5. Approval Delegation Regulation

Team 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 Mar. 16, 2004 Regulation No.57 Amended on Oct. 21, 2004 Regulation No.61 Amended on Dec. 8, 2004 Regulation No.62 Amended on Apr. 10, 2008 Regulation No.110 Amended on May. 21, 2008 Regulation No.111 Amended on Aug. 20, 2010 Regulation No.133 Amended on Aug. 28, 2012 Regulation No.165 Amended on Dec. 27, 2012 Regulation No.171 Amended on Jan. 23, 2013. Regulation No.173 Amended on Apr. 10, 2013. Regulation No.176 Amended on Jun. 30, 2014. Regulation No. 192 Amended on Aug. 1, 2014. Regulation No. 193 Amended on Apr. 1, 2015. Regulation No. 208 Amended on Jun. 1, 2016. Regulation No. 227 Amended on Nov. 21, 2016. Regulation No. 233 Amended on Aug. 1, 2017. Regulation No. 242 Amended on May. 18, 2018. Regulation No. 248 Amended on Jan. 10, 2019. Regulation No. 256 Amended on Mar. 26, 2019. Regulation No. 257 Amended on May. 15, 2019. Regulation No. 260 Amended on Jul. 9, 2019. Regulation No. 261 Amended on Sept. 19, 2019. Regulation No. 265 Amended on Jan. 3, 2020. Regulation No. 269 Amended on Apr. 28, 2020. Regulation No. 274 Amended on Jun. 22, 2020. Regulation No. 276 Amended on Oct. 20, 2020. Regulation No. 282 Amended on Mar. 25, 2021. Regulation No. 291 Amended on Feb. 25, 2022. Regulation No. 303 Amended on May. 26, 2022. Regulation No. 306 Amended on Sept. 5, 2022. Regulation No. 308 Amended on Oct. 7, 2022. Regulation No. 310

| ADDENDUM | Attached Table |

Article 1 (Purpose)

This regulation seeks to prescribe matters concerning Handong Global University (hereinafter referred to as

"university") whose approval is delegated and to establish an approval delegating procedure so that the responsible administrative systems can be constructed, administrative efficiency is promoted, and appropriate speed is ensured in handling matters.

Article 2 (Internal Delegation of Approval Rights)

Matters to be approved by each department are presented in the Approval Delegation Table (Attached Table).

Article 3 (Responsibility)

Persons with rights to approve matters shall be accountable to the president.

Article 4 (Important Matters)

Even if a matter is to be approved pursuant to this regulation, if it is considered extremely important, the approver shall handle such matter after discussing with and receiving oral or written instructions from his/her superiors.

Article 5 (Minor Matters)

Minor matters may be approved even though they are not specified in this regulation.

Article 6 (Cooperation)

If a matter specified in this regulation to be subject to exclusive approval is related to other departments requiring cooperation, such departments shall be contacted for cooperation. If there is any objection from the departments concerned, a statement of opinions shall be submitted for approval by the final approver.

Article 7 (Vacancy or Absence of Exclusive Approver)

In the absence of the exclusive approver, or if such post is vacated, approval shall be obtained from the immediate supervisor.

Article 8 (Reports)

Any exclusively approved matter considered important or necessary in relation to business performance shall be reported by the approver to the president from time to time.

ADDENDUM

This regulation shall enter into force as of June 1, 1995.

ADDENDUM

This regulation shall enter into force as of December 1, 1995.

ADDENDUM

This regulation shall enter into force as of March 16, 2004.

ADDENDUM

This regulation shall enter into force as of October 21, 2004.

ADDENDUM

This regulation shall enter into force as of December 8, 2004.

ADDENDUM

This regulation shall enter into force as of April 10, 2008.

ADDENDUM

This regulation shall enter into force as of May 21, 2008.

ADDENDUM

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

ADDENDUM

This regulation shall enter into force as of September 1, 2012.(Amended on Aug. 28, 2012 Regulation No.165)

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 1, 2013.(Amended on Jan. 23, 2013. Regulation No.173)

ADDENDUM

This amended regulation shall enter into force as of May 1, 2013.(Amended on Apr. 10, 2013. Regulation No.176).

ADDENDUM

This amended regulation shall enter into force as of Jun 30, 2014. (Amended on Jun. 30, 2014. Regulation No.192).

ADDENDUM

This amended regulation shall enter into force as of Aug 1, 2014. (Amended on Aug. 1, 2014. Regulation No.193).

ADDENDUM

This amended regulation shall enter into force as of Apr 1, 2015.(Amended on Apr. 1, 2015. Regulation No.208).

ADDENDUM

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

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of Aug 1, 2017.

ADDENDUM

This amended regulation shall enter into force as of May 18, 2018.

ADDENDUM

This amended regulation shall enter into force as of Jan 10, 2019.

ADDENDUM

This amended regulation shall enter into force as of Mar 26, 2019.

ADDENDUM

This amended regulation shall enter into force as of May 15, 2019.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of Sep 19, 2019.

ADDENDUM

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

ADDENDUM

This amended regulation shall enter into force as of Apr 28, 2020.

ADDENDUM

This amended regulation shall enter into force as of Jun 22, 2020.

ADDENDUM

This amended regulation shall enter into force as of Oct. 20, 2020.

ADDENDUM

This amended regulation shall enter into force as of Mar. 25, 2021. (Amended on Mar. 25, 2021 Regulation No. 291. Handong Institute for International Development and Cooperation Approval Table is newly established in [Attached Table 1].)

ADDENDUM

This amended regulation shall enter into force as of Feb. 25, 2022, but this shall be applied starting from March 1, 2022. (Amended on Feb. 25, 2022. Regulation No. 303)

ADDENDUM

This amended regulation shall enter into force as of Sep. 5, 2022. (Amended on Sep. 5, 2022. Regulation

No. 308. Handong RIS Project Group Approval Table is newly established in [Attached Table 1].)

ADDENDUM

This amended regulation shall enter into force as of Nov. 1, 2022. (Amended on Oct. 7, 2022. Regulation No. 310. Department titles are changed and some departments are newly established and abolished in [Attached Table 1].)

ADDENDUM

This amended regulation shall enter into force as of Mar. 25, 2021. (Amended on Mar. 25, 2021. Regulation No. 291. Handong Institute for International Development and Cooperation Approval Table is newly established in [Attached Table 1].)

ADDENDUM

This amended regulation shall enter into force as of Sep. 5, 2022. (Amended on Sep. 5, 2022. Regulation No. 308. Handong RIS Project Group Approval Table is newly established in [Attached Table 1].)

ADDENDUM

This amended regulation shall enter into force as of Oct. 7, 2022. (Amended on Oct. 7, 2022. Regulation No. 310. Department titles are changed and some departments are newly established and abolished in [Attached Table 1].)

