

## 25. Academic Regulation

Department in charge: Academic Affairs Team 1073-4 ©

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Amended on Feb. 21, 2017 Regulation No. 238  
Amended on Mar. 31, 2017 Regulation No. 239  
Amended on Aug. 1, 2017 Regulation No. 242  
Amended on Nov. 6, 2017 Regulation No. 243  
Amended on Dec. 15, 2017 Regulation No. 244  
Amended on Oct. 11, 2018 Regulation No. 253  
Amended on Nov. 22, 2018 Regulation No. 255  
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Amended on Mar. 3, 2019 Regulation No. 272  
Amended on Apr. 28, 2020 Regulation No. 274  
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## **Chapter 1 General Provisions**

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

This regulation seeks to prescribe the details related to all academic affairs within the scope determined by 「Handong Global University's regulations」 .

## **Chapter 2 Admission**

### **Article 2 (Arrangement and Storage of Applications for Admission)**

Applications for admission and transfer shall be arranged according to year, examination, and examinee's number for safekeeping.

### **Article 3 (Storage Period of Applications for Admission)**

Applications for admission and transfer shall be stored for 10 years or longer.

## **Chapter 3 Organization of Curricula and Completion**

### **Article 4 (Organization of Curricula)**

1. Plans for the area of faith and world views from among the liberal arts curricula shall be prepared by the head of the Center for Christian Foundation, plans for other liberal arts-general studies and global convergence studies- by the dean of the Global Leadership Department, and plans for specialization curricula, by the head of the relevant department (school). The prepared plans shall be deliberated on by the Curricula Committee and approved by the president. (Amended on Feb. 10, 2015)
2. If deemed necessary by the president, the School of Creative Convergence Education may offer free selection courses, and the curriculum shall be organized by the chairman of the

school of Creative Convergence Education and determined by the president after the deliberation of the Curricular Committee.

3. The curricula shall be organized by specialization unit and by semester; 1~6 credits may be earned per curriculum. The credits, number of hours of lectures on theories, and experiments· practices shall be separately prescribed. For on-the-job training courses, however, up to 30 credits may be earned. (Amended on Feb. 10, 2015)
4. Curricula with the same name and should be opened for two or more semesters shall be indicated as 「~1, ~2, ~3 …, ~Ⅰ, ~Ⅱ, ~Ⅲ …, or ~A, ~B, ~C …」.
5. <Deleted>
6. <Deleted>
7. In principle, major courses shall be organized such that they do not exceed double the number of credits to be completed for the major; note, however, in case of newly established majors following the introduction of Engineering Education Accreditation System shall be operated by the curricular organized in the department (amended on Nov. 15, 2007).
8. <Deleted>

#### **Article 5 (Completion of Curricula)**

1. Compulsory courses shall be completed as a rule.
2. <Deleted>
3. Courses shall be completed based on the curricula for the year of admission or year of return to school; if any of the compulsory courses is abolished or changed, however, credits should be earned from some of the compulsory courses in the new curricula. If any of the compulsory courses that must be completed is not available, similar courses should be completed instead to earn the specified compulsory credits.

#### **Article 5-2 (Course Completion Plan)**

<Deleted>

#### **Article 6 (Principle of Assigning Course Numbers)**

1. Course numbers shall consist of 3 English letters and 5 numbers.(amended on May. 12, 2010)
2. The English letters denote the course division or school division codes; the first number indicates the level (freshman/sophomore/junior/senior) of the course, and the remaining figures denote the unique numbers of the course. (Amended on May. 12, 2010)
3. <Deleted>

#### **Article 7 (Recompletion)**

1. Courses that have been completed may be completed again (hereinafter referred to as

"Recompletion"); once the credits for the course whose recompletion has been applied for have been finalized, the previously earned credits shall be nullified. In this case, however, the highest credit a student can earn shall be limited to A0, and 'R' (Retake) shall be marked next to the credits earned from recompletion on the report cards.

(1)~(4) <Deleted>

2. If a student completes a course twice without applying for recompletion, only the previously earned credits shall be acknowledged; the credits earned for the course completed for the second time shall be nullified.

## **Article 8 (Calculation of Credits for Courses Completed Twice)**

<Deleted>

## **Chapter 4 Registration**

### **Article 9 (Registration for the Semester)**

Any student of the university should complete all the procedures necessary for registration at the designated place within the period set at the beginning of each semester to obtain the qualification of student for the semester. In particular, plans to complete courses should be established with the guidance of advisor in charges or head of the relevant department (school) to avoid taking the wrong liberal arts courses or major courses as determined by the school regulations.

### **Article 10 (Registration of New Students)**

Those eligible for admission (including transferees) shall submit the following documents within the specified period to complete the registration:

1. Photo (card size): 1
2. Covenant (Attached Form No. 1): 1 copy
3. Student environment record card (Attached Form No. 2): 3 copies

### **Article 11 (Payment of Registration Fees)**

1. The registration fee for each semester as required of students to register and the period of payment shall be determined by the president and announced at least 20 days before the commencement of the semester.
2. Students who have registered for the number of semesters required for graduation and earned the number of credits necessary for graduation but are taking graduation English examinations or undergoing graduation thesis examination, etc., shall be exempted from the payment of registration fees.
3. Among the candidates for early graduation, those who cannot graduate early due to failure to garner the required grade point average or those who waived early graduation shall pay

the registration fees.

## **Chapter 5 Registration for Courses**

### **Article 12 (How to Register for Courses)**

1. Registrations for courses shall be made by students by entering into the computer firsthand the courses to be taken for the relevant semester within the specified period before the commencement of each semester.
2. <Deleted>
3. <Deleted>
4. <Deleted>
5. Students who did not register for courses in advance shall enter the courses to be taken during the period of making changes in registrations for courses.
6. In principle, students whose parents are the professor of the school shall not take the course that their parents are in charge of (hereinafter, referred to as "registration for courses by professor parent – student child"). If it is necessary to take the course, however, students may take the course after the relevant professor shall submit a form in advance and obtain permission from the dean of academic affairs.

### **Article 13 (Standard Credits for Registration)**

1. The standard number of credits per semester shall be 0.5~22.
2. Notwithstanding the provision under Clause 1, the number of credits to be registered for may be restricted under the following cases:
  - (1) Those who received an academic warning
  - (2) Those who did not fulfill the requirements for graduation by the specified time
  - (3) Other cases prescribed by the president
3. Social service courses shall be included in the credits the registration for which is restricted for each semester.
4. Credits for the courses to be repeated for the second time shall be included in the credits the registration for which is restricted for each semester.
5. The standard number of credits for the free semester shall be 1 ~ 12. (Amended on Aug. 17, 2015)

### **Article 14 (Confirmation, Change, and Correction of Registrations for Courses)**

1. Confirmations, changes, and corrections of registrations for courses shall be made within two weeks of the opening of the courses. Students should carefully check any error in their registrations for courses. (Amended on Sep. 04, 2013)
2. When any course to be taken is to be changed after the completion of registration for

courses, the correction shall be entered into the computer with the guidance of the professor of the relevant course or head of department (school) within the correction period.

3. <Deleted>

4. <Deleted>

5. If any course registered for has not been taken without any justifiable reason, the performance for the course shall be graded F.

### **Article 15 (Objection to Registrations for Courses)**

<Deleted>(Dec. 14. 2009)

### **Article 16 (Non-recognition of Completion of Courses)**

No credits shall be earned for the following courses even after they are completed:

1. Courses taken without registering (Amended on Dec. 14. 2009)

2. The last courses registered for in excess of the range of credits for registration for courses and those for which the class times were doubly registered (only the course with the lower course number shall be recognized, the course with the higher course number deemed null and void)

### **Article 17 (Withdrawal of Registrations for Courses)**

1. In principle, a registration for a course may not be withdrawn after 2 weeks of the date of offering of the course; however, when withdrawal is unavoidable, the dean of Academic Affairs may withdraw registrations for courses after 2 weeks of the date of offering of the courses , after collecting opinions from the head of relevant school or the professor in charge of the course. (Amended on May. 12. 2010)

2. Notwithstanding Clause 1, registrations for social service courses may be withdrawn only within 1 week of offering of the courses. (Newly established on Feb. 18, 2009)

3. Notwithstanding the provisions of Clause 1, the professor in charge of the course may order a student to withdraw his/her registered course if he/she does not attend the first class of his/her major without any special reason; however, this provision shall not apply to general studies and major courses that overlap with courses in general studies. (Newly established on Dec. 14, 2009).

### **Article 18 (Deleted on May. 12, 2010)**

## **Chapter 6 Examinations (Amended on Nov. 21, 2016)**

### **Article 19 (Examination)**

Examinations shall be divided into the following:

1. Final examinations: examinations designed to evaluate performance in the courses taken each semester at the end of the semester
2. Mid-term examinations: examinations designed to evaluate performance in the courses taken in the middle of each semester
3. Special examinations: examinations designed to evaluate the continued learning activities carried out during the progression of classes in each semester such as assignments, study seminars, etc.
4. Makeup examinations: examinations administered later to those students who could not take the regular examinations due to disease or other unavoidable reasons

### **Article 20 (Makeup Examination)**

1. Those who could not take the examination for any of the following reasons may take a makeup examination by submitting an application for makeup examination (Attached Form No. 8) with evidentiary documents attached for approval by the advisor in charges, head of the relevant department (school), and professor in charge of the course:
  - (1) Those who could not take the examination due to disease
  - (2) Those who could not take the examination due to the death of an ascendant or a descendant (within the degree of kinship of uncle)
  - (3) Those who could not take the examination due to the performance of any legal obligation such as physical examination for conscription
  - (4) Those permitted by the president to miss the examination for any other special reason
2. Students shall submit applications for makeup examinations to the Academic Affairs Team.
3. The grade in the makeup examination shall not be higher than B+ (89 points).
4. The following are the evidentiary documents required of those falling under each item in Clause 1:
  - (1) Those who did not take the examination due to disease: 1 copy of medical certificate
  - (2) Those who did not take the examination due to attendance to a funeral: 1 copy of the family register (or resident registration) that can prove kinship and copy of death certificate
  - (3) Performance of legal obligations: 1 copy of order to perform legal obligations of any kind
  - (4) 1 Copy of other documents that can prove the special reasons
5. Persons who have been permitted to take the makeup examination shall do so within 10 days of the date permission is granted.

### **Article 21 (Supervision of Examinations)**

1. In principle, all examinations shall not be supervised.
2. <Deleted>



## **Chapter 7 Academic Performance**

### **Article 22 (Performance Evaluation)**

1. In principle, academic performance shall be evaluated in an absolute manner; however, relative evaluation systems may be partially operated according to the characteristics of courses. (Amended on Feb. 10, 2015)
2. Academic performance shall be evaluated based on grades or scores; in principle, the criteria and method for evaluation shall be specified in the lecture plans. (Amended on Feb. 10, 2015)
3. Credits of any student who does not attend classes for more than one quarter of the total number of school days shall not be acknowledged. (Newly established on Feb. 10, 2015)
4. The performance of students whose absences are excused and approved can be evaluated by other methods such as assignments, papers, and tests considering the number of days of attendance and the date of commencement of employment. (Newly Established on Nov. 21, 2016)
5. When a professor parent evaluate the performance of the student child in the case of the registration for courses by professor parent – student child, the professor shall evaluate the performance after submitting the evidence for the performance evaluation, such as attendance, assignment submission, examination results, etc., to the head of the department (school) and getting confirmation that the grading is fair.

