

## 4.Regulation on Office Organization and Duty Allocation

Team in charge: Strategic Planning & Budget Team 1041, 3 ◆

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Amended on Jun. 7, 2011 Regulation No.146  
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**Chapter 1 General Provisions**

**Article 1 (Purpose)**

This regulation seeks to prescribe matters related to the office organization and duty allocation of Handong Global University (hereinafter referred to as "University").

**Article 2 (Scope)**

Unless specifically provided otherwise in laws, Articles of Incorporation, and other regulations, the office organization and duty allocation of the university shall be governed by this regulation.

**Article 3 (School Staff Members)**

The university shall have the following faculty and staff members (hereinafter referred to as "School Staff Members"):

1. Faculty members shall be classified into professors, associate professors, and assistant professors.(Amended on Jul. 10, 2012)
2. Staff members shall be classified into administrative staff, technical staff, and technical operation staff. The class of administrative staff and technical staff will be classified as class 2 staff or class 9 staff, and the technical operation staff will be classified as class 2 staff or class 10 staff. (amended on Jun. 28. 2010)

Class 2 Staff (Dean)

Class 2 Staff, Class 3 Staff (General Manager)

Class 4 Staff, Class 5 Staff (Manager)

Class 6 Staff (Assistant Manager)

Class 7 Staff or lower (Person in charge)

3. The university may have faculty members and assistants including honorary professors, visiting professors, etc. if necessary in relation to Clause 1.
4. Faculty members shall teach students, and assistants shall provide assistance in academic affairs under

the guidance of full-time faculty members.

5. Staff members shall perform the allocated duties.
6. The school staff members quota shall be prescribed separately.

#### **Article 4 (Appointment and Term of Office)**

1. Vice presidents and office deans shall be appointed or dismissed by the president after obtaining approval from the chairman of the board, and the term of office shall be 2 years and it can be extended. (Amended on Aug. 10, 2015)
2. The president shall appoint or dismiss directors, RC Headmaster or managers of teams if they are concurrently appointed from among faculty members, and their term of office shall be 2 years and it can be extended.(amended on Aug. 30, 2011)

### **Chapter 2 President**

#### **Article 5 (President)**

1. The president shall supervise school affairs, command and oversee the school staff, guide students, and represent the school.
2. The president shall appoint school staff members according to the rules stipulated in the Articles of Incorporation and the school office organization.
3. The university may have an honorary president as well as advisory members if necessary to perform work related to globalization for the advancement of the university (newly established on Sep. 11, 2007).

#### **Article 5-2 (Vice President, Etc.)**

1. The university shall have vice presidents who shall assist the president.
2. The university may have vice presidents for academic affairs, administrative affairs, and international affairs each. The vice president for academic affairs shall be concurrently appointed from among professors or associate professors, and the vice president for administrative and international affairs from among professors or associate professors or shall be appointed from among persons other than faculty members. In the absence of the president due to accidents, the vice president for academic affairs shall serve as acting president (amended on Dec. 21, 2007).
3. The university may have honorary vice presidents if necessary to perform external work for the advancement of the school.

#### **Article 5-3 (Office of International Affairs) <Deleted> (Apr. 2, 2003)**

### **Chapter 3 Head Office**

#### **Article 5-4 (President's Assistant and Advisor Professor, chairmen of undergraduate schools by school)**

1. Each school/college of the university shall have a chairman.

2. The university may have a President's assistant and an advisor professor who assist and provide advisory services to President regarding university policies. (newly established on May 12, 2009)(Amended on Jun. 30, 2014)
3. The university may have chairmen who represent a school. (Newly established on Jun. 30, 2014)

## **Article 6 (Head Office)**

The university's Head Office shall have Chaplain's Office, Office of Policy and Planning, Office of Academic Affairs, Office of Admissions, Office of Student Affairs, Office of Industry-Academic Collaboration Research and Human Resources Development, Office of General Affairs, Office of International Affairs, Office of Academic Information, Industry-Academic Cooperation Foundation, LINC Project Foundation, Secretary's Office, Employment and Start-up Support Office and office of University Advancement, and each administrative department is operated in the team system. (amended on Jan. 23, 2013),(amended on sep. 1, 2013) (Amended on Feb. 28, 2014) (Amended on Jun. 4, 2015) (Amended on Mar. 1, 2017)

### **Article 6-2 (Chaplain's Office)**

1. The university chaplain shall be appointed from among ordained ministers.
2. The Chaplain's Office shall have a Center for Christian Foundation and the Chaplain's Office shall manage Handong church.(amended on Feb 10, 2012)
3. The director shall be concurrently appointed from among faculty members (newly established on Oct. 31, 2006).
4. Detailed matters related to the operation of the Center for Christian Foundation shall be prescribed separately (newly established on Oct. 31, 2006).

### **Article 7 (Office of Policy and Planning)**

1. The Office of Policy and Planning shall have Strategic Planning Team and Budget Team. (amended on Aug. 28, 2012) (Sep. 1, 2013)(Feb. 28, 2014)
2. <Deleted on Jun. 28, 2010>
3. The dean shall be concurrently appointed from among (associate) professors or shall be appointed from among class 2 staff.(amended on Jun. 28, 2010)
4. The Team Manager shall be appointed from among class 5 or higher.(amended on Jun. 28, 2010)

### **Article 8 (Office of Academic Affairs)**

1. The Office of Academic Affairs shall have Academic Strategic Team and Academic Support Team.(amended on May. 24, 2011)(Amended on Feb. 28, 2014)
2. <Deleted on Jun. 28, 2010>
3. The dean shall be concurrently appointed from among (associate) professors.(amended on May. 24, 2011)
4. The Team Manager shall be appointed from among class 5 staff or higher. (amended on Oct. 5, 2010)

### **Article 8-2 (Office of Admissions)**

1. The Office of Admissions shall have Admission Officer Team. (Amended on Jan. 23, 2013)(Amended on Jun. 30, 2014) (Amended on Mar. 1, 2017)
2. The dean shall be concurrently appointed from among (associate) professors.(amended on May. 24, 2011)
3. The Team Manager shall be appointed from among class 5 staff or higher. (amended on May. 24, 2011)

### **Article 8-3 (Office of Student Affairs)**

1. The Office of Student Affairs shall have Student Support Team, Handong Character Education Center, Students' Residence Hall and RC(Residential College).(amended on Jan. 23, 2013) (Amended on Oct. 1, 2015)
2. The Students' Residence Hall shall have Student Residential Life Team and RC shall have multiple RCs that have unique RC names and a RC Support team that manages and supports RC administrative works.(amended on Jan. 23, 2013)
3. The dean shall be concurrently appointed from among (associate) professors. The office dean and the director of the center shall be concurrently appointed from among (assistant) professors or class 3 staff or higher, and the headmaster of each RC shall be appointed from among faculty members.(amended on Jan. 23, 2013) (Amended on Oct. 1, 2015)
4. The Team Manager shall be appointed from among class 5 staff or higher. (amended on Jun. 28, 2010)

### **Article8-4 (Office of Industry-Academic Research and Human Resources Development)**

1. Office of Industry-Academic Collaboration Research and Human Resources Development shall have Industry-Academic Research Supporting Team and Employment and Start-up Support Office, Career Development Center, and Business Incubator. The Employment and Start-up Support Office shall have Career Development Team, Start-up Support Team, OJT Support Center.
2. The dean shall be concurrently appointed from among (associate) professors.
3. The office dean and director of the center shall be concurrently appointed from among (assistant) professors or shall be appointed from among class 4 staff or higher.
4. Team Manager shall be appointed from among class 5 or higher.
5. Detailed matters related to the operation of the OJT Support Center, and Business Incubator shall be prescribed separately.

### **Article 9 (Office of General Affairs)**

1. The Office of General Affairs shall have General Affairs and Human Resources Team, Accounting Team, and Facilities Services Team as well as Military Reserve Office. (amended on Apr. 10, 2013.)
2. <Deleted on Jun. 28, 2010>
3. The dean shall be concurrently appointed from among (associate) professors or shall be appointed from

among class 2 staffs.(amended on Jun. 28, 2010)

4. The Team Manager shall be appointed from among class 5 or higher, the head of Military Reserve Office shall be concurrently appointed from among class 6 or higher or shall be appointed from contractual staff members. (amended on Jun. 28, 2010)

#### **Article 9-2 (Office of University Advancement)**

1. <Deleted on Feb. 28, 2014>
2. <Deleted on Jun. 28, 2010>
3. <Deleted on Feb. 28, 2014>
4. <Deleted on Feb. 28, 2014>

#### **Article 9-3 (Office of Academic Information) (Newly Established on Aug. 28, 2012)**

1. The Office of Academic Information shall have Library Services Team, Information Infrastructure Team and Digital Innovation Center, and Digital Innovation Center shall have Smart Campus Team and Information Development Team. (Amended on Jun. 01, 2016)
2. The dean shall be concurrently appointed from among (associate) professors.(Newly Established on Aug. 28, 2012)
3. The Director of the center shall be Team Manager shall be appointed from among class 4 or higher. (Amended on Jun. 01, 2016)
4. The Team Manager shall be appointed from among class 5 or higher.(Newly Established on Aug. 28, 2012)

#### **Article 9-4 (Industry-Academic Cooperation Foundation)**

1. To promote industrial education and industry-academic cooperation, Handong Global University shall operate an Industry-Academic Cooperation Foundation pursuant to Article 15 of the Act on Promoting Industrial Education and Industry-Academic Cooperation.
2. Matters related to the organization and operation of the Industry-Academic Cooperation Foundation shall be stipulated in the Articles of Incorporation of the Industry-Academic Cooperation Foundation.

