foreign language tests
 - (2) Graduate School of Interpretation and Translation, Graduate School of Education, Graduate School of Counseling, International law school (limited to 2-year course of Department of International Legal Studies) and Handong Graduate School of Global Development and Entrepreneurship: Comprehensive examination (amended on Sep. 9, 2009)
2. The period of eligibility for taking the qualifying tests shall be within 3 years of completion of a program; eligibility for applying for a degree shall be forfeited if this period has expired
3. The school may separately collect the specified examination fees from the applicants for the

qualifying tests.

Article 32 (Foreign Language Tests)

1. The foreign language test to be taken shall be the English language test; any degree program student or person who completed the program may take the test.
2. The foreign language test results shall be recognized only in the case of authorized foreign language tests such as TOEFL, TOEIC, and TEPS. The followings are the passing scores: (amended on Dec. 14. 2009)
 - (1) TOEFL: IBT-80points, PBT-550points, and CBT-213points (amended on Dec. 14. 2009)
 - (2) TOEIC: 700 points
 - (3) TEPS: 572points (amended on Dec. 14. 2009)
3. Foreign language tests shall be waived for a student whose transcript of records as one of the documents required for entrance screening shows scores higher than those specified in Clause 2.
4. <Deleted>
5. For foreign students who failed to submit the passing scores specified in the Clause 2 even after 2 years of the completion of a degree program, the relevant department can administer an English test or oral interview in English, and details related to this shall be determined separately by the president. (Newly Established on Aug. 8, 2016)

Article 33 (Comprehensive Examinations)

1. Only the students who have completed – or are scheduled to complete – degree programs during the relevant semester can take the comprehensive examinations. For graduate schools whose course of study is normally completed in 2 1/2 years or 3 years, however, students may take the examinations after the 4th semester upon approval by the president.
2. In principle, comprehensive examinations shall be conducted every April and October. However, the period of conducting examinations may be changed depending on the characteristics of the graduate schools and departments. If changing the period of examinations is necessary, examinations shall be conducted before June and December each year.
3. The comprehensive examinations shall consist of at least 3 subjects, and the passing score shall be 70 or higher. In the case of the Graduate School of Interpretation and Translation, however, the passing score shall be 80 or higher.
4. Any applicant failing to satisfy the passing criteria specified in Clause 3 for a subject may retake the examination covering the subject he/she failed.
5. Notwithstanding the provisions of Clauses 1~4, the comprehensive examinations shall be waived for students who have had their theses published in any of the academic journals recognized by the professors in charge; however, this provision shall apply only to general graduate schools.

Chapter 8 Degree Thesis

Article 34 (Submitting a Thesis Plan)

A student who wishes to submit a degree thesis shall prepare and submit a research plan for the preparation of degree thesis at least 4 weeks before the beginning of the semester for which he/she registered.

Article 35 (Qualifications for Submitting Degree Thesis)

Persons wishing to submit a degree thesis shall satisfy the following requirements:

1. Persons who have earned -- or are expected to earn -- the specified credits for completion
2. Persons whose general grade point average is 3.0 or higher or 2.0 or higher in the case of the International Law School (limited to 2-year course of the International Legal Studies)
3. Persons recommended by advisers
4. Persons who have passed the qualifying tests for the submission of degree thesis; in the case of general graduate schools and Graduate School of Education, however, since the comprehensive examinations and examination of degree thesis may be conducted concurrently depending on the characteristics of the majors, even the person who does not take the comprehensive examinations may submit a degree thesis. (amended on Dec. 14. 2010)

Article 36 (Submission of Degree Thesis)

1. Any person wishing to submit a degree thesis shall submit 3 copies of the draft thesis to the president for examination and pay the specified examination fees before the end of April and October each year and submit 9 copies of the final thesis signed by all examiners and thesis files within specified period after passing the examinations, (amended on Jun. 26, 2009)
2. Any person who fails the examination of thesis may reprepare and resubmit his/her thesis in the future only once within 3 years and 5 years of the date of completion of Master's degree course and Doctor's degree course, respectively. However, the period of military service shall not be included in this period. (Amended on Aug. 8, 2016)

Article 37 (Preparation of Degree Thesis)

