

# 1. Articles of Incorporation of Handong Global University Foundation

Team in charge: Handong Global University Foundation 1164-5

Established on Sep. 21, 1992 Approved by the Ministry of Education, Science, and Technology (Approval No. 25420-1709)

Amended on Dec. 30, 1993 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-2652)

Amended on Jan. 28, 1995 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-225)

Amended on Nov. 22, 1995 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-2687)

Amended Oct. 24, 1996 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-377)

Amended on Jun. 4, 1997 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-669)

Amended on Nov. 21, 1997 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-1388)

Amended on Feb. 20, 1998 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-163)

Amended on Jan. 22, 1999 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-67)

Amended on Apr. 15, 1999 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-508)

Amended on Jun. 21, 1999 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-121)

Amended on Oct. 12, 1999 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-270)

Amended on Feb. 19, 2000 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-249)

Amended on Jun. 25, 2002 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-871)

Amended on Aug. 16, 2002 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-1048)

Amended on Mar. 17, 2003 Approved by the Ministry of Education, Science, and Technology (Approval No. 81422-389)

Amended Aug. 13, 2004 Approved by the Ministry of Education, Science, and Technology (Approval No. 3084)

Amended on May 26, 2005 Approved by the Ministry of Education, Science, and Technology (Approval No. 3485)

Amended on Dec. 19, 2005 Approved by the Ministry of Education, Science, and Technology (Approval No. 2001)

Amended on Jun. 26, 2006 Approved by the Ministry of Education, Science, and Technology (Approval No. 3695)

Amended on Sep. 18, 2006 Approved by the Ministry of Education, Science, and Technology (Approval No. 5301)  
Amended on Dec. 12, 2007, Approved by the Ministry of Education, Science, and Technology (Approval No. 565)  
Amended on Jun. 19, 2008, Approved by the Ministry of Education, Science, and Technology (Approval No. 1656)  
Amended on Mar. 19, 2009, Approved by the Ministry of Education, Science, and Technology (Approval No. 1325)  
Amended on Jun. 18, 2009 The resolution of the Board of Directors  
Amended on Aug. 27, 2010 The resolution of the Board of Directors  
Amended on Sept. 30, 2010, Approved by the Ministry of Education, Science, and Technology (Approval No. 5659)  
Amended on May 19, 2011 The resolution of the Board of Directors  
Amended on Sep. 30, 2011, Approved by the Ministry of Education, Science, and Technology (Approval No. 5485)  
Amended on Jun. 29, 2012, Approved by the Ministry of Education, Science, and Technology (Approval No. 5265)  
Amended on Aug. 27, 2012 The resolution of the Board of Directors  
Amended on Jan. 21, 2013 The resolution of the Board of Directors  
Amended on Jun. 20, 2013 The resolution of the Board of Directors  
Amended on Aug. 29, 2013 The resolution of the Board of Directors  
Amended on Aug. 22, 2014 The resolution of the Board of Directors  
Amended on Feb. 15, 2016 The resolution of the Board of Directors  
Amended on Aug. 26, 2016 The resolution of the Board of Directors  
Amended on Jan. 17, 2017 The resolution of the Board of Directors  
Amended on Apr. 13, 2017 The resolution of the Board of Directors  
Amended on Jul. 5, 2017 The resolution of the Board of Directors  
Amended on Feb. 7, 2018 The resolution of the Board of Directors  
Amended on Aug. 24, 2018 The resolution of the Board of Directors  
Amended on May 21, 2019 The resolution of the Board of Directors  
Amended on Feb. 11, 2020 The resolution of the Board of Directors  
Amended on Feb. 8, 2021 The resolution of the Board of Directors  
Amended on Jan. 20, 2022 The resolution of the Board of Directors  
Amended on Apr. 28, 2022 The resolution of the Board of Directors  
Amended on Aug. 18, 2022 The resolution of the Board of Directors  
Amended on Jan. 26, 2023 The resolution of the Board of Directors

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## **Chapter 1 General Provisions**

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

This foundation (Handong Global University Foundation) seeks to nurture Christian leaders who can contribute to the development of the nation and the society by providing higher education as well as elementary and secondary education in fostering academic excellence, character, and spiritual formation based on the educational ideology of the Republic of Korea and evangelical Christianity, and aims to provide the biblical perspective and educational value through worship, group Bible reading, and community services.(amended on Feb 11, 2020.)

### **Article 2 (Name)**

This Foundation shall be called Handong Global University Foundation (hereinafter referred to as "Foundation"). (amended on Sept. 30, 2011)

### **Article 3 (Establishment of Schools)**

The Foundation shall establish and run the following schools to achieve the purposes specified in Article 1:

1. Handong Global University
2. Handong International school (among many others, alternative schools, and elementary, middle and high schools are integrated and operated by Handong International School.)(amended on Sept. 30, 2010)

### **Article 4 (Address)**

The office of the Foundation shall be located at 3 Namsong-ri, Heunghae-eup, Buk-gu, Pohang-si, Gyeongsangbuk-do.

### **Article 5 (Amendment of the Articles of Incorporation)**

These Articles of Incorporation of the Foundation may be amended by reporting to the government authority concerned within 14 days as per the resolution of the Board of Directors based on the votes of more than two thirds of the authorized number of directors. (amended on Sept. 30, 2011)

## **Chapter 2 Assets and Accounting**

### **Section 1 Assets**

#### **Article 6 (Types of Assets)**

1. The assets of the Foundation shall be classified into permanent assets and ordinary assets; permanent assets shall be classified into permanent education assets and permanent revenue-generating assets for management purposes.
2. Permanent assets shall consist of assets managed on a separate register and assets consisting of reserves and other assets established as permanent assets as per the resolution of the Board of

Directors pursuant to Article 11 (amended on Dec. 12, 2007)

3. Ordinary assets shall consist of assets other than the permanent assets decided pursuant to Clause 3.

### **Article 7 (Asset Management)**

1. If the Foundation wishes to sell, donate, exchange, change the use of, or provide as collateral the permanent assets specified in Clause 2, Article 6, approval shall be obtained from the government authority concerned as per the resolution of the Board of Directors.
2. Unless specifically prescribed otherwise by related laws as well as these Articles of Incorporation, matters related to the operation and management of permanent assets and ordinary assets shall be decided separately by the Board of Directors.

### **Article 8 (Expenses and Appropriations)**

All expenses incurred for the Foundation shall be paid for by appropriating the corresponding amount from the profits generated from the permanent assets, income from the revenue-generating business, and other income.

## **Section 2 Accounting**

### **Article 9 (Type of Accounting)**

1. The accounting of the Foundation shall be classified into accounting for school and accounting for the Foundation.
2. The accounting system of the Foundation may be divided into general accounting and accounting for revenue-generating business.
3. The accounting for school as specified in Clause 1 shall be executed by the head of school, and that for the Foundation, by the chairman of the board.

### **Article 10 (Performance of Obligations Outside the Budgets)**

The performance of obligations or waiver of rights other than those prescribed by the operating budgets requires approval from the government authority concerned as per the resolution of the Board of Directors.

### **Article 11 (Disposition of Surplus)**

The surplus for each fiscal year of the Foundation shall be reserved except the portion used to repay borrowings or that to be carried forward; such reserve shall be treated as permanent assets.

### **Article 12 (Fiscal Year)**

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

### **Article 12-2 (Budget Settlement Report and Disclosure)**

1. The Foundation shall report budgets before the beginning of each fiscal year. The settlement of

accounts at the close of each fiscal year with the government authority concerned shall disclose related details.