#### **Article 9-5 (Secretary's Office)**

The Secretary's Office shall be headed by office dean who shall be concurrently appointed from among (associate) professors or shall be appointed from among class 3 staff or higher.(amended on Jun. 28, 2010)

#### **Article 9-6 (Office of International Development Services)**

<Deleted on Feb. 28, 2014>

### **Article 9-7 (Office of International Affairs)**

1. Office of International Affairs shall have Division of International Cooperation Affairs and Division of International Organization Affairs. (Newly established on Feb. 28, 2014)
2. The office dean shall be concurrently appointed from among (assistant) professors or shall be appointed from among class 4 staff or higher. (Newly established on Feb. 28, 2014)

### **Article 9-8 (Office of University Advancement)**

1. Office of University Advancement shall have Overseas Office, University Advancement Team and Seoul Office.(Newly established on Feb. 28, 2014)(amended on Oct. 1, 2014)
2. The office dean shall be concurrently appointed from among (assistant) professors or shall be appointed from among class 4 staff or higher. The manager of Overseas Office shall be appointed concurrently from among (assistant) professors or higher and the manager of Seoul Office shall be appointed concurrently from among class 4 staff or higher. (newly established on Feb. 28, 2014)(amended on Oct. 1, 2014)
3. Team Manager shall be appointed from among class 5 or higher. (Newly established on Feb. 28, 2014)

### **Article 9-9(Employment and Start-up Support Office)**

1. <Deleted>
2. <Deleted>
3. <Deleted>

### **Article 9-10 (LINC Project Foundation)** (newly established on Jun. 4, 2015)

1. LINC Project Foundation shall be headed by the foundation dean who shall be concurrently appointed from among (associate) professors.
2. LINC Project Foundation may have a vice dean who shall be concurrently appointed from among (assistant) professors.
3. For local-based industry-academic cooperation, LINC Project Foundation shall have Project management team, Industry-academic cooperation HR support team, Creativity technology business team, Business support center, and the director of center/team manager shall be concurrently appointed from among (assistant) professors and the manager of project management team can be appointed from among class 5 staff or higher. (Amended on Mar. 1, 2017) (Apr. 11, 2017)
4. For global industry-academic cooperation, LINC project foundation shall have Global cooperation support center and Global local hub center, and the director of center shall be concurrently appointed from among (assistant) professors.
5. For specialization-related projects, LINC project foundation shall have several specialization-related centers and Specialization promotion team, and the director of center/team manager shall be concurrently appointed from among (assistant) professors, and the manager of Specialization promotion team can be appointed from among class 5 staff or higher.



## **Chapter 4 Undergraduate School (Department), College, and Graduate School**

### **Article 10 (College and Undergraduate School (Department))**

1. The university shall have the colleges and undergraduate schools (departments) stipulated in the university regulation of Handong Global University.
2. The chairman of a college shall be concurrently appointed from among (associate) professors and the undergraduate schools (departments) from among (assistant) professors.

### **Article 10-2 (Professor in Charge)**

1. A professor in charge may be appointed under any of the following cases:
  - (1) For undergraduate schools (departments), majors, courses, school programs, and associated majors
  - (2) As deemed necessary by the president
2. Details related to the management of professors in charge shall be separately established by the relevant undergraduate schools (departments) after obtaining approval from the president.

### **Article 10-3 (General Graduate School and Specialized Graduate School)**

1. The university shall have the graduate schools prescribed in the university regulation.
2. The graduate school shall have an Academic and Student Affairs Team to handle the administrative affairs of general graduate schools and specialized graduate schools. (amended on Jun. 28, 2010)
3. The dean of graduate school shall be concurrently appointed from among (associate) professors and the Team Manager shall be appointed from among class 5 staff or higher.(amended on Jun. 28, 2010)

### **Article 10-4 (Professional Graduate School)**

1. The International Law School shall have Office of Academic and Student Affairs, Office of International Affairs, and library.
2. The dean of graduate school shall be concurrently appointed from among (associate) professors.(amended on Jun. 28, 2010)
3. The office deans and directors shall be concurrently appointed from among (assistant) professors or shall be appointed from among class 5 staff or higher.(amended on Jun. 28, 2010)

### **Article 10-5 (Annex Organizations of Undergraduate School)**

1. If deemed necessary by the president, the undergraduate school may operate annex organizations.
2. The head of annex organization of the undergraduate school shall be appointed by the president upon the recommendation from the head of the department and the dean of the institute.

3. Details related to the operation of annex organizations of undergraduate school shall be prescribed separately by the President.

(Amended on Oct. 1, 2015)

## **Chapter 5 Affiliated Institutions and Affiliated Research Institutes**

### **Article 11 (University Library) (Deleted on Aug. 28, 2012)**

1. (Deleted on Aug. 28, 2012)
2. (Deleted on Aug. 28, 2012)
3. (Deleted on Jun. 28, 2010)
4. (Deleted on Aug. 28, 2012)
5. (Deleted on Aug. 28, 2012)

### **Article 12 (Information Technology Center) (Deleted on Aug. 28, 2012)**

1. (Deleted on Aug. 28, 2012)
2. (Deleted on Aug. 28, 2012)
3. (Deleted on Jun. 28, 2010)
4. (Deleted on Aug. 28, 2012)
5. (Deleted on Aug. 28, 2012)

### **Article 13 (Center for Continuing Education)**

1. The university shall have Center for Continuing Education to manage affairs related to local community education.
2. Director of the center shall be appointed concurrently from among school staff members.
3. The Center for Continuing Education shall have the required staff members.
4. Matters related to the Center for Continuing Education shall be prescribed separately.

### **Article 14**

<Deleted on Mar. 1, 2017>

### **Article 14-2 (Language Education Center)**

1. The university shall operate Language Education Center to improve students' foreign language skills and to promote education and research activities.
2. The director of the Language Education Center shall be concurrently appointed from among (assistant) professors.

3. Matters related to the operation of the Language Education Center shall be prescribed separately.

**Article 14-3 (Counseling Center) (Amended on Aug. 29, 2006)**

1. The university shall operate Counseling Center to provide counseling services to the students and to help them build sound character.
2. The director of the Counseling Center shall be concurrently appointed from among (associate) professors.
3. Matters related to the operation of the Counseling Center shall be prescribed separately.

**Article 14-4 (Handong Global University Press)**

1. The university shall operate the Handong Global University Press to help students realize sound media culture and exchange moral communications among them as well as to provide a meeting venue.
2. The chief editor of the Handong Global University Press shall be concurrently appointed from among (assistant) professors.
3. Matters related to the operation of the Handong Global University Press shall be prescribed separately.

**Article 14-5 (International Education Center)**

1. The university shall operate International Education Center to train Christian leaders in developing countries and to create regional and international networks with other Christian colleges and international religion institutes.
2. The director of the center shall be concurrently appointed from among school staff members.
3. The International Education Center shall have the required staff members.
4. Matters related to the operation of the International Education Center shall be prescribed separately.

**Article 14-6 (Institute of Handong Education Development)**

1. The university shall operate the Institute of Handong Education Development to realize the vision needed to build a premier college designed to cultivate students possessing good character, intelligence, and spirituality and to develop and operate programs based on educational objectives. (Amended on Oct. 1, 2015)
2. Institute of Handong Education Development shall have Handong Education Development Center and may have Administrative Support Team for administrative support. (Amended on Oct. 1, 2015)
3. The director of the institute shall be concurrently appointed from among associate professors, the director of the center shall be appointed from among assistant professors and higher, and team manager shall be from among class 5 staff or higher. (Amended on Oct. 1, 2015)
4. Matters related to the operation of the Institute of Handong Education Development shall be prescribed separately.

#### **Article 14-7 (University Publishing Office)**

1. The university shall operate University Publishing Office to create an appropriate academic culture and to secure the substance of college education.
2. <Deleted on Jun. 28, 2010>
3. The director of the University Publishing Office shall be concurrently appointed from among (associate) professors or shall be appointed from among class 3 staff or higher. (amended on Jun. 28, 2010)
4. Matters related to the operation of the University Publishing Office shall be prescribed separately (newly established).

