

28.Regulation on Student Rewards and Punishment

Department in charge: Student Support Team 1093-4 ♥

Established on Jul. 1, 1995 Regulation No.3

Amended on Dec. 1, 1995 Regulation No.5

Amended on Jun. 23, 2004 Regulation No.59

Amended on Aug. 28, 2012 Regulation No.165

Amended on Dec. 1, 2016 Regulation No.234

**| Chapter 1 General Provisions | Chapter 2 Rewards | Chapter 3 Punishment
etc|**

| ADDENDUM | Attachment |

Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to specify the necessary matters related to rewarding or punishing students pursuant to Article 59 or 60 of the school regulations of Handong Global University (hereinafter referred to as "University").

Article 2 (Application Scope)

Unless there are other regulations, this regulation shall apply to the procedures for and execution of rewards and punishments for the students of the university.

Chapter 2 Rewards

Article 3 (Kinds of Rewards)

Rewards are divided into academic performance prizes, meritorious deed prizes, culture prizes, sports prizes, and model student prizes. Prizes shall be awarded during events wherein all students are gathered, e.g., entrance ceremonies, graduation ceremonies, foundation day ceremonies, etc.

Article 4 (Subjects of Rewards)

The following students may be awarded prizes after going through the specified procedures:

1. Those who made remarkable contributions to the development of the school and society
2. Those who performed a good deed that may be considered exemplary to other students or who demonstrated excellent talent to enhance the honor of the school
3. Those demonstrating sound thought and excellent leadership traits through remarkable meritorious deeds rendered for students' autonomous activities
4. Those with exceptionally excellent academic performance
5. Those recommended by professor in charges for prizes

Article 5 (Proposal of Rewards)

In case any of the reasons specified in Article 4 has occurred, the head of department (school) shall submit the following documents to the manager of the Student Support Team:

1. Merit record: 1 copy (Attached Form No. 1)
2. Recommendation of the professor in charge or related staff: 1 copy (Attached Form No. 2)
3. Opinion sheet of the head (chairman) of department (school): 1 copy (Attached Form No. 3)

Article 6 (Procedures for Awarding Prizes)

1. Once the students to be awarded prizes have been recommended, the dean of student affairs shall prepare the required documents and present them to the Student Guidance Committee (hereinafter referred to as "Committee") for deliberation.
2. The dean of student affairs shall report the result of deliberation by the committee to the president for the approval of the awarding of prizes.

Article 7 (Record)

1. The Academic Affairs Team shall record the details of prizes awarded to students in the school register and may indicate them when issuing recommendations or other certificates.
2. The Student Support Team shall record the details of the prizes awarded in the list of prize winners and store such.

Article 8 (Announcement of Prize Winners)

The details of awards of prize-winning students shall be announced.

Chapter 3 Punishment etc

Article 9 (Subjects of Punishment)

The following students may be punished after going through the specified procedures:

1. Those who committed acts that run counter to the intent of the foundation of the university or damage the honor of the school
2. Those who showed defiance or resisted the student guidance of the school staff, thereby adversely affecting other students
3. Those who committed acts beyond their status as students, thereby undermining the stability and order of the school
4. Those who violated the warnings or prohibition of the president
5. Those who disrupted the studies of other students or hindered academic affairs by engaging in collective actions other than those authorized by the president
6. Those who destroyed any of the facilities of the school
7. Those who violated the school regulations or other regulations

Article 10 (Request for Punishment)

In case any of the reasons for punishment under Article 9 has occurred, the related school staff who witnessed such shall immediately prepare an accident report to request for punishment from the dean of student affairs, who in turn may prepare the following documents within 48 hours to convene the committee so that punishment may be proposed:

1. Accident report: 1 copy (Attached Form No. 4)
2. Statement of the student to be punished (may be omitted if the student does not give one): 1 copy (Attached Form No. 5)
3. Opinion sheet of the professor in charge and head of department (school): 1 copy (Attached Form No. 3)

Article 11 (Division of Punishments)

Punishments are divided into disciplinary confinements, suspension from school for a limited period, suspension from school for an indefinite period, and expulsion from school. In principle, disciplinary confinement shall not be more than 2 weeks, suspension from school for a limited period, not more than 4 weeks, and suspension from school for an indefinite period, longer than 4 weeks.