Approval Table

☐ Common matters

		Exclusive Approver			Vioc	
Business Unit	Detailed Business	Team Manager	Associate Dean	Dean	Vice President	President
	· Basic plan					0
Operation plans and	· Detailed enforcement plan				0	
implementation	· Implementation of major duties		0			
of duties	· Routine performance of business	0				
5. 44.155	· Manage execution plans as well as the	0				
	performance of business.					
	· Report on major matters	_		\circ		
	· Routine reports	0		_		
	Regular performance reports			0		
	Report results to the Committee.				0	
Report	Report on the results of external meetings					
	- Participation by deans and higher					0
	- Participation by associate deans, directors of affiliated institutions, and directors of research institutes or higher				0	
	- Participation by Team managers or lower			0		
	Submission and distribution of major			0		
	materials			J		
Materials and	Submission and distribution of ordinary or minor materials	0				
publications	· Basic plan for issuing publications				0	
	· Establish editing plans and perform editing.			0		
	· Manage materials and publications.	0				
Cooperation with other	· Political matters			0		
departments	· General administrative matters	0				
Services by the relevant	· staff's duty allocation in Team	0				
staff	· Service Management in Team	0				
	Deans or higher					0
	· Team Manager (Amended on Jan. 20 2015)				0	
Domestic official trip, leave	Associate deans, directors of affiliated institutions, and directors of research institutes				0	
10000	· faculty members			0		
	· Staff members			Ô		
	· Contractual staff(Temporary Position)			J		
	· Dean				0	
Turnefor of books	· Associate dean				Ö	
Transfer of business	· Team Managers			0		
	· Staff members	0				
Regulation	· Request (draft) for the establishment, amendment, or rescission of regulations			0		
	General expenses and assets (excluding design, supervision, construction, or payment for a completed portion)					
	- KRW 1,000,000 or less	0				
	- KRW 2,000,000 or less		0			
D	- KRW 5,000,000 or less			0		
Request for approval of budget execution	- Exceeding KRW 5,000,000				0	
or budget execution	Conference expenses and operating expenses					
	- KRW 200,000 or less	0				
	- KRW 500,000 or less		0			
	- KRW 1,000,000 or less			\circ		
	- Exceeding KRW 1,000,000				0	

		Exc	clusive Appro	ver	Vice	
Business Unit	Detailed Business	Team Manager	Associate Dean	Dean	President	President
Statement	· Statement of receipts	0				
(excluding accounting	· Statement of expenditures					
department, research	- KRW 2,000,000 or less	0				
expenses, and	- KRW 10,000,000 or less		0			
scholarship payment)	- Exceeding KRW 10,000,000			0		
	· Management of regulations	0				
	· Document classification and control	0				
	· Safekeeping documents in custody	0				
	· Management of committee minutes	0				
Miscellaneous	· Management of journals	0				
	 Keep the official seals of the relevant staff and manage the register. 	0				
	 Management of fixture and request for expendables 	0				
	· Department computerization plans			0		

 $[\]divideontimes$ In case of departments that are organized under the direct control of the president, the exclusive approver for domestic official trips and leave of absence of team managers shall be deans of the department concerned. (Apr.1, 2015. Regulation No. 208)

1. Chaplain's office

Business Unit	Detailed Business	Exclusive Approver Director	Vice President	President	Remarks
Faith and	· Establish basic plans regarding faith and missionary work.			0	
missionary	· Students' chapel	0			
work	· Missionary work	0			
	· Conference for promoting moral living			0	
University	· Basic operation plans			0	
church	· Operation and management	\circ			

2. Office of Policy and Planning

■ Strategic Planning Team

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	· Long- and short-term university advancement plans				0
	· Adjusting the long- and short-term advancement		0		
Diapping and	plans of each department				
Planning and adjustment	· School facilities construction plans				0
aujustinent	· Establishing major business plans		0		
	· University self-evaluation				0
	· Collecting important statistical materials	0			
Organization	· Organize, reorganize, or abolish teams.				0
and quota	· Adjustment of school staff and student quota				0
	· Establishment, amendment, or rescission of				0
Regulation	regulations, rules, and guidelines.				
negulation	· Examination of regulations		0		
	· Oversee the collection of regulations.	0			
	· Basic plan for operating the university's finances.				0
	· Key project plans				0
Budgets	 Deciding the basic policy and guidelines for drawing up budgets 				0

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	· Collect materials for drawing up budgets.	0			
	· Drawing up and finalizing budgets				0
	· Budget control		0		
	· Budget diversion				
	- Between items		0		
	- Between sub-items	0			
	· Analyze and evaluate the budget execution.				0
	· Decide the students' tuition and other fees.				0
Miscellaneous	· Decide the remuneration for school staff.				0
	· Decide the lecture fees and certificate fees.				0
	· (Deleted)				

■ Budget Team

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	· Basic plan for operating the university's finances.				0
	· Key project plans				0
	 Deciding the basic policy and guidelines for drawing up budgets 				0
	· Collect materials for drawing up budgets.	0			
Budgets	· Drawing up and finalizing budgets				0
	· Budget control		0		
	· Budget diversion				
	- Between items		0		
	- Between sub-items	0			
	· Analyze and evaluate the budget execution.				0
	· Decide the students' tuition and other fees.				0
Miscellaneous	· Decide the remuneration for school staff.				0
	· Decide the lecture fees and certificate fees.				0
	· (Deleted)				

3. Office of Academic Affairs

■ Academic Affairs Team (amended on Oct. 10, 2020)

		Exclusive Approver		Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
Operation of	· Basic plan for academic affairs				0
Operation of academic	· Collect and arrange data for the basic education plan.	0		_	
affairs	Business related to improving academic affairs			0	
	Partial adjustment of basic academic affairs plan		0		
University regulation	· Amendment of university regulation				0
	· Appointment of faculty members				0
	Decide the position class and pay step for faculty				0
	members.				
	· Approve faculty members giving lectures at other				0
	schools. · <deleted></deleted>				<deleted></deleted>
	· Faculty members' temporary retirement, reinstatement,				Deleted
	and dispatch Faculty members' appointment or dismissal				0
	· Matters related to faculty members' Personnel Committee				
	· Faculty members' performance appraisal			0	
Personnel	Management of faculty members' number of compulsory				
management	lecture hours				
for faculty members	Maintenance of faculty members' personnel records				
members	· Faculty members' overseas official trip				0
	· Faculty members' report on overseas arrival and				
	departure				
	· Awards and disciplinary actions				0
	· Personnel appointment of faculty members who are		\circ		
	approved by the chairman of the board				
	· Request for cooperation from other offices regarding the		0		
	faculty members' personal appointment approved by the				
	chairman of the board				
	· Announcement of the personal appointment of faculty	0			
	members who are approved by the chairman of the board Request for faculty members' personal background	0			
Damanal	checks and receive replies.				
Personal background	· <deleted></deleted>	<deleted></deleted>			
check	Request for information on faculty members' scholastic	0			
	ability and past experience and collect replies.				
Faculty	Issue various certificates to faculty members.	0			
members'	· <deleted></deleted>	<deleted></deleted>			
various					
certificates	· Basic plan for operating courses			0	
Courses	Draw up or revise school courses.				
Ooui Ses	Prepare syllabi and lecture plans.		0		
	Determine whether to open or close lectures		0	-	
	· Control skipping of lectures, cancellation of lectures, and		0		
	make-up lectures		\circ		
	· Approve the change of lecture hours				
Class	· Manage lecture schedules				
management	· Prepare class timetables	0			
	· Allocate lecture rooms				
	· Manage and evaluate class		0		
	Request lecture fees for additional lectures for faculty		Ö		