1. The degree thesis shall be written in English, with abstracts attached in Korean. However, foreign students need not attach Korean abstracts.
2. Considering the characteristics of the majors, students of Department of Culture & Media Design, and Department of Psychology of general graduate schools as well as the Graduate School of Education and Graduate School of Counseling of specialized graduate schools, may prepare a degree thesis in Korean. (Amended on Nov. 13, 2007) (Amended on Aug. 10, 2015)

Article 38 (Receiving a Degree Thesis)

Upon receipt of a degree thesis, the dean of graduate school shall immediately examine the

qualifications for submitting the thesis to decide whether to accept the thesis or not and shall return the received documents and examination fees in case the thesis cannot be accepted.

Article 39 (Examiners of Degree Thesis)

1. Examiners of degree thesis shall be appointed by the president based on the recommendation of the professor in charge and the dean of graduate school. The number of members shall be 3 or more for Master's program and 5 or more for Doctor' program.(Amended on Aug. 8, 2016)
2. Examiners shall be appointed from among persons holding positions of full-time faculty members or higher in the university or from among persons possessing qualifications equivalent to those of full-time faculty members.
3. Advisers must be selected as examiners.

Article 40 (Examination of Degree Thesis)

1. Examiners shall examine degree theses and submit the results of examination along with the specified documents to the president within 1 month of starting the examination. Under special circumstances, however, the examination period may be extended after obtaining approval from the president.
2. Acceptance of the degree thesis shall be decided by the votes of more than two third of the total number of members.

Chapter 9 Conferment of Degree

Article 41 (Conferment of Degree)

Each graduate school shall confer the specified degrees on persons satisfying the following requirements for degree titles at the relevant graduate school departments (majors) as shown in Attachment 2 following deliberations by the Graduate School Committee: (amended on Aug. 8, 2011)

1. General graduate school: Persons who passed the qualifying tests and examination of degree thesis after completing the Master's programs, Doctor's programs, and Integrated Master-Doctor programs.(amended on Aug. 8, 2011)
2. Graduate School of Education: Persons who passed the qualifying tests and examination of degree thesis after completing the Master's programs, or who earned more than 6 credits instead of preparing degree thesis.(amended on Aug. 8, 2011)(Amended on Dec. 8. 2015)
3. Graduate School of Global Management and Leadership: Persons who have completed Master's courses (amended on Aug. 8, 2011)
4. Graduate School of Interpretation and Translation: Persons who passed the comprehensive examinations after completing completed the Master's programs(amended on Aug. 8, 2011)

5. Graduate School of Counseling: Persons who have passed the examination of degree thesis or earned an additional 6 credits in lieu of the degree thesis with a certain time of practice after completing the Master's programs and passing the qualifying tests.(Detailed matters related to the practice shall be prescribed separately by the President.) (amended on Aug. 8, 2011)

6. International Law School

(1) International Legal Studies (2-year course): Persons who have passed the examination of degree thesis after completing the Master's programs and passing the qualifying tests(amended on Aug. 8, 2011)

(2) U.S. & International Law (3-year course): Persons who have completed the Master's programs (amended on Aug. 8, 2011)

7. Handong Graduate School of Global Development and Entrepreneurship: Students who have completed Master's programs and passed the qualification test as well as the examination carried out on degree theses (amended on Aug. 8, 2011)

Article 41-2 (Conferment of Honorary Doctorate Degree) (Amended on Aug. 10, 2015)

1. Honorary doctorate degree may be conferred to persons who have made special contributions to academic development or rendered distinct services for the improvement of human culture through deliberation.

2. Honorary doctorate degree shall be conferred by the president based on the deliberation by the Graduate School Committee.

3. The title of Honorary doctorate degree shall be determined pursuant to the degree title of Attachment 2.

4. Certificates of Honorary doctorate degree shall be prepared and conferred in the form of Attached Form 4.

5. The head of the department who wants to recommend the conferment of honorary doctorate degree shall prepare the following documents and apply for it to the dean of general graduate school.