### **Article 23 (Submission of Performance Evaluation Tables)**

<Deleted on Feb. 10, 2015>

### **Article 24 (Processing of Performance Evaluation)**

1. Each of the professors in charge of the courses shall enter the graded performances into the computer, output the performance records, sign or seal them, and submit them to the Academic Affairs Team or online.
2. <Deleted>
3. The dean of academic affairs shall announce the computerized performance records by individual on the Internet before the registration period for the next semester.
4. The documents and records related to performance evaluation mentioned in Clause 1 shall be kept for three years, and those computerized on the computer system shall be kept for five years; and the documents and records shall include exam papers, assignments, works, test products, etc. These records shall be kept personally in the case of full-time faculty members and by the relevant department (school) in the case of part-time faculty members. When a full-time faculty member resigns (or retires), the relevant department (school) shall keep those records. For the following cases, however, exceptions may be allowed when it comes to how long and how to keep them: (Amended on Oct. 17, 2016)(Oct. 14, 2021)
  - (1) When the graded mid-term and final exam papers were handed out to students (Newly

established on Oct. 14, 2021)

(2) Works and test products can be kept in a file such as photos, etc. (Newly established on Oct. 14, 2021)

5. Notwithstanding Clause 4, the evidence for the performance evaluation of Clause 5, Article 22 shall be kept for 5 years and more.

### **Article 24-2 (Processing of Performance Evaluation of credits earned from other majors)**

When taking courses of other majors, a student can request P/F evaluation to the professor in charge and be given evaluation after obtaining approval from the professor, and details related to this shall be prescribed separately by the president. (Amended on Jun 22, 2020)

### **Article 25 (Correction of Academic Performances)**

1. Once submitted, performance records may not be corrected. If there is an error in writing (error in performance records or omission), a request for correction of academic performance (Attached Form No. 9) with the statement of the reason of the professor in charge and concrete data such as the test paper attached as proof and other certificates, etc., may be submitted to the president; however, any reason for correction occurring after the period shall be handled pursuant to the criteria determined separately by the president.
2. When the request for the correction of academic performance as per the provision under Clause 1 is deemed justifiable, the president shall permit the correction of the performance record.

### **Article 25-2 (Withdrawal of Credits Earned)(newly established on Dec. 18, 2008)**

Undergraduates who have registered for 7 or more semesters and changed their major may withdraw the credits earned for the courses completed in their current major before shifting to a new major under the following conditions:

1. The withdrawals of earned credits shall be applied within the specified period; up to 9 credits may be withdrawn, and withdrawal shall be allowed only once.
2. The academic performance for the withdrawn credits shall be indicated as "W" in the certificate of academic performance and excluded from the calculations of earned credits and grade point average.
3. Once executed, the withdrawal may not be canceled. If a student changes his/her major to a new major that recognizes the withdrawn course as its major course, however, the withdrawal of the course shall be cancelled.(Amended on Mar, 31, 2017)

### **Article 26 (Processing of Credits Earned from Other Universities into the Performance Records)**

1. The details regarding the processing of credits earned from other universities into the performance records shall be separately determined by the president.
2. Those who wish to have the credits they earned from other schools recognized pursuant to Clause 1 shall submit an application for credit acknowledgment (Attached Form No. 10) with the certificate of academic performance attached to the head of the department (school) concerned for approval after having it checked by the professor in charge of the course and then forward it to the Academic Affairs Team.
3. The decision on whether to acknowledge the academic performance described in Clause 2 shall rest with the head of the department (school) concerned following deliberations during the department (school) faculty meeting.

### **Article 27 (Processing of Academic Performance of Army Recruits)**

1. The academic performance of army recruits who have attended three quarters or more of the total number of school days for the relevant semester may be evaluated based on the results of their mid-term examination and special examinations, attendance, and assignments.
2. Army recruits enlisted in the army before three quarters of the total number of school days have passed shall be deemed to have withdrawn from the courses taken in the relevant semester.

### **Article 28 (Students Cheating in Examinations)**

1. In principle, any student found to be cheating in an examination shall be given a grade of F for the relevant course.
2. The supervisor shall prepare a report of cheating in the examination for submission to the president, who in turn shall refer the case to the Student Guidance Committee to mete out disciplinary confinement, suspension from school for a definite period, or suspension from school for an indefinite period on the student depending on the seriousness of the act.
3. For students who received disciplinary confinement, the examination result for the relevant course shall be nullified; for students who received suspension from school for a definite period or for an indefinite period, the results of examinations for all courses in the semester shall be nullified.

### **Article 29 (Processing of Academic Performance of Students received Disciplinary Measures)**

How to process the academic performance of students, who have been subjected to disciplinary measures such as suspension from school for one month or longer, because of the acts he/she did before final examinations, shall be determined by the president based on the deliberation of the Student Guidance Committee. (Amended on Oct. 10, 2012)

### **Article 30 (Processing of Academic Performance of Students Temporarily Absenting Themselves from School)**

Students who have temporarily absented themselves from school for a period of less than three

quarters of the total number of school days shall be deemed to have canceled their registrations for the relevant courses. (Amended on Dec. 6, 2006)

### **Article 31 (Calculation of Grade Point Average)**

1. When calculating the grade point average for academic performance, multiply the grades by the credits, divide the sum by the total number of credits, and round off the final result to two decimal places.
2. Courses subject to withdrawal or those for which the student is considered to have been given a grade of I or P/F shall be excluded from the calculation of grade point averages.
3. When calculating the total number of credits under Clause 1, courses under Clause 2 shall be excluded.
4. When calculating the grade point average of Clause 1 above to percentage scores (perfect score:100 points), the GPA conversion table in Attached Form No. 60 shall be applied. (Newly established on Jul. 10, 2015)

## **Chapter 8 Absence**

### **Article 32 (Absence Without Leave)**

<Deleted on Feb. 10, 2015>

### **Article 33 (Treatment of Tardiness as Absence)**

<Deleted on Feb. 10, 2015>

### **Article 34 (Absence for Unavoidable Reasons)**

*Absences due to any of the reasons specified below shall be treated as excused absences. In such case, they shall not be treated as ordinary absences; instead, a report of absence for unavoidable reasons with evidentiary documents attached shall be submitted prior to the occurrence of the event or immediately after or within 15 days of the date of occurrence under unavoidable circumstances. In case of items (1)~(4), it shall be submitted in person to the professor in charge through the advisor in charge. In the case of items (5)~(9), it shall be submitted in person to the professor in charge through the dean of academic affairs. However, the maximum allowed number of days of absence shall be determined separated by the dean of academic affairs depending on the reasons for excused absences. <아래에 명시된 사유로 인한 수업 불참은 공인출석으로 처리되어 결석으로 간주되지 않으나 사고발생전이나 발생즉시 또는 부득이한 경우에는 발생일로부터 15일 이내에 증빙서류를 첨부하여 제출하여야 한다. 1호에서 4호의 사유인 경우는 담임지도교수를 경유하여 담당교수에게 직접 제출하여야 하고, 제5호에서 제9호까지는 교무처장의 사전승인 받은 후 담당교수에게 직접 제출하여야 한다. 다만, 계절학기의 경우 공인출석사유별 최대 허용일을 교무처장이 별도로 정한다> (Amended on Dec. 5, 2019)*

<Reasons for excused absences>	Max. allowed no. of days of absence
1. Death of any of the members of the immediate family of the student or similar events	5 days
2. Student having difficulties attending the class because of hospitalization and outpatient treatment	2 weeks
3. Reasons related to the compulsory military service such as physical examination for conscription	Actual time required
4. Student returning to school after being discharged from the army within 4 weeks of the start of the relevant semester	Relevant period
5. Graduation trips, educational practices, on-the-job training, and scientific travels of each department (school), <b>or etc.</b> <졸업여행, 교육실습, 야외실습 및 각 학과(부) 학술여행 등>	Relevant period
6. Mobilization requested by government organizations and special gathering	Relevant period
7. International meetings or equivalent activities of students	Actual time required
8. Taking the employment examinations of the government or companies as candidates for graduation	Actual time required
9. Being employed prior to graduation or etc. as candidates for graduation (those who registered 8 or more semesters)	Relevant period
10. Other cases permitted by the president	Relevant period

### Article 35 (Treatment of Excused Absence of Students)

Students who submitted Report of Excused Absence (Attached Form No. 11)

shall be considered to have attended classes, and such fact shall be reflected on the final performance record and on the general evaluation.

### Article 36 (Actions Against Students Absenting Without Leave)

1. <Deleted on Feb. 10, 2015>

2. Students who do not attend regularly even after warnings have been sent to them and to their parents may be referred to the Student Guidance Committee for disciplinary actions. (Amended on Feb. 10, 2015)

### Article 37 (Initial Date for Reckoning Attendance)

Attendance shall be evaluated using the date of opening of a course as the initial date in reckoning and the ending date of the course as the end date. For students who have transferred from other universities, those who transferred departments, those who returned to school, and those who reentered school, however, the date of granting of approval of admission shall be the initial date for reckoning; in the case of those courses the registrations for which have been changed, the school days prior to the change shall not be treated as days of absence.

## Chapter 9 Academic Warning

### **Article 38 (Academic Warning)**

1. To create a climate that encourages studying hard, students who receive an academic warning shall be guided by the heads of the relevant department (school), the advisors in charge, the relevant professors of his/her major, or the Academic Supervisor of Institute of Handong Education Development and the records of the academic warning shall be recorded in the school register at the end of each semester pursuant to Article 44 of the school regulations. However, students who received an academic warning twice shall get a special guidance in the school counseling center. (Amended on Oct. 17, 2016)
2. Based on the final performance for the semester, performance notices to the students concerned shall be issued with an "academic warning" indication as well as to the parents so that the students would be specially guided.
3. Students who received an academic warning cannot register for more than 18 credits in the next semester.
4. Students who received 2 or more consecutive academic warnings while in school cannot register for more than 15 credits in the next semester.
5. In case of students who have been readmitted, the accumulation of 3 academic warnings shall be applied newly from the time of re-admission, and the academic warnings prior to re-admission shall not be applied.

### **Article 39 (Succession of Academic Warnings)**

If a student who received an academic warning temporarily absented himself/herself from school or got enlisted in the army and subsequently returned to school but again received an academic warning, then such academic warnings shall be treated as successive ones.

## **Chapter 10 Preparation of Lecture Schedules**

### **Article 40 (Preparation of Lecture Timetables)**

Lecture timetables shall be organized by semester by the Academic Affairs Team or the departments (schools) offering lectures for liberal arts courses and by the departments (schools) offering lectures for major or minor courses.