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	members			_	
	· Academic calendar			0	
	Decide the period and methods.	•	0		
Registration	Send information notice.	0			
for courses	· Verify or change the registration for courses.	0			
	· Withdrawal of school courses	0			
	· Prepare and manage the school register.	0			
	· Correct the school register entries.	0			
	· Preparation and management of students' list	0			
Inquiries	· Prepare statistics related to the school register.	0			
inquires	· Prepare and report changes related to the registered students.			0	
	Management of students who completed minors and multiple majors	0			
	· Approve leave of absence or returning to school of	0			
	students	-			
Changes in	· Handle expulsion.		0		
the school	· Handle voluntary withdrawal.		0		
register	· Various changes	0			
	· Take measures regarding students who failed to		0		
	complete registration or returning to school				
	· Prepare transcripts.	0			
	· Send transcripts.	0			
	· Actions on academic warning, disciplinary confinement,		0		
Management	and expelled students				
of school	· Record and store school performance records.	0			
performance	· Management of seasonal semester performance	0			
	Decision and management of the way of grading for	Ū	0		
	subject/Section: Grade, Pass or Fail, etc.				
	· Determine the period and method of payment of tuition		0		
	fee for students and readmitted students and operate the				
	payment in installments				
	· Manage statement of balancing accounts of tuition fees by semester		0		
	· Report (readmitted) students' tuition fee payment status				0
Management of registration	Manage the incomes from (readmitted) students' tuition fee	0			Ŭ
	· Refund tuition of (readmitted) students whose payment	0			
	was made erroneously Refund tuition of (readmitted) students who are allowed		0		
	by the dean of academic affairs. · Manage tuition statement of (readmitted) students		0		
	· Graduation examination, deciding the students eligible for		<u> </u>		0
Graduation	degree conferment				\sim
and	· Present graduation certificate and confer degree.	\sim			0
conferment of	· Prepare the graduation register.	0			
degree	· Manage the graduation register.	0			
	· Survey and report students who are expected to acquire			0	
M	a degree.				
Management of various	· Replies to inquiries on the school register	0			
certificates	· Issue certificates related to the school register.	0	_		
and school	· Abolish documents whose storage period has expired.		0		
register					
Specialized	· Manage the list of specializations (track)		0		

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
Track	· Establish and change specializations (track)				0

■ Schools

		Exclusive	Approver		
Business Unit	Detailed Business	Head	Dean of Academic Affairs	Vice- president	President
	General expenses (excluding design, supervision, construction, or payment for completed portion)				
kRequest	-Less than KRW 3,000,000	0			
for approval	-Less than KRW 10,000,000		0		
of budget	-Exceeding KRW 10,000,000			0	
execution	Conference expenses and operating expenses				
	-Less than KRW 200,000	0			
	-Less than KRW 1,000,000		0		
	-Exceeding KRW 1,000,000			0	
	· Statement of receipts	0			
Statement	· Statement of expenditures				
Statement	-Less than KRW 3,000,000	0			
	-Exceeding KRW 3,000,000		0		

4. Office of Admissions

■ Admission Officer Team

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	Basic plan for entrance screening Mobilize manpower related to entrance examination		0		0
	and allocate job.				
	· Decide the prospectus.				
	Print and distribute the prospectus.		0		
	Decide the instructions for candidates.		0		
	· Deliver and receive application documents.	0			
	· Basic plan for document assessment and assessment manual.			0	
	· Detailed plan for document assessment.		0		
	· Establish and execute plans for interview.			0	
	· Duties related to plan for preventing illegal transfer · admission.			0	
	· Duties related to admission process control.		0		
	· Evaluate successful candidates.				0
	Duties related to registration and application fees.		0		
	Approve and cancel admissions.				0
Matters related to	Deliver the notice of approved admissions.	0			
entrance examinations	 Establish and amend guidelines for entrance examination allowance. 				0
	· Pay and manage entrance examination allowance.		0		
	 Analyze, manage and provide admission statistics and data. 		0		
	 Appoint and dismiss admission-related committee members. 				0
	 Appoint and dismiss internally externally appointed admission officers. 				0
	 Duties related to promotion from within of admission officers. 			0	
	· Plan and execute self-inspection.			0	
	 Duties related to education training of admission officers. 		0		
	 Duties related to student selection –education program(follow-up program) 		0		
	 Duties related to research such as admission system development and analysis. 		0		
	· Admission ceremony				0
	· Inquiry on the academic background of new student.	0			
	Establish the basic plan for admission-related promotion.			0	
	· Detailed plan for admission-related promotion.		0		
	· Prepare promotion materials.		0		
Mattane	· Hold admission presentations on and off campus.		0		
Matters related to admission	· Build and manage admission-related web pages.		0		
admission promotion and government-funde d projects	 Visit and work with high schools, offices of education, and related institutions. 		0		
	· Establish and execute plans for high school-university program.		0		
	 Apply for admission-related government-funded projects and report results. 				0
	 Implement and manage admission-related government-funded projects. 		0		

5. Office of Student Affairs

■ Student Support Team

		Exclusive Approver					
Business Unit	Detailed Business	Team Manager	Associate Dean (Director)	Dean	Vice President	President	
	· Establish plan for coaching on student activities.				0		
Coaching on student activities	· Guide to student events in and outside campus			0			
	· Coaching on students' academic activities			0			
Student	· Establish the basic operation plan for the Student				0		
government	government. Decide and execute the Student government budgets.			0			
Student government	Coaching on the operation of the Student government and approval of events (excluding general meeting and school-level events)			0			
	Register student organizations and clubs and approve gatherings.			0			
Management of students' health	Basic plan and guidelines Manage students' health.			0			
	Establish basic social work plans. Allocate and manage subject places. Basic education and finals			0	0		
Social work-related affairs	 Handle education-related reports on reasons and other business. 	0					
anans	 Manage individual activity. Issue career and activity certificates. Support events related to social services. 	000					
Business related to	Establish basic team allocation plans. Team allocation business			0	0		
teams	Manage changes in teams. Supporting business	0					
Community	 Establish the basic plan on community leadership training. Support the community leadership training. 			0			
leadership training	Manage the community leadership training tools	0		O			
Military	and apparatuses. • PR activities and counseling on students' military	0					
services	services						
	Basic scholarship payment plans Allot scholarships.			0		0	
	 Recommend candidates for various scholarship. 			0			
Business related to	· Select in-and out-school scholarship beneficiaries (KRW 1,000,000 or more)			0			
scholarships	 Award in-and out-school scholarships (Slips for scholarships, transfer slips) 	0					
	 Recommend tuition loans from banks. Scholarship processing and statistics Select and assign working students with scholarships. 	0		0			
Management of notices,	 Prior check and approve notices, printed matter, and publications. 	0					
printed matter, and publications	 Manage students' academic research papers. Manage students' data records. 	0					
Student	· Basic plan					0	

		Exc	lusive Appro	over		
Business Unit	Detailed Business	Team Manager	Associate Dean (Director)	Dean	Vice President	President
awards and punishment	· Select and recommend awardees.			0		
Management	· Manage student cards.	0				
of students' social status	· Issue students' ID cards.	0				
Miscellaneous	· Manage graduation gowns.	0				
	Coaching on the manufacture of graduate yearbooks and gifts	0				
	· Student guidance and Scholarship Committee affairs			0		

