

# 5.Approval Delegation Regulation

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

Established on Jun. 1, 1995 Regulation No.1  
Amended on Dec. 1, 1995 Regulation No.5  
Amended on Mar. 16, 2004 Regulation No.57  
Amended on Oct. 21, 2004 Regulation No.61  
Amended on Dec. 8, 2004 Regulation No.62  
Amended on Apr. 10, 2008 Regulation No.110  
Amended on May. 21, 2008 Regulation No.111  
Amended on Aug. 20, 2010 Regulation No.133  
Amended on Aug. 28, 2012 Regulation No.165  
Amended on Dec. 27, 2012 Regulation No.171  
Amended on Jan. 23, 2013. Regulation No.173  
Amended on Apr. 10, 2013. Regulation No.176  
Amended on Jun. 30, 2014. Regulation No. 192  
Amended on Aug. 1, 2014. Regulation No. 193  
Amended on Apr. 1, 2015. Regulation No. 208  
Amended on Jun. 1, 2016. Regulation No. 227  
Amended on Nov. 21, 2016. Regulation No. 233

## | ADDENDUM | Attached Table |

### **Article 1 (Purpose)**

This regulation seeks to prescribe matters concerning Handong Global University (hereinafter referred to as "university") whose approval is delegated and to establish an approval delegating procedure so that the responsible administrative systems can be constructed, administrative efficiency is promoted, and appropriate speed is ensured in handling matters.

### **Article 2 (Internal Delegation of Approval Rights)**

Matters to be approved by each department are presented in the Approval Delegation Table (Attached Table).

### **Article 3 (Responsibility)**

Persons with rights to approve matters shall be accountable to the president.

### **Article 4 (Important Matters)**

Even if a matter is to be approved pursuant to this regulation, if it is considered extremely important,

the approver shall handle such matter after discussing with and receiving oral or written instructions from his/her superiors.

**Article 5 (Minor Matters)**

Minor matters may be approved even though they are not specified in this regulation.

**Article 6 (Cooperation)**

If a matter specified in this regulation to be subject to exclusive approval is related to other departments requiring cooperation, such departments shall be contacted for cooperation. If there is any objection from the departments concerned, a statement of opinions shall be submitted for approval by the final approver.

**Article 7 (Vacancy or Absence of Exclusive Approver)**

In the absence of the exclusive approver, or if such post is vacated, approval shall be obtained from the immediate supervisor.

**Article 8 (Reports)**

Any exclusively approved matter considered important or necessary in relation to business performance shall be reported by the approver to the president from time to time.

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

This regulation shall enter into force as of March 16, 2004.

**ADDENDUM**

This regulation shall enter into force as of October 21, 2004.

**ADDENDUM**

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

**ADDENDUM**

This regulation shall enter into force as of April 10, 2008.

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

This regulation shall enter into force as of September 1, 2012.(Amended on Aug. 28, 2012 Regulation No.165)

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of February 1, 2013.(Amended on Jan. 23, 2013. Regulation No.173)

**ADDENDUM**

This amended regulation shall enter into force as of May 1, 2013.(Amended on Apr. 10, 2013. Regulation No.176).

**ADDENDUM**

This amended regulation shall enter into force as of Jun 30, 2014.(Amended on Jun. 30, 2014. Regulation No.192).

**ADDENDUM**

This amended regulation shall enter into force as of Aug 1, 2014.(Amended on Aug. 1, 2014. Regulation No.193).

**ADDENDUM**

This amended regulation shall enter into force as of Apr 1, 2015.(Amended on Apr. 1, 2015. Regulation No.208).

**ADDENDUM**

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

**ADDENDUM**

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

## Approval Table

### 1. Common matters

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Associate Dean	Dean			
Common	Operation plans and implementation of duties	<ul style="list-style-type: none"> <li>· Basic plan</li> <li>· Detailed enforcement plan</li> <li>· Implementation of major duties</li> <li>· Routine performance of business</li> <li>· Manage execution plans as well as the performance of business.</li> </ul>	○ ○	○		○	○	
	Report	<ul style="list-style-type: none"> <li>· Report on major matters</li> <li>· Routine reports</li> <li>· Regular performance reports</li> <li>· Report results to the Committee.</li> <li>· Report on the results of external meetings                             <ul style="list-style-type: none"> <li>- Participation by deans and higher</li> <li>- Participation by associate deans, directors of affiliated institutions, and directors of research institutes or higher</li> <li>- Participation by Team managers or lower</li> </ul> </li> </ul>	○		○ ○ ○	○ ○	○	
	Materials and publications	<ul style="list-style-type: none"> <li>· Submission and distribution of major materials</li> <li>· Submission and distribution of ordinary or minor materials</li> <li>· Basic plan for issuing publications</li> <li>· Establish editing plans and perform editing.</li> <li>· Manage materials and publications.</li> </ul>	○		○ ○	○		
	Cooperation with other departments	<ul style="list-style-type: none"> <li>· Political matters</li> <li>· General administrative matters</li> </ul>	○		○			
	Services by the relevant staff	<ul style="list-style-type: none"> <li>· staff's duty allocation in Team</li> <li>· Service Management in Team</li> </ul>	○ ○					
	Domestic official trip, leave	<ul style="list-style-type: none"> <li>· Deans or higher</li> <li>· Team Manager (Amended on Jan. 20 2015)</li> <li>· Associate deans, directors of affiliated institutions, and directors of research institutes</li> <li>· faculty members</li> <li>· Staff members</li> <li>· Contractual staff(Temporary Position)</li> </ul>	○		○ ○	○ ○	○	
	Transfer of business	<ul style="list-style-type: none"> <li>· Dean</li> <li>· Associate dean</li> <li>· Team Managers</li> <li>· Staff members</li> </ul>	○		○	○ ○		
	Regulation	<ul style="list-style-type: none"> <li>· Request (draft) for the establishment, amendment, or rescission of regulations</li> </ul>			○			
	Request for approval of budget execution	<ul style="list-style-type: none"> <li>· General expenses (excluding design, supervision, construction, or payment for completed portion)                             <ul style="list-style-type: none"> <li>- KRW 1,000,000 or less</li> <li>- KRW 2,000,000 or less</li> <li>- KRW 5,000,000 or less</li> <li>- Exceeding KRW 5,000,000</li> </ul> </li> <li>· Conference expenses and operating expenses                             <ul style="list-style-type: none"> <li>- KRW 200,000 or less</li> <li>- KRW 500,000 or less</li> <li>- KRW 1,000,000 or less</li> <li>- Exceeding KRW 1,000,000</li> </ul> </li> </ul>	○  ○	○	○ ○	○ ○		