### **Article 41 (Offering of Courses)**

1. Matters regarding the offering and operation of courses shall be prescribed separately by the president. (Amended on Feb.10, 2015)
2. <Deleted>

### **Article 42 (Class Time)**

1. The unit of lecture hours shall be 50 minutes per credit (in the case of 3-credit courses, two 75-minute classes); all course shall be arranged throughout the days of the week. In principle, courses for which classes can be combined between different departments shall be combined.
2. Successive lectures on the same course shall be avoided as much as possible.

### **Article 43 (Preparation of Lecture Schedules)**

The head of each department (school) shall prepare lecture schedules (Attached Form No. 12) for approval by the president before organizing lecture timetables.

### **Article 44 (Selection of Professors in Charge of Courses)**

1. The selection of the professors in charge of courses shall be finalized by the president based on recommendations from the heads of the departments (school) offering the relevant courses.
2. <Deleted>
3. In principle, those departments (schools) with full-time faculty members whose lecture hours are less than the compulsory lecture hours may not appoint part-time instructors; however, part-time instructors may be appointed subject to the prior approval of the president.

### **Article 45 (Allocation of Community Leadership Training Time)**

Each department (school) shall not schedule lectures on the times allotted for community leadership training.

### **Article 46 (Allocation of Times for Common Courses' Lecture Times)**

Common courses shall be allocated first before allocating the times for major courses.

### **Article 47 (Allocation of Times for Major Courses' Lecture Times)**

1. Major courses shall be allocated based on the lecture schedules by department (school); combined class courses shall be allocated first.
2. Lecture timetables by professor and by class (Attached Form Nos. 14, 15, and 16) shall be prepared so that the lecture times or lecture classrooms do not overlap.

### **Article 48 (Submission of Lecture Schedules for Intensive Courses)**

For intensive courses for which the lectures are given intensively in certain periods, schedules (Attached Form No. 17) specifying the periods shall be submitted to the Academic Affairs Team together with the lecture timetables.

### **Article 49 (Allocation of Lecture Rooms)**

The Academic Affairs Team shall allocate lecture rooms when organizing lecture timetables considering the expected numbers of students who shall take different courses.

### **Article 50 (Computerization of the Status of the Offered Courses)**

The heads of departments (schools) shall computerize the courses offered and submit the result to the Academic Affairs Team, which in turn shall check the offered courses for any problem. (Amended on Dec. 6, 2006)

### **Article 51 (Approval and Announcement of Lecture Timetables)**

1. Lecture timetables shall be prepared by carefully reviewing the following matters:
  - (1) Check whether the time and professors by course have been reasonably allocated.
  - (2) Check the time allocated to combined class courses by department (school).
  - (3) Check whether the professors' times overlap.
  - (4) Check the time allocated per week based on the number of credits.
  - (5) Check for any abnormality based on other guidelines for preparation.
2. After the review, the completed lecture timetables shall be approved by the president.
3. Lecture timetables shall be posted on the bulletin boards of the Academic Affairs Team and each department (school).

### **Article 52 (Changes in Lecture Timetables)**

Final lecture timetables may not be changed except under unavoidable circumstances, in which case the lecture timetables may be changed subject to the approval of the president (Attached Form Nos. 19 and 20) but not the lecture hours.

## **Chapter 11 Class Management**

### **Article 53 (Finalizing the Courses to be Offered)**

The courses to be offered by semester shall be finalized with the approval of the lecture timetables by the president.

### **Article 54 (Lecture Schedule)**

The dean of academic affairs shall have the professors in charge of lectures prepare lecture schedules (Attached Form No. 21) and utilize them and report the result to the president within 2 weeks of the opening of lectures.



## **Article 55 (Deciding on the Courses to be Closed)**

1. Based on the number of students on the computer system updated at 2 o'clock in the afternoon of the first Wednesday of the semester, courses shall be closed based on the following criteria, and the result, reported to the president (Attached Form No. 22) However, unavoidable cases recognized by the president are exceptions. (Amended Sep. 04, 2013) (Amended on Mar. 31, 2017)
  - (1) Liberal arts and practical affairs courses: shall be closed if the number of students taking each of the courses is less than 15. (Amended Sep. 04, 2013)
  - (2) Major courses: shall be closed when the number of students taking each of the courses is less than 10; however, IT, GM, and UIL majors shall be closed when the number of students taking each of the courses is less than 6
2. Any course that is not supposed to be closed but shall be closed shall be subject to the approval of the president.
3. Any course that has been closed for 3 times in a row shall be abolished, and the professor in charge of the relevant course and the head of the department concerned shall be notified accordingly. However, Korean and second language courses shall not be abolished even if they are closed for 3 times in a row. (Amended on Jul. 10, 2015)

## **Article 56 (Division of Classes of Offered Courses)**

1. In case of a need to divide the class of a course because of the exceeded number of persons that can be accommodated by the lecture room, graduation of the students, or the nature of the course, the professor in charge of the course may submit a request for a division of class (Attached Form No. 23) to the dean of academic affairs through the head of department (school). (Amended on Dec.1, 2014)
2. The head of the department (school) that mainly offered the course shall review the contents of the request for the division of class and shall request the president for approval if the lecture room and the professor in charge can be provided.
3. The following are the criteria for requesting for a division of class:
  - (1) Theories of Humanities or social science departments (including liberal arts): 60students(For practices, 30 students)(Amended on Dec.1,2014)
  - (2) Theories of Science & engineering departments: 60 students (For experiments, practices: 30) (Amended on Dec.1, 2014)
  - (3) Foreign language conversation (Practical English): 20 students (Amended on Dec.1, 2014)
  - (4) <Deleted>
  - (5) Computer science and practice: 45 students
  - (6) Arts•Physical education: 30 students (Amended on Dec. 1, 2014)
  - (7) Foreign language conversation: 35 students (Newly established on Dec.1, 2014)
  - (8) Capstone Design, graduation study, graduation assignment: 20 students (Newly amended on Dec. 1, 2014)

## **Article 57 (Report on the Status of Lectures Handled per Week by Professor)**

<Deleted>

## **Article 58 (Skipped-Canceled Lectures and Supplementary Lectures)**

1. If any lecture in the academic affairs calendar has to be skipped inevitably, or in case any lecture has to be canceled for reasons attributable to the faculty member in charge of the lecture, a lecture cancellation report and a supplementary lecture report (Attached Form No. 25) shall be submitted to the dean of academic affairs; the supplementary lecture shall be given in the relevant semester as a rule.
2. Supplementary lectures shall be given based on the supplementary lecture plans; the dean of academic affairs shall check if those have been implemented.

## **Article 59 (Lectures Given by Faculty Members at Other Universities)**

1. In principle, lectures given by faculty members at other universities are discouraged as a rule to prioritize the university's classes and student guidance. If any faculty member is to give lectures at any other university as a part-time instructor, however, an application for lecturing at another university (Attached Form No. 26) shall be submitted for approval by the president. The head of each department (school) shall report the status of lecturing at other universities to the president within 4 weeks of the opening of each semester (Attached Form No. 27).
2. Lecturing in another university shall be limited to 1 university and to a total of 6 hours per day per week (2 days if Saturday is included); the lecture hours may not exceed 16 hours including the lectures given at the university.
3. Lecturing at a remote university shall be restricted.
4. In principle, research professors, professors working less than the compulsory lecture hours, and professors appointed to a position that carries the privilege of being exempted from working the compulsory lecture hours are prohibited from lecturing at other universities.
5. The class times of the university may not be changed for purposes of lecturing at other universities.
6. In principle, teaching assistants are prohibited from lecturing at another university.
7. By referring to the year-end settlement data, etc, the dean of academic affairs shall take appropriate actions against faculty members who lectured at another university without approval at the beginning of each year and report the result to the president by the end of January (Attached Form No. 28).

## **Article 60 (Lecture Room Management)**

Lecture rooms and experiment rooms shall be managed by the designated managers by department (school) (Attached Form No. 29); however, the Office of Academic Affairs may adjust the exclusive lecture rooms among departments (schools) to organize class timetables appropriately.

### **Article 61 (Discussion on the Teaching Method)**

1. At the end of each semester, the heads of departments (schools) shall discuss the contents of lectures and teaching methods of the professors in charge of courses in the next semester.
2. Professors in charge of the same courses shall discuss from time to time the rate of progress of lectures, assignments and examinations, etc.

## **Chapter 12 Student Number**

### **Article 62 (Composition of Student Numbers)**

Student numbers shall consist of the 3 digits of the year of admission and 5 digits of the serial number.

### **Article 63 (Order of Student Numbers)**

The order of student numbers shall be determined according to the spelling of names.

### **Article 64 (Change of Student Numbers)**

Student numbers shall not be changed until the time of graduation.

### **Article 65 (Student Numbers of Transferred Students)**

The student numbers of the transferred students shall be determined as per Article 62; however, the number for the year of admission shall be retroactive to the relevant year of admission of the transferred student.

### **Article 66 (Reporting of the List of Student Names)**

The dean of academic affairs shall immediately send the list of names of students whose student numbers have been verified to related departments.

## **Chapter 13 School Register**

### **Article 67 (Form)**

The school register shall be prepared using the specified form (Attached Form No. 30).

### **Article 68 (Matters to be Entered)**

The following matters shall be accurately entered in the school register:

1. Personal details such as the legal domicile, birth date, etc., of each student
2. Matters regarding the educational attainment prior to admission
3. Matters regarding the registrations and performance records after admission
4. Matters regarding graduation and degrees
5. Matters deemed necessary for scholarships, reward and punishment, and recording of other educational performances
6. Other matters deemed necessary by the president

### **Article 69 (Typing and Sealing)**

1. In principle, the school register shall be computer typed.
2. When the school register has been initially prepared, and if any of the matters contained therein in has been revised, the preparer shall affix his/her seal to the school register, and the Academic Affairs Team shall approve and seal such.

### **Article 70 (Diploma Number)**

Students who have passed the graduation assessment shall be registered in the graduation register (Attached Form No. 31), and the diploma numbers shall be written in the school register.

### **Article 71 (Auxiliary Register for the School Register)**

To supplement the matters written in the school register, a student registration log (Attached Form No. 32) shall be kept to record matters regarding the changes in the school registers of students while they are in school.

### **Article 72 (Checking and Correction of the School Register)**

1. The president may select from among the staff a person who shall check the school register at the end of each school year to check the written matters contained therein.
2. Any student wishing to have anything corrected in the school register shall submit an application for the correction of the school register using the specified form (Attached Form No. 33) for approval by the president.

### **Article 73 (Storage and Preservation)**

1. The school register for undergraduates shall be divided by year of admission and by department (school) for storage, and that for graduates, by year of graduation and by department (school) for storage.
2. The school register shall be stored permanently.

## **Chapter 14 Seasonal Term**

### **Article 74 (Time)**

Seasonal terms shall be opened during winter-summer vacations by the president when necessary.