Article 11-2 (Special guidance) (newly established on Aug. 28, 2012)

1. When special guidance, other than punishment, seems to be required, special guidance such as consultation in and out of school counselling center or social service in community service centers shall be given to a student for a certain period of time through the deliberation of the committee or the determination of the dean of Student Affairs.(newly

established on Aug. 28, 2012)

2. If special guidance is allowed by the determination of the dean of Student Affairs, it shall be reported to the committee.(newly established on Aug. 28, 2012)

Article 12 (Criteria for the Disposition of Disciplinary Confinements)

The following students may be subject to disciplinary confinements:

1. Those who were not polite to school staff
2. Those with poor class attendance
3. Those who deviate from cultural ethical norms and whose words and actions are offensive
4. Those who committed minor acts of cheating during an examination
5. Those who committed other acts similar to those listed above

Article 13 (Criteria for the Disposition of Suspension from School for a Definite Period)

The following students may be subject to suspension from school for a definite period:

1. Those who committed violent acts
2. Those who spread false information, thereby disrupting order in the school
3. Those who committed acts in total disregard of their status as students of the university
4. Those who committed minor acts of cheating during an examination (preparation of answer code in advance, etc.)
5. Those who caused damage to the honor of the school
6. Those who have been subjected to disciplinary confinements for two or more times
7. Those who committed other acts similar to those listed above

Article 14 (Criteria for the Disposition of Suspension from School for an Indefinite Period)

The following students may be subject to suspension from school for an indefinite period:

1. Those who committed violent acts as a group
2. Those whose words and actions toward school staff are considered insolent
3. Those who intentionally disrupted order in the school
4. Those who committed serious acts of cheating during an examination, e.g., taking the examination on another person's behalf
5. Those who led a gathering without obtaining permission
6. Those who extorted money, etc., from others

7. Those who intentionally destroyed school fixtures or facilities
8. Those who have been sentenced to imprisonment
9. Those who committed other acts similar to those listed above

Article 15 (Criteria for the Disposition of Expulsion from School)

The following students may be expelled from school:

1. Those who used a deadly weapon to inflict serious physical injuries on others
2. Those who caused serious damage to the honor of the school
3. Those who have been sentenced to imprisonment and are currently in prison
4. Those who have been subjected to suspension from school for two or more times
5. Those who disregard their status as students of the university by committing highly disgraceful acts
6. Those who committed other acts similar to those listed above

Article 16 (Procedures for Deliberation on Punishments)

1. When deemed necessary by the chairman or by the committee, the opinion of the professor in charge and related school staff may be heard.
2. The committee shall hear the statement of the student concerned before passing a resolution for punishment; if the student does not respond to the request for a statement, however, such fact may be recorded, and a resolution may be passed.
3. Persons who have objections to the results of the disciplinary actions taken by the committee may request for a reexamination within 10 days of receiving the notice of the disciplinary action taken. (Newly Established on Dec. 1, 2016)
4. Upon receiving a request for reexamination pursuant to Clause 3, the committee shall reexamine the case and make a decision again. In unavoidable situations, however, the reexamination period may be extended by not more than 30 days. (Newly Established on Dec. 1, 2016)
5. Details related to the request for reexamination shall be prescribed separately by the president. (Newly Established on Dec. 1, 2016)

Article 17 (Special Guidance and Suspension of Rights)

1. A student received punishment other than expulsion from school shall be specially guided by the professor in charge or head of the relevant department (school) throughout the period of punishment.
2. Students who have been subjected to disciplinary confinements are prohibited from

participating in any student activity other than classes.