#### **Article 14-8(Deleted) (Deleted on Apr. 11, 2017)**

#### **Article 14-9 (Handong Innovation Center for Engineering Education) (newly established on May 1, 2007) (amended on Jun. 27, 2007)**

1. To train engineers capable of realizing the vision of the university, the school shall operate Handong Innovation Center for Engineering Education as institution that establishes medium-/long-term specialization strategies and operates engineering program that meets the demands of the industry.
2. The Handong Innovation Center for Engineering Education shall have Office of Innovation Promotion and Office of Abeeek Support.
3. The director of the center, Vice director of the Center of the offices, and PD (Program Director) shall concurrently be appointed from among faculty members.(Amended on Jul. 10, 2012)
4. Matters related to the operation of the center shall be prescribed separately.

#### **Article 14-10 (UNU-IGE) (newly established on Sep. 11, 2007)**

1. To promote world peace and to ensure the sustainable growth of developing countries, a UNU Institute for Global Education (UNU-IGE) shall be established as annex institution to cultivate and to distribute the required knowledge and skills.
2. The director shall be appointed from among school staff members or persons with experience in international organizations.
3. UNU-IGE shall have the required school staff members.
4. Matters related to the operation of UNU-IGE shall be prescribed separately.
5. The university shall have UNU-IGE Promotion Committee.

#### **Article 14-11 (Global Green NEWTON Institute Network)**

1. To develop new green fusion technologies through microscopic synthesis research and macroscopic network, the university shall operate Global Green NEWTON Institute Network.

2. The director of the Global Green NEWTON Institute Network shall be concurrently appointed from among faculty members.
3. Matters related to the operation of the Global Green NEWTON Institute Network shall be prescribed separately (newly established on Feb. 18, 2009).

#### **Article 14-12(Research Collaboration Center for Green and Appropriate Technology)**

(newly established on Mar. 16, 2010)

1. The university shall operate Research Collaboration Center for Green and Appropriate Technology to enhance the quality of life of residents living in the marginalized areas excluded from the benefits of science and technology through Green and Appropriate Technology support Project and to create network that connects researchers and research centers home and abroad to the places requiring science and technology by building institutional infrastructure to support developing countries with science and technology.
2. The director of the Research Collaboration Center for Green and Appropriate Technology shall be concurrently appointed from among faculty members.
3. Matters related to the operation of the Research Collaboration Center for Green and Appropriate Technology shall be prescribed separately.

#### **Article 14-13 (Handong University Public Law Center)**

1. The university shall have Handong University Public Law Center to accomplish justice and protect human rights.(newly established on Nov. 8, 2011)
2. The director of the Handong University Public Law Center shall be concurrently appointed from among faculty members.(newly established on Nov. 8, 2011)
3. Matters related to the operation of the Handong University Public Law Center shall be prescribed separately.(newly established on Nov. 8, 2011)

#### **Article 14-14 <Deleted on Mar 1,2017>**

1. <Deleted on Mar 1,2017>
2. <Deleted on Mar 1,2017>
3. <Deleted on Mar 1,2017>

#### **Article 14-15 (Handong Institute of Software for Innovation and Synergy)**

1. The university shall operate the Smart Car & Machine Learning Center under the direct control of the president to nurture human resources specialized in Information & Communication Technology(here in after referred to as "ICT"), research and implement an ICT convergence curricular, and facilitate research that is unique to Handong University through ICT-centered trans-disciplinary research that

create synergies.(Newly established on May 22, 2013.) (Amended on Apr. 6, 2016)

2. The director of the Smart Car & Machine Learning Center shall be concurrently appointed from among faculty members.(Newly established on May 22, 2013) (Amended on Apr. 6, 2016)
3. Matters related to the operation of the Smart Car & Machine Learning Center shall be prescribed separately. (Newly established on May 22, 2013) (Amended on Apr. 6, 2016)

#### **Article 14-16 (Institute of Software Education)**

1. To improve students' basic programming and computer application abilities, the university shall operate Institute of Software Education in the College Information Technology and Convergence.
2. The director of Institute of Software Education shall be concurrently appointed from among (assistant) professors.
3. Matters related to the operation of Institute of Software Education shall be prescribed separately.

#### **Article 14-17 (Other Affiliated Institutions)**

1. In addition to the institutions specified above, the university shall have Center for International Law, Center for International Developmental Collaboration, Handong center for Unification of Korea, Handong-Israel Center, Health Office, Handong church, ICT-based Global Creatinnovation (creation innovation), Human Resource Development Project Group, Kyeongbuk East Coast Sustainable Energy-Environment Convergence HRD Project Group, and PRIME project group, WE-UP (Women in Engineering-Undergraduate Leading Program) Project Group, and Software-centered University Project Group, and Leaders in Industry-university Cooperation Plus (LINC+) Project Group.
2. Matters related to the operation of the affiliated institutions specified in Clause 1 shall be prescribed separately.

#### **Article 15 (Affiliated Research Institutes)**

1. The university shall have Center for International Area Studies, Handong Research Institute of Management and Economics (HRIME), Environmental and Construction Research Institute, Institute of Advanced Machine Technology, Design Research Institute, Institute of Bioscience and Technology, Communication and Information Technology Institute, Creation Science Research Institute, Handong Institute for Faith and Learning, East-Sea Rim Research Institute of Economy and Culture, IEI (Instituter for Entrepreneurship and Innovation), Professional Mission Research Institute, East-Sea Rim Marine and Fisheries Research Institute, Global Culture Contents Research Institute, Human Services Research center, Handong Research Institute for Interpretation and Translation Studies, Handong Institute for Peace and Reconciliation, and Handong Nuclear Safety Research Institute. (Amended on May 22, 2013) (Amended on Nov. 12, 2015)
2. Directors of affiliated research institutes shall be concurrently appointed from among faculty members

(amended).

3. Matters related to the operation of the affiliated research institutes shall be prescribed separately.

## **Chapter 6 Committee**

### **Article 16 (Committee)**

1. The university shall have the necessary committees to deliberate on matters related to school administration.
2. Matters related to the establishment and operation of committees shall be prescribed separately.

## **Chapter 7 Duty Allocation**

### **Article 17 (Duty Allocation)**

1. The duty allocation for each unit of organization is shown in the Attachment.  
[Attached Table] Duty Allocation (Deleted and changed) (Amended on Jun. 01, 2016)
2. If a specific matter concerns more than 2 sections, the department deemed to have higher stake in such matter shall handle it. If those sections are considered the same in terms of their stakes in the matter, or in case making decisions is difficult, the department belonging to the upper part of the hierarchy shall handle such matter.

### **ADDENDUM**

This regulation shall enter into force as of June 1, 1995.

### **ADDENDUM**

This amended regulation shall enter into force as of December 1, 1995.

### **ADDENDUM**

This amended regulation shall enter into force as of July 1, 1997.

### **ADDENDUM**

This amended regulation shall enter into force as of December 9, 1997.

### **ADDENDUM**

This amended regulation shall enter into force as of January 8, 1998.

**ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of June 14, 1999.
2. (Interim Measures) Persons appointed pursuant to Clauses 1 and 2, Article 4 shall be considered to have been appointed pursuant to this regulation; departments that were newly established or reorganized shall be considered to have been established or reorganized pursuant to this regulation.

**ADDENDUM**

This amended regulation shall enter into force as of July 15, 1999.

**ADDENDUM**

This amended regulation shall enter into force as of July 20, 2000.

**ADDENDUM**

This amended regulation shall enter into force as of April 16, 2001.

**ADDENDUM**

This amended regulation shall enter into force as of February 1, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of February 22, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of October 7, 2002.

**ADDENDUM**

This amended regulation shall enter into force as of February 28, 2003.

**ADDENDUM**

This amended regulation shall enter into force as of April 2, 2003.

**ADDENDUM**

This amended regulation shall enter into force as of August 21, 2003.

**ADDENDUM**



This amended regulation shall enter into force as of November 4, 2003.

**ADDENDUM**

This amended regulation shall enter into force as of June 23, 2004.

**ADDENDUM**

This amended regulation shall enter into force as of December 8, 2004.

**ADDENDUM**

This amended regulation shall enter into force as of February 28, 2005.

**ADDENDUM**

This amended regulation shall enter into force as of August 31, 2005.

**ADDENDUM**

This amended regulation shall enter into force as of November 11, 2005.

**ADDENDUM**

This amended regulation shall enter into force as of January 24, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of February 16, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of March 21, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of May 23, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of July 24, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of August 29, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of October 11, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of October 25, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of October 31, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of December 6, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of December 18, 2006.

**ADDENDUM**

This amended regulation shall enter into force as of March 1, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of May 1, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of June 27, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of September 11, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of December 21, 2007.

**ADDENDUM**

This amended regulation shall enter into force as of March 1, 2008.

**ADDENDUM**

This amended regulation shall enter into force as of May 21, 2008.

**ADDENDUM**

This amended regulation shall enter into force as of February 18, 2009. However, the provisions of Article 15 regarding the closure of the GIS Research Institute shall apply beginning March 1, 2009.

**ADDENDUM**

This amended regulation shall enter into force as of February 20, 2009.

**ADDENDUM**

This amended regulation shall enter into force as of May 20, 2009.

**ADDENDUM**

This amended regulation shall enter into force as of June 25, 2009.

**ADDENDUM**

This amended regulation shall enter into force as of January 20, 2010.