### **Article 75 (Offered Courses)**

The courses to be offered during seasonal terms shall be only those indicated in the curricula table; however, any course with less than 15 registered students shall be closed, but it may be opened if approved by the dean of Academic Affairs, and the lecturer fees may be paid according to the number of registered students.

### **Article 76 (Subjects of Registration)**

Only registered students may register for seasonal terms.

### **Article 77 (Submission of Application for Registration for Courses and Withdrawal of Courses)**

1. Students wishing to take courses during seasonal terms shall apply for the registration of courses.
2. In principle, it is allowed for students who cannot take courses due to diseases or other unavoidable reasons to withdraw the courses before the 1/2 of the total period of the seasonal term is passed.
3. In accordance with the preceding paragraph, students wishing to withdraw the course shall submit the application for withdrawal of courses and application for lecture fee refund to the Academic Support Team after having it checked by the professor in charge of the course.

### **Article 78 (Credits Earned)**

<Deleted>

### **Article 79 (Treatment of Grades)**

The grades earned during seasonal terms are included in the calculation of the grade point average for graduation credits only, not in the calculation of the grade point average for the relevant semester.

### **Article 80 (Payment of Lecture Fees)**

1. Students taking courses during seasonal terms shall pay the specified lecture fees.
2. Pursuant to the Provision 2, Article 77, the paid lecture fees shall be refunded to students who get approval for their withdrawal of courses based on the followings.
  - (1) From the opening of a course to 1/3 of the total period of seasonal terms: 2/3 of the lecture fee is refunded.
  - (2) Within 1/3 to 1/2 of the total period: 1/2 of the lecture fee is refunded
  - (3) After 1/2 of the total period: lecture fee is not refunded.

## **Chapter 15 Open Class**

### **Article 81 (Definition)**

This refers to the study & training activities provided to persons other than students for 1 year or less to disseminate theories and technologies in relation to liberal arts, science, or practical affairs aside from the normal curricula pursuant to Article 50 of the school regulations.

### **Article 82 (Offering of Open Classes)**

The heads of affiliated facilities may establish open classes.

### **Article 83 (Approval of Opening)**

When offering an open class, the approval of the president should be obtained at least 1 month in advance by specifying the following matters:

1. Purpose
2. Name (title)
3. Course of the class and name of the instructor
4. Period and place of opening of the class
5. Qualification of the persons who can take the course
6. Criteria for selecting the persons who shall take the course
7. Class formation and maximum number of persons who can take the course
8. Criteria for the completion of the course and screening
9. Lecture fees
10. Other necessary matters

### **Article 84 (Certificate of Completion)**

The head of the institute that established on open class may issue certificates of completion to those who completed the specified course; if deemed necessary by the president, however, he/she may issue the certificates of completion.

### **Article 85 (Reporting of Result)**

Once an open class has ended, the result shall be reported to the president within 10 days.

## **Chapter 16 Minors**

### **Article 86 (Completion of Minor)**

1. All students of the university shall earn 7 or more credits of ICT Convergence Basics course or 21 or more credits of computer engineering as Minor at the School of Computer Science and Electrical Engineering; however, the requirements for students majoring in computer science and electronic engineering or in IT shall be determined separately (amended on Dec. 14. 2009). if deemed necessary by the president, however, it may be operated differently after the deliberation of the Curricular Committee.
2. Students intending to complete specialization courses other than computer engineering as a minor may submit an application for completion of minor (Attached Form No.34) to the Academic Affairs Team to complete specialization courses in other departments (schools) as minor.(amended on Dec. 14. 2009)

### **Article 87 (Credits Completed)**

1. At least 21 minor credits should be earned including the compulsory courses for minor as designated by the department (school) offering the minor.
2. The same courses may not be recognized as major courses and minor courses at the same time. If deemed necessary by the president, however, it may be recognized as exceptions, and details related to this shall be prescribed separately by the president.

### **Article 88 (Recognition of Qualification)**

1. If any student is not considered to have completed a minor, the credits already earned shall be recognized as freely earned credits.
2. Once all of the specified minor credits have been earned, the fact shall be indicated in the diploma and the school register.

## **Chapter 17 Majors, Etc.**

### **Article 89 (Definition)**

This is a system for completing two or more specialization courses to earn multiple degrees pursuant to Article 38 of the school regulations.

### **Article 90 (Scope)**

1. <Deleted> (May 1. 2007)

2. For students who applied for multiple majors and earned the necessary credits for the specializations, the fact of completion of multiple majors shall be indicated in their diplomas and school registers.
3. Matters related to the operation of multiple (associated) major, multiple major (intensified), major/minor, and single intensified major pursuant to Article 38 of the university regulation shall be prepared by the head of the relevant department (school) and determined by the president after the deliberation of the Curricular Committee.

### **Article 91 (Credits Completed)**

1. Students completing multiple majors shall earn at least the required number of credits to be completed by major as determined by the relevant department (school).
2. The same course may not be acknowledged twice by different major specializations.

### **Article 92 (Graduation)**

Once a student has completed all the specified courses, the diploma shall be given to him/her pursuant to Article 45 of the school regulations.

## **Chapter 18 Early Graduation**

### **Article 93 (Definition)**

This is a system for those who earned more than the required credits, demonstrated excellent graduation performance, and fulfilled other requirements necessary for graduation and to earn the degree offered by the relevant department (school) by shortening the period of study to 3~3 1/2 years.

### **Article 94 (Application and Qualification)**

1. Students who wish to graduate early shall submit the application for early graduation (Attached Form No. 35) to the Academic Affairs Team within three quarters of the total number of school days of opening of the semester when they want to graduate; however, students transferred in other universities may not graduate early.
2. Students who may graduate early shall have a consistent grade point average of 4.0 or higher.
3. Even if a student earned the minimum credits necessary for graduation, he/she cannot graduate without satisfying the requirements for graduation as specified under Article 47-2 of the school regulations.
4. <Deleted>



## **Chapter 19 Transfer of Department (school)**

### **Article 95 (Time)**

1. Change of major shall be allowed for sophomores and higher. (Amended on Jun. 02, 2014)  
(Amended on Feb. 21, 2017)
2. Change of major may be applied for within the specified period before the opening of each semester; if a student wishes to transfer to a new department (school) after such period for unavoidable reasons, however, the dean of academic affairs may approve such. (Amended on Jan. 03, 2020)
3. Application for the pre-selection of major shall be made at the end of the first semester.  
(Newly established on Jun. 02, 2014)

### **Article 96 (Qualification)**

<Deleted>

### **Article 97 (Criteria for Approval)**

1. <Deleted>
2. <Deleted>
3. Change of major shall be allowed upon the approval of the advisor professor and the head of the current and new departments (schools). (Amended on Jan. 03, 2020)

### **Article 98 (Processing Procedure)**

1. <Deleted>
2. Students wishing to change their major shall prepare the application for major change (Attached Form No. 36), have it approved by the advisor professor and heads of the current and new departments (schools), and submit it to the Academic Affairs Team to process the major change. (Amended Jan. 03, 2020)

### **Article 99 (Completion of Credits and Courses)**

A student's approved change of major shall be recognized only for the same courses and credits existing in the curriculum of the department (school) where he/she transferred; the transferee shall complete the other courses of his/her new department (school). (Amended on Jun. 02, 2014)

## **Chapter 20 Transfer from Other Schools**

### **Article 100 (Time)**

General transfers from other schools shall be done at the beginning of each semester.

### **Article 101 (Permission and Selection)**

1. <Deleted>
2. <Deleted>

### **Article 102 (Completion)**

1. Transferred students shall complete all the compulsory courses of the relevant department (school); for chapels and community leadership training, however, only the courses offered in the grade (freshman/sophomore/junior/senior) of transfer or higher level shall be completed and transferred students shall be exempted from the completion of Handong character education, social service A, and social service B. (Amended on Dec. 28, 2020)
2. Of the credits earned by transferred students from the previous school, up to 65 credits may be recognized. Within this range, general studies, global convergence studies, or those acknowledged to be the same as some courses existing in the curriculum of the department (school) where the student was transferred shall be recognized to have been earned as credits for those courses; the remaining credits shall be recognized as optional liberal arts course credits. In this case, the sameness of the courses shall be determined by the head of the relevant department (school) following an examination by the professor in charge of the relevant course. (Amended on Feb. 10, 2015)

## **Chapter 21 Transfer in Bachelors' Degree Program**

### **Article 103 (Qualification)**

<Deleted>

### **Article 104 (Transfer)**

1. <Deleted>
2. <Deleted>
3. <Deleted>

### **Article 105 (Completion)**

1. Students transferred in a bachelor's degree program shall complete at least the specified credits to be earned for the major specialization as determined by the relevant department (school).

2. Students may have to complete the basic courses for the designated specialization as determined by the department (school).

### **Article 106 (Registration)**

Students shall register for at least 4 semesters.

## **Chapter 22 Readmission**

### **Article 107 (Calculation of Lapsed Periods)**

<deleted> (amended on Jun. 02, 2014)

### **Article 108 (Permission and Registration)**

1. Readmission shall be permitted only once and only in the same or lower year-semester in the original department (school) of the withdrawing or expelled student and only when an expelled student leaves the school in the immediately preceding year-semester.
2. <Deleted>
3. Students who wish to be readmitted shall submit to the Academic Affairs Team the application for readmission (Attached Form No. 37) co-signed by their guardians and with the certificate of performance records attached within the specified period before the opening of each semester (Amended on Feb. 18, 2009).
4. If the number of applicants for readmission is more than the number of vacancies, applicants shall be approved for readmission based on the performance records for all the years at the time of leave of absence.
5. Readmitted students shall pay the specified readmission fees in addition to the tuition and/or fees.

