

41.Bylaws on the Credit Recognition of Transferees

Department in charge: Academic Affairs Team 1072-1073 ♥

Established on Sep. 1, 2008 Regulation No.113

Amended on Jan. 26, 2012 Regulation No.154

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Chapter 1 General Provisions

Article 1 (Purpose)

These bylaws seek to specify matters related to the enforcement of Clause 1, Article 102 of the Academic Regulation.

Article 2 (Application Scope)

These bylaws shall apply to transferees of undergraduate schools (day).

Article 3 (Definition of Terms)

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

1. "Previous university" refers to any of the junior or higher college or the university where the transferee studied before enrolled in Handong Global University (hereinafter referred to as "University").
2. "Professor in charge of assessment" pertains to a professor in charge of a course for the credit recognition.
3. "Chairman of school in charge of assessment" refers to the chairman of the undergraduate school where a course for the credit recognition belongs.

Chapter 2 Credit Recognition of Transferees

Article 4 (Criteria for the Credit Recognition)

1. The credits for a course of the previous university shall be the same as or larger than those for the same course of the university.
2. Two or more courses of the previous university can be integrated for recognition as one of the university.
3. One course of the previous university can be recognized as two or more courses of the university; however the credits for one course of the previous university shall be the same as or larger than the sum of credits for the two courses of the university to be recognized.
4. The professor in charge of assessment or chairman of the undergraduate school in charge of assessment may refer to the outlines of the courses of the previous university of the transferee wishing to have credits recognized and may take appropriate measures such as examination, interview, etc. for the credit recognition.

Article 5 (Limit to the Credit Recognition)

1. Up to 70 credits earned in the previous university may be recognized. Credits shall be recognized as those for liberal arts, practices, or major courses within this limit, with the remaining credits (credits other than those recognized as those for compulsory liberal arts, practices, or majors) recognized as credits for optional liberal arts courses.
2. The following are the limits to the major course credits acquired in the previous university as major course credits of the university:
 - (1) Double major (33 credits + 33 credits): not more than 18 credits for each major
 - (2) Single major: not more than 33 credits (single major; 66 credits)
 - (3) Not more than 30 credits (single major; 60 credits)
 - (4) Minor: not more than 12 credits per major

Article 6 (Procedure for Recognizing Credits)

Credits acquired in the previous university may be recognized as credits earned at the university by the second semester after enrollment (within three quarters of the number of school days of each semester) based on the following procedures: However, if there are unavoidable reasons approved by the dean of Academic Affairs, credit recognition is allowed even after this period.(amended on Jan. 26, 2012)

1. Each transferee shall prepare a credits recognition application (Attached Form) to write down the courses completed in the previous university and the courses of the university as recognized to have been completed, and attach a copy of the certificate of academic performance at the previous university as well as data on the courses (lecture plans, etc.) of the previous university, and submit those documents to the professor in charge of assessment of the relevant courses.

2. The professor in charge of assessment shall check and verify the relevant courses to determine whether or not to recognize the credits for such.
3. Once the credits have been recognized by the professors in charge of the courses, such shall be confirmed by the chairmen of undergraduate schools in charge of the assessment of the courses.
4. The confirmed application for recognition of credits shall be submitted to the Academic Affairs Team.

Article 7 (Credit Recognition and Academic Performance)

1. The recognized credits of transferees shall be included in the graduation credits but excluded in the calculation of the grade point average.
2. Courses for which credits have been recognized may not be taken in the university.
3. Courses completed in the university after enrollment may not be nullified and substituted by the performance records at the previous university on the grounds that the same courses in the previous university have been completed.

Article 8 (Indication in the Certificate of Academic Performance)

1. Courses recognized by the university shall be separately indicated as "recognized credits of transferees by the university" on the upper left side of the certificate of academic performance.
2. The academic performances for the courses for which credits have been recognized shall be graded "P."

Article 9 (Exemption)

Transferees shall complete all the compulsory courses of the relevant departments (schools), but they may be exempted from completing the following courses:

1. Transferees enrolled in the 3rd year: Chapel 1 ~ 4, Community leadership training 1 ~ 4, Handong character education, Social service A, B
2. Transferees enrolled in the 2nd year: Chapel 1 ~ 2, Community leadership training 1 ~ 2, Handong character education, Social service A

Article 10 (Credits Completed in the University Prior to Enrollment)

The credits earned in the university prior to an enrollment (as an exchange student, etc.) shall be recognized as credits earned at the university without going through the credit recognition procedure under Article 6; however the corresponding indication of credits on the certificate of academic performance shall be made pursuant to Article 8.

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of September 1, 2008.
2. (Special Cases of Application) Transferees enrolled prior to the enforcement date of these bylaws may have the credits for major courses in the previous university additionally recognized as credits for major courses of the university when they submit a credit recognition application by course by the second semester registered for as of the enforcement date of these bylaws.

ADDENDUM

These amended bylaws shall enter into force as of January 27, 2012.(Jan. 26. 2012, Regulation No.154)

[Attached Form]

편입생 과목별 학점 인정원

(Credit recognition application of transferee by course)

편입학년 (School year enrolled in)	년도(year)		편입학기 (Semester enrolled in)				
편입학부 (Undergraduate school enrolled in)	학 (Major)	편입 학년 (Enrolled grade)		학번 (Student no.)		성명 (Name)	

전적 대학 이수 과목 (Courses completed in the previous university)				본 교 인정 과 목 (Courses to be recognized by the university)						
이 수 구 분 (Division of completion)	교과목명 (Course name)	학 점 (Credit)	성적 (Academic performance)	이 수 구 분 (Division of completion)	교과목 번호 (Course no.)	교과목명 (Course name)	학 점 (Credit)	심사 결과 (Result of assessment)	심사담당교 수 서명 (Signature of the professor in charge of assessment)	심사담당 학부장 서명 (Signature of the chairman of the school in charge of assessment)
				해당전공 (Relevant major)				학점인정 (Credit recognized)		
				해당전공 (Relevant major)				학점불인정 (Credit not recognized)		
				해당전공 (Relevant major)				학점인정 (Credit recognized)		
				해당전공 (Relevant major)				학점불인정 (Credit not recognized)		
				해당전공 (Relevant major)				학점인정 (Credit recognized)		
				해당전공 (Relevant major)				학점불인정 (Credit not recognized)		
				해당전공 (Relevant major)				학점인정 (Credit recognized)		
				해당전공 (Relevant major)				학점불인정 (Credit not recognized)		
				해당전공 (Relevant major)				학점인정 (Credit recognized)		
				해당전공 (Relevant major)				학점불인정 (Credit not recognized)		

1. 전적대학 이수과목란과 본교인정 과목란은 학생 본인이 직접 기재(The column for

courses completed in the previous university and column for courses to be recognized by the university shall be filled out directly by the transferee.)

2. 심사결과는 심사 담당교수가 학점인정 / 불인정 괄호에 (O)표기 한다.(The result of the assessment shall be indicated by the professor in charge of assessment by marking with (o) the parentheses for the "credit recognized/credit not recognized" field.)

첨부 : 성적증명서(사본) 1부(Attachment: Certificate of academic performance (copy) 1)

위와 같이 학점 인정을 신청합니다.

(I hereby apply for recognition of credits as described above.)

년 월 일

Month/Day/Year

신청자 _____(인)

Applicant _____(Seal)