**ADDENDUM**

This amended regulation shall enter into force as of March 25, 2010.

**ADDENDUM**

This amended regulation shall enter into force as of September 1, 2010.

**ADDENDUM**

This amended regulation shall enter into force as of October 6, 2010.

**ADDENDUM**

1. This amended regulation shall enter into force as of December 15, 2010.(Dec. 8, 2010 Regulation No.139)

2. (Adoption of Amendment to other regulation) 'Facilities Planning and Construction Team' in all regulations will be considered to be changed to 'Facilities Services Team' based on this amendment.

**ADDENDUM**

This amended regulation shall enter into force as of May 18, 2011.(May. 17, 2011 Regulation No.144)

#### **ADDENDUM**

This amended regulation shall enter into force as of June 1, 2011.(May. 24, 2011 Regulation No.145)

#### **ADDENDUM**

This amended regulation shall enter into force as of June 8, 2011.(Jun. 7, 2011 Regulation No.146)

#### **ADDENDUM**

This amended regulation shall enter into force as of September 1, 2011.(Aug. 30, 2011 Regulation No.148)

#### **ADDENDUM**

This amended regulation shall enter into force as of November 9, 2011.(Nov. 8, 2011 Regulation No.152)

#### **ADDENDUM**

This amended regulation shall enter into force as of February 11, 2012.(Feb. 10, 2012 Regulation No.155)

#### **ADDENDUM**

This amendment regulation shall enter into force as of July 11, 2012.(Amended on Jul. 10, 2012 Regulation No.162)

#### **ADDENDUM**

This amended regulation shall enter into force as of July 22, 2012.(Amended on Jul. 10, 2012 Regulation No.163)

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of September 1, 2012.(Amended on Aug. 28, 2012 Regulation No.165)
2. (Adoption of Amendment to other regulation) 'Strategic Planning and PR Team' and 'University Advancement Team' in all regulations will be considered to be changed to 'Strategic Planning & Budget Team' and 'University Advancement Team' based on this amendment, '(dean of) University Library' and '(dean of) Information Technology Center' in all regulations will be considered to be changed to '(dean of) Office of Academic Information' based on this amendment.

#### **ADDENDUM**

This amended regulation shall enter into force as of October 11, 2012.(Amended on Oct. 10, 2012 Regulation No.166)

### **ADDENDUM**

This amended regulation shall enter into force as of January 5, 2013.(Amended on Dec. 27, 2012 Regulation No.171)

### **ADDENDUM**

1. This amended regulation shall enter into force as of February 1, 2013.(Amended on Jan. 23, 2013. Regulation No.173)
2. (Adoption of Amendment to other regulation) '(dean of)Office of Admission Affairs' in all regulations will be considered to be changed to '(dean of)Office of Admissions and HRD' based on this amendment.

### **ADDENDUM**

1. This amended regulation shall enter into force as of May 1, 2013.(Amended on Apr. 10, 2013. Regulation No.176)
2. (Adoption of Amendment to other regulation) '(Team Manager of)Welfare Team' in all regulations will be considered to be changed to '(Team Manager of)Facilities Services Team' based on this amendment.

### **ADDENDUM**

This amended regulation shall enter into force as of May 7, 2013.(Amended on May. 7, 2013. Regulation No. 177)

### **ADDENDUM**

This amended regulation shall enter into force as of May 22, 2013.(Amended on May. 22, 2013. Regulation No. 178)

### **ADDENDUM**

1. This amended regulation shall enter into force as of September 1, 2013.(Amended on Sep. 1, 2013. Regulation No. 179)
2. (Adoption of Amendment to other regulation) 'Planning&Budget team' in all regulations will be considered to be changed to 'Strategic planning · Budget team' based on this amendment. 'Planning&Budget team(manager) in all regulations will be considered to be changed to 'Strategic planning · Budget team (manager)' based on this amendment.

### **ADDENDUM**

1. (Enforcement date) This amended regulation shall enter into force as of February 28, 2014.
2. (Application of other regulation amendment) According to this amended regulation, matters referred to as 'Office of University Advancement', 'Office of International Affairs', 'Academic Affairs Team' and 'Research Support Team' shall be deemed to be changed to 'Office of University Advancement', 'Division of International Cooperation Affairs', and 'Academic Strategic Team or Academic Support Team' each. And

According to this amended regulation, matters referred to as '(dean of) Office of University Advancement', '(dean of) Office of International Affairs, and 'Academic Affairs Team (manager)' shall be deemed to be changed to '(dean of) Office of University Advancement', '(dean of) Division of International Cooperation Affairs', 'Academic Strategic Team (manager) or Academic Support Team (manager)', and 'Future Technology and Industry-University Collaboration Team (manager)' each.

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 17, 2014.
2. (Application Date) This amended regulation shall be applied starting from February 28, 2014.

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of June 30, 2014.

#### **ADDENDUM**

This amended regulation shall enter into force as of August 1, 2014

#### **ADDENDUM**

This amended regulation shall enter into force as of October 1, 2014.

#### **ADDENDUM**

This amended regulation shall enter into force as of January 20, 2015.

#### **ADDENDUM**

This amended regulation shall enter into force as of May 1, 2015

#### **ADDENDUM**

This amended regulation shall enter into force as of June 4, 2015

#### **ADDENDUM**

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

#### **ADDENDUM**

This amended regulation shall enter into force as of October 1, 2015.

### **ADDENDUM**

This regulation shall enter into force as of November 12, 2015.

### **ADDENDUM**

This amended regulation shall enter into force as of April 6, 2016.

### **ADDENDUM**

This amendment regulation shall enter into force as of May 1, 2016.

### **ADDENDUM**

This amended regulation shall enter into force as of June 1, 2016.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of June 1, 2016.
2. (Application of other regulation amendment) According to this amended regulation, matters referred to as 'Information Technology Team' shall be deemed to be changed to 'Information Infrastructure Team (manager)'. And according to this amended regulation, matters referred to as 'Office of Smart Campus' shall be deemed to be changed to 'Smart Campus Team(manager).

### **ADDENDUM**

This amended regulation shall enter into force as of November 21, 2016.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 2017.(Amended on Feb. 21, 2017)
2. (Application of other regulation amendment) According to this amended regulation, matters referred to as '(dean of) Office of Admissions and HRD', ' (dean of) Office of Future Technology and Industry-University Collaboration', ' Future Technology and Industry-University Collaboration Team (manager)', and 'Student Career Development Team (manager)' shall be deemed to change to '(dean of) Office of Admissions', '(dean of) Office of Industry-Academic Collaboration Research and Human Resources Development', 'Industry-Academic Research Supporting Team (manager)', and 'Career Development Team (manager), respectively.

### **ADDENDUM**

This amended regulation shall enter into force as of April 11, 2017.

**ADDENDUM**

This amended regulation shall enter into force as of August 1, 2017.

**ADDENDUM**

This amended regulation shall enter into force as of January 26, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of April 1, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of May 18, 2018.



**[Attached Table]**

**Duty Allocation**

<b>Chaplain's Office</b>	
1. Establish basic plans for the establishment of a pious identity for the university.	6. Operate the university church.
2. Operate businesses concerning the student chapel.	7. Receive and guide individuals or groups of visitors or visitors from other churches.
3. Provide counseling on faith.	8. Keep the university chaplain's official seal.
4. Conduct missionary activities.	9. Operate other businesses related to the Chaplain's Office.
5. Operate businesses related to conference designed to promote moral living.	

<b>Office of Policy and Planning</b>		
<b>Strategic Planning Team</b>	1. Establish long- and short-term university advancement plans.	13. Keep the dean's official seal.
	2. Adjust the long- and short-term advancement plans for each section.	14. Distribute and adjust spaces.
	3. Establish and oversee campus construction plans.	15. Oversee the self-evaluation of educational support for handicapped students.
	4. Oversee the financial support program (amended on Dec. 21, 2007).	16. Receive and guide business-related visitors.
	5. Establish and adjust major business plans.	17. Operate other businesses related to planning.
	6. Establish, reorganize, or close organizations.	
	7. Adjust the school staff and student quota.	
	8. Collect and adjust major statistics.	
	9. Establish, revise, rescind, or manage regulations and work guidelines.	
	10. Execute external · internal university evaluation.	
	11. Operate businesses related to audits.	
	12. Operate businesses concerning the Policy and Planning Committee.	
<b>Budget Team</b>	1. Establish financial plans for the university,	9. Receive and guide business-related visitors.
	2. Draw up and adjust budgets.	10. Operate other businesses related to budget.
	3. Control budgets.	
	4. Analyze and evaluate budget execution.	
	5. Decide the remuneration for school staff.	
	6. Decide the lecture fees (regular courses of undergraduate schools and graduate school).	
	7. Decide the students' tuition and other fees.	
	8. Deliberate on and manage other departments' budget for financial support programs.	