1. Application for conferment of honorary doctorate degree
2. Resume and career history
3. Merits summary and evidentiary documents

Article 41-3 (Cancellation of Conferment of Degrees)

1. The conferred degree may be cancelled based on the deliberation by the Graduate School Committee if the student is found to earn his degree of master or doctorate degree through dishonest means. (Newly established on Mar. 16, 2015 Regulation No. 207)

2. If those who were awarded honorary doctorate degree committed acts that damage the honor, the degree may be cancelled by the president based on the deliberation by the Graduate School committee. (Established on Aug. 10, 2015)

Article 42 (Types of Degree)

The types of academic degrees and professional degrees for each program are shown in Attachment 2. In the case of professional degrees, a degree may be conferred by specialization. (amended on Sep. 9, 2009)

Article 43 (Conferment of Degree and Types of Degree)

The following are the degrees conferred by each graduate school:

1. General graduate school: Academic degrees
2. Specialized graduate school: Professional degrees
3. Professional graduate school: Professional degrees

However, the professional graduate school may also confer academic degrees according to the education programs.

Article 44 (Forms of Certificate of Degree)

Certificates of degree shall be prepared and conferred as follows:

1. Academic degrees - Attached Form 1
2. Professional degrees - Attached Form 2

Article 45 (Graduation Gown)

The followings are the degree colors of the Master's and Doctor's gown:(amended on Aug. 8, 2011)

1. Degree color (see Attachment 3) (amended on Aug. 8, 2016)

Degree Course	Hood Color
Literature	White
Business administration	Brown
Economics	Copper
Law	Purple
Politics	Blue
Engineering	Orange
Science	Golden Yellow
Education	Bright Blue
Press	Blue
Counseling	Golden Yellow

Development	Dark viridian- Pantone color No. 3145)
Psychology	Gold

2. The inside color of the degree hood shall be blue (the school color). (amended on Sep. 9, 2009)

Chapter 10 Research Course and Open Classes

Article 46 (Research Courses)

1. A person who has earned academic degrees or who is deemed to possess the same or higher educational background and who wishes to learn about or research on special subjects or tasks may enroll in the research course of the degree program after obtaining approval from the president.
2. The study term restrictions of the research courses shall be 1~4 semesters; the period of enrollment at school shall not exceed the graduate school's enrollment period.
3. For students who completed the research courses and enrolled in the same degree program, all credits earned during the period of research may be recognized. Even if the credits are recognized, however, the study term restrictions may be reduced by not more than 6 months.
4. A certificate of research completion prepared using Attached Form 3 may be issued to the research student showing satisfactory research performance.
5. Detailed matters related to the operation of research courses shall be prescribed separately.

Article 47 (Open Classes)

1. Graduate schools may operate open classes provided they do not hinder normal study.
2. The purpose of open classes is to teach persons wishing to gain profound knowledge and skills in liberal arts and research.
3. Matters related to the subjects and titles of open classes, period, student quota, and venues shall be separately decided for each case of lecture.

Chapter 11 Student Guide and Scholarships

Article 48 (Observance of School Regulations)

Students shall observe this school regulation and other regulations of the graduate school and devote themselves to research activities according to the guidance provided by advisers.

Article 49 (Scholarships)

1. Among the graduate school students demonstrating upright conduct and superior academic

performance and having difficulties paying for their study expenses due to the poor financial conditions of their families, students who are eager to continue their studies may be selected for scholarships. (Amended on May 3, 2016)

2. Students eligible for scholarships shall be decided by the president at the recommendation of the professor in charge, and details related to scholarship awarding shall be prescribed separately by the President. (Amended on May 3, 2016)

Article 50 (Disciplinary Actions)

Graduate school students who violate this graduate school regulation or engage in acts that run counter to their duties may be slapped with the following punishments by the president based on the resolutions of the Graduate School Committee:

1. Disciplinary confinement
2. Suspension for a definite period
3. Suspension for an indefinite period
4. Expulsion

Chapter 12 Student Activities

Article 51 (Student Activities)

Students may operate a Student Government in graduate school as a self-governing body of degree program students.

Chapter 13 Office Organization

Article 52 (Dean of Graduate School)

Each graduate school shall have a dean. The dean of graduate school shall be appointed from among faculty members holding positions of associate professor or higher.