## **Chapter 23 Temporary Absence from School**

### **Article 109 (General Temporary Absence from School)**

- 1 Students who cannot continue their studies or cannot attend more than three quarters of the total number of school days for unavoidable reasons such as family conditions, etc., shall submit to the Academic Affairs Team an application for general temporary absence from school (Attached Form No. 38) co-signed by their guardian through the adviser in charge and the head of the relevant department (school) within three quarters of the total number of school days for approval by the president; however, even after the period specified in this paragraph exceeds, students with unavoidable reasons such as diseases and accidents, etc., can apply for general temporary absence from school.
2. <Deleted>

- (1) Students who temporarily absent themselves from within 7 days of the beginning of lectures shall be fully exempted from paying the tuition and/or fees upon returning to school (Amended on Dec. 6, 2006).
  - (2) Students who temporarily absent themselves from school for more than 7 days after the start of classes but less than one third of the total number of school days shall pay one third of the tuition and/or fees upon returning to school.
  - (3) Students who temporarily absent themselves from school for more than one third but less than half of the total number of school days shall pay half of the tuition and/or fees upon returning to school.
  - (4) Students who temporarily absent themselves from school for more than half of the total number of school days shall pay the full amount of tuition and/or fees upon returning to school.
  - (5) <Deleted> (on Dec. 6, 2006)
  - (6) Notwithstanding the cases above, if there is justifiable reason to refund the tuition and/or fees, the dean of academic affairs may refund the relevant amount instead of effecting an exemption from tuition and/or fees at the time of returning to school. (Amended on Dec. 6, 2006)
3. Any student who has been temporarily absent from school but wants to extend the period of his/her absence from school shall resubmit an application for general temporary absence from school (Attached Form No. 38) co-signed by his/her guardian within 1 month of the expiration of the period of temporary absence for approval by the president.
  4. Newly admitted, transferred, or readmitted students may not file for general temporary absence from school in the relevant semester; however, only those who require at least 1-month treatment after having contracted a disease as indicated in the medical certificate or foreign students and Korean students residing abroad who have difficulty in entering the country due to infectious disease, etc. may be acknowledged by the president and file for temporary absence from school. (Amended on Mar. 3, 2020).
  5. Notwithstanding the provisions under Clauses 1 and 3, students may apply for temporary absence from school firsthand through the Internet without going through the advisor in charge and head of department (school) and without the joint signatures of their parents.
  6. There are no limits to the number of general leave of absence that can be applied for; the total period of leave of absence shall be limited up to 3 years and each application for general leave of absence may cover a period of up to 3 years, and students may return to school after applying for returning to school even if the period has not lapsed. However, the period of sick leave of absence longer than 4 weeks whose medical statement can be submitted shall not be included in the total period of general leave of absence. (Amended on Jan. 26, 2012)

**Article 109-2 (Order to Take Leave of Absence)** (Newly established on Sep. 9, 2009)

1. If there are reasons for issuing an order to take a leave of absence to a student pursuant to Clause 7, Article 25 of the university regulation, the faculty member concerned shall immediately prepare a background report and request the dean of student affairs to issue

an order to take a leave of absence. For his/her part, the dean of student affairs shall immediately obtain the following documents and convene the student guidance committee to deliberate on the requested order to take a leave of absence: (Amended on May 17, 2022)

- (1) 1 copy of the background report (Attached Form 38-2)
  - (2) 1 copy of the statement from a student subject to leave of absence order (Attached Form 38-3) (may be omitted if the student refuses to make a statement)
  - (3) 1 copy of a written opinion of the professor in charge and the head (chairman) of the department (school) (Attached Form 38-4)
  - (4) Medical statements, reports on counseling, or psychological tests issued by the counseling center of this university or of the hospital designated by this university (may be omitted if the student refuses to undergo medical tests or counseling or psychological tests conducted by the designated hospital)
2. If deemed necessary by the chairman of the committee, the opinions of the professor in charge or related staff may be used as reference.
  3. The committee shall listen to the statement made by the student prior to making a decision. If it is impossible for the student to make statements for unavoidable reasons, however, such fact shall be indicated in the records prior to making a decision.
  4. A student who has received an order to take a leave of absence shall make efforts to have his/her disease(s) treated during the period of leave of absence and periodically report to the counseling center of this university the progress of his/her treatment.
  5. The order to take leave of absence shall automatically be terminated when the period of leave of absence expires. However, the President may shorten the period of leave of absence considering reports on the student's progress and opinions of the counseling center as received during the period of leave of absence.
  6. If a written opinion is submitted by the professor in charge and the head of department (school) regarding the reduction of the period of the ordered leave of absence, the dean of student affairs may shorten the period following the deliberation of the committee and after obtaining approval from the president. (Amended on May 17, 2022)
  7. In principle, an order to take a leave of absence shall be issued privately; however, the dean of student affairs shall immediately inform the head of the relevant department (school), the professor in charge, the student concerned, and his/her parents of the leave of absence order. (Amended on May 17, 2022)
  8. The types of leave of absence and reasons shall be entered in the school register covering the student who received the leave of absence order.
  9. If a student who has been ordered to take a leave of absence wishes to return to school, the student guidance committee shall examine the case based on the student's application for return to school, opinions of the counseling center of this university, and opinions of the head (chairman) of department (school) and the professor in charge, and the President shall make the final decision. If the student's return to school is considered inappropriate, the student concerned may not be allowed to return to school.

## **Article 110 (Temporary Absence from School due to Enlistment in the Army)**

1. A student who are called to serve in the army shall submit within a specified period an application for temporary leave of absence for enlistment purposes (Attached Form No.38) to the Academic Affairs Team or submit an application through the Internet during the Internet application period for temporary leave of absence. However, a student wishing to take a temporary leave of absence for enlistment purposes during the new, transferred or readmitted semesters shall submit an enlistment order to the Academic Affairs Team when applying for temporary leave of absence. (Amended on Dec. 14. 2009)
2. Students who did not go through the procedure for filing for temporary absence from school due to enlistment in the army shall be expelled from school. If the reason for temporary absence from school due to enlistment in the army occurs during the period of general temporary absence from school, the student should still follow the procedures for filing for temporary absence from school due to enlistment in the army.
3. The temporary leave of absence for enlistment purposes shall be applied for once upto 3 years during school years, If the period exceeds 3years, however, the student may submit related documents to the Academic Affairs Team to extend the period; if the student wishes to return to school even if the period of temporary leave of absence has not lapsed, he/she may do so after applying for return to school. (Amended on Dec. 14. 2009)
4. Students who returned home for certain reasons after entering the barracks shall submit related documents to the Academic Affairs Team within 1 week of the date of their return to cancel the temporary leave of absence for enlistment purposes, and change the temporary leave of absence to general temporary leave of absence. (Amended on Dec. 14. 2009)
5. The tuition and/or fees for students who are returning to school following a temporary absence from school due to enlistment in the army after paying the tuition and/or fees shall be determined by applying the provision under Clause 1, Article 109; if the dean of academic affairs acknowledges the fact that a student was enlisted in the army regardless of his status as student, however, the student shall be fully exempted from paying the tuition and/or fees regardless of the time of temporary absence from school. (Amended on Dec. 6, 2006)

#### **Article 110-2 (Pregnancy·Childbirth and Maternity leave of absence)**

1. Students who want to take leave of absence for the reason of pregnancy·childbirth or rearing of children under the age of 8 shall submit an application form for leave of absence and the relevant evidentiary documents to Academic Affairs Team for approval. (Newly established on Feb. 28, 2014)
2. The period of leave of absence for the purpose of rearing children under the age of 8 shall not exceed 2 semesters, and the period of leave of absence for the pregnancy·childbirth of female students shall be 2 semesters. However, the period of leave of absence of female students for pregnancy·childbirth and maternity leave of absence shall not exceed 6 semesters, and these periods shall not be included in the total period of general leave of absence of 3 years. (Newly established on Feb. 28, 2014)

#### **Article 110-3 (Entrepreneurship Leave of Absence)**

1. Students who want to take leave of absence for entrepreneurship shall submit an application

form for leave of absence and the relevant evidentiary documents to Academic Affairs Team for approval. (Newly established on Feb. 28, 2014)

2. In principal, the period of Entrepreneurship leave of absence shall be 2 semesters at a time, but it may be extended to consecutively 4 semesters at a time. (Newly established on Feb. 28, 2014)
3. The period of Entrepreneurship leave of absence shall not exceed 4 semesters during school years, and these periods shall not be included in the total period of general leave of absence of 3 years. (Newly established on Feb. 28, 2014)

## **Chapter 24 Return to School**

### **Article 111 (Time-Procedure)**

1. A student whose period of temporary absence from school has expired and who wants to return to school shall complete the procedure for returning to school within the specified period before the start of each semester; beyond that period, return to school shall not be permitted. After being discharged from the army, the student shall return to school within 1/4 of the number of school days of the relevant semester in principle. If the expected date of discharge from the army exceeds the period, however, the dean of Academic affairs can allow students who can attend more than 3/4 of the number of school days to return to school. In such case, supporting documents related to returning to school including the Letter of Approval for attending lectures shall be submitted. (Amended on Feb. 10, 2012)
  - (1) <Deleted on Sep. 1, 2008>
  - (2) <Deleted on Sep. 1, 2008>
2. Students who wish to return to school may submit an application for return to school (Attached Form No. 39) to the Academic Affairs Team or apply for return to school through the Internet during the period of application for return to school via the Internet. Students returning to school after being discharged from the army shall submit a copy of certificate of discharge specifying the military service details. The return to school of the students who are not discharged by the expected date of discharge shall be canceled regardless of the reasons. (Newly established on Sep. 1, 2008)
3. Students who were temporarily absent from school due to enlistment in the army shall return to school within 1 year of the date of their discharge from the army; however, those students who cannot return to school in the relevant semester within 1 year of their discharge from the army shall be allowed to file for general temporary absence from school by the Academic Affairs Team pursuant to the regulation under Article 25 of the school regulations.

### **Article 112 (Approval-Registration)**

1. Students who are temporarily absent from school for more than 1 semester even as they originally intended to be absent from school for only 1 semester and who wish to return to school may do so by following the procedures under Article 111.
2. <Deleted>
3. Students who have been allowed to return to school but do not complete the specified registration procedures shall be considered temporary absent from school due to failure to register or expelled from school. (Amended Sep. 04, 2013)
4. <Deleted>

## **Chapter 25 Expulsion**

### **Article 113 (Definition)**

Expulsion from school refers to the termination of the person's qualification as a student as indicated in the school register of the university for reasons other than graduation or completion.

### **Article 114 (Requisites for Expulsion)**

Article 28 of the school regulations specifies the requisites for expulsion of students in school.

### **Article 115 (Period of Being in School)**

1. The period of being in school by a person expelled from school due to failure to register shall be up to the end of the final registered semester.
2. The study period of a readmitted student shall include the period of being in school prior to his/her expulsion.

### **Article 116 (Notice of Disposition of Expulsion)**

The dean of academic affairs shall notify the head of the relevant department (school) of the details as soon as expulsion is finally decided and serve a notice of disposition of expulsion (Attached Form No. 40) to the guardian of the student concerned.

## **Chapter 26 Withdrawal**

### **Article 117 (Approval)**

Students who wish to withdraw from school shall submit to the Academic Affairs Team the application for withdrawal from school (Attached Form No. 41) co-signed by their parents and with the reason specified for approval by the president. (Amended on Sep. 1, 2008)



## **Chapter 27 Social Service**

### **Article 118 (Completion)**

1. All students of this university shall perform social service activities; related details shall be separately determined by the president.
2. <Deleted>
3. <Deleted>
4. Only those students who completed the Handong character education course may take social service (practice) courses.

### **Article 119 (Role of the Advisor in Charge)**

Advisor in charges shall check the social service activity reports submitted by the students during the mid-term evaluation and final evaluation meetings and guide the students.

### **Article 120 (Student Affairs Department)**

The Student Support Team shall be responsible for various works such as the selection of the institutes as the subjects of social services, adjustment of the number of students to be sent, guidance and instruction on social service activities and evaluation of social services, etc.

