

26.Regulation on Faculty Member Sabbatical Leaves, Dispatches, and Overseas Travels

Department in charge: Research Support Team 1272 ≡

Established on May 9, 2000 Regulation No.31
Amended on Apr. 2, 2003 Regulation No.52
Amended on Mar. 16, 2004 Regulation No.57
Amended on Jan. 25, 2005 Regulation No.64
Amended on Jan. 25, 2007 Regulation No.90
Amended on Jul. 1, 2007 Regulation No.98
Amended on Nov. 26, 2008 Regulation No.114
Amended on Aug. 20, 2010 Regulation No.133
Amended on Nov. 10, 2010 Regulation No.137
Amended on Jun. 7, 2011 Regulation No.146
Amended on Jul. 10, 2012 Regulation No.163
Amended on Oct. 17, 2016 Regulation No.231
Amended on Nov. 21, 2016 Regulation No.233

| **Chapter 1 General Provisions** |
| **Chapter 2 Faculty Members' Sabbatical Leaves** |
| **Chapter 3 Dispatch and Overseas Travels** |
| **Chapter 4 Supplementary Rules** | **ADDENDUM** | **Attachment** |

Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to stipulate matters regarding the sabbatical leaves granted to strengthen the education and research capabilities of tenure track faculty members of Handong Global University (hereinafter referred to as "University") pursuant to Article 38-2 of the Articles of Incorporation, dispatches, overseas travels, and on-site dispatches (amended on Jul. 1, 2007).

Article 2 (Definition and Kinds)

1. In this regulation, "sabbatical leave" covers the period during which the faculty member is exempted from his/her obligation of holding lectures and reporting for work at the university to devote himself/herself to activities related to research, services, lectures, etc., for purposes of teaching development so that the vision of the university is realized; it excludes vacations for purposes of resting (amended on Jul. 11, 2007).

- (1) <Deleted> (Jul. 11, 2007)
 - (2) <Deleted> (Jul. 11, 2007)
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 - (7) <Deleted> (Jul. 11, 2007)
 - (8) <Deleted> (Jul. 11, 2007)
2. Dispatches means the period of working full-time in the government, public organization, international organization, and industrial fields, etc.
 3. Overseas travels involve traveling abroad for purposes of research, to attend a meeting, for the collection of research data, or for the enforcement of sabbatical leaves falling within the scope that does not hinder the operation of lectures or academic affairs.
 4. On-site dispatches pertain to those cases wherein tenure track faculty members have been appointed to work for certain periods in domestic overseas affiliated institutes of the university (including overseas offices).

Chapter 2 Faculty Members' Sabbatical Leaves

Article 3 (Qualification)

1. Faculty members eligible to apply for sabbatical leave are those whose number of years of continuous service from the date of new appointment or from the date of the end of the immediately preceding sabbatical leave is 6 or more; in the case of the second or more sabbatical leaves, however, the requirement may be extended by 1 ~ 3 years depending on the result of the evaluation of the enforcement of the immediately preceding sabbatical leave (amended on Jan. 25, 2007, Jul. 11, 2007).
2. Faculty members who are suspended from service may not apply for sabbatical leave.
Academic affairs committee members, heads of affiliated institutes or undergraduate schools, and directors of affiliated research institutes are not eligible for sabbatical leave while they are in office for the appointed positions. However, in unavoidable cases recognized by the president, heads of affiliated institutes carrying out a government-funded project can be in the office for the appointed positions even while they are on sabbatical leave.(amended on Nov. 10, 2010)
3. <Deleted> (Jan. 25, 2007)
4. The period of dispatch of Article 19 shall not be included when calculating the number of years of continuous service and examining the qualification of faculty members eligible to

apply for sabbatical leave of Clause 1. (Newly Established on Nov. 21, 2016)

Article 4 (Period)

1. The period of sabbatical leave shall be 1 year. Any faculty member on sabbatical leave shall return to the university at least 1 month before the start of the semester (amended on Jan. 25, 2007).
2. If the period of sabbatical leave of a faculty member is to be exceeded, such may be allowed provided the specified application form for extension (Attached Form No. 2) is submitted for approval by the president. In such case, the faculty member concerned shall be suspended from office for the excess period, and no remuneration shall be paid during such period (amended on Jul. 11, 2007).