## Office of Academic Affairs

<b>Academic Affairs team</b>	<ol style="list-style-type: none"> <li>1. Oversee university regulations and their enforcement bylaws.</li> <li>2. Establish teachers' courses and issue teacher's licenses.</li> <li>3. Issue licenses to Social Education Specialist students.</li> <li>4. Execute personnel management for faculty members.</li> <li>5. Oversee the service, awards, and punishment of faculty members.</li> <li>6. Dispatch faculty members to local or overseas areas and manage their official trips and training.</li> <li>7. Manage the local or international exchange of faculty members.</li> <li>8. Issue certificates to faculty members.</li> <li>9. Operate the businesses of committees related to faculty meeting, faculty members' personnel management, and academic affairs.(amended)</li> <li>10. Establish and manage class schedules.</li> <li>11. Oversee out-of-school education and laboratory practice education.</li> <li>12. special lectures.</li> <li>13. Oversee the number of compulsory work hours of faculty members.</li> <li>14. Oversee the lectures given at other colleges by full-time faculty members.</li> <li>15. Oversee lecture fees and overtime work allowances.</li> <li>16. Issue career certificates to part-time lecturers.</li> <li>17. Prepare and manage the school register.</li> <li>18. Operate businesses related to graduation and registration of degrees.</li> <li>19. Manage leave of absence, expulsion, withdrawal, return to school, and readmissions.</li> <li>20. Manage the transfers of school and department.</li> <li>21. Manage the qualification for graduate</li> <li>22. Manage the academic performance.</li> <li>23. Confer certificates of honorary degrees.</li> <li>24. Recognize and manage the credits of transferees.</li> </ol>	<ol style="list-style-type: none"> <li>25. Prepare and update report on expelled students.</li> <li>26. Oversee the student quota and registration of undergraduates.</li> <li>27. Process inquiries on scholastic ability and replies.</li> <li>28. Issue certificates related to scholastic ability and performance.</li> <li>29. Manage minors and multiple majors.</li> <li>30. Keep the dean's official seal.</li> <li>31. Establish standards for remunerations and working conditions for faculty members (visiting members and multiple appointment faculty members) other than full-time faculty members.</li> <li>32. Establish and operate teacher invitation plans (decide the requirements).</li> <li>33. Establish and operate various systems related to university affairs</li> <li>34. Issue payment notices to undergraduates.</li> <li>35. Receive and guide business-related visitors.</li> <li>36. Decide the certificate issuance fees.</li> <li>37. Manage or provide statistical data on school affairs and faculty members.</li> <li>38. Establish basic plans for the E-learning program (newly established on Dec. 18, 2006)               <ol style="list-style-type: none"> <li>A. Establish the basic principle related to E-learning and execution plans.</li> <li>B. Oversee exchange and cooperation with other institutions on E-learning.</li> </ol> </li> <li>39. Manage administrative affairs related to E-learning lecture (newly established on Dec. 18, 2006).               <ol style="list-style-type: none"> <li>A. Open E-learning lectures.</li> <li>B. Manage the school's administrative affairs related to E-learning lectures.</li> <li>C. Oversee student service related to E-learning administration.</li> </ol> </li> <li>40. Manage other related academic affairs.</li> </ol>
<b>Academic Planning team</b>	<ol style="list-style-type: none"> <li>1. Establishment and Adjustment of a Academic Operating Plan</li> <li>2. The development of the academic system</li> <li>3. Reviewing the necessity of opening a major or abolishing a major</li> <li>4. Review of the number of undergraduate students required</li> <li>5. Course preparation and general operation management</li> <li>6. The work of the Academic committee</li> </ol>	<ol style="list-style-type: none"> <li>7. Implementation and management of education related financial support projects</li> <li>8. The establishment of various systems</li> <li>9. The work of the faculty meeting</li> <li>10. Receive and guide business-related visitors.</li> <li>11. Manage or provide statistical data on work.</li> <li>12. Manage other related academic planning.</li> </ol>

# Office of Student Affairs

<b>Student Support Team</b>	<b>Student Support</b>	1. Establish student guidance plans.	21. Manage students' health and physical training.
		2. Guide students' self-governing body activities.	22. Oversee graduation gowns.
		3. Guide students' club activities.	23. (삭 제 ' 95. 12. 1)
		4. Guide student events.	24. Oversee the operation of dispensaries.
		5. Guide students' publications and advertisements.	25. (삭 제)
		6. Guide students' academic activities.	26. Operate businesses related to students' cultural programs.
		7. Oversee undergraduates' records.	27. (삭제 2006. 10. 25)
		8. Award or punish students.	28. (삭제 2006. 10. 25)
		9. Issue students' ID cards.	29. Operate businesses related to students' lifetime ministry.
		10. Publish student handbooks.	30. Establish and operate business-related systems.
		11. Guide the manufacture of graduation albums and graduation gifts.	31. Receive and guide business-related visitors.
		12. Manage the affairs of the Student Guide and Scholarship Committee.	32. Oversee and provide scholarship statistics and data.
		13. Operate businesses related to the creation of scholarship funds and receipt of scholarship funds.	33. Establish and deliver educational welfare support plans for disabled students(newly established on Aug. 30, 2011)
		14. Establish scholarship programs for undergraduates and graduate students and payment programs.	34. Manage the report of the current status of educational welfare support.(newly established on Aug. 30, 2011)
		15. Select scholarship recipients in and outside the campus and award scholarships.	35. Identify the current status of disabled students.
		16. Arrange side jobs and provide student loans.	36. Support disabled students with scholarship (newly established on Aug. 30, 2011)
		17. Select and assign working students (excluding administrative sections).	37. Help disabled students with counseling service and career guidance(newly established on Aug. 30, 2011)
		18. Oversee students' academic research papers.	38. Receive and handle the civil petitions from disabled students.(newly established on Aug. 30, 2011)
		19. Deliver train discount voucher and transportation pass.	39. Operate other businesses related to student guidance and scholarships.
		20. Manage students' military service affairs.	
<b>Human nature Education Support</b>	<b>Human nature Education Support</b>	1. Establish and execute social work plans.	9. Inspect work activities.
		2. Develop social work programs and select eligible institutions.	10. Support the vitalizations of team systems.
		3. Operate and guide social work programs.	11. Publish printed matter related to character education.
		4. Establish and execute overseas voluntary service plans.	12. Establish and operate systems related to school affairs.
		5. Select and operate voluntary workers from among schools with which sisterhood relations for voluntary work have been forged.	13. Receive and guide business-related visitors.
		6. Collect and process wastes subject to recycling.	14. Oversee and provide statistical data on social work.
		7. Establish and support work plans.	15. Manage other affairs related to social work and duty to work.
		8. Obtain and manage the fixtures required for work.	

# Office of Student Affairs

<b>Students' Residential Life Team</b>	<ol style="list-style-type: none"> <li>1. Establish residence hall operation plans.</li> <li>2. Allocate and adjust rooms in the residence hall.</li> <li>3. Establish plans to obtain fixtures for residence halls.</li> <li>4. Oversee and operate the assets of residence halls.</li> <li>5. Collect and manage residence hall fees.</li> <li>6. Compile and settle budgets for residence halls.</li> <li>7. Improve the system for the effective operation of residence halls.</li> <li>8. Decide the appropriate residence hall expenses.</li> </ol>	<ol style="list-style-type: none"> <li>9. Oversee and provide statistical materials on residence halls.</li> <li>10. Operate businesses related to students' moving in or evacuation.</li> <li>11. Operate businesses related to guiding students on residence halls.</li> <li>12. Securing residence halls and fire protection.</li> <li>13. Oversee environmental improvement for residence halls.</li> <li>14. Receive and guide visitors to the residence hall.</li> <li>15. Keep the director's official seal.</li> <li>16. Operate other businesses related to residence halls.</li> </ol>
<b>RC Support Team</b>	<ol style="list-style-type: none"> <li>1. Establish RC management plans</li> <li>2. Support business related to RC Education programs</li> <li>3. Allocate and adjust RC rooms</li> <li>4. Plan and settle RC budgets</li> <li>5. Improve the RC management system</li> <li>6. Manage and provide RC statistical materials</li> </ol>	<ol style="list-style-type: none"> <li>7. Manage business related to RC students' moving in or evacuation</li> <li>8. Manage business related to guiding RC students</li> <li>9. Manage RC security and fire protection</li> <li>10. Manage RC environmental improvement</li> <li>11. Receive and guide RC visitors</li> <li>12. Manage other RC businesses</li> </ol>