Article 53 (Organization)

In addition to the dean, each graduate school may have faculty members for each department or major (excluding administrative/research/teaching assistant).

Article 54 (Professor in Charge)

Each department may have a professor in charge who shall supervise matters related to the class of the department or major and guidance provided for research.

Chapter 14 Committee

Article 55 (Graduate School Committee)

1. To examine the overall academic matters of all graduate schools, the school shall operate a Graduate School Committee consisting of 7 or more members.
2. The Graduate School Committee shall consist of several members appointed by the dean of graduate school and dean of academic affairs, dean of policy and planning, and president. The dean of general graduate school shall serve as chairman.

Article 56 (Graduate School Steering Committee)

To deliberate on matters related to the academic affairs of graduate schools, each graduate school shall operate a Graduate School Steering Committee consisting of 3 or more members. Detailed matters related to the operation of the committee shall be separately prescribed.

Article 57 (Advisory Members of the Graduate School)

If deemed necessary to operate the graduate school effectively, the school may have advisory members. Related matters shall be prescribed separately.

Article 58 (Term of Office of the Graduate School Committee Members)

The term of office of the Graduate School Committee members shall be 2 years. However, the term of office of a member newly appointed to fill a vacancy shall be the remaining term of office of his/her predecessor.

Article 59 (Matters Requiring Deliberation by the Graduate School Committee)

1. The Graduate School Committee shall deliberate on the following matters:
 - (1) Matters related to the establishment, amendment, or rescission of the regulations of graduate school
 - (2) Matters related to admissions and conferment of degree
 - (3) Matters related to the creation and abolishment of departments and majors and student quota
 - (4) Matters related to education programs
 - (5) Important matters related to the operation of graduate schools
2. Matters related to Item (2) and Item (4), Clause 1 shall be delegated to each Graduate School Steering Committee. However, the Graduate School Committee may handle matters deemed necessary for the effective operation of graduate schools in general.(Amended on Nov. 23, 2012)

Article 60 (Committee Meeting and Resolutions)

The committee meeting shall be convened by the chairman, and a quorum shall be declared only when majority of the registered members are present. Resolutions voted by at least two third of the attending members shall be adopted.

ADDENDUM

1. (Enforcement Date) This graduate school regulation shall enter into force as of March 1, 2000.
2. (Application) Matters other than those stipulated in this regulation shall be governed by the university regulation.
3. (Enforcement Bylaws) Detailed matters required to enforce this graduate school regulation shall be separately prescribed in the Enforcement Bylaws.

ADDENDUM

This amended graduate school regulation shall enter into force as of March 1, 2001.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of August 21, 2003.
2. (Interim Measures)
 - (1) Upon the enforcement of this amended graduate school regulation, the previous school regulation of the Graduate School of Interpretation and Translation, Graduate School of Education, Graduate School of Global Management and Leadership, and International Law School shall be rescinded.
 - (2) The general graduate school shall have Department of Management and Economics and Department of Culture & Media Design pursuant to Article 4 of this school regulation. Students who have enrolled in Life Science at the Engineering department of the general graduate school shall be considered to have enrolled in Life Science at the Science department, and students who have enrolled in the Department of Information Communication, in the Department of Information Technology.

ADDENDUM

This amended graduate school regulation shall enter into force as of February 17, 2004.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of December 8, 2004.
2. (Interim Measures Regarding the Change of Requirements for Degree Conferment at the Graduate

School of Education) The provisions of Item (1), Clause 1, Article 11 and Item 2, Article 41 of this graduate school regulation shall apply beginning with students who were admitted in 2005.