Article 5 (Number of Faculty Members for Sabbatical Leave and Limitation)

1. The number of faculty members selected each year for sabbatical leave may not exceed one seventh of the total number of tenure track faculty members in the register of the university (Clause 3, Article 3 of the regulation on personnel management for faculty members) or one quarter of the total number of tenure track faculty members in the register of the undergraduate school; however, the total number of tenure track faculty members in the register of the university (or the undergraduate school) shall be calculated based on September 1 of the relevant year when the advance notice was served to the subjects as per Article 8. For the calculation, fractions shall be rounded off (amended on 2007.1, Jul. 11, 2007).

Calculation formula:

※ Total number of faculty members of the university (1/7) = (Total number of tenure track faculty members) x 1/7 (amended on Jul. 11, 2007)

※ Undergraduate school (1/4) = (Total number of tenure track faculty members of undergraduate school) x 1/4

2. The number of faculty members selected each year for sabbatical leave as per Clause 1 shall include faculty members eligible for sabbatical leave as per Clause 1, Article 2, dispatches as per Clause 2, Article 2, at least 2 months' overseas travel as per Clause 3, Article 2, on-site dispatches as per Clause 4, Article 2, and at least 2 months' study & training, leaves, and unpaid leaves (amended on Jul. 11, 2007).
3. Notwithstanding the limitation regulation in Clause 1, if deemed especially necessary by the university, an excessive number of faculty members may be selected subject to the agreement of all tenure track faculty members in the undergraduate school and approval of the president as obtained following deliberation by the professor sabbatical leave evaluation committee and academic affairs committee.

Article 5-2 (Sabbatical Leave for Junior Tenure Track Faculty Members)

1. Junior tenure track faculty members (Item (3), Article 3 of the regulation on personnel management for faculty members) who have continuously served for 6 years or more may apply for a 6-month sabbatical leave. However, a faculty member who applies for sabbatical leaves for the first time shall earn the scores in research area as follows, according to the Bylaws on the Faculty Evaluation for Full-Time Faculty Members Receiving Monthly Fixed Remuneration and Appointment of Faculty Members and Bylaws on the Appointment of Faculty Members.

Theses, Books, Proceedings, Patents	Evaluation Period
100	The recent 3 years from September 1 of the year when a faculty member applies for sabbatical leave

(Amended on Jul. 10, 2012)

2. The number of junior tenure track faculty members selected each semester for sabbatical leave may not exceed one seventh of the total number of junior tenure track faculty members in the register of the university; however, the total number of junior tenure track faculty members in the register shall be calculated based on September 1 of the relevant year when the advance notice was served to the subjects as per Article 8. For the calculation, fractions shall be rounded off (newly established on Nov. 26, 2008).
3. For other necessary details for the selection of junior tenure track faculty members, this regulation shall apply (newly established on Nov. 26, 2008).

Article 6 (Calculation of the Number of Years of Continuous Service)

1. The required number of years of continuous service for the application for sabbatical leave shall be calculated from the date of appointment as a tenure track faculty member of the university (Item 3, Article 3 of the regulation on personnel management for faculty members) or termination date of the immediately preceding sabbatical leave (amended on Jul. 11, 2007).
2. The period of temporary retirement and dispatch as per Clause 2, Article 2 shall not be included in the number of years of continuous service; however, the period of performing the university's works shall be included in the number of years of continuous service.
3. The period of on-site dispatch of faculty members dispatched as per Clause 4, Article 2 shall be included in the number of years of continuous service.
4. <Deleted> (Apr. 2, 2003)

Article 7 (Status and Treatment)

1. Faculty members on sabbatical leave as per this regulation shall maintain their status as faculty members of the university.

2. Even during the period of sabbatical leave, the full amount of remuneration shall be paid; increases in salary and promotions in position may be effected, in which case such period shall be included in the number of years of continuous service required for promotion in position (amended on Jul. 11, 2007).
3. <Deleted> (Jul. 11, 2007)

Article 8 (Advance Notice Regarding Applications for Sabbatical Leave)

Every September, the research support team shall issue an advance notice regarding applications for sabbatical leave of the following year of the following year(amended on Aug. 20, 2010).

