

## **30. Committee Regulations**

Department in charge: Strategic Planning & Budget Team 1041,3 ▲

Established on Jun. 1, 1995 Regulation No. 1  
Amended on Dec. 1, 1995 Regulation No. 5  
Amended on Sep. 1, 1998 Regulation No. 18  
Amended on May 4, 1999 Regulation No. 21  
Amended on Nov. 17, 2000 Regulation No. 34  
Amended on Dec. 30, 2002 Regulation No. 47  
Amended on Feb. 17, 2004 Regulation No. 56  
Amended on Feb. 28, 2005 Regulation No. 65  
Amended on Nov. 11, 2005 Regulation No. 72  
Amended on Mar. 21, 2006 Regulation No. 77  
Amended on Dec. 6, 2006 Regulation No. 88  
Amended on Jun. 26, 2009 Regulation No. 121  
Amended on Oct. 14, 2009 Regulation No. 126  
Amended on Nov. 26, 2010 Regulation No. 138  
Amended on Jan. 19, 2011 Regulation No. 142  
Amended on May. 24, 2011 Regulation No. 145  
Amended on Oct. 31, 2011 Regulation No. 151  
Amended on Jul. 10, 2012 Regulation No. 163  
Amended on Dec. 27, 2012 Regulation No. 171  
Amended on Feb. 28, 2014. Regulation No. 186  
Amended on Jun. 30, 2014 Regulation No. 192  
Amended on Aug. 14, 2014 Regulation No. 194  
Amended on Jun. 1, 2016 Regulation No. 227  
Amended on Nov. 21, 2016 Regulation No. 233  
Amended on Apr. 1, 2018 Regulation No. 247  
Amended on Aug. 29, 2018 Regulation No. 251  
Amended on Nov. 1, 2018 Regulation No. 254  
Amended on Jul. 9, 2019 Regulation No. 261  
Amended on Mar. 3, 2020 Regulation No. 272  
Amended on Jul. 9, 2020 Regulation No. 278  
Amended on Feb. 18, 2021 Regulation No. 288  
Amended on Feb. 24, 2021 Regulation No. 289

**| Chapter 1 General Provisions | Chapter 2 Policy and Planning Committee |**  
**| Chapter 3 Curriculum Committee |**  
**| Chapter 4 Admissions and Recruitment Committee |**  
**| Chapter 5 Student Guidance Committee |**  
**| Chapter 6 International Affairs Committee |**  
**| Chapter 7 General Studies Curriculum Committee |**

**| Chapter 8 International Students' Curriculum Committee |**  
**| Chapter 9 Admissions Selection Committee |**  
**| ADDENDUM |**  
**Chapter 1 General Provisions**

**Article 1 (Purpose)**

This regulation seeks to enable the efficient operation of various committees aimed at deliberating on important matters related to the administration of the university pursuant to the service regulations of Handong Global University (hereinafter referred to as "University") to provide consulting to the president.

**Article 2 (Application Scope)**

This regulation shall apply to all matters regarding the committees established in the university except those particularly specified by laws, Articles of Incorporation, and other regulations.

**Article 3 (Establishment of a Committee)**

Any department wishing to establish a committee shall obtain the approval of the president in advance.

**Article 4 (Composition)**

School staff members appointed by the president shall serve as chairman and members of each committee; however, outsiders may be appointed when necessary.

**Article 5 (Term of Office of Committee Members)**

The term of office of automatic committee members of each committee shall be the term of office for their appointed positions, and that of appointed or entrusted committee members, 2 years and renewable; however, the term of office of the appointed committee members to fill the vacancies shall be the remaining term of office of their predecessors.

**Article 6 (Duties of the Chairman)**

Chairmen shall supervise the affairs of their committees and represent their committees.

**Article 7 (Convening of Meetings and Resolutions)**

1. Each committee meeting shall be convened by the chairman if deemed necessary or when requested by majority of the committee members in the register and shall be presided over by the

chairman.

2. During each committee meeting, a quorum shall be declared when majority of the committee members in the register 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.