■ RC - Student Residential Hall Support Team

		Exc	lusive Appro	over		
Business Unit	Detailed Business	Team Manager	Associate Dean (Director)	Dean	Vice President	President
	Establish plans for new projects and major business of the RC • Student residence hall Establish and change the operation plan for the RC • Student residence hall				0	0
Basic Plan	Manage the selection and allocation related to the RC • Student residence hall Decide the students' fees for the RC • Student residence hall			0		0
	Permit students to move in to the RC • Student residence hall Decide the criteria for living in and student selection for the RC • Student residence hall		0	0		
	· Provide guidance on the operation of the RC • Student residence hall and carry out the relevant program		0			
	· Establish basic plans for the operation of the student government for the RC • Student residence hall		0			
	Compile and settle budgets for the RC • Student residence hall Approve the forced students' eviction from the		0		0	
	RC • Student residence hall • Approve the students' eviction from Approve the forced students' eviction from the RC • Student residence hall	0				
Operation and Student	· Change and assign rooms of the RC • Student residence hall	0				
Guidance	Enforce discipline in the RC • Student residence hall Grant students the access right to the RC •	0	0			
	Student residence hall Change the living rules for the RC • Student residence hall			0		
	· Approve the going out or staying out overnight of students of the RC • Student residence hall	0				
	Approve the use of the common goods in the RC Student residence hall Approve the new establishment of black mark	0	0			
	items by halls of the RC • Student residence hall • Cancel students' black marks received in the RC • Student residence hall	0				

6. Office of Industry-Academic Research and Human Resource Development Industry-Academic Research Support Team

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	 Establish industry-academic cooperation plans and conclude agreements. Regional community cooperation plan 			0	0
Industry- academic cooperation	University advancement fund creation plans Receive donations and gifts.		0		0
academic cooperation	Cultural program operation plans Form sisterhood relations with domestic colleges and institution.			0	0
Research plan	General research plan Distribution of own research expenses and operation plans			0	0
Research contracts and execution of research	Research service contractsKRW 70,000,000 or lessExceeding KRW 70,000,000KRW 200,000,000 or more	0	0		0
expense budgets	Pay research expenses.KRW 5,000,000 or lessExceeding KRW 5,000,000	0	0		
Management of research outcomes	 Publish the collection of thesis and abstracts. Report on research result evaluation Apply for and manage industrial property rights. Royalty contract management Follow-up management on research results 	0	0 00	0	
Research cooperation	 Conclude research agreement with external institutions. Invitation of foreign experts Support participation in overseas seminars. 			0	0
Research cooperation	Hold research policy seminars. Management of research results and payment of research incentives Collection of equipment usage fees	0	0		
Supporting and managing Affiliated Research Institutes and Techno-Business Incubator	 Basic plan for the establishment of Affiliated Research Institutes Evaluation of Affiliated Research Institutes Management of operating budgets Appointment of full-time researchers 		0	0	0

7. Office of General Affairs

■ General Affairs and Human Resource Team

	Detailed Business	-	Approver	Vice	_
Business Unit	Detailed Business	Team Manager	Dean	President	President
	· New appointment of staff				0
	· Hire and manage personnel with temporary positions.		0		
	Staff's promotion, transfers, change of occupation, and				0
	multiple appointment				
	· Staff pay raise				
Personnel	- Special pay raise				0
action on	- Regular pay raise		0		
staff	· Evaluate staff performance.				0
	· Staff's leave of absence, reinstatement, and dispatch				0
	· Staff awards and disciplinary actions				0
	Prepare and manage staff's personnel records.	0			
	· Inquiry on staff identity, academic background, and career	0			
	· Staff's removal from office				0
	· Establish annual staff training programs.				0
	· Decide the work hours.			0	-
	· Service management		0		
Staff service	· Staff mobilization, education and domestic training		Ö		
	· Staff's overseas trip and overseas training			0	
	On duty orders and formation of emergency contact network	0			
	· Issue certificates to staff.				
Document	· Receive, dispatch, classify, preserve, and control documents.	0			
control	, , , , , , , , , , , , , , , , , , ,				
	· Manage communication facilities.		0		
Communicatio	· Install and manage telephones and assign phone numbers.	0			
n	· Manage communication charges.	O			
	· Establish school facilities use plans.		0		
	· Receive and approve requests for approval of the use of	0			
Use of	school facilities.				
school	· Approval of the use of school facilities				
facilities	- Minor matters	0			
	- Important matters		0		
	· Establish and operate the Labor-Management council.		Ö		
Lober United					
Labor Union	· Collective bargaining				0
	· Conclude salary and collective agreements.				
Contingency	· Security and confidentiality related to contingency (Chungmu)				0
plan	plan				
,	· Important event plans	-		0	
	Organize and hold major events.				
Events	General event plans				
	Organize and hold general events.				
	Korea Teachers' Pension, National pension, Medical insurance,	0			
	Employment insurance, and Industrial accident compensation				
Welfare	insurance				
vveilale	· Korean Teachers' Credit Union	0			
	Pay congratulatory or condolatory allowance to school staff.				
Transportatio	Transportation measures and vehicle operation plans		0		
n measures					
and vehicle	· Vehicle maintenance and management	0			
operation					
management					
	· Product supply plan and report on results		0		
Asset	· Decide and dispose of unusable items.		Ö		
management	· Determine the loss and take actions.		Ŏ		
management					
	· Manage products and conduct inventory surveys.	0			

		Exclusive	Approver	Approver Vice	
Business Unit	Detailed Business	Team	Dean	President	President
		Manager			
	· Decide the estimated price and conclude contracts.				
Purchase of	-KRW 5,000,000 or less	0			
materials and	-Exceeding KRW 5,000,000		0		
construction	· Draw up contracts.	0			
/ service	· Fixed asset lease agreement				
contracts	-KRW 5,000,000 or less	0			
	-Exceeding KRW 5,000,000		0		
	· Equipment and materials maintenance	0			
Equipment	· Customs clearance	0			
and materials	· Recommend and apply for custom duty reduction or waiving.	0			
maintenance	· Report on the introduction of foreign loans		0		
	· Business related to the customs office	0			

■ Accounting Team

		Exclusive	Approver	\ r	
Business Unit	Detailed Business	Team Manager	Dean	Vice President	President
	· Establish and improve FY.				0
Accounting evetem	· Accounts settlement				
Accounting system and accounts	-Accounts settlement guidelines		0		
settlement	-Year-end accounts settlement report				0
	-Report on quarterly accounts settlement		0	_	
	-Accounting audit (interim and accounts closing)			0	
	Statement of receipts	0			
Accounting slips	· Statement of expenditure	0			
	· Statement of transfers	0			
	· (Deleted) · (Deleted)		0		
	-(Deleted)				
	-(Deleted) -(Deleted)				
	-(Deleted)			0	
	-(Deleted)				0
	· Daily funding report and disburse		0		
	· Calculate and pay remuneration.				
Management of funds	· Deposit transactions				
	-Open or close bank accounts.		0		
	-lssue checks and bills.		0		
	-Open or close fixed-term deposits.		0		
	 Handle and keep cash (cash, bankbooks, and securities). 	0			
	Report on the collection of registration fees				0
	· File VAT returns.	0			
	· Report on contributed assets		0		
Tax matters	· Collect income tax and file returns.	0			
Tax matters	· Year-end tax adjustment and filing of returns		0		
	· Report on materials related to tax matters		0		
Remuneration and	· Calculate and pay remuneration.	_	0		
welfare expenses	· Handling of deductions	0			
Management of	Management of accounting books	0 0			
books and various	Issue statement and receipts.	0			
evidentiary documents	 Maintain accounting journals and slips and various evidentiary documents. 	0			

