

29. Regulation on the Students' Residence Hall

Department in charge: Students' Residence Hall 1603-4 ♥

Established on Mar. 1, 1995 Regulation No.1
Amended on Dec. 1, 1995 Regulation No.5
Amended on Mar. 4, 1998 Regulation No.15
Amended on Jun. 14, 1999 Regulation No.22
Amended on Mar. 1, 2000 Regulation No.30
Amended on Aug. 21, 2003 Regulation No.53
Amended on Aug. 31, 2005 Regulation No.71
Amended on Jul. 24, 2006 Regulation No.81
Amended on Mar. 1, 2008 Regulation No.109
Amended on Aug. 20, 2010 Regulation No.133
Amended on Sep. 28, 2011 Regulation No.149
Amended on Mar. 1, 2017 Regulation No. 241

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Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to stipulate the necessary matters in relation to the organization and operation of the Students' Residence Hall (hereinafter referred to as "Residence Hall") of Handong Global University (hereinafter referred to as "University").

Article 2 (Location)

The residence hall shall be located in the university campus.

Article 3 (Management)

The residence hall shall be managed by the director of the students' residence hall under the command of the president.

Article 4 (Opening Period)

The period of opening of the residence hall shall be the period of classes as specified by the

university regulations of the university. If necessary, the residence hall may be extended, shortened, or temporarily closed.

Article 5 (Restriction on Use)

The facilities of the residence hall may be used only by the students of the university; when coinciding with the objectives of education and not hindering management, however, the use of the residence hall by persons other than students may be permitted by the director of the students' residence hall.

Article 5-2 (Education)

The residence hall may provide character education on students living in the residence hall within the range deemed necessary to achieve the objectives of the operation of the residence hall.

Article 6 (Student Activities)

Student activities aimed at the pursuit of orderly and happy residence hall life, scientific studies, and fostering of culture are permitted within the range acknowledged by the director of the students' residence hall.

Article 7 (Living Rules)

For the orderly communal living of students, the director of the students' residence hall shall separately establish the rules of the residence hall subject to the approval of the president following deliberation by the Residence Hall Management Committee.

Chapter 2 Organization

Article 8 (Director of the Students' Residence Hall)

1. The director of the students' residence hall shall be appointed for the residence hall.
2. The director of the students' residence hall shall be appointed from among faculty members with positions of assistant professor or higher as a concurrent post or from among class 2 or class 3 school staff members.
3. The director of the students' residence hall shall direct and supervise the school staff members under his/her control, guide the students living in the residence hall, and handle matters related to the management and operation of the residence hall.

Article 8-2 (Organization)(amended on Aug. 20. 2010)

Organization of Students' Residence Hall shall be governed by the regulation on Office Organization and Duty Allocation.(amended on Aug. 20. 2010)

Article 8-3 <Deleted> (Oct. 25, 2006)

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Article 8-4 (Dormitory Union)

For the students' autonomous management of the residence hall, the Dormitory Union shall be allowed to assist in the residence hall's affairs.

Article 9 (Function of the Director of the Students' Residence Hall)

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Chapter 3 Residence Hall Management Committee

Article 10 (Establishment of the Residence Hall Management Committee)

The Residence Hall Management Committee (hereinafter referred to as "Committee") shall be established to deliberate on the basic policies concerning the operation of the residence hall and important matters.

Article 11 (Organization)

1. The committee shall consist of not more than 10 committee members including the chairman.
2. The dean of student affairs shall serve as a chairman; committee members shall include school staff members appointed by the president, dean of policy and planning, dean of student affairs, dean of general affairs, director of the students' residence hall, Students' residence hall management team manager and representative of the dormitory union as an automatic committee member. (Amended on Feb. 28, 2014)
3. The tenure of office of committee members except automatic committee members shall be 2 years; committee members may be reappointed, however.
4. An administrative staff member of the residence hall shall serve as the coordinator of the committee.

Article 12 (Function)

The committee shall deliberate on the following matters:

1. Establishment· amendment· rescission of regulations of the residence hall
2. Student selection criteria for the residence hall(amended on Sep. 28, 2011)
3. Fixing of fees in the residence hall
4. Budget of the residence hall and settlements of accounts
5. Other matters deemed necessary by the chairman

Article 13 (Meeting)

1. Meetings shall be convened by the chairman as deemed necessary or when requested by majority of the members in the register and shall be presided over by the chairman. When the post of chairman is vacant, if the chairman is on an official trip, or in case of other problems involving the chairman, the director of the students' residence hall shall convene and preside over the meetings on behalf of the chairman.
2. During the meetings of the committee, a quorum shall be declared when majority of the committee members are present. Resolutions voted by majority of the attending committee members shall be adopted; in case of a tie in the voting, however, the chairman shall have the right to decide.

Chapter 4 Moving in and Vacating

Article 14 (Allowed Period of Living in the Residence Hall)

The allowed period of living in the residence hall shall not be more than one semester.