### **Article 8 (Minutes of the Meeting)**

For each committee meeting, the minutes of the meeting shall be prepared for signing and sealing of the chairman.

### **Article 9 (Enforcement of Resolutions)**

The resolutions of each committee shall be enforced after approval is obtained from the president.

### **Article 10 (Office Works)**

1. Each committee shall have a coordinator or a secretary who shall handle office works.
2. Coordinators or secretaries shall be appointed by chairmen from among school staff members.

## **Chapter 2 Policy and Planning Committee**

### **Article 11 (Composition)**

1. The dean of policy and planning shall serve as chairman.
2. The committee members shall consist of 2 school staff members with positions of manager or higher and 1 representative of the labor union pursuant to Article 27 of the collective agreement, and 5 faculty members with positions of assistant professor or higher.
3. The staff member of the Strategic Planning & Budget Team shall serve as coordinator.

### **Article 12 (Function)**

The committee shall deliberate on the following matters:

1. Matters regarding mid-· long-term development plans and basic policies
2. Matters regarding reorganizations and major systems
3. Matters regarding mid-· long-term facilities plans
4. Matters regarding the establishment·amendment of various regulations
5. Matters regarding the establishment and adjustment of basic PR plans
6. Other matters stipulated by the president

### **Article 13 (Office Works)**

The office works of the committee shall be controlled by the Strategic Planning & Budget Teamt in the Office of Policy and Planning.

## **Chapter 3 Curriculum Committee**

### **Article 14 (Composition)**

1. The committee shall consist of the dean of academic affairs, the head of undergraduate school, the director of the Center for Christian Foundations, the director of the department of language education; however, the President, if deemed necessary, may appoint 2 or less additional committee members from among full-time faculty members. (amended on Jun. 26, 2009)
2. The dean of academic affairs shall serve as chairman; if necessary, chairman may select vice chairman from among the committee members. (amended on Jun. 26, 2009)
3. The term of office for the key position members shall be that for their appointed positions; the term of office for the appointed position members shall be 2 years and may be renewable. (amended on Jun. 26, 2009)

### **Article 15 (Duties of the Chairman, Etc.)**

1. The chairman shall supervise the affairs of the committee and represent the committee.
2. The vice chairman shall assist the chairman and act on behalf of the chairman in his/her absence.

### **Article 16 (Function)**

The committee shall deliberate on the following matters:

1. Matters regarding the curricula
2. Matters regarding lessons and school registers
3. Matters regarding graduation and completion
4. Other matters deemed necessary by the chairman in relation to the operation of curricula, etc.

### **Article 17 (Curricula Research Subcommittee)**

1. The committee may have research subcommittees under its control.
2. The research subcommittee members shall be selected by the chairman from among the members of the Curriculum Committee. If deemed necessary by the chairman, however, not more than 3 full-time faculty members of the committee may be selected.
3. The subcommittee shall research on matters entrusted by the chairman of the research subcommittee and submit the result to the chairman.

### **Article 18 (Office Works)**

The office works of the committee shall be controlled by the Academic Affairs Team in the Office of Academic Affairs.

## **Chapter 4 Admissions Committee**

### **Article 19 (Composition)**

Established directly under the control of the president, the committee shall consist of not more than 5 faculty members and outside members including 1 chairman and 1 vice chairman and must include 1 professor related to computer science and 1 outside member.

### **Article 20 (Duties of the Chairman, Etc.)**

1. The chairman shall supervise the affairs of the committee and represent the committee.
2. The vice chairman shall assist the chairman and, act on behalf of the chairman in his/her absence when the chairman cannot perform his/her duties due to unavoidable reasons.