■ Facility Service Team

	Exclusive Approver				
Business Unit	Detailed Business	Team Manager	Dean	Vice President	President
	Basic plan Design and supervision KRW 1,000,000 or less KRW 50,000,000 or less Exceeding KRW 50,000,000	0	0	0	0
Facilities repair work	Construction work -KRW 1,000,000 or less -KRW 100,000,000 or less -Exceeding KRW 100,000,000 Request for inspection and inspection report	0	0	0	
	 Interim completion and final completion KRW 10,000,000 or less Exceeding KRW 10,000,000 Work order 	0	0		
	Apply for permits. Request for interim inspection Request for approval of use or temporary use	0 0	0		
Permits and licenses and urban planning	Certificate of use Urban management plans (environmental, transportation, and disaster impact assessment)		0		
	Changing urban plans Certificate of urban planning permits		0		
Facilities management	 Annual basic plan Monthly repair plans Annual performance report Monthly performance report Inspect facilities. 	0	0	0	
Facilities maintenance	Facilities maintenance plans Repair or discard fixtures related to facilities.		0		
maintenance	-Minor matters -Important matters - Management and maintenance of sports facilities	0	0		
Management of sports facilities	· Operation of sports facilities	0			
Welfare operation and management	 Convenience facilities operation plans Management of campus restaurants Manage welfare facilities. Operation and management of idle land 	0	0		0
Cleaning	Cleaning servicesManage and supervise cleaning.Campus environmental improvement	0	0		
Security	Security services Manage and supervise security affairs.	0	0		
Management of school staff housing	Business related to school staff housing Basic plan Operation and management		0		0
Landscaping management	Landscaping plans Lawn and tree management plans		0	0	

8. Office of International Affairs

■ Division of International Cooperation Affairs / Division of International Organization Affairs

		Exclu	Exclusive Approver		sive Approver		Vice	
Business Unit	Detailed Business	Team Manager	Director	Dean	President	President		
	· Establish and execute the international exchange and cooperation plan.					0		
	Conclude exchange agreements with foreign colleges and institutions.					0		
	 Join international councils between colleges and maintain 							
International	membership.			0				
exchange	Operate short-term overseas training programs. Operate cultural programs with other overseas areas.		0		0			
policy and	Induce international events.			0				
operation	· Collect materials related to international exchanges and							
	globalization policy. Nanage and provide statistical data related to							
	 Manage and provide statistical data related to international cooperation and exchanges. 	0						
	· Establish overseas Handong Global University branches							
	and affiliated institutions.							
	· Establish and implement overseas student exchange plans.					0		
	· Select exchange students for overseas dispatch and			0				
Likeriarige	study at this school. • Extend the class period for exchange students.			0				
students/ visiting	Select visiting students and auditing students.			O				
students	Invite exchange professors from abroad.					0		
and	Guide to visa issuance for foreign exchange professors							
exchange professors	and exchange students Entry formalities for foreign students in relation to							
	international exchange cooperation and other related	_						
	business							
	Publish English catalogs. Establish overseas PR plans.			0	0			
Overseas PR	Operate overseas internship programs.							
and internship	Receive and guide foreign visitors from abroad.			0				
III COM THOMAS	PR activities to induce foreign students				0			
	 Establish foreign student support programs. Hold orientation for foreign students. 							
	- Notices of new students orientation							
	- Plan orientation programs.		0					
	- Publish English versions of orientation handbooks.		0					
	 Prepare English versions of class manuals. Operate cultural experience programs for foreign 		_	0				
	students.							
	· Hold academic counseling for foreign students and other		0					
Support for foreign	meetings. Issue student ID cards to foreign students.	0						
students'	· Subsidize the medical expenses of foreign students.		0					
academic	Support foreign students during traditional holidays.			0				
affairs and living	 Manage and provide statistical data related to foreign students. 	0						
	· Issue foreigner registration certificates and renew visa							
	for foreign students Register and receive applications.							
	- Required documents	Ö						
	Publish handbooks for foreign students.			0				
	 English notices concerning foreign students Create and operate website for foreign students. 	0		0				
	 Mediate business between foreign students and 							
	departments.			0				

		Exclu	sive App	rover	Vice	
Business Unit	Detailed Business	Team Manager	Director	Dean	President	President
	· Other support activities for foreign students		0			
	· Establish foreign professor support plans.				0	
	· Issue foreigner registration certificates and renew visa					
	for foreign professors.					
	- Register and receive applications.	0				
	- Required documents	0		_		
	Publish handbooks for foreign professors.			0		
	· English notices concerning foreign professors	0				
Support for	· Create and operate website for foreign professors.			0		
foreign professors'	 Mediate business between foreign professors and departments. 			0		
living and	· Plan and hold events for foreign professors.			_		
provision of	- Christmas dinner			\circ		
convenience	- Welcome party for new foreign professors and other activities					
	· Support the living of foreign professors residing within the campus.			0		
	- Support new foreign professors in their daily necessities.		0			
	- Support in obtaining air tickets					
	- Guide to life in Pohang, etc.		Ö			
	Other supporting activities for foreign professors		Ö			
Support for	· Select and assign working exchange students with	0				
exchange	scholarship					
students	· Provide food coupon to exchange students	0				
	Establish I-house operation plans				0	
	Establish and adjust I-house globalization education				0	
	plans					
Operate I-house	Coaching on the I-house residential students' living Plan and hold various events in I-house					
	- Collect on activity fee					
	- Cultural night, meeting with team professor, culture					
	lesson, etc.		0			
	Receive and guide I-house visitor					
	Other affairs related to I-house					
Miscellaneous	· Support other departments in international affairs.		0			

9. Office of Academic Information

■ Library Service Team

		Exclusive	Approver	Vice	
Business Unit	Detailed Business	Team Manager	Dean	President	President
	· Basic policy for buying books				0
	· Application for books	0			
Managament of	· Donations and exchanges		0		
Management of books and	· Compile bibliography.		0		
administration	 Conclude agreement on exchanging academic information. 				0
	· Register materials.	\circ			
	· Order to work at the library	0			
	· Classification and consolidation	0			
	· Inspection and lending	\circ			
	· Search domestic and overseas information.	0			
	· Operate the designated books.	\circ			
Consolidation	· Claim	\circ			
and inspection	· Settle advance payments.		0		
	· Request for copying or exchanging literature.	\circ			
	\cdot Discard related materials and remove them from		0		
	the register.				
	· Develop programs.		0		

■ Information Technology Team

	D . 7 . I D .	Exclusive	Approver	Vice	D
Business Unit	Detailed Business	Team Manager	Dean	President	President
Operation plans	· Basic operation plans				0
Operation plans	· Detailed enforcement plans		0		
Consolidation	· Maintain materials.	0			
and inspection	· Computer facilities maintenance		0		
and inspection	agreement				
System	· Development plans		0		
development	· Development design documents	0			
development	· Report on completion		0		

10. Industry-Academic Cooperation Foundation: Matters regarding approval delegation of Industry-Academic Cooperation Foundation shall be the same as Clause 2, Article 10 of the Articles of Incorporation of the Industry-Academic Cooperation Foundation.