※ In case of departments that are organized under the direct control of the president, the exclusive approver for domestic official trips and leave of absence of team managers shall be deans of the department concerned. (Apr.1, 2015. Regulation No. 208)

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Associate Dean	Dean			
Common	Statement (excluding accounting department and research expenses)	<ul style="list-style-type: none"> <li>· Statement of receipts</li> <li>· Statement of expenditures               <ul style="list-style-type: none"> <li>- KRW 2,000,000 or less</li> <li>- KRW 10,000,000 or less</li> <li>- Exceeding KRW 10,000,000</li> </ul> </li> </ul>	<input type="radio"/>		<input type="radio"/>			
	Miscellaneous	<ul style="list-style-type: none"> <li>· Management of regulations</li> <li>· Document classification and control</li> <li>· Safekeeping documents in custody</li> <li>· Management of committee minutes</li> <li>· Management of journals</li> <li>· Keep the official seals of the relevant staff and manage the register.</li> <li>· Management of fixture and request for expendables</li> <li>· Department computerization plans</li> </ul>	<input type="radio"/>					

## 2. Chaplain's office

Business Unit	Detailed Business	Exclusive Approver	Vice President	President	Remarks
		Director			
Faith and missionary work	<ul style="list-style-type: none"> <li>· Establish basic plans regarding faith and missionary work.</li> <li>· Students' chapel</li> <li>· Missionary work</li> <li>· Conference for promoting moral living</li> </ul>	<input type="radio"/>		<input type="radio"/>	
University church	<ul style="list-style-type: none"> <li>· Basic operation plans</li> <li>· Operation and management</li> </ul>	<input type="radio"/>		<input type="radio"/>	

### 3. Office of Policy and Planning

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Strategic Planning & Budget Team	Planning and adjustment	<ul style="list-style-type: none"> <li>• Long- and short-term university advancement plans</li> <li>• Adjusting the long- and short-term advancement plans of each department</li> <li>• School facilities construction plans</li> <li>• Establishing major business plans</li> <li>• University self-evaluation</li> <li>• Collecting important statistical materials</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	Organization and quota	<ul style="list-style-type: none"> <li>• Organize, reorganize, or abolish teams.</li> <li>• Adjustment of school staff and student quota</li> </ul>				<input type="checkbox"/> <input type="checkbox"/>	
	Regulation	<ul style="list-style-type: none"> <li>• Establishment, amendment, or rescission of regulations, rules, and guidelines.</li> <li>• Examination of regulations</li> <li>• Oversee the collection of regulations.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	Budgets	<ul style="list-style-type: none"> <li>• Basic plan for operating the university's finances.</li> <li>• Key project plans</li> <li>• Deciding the basic policy and guidelines for drawing up budgets</li> <li>• Collect materials for drawing up budgets.</li> <li>• Drawing up and finalizing budgets</li> <li>• Budget control</li> <li>• Budget diversion                             <ul style="list-style-type: none"> <li>- Between items</li> <li>- Between sub-items</li> </ul> </li> <li>• Analyze and evaluate the budget execution.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Miscellaneous	<ul style="list-style-type: none"> <li>• Decide the students' tuition and other fees.</li> <li>• Decide the remuneration for school staff.</li> <li>• Decide the lecture fees and certificate fees.</li> <li>• Inspect items.</li> </ul>	<input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Research Support Team	Industry-academic cooperation	<ul style="list-style-type: none"> <li>Establish industry-academic cooperation plans and conclude agreements.</li> <li>Regional community cooperation plan</li> <li>University advancement fund creation plans</li> <li>Receive donations and gifts.</li> <li>Cultural program operation plans</li> <li>Form sisterhood relations with domestic colleges and institution.</li> </ul>		○	○	○	
	Research plan	<ul style="list-style-type: none"> <li>General research plan</li> <li>Distribution of own research expenses and operation plans</li> </ul>			○	○	
	Research contracts and execution of research expense budgets	<ul style="list-style-type: none"> <li>Research service contracts <ul style="list-style-type: none"> <li>KRW 70,000,000 or less</li> <li>Exceeding KRW 70,000,000</li> <li>KRW 200,000,000 or more</li> </ul> </li> <li>Pay research expenses. <ul style="list-style-type: none"> <li>KRW 5,000,000 or less</li> <li>Exceeding KRW 5,000,000</li> </ul> </li> </ul>	○	○		○	
	Management of research outcomes	<ul style="list-style-type: none"> <li>Publish the collection of thesis and abstracts.</li> <li>Report on research result evaluation</li> <li>Apply for and manage industrial property rights.</li> <li>Royalty contract management</li> <li>Follow-up management on research results</li> </ul>	○	○	○		
	Research cooperation	<ul style="list-style-type: none"> <li>Conclude research agreement with external institutions.</li> <li>Invitation of foreign experts</li> <li>Support participation in overseas seminars.</li> </ul>			○	○	
	Research cooperation	<ul style="list-style-type: none"> <li>Hold research policy seminars.</li> <li>Management of research results and payment of research incentives</li> <li>Collection of equipment usage fees</li> </ul>	○	○			
	Supporting and managing Affiliated Research Institutes and Techno-Business Incubator	<ul style="list-style-type: none"> <li>Basic plan for the establishment of Affiliated Research Institutes</li> <li>Evaluation of Affiliated Research Institutes</li> <li>Management of operating budgets</li> <li>Appointment of full-time researchers</li> </ul>		○	○	○	