### **Article 21 (Function)**

In principle, the functions of the committee shall be governed by the basic plan for admission examination, and the committee shall supervise the followings:

1. Establishment and deliberation on measures to prevent any dishonest acts during admission examination
2. Monitoring actions on major processes of admission examination
3. Matters regarding the fair management of transfer admission examination
4. All other works related to the prevention of any dishonest acts during admission examination

### **Article 22 (Period of Activity)**

1. <Deleted>
2. <Deleted>

### **Article 23 (Payment of Activity Fees)**

<Deleted>

### **Article 24 (Office Works)**

The office works of the committee shall be controlled by the Admissions Officer Team in the Office of Admission Affairs. (Amended on Jun. 30, 2014)

## **Chapter 5 Student Guidance Committee**

### **Article 25 (Composition)**

1. The committee shall consist of not more than 11 committee members including 1 chairman.
2. The dean of student affairs shall serve as a chairman, with the university chaplain and director for students' residence hall as automatic committee members. Other committee members shall be appointed by the president from among full-time faculty members.

### **Article 26 (Function)**

The committee shall deliberate on the following matters:

1. Matters regarding the organization and operation of various student groups
2. Matters regarding the approvals of resolutions of various student groups
3. Matters regarding management related to arranging, receiving, and incurring of membership fee as well as accounting of expenses of various student groups
4. Other matters deemed necessary for various student group activities
5. Matters regarding the awards and punishments of students
6. All other matters related to the guidance of students, such as guidance on courses

### **Article 27 (Office Works)**

The office works of the committee shall be controlled by the Student Support Team in the Office of Student Affairs.

## **Chapter 6 (Deleted on Dec. 27, 2012)**

### **Article 28 (Composition)**

1. (Deleted on Dec. 27, 2012)
2. (Deleted on Dec. 27, 2012)

### **Article 29 (Function)**

(Deleted on Dec. 27, 2012)

- (1) (Deleted on Dec. 27, 2012)

- (2) (Deleted on Dec. 27, 2012)
- (3) (Deleted on Dec. 27, 2012)
- (4) (Deleted on Dec. 27, 2012)

### **Article 30 (Office Works)**

(Deleted on Dec. 27, 2012)

## **Chapter 7 General Studies Curriculum Committee**

### **Article 31 (Composition)**

1. The committee shall consist of the chairman of the Global Leadership School, the professor in charge of basic liberal arts, the professor in charge of basic science, the professor in charge of practical English, the professor in charge of practical computing, and not more than 2 committee members appointed by the president (amended on Dec. 6, 2006).
2. The head of the Global Leadership School shall serve as chairman, supervising the affairs of the committee and representing the committee.

### **Article 32 (Function)**

The committee shall deliberate on the following matters and present the result to the Curriculum Committee:

1. Matters regarding the organization and operation of the general studies curricula in relation to cultural· social, art· physical education, and basic sciences (amended on Dec. 6, 2006)
2. Matters regarding the organization and operation of the general studies curricula in relation to practical English and practical computing (amended on Dec. 6, 2006)
3. Matters deemed necessary by the chairman in relation to the operation of the general studies curricula except Christianity education-related curricula (newly established on Dec. 6, 2006)

### **Article 33 (Research Subcommittee)**

1. Under the control of the committee, research subcommittees may be established by area for cultural· social, art· physical education, basic science, practical English, practical computing and general engineering studies curricula; the composition of the General Engineering Studies Curriculum Committee shall be prescribed by the Regulation on the Handong Innovation Center for Engineering Education.(amended on Dec. 6, 2006).(amended on Oct. 14, 2009).
2. The research subcommittees shall research on the general studies curricula by area and present the result to the General Studies Curriculum Committee.

### **Article 34 (Office Works)**

The office works of the committee shall be controlled by the Academic Affairs Team in the Office of Academic Affairs.

## **Chapter 8 International Students' Curriculum Committee**

### **Article 35 (Composition)**

1. The committee shall consist of the chairman of the Global Leadership School, the professor in charge of major programs offered in English, 1 school staff member from the Office of International Affairs, and faculty members with positions of Assistant professor or higher and appointed by the president; however, the number of committee members shall not be more than 7.(Amended on Jul. 10, 2012)
2. Appointed by the president from among the committee members, the chairman shall supervise the affairs of the committee and represent the committee.