Article 14-2 (Eligibility to Live in the Residence Hall)

Only students attending the university may live in the residence hall. except students of night schools (departments) and night graduate schools.(amended on Sep. 28, 2011)

Article 15 (Moving in and Vacating)

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Article 16 (Documents to be Submitted When Moving in)

Students moving in to the residence hall shall submit the following documents within the specified period:

1. <Deleted>
2. Application for moving in and covenant; 1 copy each(amended on Sep. 28, 2011)
3. <Deleted>

Article 17 (Selection of Students Who Shall Move in)

Students who shall move in to the residence hall shall be selected from among those who registered for courses in the relevant semester (including students who are expected to register for courses additionally) or among applicants for moving in based on the principle of selection as determined following deliberation by the committee; however, students who are expected to register for courses additionally shall pay the registration fees within the period of additional registration as determined by the university regulations.

Article 17-2 (Reasons for Ineligibility for Moving in)

The following students shall be ineligible to move in or shall be expelled:

1. Students given black marks or punished with expulsion in the immediately preceding semester
2. Students with infectious disease
3. Students given suspension from school for a definite period or heavier punishment
4. Students who have been deemed incapable of communal living by the committee for other reasons

Article 17-3 (Expulsion)

1. Students who cannot continue communal living in the residence hall for any particular reason may be ordered by the director of the students' residence hall to vacate the residence hall following deliberation by the committee.
2. Students receiving an order to vacate shall leave within 7 days of receiving such order.
3. Students punished with expulsion after receiving black marks shall be ineligible to move in the following semester including vacation. Any student wishing to move in again after such expulsion may submit an application for moving in, in which case the director of the students' residence hall may permit such; however, the period of temporary absence from school or as exchange student shall not be recognized as a semester spent in the university.
4. Students who do not pay their registration fees within the specified period after moving in shall

vacate the residence hall.

Article 18 (Black Mark System)

Students violating the rules of the residence hall may be given black marks or restricted from moving in pursuant to the procedures for handling violations of rules.

Article 19 (Request for Academic Punishment)

In case of any violation of the regulations or rules is violating the university regulations, the director of the students' residence hall may request for the imposition of punishment.

Chapter 5 Finance

Article 20 (Expenses)

The expenses incurred for the operation of the residence hall shall be covered by the payments of students, other revenues, and contributions.

Article 21 (Payment)

1. The management fees to be paid by the students shall be determined separately.
2. <Deleted>
3. Freshmen who wish to move in to the residence hall shall pay deposit money to live in the residence hall.
4. Management fee shall be refunded based on the following items to students who want refund of the fee during the semester. However, management fee shall be refunded in full after deducting the room charge during the stay to students who pass away or to students who temporarily absent themselves from school due to disease.(newly established on Sep. 28, 2011)
 - 1) One week before the notified start date for moving in: 100% shall be refunded.
 - 2) Before the notified start date for moving in: 90% shall be refunded.
 - 3) Until 7 days after the notified start date for moving in : 70% shall be refunded (amended on Jun. 30, 2014)
 - 4) Until 1/2 of the semester since 7 days from the notified start date for moving in : 70% shall be refunded after deducting the room charge during the stay.(amended Jun. 30, 2014)
 - 5) After 1/2 of class dates : No refund
5. <Deleted>(Jun. 30, 2014)
6. <Deleted>(Jun. 30, 2014)
7. <Deleted>(Jun. 30, 2014)

8. During vacations, management fee shall be refunded according to the following items. However, management fee shall be refunded in full after deducting the room charge during the stay to students who pass away or to students temporarily absent themselves from school due to disease. (newly established on Sep. 28, 2011)

1) Before the start date for moving in : 90% shall be refunded.

2) Until 1/2 of the stay since the start date for moving in : 80% shall be refund after deducting the room charge during the stay (amended on Jun. 30, 2014)

3) After 1/2 of the stay : No refund(amended on Jun. 30, 2014)

Article 22 (Kinds of Fees and Times of Payment)

The following are the kinds of fees and times of payment:

1. <Deleted>

2. Management fees: each semester

3. <Deleted>

4. <Deleted on Sep. 28, 2011>

5. Other management fees may separately apply when necessary for the operation of the residence hall subject to the approval of the president following deliberation by the committee.

6. Deposit money for living in the residence hall (for freshmen only): upon moving in

Article 23 (Use of Payments)

1. The management fees shall be appropriated for expenses incurred for the management and operation of the residence hall.

2. <Deleted>

3. <Deleted on Sep. 28, 2011>

Article 24 (Budget and Settlement)

1. The director of the students' residence hall shall draw up a budget at least 20 days before the start of each semester and have it approved by the president following deliberation by the committee.

2. Immediately after the relevant school year, the director of the students' residence hall shall prepare a settlement statement for reporting to the president following deliberation by the committee.

3. The fiscal year shall be from March 1 to the end of February of the following year.

Chapter 6 Supplementary Rules

Article 25 (Supplementary Rules)

The necessary matters in relation to the implementation of this regulation shall be separately determined by the director of the students' residence hall.

ADDENDUM

This regulation shall enter into force as of March 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 March 4, 1998.

ADDENDUM

This amended regulation shall enter into force as of June 14, 1999.

ADDENDUM

This amended regulation shall enter into force as of March 1, 2000.

ADDENDUM

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

ADDENDUM

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

ADDENDUM

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

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of September 1, 2010.(amended on Aug. 20, 2010 Regulation No.133)

ADDENDUM

This amended regulation shall enter into force as of September 29, 2011.(amended on Sep. 28, 2011 Regulation No.149)

ADDENDUM

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

ADDENDUM

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