#### 4. Office of Academic Affairs

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks						
			Team Manager	Associate Dean	Dean									
Academic Affairs Team	Operation of academic affairs	<ul style="list-style-type: none"> <li>Basic plan for academic affairs</li> <li>Collect and arrange data for the basic education plan.</li> <li>Business related to improving academic affairs</li> <li>Partial adjustment of basic academic affairs plan</li> </ul>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
	University regulation	<ul style="list-style-type: none"> <li>Amendment of university regulation</li> </ul>					<input type="radio"/>							
	Personnel management for faculty members	<ul style="list-style-type: none"> <li>Appointment of faculty members</li> <li>Decide the position class and pay step for faculty members.</li> <li>Approve faculty members giving lectures at other schools.</li> <li>Appointment or dismissal of part-time lecturers</li> <li>Faculty members' temporary retirement, reinstatement, and dispatch</li> <li>Faculty members' appointment or dismissal</li> <li>Matters related to faculty members' Personnel Committee</li> <li>Faculty members' performance appraisal</li> <li>Management of faculty members' number of compulsory lecture hours</li> <li>Maintenance of faculty members' personnel records</li> <li>Faculty members' overseas official trip</li> <li>Faculty members' report on overseas arrival and departure</li> <li>Awards and disciplinary actions</li> <li>Personnel appointment of faculty members who are approved by the chairman of the board.</li> </ul>	<input type="radio"/>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
	Personal background check	<ul style="list-style-type: none"> <li>Request for faculty members' personal background check and receive replies.</li> <li>Check part-time lecturers and their lecture experience and past career and collect replies.</li> <li>Request for information on faculty members' scholastic ability and past experience and collect replies.</li> </ul>	<input type="radio"/>											
	Faculty members' various certificates	<ul style="list-style-type: none"> <li>Issue various certificates to faculty members.</li> <li>Issue lecture career certificates to part-time lecturers.</li> </ul>	<input type="radio"/>											
	Courses	<ul style="list-style-type: none"> <li>Basic plan for operating courses</li> <li>Draw up or revise school courses.</li> <li>Prepare syllabi and lecture plans.</li> </ul>			<input type="radio"/>	<input type="radio"/>								
	Class management	<ul style="list-style-type: none"> <li>Decide the lecture opening or closing.</li> <li>Control skipping of lectures, cancellation of lectures, and make-up lectures</li> <li>Approve changes in lecture hours.</li> <li>Approve and manage lecture plans.</li> <li>Prepare class schedule.</li> <li>Assign classroom.</li> <li>Manage and evaluate class</li> <li>Request lecture fees for additional lectures for faculty members</li> <li>Academic calendar</li> </ul>			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Associate Dean	Dean			
Academic Affairs Team	Registration for courses	<ul style="list-style-type: none"> <li>Decide the period and methods.</li> <li>Send information notice.</li> <li>Verify or change the registration for courses.</li> <li>Withdrawal of school courses</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/>			
	Inquiries	<ul style="list-style-type: none"> <li>Prepare and manage the school register.</li> <li>Correct the school register entries.</li> <li>Preparation and management of students' list</li> <li>Prepare statistics related to the school register.</li> <li>Prepare and report changes related to the registered students.</li> <li>Management of students who completed minors and multiple majors</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/>			
	Changes in the school register	<ul style="list-style-type: none"> <li>Approve leave of absence and return to school.</li> <li>Handle expulsion.</li> <li>Handle voluntary withdrawal.</li> <li>Various changes</li> <li>Actions on the unregistered students.</li> </ul>	<input type="radio"/>		<input type="radio"/> <input type="radio"/> <input type="radio"/>			
	Management of school performance	<ul style="list-style-type: none"> <li>Prepare transcripts.</li> <li>Send transcripts.</li> <li>Actions on academic warning, disciplinary confinement, and expelled students</li> <li>Record and store school performance records.</li> <li>Management of seasonal semester performance</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/>			
	Graduation thesis and examinations	<ul style="list-style-type: none"> <li>Management of graduation thesis and test (examination)</li> </ul>			<input type="radio"/>			
	Graduation and conferment of degree	<ul style="list-style-type: none"> <li>Graduation examination, deciding the students eligible for degree conferment</li> <li>Present graduation certificate and confer degree.</li> <li>Prepare the graduation register.</li> <li>Manage the graduation register.</li> <li>Survey and report students who are expected to acquire a degree.</li> </ul>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> <input type="radio"/>	
	Management of various certificates and school register	<ul style="list-style-type: none"> <li>Replies to inquiries on the school register</li> <li>Issue certificates related to the school register.</li> <li>Abolish documents whose storage period has expired.</li> </ul>	<input type="radio"/> <input type="radio"/>		<input type="radio"/>			