## Office of Industry–Academic Research and Human Resources Development

<b>Industry –Academic Research Support Team</b>	<ol style="list-style-type: none"> <li>1. Operate businesses related to future technology and industry-university collaboration</li> <li>2. Manage and provide statistical data on research fund, etc.</li> <li>3. Establish and manage business-related systems.</li> <li>4. Establish and support affiliated research institutes.</li> <li>5. Manage university research funds.</li> </ol>	<ol style="list-style-type: none"> <li>6. Manage research achievements of faculty members.</li> <li>7. Provide incentives and funds for research consigned to professors by departments.</li> <li>8. Manage research faculty members and researchers.</li> <li>9. Receive and guide business-related visitors.</li> <li>10. Operate other businesses related to university research.</li> </ol>
<b>Employment and start-up Support Office</b>	<p style="text-align: center;"><b>Student Career Development Team</b></p> <ol style="list-style-type: none"> <li>1. Establish and execute student career development plans.</li> <li>2. Collect and provide information related to student career development.</li> <li>3. Develop and provide programs related to student career development.</li> <li>4. Operate employment courses.</li> <li>5. Operate the Career Development Committee.</li> <li>6. Build DB for enterprises and fellow students.</li> <li>7. Create and manage materials related to career development.</li> <li>8. Oversee the student career development system.</li> <li>9. Support career development clubs.</li> <li>10. Provide information on school to prospective workplaces.</li> </ol>	<ol style="list-style-type: none"> <li>11. Oversee job counseling, good offices, and recommendations.</li> <li>12. Oversee the operation of job networks.</li> <li>13. Collect and provide information on overseas study.</li> <li>14. Recommend or select foreign schools for overseas studies by individuals.</li> <li>15. Establish and operate systems related to school affairs.</li> <li>16. Receive and guide business-related visitors.</li> <li>17. Oversee and provide statistical data related to employment and overseas study.</li> <li>18. Operate other businesses related to student career development.</li> </ol>
<b>Startup Support Team</b>	<ol style="list-style-type: none"> <li>1. Establishment and promotion of Han Dong start-up contest</li> <li>2. Establishment of business contest by consultation with Gyeongbuk Creative Innovation Center</li> <li>3. Establishment contest by consultation with Pohang Creative Innovation Center</li> <li>4. International dispatch through business consultation with related departments for winner</li> <li>5. Israel and Silicon Valley Local Center Operations</li> </ol>	<ol style="list-style-type: none"> <li>6. Managing Guidelines for <b>Startup</b> Circle Operations</li> <li>7. <b>Startup</b> club recruitment and subsidy settlement</li> <li>8. Other business start-up competitions</li> </ol>
<b>Business Incubator</b>	<ol style="list-style-type: none"> <li>1. Tasks related to Business Incubator</li> <li>2. Manage Tenant-Graduation companies</li> <li>3. Support tenant companies through cooperation between industry-academy-research-government</li> <li>4. Support the education for and commercialization of tenant companies of Business Incubator</li> </ol>	<ol style="list-style-type: none"> <li>5. Support the networking with relevant organizations (TP, Center for creative Economy and Innovation)</li> <li>6. Manage BI-NET (Business Incubator Network) system of the Ministry of SMEs and Startups</li> <li>7. Other business that meets the purpose of the establishment of this Business Incubator</li> </ol>

# Office of General Affairs

<b>General Affairs and Human Resources Team</b>	<b>(General Affairs and Human Resources)</b>	1. Receive, dispatch, classify, control, preserve, and manage documents.	20. <Deleted>
		2. Oversee ceremonies and events (matters other than those handled by other sections).	21. <Deleted>
		3. <Deleted> (1995.12.1)	22. <Deleted>
		4. Oversee personnel management for staff, temporary positions, and assistants.	23. <Deleted>
		5. Oversee staff services and awards and punishments.	24. <Deleted>
		6. Operate businesses related to staff pensions, medical insurance, and Korean Teachers' Credit Union.	25. Select and assign working students with scholarships to administrative sections.
		7. Oversee staff mobilization and training.	26. Establish and execute staff invitation plans.
		8. Issue various certificates to staff.	27. Establish and operate systems related to school affairs.
		9. Oversee staff's official trips and training.	28. Receive and guide business-related visitors.
		10. Organize and maintain on-duty order and emergency contact net.	29. Decide remuneration for temporary positions and assistant professors and working conditions.
		11. Manage legal matters.	30. Operate events.
		12. Manage mails.	31. <Deleted>
		13. Establish expendable supply plans.	32. Welfare services(support club, family event, accident insurance, etc.)
		14. <Deleted>	33. Oversee and provide statistical data on staff activities.
		15. <Deleted>	34. Keep the official seals of the president and dean.
		16. Oversee transportation plans and vehicle operation.	35. Oversee the graduation ceremonies.
		17. Oversee security and secrets related to contingency plans.	36. Operate businesses related to the protection of personal information.
		18. Operate businesses related to the labor union.	37. Oversee the manufacture of school staff's notebooks (amended on Dec. 21, 2007).
		19. Operate businesses related to communication.	38. Manage matters other than those handled by other sections.
<b>(Procurement)</b>	1. Establish fixture supply plans.	7. Decide and dispose of unusable items.	
	2. Manage construction, purchasing, service, and lease agreements.	8. Operate businesses related to insurance.	
	3. Oversee the introduction, clearance, and post-management of foreign equipment and materials.	9. Receive and guide business-related visitors.	
	4. Establish or improve systems related to contract and assets.	10. Oversee and provide statistical data on the status of assets.	
	5. Execute the general management of permanent assets (land, building, equipment, tools, and fixtures).	11. Operate other businesses related to contract and asset management.	
	6. Oversee products' transfer of management, transfer of uses, and stock surveys.		

## Office of General Affairs

<b>Accounting Team</b>	<ol style="list-style-type: none"> <li>1. Establish and improve accounting systems.</li> <li>2. Establish and operate plan for short-term funds.</li> <li>3. Manage matters related to revenues and expenditures.</li> <li>4. Execute cash handling.</li> <li>5. Collect or return students' payments.</li> <li>6. Operate banking business related to the collection of students' payments.</li> <li>7. Calculate and pay the remuneration of school staff.</li> <li>8. Prepare and submit closing statements.</li> <li>9. Adjust and maintain accounting books.</li> <li>10. Pay income tax and withholding tax.</li> <li>11. Perform year-end income tax adjustment.</li> </ol>	<ol style="list-style-type: none"> <li>12. Manage school expenses and registration fees.</li> <li>13. Manage facilities funds and long-term borrowings.</li> <li>14. Manage school staff's savings.</li> <li>15. Manage school staff's mutual aid affairs.</li> <li>16. Manage funds.</li> <li>17. Manage matters related to tax.</li> <li>18. Receive and guide business-related visitors.</li> <li>19. Manage and provide statistical data on the status of funds.</li> <li>20. Keep the seal of the accounting official.</li> <li>21. Operate other businesses related to accounting.</li> </ol>
<b>Military Reserve Office</b>	<ol style="list-style-type: none"> <li>1. Organize University Reserve Forces teams, establish operation plans, and manage and report resources.</li> <li>2. Establish and execute training programs for University Reserve Forces.</li> <li>3. Issue and verify certificates related to University Reserve Forces.</li> <li>4. &lt;Deleted&gt;</li> <li>5. Operate night briefing rooms.</li> <li>6. Manage civil defense affairs.</li> <li>7. Receive and guide business-related visitors.</li> <li>8. Operate businesses related to security and emergency in addition to the items specified above.</li> </ol>	

## Office of General Affairs

<b>Facilities Services Team</b>	<ol style="list-style-type: none"> <li>1. Carry out work related to urban planning facilities (urban planning, traffic impact assessment, environmental impact assessment, disaster impact assessment).</li> <li>2. Operate buildings (new building, extension, reconstruction) construction (including civil engineering)</li> <li>3. Manage buildings, facility status and drawings.</li> <li>4. Repair buildings (major repairs, minor repairs).</li> <li>5. Carry out maintenance of buildings.</li> <li>6. Oversee campus facilities safety management.</li> <li>7. Carry out safety management and maintenance for electrical installation.</li> <li>8. Carry out safety management and maintenance for high-pressure gas freezing and production facilities and liquefied petroleum gas.</li> <li>9. Oversee fire prevention and fire diagnosis and carry out firefighting facilities maintenance.</li> <li>10. Carry out safety management of facilities for inspection and carry out boiler maintenance.</li> <li>11. Carry out safety management and maintenance for buildings such as hazardous substances storage.</li> <li>12. Carry out research room (laboratory) safety management and manage waste water.</li> <li>13. Carry out elevator safety management and maintenance.</li> <li>14. Install, operate and maintain air conditioning/heating facilities.</li> <li>15. Maintain facilities for storm sewage and waste water.</li> </ol>	<ol style="list-style-type: none"> <li>16. Maintain facilities for water supply (water supply, underground water wells, water purifiers, water tanks) and water distribution.</li> <li>17. Manufacture and maintain indoor/outdoor visual products (signs, mileposts, and signboards).</li> <li>18. Install and maintain convenience facilities for the disabled and sports facilities.</li> <li>19. Manage other matters related to facilities.</li> <li>20. Operate businesses concerning the Construction Advisory Committee</li> <li>21. Manage the drawings and statistical status of facilities.</li> <li>22. Receive and guide business-related visitors.</li> <li>23. Manage the direct operation or lease and Maintain of convenience facilities.</li> <li>24. Oversee the campus environment improvement.</li> <li>25. Perform security work.</li> <li>26. Execute landscaping management.</li> <li>27. Operate affairs related to campus housing.</li> <li>28. Parking Management</li> <li>29. Operate other businesses related to facilities and construction.</li> </ol>
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# Office of Academic Information