3. (Interim Measures Regarding Students Covered by Foreign Language Tests at the General Graduate School) The provisions of Item (1), Clause 1, Article 31 and Article 32 of this graduate school regulation shall apply beginning with students who have enrolled in the 2nd semester of 2004.
4. (Interim Measures Regarding the Abolishment of Majors) Once this graduate school regulation enters into force, majors in English Education and Counseling Education of the Graduate School of Education shall be abolished; however, students who have already enrolled in these programs shall be considered English Education and Counseling Education majors until the time of graduation.
5. (Interim Measures Regarding the Change of Degree Program of the Abolished Majors) Once this graduate school regulation enters into force, the degrees of graduates of the abolished Counseling Education of the Graduate School of Education shall be changed to Counseling Psychology from Counseling Education.
6. (Interim Measures Resulting from the Change of Department Title) Students who were in the register of the Department of International Development and Cooperation of the Graduate School of Global Management and Leadership at the time this graduate school regulation entered into force shall be considered to have enrolled in the Department of Global Business, and those who were in the register of the Department of International Law of the International Law School, in the U.S. & International Law.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of November 21, 2005.
2. (Interim Measures Resulting from the Change of Department Title) Students who were in the register of the Department of Counseling of the Graduate School of Counseling at the time this graduate school regulation entered into force shall be considered to have enrolled in the Department of Counseling Psychology.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of August 29, 2006.
2. (Interim Measures Resulting from the Change of Department Title) Persons who were in the register of the Department of Mechanical and Control System Engineering of the general graduate school at the time this graduate school regulation entered into force shall be considered to have enrolled in the Department of Mechanical Engineering.

ADDENDUM

This amended graduate school regulation shall enter into force as of November 13, 2007.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of March 1, 2008.
2. (Interim Measures Resulting from the Change of Study Term Restrictions) The revised study term restrictions of the Graduate School of Education pursuant to Item (2), Clause 1 of this graduate school regulation shall apply beginning with students who enrolled in 2008.
3. (Interim Measures Resulting from the Change of Credits Earned) The earned credits that were changed pursuant to Items (2) and (3), Clause 1, Article 11 of this graduate school regulation shall apply beginning with students who enrolled in 2008.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of September 1, 2008. However, registration for the 6th semester of the Graduate School of Education as required pursuant to Clause 2, Article 23 shall apply beginning with students who enrolled in 2008.
2. (Interim Measures Regarding Grade "I") A grade of "I" in a course at the time this graduate school regulation entered into force must be corrected prior to the last day of class of the 2nd semester in graduate school for 2008. If not corrected by the specified time limit, the final grade for the relevant course shall be "F."

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of June 27, 2009.
2. (Interim Measures Resulting from the Change of Credit Earning and Degree Conferment) The provisions of the revised Item (4), Clause 1 of Article 11 and Item (3) of Article 41 of this school regulation relating to Graduate School of Global Management and Leadership shall apply beginning with students who enrolled in 2010.

ADDENDUM

This amended graduate school regulation shall enter into force as of September 10, 2009.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of December 15, 2009.

2. (Interim Measures After Changing the Earning of Credits and Conferment of Degree) The school regulation of the Graduate School of Global Management and Leadership related to Item (4,) Clause 1, Article 11 and Item (3), Article 41 of this graduate school regulation was to be applied beginning with the new students for 2010; However, the application beginning with the new students for 2010 shall be abolished because the regulation was amended again out of necessity.

ADDENDUM

1. (enforcement date) This amended graduate school regulation shall enter into force as of October 5, 2010.
2. (Interim measures according to new establishment of the department) The Department of Laser Nuclear Fusion Technology is newly established in General Graduate School pursuant to Article 4 of Graduate School Regulation and Article 42 (Types of Degree) shall be applied to new students from school year 2011.

ADDENDUM

This amended graduate school regulation shall enter into force as of December 15, 2010.(Dec. 14, 2010 Regulation No.140)

ADDENDUM

1. This amended graduate school regulation shall enter into force as of August 9, 2011.
2. (Interim measures according to the changed study term restrictions) The changed Earning of Credits of Graduate School of Counseling pursuant to Item (2) Clause 1, Article 11 of this graduate school regulation shall be applied starting those who will complete the program in August, 2013)

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of November 16, 2011. (Nov. 15, 2011 Regulation No.153)
2. (Interim measures according to the change in class credits) Change in class credits pursuant to Clause 1 of Article 13 shall be applied to those who register for the second semester of 2011.

ADDENDUM

1. This amended graduate school regulation shall enter into force as of April 20, 2012.(Amended on Apr. 19, 2012 Regulation No.159)
2. (Interim measures according to the change in education programs and earning of credits) Change in regulation regarding the earning of credits of general graduate school pursuant to Item (1), Clause 1 of Article 11 shall be applied to those who register for the school year of 2012.