### **Section 3 Budget Settlement Advisory Committee**

#### **Article 13 (Establishment of the Budget Settlement Advisory Committee)**

<Deleted> (amended on Sep. 18, 2006)

#### **Article 14 (Organization of the Committee)**

<Deleted> (amended on Sep. 18, 2006)

#### **Article 15 (Election and Duties of the Chairman)**

<Deleted> (amended on Sep. 18, 2006)

#### **Article 16 (Meetings)**

<Deleted> (amended on Sep. 18, 2006)

#### **Article 17 (Coordinator of the Committee)**

<Deleted> (amended on Sep. 18, 2006)

## **Chapter 3 Institutions**

### **Section 1 Officers**

#### **Article 18 (Types and Number of Officers)**

The Foundation shall have the following officers:

1. 11 directors (including 1 chairman); if necessary, however, the Foundation may have 1 executive director (amended on Mar. 19, 2009)
2. 2 auditors

#### **Article 19 (Term of Office of Officers)**

1. The following are the terms of office of officers (however, the term of office of half of the founding directors shall be half the specified term of office):
  - (1) Directors: 4 years
  - (2) Auditor: 3 years; however, the auditor may be reappointed only once (amended on Dec. 12, 2007)
2. The president of this university operated by the foundation shall serve as the executive director during the term of his/her presidency. (newly established on Feb. 1, 2022)

#### **Article 20 (Appointment of Officers)**

1. Directors and auditors shall be appointed by the Board of Directors; they shall assume office after obtaining approval from the government authority concerned.
2. The dismissal of officers prior to the expiration of their term of office shall be effected as per the

resolution of the Board of Directors. However, as for the voluntary retirement, a report to the Board of Directors is only required.(amended on Sept. 30, 2011)

3. Any vacancy among officers shall be filled within 2 months of the occurrence of such.
4. Officers shall be appointed 2 months prior to the expiration of their term of office; they shall apply for assumption of office with the government authority concerned at least 1 month prior to the commencement of appointment.
5. Directors appointed by the Board of Directors shall include the chairman of the undergraduate school established and managed by the Foundation.

#### **Article 20-2 (Requirements for External Directors)**

The external directors of the Foundation shall be Christians who have been baptized.

#### **Article 20-3 (Number of External Directors) (amended on Mar. 19, 2009)**

The Foundation shall have 3 external directors.

#### **Article 20-4 (Appointment of External Directors) (amended on Dec. 12, 2007)**

1. The Foundation shall request the External Director Recommendation Committee (hereinafter referred to as "Recommendation Committee") to recommend candidates for external directors within 15 days of the occurrence of reasons for the appointment of external directors (or 3 months prior to the termination of the term of office in the case of incumbent directors).
2. When requesting the Recommendation Committee to recommend candidates for external directors, the Foundation may present the qualifications prescribed in Article 20-2.
3. Upon receiving a request for recommendation from the Foundation, the Recommendation Committee shall recommend double the required number of directors within 30 days. In the absence of a recommendation during this period, however, the Foundation shall request the government authority concerned to recommend candidates (amended on Dec. 12, 2007).
4. <Deleted on Dec. 12, 2007>

#### **Article 20-5 (Recommendation Committee)**

1. The Recommendation Committee shall be established by the University Council (newly established on Dec. 12, 2007).
2. The Recommendation Committee shall have the following members:
  - (1) 3 persons recommended by the University Council
  - (2) 2 persons recommended by the Foundation
3. The chairman of the Recommendation Committee shall be appointed from among the committee members.
4. Detailed matters related to the operation of the Recommendation Committee shall be prescribed by the Regulation on the Recommendation Committee.

#### **Article 21 (Limitations in Appointing Officers)**

1. At least half of the directors shall be nationals of the Republic of Korea. However, any person other than a national of the Republic of Korea but contributing assets equivalent to at least half of

the permanent assets may be appointed officer. In this case, the number of such directors should be less than two thirds of the authorized number of directors.

2. With respect to the composition of the Board of Directors, the number of relatives between directors as prescribed in Article 777 of the Civil Act shall not exceed one quarter of the authorized number of directors.
3. At least one third of the total directors shall have 3 years or more of education experience.
4. Auditors shall not be relatives of auditors or directors as per Article 777 of the Civil Act.
5. One of the auditors shall be appointed from among the single candidates recommended by the Recommendation Committee (amended on Dec. 12, 2007).
6. The recommendation of auditors pursuant to Clause 5 shall be governed by the provisions of Article 20-4.
7. One of the auditors shall be a person possessing the qualifications of a certified public accountant.
8. The appointment of any of the following persons as officers shall require the votes of at least two-thirds of the incumbent directors. (newly established on Feb. 1, 2022)
  - (1) Person whose approval of appointment as officer was canceled 5 years earlier
  - (2) Person who was dismissed 5 years earlier while serving as a teacher at a private school
  - (3) Person who was dismissed as head of school 3 years earlier at the request of the government authority concerned

#### **Article 22 (Election and Term of Office of the Chairman and Executive Director)**

1. The chairman and the executive director shall be elected as per the resolution of the Board of Directors.
2. The term of office of the chairman and the executive director shall be the same as the incumbency of directors.
3. The chairman and the executive director shall not concurrently serve as the head of any school established and operated by the Foundation.

#### **Article 23 (Duties of the Chairman, Executive Director, and Directors)**

1. The chairman shall represent the Foundation and supervise its affairs.
2. The executive director shall assist the chairman and operate the affairs of the Foundation.
3. The directors shall attend the Board of Directors to deliberate on and decide the affairs of the Foundation and handle matters entrusted by the Board of Directors or the chairman.

#### **Article 24 (Designation of the Acting Chairman)**

1. In the absence of the chairman for unavoidable reasons, the director designated by the chairman shall act on his/her behalf.
2. If the post of the chairman becomes vacant, the director designated by the Board of Directors shall perform the duties of the chairman.
3. The director who has been designated as acting chairman pursuant to the provisions of Clauses 1 and 2 shall immediately go through the formalities of electing the chairman.

#### **Article 25 (Duties of Auditors)**

The auditor shall perform the following duties:

1. Audit the assets and accounting status of the Foundation.
2. Audit matters related to the operation and work of the Board of Directors.
3. Report to the Board of Directors and the government authority concerned in case any discrepancy or wrongdoing is discovered during the audits conducted pursuant to Items (1) and (2).
4. Request for the convening of the Board of Directors if necessary to submit a report pursuant to Item (3).
5. Express opinions to the chairman or directors regarding matters related to the assets and accounting status of the Foundation or operation of the Board of Directors.

### **Article 26 (Prohibition on Officers' Multiple Appointments)**

1. The chairman shall not concurrently hold the post of head of a private school established and operated by the Foundation (amended on Dec. 12, 2007).
2. Directors shall not concurrently hold the post of faculty members or other staff of the undergraduate school established and operated by the auditor or the Foundation except head of school.
3. The auditor shall not concurrently hold the post of chairman, director, or staff of the Foundation (including faculty members or other staff of the school established and operated by the Foundation).

## **Section 2 Board of Directors**

### **Article 27 (Composition and Functions of the Board of Directors)**

1. The Board of Directors shall consist of directors.
2. The Board of Directors shall deliberate on and decide the following matters:
  - (1) Matters related to budgets, settlement, borrowings, acquisition, and disposition of assets and management
  - (2) Matters related to the amendment of the Articles of Incorporation
  - (3) Matters related to the merger or dissolution of the Foundation (3)
  - (4) Matters related to the appointment or dismissal of officers
  - (5) Matters related to the appointment of the head and/or full-time faculty members (professors, associate professors, and assistant professors in the case of universities, and faculty members in case of various kinds of schools.) of the school established by the Foundation
  - (6) Important matters related to the management of the school established by the Foundation
  - (7) Matters related to the revenue-generating business
  - (8) Matters under the authority of the Board of Directors pursuant to the laws or Articles of Incorporation
3. The auditor may attend the Board of Directors' meeting to make a statement.

### **Article 28 (Convening of the Board of Directors' Meeting and Quorum)**

1. The Board of Directors' meeting shall be held only after a quorum has been declared.
2. Unless specifically provided for otherwise in these Articles of Incorporation, the Board of Directors shall pass a resolution based on the votes of majority of its members.



## **Article 29 (Reasons for Exclusion from the Passing of a Board of Directors' Resolution)**

Under any of the following cases, the chairman or a director shall not participate in the passing of a resolution by the Board of Directors:

1. The director or the chairman is involved in matters related to the appointment or dismissal of an officer or head of school.
2. The director is directly related to the Foundation when it comes to matters accompanying the exchange of money or assets.