### **Article 121 (Evaluation)**

1. The evaluation shall be conducted each semester by the professor responsible for character education with regard to the students' understanding of and contribution to social services and give a grade of "P (Pass)" or "F (Fail)" based on the final evaluation table for social services (Attached Form No. 44); however, the principles of social service activities and details regarding evaluation shall be separately determined by the president.
2. A student who has been absent for more than one fourth of the total number of hours of services shall be given a grade of "F (Fail)."
3. Students who did not earn a grade of "P" shall be allowed to apply for recompletion and provide services to give them opportunities for reevaluation.

## **Chapter 28 Community Leadership Training**

### **Article 122 (Completion)**

1. All students of the university shall complete the community leadership training course for 6 semesters; related details shall be separately determined by the president.
2. <Deleted>

3. <Deleted>

### **Article 123 (Role of the Advisor in Charge)**

1. The advisor in charge shall prepare and submit the community leadership training plan and evaluate the process of training; related details shall be separately determined by the president.
2. <Deleted>
3. <Deleted>

### **Article 124 (Student Affairs Department)**

The Student Support Team shall be in charge of various works such as the selection of the region for work assignment as necessary for the operation of the community leadership training course and sharing, provision of equipment and tools, etc.

### **Article 125 (Evaluation)**

1. <Deleted>
2. <Deleted>
3. <Deleted>

## **Chapter 29 Industrial On-the-Job Training**

### **Article 126 (Completion)**

Industrial on-the-job training shall be carried out as part of the specialization curricula to enable students to get a feel of the industrial fields and acquire experience in practical affairs in advance.

1. In principle, Industrial on-the-job training shall be assigned 1 credit per 2 weeks, and a separate criterion can be determined upon the approval of the president. However, up to 30 credits can be earned.
2. The courses completed during the industrial on-the-job training may be included in the major specialization credits following the criteria determined by the department. (Amended on Feb. 28, 2014)
3. If a student's entrepreneurship is related to his/her major (including multiple majors), these activities may be recognized as credits and whether to recognize them as the major specialization credits shall be determined by the department. (Newly established on Feb. 28, 2014)

### **Article 127 (Eligibility)**

Sophomores and higher may apply for industrial on-the-job training.

### **Article 128 (Selection of Subject Companies)**

The heads of departments (school) shall select the subject companies of the industrial on-the-job training, prepare a table of the status of selection of the subject companies for the industrial on-the-job training, and submit the table to the Academic Affairs Team; however, the training periods, departments, contents, and other conditions shall be discussed with the relevant companies in advance. (Amended on Nov. 21, 2016)

### **Article 129 (Checking of the Status of Progress)**

In principle, the advisor in charge or head of department (school) shall visit the site of the relevant company at least once to grasp the status of progress.

### **Article 130 (Submission of Reports)**

Students who finished the industrial on-the-job training shall submit a report on the result of the industrial on-the-job training to the head of department within 5 days of completion of the training. (Amended on Nov. 21, 2016)

### **Article 131 (Evaluation)**

1. Right after the completion of training, the responsible manager (Head(chairman) of department) of the relevant company entrusted with the training shall evaluate the students based on the industrial on-the-job training evaluation sheet and send it to the head of school. The evaluation results shall be strictly confidential. (Amended on Nov. 21, 2016)
2. The final evaluation shall be performed by the head of school based on the evaluation table prepared by the responsible manager of the relevant company; the report on the result of the industrial on-the-job training as submitted by the student using the final evaluation table for industrial on-the-job training and the result shall be submitted to the Academic Affairs Team within 10 days of completion of the training. (Amended on Nov. 21, 2016)

### **Article 132 (Operation Committee)**

For the detailed operation of the industrial on-the-job training, an Industrial OJT Committee may be operated.

## **Chapter 30 Graduation English Examination**

### **Article 133 (Graduation English Examination)**

All students of the university shall possess English proficiency of a certain level or higher; graduation English examinations are conducted to evaluate such.

### **Article 134 (Examination Subjects)**

1. In principle, graduation English examinations shall be taken together with TOEFL, TOEIC, TEPS, OPIC, IELTS, and G-TELP; other examinations equivalent to such as acknowledged by the president may be taken instead.

However, students with severe disabilities may be exempted from the examinations or provided with alternative requirements.

2. In the case of international students, the examination shall be separately determined by the president.

### **Article 135 (Time of Taking the Examination)**

In principle, graduation English examinations shall be taken individually before the end of the second year; however, those students who did not meet the specified standards may retake the graduation English examination during their 3rd or 4th year.

### **Article 136 (Completion)**

1. The completion criteria by type of graduation English test shall be separately prescribed by the President. (Amended on Jun. 26, 2009)

2. In case results of examinations other than TOEFL, TOEIC, TEPS, OPIC, IELTS, and G-TELP substitute those of the graduation English examinations, the criteria that have been separately determined by the president shall be followed.

### **Article 137 (Submission of Report Cards)**

Each student shall submit 1 copy of the report card specifying the result of the examination taken.

## **Chapter 31 Graduation Thesis**

### **Article 138 (Qualification)**

In principle, only those students who have completed all the courses necessary for graduation or who can complete such in the relevant semester are eligible to submit a graduation theses; however, qualification shall be granted even before the graduation semester if approved by the undergraduate school. (Amended on Jun. 26, 2009)

### **Article 139 (Application)**

Students who wish to go through the graduation thesis examination shall apply for the examination at their department within the period specified by the undergraduate school following a review by the graduation thesis advisor. (Amended on Jun. 26, 2009)

### **Article 140 (Individual Research)**

In principle, all graduation theses shall be prepared as individual research; if necessary, however, joint research or other systems shall be adopted. (Amended on Jun. 26, 2009)

### **Article 141 (Subject)**

1. The subject shall be related to the specializations of the relevant department (school) as a rule.
2. A subject of the thesis shall be decided under the guidance of the thesis advisor. (Amended on Jun. 26, 2009)

### **Article 142 (Adviser)**

1. In principle, advisers shall be selected from among the full-time faculty members of the relevant department (school); however, faculty members of other majors shall provide guidance according to the needs of the relevant majors. (Amended on Jun. 26, 2009)
2. Students shall select advisers suitable for the subjects within the period specified by the department (school) and receive guidance on their theses. (Amended on Jun. 26, 2009)
3. <Deleted on Jun. 26, 2009>

### **Article 143 (Guidance)**

The graduation thesis advisor shall faithfully guide students. (Amended on Jun. 26, 2009)

### **Article 144 (Time of Submitting Theses)**

The theses shall be prepared based on the dimension and form specified by the undergraduate school and submitted to the head of the relevant department (school) 3 weeks before the termination of the graduation examination covering each semester. (Amended on Jun. 26, 2009)

### **Article 145 (Examination Committee Members and Examination)**

1. The submitted graduation theses shall be examined by 2 or more faculty members to determine whether they pass the examination; however, advisers may serve as Examination Committee members. If approved by the head of department (school), however, experts outside the school may be appointed as examination committee members. (Amended on Jun. 26, 2009)
2. Committee members may be selected by the head of department (school). (Amended on Jun. 26, 2009)
3. The theses assessment method shall be decided by the department (school); however, final judgment shall be given as pass or fail. (Amended on Jun. 26, 2009)

### **Article 146 (Examination of Practical Skills)**

1. Graduation theses may be substituted by graduation assignments, works or presentations. (Amended on Jun. 26, 2009)
2. Details related to the assessment methods and operation specified in Clause 1 shall be decided by the undergraduate school; however, the final decision shall be given as pass or fail. (Amended on Jun. 26, 2009)

### **Article 147 (Reporting the Results of Theses Examinations)**

The undergraduate school shall enter the results of the theses examination into the computer 1 week before the termination of the graduation examination covering each semester. (Amended on Jun. 26, 2009)

### **Article 148 (Management of Results of Theses Examinations)**

1. A student who completed all the specified courses but failed to pass the thesis examination shall not be conferred a bachelor's degree but issued a certificate of completion instead. (Amended on Jun. 26, 2009)
2. If a student, who failed to pass the thesis examination, resubmits his/her thesis and satisfies all the graduation requirements after passing the examination, the graduation of the student shall be recognized pursuant to Article 45 of the school regulation. In such case, the time of graduation shall be the date of graduation for the semester when all the requirements are met. (Amended on Jun. 26, 2009)

### **Article 149 (Management of Students Who Failed the Theses Examination)**

Students whose theses failed to pass the examination may resubmit their theses. (Amended on Jun. 26, 2009)

### **Article 150 (Management of Students Who Did not Earn the Required Credits for Graduation)**

Even if a student who passed the thesis examination cannot graduate because the credits he/she earned do not meet the criteria for graduation, the qualification for passing the thesis examination shall be maintained. (Amended on Jun. 26, 2009)

### **Article 151 (Substitution with Theses)**

Students from a department (school) where methods other than graduation theses are required for graduation may still opt to submit theses after obtaining an approval from the head of undergraduate school. (Amended on Jun. 26, 2009)

### **Article 152 (Storage Period of Graduation Theses)**

Graduation theses shall be stored for 3 years.

## **Chapter 32 General Graduation Examination**

### **Article 153 (Date of Examination)**

<Deleted>

### **Article 154 (Subjects of Examination)**

<Deleted>

### **Article 155 (Evaluation of Performance)**

1. <Deleted>
2. <Deleted>
3. <Deleted>

### **Article 156 (Actions Against Dishonest Acts)**

<Deleted>

### **Article 157 (Members of the Management Committee for General Graduation Examination)**

1. <Deleted>
2. <Deleted>

## **Chapter 33 Graduation**

### **Article 158 (Number of Students of Graduating Class)**

The number of students of the graduating class for August shall be the same as that of students of the graduating class for February in the relevant year.

### **Article 158-2 (Graduation Credits)**

1. The number of credits necessary for graduation is 130 for day departments (schools). (Amended on Feb. 10, 2015)(Amended on Feb. 21, 2017)

2. In Principle, the credits that can be earned from P/F courses are limited to less than 30% of the total credits required for graduation. However, credits earned by transferees, exchange students at home and abroad, and those in the free semester shall not be included in the credits earned from P/F courses. (Newly established on Dec. 1, 2014 Regulation No. 200)(Amended on Aug. 17, 2015)(Oct. 11, 2018)(Aug. 19, 2022)

3. <Deleted>

### **Article 158-3 (Execution of the Graduation Theses System)**

The system for graduation theses, experiment & practice reports, or demonstrations of practical skills may be selected depending on the characteristics of the departments and executed subject to the approval of the president.

### **Article 158-4 (Postponement of Graduation)**

1. Students deemed eligible for graduation based on the result of the graduation examination may postpone their graduation once per semester for up to 2 times. (Newly established on Dec. 14. 2009)

2. The application for the postponement of graduation shall be submitted directly by the student himself/herself during the specified period. The period and the application methods shall be decided separately. (Newly established on Dec. 14. 2009)

3. The student who has postponed his/her graduation shall be listed in the list of graduating candidates for the postponed semester; he/she shall graduate during such semester if he/she is considered eligible for graduation based on the result of the graduation examination. If the student once again requests for extending the graduation postponement, he/she shall apply for postponement pursuant to Clauses 1 and 2 above. (Newly established on Dec. 14. 2009)

4. It is not mandatory for students who postponed graduation to take courses, and they can register for courses of they wish.