<b>Library Service Team</b>	1. Establish operation plans for the University Library.	14. Provide education for University Library users.
	2. Draft data collection and selection programs.	15. Provide reference services.
	3. Operate businesses related to the purchase, receipt, or exchange of data.	16. Search and provide domestic or overseas data.
	4. Inspect and register materials.	17. Copy domestic and overseas literature.
	5. Inspect books and decide those to be removed.	18. Oversee serial publications (check-in and claim).
	6. Conduct bibliography surveys.	19. Computerize the University Library (development, maintenance, and management).
	7. Rearrange materials.	20. Establish and operate systems related to school affairs.
	8. Oversee the bibliography database.	21. Receive and guide business-related visitors.
	9. Inspect materials.	22. Operate other businesses concerning the University Library Steering Committee.
	10. Borrow and return data.	23. Manage and provide statistical materials in the University Library.
	11. Oversee the operation of the library and reading rooms.	24. Keep the director's official seal.
	12. Issue library passes.	25. Operate other businesses related to library.
	13. Operate the designated books.	
<b>Information Infrastructure Team</b>	1. Establish and execute basic plans for information infrastructure.	
	2. Build and operate information infrastructure system (servers, networks, security devices, services including e-mail, etc.).	
	3. Manage tasks related to information security.	
	4. Manage and operate computer equipment and consumables for administrative works.	
	5. Manage and operate computer labs.	
	6. Introduce and manage common software.	
	7. Provide counseling and technical support regarding information infrastructure.	
	8. Establish and operate task-related systems.	
	9. Receive and guide its task-related visitors.	
	10. Manage other tasks related to the operation of information infrastructure.	
<b>Digital Innovation Center</b>	<b>Smart Campus Team</b>	1. Review information technology for the application of new technologies and carry out relevant internal and external projects.
		2. Introduce a system to implement Smart Campus.
		3. Introduce a Learning Management System (LMS) and support its operation.
		4. Support e-learning contents preparation.
		5. Introduce and operate multimedia infrastructure and devices for preparing contents.
		6. Establish and operate task-related systems.
		7. Receive and guide its task-related visitors.
		8. Manage other tasks related to informatization.
	<b>Information Development Team</b>	1. Establish and execute basic plans for building e-campus.
		2. Review technology related to the construction of information systems and establish construction plans.
		3. Develop and maintain information systems to computerize academic administration.
		4. Support computer processing of academic administration.
	5. Develop and maintain a portal system.	
	6. Develop and maintain other systems for informatization.	
	7. Provide counseling and support regarding the development of information infrastructure for administrative departments.	
	8. Manage tasks related to protection of information system.	
	9. Manage and operate a database.	
	10. Operate a server related to information system.	
	11. Receive and guide its task-related visitors.	
	12. Manage other tasks related to the development of information system.	



# Office of International Affairs

Division of International Cooperation Affairs	International Affair	<ol style="list-style-type: none"> <li>1. Establish and execute international exchange and cooperation plans.</li> <li>2. Conclude exchange agreements with foreign colleges and institutions.</li> <li>3. Establish overseas Handong Global University branches and affiliated institutions.</li> <li>4. Operation summer and winter schools for Korean students residing abroad and foreign students.</li> <li>5. Establish and implement overseas student exchange plans.</li> <li>6. Select students for overseas study and exchange students.</li> <li>7. Oversee schedule for visitors involved in international exchanges and cooperation.</li> </ol>	<ol style="list-style-type: none"> <li>8. Operate cultural programs with overseas institutions.</li> <li>9. Oversee and provide statistical data related to international cooperation and exchanges.</li> <li>10. Oversee the English translation of materials related to overseas students.</li> <li>11. Manage admission information and PR for foreign students (including Koreans studying abroad).</li> <li>12. Support other sections in international affairs.</li> <li>13. Oversee entry procedures for foreign students related to international cooperation and other business.</li> <li>14. Operate other businesses related to international cooperation and exchanges.</li> <li>15. Promote and manage financial support businesses for globalization.</li> </ol>
	Globalization Support	<ol style="list-style-type: none"> <li>1. Establish and execute support programs for foreign students and foreign professors (including graduate schools).</li> <li>2. Hold orientation for foreign students.</li> <li>3. Operate cultural experience programs for foreign students.</li> <li>4. Hold academic counseling and meetings for foreign students.</li> <li>5. Issue student IDs to foreign students.</li> <li>6. Subsidize the medical expenses of foreign students.</li> <li>7. Support foreign students' life during national holidays (including graduate schools).</li> <li>8. Select and place working foreign students with scholarships.</li> <li>9. Issue meal tickets to exchange students.</li> <li>10. Oversee and provide statistical data related to foreign students (including graduate schools).</li> <li>11. Issue foreigner registration certificates to foreign students, foreign professors, and foreigners and renew visa (including graduate schools).</li> <li>12. Produce handbooks for foreign students and foreign professors.</li> <li>13. Provide English announcements related to foreign students and foreign professors (including graduate schools).</li> <li>14. Operate online bulletin boards for foreign students and foreign professors (including graduate schools).</li> </ol>	<ol style="list-style-type: none"> <li>15. Support communication between foreign students and foreign professors and between departments.</li> <li>16. Establish and execute event programs (e.g., Christmas dinner party) for foreign professors (including graduate schools).</li> <li>17. Support the life of foreign professors residing within the campus (including graduate schools).</li> <li>18. Support the production of the English website and PR materials (newly established).</li> <li>19. Operate other businesses related to supporting foreign students and foreign professors (including graduate schools).</li> <li>20. Establish I-House operation plans.</li> <li>21. Establish and adjust I-House globalization training programs.</li> <li>22. Guide the life of student residing in I-House.</li> <li>23. Plan and hold I-House events.</li> <li>24. Draw up and manage the Activity Fee.</li> <li>25. Improve the I-House operating system.</li> <li>26. Receive and guide visitors to I-House.</li> <li>27. Operate other businesses related to I-House.</li> <li>28. Promote and manage financial support businesses for globalization.</li> </ol>
Division of International Organization Affairs	International Organization Affairs	<ol style="list-style-type: none"> <li>1. Establish and execute cooperation plans with international organizations.</li> <li>2. Find and carry out cooperation projects with international organizations.</li> <li>3. Build networks with international organization-related agencies and human resources.</li> <li>4. Support the tasks of UN Academic Impact Global hub.</li> <li>5. Carry out duties of Korean Association in Support of UN Academic Impact.</li> </ol>	<ol style="list-style-type: none"> <li>6. Support UNAI ASPIRE.</li> <li>7. Implement and manage globalization-related financial support projects.</li> <li>8. Manage and provide statistical data on cooperation with international organizations.</li> <li>9. Receive and guide business-related visitors.</li> <li>10. Operate other businesses related to cooperation with international organizations.</li> </ol>

# Industry–Academic Cooperation Foundation

Industry Academic Cooperation Foundation	Industry Relations Team	<ol style="list-style-type: none"> <li>1. Establish a general research plan as well as research policies.</li> <li>2. Analyze the status of research management.</li> <li>3. Oversee government-subsidized projects.</li> <li>4. Establish policies related to industry-academe cooperation.</li> <li>5. Prepare manuals for new projects.</li> <li>6. Identify and participate in school projects eligible for financial support.</li> <li>7. Manage the budgets of the Industry–Academic Cooperation Foundation.</li> <li>8. Manage the PR of the Industry–Academic Cooperation Foundation.</li> <li>9. Conclude and execute agreements on industry-academe cooperation.</li> <li>10. Manage industrial intellectual property rights (patent, design, and utility models) and royalties.</li> </ol>	<ol style="list-style-type: none"> <li>11. Operate businesses related to occupational invention.</li> <li>12. Operate businesses related to committees.</li> <li>13. Keep the director's official seal.</li> <li>14. Oversee out-of-school research expenses.</li> <li>15. Oversee personnel management for the Industry–Academic Cooperation Foundation staff.</li> <li>16. Oversee disbursement vouchers (out-of-school research expenses).</li> <li>17. Comprehensive statistics for in-school and out-of-school research</li> <li>18. Operation and operation of various work related systems</li> <li>19. Receive and guide business-related visitors.</li> <li>20. Teacher 's Research Performance Management</li> <li>21. Providing incentives to professors and fees for entrusted research activities</li> </ol>
	Purchasing and Property Management	<ol style="list-style-type: none"> <li>1. Purchase articles required for the Industry–Academic Cooperation Foundation.</li> </ol>	<ol style="list-style-type: none"> <li>2. Register and manage the assets of the Industry–Academic Cooperation Foundation.</li> </ol>
	Financial Management Team	<ol style="list-style-type: none"> <li>1. Execute accounting and financial management for the Industry–Academic Cooperation Foundation.</li> <li>2. Execute account closing for the Industry–Academic Cooperation Foundation.</li> <li>3. Oversee disbursement documents (excluding general out-of-school research expenses).</li> </ol>	
	Common Equipment Support Team	<ol style="list-style-type: none"> <li>1. Efficient management and operation of industrial-academic equipment</li> <li>2. Support for resolving difficulties in the company's field (prototype production, analysis, evaluation, etc.)</li> <li>3. Collect and manage equipment usage fee</li> <li>4. Tasks deemed necessary for the operation of other common equipment</li> </ol>	
	Corporate Support Team	<ol style="list-style-type: none"> <li>1. Family company support</li> <li>2. Support training for industrial employees</li> <li>3. Supporting on-the-spot technology and management guidance</li> <li>4. Establish and manage corporate network</li> <li>5. Other services deemed necessary for supporting other companies</li> </ol>	