## **Article 30 (Convening of the Board of Directors' Meeting)**

1. A Board of Directors' meeting shall be convened by the chairman or acting chairman who shall preside over the meeting.
2. Prior to convening a Board of Directors' meeting, a notice specifying the objectives of the meeting shall be served to each director at least 7 days in advance. In case all directors are present, and all directors wish to hold the meeting, however, this provision may not apply.

## **Article 30-2 (Posting of the Minutes of the Board of Directors' Meeting)(amended on Dec. 12, 2007)**

1. The Board of Directors shall post the minutes of the meeting at the website of the school for 1 year within 10 days of the termination of the meeting. However, the minutes of the meeting may not be posted in case of matters fall under the category prescribed by each Item of Clause 1, Article 8-2 of the Enforcement Decree of the Private School Act. (amended on Feb. 8, 2021)
2. In case the minutes of the Board of Directors' meeting is not posted according to the proviso of Clause 1, the Board of Directors shall decide whether the minutes shall be posted as well as the range of posting (newly established on Dec. 12, 2007).

## **Article 31 (Exceptions to the Convening of the Board of Directors' Meeting)**

1. Under any of the following cases, the chairman shall send a notice of convening a meeting within 7 days of receiving a request for meeting so that the meeting can be held within 20 days of the date of request:
  - (1) Majority of the registered directors request for the convening of a meeting by presenting the objectives of the meeting.
  - (2) The auditor requests for the convening of a meeting pursuant to Item (4), Article 25.
2. If the post of the person with rights to convene a Board of Directors' meeting becomes vacant, or if he/she avoids convening a meeting and consequently makes holding such impossible within 7 days or more, the meeting may be convened based on the votes of majority of the registered directors. If the person with rights to convene a meeting avoids convening a meeting, however, the convening of a meeting shall be approved by the government authority concerned.

## **Article 31-2 (Establishment of a University Council)**

The university shall have a University Council (hereinafter referred to as "Council").

### **Article 31-3 (Composition of the Council)**

1. The council shall consist of 11 members appointed by the head of school from among full-time faculty members, staff, and persons who can represent the students as well as fellow students and persons who can contribute to the development of the school. The number of members is broken down as follows:
  - (1) Full-time faculty members: 5 (amended on Dec. 12, 2007)
  - (2) Staff: 2
  - (3) Students: 1
  - (4) Fellow students: 1 (amended on Dec. 12, 2007)
  - (5) Persons who can contribute to the development of the school: 2 (amended on Dec. 12, 2007)
2. With respect to the composition of the council, the number of council members belonging to a certain unit of those specified in Clause 2 shall not exceed a half of the total number of council members.

### **Article 31-4 (Chairman of the Council)**

1. The council shall have 1 chairman and 1 vice chairman.
2. The chairman and the vice chairman shall be appointed from among the council members; however, their term of office shall be the same as that of the council members.
3. The chairman shall represent the council and preside over meetings; the vice chairman shall assist the chairman and act on behalf of the chairman in his/her absence for unavoidable reasons.

### **Article 31-5 (Term of Office of Council Members)**

The term of office of council members shall be 2 years. However, the term of office of any council member appointed to fill a vacancy shall be the remaining term of office of his/her predecessor.

### **Article 31-6 (Functions of the Council)**

The council shall deliberate on the following matters; however, the council shall provide only advice for matters specified in Items 3~5 (amended on Dec. 12, 2007):

1. Matters related to the development plan of the university
2. Matters related to the establishment or amendment of the school regulation
3. Matters related to the establishment or amendment of the university charter
4. Matters related to the operation of school courses
5. Matters related to university budgets and settlement
6. Matters related to the recommendation of the Recommendation Committee members
7. Matters presented by the head of school as important matters related to education

### **Article 31-7 (Operation Regulation)**

Matters required to operate the council shall be decided separately by the head of school.

## **Chapter 4 Revenue-generating Business**

### **Article 32 (Types of Revenue-generating Business)**

The school established and managed by the Foundation shall engage in the following businesses for operation purposes:

1. Investment in stocks
2. Service business
3. Manufacturing, wholesale, real estate, and construction business
4. Medical business
5. Other related businesses

**Article 32-2** <Deleted> (amended on Mar. 19, 2009)

**Article 32-3** <Deleted> (amended on Mar. 19, 2009)

**Article 32-4** <Deleted> (amended on Mar. 19, 2009)

## **Chapter 5 Dissolution**

### **Article 33 (Dissolution)**

The Foundation may be dissolved based on the votes of at least two thirds of the total number of directors and after obtaining approval from the government authority concerned.(amended on Sept. 30, 2011)

### **Article 34 (Reversion of Remaining Assets)**

Except in case of merger or bankruptcy, the assets remaining after the Foundation is dissolved shall be reverted to other educational foundations or persons engaged in the education business after a report on the termination of the liquidation is submitted to the government authority concerned.(amended on Sept. 30, 2011)

### **Article 35 (Liquidator)**

In case the Foundation is dissolved, the liquidator shall be elected from among the directors at the time of dissolution.(amended on Sept. 30, 2011)

## **Chapter 6 School Staff Members**

### **Section 1 Faculty Members**

### **Article 36 (Qualifications, Appointment, and Etc.)**

1. The qualifications of faculty members of the school established and managed by the Foundation shall be governed by the regulations on the qualifications of faculty members of private and public schools.

2. The head of the school established and managed by the Foundation shall be appointed or dismissed by the chairman as per the resolution of the Board of Directors. However, the dismissal of the head of school during the term of office shall be appointed to the approval of the Board of Directors based on the votes of at least two thirds of the total number of directors (amended on Dec. 12, 2007).
3. The term of office of the head of school shall be 4 years; the head of school may be reappointed only once (newly established on Dec. 12, 2007).
4. Full-time faculty members shall be appointed by the chairman as per the resolution of the Board of Directors at the recommendation of the head of school following deliberation by the Personnel Committee.
5. Lecturers and part-time faculty members(referring to honorary professors, faculty members holding concurrent posts, visiting professors, etc.) shall be appointed by the president. shall be appointed or dismissed by the president. Details related to the functions, working conditions, services, reappointments, disciplinary actions, qualifications, appointment procedures, and remunerations of part-time faculty members shall be separately decided by the president.(Amended on May 21, 2019)
6. The full-time faculty members of the school shall be appointed under the following contractual conditions:
  - (1) Working period
    - A. Professor: Period up to the retirement age or term decided by the contract as requested by the professor concerned
    - B. Associate professors: Period up to the retirement age or period decided by the contract
    - C. Assistant professors: Period decided by the contract(Amended on Jun. 29, 2012)
  - (2) Salaries: Remuneration specified in the regulations on faculty members' remuneration
  - (3) Working conditions: Matters related to the teaching hours and related departments
  - (4) Achievements and results: Matters related to research achievements, thesis advising, career counseling, and student guidance
  - (5) Conditions and procedure for the renewal of contract: Matters related to the conditions and procedures for reappointment after the working period is terminated
  - (6) Miscellaneous: Matters deemed necessary by the head of school
7. Notwithstanding the provisions of Clause 6, the working period of the incumbent full-time faculty members of the school as of January 1, 2002 and who are reappointed after the termination of their appointment period shall be as follows (however, the provision of Clause 6 may apply as requested by the person concerned):(Amended on Jun. 29, 2012) (Amended on Feb. 15, 2016)
  - (1) Professor: Retirement age
  - (2) Associate professors: 6 years
  - (3) Assistant professors: 4 years
  - (4) (Deleted on Jun. 29, 2012)
8. If deemed necessary by the president, the conditions of a contract that has already been concluded may be changed after obtaining the agreement of the person concerned. At this time, however, the working period cannot be changed.
9. The president shall establish detailed standards related to the contractual conditions pursuant to the provision of Clause 6 following deliberation by the Faculty Personnel Committee. (Amended on Feb. 15, 2016)
10. Assistants shall be appointed by the president provided the appointment period does not exceed

1 year. They may be reappointed, however.