Article 9 (Procedures for Applications and Selections)

1. Faculty members who wish to be granted sabbatical leave shall prepare the specified application form (Attached Form No. 1), sabbatical leave plan (Attached Form No. 3), and lecture substitution plan (Attached Form No. 9) for submission to the head of undergraduate school (amended on Jul. 11, 2007).
2. The head of the relevant undergraduate school shall examine the adequacy of the requirements for qualification in school, application for sabbatical leave, sabbatical leave plan, and lecture substitution plan during school meetings and submit the result to the president research along with the minutes of the meeting by the specified deadline. (amended on Aug. 20, 2010)
3. From among the applicants, subjects shall be selected through screening by a separate committee by reviewing the smoothness of the proceedings of academic affairs such as faculty member supply and demand, qualifications of the applicants, suitability of research and education utilization plans, etc. The selected subjects shall then be screened by the academic affairs committee and approved by the president for final selection (newly established on Jul. 11, 2007).
4. Faculty members who are selected to be given sabbatical leave should be notified to related departments and the relevant faculty member one year before the confirmed sabbatical leave.
5. <Deleted> (Jul. 11, 2007)

Article 10 (Criteria for the Selection for Sabbatical Leave and Establishment of the Committee)

1. The criteria for the selection of faculty members for sabbatical leave shall be separately decided by the president considering the number of times of granting sabbatical leaves, number of years of continuous service after the immediately preceding sabbatical leave,

result of evaluation of enforcement of the immediately preceding sabbatical leave, total number of years of service, higher positions, ages, etc. (amended on Jan. 25, 2007, Jul. 11, 2007).

2. If necessary, the president may establish a separate committee for the selection of faculty members for sabbatical leave and to deliberate on the outcomes, etc. (amended on Jan. 25, 2007).

Article 11 (Cancellation of Selection for Sabbatical Leave and Sanction)

1. Faculty members who wish to cancel their approved sabbatical leaves for personal reasons shall submit an application for the cancellation of sabbatical leave (Attached Form No. 6) to the president at least 3 months before the enforcement of the sabbatical leave; in case of unavoidable reasons, however, the sabbatical leave may be canceled less than 3 months before the execution subject to the approval of the president. (amended on Aug. 20, 2010)
2. For the cases cited in Clause 1, if the cancellation is made more than 3 months before the enforcement, the faculty member concerned may not be granted sabbatical leave for 2 years; if the cancellation is made less than 3 months before the enforcement, the restriction period shall be 3 years.
3. If sabbatical leave cannot be carried out due to the execution of the university's works as acknowledged by the president, the sabbatical leave may be postponed.

Article 12 (Selection of Reserved Candidates)

1. If the number of applicants for sabbatical leave is larger than the number of faculty members to be granted sabbatical leave, reserved candidates may be selected in preparation against cancellations by faculty members to be granted sabbatical leave.
2. If any faculty member to be granted sabbatical leave cancels his/her plan, another faculty member applying for sabbatical leave may be selected from among the reserved candidates; however, priority shall be given to the undergraduate school where the canceling faculty member belongs for the selection.
3. <Deleted> (Apr. 2, 2003)

Article 13 (Prescription of Sabbatical Leave)

Any faculty member who has been granted a sabbatical leave shall utilize the entire period of sabbatical leave for the relevant period and may not carry forward any part of it later.

Article 14 (Obligation)

1. Faculty members on sabbatical leave shall have the following obligations:
 - (1) Faculty members on sabbatical leave may neither give lectures in the university or at

external educational institutes nor work in the government, public organization, private company, etc; if the necessity is acknowledged, however, research activities in other universities, research institutes, or academic organizations are allowed including guidance to students' theses as exceptions subject to the approval of the president (amended on Jan. 25, 2007, Jul. 11, 2007).

- (2) Faculty members on sabbatical leave shall return to the university as soon as the period of sabbatical leave has expired.
 - (3) Faculty members who have been granted sabbatical leaves shall serve in the university for at least thrice the period of the granted sabbatical leaves.
2. Any faculty member on sabbatical leave shall submit a report on the result of enforcement of sabbatical leave (Attached Form No. 4) immediately upon returning to university, and submit the final outcome within 12 months of returning to university (amended on Jun. 7, 2011)
 3. The result of evaluation of the final outcomes of sabbatical leave shall be reflected on the next sabbatical leave selection (amended on Jul. 11, 2007).