Student Career Development Team	Students' career development	<ul style="list-style-type: none"> <li>• Establish the basic plan on students' career development.</li> <li>• Establish activation programs for students' career development.</li> <li>• Establish annual programs related to students' career development.</li> <li>• Implement annual programs related to students' career development.</li> <li>• Student career development information and data collection plans</li> <li>• Dispatch official letters regarding employment.</li> <li>• Issue recommendations for employment.</li> <li>• Survey the future careers of candidates for graduation.</li> <li>• Survey the employment status of graduates.</li> <li>• Check the employment statistics.</li> <li>• Report on the status of employment</li> </ul>	○	○	○	○
	Side job	<ul style="list-style-type: none"> <li>• Report on the side jobs mediated</li> <li>• Mediate side jobs.</li> </ul>	○	○		

## 6. Office of Student Affairs

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Associate Dean	Dean			
Student Support Team	Coaching on student activities	<ul style="list-style-type: none"> <li>Establish plan for coaching on student activities.</li> <li>Guide to student events in and outside campus</li> <li>Coaching on students' academic activities</li> </ul>			<input type="radio"/>  <input type="radio"/> <input type="radio"/>	<input type="radio"/>		
	Student government	<ul style="list-style-type: none"> <li>Establish the basic operation plan for the Student government.</li> </ul>				<input type="radio"/>		
	Student government	<ul style="list-style-type: none"> <li>Decide and execute the Student government budgets.</li> <li>Coaching on the operation of the Student government and approval of events (excluding general meeting and school-level events)</li> <li>Register student organizations and clubs and approve gatherings.</li> </ul>			<input type="radio"/> <input type="radio"/>  <input type="radio"/>			
	Management of students' health	<ul style="list-style-type: none"> <li>Basic plan and guidelines</li> <li>Manage students' health.</li> </ul>			<input type="radio"/> <input type="radio"/>			
	Social work-related affairs	<ul style="list-style-type: none"> <li>Establish basic social work plans.</li> <li>Allocate and manage subject places.</li> <li>Basic education and finals</li> <li>Handle education-related reports on reasons and other business.</li> <li>Manage individual activity.</li> <li>Issue career and activity certificates.</li> <li>Support events related to social services.</li> </ul>	<input type="radio"/>  <input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/> <input type="radio"/>	<input type="radio"/>		
	Business related to teams	<ul style="list-style-type: none"> <li>Establish basic team allocation plans.</li> <li>Team allocation business</li> <li>Manage changes in teams.</li> <li>Supporting business</li> </ul>	<input type="radio"/> <input type="radio"/>		<input type="radio"/>	<input type="radio"/>		
	Community leadership training	<ul style="list-style-type: none"> <li>Establish the basic plan on community leadership training.</li> <li>Support the community leadership training.</li> <li>Manage the community leadership training tools and apparatuses.</li> </ul>	<input type="radio"/>		<input type="radio"/> <input type="radio"/>			
	Military services	<ul style="list-style-type: none"> <li>PR activities and counseling on students' military services</li> </ul>	<input type="radio"/>					
	Business related to scholarships	<ul style="list-style-type: none"> <li>Basic scholarship payment plans</li> <li>Allot scholarships.</li> <li>Recommend candidates for various scholarship.</li> <li>Select in-and out-school scholarship beneficiaries and award scholarships. (KRW 1,000,000 or more)</li> <li>Recommend tuition loans from banks.</li> <li>Scholarship processing and statistics</li> <li>Select and assign working students with scholarships.</li> </ul>	<input type="radio"/>		<input type="radio"/> <input type="radio"/>  <input type="radio"/> <input type="radio"/>		<input type="radio"/>	

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Associate Dean (Director)	Dean			
Student Support Team	Management of notices, printed matter, and publications	<ul style="list-style-type: none"> <li>• Prior check and approve notices, printed matter, and publications.</li> <li>• Manage students' academic research papers.</li> <li>• Manage students' data records.</li> </ul>	○					
	Student awards and punishment	<ul style="list-style-type: none"> <li>• Basic plan</li> <li>• Select and recommend awardees.</li> </ul>			○		○	
	Management of students' social status	<ul style="list-style-type: none"> <li>• Manage student cards.</li> <li>• Issue students' ID cards.</li> </ul>	○					
	Miscellaneous	<ul style="list-style-type: none"> <li>• Manage graduation gowns.</li> <li>• Coaching on the manufacture of graduate yearbooks and gifts</li> <li>• Student guidance and Scholarship Committee affairs</li> </ul>	○			○		
Student Career Development Team	Students' career development	<ul style="list-style-type: none"> <li>• Establish the basic plan on students' career development.</li> <li>• Establish activation programs for students' career development.</li> <li>• Establish annual programs related to students' career development.</li> <li>• Implement annual programs related to students' career development.</li> <li>• Student career development information and data collection plans</li> <li>• Dispatch official letters regarding employment.</li> <li>• Issue recommendations for employment.</li> <li>• Survey the future careers of candidates for graduation.</li> <li>• Survey the employment status of graduates.</li> <li>• Check the employment statistics.</li> <li>• Report on the status of employment</li> </ul>	○	○		○	○	
	Side job	<ul style="list-style-type: none"> <li>• Report on the side jobs mediated</li> <li>• Mediate side jobs.</li> </ul>	○		○			