## **Chapter 34 Physical Examination**



## **Article 159 (Physical Examination)**

All undergraduates shall undergo physical examinations at the beginning of each year as determined separately.

## **Chapter 35 Issuance of Student ID**

### **Article 160 (Issuance of Certificates of Admission)**

1. The dean of student affairs shall issue student IDs to newly admitted students (including transferred students) after the approval of admission. Student ID shall be registered in the log of student ID issuance (Attached Form No. 56) prior to issuance. (Amended on May 17, 2022)
2. Any student losing his/her student ID shall immediately apply for reissuance by submitting a duly accomplished application for reissuance of student ID (Attached Form No. 57).

## **Chapter 36 Issuance of Various Certificates**

### **Article 161 (Issuance of Various Certificates)**

1. When requested, the dean of academic affairs shall issue various certificates as follows to students in the school, those who completed each grade (freshman/sophomore/junior/senior), and graduates of the university:
  - (1) Certificate of attendance to school
  - (2) Certificate of temporary absence from school
  - (3) Certificate of completion
  - (4) Certificate of (expected) graduation
  - (5) <Deleted>
  - (6) Certificate of academic performance record
  - (7) Copy of school register
  - (8) Certificate of payment of educational fees
  - (9) Other certificates recognized by the president
2. Certificates may be issued in Korean or in English.
3. <Deleted>
4. A certificate of expected graduation shall be issued when the requirements for graduation can be determined; if a student in the last semester wants to get his/her certificate of expected graduation for purposes of employment or to take a licensure examination, however, the certificate may be issued only when the number of credits earned plus the credits for registered courses is the same as or larger than the number of required credits for graduation.

5. The specified fees shall be paid when submitting the application for the issuance of a certificate; if the application is sent by mail or by fax by a dong-office, however, the fees may be paid when the certificate is issued.

## **Chapter 37 Engineering Education Accreditation Course**

### **Article 162 (Definition)**

Engineering Education Accreditation Curricula (hereinafter referred to as “Engineering Accreditation Curricula”) refer to the curricula designed to meet the criteria for accreditation by the Accreditation Board for Engineering Education of Korea.

### **Article 163 (Application)**

Students wishing to take the engineering accreditation curricula pursuant to Article 31-3 of the school regulations shall apply for the course.

### **Article 164 (Completed Credits)**

Students who take the engineering accreditation curricula shall earn the required credits for the courses by field as determined by the relevant program.

### **Article 165 (Waiving Completion)**

Students wishing to discontinue the engineering accreditation curricula shall submit an application for waiving of completion during the period as specified under the detailed rules regarding the operation of the engineering accreditation system.

### **Article 166 (Additional Requirements for Graduation)**

Students taking the engineering accreditation curricula shall satisfy the criteria for accreditation as required by the relevant program in addition to the requirements for graduation as specified by the school regulations.

### **Article 167 (Various Certificates)**

1. For students who took or completed the engineering accreditation curricula, certificates of attendance to school, academic performance record, degree conferment, and graduation shall be issued with the name of the engineering accreditation curricula program indicated as the name of major.
2. The names of majors of departments where engineering accreditation curricula are operated shall be indicated so that the accredited majors and non-accredited majors are distinguished in various certificates.

## **Article 168 (Internal Rules for Execution)**

Matters regarding the execution of engineering accreditation curricula other than those specified in this regulation shall be separately prescribed by the detailed rules regarding the operation of the Engineering Education Accreditation System and detailed guidelines by program and internal rules.

## **Chapter 38 Student-Designed Convergence Studies, Global Convergence Studies**

### **Article 169 (Definition)** (Newly established on Aug. 10, 2015)

① Student-Designed Convergence Studies refers to disciplinary curriculum designed by a student and approved by the 'Student-Designed Convergence Studies Committee'.

② Global Convergence Studies refers to disciplinary curriculum with only English courses, which are designed by a student and approved by the 'Global Convergence Studies Committee'.

### **Article 170 (Application and Approval)** (Newly established on Aug. 10, 2015)

1. Student-Designed Convergence Studies and Global Convergence Studies shall be governed by Article 95 (Time).

2. Students who want to complete Student-Designed Convergence Studies or Global Convergence Studies shall submit the application for Student-Designed Convergence Studies to the School of Creative Convergence Education within the specified period of time before the opening of each semester.

3. The chairman of the school of Creative Convergence Education shall organize a Committee examine·review the validity and curriculum, and submit the application to the office of Academic Affairs to report it to the president.

### **Article 171 (Completion and Recognition of Credits)** (Newly established on Aug. 10, 2015)

1. Students majoring in Student-Designed Convergence Studies and Global Convergence Studies shall take the courses which are described in the curricular table and approved by the president.

2. The credits from related courses completed before a student applied for the student-designed convergence studies or global convergence studies shall recognized as credits for the student-designed convergence studies or global convergence studies.

3. The same courses completed in the student-designed convergence studies or global convergence studies shall not be recognized twice as liberal arts, different majors or minors of a student; the student shall select the area for the courses to be recognized. If deemed necessary by the president, however, it may be recognized as exceptions, and details related to this shall be prescribed separately by the president.

**Article 172 (Waiving Completion)** (Newly established on Aug. 10, 2015)

If a student gave up the completion of the student-designed convergence studies or global convergence studies after obtaining approval for it, he or she cannot apply for the same major anymore.

**Article 173 (Graduation Assessment and Time)** (Newly established on Aug. 10, 2015)

The school of creative convergence education shall supervise the graduation assessment of the student-designed convergence studies and global convergence studies, examine students individually, and notify the result (pass-fail) to the Academic Support Team 14 days before the termination of the graduation examination to reflect the results to the graduation examination.

**Article 174 (Conferment of Degrees)** (Newly established on Aug. 10, 2015)

If a student fulfilled all graduation requirements for the student-designed convergence studies or global convergence studies, the relevant committee shall deliberate on the degree conferment areas for the degree the student freely applied and confer on the appropriate degree.

**Article 175 (Certificate)** (Newly established on Aug. 10, 2015)

The major title on the certificate of the student-designed convergence studies and global convergence studies shall be written as 00 major (the one that has passed the deliberation after a student writes it on his/her own).

**Article 176 (Guidelines)** (Newly established on Aug. 10, 2015)

Other matters regarding the operation of the student-designed convergence studies and global convergence studies shall be prescribed as separate guidelines.

**Article 177 (Recognition of Credits)**

1. In principle, for the recognition of credits, courses whose credits to be recognized shall be adopted by the relevant department in advance, or students shall take courses after obtaining approval from the professor in charge of the course or the major in advance.
2. The maximum credits that can be recognized pursuant to Article 36-2 of the university regulation shall not exceed 1/2 of the credits required for graduation.
3. The maximum credits that can be recognized of Clause 2 shall include all credits to be recognized under Article 178, Article 179, and Article 181 of this regulation.

**Article 178 (Recognition of Credits from Other Universities Inside and Outside Korea)**

Credits earned in any other domestic or foreign universities may be recognized as credits for

this university, and details related to it shall be prescribed separately by the president.

### **Article 179 (Recognition of Credits from University-level Program)**

Pursuant to the Item 3, Clause 1 of Article 23 of the Higher Education Act, credits earned from taking courses from the University-level Program (hereinafter referred to as "UP course") of the Korean Council for University Education can be recognized and related details shall be prescribed separately by the president.

### **Article 180 (Recognition of Credits of Students who Stays out of School Temporarily for Military Services)**

Pursuant to Clause 2, Article 73 of the Military Service Act, in the case that a student who takes leave of absence temporarily for enlistment in active duty service or other military service earns credits from remote classes of this university, not more than 6 credits per semester and not more than 12 credits per year can be recognized; related details shall be prescribed separately by the president.

### **Article 181 (Recognition of Credits from Learning Experiences Outside of School)**

1. Pursuant to Article 36-2 of the university regulation, learning experiences outside of school of Item 6, Clause 1, Article 23 of the Higher Education Act can be recognized as credits.
2. Credits that can be recognized shall not exceed 1/4 of the credits required for graduation.
3. In principle, students shall obtain prior approval from the professor in charge of the relevant course or major before learning.
4. In order to recognize credits earned from the learning, it shall be deliberated by a council for credit recognition (hereinafter referred to as the "Credit Recognition Council" in this Article).
5. Credit Recognition Council shall be in charge of the followings:
  - (1) To recognize credits from the free semester: Free Semester Committee
  - (2) Global Convergence Studies: Global Convergence Course Curriculum Committee
  - (3) Student-Designed Convergence Studies: Student-Designed Convergence Course Committee
  - (4) Credit Recognition other than Item 1-3: Credit Recognition Council of each department or Curricular Committee
6. For the Recognition Council of each department, the head of the department shall organize the council with three or more faculty members related to courses whose credits to be recognized.
7. To recognize credits, Credit Recognition Council shall thoroughly deliberate on the relevance between courses to be recognized and the learning experience of a student.
8. Other detailed matters necessary for the operation shall be prescribed separately by the president.

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

This amended regulation shall enter into force as of July 18, 1997.

### **ADDENDUM**

This amended regulation shall enter into force as of August 29, 1997.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of December 15, 1999.
2. (Interim Measures) The TOEFL and TOEIC test records under Clause 1, Article 136 shall apply to students graduating in February 1999 and thereafter; however, the graduation requirement for the TOEIC test shall be 650 for graduating students of the School of International Studies, Languages, and Literature in February 2001; for students who already submitted the test report earlier than June 1, 1999, they shall still be covered by the 600-point TOEIC test score as graduation requirement, notwithstanding the amended regulation.

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of June 21, 2000.
2. (Interim Measures) Notwithstanding the provision under Clause 1, Article 118, students who entered the school in 1998 or earlier and who completed at least 1 semester in 1998 or earlier shall complete the social service course for 4 semesters (2 credits, practice).

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 2001.
2. (Interim Measures) The TOEFL test record for the School of International Studies, Languages, and Literature under Clause 1, Article 136 shall apply to students graduating in February 2005

and thereafter. In the case of CBT, which has been used since 2001, the reference score shall be announced based on the score comparison table in the outline of application for CBT examination as announced at the beginning of each year.

#### **ADDENDUM**

This amended regulation shall enter into force as of July 31, 2002.

#### **ADDENDUM**

This amended regulation shall enter into force as of October 7, 2002.

#### **ADDENDUM**

This amended regulation shall enter into force as of November 14, 2002.

#### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 2003.

#### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 2003.

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 1, 2004.
2. (Interim Measures) Clause 3, Article 13 shall apply to class 2004 and thereafter; students of class 2003 or earlier shall be governed by the previous regulation.
3. (Retroactive Application of the Number of Times of Abolishment of Lectures) The number of times of abolishment of lectures under Clause 3, Article 55 shall apply to the first semester of 2002 and thereafter.

#### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 2004.