11. Office of University Advancement(Newly established on Feb 28, 2014)

■ University Advancement Team

		Exclusive	Approver		
Business Unit	Detailed Business	Team Manager	Dean	Vice President	President
	· Comprehensive PR plans				0
Public	· Manage reports by press media.		0		
information	· Distribute data to external institutions.		0		
	· Advertisement business		0		
	· Receive and guide visitors.				
Liaison	- Invited guests and VIP visitors		0		
	- Ordinary guests	0			
	· Establish basic plans.				0
External	· Build networks with the government, institution,				0
cooperation	organization, and enterprises and conclude agreements.				
matters	· PR activities related to school advancement		0		
matters	· Domestic colleges cooperation window		0		
	· Cultural program event		0		
Creation and	· Establish basic plans related to the creation of				0
management of	advancement funds.				
advancement	· Map out plans to create funds.			0	
funds	· Advancement fund execution plans		0		
	· Papyrus Basket confession assembly				0
	· Papyrus Basket support and management		0		
	· Support and manage Boaz's family.		0		
Support and	· Support and management in association with students'				
management	parents		0		
management	· Support and management in association with fellow				
	student organizations		0		
	· Induce and manage the designated donations.	0			
	· Manage individual support programs.	0			
Matters related	· Establish general plans related to fellow students.				0
to fellow	_				
students	· Events related to students' association		0		
	· Personal management of fellow students	0			
	· Follow-up on donors	0			
	· Manage statistical materials on donations.	0			
	· Report on the status of receipts	0			
Donor	\cdot Management of payment through CMS, Giro, and deposit	0			
management	without using bankbooks				
	· Return funds.	0			
	· Dispatch receipts.	0			
	· Induce payment and send letters of recommendation.	0			
	· Publish newsletter.		0		
	· Manage agreements and changes in forms.	0			
Newsletter and	· Open and manage website.	0			
PR materials	· Send newsletter and PR materials.	0			
i ii iiialeiiais	· External PR materials			0	
	· Campus PR items		0		
	· Manage articles related to schools.	0			
	· Manage materials on school history.	0			
Presentation of	· Make a plaque or a letter of appreciation.				
plaque (letter)	- Decide to present plaques of appreciation.				0
p.aqao (ictici)					

		Exclusive	Approver		
Business Unit	Detailed Business	Team Manager	Dean	Vice President	President
	- Major sponsor		0		
of appreciation	- General sponsors	0			
or appreciation	- Inform related institutions of the details of the action	0			
	taken.				
	· Establish and execute plans related to sponsor-related				0
	international exchanges and cooperation.				
Miscellaneous	· Develop overseas sponsors.			0	
	· Support the overseas aid association office.		0		
	· Maintain sponsor programs.	0			

12. Specialization Project Group and PRIME Project Group (Amended on June 1, 2016) (Abolished on May 1, 2019)

13. Handong Education Development Institute(Newly established on Dec. 2. 2015)

		Е	clusive Approv	er	Vice	
Business Unit	Detailed Business	Team Manager	Associate Dean	Dean	President	President
	General expenses (excluding design, supervision, construction, or payment for completed portion) -KRW 3,000,000 or less -KRW 5,000,000 or less -KRW 10,000,000 or less -Exceeding KRW 10,000,000 Special official expenses (expenses for meetings,	0	0	0	0	
Request for approval of budget execution	etc.) -KRW 200,000 or less -KRW 1,000,000 or less -KRW 2,000,000 or less -Exceeding KRW 2,000,000 - Facility maintenance construction, design, onstruction inspection, construction, and	0	0	0	0	
	establishment -KRW 5,000,000 or less -KRW 7,000,000 or less -KRW 10,000,000 or less -Exceeding KRW 10,000,000	0	0	0	0	
Statement	Statement of receipts Statement of expenditures -KRW 3,000,000 or less -KRW 10,000,000 or less -Exceeding KRW 10,000,000	0	0	0		

14. Project Group for The software-centered university

Business Unit	Detailed Business	Exclusive	Approver	President
Dusiness Offic	Detailed Dusilless	Director	Dean	Fresident
	· General expenses (excluding design, supervision, construction, or payment for completed portion)			
	-Less than KRW 1,500,000	0		
	-Exceeding KRW 1,500,000		0	
Approval	· Special official expenses (Expenses for meetings, etc.)			
Request for Budget	-Less than 200,000 won	0		
execution	-Exceeding 200,000 won		0	
	· Facility maintenance construction, design, construction inspection, construction, and establishment			
	-Less than KRW 3,000,000	0		
	-Exceeding KRW 3,000,000		0	
	· Statement of receipts	0		
Statement	· Statement of expenditures			
Statement	-Less than KRW 1,500,000	0		
	-Exceeding KRW 1,500,000		0	
Establishing	· Establishing a project plan			0
Project Plan	· Writing up a project plan		0	
Self-assessment	· Executing annual, intermediate and comprehensive evaluations and preparing & reporting self-assessment report			0
	· Executing and analyzing a self-assessment		0	
On-site due diligence and	· Establishing a plan for on-site due diligence and comprehensive evaluation			0
Comprehensive evaluation	· Preparing for on-site due diligence and comprehensive evaluation		0	

 \divideontimes Matters not mentioned in the above table shall be governed by the approval delegation table for common matters.

15. Korean Language Class

Business		Exclusive	Approver	Vice		
Unit	Detailed Business	Team	Director	president	President	Remarks
	,	Manager				
	General expenses (excluding design, supervision, construction, or payment for completed portion)					
	-Less than KRW 1,000,000	0				
	-Less than KRW 2,000,000		0			
	-Exceeding KRW 2,000,000			0		
Request for approval	· Special official expenses (expenses for meetings, etc.)					
of	-Less than KRW 200,000	0				
budget execution	-Less than KRW 300,000		0			
	-Exceeding KRW 300,000			0		
	· Facility maintenance construction, design, construction inspection, construction, and establishment					
	-Less than KRW 3,000,000	0				
	-Exceeding KRW 3,000,000		0			