## 7. Office of General Affairs

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
General Affairs and Human Resources Team	Personnel action on staff	<ul style="list-style-type: none"> <li>• New appointment of staff</li> <li>• Hire and manage personnel with temporary positions.</li> <li>• Staff's promotion, transfers, change of occupation, and multiple appointment</li> <li>• Staff pay raise                             <ul style="list-style-type: none"> <li>- Special pay raise</li> <li>- Regular pay raise</li> </ul> </li> <li>• Evaluate staff performance.</li> <li>• Staff's leave of absence, reinstatement, and dispatch</li> <li>• Staff awards and disciplinary actions</li> <li>• Prepare and manage staff's personnel records.</li> <li>• Inquiry on staff identity, academic background, and career</li> <li>• Staff's removal from office</li> </ul>		○		○	
	Staff service	<ul style="list-style-type: none"> <li>• Establish annual staff training programs.</li> <li>• Decide the work hours.</li> <li>• Service management</li> <li>• Staff mobilization, education and domestic training</li> <li>• Staff's overseas trip and overseas training</li> <li>• On duty orders and formation of emergency contact network</li> <li>• Issue certificates to staff.</li> </ul>		○	○	○	
	Document control	<ul style="list-style-type: none"> <li>• Receive, dispatch, classify, preserve, and control documents.</li> </ul>	○				
	Communication	<ul style="list-style-type: none"> <li>• Manage communication facilities.</li> <li>• Install and manage telephones and assign phone numbers.</li> <li>• Manage communication charges.</li> </ul>	○	○			
	Use of school facilities	<ul style="list-style-type: none"> <li>• Establish school facilities use plans.</li> <li>• Receive and approve requests for approval of the use of school facilities.</li> <li>• Approval of the use of school facilities                             <ul style="list-style-type: none"> <li>- Minor matters</li> <li>- Important matters</li> </ul> </li> </ul>	○	○			
	Labor Union	<ul style="list-style-type: none"> <li>• Establish and operate the Labor-Management council.</li> <li>• Collective bargaining</li> <li>• Conclude salary and collective agreements.</li> </ul>		○		○	
	Contingency plan	<ul style="list-style-type: none"> <li>• Security and confidentiality related to contingency (Chungmu) plan</li> </ul>				○	
	Events	<ul style="list-style-type: none"> <li>• Important event plans</li> <li>• Organize and hold major events.</li> <li>• General event plans</li> <li>• Organize and hold general events.</li> </ul>	○	○	○		
	Welfare	<ul style="list-style-type: none"> <li>• Korea Teachers' Pension, National pension, Medical insurance, Employment insurance, and Industrial accident compensation insurance</li> <li>• Korean Teachers' Credit Union</li> <li>• Pay congratulatory or condolatory allowance to school staff.</li> </ul>	○				

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
General Affairs and Human Resources Team	Transportation measures and vehicle operation management	<ul style="list-style-type: none"> <li>Transportation measures and vehicle operation plans</li> <li>Vehicle maintenance and management</li> </ul>	○	○			
	Asset management	<ul style="list-style-type: none"> <li>Product supply plan and report on results</li> <li>Decide and dispose of unusable items.</li> <li>Determine the loss and take actions.</li> <li>Manage products and conduct inventory surveys.</li> </ul>	○	○ ○ ○			
	Purchase of materials and construction / service contracts	<ul style="list-style-type: none"> <li>Decide the estimated price and conclude contracts.</li> <li>-KRW 5,000,000 or less</li> <li>-Exceeding KRW 5,000,000</li> <li>Draw up contracts.</li> <li>Fixed asset lease agreement</li> <li>-KRW 5,000,000 or less</li> <li>-Exceeding KRW 5,000,000</li> </ul>	○  ○  ○	○  ○			
	Equipment and materials maintenance	<ul style="list-style-type: none"> <li>Equipment and materials maintenance</li> <li>Customs clearance</li> <li>Recommend and apply for custom duty reduction or waiving.</li> <li>Report on the introduction of foreign loans</li> <li>Business related to the customs office</li> </ul>	○ ○ ○	○  ○			



Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Accounting Team	Accounting system and accounts settlement	<ul style="list-style-type: none"> <li>Establish and improve FY.</li> <li>Accounts settlement               <ul style="list-style-type: none"> <li>-Accounts settlement guidelines</li> <li>-Year-end accounts settlement report</li> <li>-Report on monthly accounts settlement</li> <li>-Accounting audit (interim and accounts closing)</li> </ul> </li> </ul>		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Accounting slips	<ul style="list-style-type: none"> <li>Statement of receipts</li> <li>Statement of expenditure</li> <li>Statement of transfers</li> <li>Settle and transfer of construction temporary accounts.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>			
	Management of funds	<ul style="list-style-type: none"> <li>Funding plans               <ul style="list-style-type: none"> <li>-Daily payment plans</li> <li>-Weekly payment plans</li> <li>-Monthly funding plans</li> <li>-Annual funding plans</li> </ul> </li> <li>Daily funding report and disburse</li> <li>Calculate and pay remuneration.</li> <li>Deposit transactions               <ul style="list-style-type: none"> <li>-Open or close bank accounts.</li> <li>-Issue checks and bills.</li> <li>-Open or close fixed-term deposits.</li> </ul> </li> <li>Handle and keep cash (cash, bankbooks, and securities).</li> <li>Report on the collection of registration fees</li> </ul>	<input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Tax matters	<ul style="list-style-type: none"> <li>File VAT returns.</li> <li>Report on contributed assets</li> <li>Collect income tax and file returns.</li> <li>Year-end tax adjustment and filing of returns</li> <li>Report on materials related to tax matters</li> </ul>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>			
	Remuneration and welfare expenses	<ul style="list-style-type: none"> <li>Calculate and pay remuneration.</li> <li>Handling of deductions</li> </ul>	<input type="radio"/>	<input type="radio"/>			
	Management of books and various evidentiary documents	<ul style="list-style-type: none"> <li>Management of accounting books</li> <li>Issue statement and receipts.</li> <li>Maintain accounting journals and slips and various evidentiary documents.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/>				

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Facilities Services Team	Facilities repair work	<ul style="list-style-type: none"> <li>· Basic plan</li> <li>· Design and supervision</li> <li>-KRW 1,000,000 or less</li> <li>-KRW 50,000,000 or less</li> <li>-Exceeding KRW 50,000,000</li> <li>· Construction work</li> <li>-KRW 1,000,000 or less</li> <li>-KRW 100,000,000 or less</li> <li>-Exceeding KRW 100,000,000</li> <li>· Request for inspection and inspection report</li> <li>· Interim completion and final completion</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Facilities management	<ul style="list-style-type: none"> <li>· Annual basic plan</li> <li>· Monthly repair plans</li> <li>· Annual performance report</li> <li>· Monthly performance report</li> <li>· Inspect facilities.</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Facilities maintenance	<ul style="list-style-type: none"> <li>· Facilities maintenance plans</li> <li>· Repair or discard fixtures related to facilities.</li> <li>-Minor matters</li> <li>-Important matters</li> </ul>	<input type="radio"/>	<input type="radio"/>			
	Management of sports facilities	<ul style="list-style-type: none"> <li>· Management and maintenance of sports facilities</li> <li>· Operation of sports facilities</li> </ul>	<input type="radio"/>	<input type="radio"/>			
	Permits and licenses and urban planning	<ul style="list-style-type: none"> <li>· Apply for permits.</li> <li>· Request for interim inspection</li> <li>· Request for approval of use or temporary use</li> <li>· Certificate of use</li> <li>· Urban management plans (environmental, transportation, and disaster impact assessment)</li> <li>· Changing urban plans</li> <li>· Certificate of urban planning permits</li> </ul>	<input type="radio"/> <input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Welfare operation and management	<ul style="list-style-type: none"> <li>· Convenience facilities operation plans</li> <li>· Management of campus restaurants</li> <li>· Manage welfare facilities.</li> <li>· Operation and management of idle land</li> </ul>	<input type="radio"/> <input type="radio"/>	<input type="radio"/>		<input type="radio"/>	
	Cleaning	<ul style="list-style-type: none"> <li>· Cleaning services</li> <li>· Manage and supervise cleaning.</li> <li>· Campus environmental improvement</li> </ul>	<input type="radio"/> <input type="radio"/>	<input type="radio"/>			
	Security	<ul style="list-style-type: none"> <li>· Security services</li> <li>· Manage and supervise security affairs.</li> </ul>	<input type="radio"/>	<input type="radio"/>			
	Management of school staff housing	<ul style="list-style-type: none"> <li>· Business related to school staff housing</li> <li>- Basic plan</li> <li>- Operation and management</li> </ul>		<input type="radio"/>		<input type="radio"/>	
	Landscaping management	<ul style="list-style-type: none"> <li>· Landscaping plans</li> <li>· Lawn and tree management plans</li> </ul>		<input type="radio"/>	<input type="radio"/>		