### **Article 36 (Function)**

The committee shall deliberate on the following matters and present the result to the Curriculum Committee:

1. Matters regarding the organization and operation of the general studies curricula and major curricula for international students except Christianity education-related curricula (amended on Dec. 6, 2006)
2. Other matters deemed necessary by the chairman in relation to the operation of the curricula for international students

### **Article 37 (International Students' Curriculum Research Subcommittee)**

1. Under the control of the committee, research subcommittees may be established by area for general studies and major curricula for international students.
2. The research subcommittees shall research on the curricula by area and present the result to the International Students' Curricula Committee.

### **Article 38 (Office Works)**

The office works of the committee shall be controlled by the Academic Affairs Team.

## **Chapter 9 Entrance Examination Management Committee**



### **Article 39 (Composition)**

1. The committee shall be established under the direct control of the president; it shall consist of not more than 9 committee members, two of which will serve in the chairman and vice chairman roles. Subcommittees by area may be established considering the characteristics of work. (amended on Nov. 26, 2010)
2. The dean of admission affairs shall serve as chairman; in principle, the committee members shall be selected from among full-time faculty members. Experts in admission matters may serve as committee members. (amended on May. 24, 2011)
3. Admissions Selection Committee may be established under the committee to enhance the procedures and fairness/reliability of the evaluation, and matters related to the operation of Admissions Selection Committee shall be separately determined by the president.(new established on Nov. 26, 2010)
4. <Deleted on Nov. 21, 2016>

### **Article 40 (Function)**

In principle, the function of the committee shall be governed by the basic plan for university admissions selection, and the committee shall supervise the followings:

1. Matters regarding plans for university admission examination and admission guidelines
2. Matters regarding the deliberation of the applicants' eligibility for university admission
3. Matters related to the treatment of plagiarism, false information, ghostwriting, fabrication, etc. of admission materials excluding the prior verification of the similarity check on comprehensive school records screening
4. Matters related to the treatment of the result of post verification on details that are prohibited to be written
5. Matters regarding the result of each selection phase of the admission system, the ranking of those who passed the examination at the initial stage, and preliminary candidates
6. Matters related to the enactment and amendment of regulations and guidelines under the jurisdiction of the Office of Admissions
7. Matters that are deemed necessary by the president

### **Article 41 (Office Works)**

The office works of the committee shall be controlled by the Admissions Officer Team in the Office of Admission Affairs. (Amended on Jun. 30, 2014)

## **Chapter 10 Registration Fee Deliberation Committee**

## **Article 42 (Organization)**

1. The Registration Fee Deliberation Committee shall have members from each unit, and the number of members is broken down as follows:
  - (1) Faculty members: 4 (hereinafter referred to as "Faculty members")(amended on Oct. 31, 2011) (Feb. 18, 2021)
  - (2) Students: 3 (hereinafter referred to as "Student members")(amended on Oct. 31, 2011)
  - (3) Experts: 1 (hereinafter referred to as "Expert member")
  - (4) Fellow student and parent: 1 (hereinafter referred to as "Fellow student and parent member")
2. For key position members, the dean of Office of Policy and Planning and the dean of Office of Student Affairs shall serve as Faculty members and the president of the students union shall serve as Student member.
3. The appointed members shall be appointed by the president from among those who meet the requirement for each unit; student members shall be appointed by the recommendation of the president of the Student Government; Expert members shall be appointed by the recommendation of both faculty member and student member among those who have expertise in accounting, university finance or budget; Alumni and parent members shall be appointed by the recommendation of both faculty members and student members.
4. The dean of Office of Policy and Planning shall serve as the chairman of the Registration Fee Deliberation Committee.
5. The term of office for the key position members shall be during their terms of office as Deans and Student President, and the term of office for the appointed members shall be 2 years with the possibility of renewal. However, the Student member shall serve one year on the committee.

## **Article 43 (Functions)**

The council shall deliberate on matters related to confirmation of registration fee.

## **Article 44 (Office work)**

The office work of the committee shall be administered by the Strategic Planning & Budget Team in the Office of Policy and Planning.

### **Article 44-2 (Committee Meeting · Resolution)** (newly established on Mar. 29, 2018)

In principal, prior to convening a meeting, a notice specifying the objectives of the meeting shall be served to each member at least 7 days in advance.