11. University vice presidents, chairmen of undergraduate schools, deans of graduate school, and other deans shall be appointed by the president after obtaining approval from the chairman of the board.
12. If the person with rights to appoint faculty members has appointed faculty members pursuant to Clauses 2 and 4, a report with related documents attached shall be submitted to the government authority concerned within 7 days of the date such action is taken.(Amended on Jun. 29, 2012)

### **Article 36-2 (Special Hiring of Full-time Faculty Members)**

1. Faculty members may be specially hired under any of the following items:
  - (1) A person who has retired from the school following the termination of temporary retirement for reasons specified in Item (1), Article 38 is appointed within 2 years of the date of retirement to the position equivalent to that held at the time of retirement.
  - (2) A person who has worked for 4 years or more in the research or service fields corresponding to the expected appointment is appointed.
  - (3) Full-time faculty members working at other universities are appointed.
  - (4) A person who has been relieved of his/her duties owing to the opening or abolishment of curricula or abolishment of position or overstaffing resulting from reduced budgets is appointed.
  - (5) Appointing through a competitive examination a part-time faculty member who carries the qualifications for the expected appointments, education or education administration experience, or teaching and research experience is deemed inappropriate.
  - (6) Korean scholars abroad, foreigners, or those who majored in special fields are appointed.

### **Article 37 (Faculty Members with Fixed Term)**

1. Under any of the following cases, the school may appoint faculty members with a fixed term from among those carrying teachers' qualifications:
  - (1) A faculty member has been placed on a temporary retirement for reasons specified in Article 38, and hiring a successor is unavoidable.
  - (2) Supplementing a successor is unavoidable because a faculty member is unable to work for a period of more than 1 month owing to dispatch, training, suspension from office, or relief from duty or leave.
  - (3) A faculty member who has been dismissed, released from office, or relieved from duty has filed a request for examination with the Appeal Committee for Teachers pursuant to Clause 1, Article 9 of the Act on the Improvement of Teachers' Status, thereby making the supplementation of a successor impossible.
  - (4) A faculty member is needed to take charge temporarily of specific courses.
2. Faculty members with fixed term shall retire when the appointment period expires.
3. The appointment period of faculty members with fixed term shall be 1 year or less; if necessary, however, the period may be extended for a period of not more than 3 years.

### **Article 37-2 (Release of Screening Results)**

1. If a person who has applied for open screening requests for the release of the screening results, such information may be released after the newly hired members are decided.
2. The release of information pursuant to Clause 1 shall be governed by the provision of Articles

### **Article 38 (Reason for Temporary Retirement)**

1. If a full-time faculty member wishes to take a temporary retirement for any of the following reasons, the person with rights to appoint faculty members may grant such request for temporary retirement (however, the person with rights to appoint or dismiss faculty members must order the temporary retirement in the case of Items (1)~(4)):
  - (1) The faculty member needs long-term rest owing to physical or mental disorder.
  - (2) The faculty member has been drafted or summoned as per the military service regulations.
  - (3) The fate or whereabouts of the faculty member is unknown owing to natural disasters, terrestrial upheaval, war, or incidents or for other reasons.
  - (4) The faculty member has left the workplace to perform the duties prescribed by laws or regulations.
  - (5) The faculty member studies abroad to earn academic degrees or engages in research activities for a period of 1 year or longer.
  - (6) The faculty member is hired by international organizations, foreign institutions, or national educational institutions abroad.
  - (7) A temporary retirement is required to nurse children under 8 years of age or 2nd grade of elementary school, or a female faculty member is pregnant or she gives birth to a child. (amended on Jan. 1, 2008).(Amended on Feb. 15, 2016)
    - (7)-2. In case of adopting a child or youth under the age of 19 (except for children who are subject to the temporary retirement of Item
  - (8) The faculty member receives training from a research institution or an educational institution designated by the Minister of Education, Science, and Technology.
  - (9) A temporary retirement is needed to nurse parents, spouse, children, or parents in law who require long-term treatment owing to accidents or diseases.
  - (10) The spouse is assigned to overseas work, or he/she falls under the category specified in Item (5).
  - (11) Reasons, such as industry-academic cooperation activities, based on which the president considers a temporary retirement necessary occur.
  - (12) 「사립학교교직원 연금법」 제31조에 따라 계산한 재직기간이 10년 이상인 교원이 자기개발을 위하여 학습·연구 등을 하게 된 때

### **Article 38-2 (Sabbatical Year, Dispatch, and Exchange)**

1. The head of school may grant a Sabbatical Year for a period of not more than 1 year to a full-time faculty member who has continuously worked for more than 6 years.(Amended on Jun. 29, 2012)
2. The head of school may dispatch a full-time faculty member to other institutions(that include other institutions under the same corporate) or exchange members.

### **Article 39 (Period of Temporary Retirement)**

The periods of temporary retirement for full-time faculty members are as follows:

1. The period of temporary retirement granted pursuant to Item (1), Article 38 shall not exceed 1

year, but the period may be extended by not more than 1 year in case of unavoidable reasons. In the case of temporary retirement due to disease or injury that are subject to the medical care expenses in line of duties specified in Pension for Private School Teachers and Staff Act, however, the period of temporary retirement shall be 3 years or less.

2. The period of temporary retirement granted pursuant to Items (2) and (4) shall expire at the time of termination of the service period.
3. The period of temporary retirement granted pursuant to Item (3), Article 38 shall be 3 months.
4. The period of temporary retirement granted pursuant to Item (5), Article 38 shall not exceed 3 years.
5. The period of temporary retirement granted pursuant to Item (6), Article 38 shall be the same as such hiring period.
6. The period of temporary retirement granted pursuant to Item (7), Article 38 shall be allowed for one child during appointment; however, the period shall not exceed 3 years (for male faculty members, it shall not exceed 1 year), and the period of temporary retirement granted pursuant to Item (7)-2, Article 38 shall be allowed for one adopted child within the range of 6 months. (Amended on Feb. 15, 2016)
7. The period of temporary retirement granted pursuant to Item (8), Article 38 shall not exceed 2 years.
8. The period of temporary retirement granted pursuant to Items (9)~(11) shall be separately decided by the president.

#### **Article 40 (Status of Full-time Faculty Members on Temporary Retirement)**

1. The full-time faculty member placed on a temporary retirement shall retain the status of a member but shall not engage in any work.
2. When the reasons for the temporary retirement have ceased to exist, the faculty member shall notify the person with rights to appoint or dismiss faculty members accordingly within 30 days. The person with rights to appoint or dismiss faculty members shall immediately order the reinstatement of the faculty member concerned.
3. Except in case of Item (3), Article 38, any full-time faculty member whose period of temporary retirement has expired and who reports such fact within 30 days shall be reinstated.
4. The period of temporary retirement granted pursuant to Item (7) and (7)-2, Article 38 shall be included in the period of continuous service, but the period acknowledged shall be less than 1 year of the first temporary retirement. If the temporary retirement for child care is granted for the 3rd and subsequent childbirths, however, up to 3 years shall be acknowledged as the period of continuous service.

#### **Article 41 (Treatment of Full-time Faculty Members on Temporary Retirement)**

1. If temporary retirement is granted pursuant to Item (1), Article 38, the school shall pay 70% (for less than 1 year) or 30% (for 1 year or more but less than 2 years) of the salary during the period of temporary retirement. In case the temporary retirement is granted owing to a tubercular disease, the school shall pay 80% (for less than 1 year) or 30% (for 1 year or more but less than 2 years) of the salary during the period of temporary retirement. In case of temporary retirement due to occupational diseases or injuries, however, the full amount of the salary or 30% (for 1 year or more but less than 2 years) during the temporary retirement period. (amended on

Dec. 12, 2007) (Jan. 17, 2017)

2. If temporary retirement is granted pursuant to Item (5), Article 38 according to the needs of the school, the school shall pay 50% of the salary. In case the temporary retirement is granted pursuant to Item (5), Article 38 at the request of the full-time faculty member, however, no salaries shall be paid (newly established on Dec. 12, 2007).
3. If the temporary retirement is granted pursuant to Items (2)~(4) and Items (6)~(12) of Article 38, no salaries shall be paid.

