

## **34.Bylaws on the Recognition of Credits of Exchange Students**

Department in charge: Academic Affairs Team 1073-4 ©

Established on Aug. 30, 2004

Amended on Jun. 26, 2009 Regulation No.121

Amended on Dec. 7, 2012 Regulation No.170

Amended on Feb. 21, 2017 Regulation No. 238

Chapter 1 General Provisions
Chapter 2 Selection of Students of the University for Overseas Studies, Etc.
Chapter 3 Recognition of Credits After the Overseas Studies
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ADDENDUM

### **Chapter 1 General Provisions**

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

These bylaws seek to specify matters regarding the recognition of credits earned in other universities in Korea or in foreign countries pursuant to the provision of Article 36-2 of the university regulations.(Amended on Dec.7,2012)

#### **Article 2 (Definitions)**

The terms used in these bylaws shall have the following definitions:

1. "University with an agreement" refers to other universities in Korea or in foreign countries that has concluded a academic exchange agreement with Handong Global University (hereinafter referred to as "University").(Amended on Dec.7,2012)
2. "University without any agreement" pertains to other universities in Korea or in foreign countries that has not made any academic exchange agreement with the university.(Amended on Dec.7,2012)
3. "University for exchange students" refers to either a university with an agreement or without any agreement where students of the university study.(Amended on Dec.7,2012)
4. "Professor in adviser of a course" refers to a professor who is related to the course appointed by the dean of the school that opens the course.(Newly established on Dec. 7, 2012)

## **Chapter 2 Selection of Exchange Students of the University, Etc.**

### **Article 3 (University for exchange students)**

In principle, University for exchange students studies should be universities with an agreement; however, the criteria for universities for overseas studies without any agreement should be determined by the Office of Academic Affairs or the Office of International Affairs.(Amended on Dec.7,2012)

### **Article 4 (Qualification for Exchange Students and Application)**

The qualification for exchange students and criteria for application for exchange studies should be determined by the Office of Academic Affairs in case of a university in Korea, and by the Office of International Affairs for a university in a foreign country.(Amended on Dec.7,2012)

### **Article 5 (Criteria for Selection and Selection)**

Matters regarding the criteria for selection and selection should be determined by the Office of Academic Affairs in case of a university in Korea, and by the Office of International Affairs for a university in a foreign country.(Amended on Dec.7,2012)

### **Article 6 (Period of Exchange Studies)**

1. The number of times and period of exchange studies should be determined by the Office of Academic Affairs in case of a university in Korea, and by the Office of International Affairs for a university in a foreign country, and the total number of times and period of exchange studies available during school days are determined by the Office of Academic Affairs. (Amended on Dec. 7, 2012)
2. The total period of exchange studies in other universities at home and abroad during school days shall not be longer than two years. (Newly established on Dec. 7, 2012)
3. The period of exchange studies during seasonal terms shall not be included in the number of times and period of exchange studies, and the credits that can be earned are limited to less than 6 credits per semester. (Newly established on Dec. 7, 2012)

### **Article 7 (Payment of Tuition Fees and Expenses)**

1. Students who have been permitted for exchange study in any of universities with an agreement particularly on the exemption of students from paying tuition fees should get confirmation for exchange studies from the university and study after paying the tuition fees to the university.(Amended on Dec.7,2012)

2. Students who exchange study in universities without any agreement should pay both the specified tuition fees of the university and those of the universities without any agreement.(Amended on Dec.7,2012)
3. The study expenses of exchange students in universities with an agreement or universities without any agreement may be reduced pursuant to the criteria determined by the Office of Student Affairs.(Amended on Dec.7,2012)
4. All other expenses necessary of exchange students should be paid by the student.(Amended on Dec.7,2012)

### **Article 8 (Registration for Courses)**

In case of exchange study, students should register with Handong University for the courses to be taken in the university and register with the university for exchange studies for the courses of the university for exchange studies.(Amended on Dec.7,2012)

## **Chapter 3 Recognition of Credits After the Exchange Studies**

### **Article 9 (Limits to the Recognition of Credits)**

To have the credits from a university for exchange studies recognized, the exchange student should get confirmation from the professor in charge (adviser) in Handong about whether credits are recognizable in Handong University and should study while in school; the earned credits should be recognized within the following limits (however, the completion categories can be recognized as general studies, global convergence studies, majors, and elective courses) : (Amended on Dec.7,2012) (Feb. 21, 2017)