Article 15 (Matters to be Observed)

Faculty members taking sabbatical leaves shall perform research activities in the place and area of research (activity) applied for; if the research (activity) tasks are to be changed for unavoidable reasons, faculty members on sabbatical leave shall submit an application for change in the research (activity) task to be performed while on sabbatical leave (Attached Form No. 5) before the middle of the period of sabbatical leave to obtain the approval of the president (amended on Jul. 11, 2007).

Article 16 (Recall)

1. Faculty members on sabbatical leave may be recalled under any of the following cases:
 - (1) Faculty members on sabbatical leave damaged the honor of the university or the country.
 - (2) Faculty members on sabbatical leave neglected the performance of their obligations, or their whereabouts are unknown.
 - (3) The specified period was exceeded without approval from the president.
 - (4) Faculty members on sabbatical leave violated any law or regulation, or the continued enforcement of sabbatical leave is no longer deemed reasonable.
2. If unavoidable due to the state of the university's academic affairs, the president may recall faculty members even on sabbatical leave.

Article 17 (Sanctions Against Those who Violate the Obligation)

1. Any faculty member who has been granted a sabbatical leave but has violated Item (3), Clause 1, Article 14 shall refund the remunerations paid during the period of sabbatical leave for the remaining days by calculating on a daily basis. However, if there is a special reason, it can be decided separately by the president after the deliberation of the Academic Affairs Committee. (Amended on Oct. 17, 2016)
2. Any faculty member who has been recalled during the period of sabbatical leave pursuant to Clause 1, Article 16 shall refund all or part of the amount of remunerations paid during the period of sabbatical leave. However, this provision shall not apply to the case described in Clause 2, Article 16.
3. If a faculty member who has been granted a sabbatical leave has violated Items (1) and (2), Clause 1 or 2, Article 14, disadvantages such as restriction on the next sabbatical leave, etc., shall be reflected (newly established on Jan. 25, 2007).

Chapter 3 Dispatch and Overseas Travels

Article 18 (Eligibility)

1. Only those faculty members who have served for 4 continuous years or longer as assistant professor or higher can apply for the dispatches specified in Clause 2, Article 2.
2. In the case of overseas travels and on-site dispatches under Clauses 3 and 4, Article 2, no restriction shall apply in relation to the number of years of continuous service or positions.

Article 19 (Period)

In the case of dispatches under Clause 2, Article 2, the period of dispatch shall be the period of appointment by the relevant institute. In such case, the subjects shall retire temporarily during the appointment period, and no remuneration shall be paid for said period.

Article 20 (Status and Treatment)

1. Faculty members who have been dispatched on-site or otherwise shall maintain their status as faculty members of the university. (Amended on Nov. 21, 2016)
2. During the period of dispatch, the full amount of remuneration shall be paid to faculty members who have been dispatched, However, if they get paid on a regular basis from the relevant institute, the remuneration shall not be paid. (Amended on Nov. 21, 2016)
3. During the period of dispatch, the full amount of remuneration shall be paid to faculty members who have been dispatched on-site (Amended on Nov. 21, 2016)
4. The period of dispatch shall be the service period. (Amended on Nov. 21, 2016)

Article 21 (Obligation)

Faculty members who have been dispatched on-site or otherwise shall return to the university immediately after the end of the period of dispatch.

Article 22 (Matters to be Observed)

Any faculty member who was dispatched on-site or otherwise shall submit a report on the result of dispatch (on-site dispatch) after the expiration of the period of dispatch. (Amended on Nov. 21, 2016)

Article 23 (Recall)

1. Faculty members who were dispatched on-site or otherwise may be recalled under any of the following cases:
 - (1) Dispatched faculty members damaged the honor of the university or the country.
 - (2) Dispatched faculty members neglected the performance of their obligations, or their whereabouts are unknown.
 - (3) The specified period was exceeded without approval from the president.
 - (4) Dispatched faculty members violated any law or regulation, or the continued enforcement of dispatches or on-site dispatches is no longer deemed reasonable.
2. If unavoidable due to the state of the university's academic affairs, the president may recall dispatched faculty members even during the periods of dispatches or on-site dispatches.