3. Aside from being prohibited from attending classes, students who have been suspended from school for a definite or an indefinite period shall have all their rights as students suspended as of the date of the disposition up to the date of lifting of punishment.
4. Any student violating the school regulations again during the period of punishment except expulsion from school shall be expelled from school after being judged to show no signs of reforming.

Article 18 (Lifting of Punishment)

1. Disciplinary confinements and suspension from school for a definite period shall be lifted upon the expiration of the period without going through any particular procedure; however, the president may shorten the period considering the behavior demonstrated during the period of punishment.
2. The suspension from school for an indefinite period may be lifted if the reports on the result of guidance and opinion on the lifting of punishment of the professor in charge and head of the relevant department (school) are submitted after being referred to the committee by the dean of student affairs for deliberation and subsequently approved by the president.

Article 19 (Notice)

1. In principle, punishments shall be meted out in secret; however, the dean of student affairs shall notify the professor in charge of the punishment.
2. The dean of student affairs shall immediately notify the student and his/her parents of the punishment.
3. For punished students, the kind and reason for punishment shall be written in the school register.

Article 20 (Reduction of Punishment)

When any student to be punished or being punished is deemed to have reformed considerably, the president may reduce the punishment.

Article 21 (Supplementary Rule)

Matters other than those specified in this regulation shall be determined based on the resolution of the committee and approval of the president.

ADDENDUM

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

ADDENDUM

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

ADDENDUM

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

ADDENDUM

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

ADDENDUM

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

[Attached Form No. 2]

Recommendation for Commendation(표 창 추천 서)			
소 속 Department/ School	학과(부) Department/School	학년 Grade	학번: Student no.:
성 명 Name	(한자 :) (Chinese character:)	주민등록번호 Resident registration no.	
주 소 Address		전 화 Tel.	
표창종류 Kind of commendation			
추천내용 Content of recommendation			
<p>위와 같이 추천합니다. I hereby make the foregoing recommendation.</p> <p style="text-align: center;">년 월 일 Month/Day/Year</p> <p style="text-align: center;">추천인 : (인) Recommender: (seal)</p> <p>한동대학교 총장 귀하</p> <p>To: The President of Handong Global University</p>			

[Attached Form No. 3]

학 과 (부)장 의 견 서			
Opinion of the Head (Chairman) of Department (School)			
소 속 Department/ School	학과(부) Department/School	학년 Grade	학번: Student no.:
성 명 Name	(한자 : (Chinese character:))	주민등록번호 Resident registration no.
주 소 Address			전 화 Tel.
의 견 Opinion			
<p>위와 같이 의견서를 제출합니다. I hereby submit the foregoing opinion.</p> <p style="text-align: center;">년 월 일 Month/Day/Year</p> <p style="text-align: center;">작성자: (인) Preparer: (seal)</p> <p>한동대학교 총장 귀하 To: The President of Handong Global University</p>			

[Attached Form No. 4]

사 건 경 위 서(Accident Report)			
소 속 Department/ School	학과(부) Department/School	학년 Grade	학번: Student no.:
성 명 Name	(한자 : (Chinese character:	주민등록번호 Resident registration no.	
본 적 Legal domicile		보호자 Guardian	
주 소 Address		전 화 Tel.	
사건내용 Details of the accident			
위와 다름 없음을 확인합니다. I hereby confirm that the foregoing written content is true and correct.			
년 월 일 Month/Day/Year			
		작성자: Preparer:	(인) (seal)
한동대학교 총장 귀하 To: The President of Handong Global University			

- ※ 1. 진술내용은 6하원칙에 의거하여 자세히 기재해야 함.
- 2. 직책란에는 학생회 간부역임자만 기록해야 함.
- ※ 1. The statement shall be detailed and descriptive based on the 5W1H principle.
- 2. Only those who have worked as officers of student government shall fill out the position column.