ADDENDUM

This amended graduate school regulation shall enter into force as of November 24, 2012(Amended on Nov. 23, 2012, regulation No.168)

ADDENDUM

1. This amended graduate school regulation shall enter into force as of Feb. 15, 2013(Amended on Feb. 14, 2013, regulation No.174)
2. (Interim measures according to the abolishment of the majors of Common Social Studies and Biology Education) The majors of Common Social Studies and Biology Education of Graduate School of Education shall be abolished after all the registered students graduate.

ADDENDUM

This amended regulation shall enter into as of August 10, 2015.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of December 8, 2015.
2. (Interim measures regarding the substitution of degree thesis for students of Graduate School of Education) Changes regarding Graduate School of Education in Article 41-2 of this graduate school regulation shall be applied to those who register for the school year of 2014.

ADDENDUM

This amended graduate school regulation shall enter into force as of December 22, 2015.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of May 3, 2016.
2. (Interim Measures) Changes in the study term restriction of Graduate School of Education in Article 9 of Graduate School Regulation shall be applied to students admitted in the school year of 2017.
3. (Interim Measures according to the abolishment of the Department of Applied Linguistics and Translation of Graduate School of Interpretation and Translation) The Department of Applied Linguistics and Translation continues to exist until the school year when the students to whom the existing regulation is applied graduates and then the department shall be abolished.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of August 8, 2016.
2. (Interim measures according to the change of the period for submitting degree theses) The amendment of Clause 2 of Article 36 shall be applied to those who have completed their course within 3 years from the first semester of the school year of 2016.

3. The changed study term and credits to earn of the Graduate School of Counseling shall be applied to new students for the school year of 2017.

ADDENDUM

1. (Enforcement Date) This amended graduate school regulation shall enter into force as of August 1, 2017.

2. (Interim measures) The credits to be earned in Clause 1 of Article 11 of this school regulation shall apply beginning with students who obtained degrees in August 2017, and the period of leave of absence specified in Clause 3 of Article 25 shall apply beginning with students who enrolled in 2017.

ADDENDUM

This amended graduate school regulation shall enter into force as of Nov 6, 2017.

[Attachment 1]

Department (major) of graduate school and entrance quota

A. General graduate school

1) Master's program

Course Classification	Department (major)	Entrance Quota
Humanities and Social Science	Department of Management and Economics, Department of Mass Communication, Department of Psychology	40 students
Engineering	Department of Information Technology, Department of Mechanical Engineering, Department of Spatial Design & Engineering, Department of Culture & Media Design, Department of Advanced Green Energy & Environment	
Science	Department of Life Science	

2) Doctor's program and Integrated Master-Doctor program (Amended on Dec. 8. 2015)

Course Classification	Department (major)	Entrance Quota
Engineering	Department of Advanced Green Energy & Environment , Department of Mechanical and Control System Engineering	10 students
Humanities and Social Science	Department of Law -Department of Psychology	

B. Specialized graduate school

Graduate School	Department (major)	Entrance Quota
Graduate School of Interpretation and Translation	Department of Korean-English Interpretation and Translation, Department of Applied Linguistics and Translation	12 students
Graduate School of Education	Major of Instruction and Curriculum	25 students
Graduate School of Global Management and Leadership	Department of Socio-MBA Leadership, Department of Global Business	5 students
Graduate School of Counseling	Department of Counseling Psychology	25 students
Handong Graduate School of Global Development and Entrepreneurship	Department of Global Development and Entrepreneurship	10 students

C. Professional graduate school

Graduate School	Department (major)	Entrance Quota
International Law School	U.S. & International Law, International Legal Studies (2 departments)	50 students

[Attachment 2]