Article 24 (Sanction on Recalled Faculty Members)

Faculty members who have been recalled during the periods of dispatches or on-site dispatches pursuant to Clause 1, Article 23 shall refund all or part of the amount of remunerations paid during said period. However, this provision shall not apply to the case described in Clause 2, Article 23.

Article 25 (Approval and Submission)

1. In the case of applying or requesting extension of dispatches, the specified application form shall be submitted for approval by the president. (Amended on Nov. 21, 2016)
2. For absence in major academic affairs, such as professors retreat, graduation ceremony, freshmen orientation, and matriculation ceremony, or in traveling overseas over two weeks period, the application for approval of overseas travel (Attached Form No. 8) must be submitted to the office of academic affairs for approval by the president. For additional

overseas travel, the report on overseas travel (Attached Form No.7) should be submitted to the office of academic affairs prior to departure.(amended on Aug. 20, 2010)

3. For overseas travel during semesters, the application for approval of overseas travel (Attached Form No. 8) shall be submitted to the office of academic affairs a week ahead of departure for approval by the president.(amended on Aug. 20, 2010)
4. Application procedures for Article 2 and Article 3 may be completed through the internet.(newly established on Aug. 20, 2010)

Chapter 4 Supplementary Rules

Article 26 (Management and Operation of Provisions)

The provisions on faculty members' sabbatical leave shall be managed and operated by the research support team in the office of planning, and those regarding faculty members' dispatches and overseas travels, by the academic affairs team in the office of academic affairs.(amended on Aug. 20, 2010)

Article 27 (Bylaws)

Details related to the enforcement of this regulation shall be prescribed separately if necessary subject to deliberation by the academic affairs committee and approval of the president.

ADDENDUM

1. (Enforcement Date) This regulation shall enter into force as of May 9, 2000.
2. (Interim Measures)
 - (1) Faculty members who have been dispatched abroad using national funding for research or dispatched on-site prior to the enforcement of this amended regulation shall be deemed to have been selected pursuant to this amended regulation.
 - (2) Notwithstanding the provisions under Article 8 and Clauses 1~3, Article 9 works relevant to the selection of faculty members for sabbatical leave for the second semester of 2000 shall be performed so that the selection can be finalized at least 2 months before the start of the sabbatical leave.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of April 2, 2003.
2. (Cases of Application)
 - (1) This amended regulation shall apply to the selection of faculty members for sabbatical

leave for school years 2003 and 2004.

- (2) In selecting faculty members for sabbatical leave for school years 2003 and 2004, March 1, 2003 shall be used as basis for calculating the number of full-time faculty members under the conditional provision in Clause 1, Article 5.
- (3) The remuneration under Clause 2, Article 7 shall also be paid to professors who conducted university professor overseas visiting research prior to the enforcement of this amended regulation.
- (4) In selecting faculty members for sabbatical leave for school years 2003 and 2004, the advance notice issued to subjects as per Article 8 and procedures for application and selection as per Article 9 shall not be retroactively applied. Therefore, the detailed schedule and plan shall be determined separately.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of March 16, 2004.
2. (Cases of Application to Junior Tenure Track Faculty Members' Sabbatical Leave for Research (activities)) Junior tenure track faculty members (Item (3), Article 3 of the regulation on personnel management for faculty members) who have served for 6 continuous years or longer as assistant professor or higher may apply for a 6-month sabbatical leave for research (activity); however, the selection and enforcement shall be different from those for tenure track faculty members. For the necessary matters for the selection and enforcement, this regulation shall apply.

ADDENDUM

This amended regulation shall enter into force as of January 25, 2005.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of January 25, 2007.
2. (Cases of Application) For the selection of faculty members for sabbatical leave for school year 2008, this amended regulation shall apply.

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of July 11, 2007.
2. (Cases of Application) For the selection of faculty members for sabbatical leave for school year 2008, this amended regulation shall apply.

ADDENDUM

This amended regulation shall enter into force as of November 26, 2008.

ADDENDUM

This amended regulation shall enter into force as of September 1, 2010.(Amended on Aug. 20. 2010)

This amended regulation shall enter into force as of September 3, 2010.(Amended on Aug. 20. 2010)

ADDENDUM

This amended regulation shall enter into force as of November 11, 2010.(Amended on Nov. 10. 2010)

ADDENDUM

This amended regulation shall enter into force as of June 8, 2011.(Amended on Jun. 7. 2011)

ADDENDUM

1. (Enforcement Date) This amended regulation shall enter into force as of July 22, 2012 (Amended on Jul. 10, 2012 Regulation No.163)
2. (Interim measures regarding application for sabbatical leaves of faculty members on junior tenure track) Assistant professors who were on junior tenure track before the application of this amendment shall be covered by the existing regulation.

