

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

Amended on Sep. 9, 2015 (Amended by the department in charge)

Amended on Oct. 11, 2016 (Amended by the department in charge)

Amended on May 29, 2017 (Academic Support Team-708 (May 29, 2017))

Amended on Dec. 15, 2017 (Academic Support Team-1460 (Dec. 18, 2017))

Amended on Aug. 8, 2018 (Academic Support Team-896 (Aug. 9, 2018))

Amended on Apr. 26, 2019 (Academic Support Team-593 (Apr. 29, 2019))

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Chapter 1 General Provisions

Article 1 (Purpose)

These bylaws seek to specify detailed matters related to the enforcement of Clause 2, 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 he/she 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 credit recognition.
3. "Chairman of school in charge of assessment" refers to the chairman of the undergraduate school

where a course for 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 higher than those for the same course of this university.
2. Credits of two or more courses of the previous university can be integrated and recognized for the credit of one course of this university.
3. Credits for one course of the previous university can be recognized for two or more courses of the university; however, the credits for one course of the previous university shall be the same as or higher 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, if needed, may take appropriate measures such as examination, interview, etc. to test his/her academic achievement.

Article 5 (Credit Recognition Range)

1. Up to 65 credits earned in the previous university may be recognized. Credits shall be recognized as those for liberal arts, global convergence studies, optional elective courses (non-liberal arts), or major courses within this limit; and the remaining credits (credits other than those recognized as those for compulsory liberal arts, practices, or majors) shall be recognized as credits for optional elective courses (liberal arts). (Amended on Sep. 9, 2015) (Oct. 11, 2016)
2. The following are the recognition range of the major course credits earned at the previous university as major course credits at this university:
 - (1) Double major (33 credits + 33 credits): not more than 18 credits for each major
 - (2) Double major (45 credits + 33 credits): not more than 23 credits for a major that requires 45 credits, and not more than 18 credits for a major that requires 33 credits (Newly established on Aug. 8, 2018)
 - (3) Single major (66 credits): not more than 33 credits (Amended on Aug. 8, 2018)
 - (4) Single major (60 credits): not more than 30 credits (Amended on Aug. 8, 2018)
 - (5) Single major (45 credits): not more than 23 credits (Amended on Aug. 8, 2018)
 - (6) Minor: not more than 12 credits per major

Article 6 (Procedure for Recognizing Credits)

Credits earned at the previous university may be recognized as credits earned at this university by

the second semester (within three-quarters of the number of school days of each semester) after enrollment based on the following procedures: However, if there are unavoidable reasons approved by the dean of Academic Affairs, credits can be recognized even after this period. (amended on Jan. 26, 2012)

1. Each transferee shall prepare a credits recognition application (Attached Form) by writing down the courses completed at the previous university and the courses of this university for which credits are recognized to have been completed, attach a copy of the certificate of academic performance from 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 the 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 credit recognition shall be submitted to the Academic Affairs Team.
5. For credits to be recognized for optional elective courses (non-liberal arts),

In case a transferee wants to have his/her credits recognized for optional elective courses (non-liberal arts), those can be recognized by the Academic Affairs Team by checking the completion category of the relevant course of the certificate of academic performance of the previous university, without confirmation from the professor and the chairman of school in charge of assessment. (Newly established on Dec. 15, 2017)

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 whose credits have been recognized shall not be taken in the university.
3. Courses completed in this university after transfer shall 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 this university shall be separately indicated as "credits of transferees recognized by this 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 of Completed Courses)

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

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

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

The credits earned at this university prior to enrollment as an exchange student, etc. shall be recognized as credits of this university by not applying the credit recognition range of Article 5 without going through the credit recognition procedure under Article 6, and the corresponding indication of credits on the certificate of academic performance shall be governed by 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 bylaws shall enter into force as of January 27, 2012. (Amended on Jan. 26, 2012, Regulation No.154)

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of September 9, 2015. (Amended on Sep. 9, 2015)
2. (Interim Measures) The provisions of Clause 1 of Article 5 shall apply starting from the school year of 2015. However, other detailed changes shall be prescribed by the president separately.

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of October 11, 2016. (Amended on Oct. 11, 2016)
2. (Interim measures regarding credit recognition) Students who have their credits recognized before the enforcement of these amended bylaws can proceed with the credit recognition procedure again as per Article 6 of these bylaws.

ADDENDUM

1. (Enforcement Date) These bylaws shall enter into force as of May 29, 2017. (Amended on May 29, 2017, Academic Support Team-708 (May 29, 2017))
2. (Interim measures regarding the application of course names) If a course name has been changed according to the curriculum reformation of this university prior to the enforcement of these bylaws, the application of the course name when recognizing credits shall be the time when the course name is changed.

ADDENDUM

These bylaws shall enter into force as of December 15, 2017. (Amended on Dec. 15, 2017, Academic Support Team-1460 (Dec. 18, 2017))

ADDENDUM

These bylaws shall enter into force as of August 8, 2018. (Amended on Aug. 8, 2018, Academic Support Team-896 (Aug. 8, 2018))

ADDENDUM

These bylaws shall enter into force as of April 26, 2019. (Amended on Apr. 26, 2019, Academic Support Team-593 (Apr. 29, 2019))