Suitement Unit Statement of receipts -Less than KRW 2,000,000 -Less than KRW 2,000,000 -Less than KRW 2,000,000 -Less than KRW 2,000,000 -Statishish plans for main businesses of Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Set up a mid-to-long-term development plan for Korean Class -Prepare, manage and keep accademic affairs -Prepare, accademic	Dueine		Exclusive	Approver	Viac		
Statement - Less than KRW 2,000,000 - Less than KRW 2,000,000 - Stebeeding		Detailed Business		Director		President	Remarks
Statement -Less than KRW 2,000,000 -Exceeding KRW 2,000 -Exceeding KRW 2,000,000 -Exceeding KRW 2,000,000 -Exceeding KRW 2,000 -Ex		· Statement of receipts	0				
-Less than KRW 2,000,000 -Exceeding KRW 2,000,000 -Establish plans for main businesses of Korean Class -Basic plan -Establish plans for main businesses of Korean Class -Recommend or dismiss For curriculum operation -Prepare, manage and keep report cards -Prepare, manage and keep school register -Receive and manage tuition fee -Received and	Statement	· Statement of expenditures					
Basic plan Plan Plan Plan Plan Plan Plan Plan P	Statement	-Less than KRW 2,000,000	0				
Basic plan Set up a mid-to-long-term development plan for Korean Class - Set up a mid-to-long-term development plan for Korean Class - Recommend or dismiss Korean language lecturer - Issue a certificate of lecturing of Korean language lecturer - Establish basic plans for curriculum operation - Prepare, manage and keep report cards - Prepare, manage and keep school register - Receive and manage tuition fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Pubusiness related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Decide successful candidates Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Susport student activities - Sasign rooms to students - Cancel the received black marks of students - Cancel the received black marks of students - Cancel the received black marks of students - Basic plans for scholarship		-Exceeding KRW 2,000,000		0			
Plan - Set up a mid-to-long-term development plan for Korean Class - Recommend or dismiss Korean language lecturer - Issue a certificate of lecturing of Korean language lecturer - Issue a certificate of lecturing of Korean language lecturer - Establish basic plans for curriculum operation - Prepare, manage and keep report cards - Prepare, manage and keep report cards - Prepare, manage and keep attendance book - Prepare, manage and keep school oregister - Receive and manage tuition fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation ceremony - Graduation ceremony - Graduation ceremony - Decide the application guidelines - Duties related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to foreigner registration - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Support student activities - Support student activities - Support student activities - Assign rooms to students - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Cancel the received black marks of students - Basic plans for scholarship - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Cancel the received black marks of students - Basic plans for scholarship						0	
development plan for Korean Class Recommend or dismiss Korean language lecturer Issue a certificate of lecturing of Korean language lecturer Issue a certificate of lecturing of Korean language lecturer Issue a certificate of lecturing of Korean language lecturer Issue a certificate of lecturing of Korean language lecturer Issue a certificate of cards Issue a certificate of curriculum operation Prepare, manage and keep report cards Prepare, manage and keep actaced attendance book Prepare, manage and keep school register Receive and manage tuition fee Graduation screening and issuance of certificates of completion Admission ceremony Graduation ceremony Graduation ceremony Description Business related to admission basic plans Establish the basic plan for admission-related promotion Decide the application guidelines Decide the application guidelines Decide the application guidelines Decide successful candidates. Duties related to registration and application fees Decide successful candidates. Duties related to registration and application fees Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Support student activities Business related to student scholarship Coremittee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Basic plans for scholarship Cancel the received black marks of students Cancel the received black m							
language lecturer - Issue a certificate of lecturing of Korean language lecturer - Establish basic plans for curriculum operation - Prepare, manage and keep report cards - Prepare, manage and keep school register - Receive and manage tuition fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation ceremony - Graduation ceremony - Business related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Decide successful candidates Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to foreigner registration - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Business related to students scholarship - Orientation - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Basic plans for scholarship - Basic plans for scholarship	ріан	development plan for Korean Class				O	
Korean language lecturer - Establish basic plans for curriculum operation - Prepare, manage and keep report cards - Prepare, manage and keep school register - Receive and manage tuition fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation ceremony - Business related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Ducide successful candidates. - Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Susport student activities - Susport student activities - Support student activit					0		
Operation - Prepare, manage and keep report cards - Prepare, manage and keep report cards - Prepare, manage and keep attendance book - Prepare, manage and keep school register - Receive and manage tuttion fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation ceremony - Graduation ceremony - Business related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Decide successful candidates Duties related to registration and application fee - Prepare a Certificate of Admission and issue a visa - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Susport student activities - Cancel the rec			0				
Matters related to academic affairs - Prepare, manage and keep attendance book - Prepare, manage and keep school register - Receive and manage tuition fee - Graduation screening and issuance of certificates of completion - Admission ceremony - Graduation ceremony - Business related to admission basic plan for admission-related promotion - Decide the application guidelines - Decide the application guidelines - Decide successful candidates Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to foreigner registration - Business related to the extension of the length of stay - Stablish plans for guiding student activities - Support student activities - Susport student activities - Cancel the received black marks of s					0		
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Graduation ceremony Business related to admission basic plans Establish the basic plan for admission-related promotion Decide the application guidelines Decide successful candidates. Duties related to registration and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Orientation Cancel the received black marks of students Basic plans for scholarship			0				
Business related to admission basic plans - Establish the basic plan for admission-related promotion - Decide the application guidelines - Decide successful candidates. - Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to foreigner registration - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Susport student activities - Business related to student scholarship - Orientation - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Basic plans for scholarship		· Admission ceremony		0			
plans Establish the basic plan for admission-related promotion Decide the application guidelines Decide successful candidates. Duties related to registration and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Support student activities Support student activities Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship		· Graduation ceremony		0			
Admission-related promotion Decide the application guidelines Decide successful candidates. Duties related to admission Duties related to registration and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship						0	
Matters related to admission Duties related to registration and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Outlines and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner outlines frequency from the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Outlines and the received black marks of students Cancel the received black marks of students Basic plans for scholarship					0		
Matters related to admission - Duties related to registration and application fees - Prepare a Certificate of Admission and issue a visa - Business related to foreigner registration - Business related to the extension of the length of stay - Establish plans for guiding student activities - Support student activities - Business related to student scholarship - Orientation - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Basic plans for scholarship		· Decide the application guidelines		0			
related to admission Duties related to registration and application fees Prepare a Certificate of Admission and issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship		· Decide successful candidates.			0		
issue a visa Business related to foreigner registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship	related to	=		0			
registration Business related to the extension of the length of stay Establish plans for guiding student activities Support student activities Business related to student scholarship Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship			0				
the length of stay - Establish plans for guiding student activities - Support student activities - Business related to student scholarship - Orientation - Committee meetings - Assign rooms to students - Cancel the received black marks of students - Basic plans for scholarship			0				
activities Support student activities Business related to student scholarship Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship			0				
Student Guidance Student Guidance Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship						0	
Student Guidance Student Guidance Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship		· Support student activities	0				
Student Guidance Orientation Committee meetings Assign rooms to students Cancel the received black marks of students Basic plans for scholarship				0			
Guidance	Student	· Orientation	0				
· Assign rooms to students · Cancel the received black marks of students · Basic plans for scholarship		· Committee meetings	0				
students Basic plans for scholarship	Galdanice	· Assign rooms to students	0				
			0				
. Approve the accument's going out or		· Basic plans for scholarship			0		
Approve the occupant's going out of O		· Approve the occupant's going out or	0				

Business		Exclusive	Exclusive Approver			
Unit	Detailed Business	Team	Director	Vice president	President	Remarks
Offic		Manager	Director	president		
	staying out overnight					
	· Approve the forced students' evacuation		0			
	· Basic plans for the operation of student government		0			
	· Approve students of student government		0			
	· Other matters related to student support	0				