ADDENDUM

This amended regulation shall enter into force as of February 28, 2014.

ADDENDUM

This amended regulation shall enter into force as of October 17, 2016.

ADDENDUM

- ① (Enforcement Date) This amended regulation shall enter into force as of November 21, 2016.
- ② (Cases of Application regarding faculty members who have been dispatched and get paid on a regular basis from the relevant institute) Regular remuneration paid by the dispatched institute means all monetary rewards that are regularly given at a fixed interval of time, regardless of level of remuneration, in return for their work.

[Attached Form No. 1] <Deleted on Nov. 21, 2016>

[Attached Form No. 2] <Deleted on Nov. 21, 2016>

[Attached Form No. 4] <Deleted on Nov. 21, 2016>

Request for an Extension of Dispatch (On-site Dispatch)		Applicant	Head of Department
1. Department/School	Department		
2. Position		Name	(English:)
3. Initial appointment Date	(MM/DD/YYYY)	5. Number of years of continuous service (As of the date when extension is granted)	years months
4. Dispatched to	1) Name of Institute:		
	2) Location:		Contact Number:
	3) Get paid on a regular basis (Y/N)		<input type="checkbox"/> Y (KRW/month) <input type="checkbox"/> N
5. Original Period	2) Period of dispatch: From (MM/DD/YYYY) to (MM/DD/YYYY) (months)		
6. Extension period requested for	From (MM/DD/YYYY) to (MM/DD/YYYY) (months)		
7. Reason for Extension Request			
8. Form of outcome	Thesis, Report, Others ()		
9. External Institute providing research funding and amount	Name of institute providing research funding: Amount: (Unit: KRW)		
10. Contact number during the period of dispatch	Address: (Tel.:)		
11. Matters to be executed: The university's "Regulation on Faculty Member Sabbatical Leaves, Dispatches, and Overseas Travels" shall be observed.			
12. A copy of Report on the Result of the Previous Dispatch. A copy of Extension Dispatch (On-site Dispatch) Plan			

Report on the Result of Dispatch (On-site Dispatch)

1. Department/School	Department (School)		
2. Position		3. Name	(<u> E n g l i s h</u>)
4. Assignment			
5. Dispatch period	From (MM) (DD), (YYYY) to (MM) (DD), (YYYY) (_____ months) (f o r)		
6. Name of the dispatching institute	* Check if applicable		
7. Place of Implementation (when implementing in domestic/foreign institutes)	1) Name of Institute		
	2) Location		
8. Form of outcome	Thesis, Report, Others ()	9. Expected submission date of the final outcome	Month/year
<p>10. Contents of report of outcomes: based on the dispatch plan, a report on the result shall be prepared within 20 pages and submitted within 30 days of returning to university, and the final outcome including a thesis shall be submitted within 1 year. (In case of an on-site dispatch, a report on the result within 5 pages shall be submitted within 15 days of returning to university.)</p> <p>11. A copy of Report of Dispatch (On-site Dispatch). End.</p>			

[Attached Form No. 3] (amended on Jul. 11, 2007)

<u>연 구 년 계 획 서</u> Sabbatical Leave plan			
1. 소 속 1. Department/School			
2. 직 급 2. Position		3. 성 명 3. Name	(영문:) (English:)
4. 연 구 과 제 명 4. Name of research task			
5. 연구년의 필요성 (연구역량 및 교육 역량 강화 향상 방안, 연구년 활동의 중요성 및 필요성 등을 서술) 5. Necessity of sabbatical leave (describe the plan to strengthen or enhance research capability and educational capability as well as the importance and necessity of sabbatical leave activities, etc.) ※ 별지 사용 가능 ※ Use separate sheets if necessary			
6. 연구년 활용 계획 (연구목표 및 활용 방안, 내용, 범위 등에 관하여 기술) 6. Sabbatical leave utilization plan (describe the research objectives and utilization plans, contents, scopes, etc.) ※ 별지 사용 가능 ※ Use separate sheets if necessary			

위의 내용으로 연구년 계획서를 제출합니다.