Degree title by department (major) of graduate school

A. General graduate school(Amended on Dec. 8. 2015)

Degree Course	Course Classification	Department (Major)	Degree Title
Master's course	Humanities and Social Science	Department of Management and Economics	Master of Science in Management Master of Economics
		Department of Mass Communication	Master of Communication Arts
		Department of Psychology	Master of Psychology
		Department of Law (Newly established Oct. 29, 2014)	Master of Laws
	Engineering	Department of Mechanical Engineering	Master of Engineering
		Department of Spatial Design & Engineering	Master of Engineering
		Department of Advanced Green Energy & Environment (Green Photonics, Green Atomics, Green Engineering) (Life Science)	Master of Engineering Master of Science
		Department of Culture & Media Design	Master of Engineering
		Department of Information Technology	Master of Engineering
	Science	Department of Life Science	Master of Science
	Doctor's course	Engineering	Department of Advanced Green Energy & Environment (Green Photonics, Green Atomics, Green Engineering) (Life Science) Department of Mechanical and Control System Engineering
Humanities and Social Science		Department of Law Department of Psychology	Doctor of Law Doctor of Psychology

B. Specialized graduate school

Graduate School	Course Classification	Department (major)	Degree Title
Graduate School of Interpretation and Translation	Humanities and Social Science	Department of Korean-English Interpretation and Translation	Master of Arts in Interpretation&Translation
		Department of Applied Linguistics and Translation	Master of Arts in Applied Linguistics and Translation
Graduate School of Education	Humanities and Social Science	Major of Instruction and Curriculum	Master of Education
Graduate School of Global Management and Leadership	Humanities and Social Science	Department of Socio-MBA Leadership	Master of Business Administration
		Department of Global Business	Master of Business Administration
Graduate School of Counseling	Humanities and Social Science	Department of Counseling Psychology	Master of Counseling Psychology
Handong Graduate School of Global Development and Entrepreneurship	Humanities and Social Science	Department of Global Development and Entrepreneurship	Master of Arts in Global Development and Entrepreneurship
	Engineering	Technology Convergence	Master of Science in Electrical Engineering
			Master of Science In ICT Convergence

C. Professional graduate school

Graduate School	Course Classification	Department (major)	Degree Title
International Law School	Humanities and Social Science	U.S. & International Law	Master of Laws (Juris Doctor Equivalent-First Professional Law Degree)
		International Legal Studies	Master of Arts in International Legal Studies

Master No.:

Certificate of Degree

Name:

Date of birth:

Department(major):

This is to certify that the person whose name appears above has completed the Master(Doctor) of _____ program of this graduate school and fulfilled all the requirements for the Master's degree.

Date:

Dean of Graduate School of Handong Global University

(degree) ○ ○ ○ (official seal)

Handong Global University President

(degree) ○ ○ ○ (official seal)

Degree No.: Handong Global University ○○ Master ○○○○

Master No.

Certificate of Degree

Name:

Date of birth:

Department (major):

This is to certify that the person whose name appears above has completed the Master's program of this graduate school and fulfilled all the requirements for the Master's degree.

Date:

Dean of Graduate School of Handong Global University
(degree) (official seal)

Handong Global University President
(degree) (official seal)

Degree No.: Handong Global University Master ○○○○

[Attached Form 3]

Certificate of Research Completion

No.

Certificate of Research Completion

Name:

Date of birth:

Department (major):

This is to certify that the person whose name appears above has completed the specified research in the research program offered by the graduate school of () of the university.

Date:

Dean of Graduate School of (),
Handong Global University (official seal)

[Attached Form 4]

Honorary Doctorate No.

Certificate of Degree

Name:

Date of Birth:

I hereby recommend conferment of honorary doctorate degree of ○○ to the person whose name appears above based on the deliberation by the Handong Graduate School Committee.

Date:

Dean of Graduate School of Handong Global University

(degree) ○ ○ ○

Handong Global University confers the honorary doctorate degree of ○○ upon the recommendation above.

Date:

Handong Global University President

(degree) ○ ○ ○

Degree No.: Handong Global University ○○ Honorary Doctorate ○○○○

[Attached Form 5]

Person in Charge	Team Manager	Dean

Application for Conferment of Honorary Doctorate Degree

Photo

Name: (Chinese character:)

Resident Registration Number:

I hereby submit this application for Conferment of honorary Doctorate Degree of ○○ pursuant to Article 41-2 of School Regulation.

- Attachment: 1. a copy of Resume and Career History
2. a copy of Merits Summary and evidentiary document

Month / Date / Year

Head of Department: (official seal)

To: The Dean of General Graduate School