## Office of University Advancement

University Advancement Team	University Advancement and Support	<ol style="list-style-type: none"> <li>1. Build and support domestic networks for external cooperation.</li> <li>2. Form and support alumni networks.</li> <li>3. Develop the advancement fund raising projects, cooperation programs and do marketing.</li> <li>4. Build external networks with the government, institutions, organizations, colleges, and enterprises, and conclude and manage agreements with them.</li> <li>5. Receive and guide external affairs- and sponsorship-related visitors.</li> <li>6. Perform the role of a channel for cooperating with domestic colleges.</li> <li>7. Operate other businesses related to foreign cooperation.</li> <li>8. Establish and execute mid-/long-term domestic and foreign fundraising plans.</li> <li>9. Oversee individual sponsors.</li> <li>10. Oversee sponsor programs such as Boaz Family, and Timwork.</li> <li>11. Publish PR materials related to sponsorship including the newsletter.</li> </ol>	<ol style="list-style-type: none"> <li>12. Maintain and revise sponsor management programs.</li> <li>13. Issue receipts to donors.</li> <li>14. Manage statistical materials on donations.</li> <li>15. Support tasks of aid associations in overseas areas.</li> <li>16. Oversee student parent-linked support.</li> <li>17. Oversee alumni association-linked support.</li> <li>18. Issue a list of donors.</li> <li>19. Attract and manage the designated donations.</li> <li>20. Open and manage private websites for sponsors.</li> <li>21. Establish and execute exchange and cooperation plans related to overseas sponsorship.</li> </ol>
	PR	<ol style="list-style-type: none"> <li>1. Establish and implement PR projects.</li> <li>2. Edit, publish and distribute PR materials.</li> <li>3. Oversee media-related businesses.</li> <li>4. Post advertisement, notices, and design for PR purpose.</li> <li>5. Compile, collect and preserve materials related to the school history.</li> <li>6. Publish the university handbook.</li> <li>7. Oversee and inspect printed matters designed for external PR and university projects.</li> </ol>	<ol style="list-style-type: none"> <li>9. preserve campus video records.</li> <li>10. Manage the chronological records of the university.</li> <li>11. Oversee the symbolic visual identity standard.</li> <li>12. Operate and manage PR audio/visual facilities and materials.</li> <li>13. Collect, create and manage PR-related audio/visual educational materials.</li> <li>14. Operate businesses concerning the Public Relations Committee.</li> <li>15. Operate other businesses related to PR.</li> </ol>
Seoul Office	Support and PR	<ol style="list-style-type: none"> <li>1. Development of sponsor relations in the metropolitan area and contact with high-end supporters</li> <li>2. Supporting the reception of major customers in the metropolitan area</li> <li>3. Network formation and support for alumni in the metropolitan area,</li> <li>4. Sponsorship Activities</li> <li>5. Supporting Seoul Metropolitan Area Public Relations and External Cooperation Activities</li> <li>6. Publicity, counseling and guidance support</li> <li>7. Supporting international cooperation activities</li> <li>8. Other support for sponsorship, public relations and external cooperation</li> </ol>	

## Secretary's Office

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| 1. Manage the secretary's affairs. | 3. Carry out instructions from the president. |
| 2. Receive guests.                 | 4. Perform other secretarial work.            |

## International Law School

<b>Office of Academic and Student Affairs</b>	<ol style="list-style-type: none"> <li>1. Establish and execute operation plans for graduate school.</li> <li>2. Oversee admissions, screening, tests, and graduation thesis.</li> <li>3. Confer degrees.</li> <li>4. Bestow student awards and mete out punishments.</li> <li>5. Manage school performance and register.</li> <li>6. Review the need for increasing or reducing the quota.</li> <li>7. Propose and manage the establishment and amendment of the university regulation and bylaws.</li> <li>8. Oversee professors' lectures.</li> </ol>	<ol style="list-style-type: none"> <li>9. Oversee academic affairs.</li> <li>10. Compile, manage, and operate education programs.</li> <li>11. Establish and operate systems related to the operation of graduate schools.</li> <li>12. Conduct PR activities to induce students.</li> <li>13. Oversee scholarships.</li> <li>14. Manage statistical materials.</li> <li>15. Establish and execute event plans.</li> <li>16. Operate other businesses related to academic affairs in addition to those listed above.</li> </ol>
<b>Office of External Affairs</b>	<ol style="list-style-type: none"> <li>1. Oversee applications for US attorney examinations.</li> <li>2. Oversee businesses related to legal practice.</li> <li>3. Execute PR designed to induce excellent faculty members.</li> <li>4. Support PR activities designed to induce students.</li> <li>5. Create operation funds for the International Law School.</li> </ol>	<ol style="list-style-type: none"> <li>6. Assist in academic activities overseas.</li> <li>7. Form sisterhood relations with domestic and overseas institutions.</li> <li>8. Carry out PR activities for various events.</li> <li>9. Operate other businesses related to foreign cooperation in addition to those listed above.</li> </ol>
<b>Library</b>	<ol style="list-style-type: none"> <li>1. Establish and execute library operation plans.</li> <li>2. Operate other businesses related to the purchase, receipt, or exchange of materials.</li> <li>3. Inspect books and decide those to be removed.</li> <li>4. Lend and recover materials.</li> <li>5. Supervise the archives and reading rooms.</li> </ol>	<ol style="list-style-type: none"> <li>6. Search and provide domestic and overseas databases.</li> <li>7. Manage book computerization.</li> <li>8. Manage statistical materials.</li> <li>9. Operate other businesses related to the library in addition to those listed above.</li> </ol>

## Each Undergraduate School

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| <ol style="list-style-type: none"> <li>1. Manage affairs related to the official trips of faculty members.</li> <li>2. Manage affairs related to newly appointed faculty members.</li> <li>3. Operate businesses related to budgets.</li> <li>4. Maintain the laboratories for each undergraduate school.</li> <li>5. Maintain statistical materials for each undergraduate school.</li> <li>6. Support the production of PR materials.</li> <li>7. Evaluate undergraduate schools.</li> <li>8. Check and manage undergraduate school courses.</li> <li>9. Conduct pre-graduation appraisal, 1st examination, and final appraisal.</li> </ol> | <ol style="list-style-type: none"> <li>10. Receive, dispatch, and manage undergraduate school documents.</li> <li>11. Procure and operate undergraduate school articles.</li> <li>12. Manage assets including undergraduate school practice equipment and materials.</li> <li>13. Carry out fixed asset history management and status surveys.</li> <li>14. Oversee the use and execution of laboratory equipment and materials and manage the experiment expenses.</li> <li>15. Manage the safety of the laboratory and research rooms (newly established on Sep. 11, 2007).</li> <li>16. Participate in and carry out school projects eligible for financial support. (newly established on Jun. 7, 2011).</li> <li>17. Operate other businesses related to undergraduate schools.</li> </ol> |
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## Affiliated Institution

<b>Center for Continuing Education</b>	<ol style="list-style-type: none"> <li>1. Provide social education for the citizens of regional communities.</li> <li>2. Research on continuing education.</li> <li>3. Develop and preserve continuing education materials.</li> <li>4. Publish research journals.</li> <li>5. Establish and operate systems related to the operation of the Center for Continuing Education.</li> </ol>	<ol style="list-style-type: none"> <li>6. Receive and guide business-related visitors.</li> <li>7. Operate business related to the Center for Continuing Education Steering Committee.</li> <li>8. Manage and provide statistical materials related to work.</li> <li>9. Keep the director's official seal.</li> <li>10. Operate other businesses concerning the Center for Continuing Education.</li> </ol>
<b>University Publishing Office</b>	<ol style="list-style-type: none"> <li>1. Receive manuscripts and conclude book publishing contracts.</li> <li>2. Publish books.</li> <li>3. Publish teaching materials.</li> </ol>	<ol style="list-style-type: none"> <li>4. Sell and manage publications.</li> <li>5. Manage the International Standard Book Number (ISBN).</li> <li>6. Operate other businesses related to publications.</li> </ol>

## Each Research Institutes

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|  | Carry out safety management for research rooms<br><ol style="list-style-type: none"> <li>1. and laboratories (newly established on Sep. 11, 2007).</li> </ol> |
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※ Common to the university: Business related to the Industry-Academic Cooperation Foundation

※ For the duty allocation for institutions other than those listed above, the appropriate duty allocation for achieving the business objectives stipulated in related regulations shall be considered the duty allocation of the relevant institutions.