16. ICT Entrepreneurship Center

		Ex	clusive Approve	er	
Project Unit	Detailed Business	Vice	Director	Vice	President
		Director	Birector	President	
	· General expense (Excepting expenses				
	for Design construction, Inspection, Construction, Establishment)				
	-Less than KRW 3,000,000	0			
	-Less than KRW 5,000,000		0		
	-Exceeding KRW 5,000,000			0	
	· Special official expenses (Expenses for				
Approval	meetings, etc.)				
Request for	-Less than KRW 200,000	0			
Budget	-Less than KRW 1,000,000		0		
Execution	-Exceeding KRW 1,000,000			0	
	· Facility maintenance construction, design,				
	construction inspection, construction, and				
	establishment				
	-Less than KRW 5,000,000	0			
	-Less than KRW 7,000,000		0		
	-Exceeding KRW 7,000,000			0	
	· Statement of receipts	0			
	· Statement of expenditures				
Statement	-Less than KRW 3,000,000	0			
	-Less than KRW 10,000,000		0		
	-Exceeding KRW 10,000,000			0	
Post	· Preparing and reporting an evaluation report on				0
management	the implementation of the Educational Reform				
of PRIME	Agreement				
Project					

17. Project Group for Designating & Nurturing Leading Universities of Unification Education

Business		Exclusive A	Approver	Vice	
	Detailed Business	Office dean-	Group	President	President
Unit		Vice manager	manager	President	
	· General expenses (excluding				
	design • supervision, construction, or payment for completed portion)				
Approval	-Less than KRW 1,500,000	0			
Request	-Exceeding KRW 1,500,000		0		
for Budget	· Special official expenses (Expenses for				
Execution	meetings, etc.)				
	-Less than KRW 200,000	0			
	-Exceeding KRW 200,000		0		
	· Statement of receipts	0			
Statement	· Statement of expenditures				
Statement	-Less than KRW 3,000,000	0			
	-Exceeding KRW 3,000,000		0		
Establishin	· Establishing a project plan				0
g Project	· Writing up a project plan		0		
Plan					
Project	· Executing annual, intermediate and				0
Report /	comprehensive evaluations and preparing &				
Self-asses	reporting self-assessment report				
sment	· Executing and analyzing a self-assessment		0		

18. Handong Global Experience Center

		Ex	clusive Approv	ver	
Business Unit	Detailed Business	Dean	Director	Vice President	President
04-4	· Statement of receipts	0			
Statement (excluding the	· Statement of expenditures				
accounting	-KRW 2,000,000 or less	0			
department and research expenses)	-KRW 10,000,000 or less		0		
research expenses/	-Exceeding KRW 10,000,000		0		
	· Management of regulations	0			
	· Document classification and control	0			
	· Safekeeping documents in custody	0			
	· Management of committee minutes	0			
Minagliana	· Management of journals	0			
Miscellaneous	· Keep the official seals of the relevant staff	0			
	and manage the register. · Management of fixture and request for	0			
	expendables · Department computerization plans		0		
	· Basic plan				0
Oneveties sless	· Detailed enforcement plan			0	
Operation plans and implementation	· Implementation of major duties		0		
of duties	· Routine performance of a business	0			
3. 34100	· Manage execution plans as well as the	0			
	performance of a business.				

		Ex	clusive Appro	ver	
Business Unit	Detailed Business	Dean	Director	Vice President	President
	· Report on major matters		0		
	· Routine reports	0			
	· Regular performance reports		0		
	Report results to the Committee.			0	
Report	· Reports on the results of external meetings				
	-Participation by directors of centers and				0
	higher				
	-Participation by deans or lower		0		
	· Submission and distribution of major materials		0		
Makadala and	Submission and distribution of ordinary or	0			
Materials and publications	minor materials				
publications	Basic plan for issuing publications		0		
	Establish editing plans and perform editing.	_	0		
	Manage materials and publications.	0			
Cooperation with	Political matters	_	0		
other departments	· General administrative matters	0			
Services by the	· Staff's duty allocation in Team	0			
relevant staff	· Service Management in Team	0			
	· Directors or higher				0
D	· Deans		0		
Domestic official trip, leave	· Faculty members		0		
15475	· Team members		0		
	· Contractual staff	0			
	· Directors of the center			0	
Transfer of business	· Dean		0		
	· Team members	\circ			
Regulation	· Request (draft) for the establishment,		0		
negulation	amendment, or rescission of regulations				
	General expenses (excluding design, supervision, construction, or payment for a completed portion)				
	-KRW 1,000,000 or less	0			
	-KRW 2,000,000 or less		0		
Doguest for annualist	-KRW 5,000,000 or less		0		
Request for approval of budget execution	-Exceeding KRW 5,000,000			0	
	· Conference expenses and operating expenses				
	-KRW 200,000 or less	0			
	-KRW 500,000 or less		0		
	-KRW 1,000,000 or less		0		
	-Exceeding KRW 1,000,000			0	

19. Support Center for Handicapped Students

		Exclusive	Approver	Vice		
Business Unit	Detailed Business	Manager	Director of	President	President	
		Manager	Center	rresident		
	· Establish mid- to long-term development plans for				0	
Establishment of	supporting students with disabilities.					
policies for					0	
supporting students						
with disabilities	· Develop general policies related to the improvement		0			
	of support for students with disabilities.					
Business related to	· Establish basic plans for the management of		0			

		Fxclusive	Approver		
Business Unit	Detailed Business	Manager	Director of Center	Vice President	President
supporting	teaching and learning for students with disabilities. Establish plans for supporting helpers for students		0		
teaching, learning, and moving for	with disabilities. Train and manage helpers for students with	0			
students with disabilities	disabilities. Other supporting businesses related to teaching and learning for students with disabilities.	0			
	Establish basic plans for improvement and management of convenient facilities for students with disabilities.		0		
Matters related to providing convenient facilities for students with disabilities and	Establish basic plans for the purchase and management of equipment for students with disabilities. Provide convenience facilities to students with disabilities.	0	0		
management of equipment	Purchase and manage equipment for students with disabilities.	0			
	Provide teaching and learning support for students with disabilities.	0			
Supporting counseling and	· Establish basic plans for counseling and meetings for students with disabilities.		0		
meetings for students with disabilities	· Manage and operate counseling and meetings for supporting students with disabilities.	0			
Supporting the	· Establish basic plans for supporting the career and employment of students with disabilities.		0		
career and employment of students with	· Participate in and carry out career and employment support programs for students with disabilities.	0			
disabilities	· Operate and manage career and employment support for students with disabilities.	0			
Training assaisns	· Establish basic plans for raising awareness of students with disabilities.		0		
Training sessions and programs for raising awareness	· Implement training sessions and programs for raising awareness of students with disabilities.	0			
on students with	· Report results of the training sessions for raising awareness of students with disabilities.		0		
ulous intro	· Other supports for raising awareness on students with disabilities	0			
	· Establish basic plans on the events for the International Day of People with Disabilities (IDPWD).		0		
People with Disabilities	Inform the events for IDPWD. Other detailed tasks related to events for IDPWD.	0	0		
Evaluation of	· Establish plans for evaluating the educational welfare for undergraduate students with disabilities.		0		
educational welfare for undergraduate	Evaluate the educational welfare for undergraduate students with disabilities.	0			
students with disabilities	· Report evaluation results of educational welfare for undergraduate students with disabilities.				0
Orientation for Students with	· Establish plans for orientation programs for students with disabilities.		0		
disabilities	· Carry out orientation programs for students with disabilities.	0			
Management of Students with	· Identify and manage the current status of students with disabilities.	0			
Disabilities	· Report the current status of students with disabilities to the Ministry of Education.		0		
	 Support and cooperate with departments related to students with disabilities. 	0			
Miscellaneous	· Notify information related to support for students with disabilities.	0			
	· Other tasks related to the support for students with disabilities	0			

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