#### **Article 42 (Relief from Duty and Release from Office)**

1. No position shall be assigned to a full-time faculty member who has been indicted for a criminal case.
2. The person with rights to appoint faculty members may not assign positions to any of the following persons:
  - (1) Persons whose ability to perform duties is inadequate, whose attendance record is extremely unsatisfactory, or whose working attitude is extremely unfaithful
  - (2) Persons requiring disciplinary actions
3. If a position is not assigned pursuant to Clause 1 or 2, but the reasons for such have expired, the person with rights to appoint or dismiss faculty members shall immediately assign positions.
4. If a person is relieved from duty pursuant to the provisions of Clause 1 or Clause 2, 80% of the salary shall be paid. If the person who has been relieved from duty pursuant to Clause 1 or Item (2), Clause 2 has not received any position even after 3 months have passed from the date of his/her relief from duty, 50% of the salary shall be paid 3 months after the date of relief from duty.
5. The person with rights to appoint or dismiss faculty members shall order a person who has been relieved from duty pursuant to Item (1), Clause 2 to stand by for a period of not more than 3 months.
6. After a standby status is ordered pursuant to Clause 5, the person with rights to appoint or dismiss faculty members shall take the necessary actions including the provision of training or the assignment of special tasks to recover the ability or improve the attitude of the member concerned.
7. If there are inconsistencies in the reasons for the relief from duty as ordered pursuant to Items (1) and (2) of Clause 2, or Clause 1, the relief from duty shall be ordered pursuant to Item (2), Clause 2 or Clause 1.
8. If a person ordered to stand by pursuant to Item (1), Clause 2 fails to improve his/her ability or to show sincere repentance during the standby period, the person with rights to appoint or dismiss faculty members may remove the person concerned from office after obtaining approval from the Faculty Disciplinary Committee.

#### **Article 43 (Remuneration)**

The remunerations of full-time faculty members shall be prescribed by a separate regulation as per the resolution of the Board of Directors based on the qualifications, experience, difficulty of assigned duties, and extent of responsibility. However, allowances including position allowances paid for (non-tenured) full-time faculty members who are appointed to a position of responsibility and other



allowances paid for school staff members may be prescribed by a separate regulation by the president. (amended on May 21, 2019) (Feb. 8, 2021)

#### **Article 44 (Prohibition on Temporary Retirement or Removal from Office Without One's Consent)**

1. A faculty member shall not be subject to temporary retirement, removal from office, or other unjust disposition without his/her consent unless such action is taken based on the pronouncement of sentence, disciplinary disposition (for lecturers, "disciplinary disposition" shall mean "other reasons stipulated in the appointment contract.") or reasons stipulated in the Private School Act. However, this provision shall not apply in case the position is abolished or if there is overstaffing caused by the establishment or abolishment of classes or courses.
2. Faculty members shall not be subject to dismissal based on advice.
3. Any faculty member objecting to a disciplinary action or other disadvantageous disposition without his/her consent may request for redeliberation from Appeal Commission for Teachers based on the Special Act on the Improvement of Teachers' Status.(amended on Sept. 30, 2011)

#### **Article 45 (Retirement Age)**

1. The retirement age for university full-time faculty members shall be 65 years, and that for the faculty members of other schools, 62 years. However, exception is allowed for the head of university and other school.
2. <Deleted> (Aug. 22, 2014)
3. The full-time faculty member who has reached the retirement age shall retire at the end of the applicable semester.

#### **Article 45-1 (Honorary Retirement Allowances) (newly established on Mar. 19, 2009)**

1. If a person who has continuously served at the schools under the control of the Foundation for more than 20 years but has 1 year or more to go before reaching the legal retirement age voluntarily retires from school, the school may pay honorary retirement allowances.
2. Matters concerning the persons eligible for Honorary Retirement Allowances as stipulated in Clause 1 as well as the range, amount, procedures, and other items shall be separately decided.

#### **Article 46 (Delay in Appointing a Successor)**

If a faculty member is dismissed or released from office without his/her consent or removed from office owing to unsatisfactory performance, a successor shall not be appointed within 30 days of the date such action is taken.

#### **Article 47 (Establishment of the Faculty Personnel Committee)**

The school shall operate a Faculty Personnel Committee (hereinafter referred to as "Personnel Committee") to deliberate on important matters related to the personnel management of faculty members (the head of school is excluded, but, in the case of universities, lecturers, faculty members holding concurrent posts, visiting professors, etc. are included in this Article).

#### **Article 48 (Functions of the Personnel Committee)**

1. The University Personnel Committee shall deliberate on the following:
  - (1) Matters related to the recommendation or agreement with regard to appointing faculty members
  - (2) Matters related to the recommendation or agreement with regard to appointing the vice president and/or dean of graduate school
  - (3) Matters requiring deliberation by the Personnel Committee or those deemed necessary by the head of school
2. The functions of Personnel Committees of schools shall be performed by the Education Committee specified in Article 77-3. (amended on Aug. 27, 2012)
  - (1) Matters related to the appointment of faculty members
  - (2) Matters related to recommending faculty members eligible for training and commendation
  - (3) Matters whose deliberation by the Personnel Committee is deemed necessary by the head of school
3. In providing the agreement related to the provision of Clause 1 with regard to appointing a full-time faculty member whose appointment period has expired as per Clause 6, Article 36, the Personnel Committee shall consider the following covering the entire appointment period (Amended on Feb. 15, 2016):
  - (1) Research results and academic activities in professional fields
  - (2) Ability and performance related to teaching students and provision of guidance on research and life in general
  - (3) Compliance with laws related to education and maintenance of dignity as a faculty member
4. In agreeing to a recommendation to dismiss faculty members pursuant to Item (1), Clause 1, the Personnel Committee shall be considered to have agreed to the recommended dismissal under the following cases:
  - (1) Dismissal at the faculty member's own request
  - (2) Retirement due to age limit
  - (3) Dismissal owing to death

#### **Article 49 (Organization of the Personnel Committee)**

1. The Personnel Committee shall be organized with 7 faculty members holding positions of assistant professor or higher who are appointed by the head of school. (amended on Jan. 21, 2013.)
2. The term of office of personnel committee members shall be 1 year; they may be reappointed, however.

#### **Article 50 (Chairman of the Personnel Committee and Duties)**

1. The chairman of the Personnel Committee shall be appointed by the head of school. However, the dean of academic affairs shall serve as chairman. (amended on Aug. 27, 2012)
2. The chairman of the Personnel Committee shall represent the committee and supervise committee affairs.
3. The chairman shall convene and preside over a committee meeting.
4. In the absence of the chairman for unavoidable reasons, the member predesignated by the chairman shall act on his/her behalf.

#### **Article 51 (Convening of a Personnel Committee Meeting)**

1. The chairman shall convene a Personnel Committee meeting at the request of the head of school or if deemed necessary by the chairman.
2. The Personnel Committee shall pass resolutions based on the votes of members making up the majority of the registered members.

#### **Article 52 (Preparation of Minutes of the Meeting)**

1. The Personnel Committee shall prepare the minutes of the meeting for submission to the head of school.
2. The minutes of the meeting specified in Clause 1 shall be signed and/or sealed by at least 2 attending members including the chairman.

#### **Article 53 (Coordinator, etc. of the Personnel Committee)**

1. The Personnel Committee may have coordinators and secretaries to handle committee affairs.
2. The coordinators and secretaries shall be appointed by the head of school from among the staff of the school.

#### **Article 54 (Operation Bylaws)**

Matters other than those stipulated in these Articles of Incorporation but related to the operation of the Personnel Committee shall be decided by the chairman as per the resolution of the Personnel Committee.

### **Section 2 Faculty Disciplinary Committee**

#### **Article 55 (Organization of the Faculty Disciplinary Committee)**

1. The Faculty Disciplinary Committee shall consist of 9 members appointed or recommended by the chairman of the board from among the following persons. (amended on Aug. 18, 2022)
2. The Faculty Disciplinary Committee shall be organized according to the following criteria. (amended on Feb. 7, 2018)(Aug. 18, 2022)

#### **Article 56 (Election and Duties of the Chairman of the Faculty Disciplinary Committee)**

1. The chairman of the Faculty Disciplinary Committee shall be elected from among its members.
2. The chairman of the Faculty Disciplinary Committee shall represent the committee and supervise the affairs of the committee.
3. The chairman shall convene and preside over a Faculty Disciplinary Committee meeting.
4. In the absence of the chairman for unavoidable reasons, a senior member from among the members shall act on his/her behalf.