## 8. Office of University Advancement

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Director	Dean			
Office of International Affairs	International exchange policy and operation	<ul style="list-style-type: none"> <li>• Establish and execute the international exchange and cooperation plan.</li> <li>• Conclude exchange agreements with foreign colleges and institutions.</li> <li>• Join international councils between colleges and maintain membership.</li> <li>• Operate short-term overseas training programs.</li> <li>• Operate cultural programs with other overseas areas.</li> <li>• Induce international events.</li> <li>• Collect materials related to international exchanges and globalization policy.</li> <li>• Manage and provide statistical data related to international cooperation and exchanges.</li> <li>• Establish overseas Handong Global University branches and affiliated institutions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Exchange students/visiting students and exchange professors	<ul style="list-style-type: none"> <li>• Establish and implement overseas student exchange plans.</li> <li>• Select exchange students for overseas dispatch and study at this school.</li> <li>• Extend the class period for exchange students.</li> <li>• Select visiting students and auditing students.</li> <li>• Invite exchange professors from abroad.</li> <li>• Guide to visa issuance for foreign exchange professors and exchange students</li> <li>• Entry formalities for foreign students in relation to international exchange cooperation and other related business</li> <li>• Publish English catalogs.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
	Overseas PR and internship	<ul style="list-style-type: none"> <li>• Establish overseas PR plans.</li> <li>• Operate overseas internship programs.</li> <li>• Receive and guide foreign visitors from abroad.</li> <li>• PR activities to induce foreign students</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Miscellaneous	<ul style="list-style-type: none"> <li>• Support other departments in international affairs.</li> </ul>	<input type="checkbox"/>				



Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Director	Dean			
University Advancement Team	External cooperation matters	<ul style="list-style-type: none"> <li>Establish basic plans.</li> <li>Build networks with the government, institution, organization, and enterprises and conclude agreements.</li> <li>PR activities related to school advancement</li> <li>Domestic colleges cooperation window</li> <li>Cultural program event</li> </ul>			○		○	
	Creation and management of advancement funds	<ul style="list-style-type: none"> <li>Establish basic plans related to the creation of advancement funds.</li> <li>Map out plans to create funds.</li> <li>Advancement fund execution plans</li> </ul>			○	○		
	Support and management	<ul style="list-style-type: none"> <li>Papyrus Basket confession assembly</li> <li>Papyrus Basket support and management</li> <li>Support and manage Boaz's family.</li> <li>Support and management in association with students' parents</li> <li>Support and management in association with fellow student organizations</li> <li>Induce and manage the designated donations.</li> <li>Manage individual support programs.</li> </ul>	○		○		○	
	Matters related to fellow students	<ul style="list-style-type: none"> <li>Establish general plans related to fellow students.</li> <li>Events related to students' association</li> <li>Personal management of fellow students</li> </ul>	○		○		○	
	Donor management	<ul style="list-style-type: none"> <li>Follow-up on donors</li> <li>Manage statistical materials on donations.</li> <li>Report on the status of receipts</li> <li>Management of payment through CMS, Giro, and deposit without using bankbooks</li> <li>Return funds.</li> <li>Dispatch receipts.</li> <li>Induce payment and send letters of recommendation.</li> </ul>	○					
	Newsletter and PR materials	<ul style="list-style-type: none"> <li>Publish newsletter.</li> <li>Manage agreements and changes in forms.</li> <li>Open and manage website.</li> <li>Send newsletter and PR materials.</li> <li>External PR materials</li> <li>Campus PR items</li> <li>Manage articles related to schools.</li> <li>Manage materials on school history.</li> </ul>	○		○	○		
	Presentation of plaque (letter) of appreciation	<ul style="list-style-type: none"> <li>Make a plaque or a letter of appreciation.</li> <li>Decide to present plaques of appreciation.</li> <li>Major sponsor</li> <li>General sponsors</li> <li>Inform related institutions of the details of the action taken.</li> </ul>	○		○		○	
	Miscellaneous	<ul style="list-style-type: none"> <li>Establish and execute plans related to sponsor-related international exchanges and cooperation.</li> <li>Develop overseas sponsors.</li> <li>Support the overseas aid association office.</li> <li>Maintain sponsor programs.</li> </ul>	○		○	○	○	

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Director	Dean			
	Public information	<ul style="list-style-type: none"> <li>• Comprehensive PR plans</li> <li>• Manage reports by press media.</li> <li>• Distribute data to external institutions.</li> <li>• Advertisement business</li> </ul>			<input type="radio"/> <input type="radio"/> <input type="radio"/>		<input type="radio"/>	
	Liaison	<ul style="list-style-type: none"> <li>• Receive and guide visitors. <ul style="list-style-type: none"> <li>- Invited guests and VIP visitors</li> <li>- Ordinary guests</li> </ul> </li> </ul>	<input type="radio"/>		<input type="radio"/>			

## 9. Office of Academic Information

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Library Services Team	Management of books and administration	<ul style="list-style-type: none"> <li>• Basic policy for buying books</li> <li>• Application for books</li> <li>• Donations and exchanges</li> <li>• Compile bibliography.</li> <li>• Conclude agreement on exchanging academic information.</li> <li>• Register materials.</li> <li>• Order to work at the library</li> </ul>	<input type="radio"/>	<input type="radio"/> <input type="radio"/>		<input type="radio"/> <input type="radio"/>	
	Consolidation and inspection	<ul style="list-style-type: none"> <li>• Classification and consolidation</li> <li>• Inspection and lending</li> <li>• Search domestic and overseas information.</li> <li>• Operate the designated books.</li> <li>• Claim</li> <li>• Settle advance payments.</li> <li>• Request for copying or exchanging literature.</li> <li>• Discard related materials and remove them from the register.</li> <li>• Develop programs.</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>			