1. The credits to be recognized in each semester should be determined pursuant to the criteria for registration for courses of undergraduates; the limits to credits shall apply.
2. The maximum credits that can be recognized shall be 1/2 of the graduation credits, and, when it comes to majors and liberal art courses, the credits can be recognized following the criteria of the school in charge.(Amended on Dec. 7, 2012)

### **Article 10 (Procedure for Recognizing Credits)**

The credits earned from a university for exchange studies may be recognized as credits of the university within 1/4 of the number of school days of the first semester registered for after the termination of the period of exchange studies by following the procedures below.(Amended on Dec. 7, 2012)

1. One original copy of the certificate of academic performance issued by the university for exchange studies and the application for recognition of credits (Attached form 1) should be

- submitted to the professor in charge(adviser) of the course. (Amended on Dec. 7, 2012)
2. The professor in charge(adviser) of the course shall check and verify the contents of the relevant course to determine the completion category and decide whether or not to recognize the credit.(Amended on Dec. 7, 2012)
  3. After being recognized by the professor in charge(adviser) of the course, the credit shall be acknowledged (confirmed) by the chairman of the undergraduate school where the course belongs. However, verification (confirmation) of the Director of the Department of Language Education shall be obtained in the case of courses related to foreign language.(Amended on Dec. 7, 2012)
  4. The confirmed application for recognition of credits should be submitted to the Academic Affairs Team. (amended on Jun. 26, 2009)

### **Article 11 (Criteria for the Recognition of Credits)**

The criteria for the recognition of credits for courses completed in universities for exchange studies as credits of the university shall be determined by the undergraduate school where the course for the credits to be recognized belongs. When determining the criteria for recognition, the outline of the relevant courses in the university for exchange studies, lesson plans, etc., should be used as reference. The undergraduate school where the courses for the credits to be recognized belong may take appropriate measures to determine the achievement of studies such as examinations, interviews with students who wish to have their credits recognized, etc.(Amended on Dec. 7, 2012)

### **Article 12 (Recognition of Credits and Performance Records)**

1. Only the credits given by universities for exchange studies should be recognized. In this case, the credits for recognition may not be adjusted. However, in case of universities that have a different credit recognition system, the credits earned from the universities should be recognized by separate criteria.(Amended on Dec. 7, 2012)
2. The performance records at the universities for exchange studies shall not be recognized as the performance records at the university. In other words, the performance records at universities for overseas studies shall not be included in the calculation of the grade point average.(Amended on Dec. 7, 2012)

### **Article 13 (Indication in Certificate of Academic Performance)**

1. Performance records for exchange studies shall be indicated to be the same as those of universities for exchange studies. (Amended on Dec. 7, 2012)
2. Those courses that can be converted into courses of the university shall be indicated as converted courses; in such case, the course names of universities for exchange studies

should be enclosed in parentheses and placed next to the converted course names.(Amended on Dec.7,2012)

3. Those courses that cannot be converted into courses of the university shall be indicated as the course names of universities for exchange studies as they are.(Amended on Dec.7,2012)
4. Performance records for exchange studies shall be separately indicated at the lower right side of the certificate of academic performance after consolidating them. (Amended on Dec.7,2012)

## **Chapter 4 Courses to be taken at the University during Exchange Study**

### **Article 14 (Exemption from Community Leadership Training)**

Students who exchange study for a total of 2 or more semesters shall be exempted from the completion of the “community leadership training 6” course; when applied for by the person, however, he/she may be exempted from 1 course from among the "community leadership training 1~5” courses instead of the “community leadership training 6” course.(Amended on Dec.7,2012)

### **Article 15 (Courses Can be Taken at the University during Exchange Study) (Amended on Dec.7,2012)**

The following are the courses that can be taken by students at the university during Exchange Study as well as the requirement for the recognition of credits and method of evaluation of credits:(Amended on Dec.7,2012)

Course Name	Credit	Requirement for Recognition of Credit	Method of Evaluation
Understanding of world culture		Students who study in other cultural zones or travel in relation to studies may earn	To be separately prescribed by the school of global leadership (amended on Jun. 26, 2009)
Social service A ~ D		Participation in service activities under local programs for a total of 16 hours or longer	The certificate of completion received when participating in the service activities or any other certificate that can substitute such should be submitted for evaluation together with a prepared report.
Chapel 1~ 6		In case the student participated in the in-house chapel courses for 16 weeks or longer or participated in Christianity missionary works or took Christianity related courses	The certificate of completion for the local course or a certificate that can substitute such should be submitted.