#### **Article 57 (Deadline for Disciplinary Actions)**

If the Faculty Disciplinary Committee receives a request for disciplinary actions, the committee shall decide the disciplinary actions within 60 days of receiving the request. In case of unavoidable reasons, however, the Disciplinary Committee may extend the deadline by not more than 30 days

and only once.

### **Article 58 (Reasons for Exclusion)**

Any Faculty Disciplinary Committee member trying a disciplinary case involving himself/herself or any member who is one of the relatives of the person subject to punishment shall not participate in the trial.

### **Article 59 (Challenge Against Members)**

1. If there is reason to believe that a member of the Faculty Disciplinary Committee may adopt unfair resolutions, the person subject to punishment may apply for challenge by stating such fact.
2. In case of a motion for challenge pursuant to Clause 1, the committee shall make a decision as to whether to accept the challenge as per the resolution of the committee. In such case, the person challenged shall not participate in the resolution.
3. If the exclusion pursuant to Article 58 or challenge pursuant to Clause 1 reduces the number of attending members of the Faculty Disciplinary Committee to less than two thirds of the registered members and subsequently makes trying the disciplinary case impossible, the chairman of the Faculty Disciplinary Committee shall request the person with rights to appoint members to appoint temporary members so that the number of attending members is two thirds or more of the registered members.

### **Article 60 (Types of Disciplinary Actions and Request for Decisions)**

1. Disciplinary actions are classified into dismissal, release from office, suspension from duty, pay reduction, and reprimand.
2. A person with rights to appoint members and requesting for disciplinary action against a member shall immediately send a letter specifying the reasons for disciplinary actions to the person to be punished.

### **Article 61 (Fact Finding and Expression of Opinions)**

1. The Faculty Disciplinary Committee shall investigate the facts while trying a disciplinary case and listen to the opinions of the accused prior to making a decision. If the person fails to appear even after a written summon was sent 2 or more times, however, the committee may make a decision after making the corresponding notation in the records.
2. If deemed necessary, the Faculty Disciplinary Committee may have related persons attend the meeting to make statements.

### **Article 62 (Disciplinary Resolutions)**

1. Disciplinary resolutions shall be adopted by the votes of majority of the registered members only if at least two thirds of the registered members are in attendance.
2. Upon deciding the disciplinary actions after trying a disciplinary case, the Faculty Disciplinary Committee shall prepare a letter of resolution specifying the text and reasons and submit it to the person with rights to appoint members.
3. The person with rights to appoint members shall take disciplinary actions based on the details of the resolution within 15 days of receiving the notice pursuant to Clause 2.(amended on Sept. 30,

2010)

4. A person with rights to take disciplinary actions shall deliver to the member concerned a letter of decision specifying the reasons for the disciplinary actions.
5. The meeting of the Faculty Disciplinary Committee shall not be open to the public.

### **Article 63 (Considerations in Deciding the Disciplinary Actions)**

Prior to proceeding with a disciplinary case, the Faculty Disciplinary Committee shall consider the conduct of the person to be punished, performance, merits, expression of repentance, details of the requested disciplinary actions, and other circumstances.

### **Article 64 (Prescription of Reasons for Disciplinary Actions)**

The request for disciplinary actions against members shall not be accepted if 3 years have passed from the day the reasons for disciplinary actions occurred. However, the prescription of the relevant case shall be applied if the reason for disciplinary actions falls under the following items:

- (1) Receipt of money, goods, or entertainment: 5 years
- (2) Embezzlement of public funds: 5 years
- (3) Committing any of the acts specified in Article 52 of 「Educational Officials Act」 : 10 years

### **Article 65 (Coordinator, etc. of the Faculty Disciplinary Committee)**

1. The Faculty Disciplinary Committee may have coordinators and secretaries to handle committee affairs.
2. The coordinators and secretaries shall be appointed by the person with rights to appoint them from among the staff of the institution where the Faculty Disciplinary Committee is established.

### **Article 66 (Operation Bylaws)**

Matters other than those stipulated in these Articles of Incorporation but related to the operation of the Faculty Disciplinary Committee shall be decided by the chairman as per the resolution of the Faculty Disciplinary Committee.

## **Section 3 Office Staff Members**

### **Article 67 (Qualifications)**

1. Any of the following persons shall not be appointed as office staff members (including operational staffs and employees; hereinafter referred to as "General Staff Members"):
  - (1) Persons who are incompetent or quasi-incompetent
  - (2) Persons declared bankrupt and whose sound financial status has not been restored
  - (3) Persons who have been sentenced to imprisonment or heavier punishment, and 5 years have not passed from the date the sentence expired or from the date the non-execution of the sentence was decided
  - (4) Persons who have been sentenced to imprisonment or heavier punishment, and 2 years have not passed from the date the period of suspension of execution expired
  - (5) Persons placed under suspension of pronouncement of sentence of imprisonment or heavier

punishment, and the period of suspension of pronouncement has not expired

(6) Persons whose qualifications have been suspended or revoked by the ruling of a court or by other laws

(7) Persons who have been dismissed less than 5 years earlier based on the disciplinary actions taken by the Foundation and the school established and managed by the Foundation; persons who have been released from office less than 3 years earlier

2. When general staff members are newly hired, there shall be no limitations in their educational background. However, technical staff and operational staff may be preferentially appointed as per personnel regulations from among those possessing related qualifications and licenses and other qualifications deemed necessary by the person with rights to appoint staff.
3. Any incumbent general staff members falling under the category specified in Clause 1 shall automatically retire from office.

### **Article 68 (Appointment)**

1. In principle, the person with rights to appoint general staff members shall handle new appointment, promotion, pay raise, change of occupation, transfers, demotion, temporary retirement, relief from duty, reinstatement, removal from office, release from office (hereinafter referred to as "Appointment") based on the results of open recruitment and screening, work performance, or other evidence of ability.
2. Test subjects, methods, and procedures related to appointment pursuant to the provision of Clause 1 shall be separately decided by personnel regulations.
3. General staff members shall be appointed by the chairman. However, general staff members belonging to the school may be appointed by the president after getting approval from the chairman of the board.  
(Amended on Feb. 15, 2016)

### **Article 69 (Service)**

Matters related to the service of general staff members shall be governed by the regulations applied to faculty members of private schools.

### **Article 70 (Remunerations)**

The remunerations of general staff members shall be decided by separate personnel regulations as per the resolution of the Board of Directors based on the job title, length of continuous service, level of difficulty of duties, and extent of responsibility considering the general subsistence expenses and salaries of civilian personnel.

### **Article 71 (Guarantee of Social Status)**

Matters related to the guarantee of social status for general staff members shall be governed by the regulations applied to faculty members of private schools. However, matters related to the retirement age shall be decided separately.

### **Article 72 (Disciplinary Actions and Request for Reexamination)**

1. Disciplinary actions against general staff members shall be governed by the regulations applied to faculty members of private schools. However, the General Staff Member Disciplinary Committee

shall be separately established by the Foundation.

2. The Foundation shall have General Staff Member Disciplinary Retrial Committee to handle requests for retrial submitted by the general staff member; however, matters related to the organization and operation of the committee shall be decided by a separate regulation by the chairman as per the resolution of the Board of Directors.

## **Chapter 7 Office Organization**

### **Section 1 Foundation**

#### **Article 73 (Office Organization of the Foundation)**

1. An Office of General Affairs shall be established to handle the affairs of the Foundation; the dean of office shall be appointed to class 2 staff.
2. The Office of General Affairs shall have a Foundation Team and a Support Team; The Team Manager shall be appointed from among class 5 or higher.(amended on Aug. 27, 2010)
3. An associate dean shall be appointed to assist the dean if necessary; the associate dean shall be appointed to class 3 staff.
4. The duty allocation resulting from the provision of Clauses 1~3 shall be prescribed by a separate regulation.