## 10. Office of Academic Information

Department	Business Unit	Detailed Business	Exclusive Approver		Vice President	President	Remarks
			Team Manager	Dean			
Information Technology Team	Operation plans	<ul style="list-style-type: none"> <li>Basic operation plans</li> <li>Detailed enforcement plans</li> </ul>		<input type="radio"/>		<input type="radio"/>	
	Consolidation and inspection	<ul style="list-style-type: none"> <li>Maintain materials.</li> <li>Computer facilities maintenance agreement</li> </ul>	<input type="radio"/>	<input type="radio"/>			
	System development	<ul style="list-style-type: none"> <li>Development plans</li> <li>Development design documents</li> <li>Report on completion</li> </ul>	<input type="radio"/>	<input type="radio"/>			

## 11. Students' Residence Hall

Department	Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
			Team Manager	Director	Dean			
Student Residential Life Team	Basic plan	<ul style="list-style-type: none"> <li>Decide the prospectus for the prospective user of residence hall.</li> <li>New project and important project plans</li> <li>Decide the students' tuition and other fees.</li> <li>Occupancy permits for students</li> <li>Change in the operation of residence halls</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
	Guide to students' residence hall	<ul style="list-style-type: none"> <li>Establish basic plans for the operation of the occupant association.</li> <li>Settlement of residence hall budgets</li> <li>Guide to the operation of the occupant association and approval of events</li> <li>Approve the forced students' evacuation</li> <li>Approve the students' evacuation</li> <li>Assign rooms to residence hall occupants</li> <li>Enforce discipline in the students' residence hall.</li> <li>Grant the entrance right over students' residence hall</li> <li>Change the living rules</li> <li>Approve the occupant's going out or staying out overnight</li> <li>Approve the use of the common goods in residence hall</li> <li>Approve the new establishment of black mark items by hall</li> <li>Cancel the received black marks of students</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## 12. Office of International Development Services

Department	Business Unit	Detailed Business	Director	Vice President	President	Remarks
Office of International Development Services	International Development	<ul style="list-style-type: none"> <li>Establish and execute the International Development plan</li> <li>Develop and execute businesses related to international development</li> <li>Establish networks with universities, institutions, and human resources related to international development</li> <li>Develop international development programs, and support the operation and training of the programs</li> <li>To attract and host events related to international development</li> <li>Send human resources related to international development, and establish and operate cooperation plans</li> <li>Manage and provide various international development-related statistics</li> </ul>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

	<ul style="list-style-type: none"> <li>• Receive and guide individuals or groups of visitors who work in the field of international development</li> <li>• Deal with other businesses related to international development</li> </ul>	○			
		○			

#### 14. Specialization Project Group and PRIME Project Group (Amended on June 1, 2016)

Project Unit	Detailed Business	Exclusive approver			President	Remarks
		Head of Department (Team manager)	Group manager	Vice President		
Approval Request for Budget execution	<ul style="list-style-type: none"> <li>• General expense (Excepting expenses for Design•Construction inspection, Construction, establishment) <ul style="list-style-type: none"> <li>- Less than 1 million won</li> <li>- Less than 10 million won</li> <li>- Exceeding 10 million won</li> </ul> </li> <li>• Special official expenses (Expenses for meetings, etc) <ul style="list-style-type: none"> <li>- Less than 200,000 won</li> <li>- Less than 1 million won</li> <li>- Exceeding 1 million won</li> </ul> </li> <li>• Facility maintenance construction, design, construction inspection, construction, and establishment <ul style="list-style-type: none"> <li>- Less than 5 million won</li> <li>- Less than 10 million won</li> <li>- Exceeding 10 million won</li> </ul> </li> </ul>	○	○		○	
		○	○		○	
		○	○		○	
Establishing Project Plan	Establishing a project plan Writing up a project plan		○		○	
Budget Compilation	Compilation of budget Compilation of supplementary budget Adjusting and analyzing budget		○		○ ○	
Project Process	Establishing an executive plan Executing business expenses				○	
Settlement	Reporting a settlement Writing up a balance sheet Analyzing settlement and Statistics Managing evidential documents	○	○ ○		○	
Self-assessment	Writing up and reporting a self-assessment report Developing items for self-assessment Executing and analysing a self-assessment		○	○	○	
On-site due diligence and Comprehensive evaluation	Establishing a plan for on-site due diligence and comprehensive evaluation Preparing for on-site due diligence and comprehensive evaluation		○		○	



16. Handong Education Development Institute(Newly established on Dec. 2. 2015)

Business Unit	Detailed Business	Exclusive Approver			Vice President	President	Remarks
		Team Manager	Associate Dean	Dean			
Request for approval of budget execution	<ul style="list-style-type: none"> <li>•General expenses (excluding design, supervision, construction, or payment for completed portion)</li> <li>-KRW 3,000,000 or less</li> <li>-KRW 5,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul>	○	○	○	○		
	<ul style="list-style-type: none"> <li>•Special official expenses (expenses for meetings, etc.)</li> <li>-KRW 200,000 or less</li> <li>-KRW 1,000,000 or less</li> <li>-KRW 2,000,000 or less</li> <li>-Exceeding KRW 2,000,000</li> </ul>	○	○	○	○		
	<ul style="list-style-type: none"> <li>•Facility maintenance construction, design, construction inspection, construction, and establishment</li> <li>-KRW 5,000,000 or less</li> <li>-KRW 7,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul>	○	○	○	○		
Statement	· Statement of receipts	○					
	<ul style="list-style-type: none"> <li>· Statement of expenditures</li> <li>-KRW 3,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul>	○	○	○			

※ Matters not mentioned in the above table shall be governed by the approval delegation table for common matters.