Course Name	Credit	Requirement for Recognition of Credit	Method of Evaluation
Chapel 7~8 (However, only the students who have completed up to Chapel 6 at this university may apply.) (newly established on Jun. 26, 2009)		In case the student participated in the in-house chapel courses for 16 weeks or longer, participated in Christianity missionary works, or took Christianity related courses(newly established on Jun. 26, 2009)	The certificate of the completion of local courses or any certificate that can substitute such should be submitted.(newly established on Jun. 26, 2009)
<ul style="list-style-type: none"> <li>· Eng Foundation</li> <li>· Eng Communication</li> <li>· Eng Reading &amp; Discussion</li> <li>· Eng Grammar &amp; Composition</li> </ul>		Participation in classes in English in an English-speaking country	The credits to be recognized following an examination after the overseas studies and the corresponding graded performance shall not be included in the calculation of the grade point average.

### **ADDENDUM**

1. (Enforcement Date) These bylaws shall enter into force as of August 30, 2004.
2. (Case of Application) These bylaws shall apply to students studying abroad in the second semester of school year 2004 and thereafter.
3. (Interim Measure) The previous "enforcement guidelines regarding the recognition of credits" shall apply to students who studied abroad before these bylaws entered into force.
4. (Abolishment of Previous Guidelines) Once these bylaws enter into force, the previous "enforcement guidelines regarding the recognition of credits" shall be abolished.

### **ADDENDUM**

These amended bylaws shall enter into force as of June 27, 2009

### **ADDENDUM**

1. (Enforcement Date) These amended bylaws shall enter into force as of December 8, 2012.(Amended on Dec. 7, 2012 Regulation No.170)
2. (Case of Application) These amended bylaws shall apply to exchange students in the winter term of school year 2012 and thereafter.
3. (Interim Measure) The previous "enforcement guidelines regarding the recognition of credits" shall apply to students who studied abroad before these bylaws entered into force.

## **ADDENDUM**

1. (Enforcement Date) These bylaws shall enter into force as of February 21, 2017.
2. (Interim Measure) Regarding the Article 9 (Limits to the Recognition of Credits), the existing bylaws shall be applied to students who need to earn 140 credits for graduation.





		해당전공 (Relevant major) ( )	(재이수: )  (Recompletion: )				성명(Name):	성명(Name):
							날인(Seal):	날인(Seal):
<b>계(Total)</b>								
<p><b>첨부(Attachments) : 성적증명서 1부(1 copy of Certificate of academic performance)</b></p> <p>*본교에서 수강한 과목 중 재이수 대상 과목(C+이하)을 본교 인정과목으로 재이수 처리하여 학점인정 받을 과목은 재이수 란에 “V” 표 하시오. (Mark “V”at the recompletion column if you intend to earn recognition of credits for the courses you previously took at this university but remains to be repeated for recognition of credits, because their grades stand at C+ or below.)</p> <p>*전공으로 학점 인정을 받을 경우 이수구분에 해당전공 란에 본인이 인정받는 전공명을 기재하시기 바랍니다.(In case courses are to be recognized as part of earned credits for your Major, write down the name of the major to be recognized on the space provided for “relevant major” under “type of completion” column.)</p> <p>*교양으로 학점 인정을 받을 경우 이수구분에 해당전공 란에 본인이 인정받는 교양영역명을 기재하시기 바랍니다.(In case courses are to be recognized as part of earned credits for your cultural arts, write down the name of the cultural arts to be recognized on the space provided for “relevant major” under “type of completion” column.)</p> <p>상기 교과목을 본교에서 이수한 학점으로 인정하여 주시기 바랍니다. (Please recognize the completion of the foregoing courses as credits earned in this university.)</p> <p style="text-align: center;">년    월    일 Month/Day/Year</p> <p>신청인(Applicant)(본인)(Person himself/herself): <span style="float: right;">(인)(Seal)</span></p> <p>연락처(Contact information) :</p>								