

# Regulations Management Regulation

Department in charge: Policy, Planning, and Public Information Department 1041,3

Established on Jun. 1, 1995 Regulation No.1

Amended on Apr. 16, 2001 Regulation No.36

Amended on Mar. 29, 2002 Regulation No.41

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## Chapter 1 General Provisions

### Article 1 (Purpose)

This regulation seeks to manage and operate regulations effectively by stipulating the procedures and methods for establishing, amending, and rescinding the regulations of Handong Global University (hereinafter referred to as "University").

### Article 2 (Scope)

Unless specifically provided for otherwise in other regulations, regulations shall be governed by this regulation.

### Article 3 (Definition)

"Regulations" as used in this regulation refer to the documents in normative forms and used as the policy and procedural standard required for the operation of the university.

## Chapter 2 Systems and Forms

### Article 4 (Classification)

1. The regulations of the university shall be classified as follows depending on their contents:
  - (1) Regulations
  - (2) Bylaws
  - (3) Internal regulations
2. Regulations as specified in Item (1), Clause 1 pertain to the basic rules related to the overall affairs, organizations, academic affairs, social status, and remunerations of the university as well

as the basic policies and procedures for performing office work.

3. The bylaws specified in Item (2), Clause 1 pertain to the detailed matters decided pursuant to the regulations or matters forming the standard for performing the work of each department; bylaws carry effects that are secondary to those of regulations.
4. The internal regulations specified in Item (3), Clause 1 pertain to matters carrying partial or limited nature such as academic affairs, personnel management, and remunerations; internal regulations carry less effect than bylaws.

## **Article 5 (Forms)**

Regulations shall have the following components:

1. General Provision
2. Main Provision
3. Addendum

## **Chapter 3 Establishment, Amendment, and Rescission, etc.**

## **Article 6 (Drafting)**

1. The regulations specified in Item (1), Clause 1, Article 4 shall be drafted by the relevant department and submitted to the department in charge of regulations.
2. If the drafted regulations concern 2 or more departments, a discussion shall be held in advance between the departments concerned prior to submitting the draft.
3. In case of a need to establish, amend, or rescind regulations, the department in charge of regulations may request the relevant department to draft regulations or to submit related materials.
4. A competent department shall establish, amend, or rescind the bylaws and the internal regulations specified in Items (2) and (3), Clause 1, Article 4 provided they go through prior examination by the department in charge with regard to the content composition and system and connectivity with other related regulations.
5. If important matters are found in the process of the examination conducted pursuant to Clause 4, the department in charge of regulations may take action pursuant to Clause 1, Article 7.

## **Article 7 (Establishment, Amendment, and Rescission Procedure)**

1. The regulations stipulated in Item (1), Clause 1, Article 4 shall be established according to the following procedures:
  - (1) The department in charge of regulation shall review the forms and details of the proposed regulations and present them to the Policy and Planning Committee. If the forms and details are considered unsatisfactory, however, the department in charge may request the drafting department to correct or supplement the regulations or directly correct them through discussions.

- (2) The Policy and Planning Committee shall examine the presented draft and forward it to the Academic Affairs Committee along with the corrections made thereto.
  - (3) The proposed regulations approved by the Academic Affairs Committee shall be promulgated after obtaining approval from the president; however, practical matters shall be handled by the department in charge of regulations.
2. The regulations specified in Item (1), Clause 1, Article 4 shall be amended or rescinded pursuant to Clause (1). In case amending regulations is inevitable owing to the amendment of related laws or regulations, or if minor matters are amended, however, the department in charge of regulations shall amend the regulations after obtaining approval from the president.
  3. The bylaws and internal regulations specified in Items (2) and (3), Clause 1, Article 4 shall be established, amended, or rescinded by the competent department after obtaining approval from the final approver and registering them in the regulation control register of the department in charge of regulations.
  4. For regulations requiring government approval, the drafting department shall follow the approval procedure after obtaining internal approval.

#### **Article 8 (Preparation of Draft Regulation)**

1. The draft regulation shall satisfy the following requirements:
  - (1) Texts shall be concisely written in the form of laws.
  - (2) In principle, regulations shall be divided into Chapter, Section, Article, Clause, and Item.
  - (3) Korean shall be used; in unavoidable situations, however, Chinese characters or other foreign languages may be used.
  - (4) Texts shall be written from left to right; figures shall be expressed in Arabic numerals.
  - (5) Texts shall carry titles that briefly describe the contents.
  - (6) Forms and Attachments shall come after the Addendum.
2. The text in Item (2), Clause 2 shall be numbered 1, 2, etc.; items shall be numbered (1), (2), etc. Sentences below items shall be indicated as A, B, etc., and those below said sentences, as (A), (B), etc. Texts of Addendum shall be numbered 1, 2, etc.

#### **Article 9 (Listening to Opinions)**

If necessary to deliberate on the proposed regulations effectively, the Policy and Planning Committee may summon the persons concerned to express their opinions and provide explanations.

#### **Article 10 (Promulgation)**

Regulations shall be promulgated by the department in charge of regulations, and bylaws and internal regulations, by the department concerned by distributing them with related documents attached.

### **Article 11 (Effects)**

1. Unless specifically provided for otherwise in regulations, regulations shall take effect as of their enforcement dates.
2. The part that runs counter to related laws or Articles of Incorporation shall be rendered null and void.
3. If the contents of 2 or more regulations run counter to each other, the most recently established or amended regulations shall have precedence over the other regulations.

## **Chapter 4 Management of Regulations**

### **Article 12 (Management of Regulations)**

1. The department in charge of regulations shall record the established or amended regulations in the regulation control register. The originals of the regulations and copies of bylaws and internal regulations shall be maintained separately.
2. The department in charge of regulations shall either distribute the regulations specified in Clause 1 to each department to enable them to update the regulation files or make the regulations available for viewing through computer systems.

### **Article 13 (Updating Regulations)**

Upon receiving the newly distributed regulations, the heads of departments shall update the regulation files.

### **Article 14 (Interpretation of Regulations)**

1. In case of any difference in the interpretation of regulations, the interpretation given by the competent department shall have precedence. If the interpretation of regulations affects the limit of responsibility or other important matters, however, the authoritative interpretation given by the department in charge of regulations shall have precedence.
2. If making a judgment on the interpretation of the regulations as specified in the provision of Clause 1 is impossible, the department in charge of regulations may specify the interpretation of regulations after obtaining approval from the Policy and Planning Committee and the president.

#### **ADDENDUM**

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

#### **ADDENDUM**

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

#### **ADDENDUM**

This amended regulation shall enter into force as of March 29, 2002.