### **Article 44-3 (Minutes of the Meeting)** (newly established on Mar. 29, 2018)

1. The committee shall prepare the minutes of each meeting, and the minutes shall be signed and/or

sealed by a majority of attending members.

2. The meeting minutes shall be disclosed within the period in accordance with the relevant laws and enforcement ordinances.

**Article 44-4 (Data Request and Operation of Meeting)** (newly established on Mar. 29, 2018)

1. The committee can request data required for estimating tuition of the relevant offices, and the relevant offices should cooperate.
2. The meetings shall be conducted by consultation between the attending members.

**Chapter 11 Globalization Committee** (Newly established on Dec. 27, 2012)

**Article 45 (Composition)**

1. The committee shall consist of not more than 9 committee members including one chairman.(Newly established on Dec. 27, 2012)
2. The vice president for globalization shall serve as chairman of Globalization Committee, with the dean of Policy and Planning, the dean of Office of International Affairs, the Director of International Cooperation Affairs, and the Director of International Development Services as automatic committee members. Other committee members shall be appointed by the president from among faculty and staff members.(Newly established on Dec. 27, 2012)(amended on Feb. 28, 2014), (Feb. 24, 2021)
3. When the vice president for globalization is vacant, the dean of Office of International Affairs shall serve as chairman. (newly established on Feb. 24, 2021)

**Article 46 (Function)**

The committee shall deliberate on the following matters:(Newly established on Dec. 27, 2012)

- (1) Matters regarding international cooperation and development (Newly established on Dec. 27, 2012)
- (2) Matters regarding international exchange, sister school agreement and overseas cooperation(Newly established on Dec. 27, 2012)
- (3) Matters regarding education on globalization (Newly established on Dec. 27, 2012)
- (4) Matters regarding foreign students(Newly established on Dec. 27, 2012)
- (5) Matters regarding international cooperation and development that require adjustment (Newly established on Dec. 27, 2012)
- (6) Other matters deemed necessary by the chairman (Newly established on Dec. 27, 2012)

**Article 47 (Office Works)**

The office works of the committee shall be controlled by the Office of International Affairs. (Newly

established on Dec. 27, 2012)

## **Chapter 12 Special Support Committee for Handicapped Students**

### **Article 48 (Composition)**

1. The committee shall consist of not more than 7 members including 1 chairman. (Newly established on Aug. 14, 2014)

2. The director of Support Center for student with disabilities shall serve as chairman, with the director of Handong Education Development Center, the team manager of Facilities Services Team, and the team manager of Student Support Team as automatic committee members.

(Newly established on Aug. 14, 2014) (Amended on Mar. 3, 2020)

### **Article 49 (Function)**

The committee shall deliberate on the following matters: (Newly established on Aug. 14, 2014)

1. Matters regarding the support plan for handicapped students.(Newly established on Aug. 14, 2014. No.194)

2. Matters regarding deliberation-decision on a request for examination. (Newly established on Aug. 14, 2014. No.194)

3. Other matters determined to support handicapped students by a presidential executive order.(Newly established on Aug. 14, 2014. No.194)

4. Matters deemed necessary by the chairman.(Newly established on Aug. 14, 2014. No.194)

### **Article 50 (Office Works)**

The office works of the committee shall be controlled by the Support Center for student with disabilities.(Newly established on Aug. 14, 2014. No.194) (Amended on Mar. 3, 2020)

## **Chapter 13 Informatization Committee**

### **Article 51 (Composition)**

① The committee shall consist of not more than 7 committee members including one chairman. (Newly established on Jun. 1, 2016)

② The dean of Academic Information shall serve as chairman and the committee members shall be appointed by the president from among faculty members.(Newly established on Jun. 1, 2016)

③ The chairman may have a subcommittee, if necessary. (Newly established on Jun. 1, 2016)

### **Article 52 (Function)**

The committee shall deliberate on the following matters: (Newly established on Jun. 1, 2016)

1. Matters regarding the basic plans for e-campus. (Newly established on Jun. 1, 2016)

2. Matters regarding the e-campus project and its budget. (Newly established on Jun. 1, 2016)
3. Matters mainly related to informatization (Newly established on Jun. 1, 2016)
4. Other matters deemed necessary and presented for discussion by the chairman. (Newly established on Jun. 1, 2016)