### **Section 2 University**

#### **Article 74 (President, Etc.)**

1. The university shall have a president and a President Nomination Committee to appoint the president, which shall consist of 5 directors and 2 outside staff with the experience of working as the president of a university as its member according to the resolution of the board.(Amended on Jun. 29, 2012)
2. The board of directors shall determine whether to reappoint the current president and whether to start the nomination procedure for the next president 1 year prior to the termination of his/her term of office.
3. In case of the nomination procedure for the next president starts, the President Candidate Selection Committee shall be organized with 7 members including 1 director, 2 full-time faculty members, 1 staff, 1 student, 1 fellow student, and 1 parent; the director, faculty member, staff, student, fellow student and parent shall be recommended by the chairman of the board, the faculty meeting, the staff meeting, the Student government, the Handong Global University Alumni Association, and the Parent prayer meeting, respectively. The university shall support the President Candidate Selection Committee with coordinators and budget for its operation. (amended on Dec. 12, 2007)(amended on Jun. 19, 2008).
4. The President Candidate Selection Committee shall proactively identify the candidates who meet the following requirements, and recommend them to the President Nomination Committee 4 months prior to the termination of the term of office of the president; The President Nomination Committee shall evaluate the candidates nominated by the President Candidate Selection

Committee and those who were selected through open recruitment and recommend 2-3 final candidates to the board of directors; The board of directors shall evaluate the final candidates, select and promulgate the nominee for the next president. The Foundation shall support the President Nomination Committee with budgets for its operation and appoint a coordinator from among faculty members and officers.

(Requirements for a presidential candidate)

- A. Those who have a clear and creative education vision to realize the purpose of Handong university as God's university and Global university through the whole-person education designed to foster intellect, character, and spirituality of students as specified in Article 1 of Articles of Incorporation.
- B. Those who accomplish outstanding research and academic achievement at home and abroad
- C. Those who can have the ability to raise funds for the operation of the university
- D. Those who have administrative skills
- E. Those who are spiritually mature

5. The president shall supervise school affairs, command and oversee faculty members, guide students and represent the school.

6. The university may have vice presidents for academic affairs, administrative affairs, and international affairs, and the vice president for academic affairs shall be concurrently appointed from among professors or associate professors, and the vice president for administrative and international affairs from among professors or associate professors or shall be appointed from among persons other than faculty members. (Amended on Dec.12, 2007) (Amended on Jun.19, 2008)

7. The vice presidents shall assist the president, and in the absence of the president due to accidents, the vice president for academic affairs shall serve as acting president.

### **Article 75 (Chairman of Undergraduate School and Dean of Graduate School)**

- 1. Each undergraduate school of the university shall have a chairman; each graduate school shall have a dean.
- 2. The chairman of undergraduate school and the dean of graduate school may be appointed from among professors and associate professors.
- 3. The chairman of undergraduate school and the dean of graduate school shall supervise the school affairs of the undergraduate school or the graduate school at the instruction of the president, command and supervise staff, and guide students.

### **Article 76 (Sub-organizations)**

- 1. The university shall have a Chaplain's Office; an Office of Policy and planning; an Office of Admissions; an Office of Student Affairs; an Office of Industry-Academic Research; an Office of General Affairs; an Office of International Affairs, an Office of Academic Information; Industry-Academic Cooperation Foundation; a Secretary's Office; an Office of Fundraising Affairs; Overseas Office; and Undergraduate schools and Graduate schools, and the university may have a special project team that is in charge of government-funded projects. (amended on Jan. 21, 2013.), (Sep. 1, 2013), (Feb. 28, 2014), (May 14, 2015), (Apr. 13, 2017), (Feb. 7, 2018), (Apr. 28, 2022)
- 2. The university chaplain shall be appointed from among ordained ministers. The dean of policy and



planning and the dean of general affairs shall be appointed concurrently from among (associate) professors or appointed to class 2 staff (counselors); the dean of academic affairs, dean of Admissions, dean of student affairs, dean of Industry-Academic research, dean of international affairs, dean of academic information, the dean of Industry-Academic Cooperation Foundation, and the head of the special project team shall also be appointed concurrently from among professors or associate professors. Similarly, the head of the department and the manager for overseas office shall be appointed concurrently from among faculty members holding positions of assistant professors or higher, and the dean of fundraising affairs shall be appointed concurrently from among faculty members holding positions of (assistant) professors or appointed to class 2 (counselors) or class 3 staff (deputy counselors), and the chief coordinator, from among faculty members holding positions of associate professors or higher or from among class 5 or higher. (amended on Jan. 21, 2013.), (Sep. 1, 2013), (Feb. 28, 2014), (May 14, 2015), (Apr. 13, 2017), (Feb. 7, 2018), (Feb. 8, 2021), (Apr. 28, 2022)

3. (Deleted on Jun. 18, 2009)
4. (Deleted on Jun. 18, 2009)
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6. (Deleted on Jun. 18, 2009)
7. (Deleted on Jun. 18, 2009)
8. (Deleted on Jun. 18, 2009)
9. (Deleted on Jun. 18, 2009)
10. (Deleted on Jun. 18, 2009)
11. (Deleted on Jun. 18, 2009)
12. Matters related to establishment and management of sub-organizations shall be separately prescribed pursuant to the provision of Clause 1 and 2. (amended on Jun. 18, 2009)

### **Article 77 (Annex Facilities)**

1. The university may operate annex facilities.
2. Each of the facilities shall have a director who shall be appointed from among staff personnel.
3. The directors of annex facilities shall supervise administrative work related to the facilities and supervise the staff under the command of the president.
4. The annex facilities may have departments if necessary; the department heads shall be appointed from among administrative staffs or faculty members, and the corresponding duty allocation shall be decided by a separate regulation.

## **Section 3 Schools**

### **Article 77-1 (Principals, Etc.)**

1. Each school may have 1 principal and assistant principals, if necessary (amended on Mar. 19, 2009).
2. The principal shall supervise school affairs, command and oversee staff, guide students, and represent the school.
3. The assistant principal shall assist the principal and act on his/her behalf in his/her absence for unavoidable reasons.

### **Article 77-2 (Sub-organizations)**

1. Sub-organizations may be established to operate the affairs of the schools effectively; the related organization and duty allocation shall be decided by a separate regulation (amended on Mar. 19, 2009).
2. <Deleted> (Mar. 19, 2009)
3. Bylaws governing the operation of each institution shall be separately prescribed in regulations (amended on Mar. 19, 2009).
4. <Deleted> (Mar. 19, 2009)

## **Section 4 Quota**

### **Article 77-3 (Education Committee)** (Amended on Jun. 29, 2012)

1. An Education Committee shall be organized to operate schools effectively. (Amended on Jun. 29, 2012)
2. Seven Education Committee members shall be recommended by the Chairman of the Committee and appointed by the Chairman of the board, from among persons concerned with Christian education who understand the purpose of this school (Amended on Jun. 29, 2012)
3. The term of office of the Education Committee members shall be 2 years; they may be reappointed, however.(Amended on Jun. 29, 2012)
4. The chairman of the Education Committee shall be selected among persons, excepting the president, by secret ballot. (Amended on Jun. 29, 2012)
5. Bylaws related to the management of the Education Committee shall be decided separately by the committee. (Amended on Jun. 29, 2012)

### **Article 78 (General Staff Members)**

The authorized number of general staff members serving at the Foundation and the schools are specified in Attachments 1~3.

## **Chapter 8 Supplementary Rules**

### **Article 79 (Public Notice)**

Public notices to be served by the Foundation pursuant to related laws, Articles of Incorporation, and resolution of the Board of Directors shall be carried by a domestic daily newspaper.

### **Article 80 (Enforcement Bylaws)**

Matters required in relation to the enforcement of these Articles of Incorporation shall be prescribed in the form of bylaws as per the resolution of the Board of Directors.