I hereby submit the foregoing **sabbatical leave** plan.

년 월 일
Month/Day/Year

성 명 : (인)
Name: (Seal)

한 동 대 학 교 총 장 귀하

To: The President of Handong Global University

[Attached Form No. 5] (amended on Jul. 11, 2007)

연구년 연구 과제 변경 신청서
Application for change of
research task during Sabbatical Leave

()학년도 연구년으로 수행하고 있는 연구 과제를 아래와 같이 변경하고자 신청서를 제출합니다.

I hereby submit this application for change of the research **task** being performed during the sabbatical leave for school year () as follows:

<u>당초 연구 과제</u> Original research task	
<u>변경 연구 과제</u> Changed research task	
변경 사유 Reason for change	

년 월 일
Month/Day/Year

신청인 소속 : 학부

Department/School:

성명 : (인)

Name: (Seal)

한동대학교 총장 귀하

To: The President of Handong Global University

[Attached Form No. 6]

연구년 취소 신청서			
Application for cancellation of Sabbatical Leave			
1. 소속 1. Department/School			
2. 직급 2. Position		3. 성명 3. Name	(한자:) (Chinese character:)
4. 당초연구기간 4. Original research period	년 월 일부터 (MM/DD/YYYY)	~	년 월 일까지 (개월) (MM/DD/YYYY) (months)
5. 취소 사유 5. Reason for cancellation			

위의 내용으로 연구년 취소신청서를 제출합니다.

I hereby submit the foregoing application for cancellation of sabbatical leave.

년 월 일
Month/Day/Year

성명 : (인)
Name: (Seal)

학부장 : (인)
Chairman: (Seal)

한 동 대 학 교 총 장 귀하

To: The President of Handong Global University

[Attached Form No. 7]

직무 대행자 Deputy of work	학부장 Chairman	담당 Person in charge	팀장 Team Manager	교무처장 Dean of office of academic affairs	부총장 Vice president	총장 President		
국 외 여 행 신 고 서(Report on overseas travel)								
1.소 속 1.Department/School								
2.직 급 2.Position		3.성 명 3.Name		(한자:) (Chinese character:)				
4.최초임용 년월일 4.Date of initial appointment		년 월 일 (MM/DD/YYYY)		5.재직기간 5.Number of years of service	년 개월 Years Months			
6.여 행 목 적 (해당란에 0표를 하고 목적을 간략하게 기재함.) 6.Purpose of travel (mark the applicable column with 0 and describe briefly)		1)교환교수 () 2)학술발표 () 3)초청방문 () 4)자료수집 () 5)학사시찰 () 6)관광 () 7)파견 () 8)기타 () 1)Exchange professor () 2)Scientific presentation () 3)Visit on invitation () 4)Data collection () 5)Academic affairs observation () 6)Tourism () 7)Dispatch () 8)Others ()						
7.체류기간 7.Period of stay		년 월 일(요일)부터 년 월 일(요일)까지 (일간) from MM/DD/YYYY to MM/DD/YYYY (days)			8.귀국예정일 8.Expected date of return	년 월 일 MM/DD/YYYY		
9.여행관련 사항 9.Matters related to the travel		1)경유지(국명과 지명) 1)Via (country name and location name)		2)기관명 2)Name of institute				
		3)체류지(국명과 지명) 3)Place of stay (country name and location name)						
		4)체류지 주소 4)Address of place of stay						
		5)연락처 5>Contact		☎		6)가족동반 여부 6)Whether to be accompanied by family members		동반/비동반 Yes/No
		7)초청자 7)Inviter						
		8)학술대회명(해당시 기재) 8)Name of scientific conference (indicate when applicable)						
		9)경비부담자 9)Sponsor						
10.이행사항: 본교의 “교원 연구년, 파견 및 국외 여행에 관한 규정”을 준수함. 10.Matters to be executed: The university's "regulation on faculty members' sabbatical leaves, dispatches, and overseas travels" shall be observed.								
11.첨부서류 1) 국외여행에 따른 관련서류 (초청장, 학술대회 일정표 등) 1부 2) 보강계획서 1부 (교무과 제출) 11. Attached document 1) Documents related to overseas travel(invitation letter, scientific conference schedule, etc.: 1 copy) 2) Supplementary lecture plan: 1 copy (submit to the academic affairs section)								

위의 내용으로 국외여행 신고서를 제출합니다.