### **Article 53 (Office Works)**

The office works of the committee shall be handled by the Information Infrastructure Team in the Office of Academic Information. (Newly established on Jun. 1, 2016)

## **Article 14 Entrance Examination Impact Evaluation Committee**

### **Article 54 (Composition)**

- ① The committee shall consist of not more than 5 faculty members including 1 chairman. (Newly established on Nov. 21, 2016)
- ② The member shall be appointed by the president and the chairman shall be appointed from among the committee members. (Newly established on Nov. 21, 2016)
- ③ At least one member of the committee shall be an incumbent high school teacher. (Newly established on Nov. 21, 2016)

### **Article 55 (Function)**

The committee shall supervise on the following matters: (Newly established on Nov. 21, 2016)

1. Deliberation on the matters regarding the method, procedure and details of an impact evaluation that is carried out to find out if universities cause prior learning by setting questions of admission examinations (which mean written examination such as essay tests, interview · oral examination, performance examination · experiments and teacher aptitude · personality tests) or evaluating applicants out of the scope and level of the high school curriculum (Newly established on Nov. 21, 2016)
2. Consultation on the high school curriculum for establishing an implementation plan for university admission (Newly established on Jul. 9, 2020)
3. Other matters deemed necessary and stipulated by the chairman (Newly established on Nov. 21, 2016)

### **Article 56 (Office Works)**

The office works of the committee shall be controlled by the Admission Officer Team of the Office of Admissions and HRD. (Newly established on Nov. 21, 2016)

**ADDENDUM**

This regulation shall enter into force as of June 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 September 1, 1998.

**ADDENDUM**

This amended regulation shall enter into force as of May 4, 1999.

**ADDENDUM**

This amended regulation shall enter into force as of November 27, 2000.

**ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of December 30, 2002.
2. (Interim Measures) The committee members specified in Item 3, Article 14 and appointed prior to the enforcement date of this amended regulation shall be deemed to have been appointed pursuant to this regulation.

**ADDENDUM**

This amended regulation shall enter into force as of February 17, 2004.

**ADDENDUM**

This amended regulation shall enter into force as of February 28, 2005.

**ADDENDUM**

This amended regulation shall enter into force as of November 11, 2005.

### **ADDENDUM**

This amended regulation shall enter into force as of March 21, 2006.

### **ADDENDUM**

This amended regulation shall enter into force as of December 6, 2006.

### **ADDENDUM**

This amended regulation shall enter into force as of June 27, 2009.

### **ADDENDUM**

This amended regulation shall enter into force as of October 15, 2009.

### **ADDENDUM**

This amended regulation shall enter into force as of December 1, 2010.

### **ADDENDUM**

This amended regulation shall enter into force as of January 20, 2011.(Jan. 19, 2011 Regulation No.142)

### **ADDENDUM**

This amended regulation shall enter into force as of June 1, 2011.(May. 24, 2011 Regulation No.145)

### **ADDENDUM**

This amended regulation shall enter into force as of November 1, 2011.(Oct. 31, 2011 Regulation No.151)

### **ADDENDUM**

This amended regulation shall enter into force as of July 22, 2012. (Amended on Jul. 10, 2012 Regulation No.163)

### **ADDENDUM**

This amended regulation shall enter into force as of January 5, 2013.(Amended on Dec. 27, 2012 Regulation No.171)

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of June 30, 2014.

**ADDENDUM**

This amended regulation shall enter into force as of Aug 14, 2014.

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of November 21, 2016.

**ADDENDUM**

This amended regulation shall enter into force as of April 1, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of August 29, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of November 1, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of July 9, 2019.

**ADDENDUM**

This amended regulation shall enter into force as of March 3, 2020.

**ADDENDUM**

This amended regulation shall enter into force as of July 9, 2020.



**ADDENDUM**

This amended regulation shall enter into force as of February 18, 2021.

**ADDENDUM**

This amended regulation shall enter into force as of February 24, 2021.