### **Article 80-2 (Obligation of Integrity)**

Executives and staff members of the foundation, the president, and faculty and staff members shall abide by statutes or regulations, perform their duties fairly and hospitably, and refrain from committing

any act of corrupting themselves or losing their dignity. (newly established on Apr. 28, 2022)

### **Article 80-3 (Code of Conduct)**

If any employees of private school institutions violate the code of conduct for private school institutions, the person with the right to appoint or dismiss faculty members shall take disciplinary action against him or her. (newly established on Apr. 28, 2022)

### **Article 81 (Incorporating Officers)**

The following are the incorporating officers of the Foundation:

Position	Name	Date of Birth	Term of Office	Address
Chairman	Song Tae-heon	Mar. 7, 1940	4 years	Room 1006, Building 101, Woobang Town Apt., Yongheung-dong, Pohang-si
Director	Lee Jin-woo	Dec. 25, 1934	4 years	Room 1002, Building 103, Woobang Town Apt., Yongheung-dong, Pohang-si
"	Kim Yeong-geol	Sep. 11, 1930	4 years	Room 1003, Building 2, Professor Apt., Jigok-dong, Pohang-si
"	Lee Jeong-muk	Oct. 3, 1935	4 years	Room 1003, Building 3, Professor Apt., Jigok-dong, Pohang-si
"	Oh Se-ung	Mar. 26, 1931	4 years	Room 1801, Building 9, Professor Apt., Jigok-dong, Pohang-si
"	Do Hyo-dal	Jan. 5, 1928	4 years	315-11 Yongdeok-dong, Ocheon-eup, Yeongil-gun
"	Lee Sang-gil	Apr. 16, 1936	4 years	558-23 Jukdo-1 dong, Pohang-si
"	Lee Gyu-cheon	Apr. 20, 1926	2 years	Room 404, Building 103, Hyundai Apt., Yongheung-dong, Pohang-si
"	Kim Yeong	Oct. 28, 1920	2 years	Room 308, Building 8, Deugyang Apt., Deugyang-dong, Pohang-si
"	Jeong Dong-bin	Jan. 13, 1924	2 years	688 Deoksan-dong, Pohang-si
"	Kim Mu-jin	Jan. 27, 1940	2 years	249-2 Naengcheon-ri, Geumho-eup, Yeongcheon-gun
"	Song Seong-heon	Aug. 21, 1944	2 years	Room 503, Building 2, Lotte Apt., Duho-dong, Pohang-si
"	Song In-heon	Jan. 15, 1952	2 years	Room 805, Building 1, Cheongwoo Daerim Apt., Duho-dong, Pohang-si
"	Song Jae-hong	Feb. 11, 1965	2 years	392 Deokjang-2 dong, Heunghae-eup, Yeongil-gun
"	Kim Jeong-sun	Oct. 2, 1952	2 years	41-67 Haedo-dong, Pohang-si
Auditor	Park Gi-hwan	Dec. 25, 1948	2 years	Room 402, Building Na, Shinsegae Apt., Jukdo-dong, Pohang-si
"	Hwang Ik-hwan	Oct. 19, 1924	1 year	75-45 Daesin-dong, Pohang-si

### **Article 82 (Application)**

Matters other than those stipulated in these Articles of Incorporation shall be governed by the regulation of the Private School Act.

#### **ADDENDUM**

These Articles of Incorporation shall enter into force as of September 21, 1992.

#### **ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of December 30, 1993.

#### **ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of January 28, 1995.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of November 22, 1995.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of October 24, 1996.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of June 4, 1997.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of November 21, 1997.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of February 20, 1998.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of January 22, 1999.

**ADDENDUM**

These Amended Articles of Incorporation shall enter into force as of April 15, 1999.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of June 21, 1999.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of October 12, 1999.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of February 19, 2000.

**ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of March 17, 2003.
2. (Interim Measures for Contractual Appointment) For incumbent faculty members as of January 1, 2002, matters related to reappointment after their appointment expires shall be governed by the provisions of the "Guidelines for Reappointing Incumbent University Staff" established by the Minister of Education, Science, and Technology.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of August 13, 2004.

### **ADDENDUM**

These Articles of Incorporation shall enter into force as of May 26, 2005.

### **ADDENDUM**

These Articles of Incorporation shall enter into force as of December 19, 2005.

### **ADDENDUM**

These Articles of Incorporation shall enter into force as of June 26, 2006.

### **ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of September 18, 2006.
2. (Exceptions to the Appointment Period of Officers) Notwithstanding the provisions of Article 20-4, the external directors and/or auditors to be elected preferentially to fill the vacancies resulting from the expiration of the appointment period after the Amended Articles of Incorporation entered into force may be supplemented within 2 months of the date of occurrence of such vacancies.

### **ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of December 12, 2007. However, the provisions of Item 7, Article 38 shall enter into force as of January 1, 2008.
2. (Interim Measures for the Appointment of Auditors and School Principals) Notwithstanding the amended provisions of Item (2), Clause 1, Article 19 or Article 31-5, the term of office of incumbent auditors and school principals when these Articles of Incorporation were in force shall be governed by the previous regulation until their term of office expires.
3. (Interim Measures for Changing the Term of Office and Authorized Number of Council Members) Notwithstanding the amended provisions of Articles 31-3 and 31-5, incumbent council members at the time these Articles of Incorporation were in force shall be governed by the previous regulation until their term of office expires.

### **ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of June 19, 2008.
2. (Interim Measures for the Authorized Number of Directors) Notwithstanding the provisions of Item (1), Article 18, the incumbent directors at the time these Articles of Incorporation were in force shall be governed by the previous regulations until the number of registered directors reaches 7.

### **ADDENDUM**

These Articles of Incorporation shall enter into force as of March 19, 2009.

### **ADDENDUM**

These Articles of Incorporation shall enter into force as of June 18, 2009.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of August 27, 2010.(Amended on Aug. 27, 2010)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of September 30, 2010. However, the provisions related to Handong International School of Item 2, Article 3 shall enter into force as of March 1, 2011, the opening day of the school.(Amended on Sept. 30, 2010)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of May 19, 2011(Amended on May. 19, 2011)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of September 30, 2011.(Amended on Sept. 30, 2011)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of June 28, 2012. However, amendment related to the abolition of full-time lecturer title according to Higher Education Act shall enter into force as of July 22, 2012.(Amended on Jun. 29, 2012)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of September 1, 2012. (amended on Aug. 27, 2012)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of February 1, 2013. (amended on Jan. 21, 2013.)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of June 20, 2013. (amended on Jun. 20, 2013.)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of September 1, 2013. (amended on Sep. 1, 2013.)

**ADDENDUM**

These Articles of Incorporation shall enter into force as of February 28, 2014. (amended on Sep. 1, 2013.)

**ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of August 22, 2014.
2. (Interim Measures for Retirement Age) Notwithstanding Clause 1, Article 45, Faculty members

whose age is over the retirement age at the time when these Articles of Incorporation is entered into force shall be governed by the previous regulation until their term of office expires.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of February 15, 2016.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of August 26, 2016.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of January 17, 2017.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of April 13, 2017.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of July 5, 2017.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of Feb 7, 2018.

**ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of Aug 24, 2018.
2. (Applicability to Extension of prescription of reasons for Disciplinary Actions) These amended articles of incorporation shall also apply to a person in whose case a reason for disciplinary action has occurred before the enforcement of these articles but the prescription of disciplinary action under the former regulation has not yet completed.

**ADDENDUM**

1. (Enforcement Date) These Articles of Incorporation shall enter into force as of May 21, 2019..
2. (Applicability to lecturers, faculty members holding concurrent posts, visiting professors, etc.) These Articles of Incorporation shall apply to lecturers, faculty members holding concurrent posts, visiting professors, etc. who are newly appointed after August 1, 2019.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of Feb 11, 2020.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of February 8, 2021.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of Jan 20, 2022.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of April 28, 2022.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of Aug 18, 2022.

**ADDENDUM**

These Articles of Incorporation shall enter into force as of Jan 26, 2023.



[Attachment 1]

**Authorized number of general staff members for the Foundation**

Total	10 persons
Administrative staff	7 persons
Operational staff	3 persons

[Attachment 2]

**Authorized number of general staff members for university**

Total	87 persons
Administrative staff	52 persons
Technical staff	25 persons
Operational staff	10 persons

[Attachment 3]

**Authorized number of general staff members for various schools**

Total	19 persons
Administrative staff	8 persons
Technical staff	11 persons