I hereby submit the foregoing report on overseas travel.

년 월 일
Month/Day/Year

성 명 : (인)
Name: (Seal)

한 동 대 학 교 총 장 귀하
To: The President of Handong Global University
[Attached Form No. 8]

직무 대행자 Deputy of work	학부장 Chairman	교무과 (보강계제출확인) Graduate School Administration (to confirm whether the report on supplementary lectures has been submitted)	담당 Person in charge	팀장 Team Manager	교무처장 Dean of office of academic affairs	부총장 Vice president	총장 President	
국 외 여 행 허 가 원(Application for approval of overseas travel)								
1. 소속 1. Department/School								
2. 직급 2. Position		3. 성명 3. Name		(한자:) (Chinese character:)				
4. 최초임용 년월일 4. Date of initial appointment		년 월 일 (MM/DD/YYYY)		5. 재직기간 5. Number of years of service		년 개월 Years Months		
6. 여행 목적 (해당란에 0표를 하고 목적을 간략하게 기재함.) 6. Purpose of travel (mark the applicable column with 0 and describe briefly)		1)교한교수 () 2)학술발표 () 3)초청방문 () 4)자료수집 () 5)확사시찰 () 6)관광 () 7)파견 () 8)기타 () 1)Exchange professor () 2)Scientific presentation () 3)Visit on invitation () 4)Data collection () 5)Academic affairs observation () 6)Tourism () 7)Dispatch () 8)Others						
7. 체류기간 7. Period of stay		년 월 일(요일)부터 년 월 일(요일)까지 (일간)				9. 귀국예정일 8. Expected date of return		년 월 일 MM/DD/YYYY
9. 여행관련 사항 9. Matters related to the travel		1)경유지(국명과 지명) 1)Via (country name and location name)		2)기관명 2)Name of institute				
		3)체류지(국명과 지명) 3)Place of stay (country name and location name)						
		4)체류지 주소 4)Address of place of stay						
		5)연락처 5)Contact		☎		6)가족동반여부 6)Whether to be accompanied by family members		동반/비동반 Yes/No
		7)초청자 7)Inviter						
		8)학술대회명(해당시 기재) 8)Name of scientific conference (indicate when applicable)						
		9)경비부담자 9)Sponsor						
10. 이행사항: 본교의 "교원 연구년, 파견 및 국외 여행에 관한 규정"을 준수함. 10. Matters to be executed: The university's "regulation on faculty members' sabbatical leaves, dispatches, and overseas travels" shall be observed.								
11. 첨부서류 1) 국외여행에 따른 관련서류 (초청장, 학술대회 일정표 등) 1부 2) 보강계획서 1부 (교무과 제출) 11. Attached document 1) Documents related to overseas travel(invitation letter, scientific conference schedule, etc.: 1 copy) 2) Supplementary lecture plan: 1 copy (submit to the academic affairs section)								

위의 내용으로 국외여행허가원을 제출합니다.

I hereby submit the foregoing application for approval of overseas travel.

년 월 일
Month/Day/Year
성 명 : (인)

Name : (Seal)

한 동 대 학 교 총 장 귀하

To: The President of Handong Global University)

[Attached Form No. 9] (amended on Jul. 11, 2007)

강의 대체 계획서 Lecture substitution plan

◆ 강의 대체 개요

◆ Summary of lecture substitution

순 번 No.	과 목 명 Course name	개설학기 Semester when it is offered	학점 Credit	강의 대체 예정자 Expected person to substitute the lecturer	비 고 Remarks

- ❖ 비고란에는 강의 대체 예정자와의 사전 협의 여부 및 외부인일 경우 간략한 인적 사항 기재
- ❖ In the Remarks column, indicate whether a discussion has been held with the person who will substitute the lecturer; in the case of an outsider, briefly provide personal details.

◆ 기타 강의 대체에 관한 사항(작성 필요시)

◆ Other matters regarding the lecture substitution (when necessary)

200 . . .
Month/Day/Year

소속학부 :
Department/School:

신 청 인 : (인)
Applicant: (Seal)