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of January 1, 2005.
2. (Application of tuition and/or fees Carried Over Following General leave of absence from School) Items (1) and (2), Clauses 1, Article 109 shall apply even to students who were temporarily absent from school prior to the enforcement date.

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of February 28, 2005.
2. (Interim Measures for the Criteria for the Abolishment of Major Courses) The criteria for abolishing major courses in the former paragraph of Item 2, Clause 1, Article 55 shall be less than 7 for the second semester of 2005, less than 8 for the first semester of 2006, less than 9 for the second semester of 2006, and less than 10 for the first semester of 2007.

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of April 20, 2005.
2. (Interim Measures) This amended regulation shall apply to class 2005 and thereafter; the following shall apply to class 1995 up to class 2004 (however, the amended regulation shall apply to students graduating in February 2009 regardless of class except students who already completed the requirements for graduation, who shall be governed by the prevailing criteria at the time of completion):
  - (1) IBT: 61 points or higher (School of International Studies, Languages, and Literature; 68 points or higher)(Newly established on Dec. 6. 2006)
  - (2) CBT: 173 points or higher (School of International Studies, Languages, and Literature; 190 points or higher)
  - (3) PBT: 500 points or higher (School of International Studies, Languages, and Literature: 520 points or higher)
  - (4) TOEIC: 600 points or higher (School of International Studies, Languages, and Literature: 650 points or higher)
  - (5) TEPS: 500 points or higher (School of International Studies, Languages, and Literature: 600 points or higher)

## **ADDENDUM**

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

## **ADDENDUM**

This amended regulation shall enter into force as of May 23, 2006.

## **ADDENDUM**

This amended regulation shall enter into force as of November 17, 2006.

## **ADDENDUM**



1. This amended regulation shall enter into force as of December 6, 2006.
2. (Interim Measures for Clause 5, Article 110) Any student who has been temporarily absent from school to render military service but returns to school prior to the enforcement date of this amended regulation shall be governed by the previous regulation.

#### **ADDENDUM**

This amended regulation shall enter into force as of May 1, 2007.

#### **ADDENDUM**

This amended regulation shall enter into force as of November 15, 2007.

#### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of September 1, 2008.
2. (Interim Measures) The proviso under Clause 1, Article 111 shall apply to students returning to school after being discharged from the army in the second semester of 2010.

#### **ADDENDUM**

This amended regulation shall enter into force as of December 18, 2008.

#### **ADDENDUM**

This amended regulation shall enter into force as of February 18, 2009.

#### **ADDENDUM**

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

#### **ADDENDUM**

This amended regulation shall enter into force as of September 10, 2009.

#### **ADDENDUM**

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

#### **ADDENDUM**

This amended regulation shall enter into force as of March 1, 2010. (May.12. 2010, Regulation No.131)

### **ADDENDUM**

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

### **ADDENDUM**

This amended regulation shall enter into force as of September 1, 2011. (Aug.30. 2011, Regulation No.148)

### **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of January 27, 2012.(Jan. 26. 2012, Regulation No.154)

2. (Interim Measure) The provision under Clause 1, Article 7 shall be applied to grade evaluation of the second semester of 2012 school year.

3. (Interim Measure) The provision under Clause 6, Article 109 shall be applied to newly admitted · transferred students starting from the first semester of 2012 school year.

### **ADDENDUM**

This amended regulation shall enter into force as of February 11, 2012(Feb. 10. 2012, Regulation No.155)

### **ADDENDUM**

This amended regulation shall enter into force as of October 11, 2012.(Amended on Oct. 10, 2012 Regulation No.166)

### **ADDENDUM**

(Enforcement date) This amended regulation shall enter into force as of September 4, 2013.(Amended on Sep. 04, 2013. Regulation No. 180)

### **ADDENDUM**

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

### **ADDENDUM**

1. (Enforcement date) This amendment shall enter into force as of June 2, 2014.

2. (Interim Measures) The provision under Clause 4, Article 158-4 shall be applied to students who postpone graduation starting from the February of 2014.

3. (Interim Measures) Attached Form no. 34 and no. 36 shall be applied starting from the school year of 2014.

## **ADDENDUM**

This provisions under Article 56 of this amended regulation shall enter into force as of December 1, 2104, and it shall be applied to course organization and management of the school year of 2015. (Amended on Dec.1 2014, Regulation No.200)

## **ADDENDUM**

1. This amended university regulation shall enter into force as of February 10, 2015. However, this amendment shall apply beginning with students who enrolled in 2015.

2. (Interim measures according to the curriculum reform) Notwithstanding the amendments of Article 4(Organization of Curricula), Article 102(Completion), Article 158-2(Graduation Credits), the existing curriculum shall apply to students who enrolled in the school prior to school year of 2015, and courses to be closed, replacement of courses, courses whose credits are changed, and other changes according to the curriculum reform shall be prescribed separately by the president.

## **ADDENDUM**

1. This amended regulation shall enter into force as of July 10, 2015.

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of August 10, 2015.

2. (Interim Measure) The student-designed convergence studies of the Chapter 38 of this amended regulation shall be applied starting from the first semester of 2016 school year.

## **ADDENDUM**

This amended regulation shall enter into force as of Aug. 17, 2015.

## **ADDENDUM**

This amended regulation shall enter into force as of October 17, 2016.

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of November 21, 2016. (Amended on Nov. 21, 2016 Regulation No. 233)

2. (Interim measure regarding attendance of students employed before graduation) After this amended regulation takes effect, the absences for unavoidable reasons approved under the existing regulation shall be deemed as excused absences according to this amendment.

## **ADDENDUM**

1. (Enforcement Date) This amended university regulation shall enter into force as of February 21, 2017.

2. (Interim Measures regarding the abolishment of the night school departments and the abolishment of the relevant school regulation) The existing regulation shall be applied to the night school students who attend the school when this amendment is made and implemented.

**ADDENDUM**

This amended regulation shall enter into force as of March 31, 2017.

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of November 6, 2017.

**ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of December 15, 2017.
2. (Interim Measures) The Article 7 (Recompletion) of the school regulation shall apply beginning with students who enrolled in 2018.

**ADDENDUM**

This amended regulation shall enter into force as of October 11, 2018. However, Clause 4 of Article 158-4 (Postponement of Graduation) shall enter into force as of October 18, 2018.

**ADDENDUM**

This amended regulation shall enter into force as of November 22, 2018.

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of April 29, 2019.

**ADDENDUM**

This amended regulation shall enter into force as of July 17, 2019.

## **ADDENDUM**

This amended regulation shall enter into force as of December 5, 2019.

## **ADDENDUM**

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

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of March 3, 2020.
2. (Special cases concerning general temporary absence from school for newly admitted and transfer students in 2020) Considering the serious level of COVID 19 in Korea, notwithstanding the provisions of Clause 4, Article 109 of this regulation, only those students who are newly admitted and transferred to this school in 2020 may file for temporary absence from school if acknowledged by the president.

## **ADDENDUM**

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

## **ADDENDUM**

This amended regulation shall enter into force as of June 22, 2020, but it shall be applied starting from the first semester of the school year of 2020.

## **ADDENDUM**

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

## **ADDENDUM**

This amended regulation shall enter into force as of December 28, 2020. However, Clause 4 of Article 118 shall be applied starting from the first semester of the school year of 2020.

(Amended on Dec. 28, 2020 Regulation No. 284)

## **ADDENDUM**

1. (Enforcement Date) This amended regulation shall enter into force as of August 19, 2022.  
(Amended on Aug. 19, 2022 Regulation No. 307)
2. (Interim measure regarding the limits of credits that can be earned from P/F courses) Clause 2 of Article 158-2 shall apply beginning with students graduating in February 2023; however, those who have registered 5 semesters or more as of the first semester of the school year of

2022 shall be governed by the previous regulation.

## **ADDENDUM**

This amended regulation shall enter into force as of Feb 1, 2023.

[Attached Form No. 1]

# 서약서 Covenant

수험번호 :

Examinee no.:

학과(부)

생년월일 :           년           월           일생

Department(school):

Date of birth:

본인은 한동대학교에 입학한후 아래의 사항을 준수할 것을 보증인 연서로 서약합니다.

By co-signing this covenant together with my guarantor(s) upon entering Handong Global University, I hereby promise to observe the following:

1. 입학시부터 졸업시까지 이 대학교의 기본목표를 성취하기 위하여 행하여지는 전문지식 교육과 신앙교육의 전인적 교육과정에 충실히 임한다.
1. From the time of entering the university up to the time of my graduation, I shall faithfully follow the holistic curricula for education on expertise and education on faith provided to achieve the basic objectives of the university.
2. 재학시 지역사회봉사활동에 적극 참여하여 이웃봉사를 실천한다.
2. While in school, I shall actively participate in community service activities and practice service to neighbors.
3. 재학시 학칙 및 제 규정을 성실히 준수하며, 교내의 활동에 있어서 이 대학교의 승인을 받지 아니한 집단행위등 학생의 본분에 어긋나는 행동을 하였을 경우에는 어떠한 처벌도 감수하겠습니다.
3. I shall sincerely observe the school regulations and all other regulations while in school. In case I have committed any act deemed inappropriate for my status as a student such as collective action that is not approved by the university, I am willing to be subjected to any punishment.

          년           월           일  
Date(MM/DD/YYYY):

본           적 :

Legal domicile:

주           소 :

Address:

주민등록번호 :

Resident registration no.:

보증인

Guarantor

㉠

(Seal)

주           소 :

Address:

주민등록번호 :

Resident registration no.:

보증인

Guarantor

㉠

(Seal)

직           업 :

Occupation:

학생과의 관계:

Relationship with the student:

## 한동대학교 총장 귀하

To: The President of Handong Global University

\* 보증인은 부형 또는 기타인으로서 본인의 재학 중 학비, 신상에 관계되는 모든 사항에 책임질수 있는 자라야 한다.

\* The guarantor shall be one or both of the parents of the student or other persons who can assume responsibility for the payment of tuition and/or fees while the student is in school and all other matters related to his/her condition.

[Attached Form No. 2]

**학생 환경 기록 카드**  
Student's environment record card

학과(부), 학번  
Department(school), Student no.

담당지도 교수 (Advisor professor)	(인)(Seal)		사 진 ※ 최근 3개월 이내 촬영한 것 photo ※taken within the last 3 months	
	(인)(Seal)			
	(인)(Seal)			
	(인)(Seal)			

인적사항 Personal details	성 명 Name		(한자) (Chinese characters)			주민등록번호 Resident registration no.									
	본 적 Legal domicile					Tel.									
	본가주소 Home address					Tel.									
	학생주소 Student's address					Tel.									
						Tel.									
			Tel.												
신장 Height		cm	체중 Weight	kg	특기 Special skill	취미 Hobby									
학적사항 School register	입학 Entered		년 월 일 본교 1학년 입학 (MM/DD/YYYY) Entered school as freshman												
	휴학 Leave of absence		년 월 일 사유 (MM/DD/YYYY) Reason:												
	제적 Expulsion		년 월 일 사유 (MM/DD/YYYY) Reason:												
	복학/재입학 Return/Readmission		년 월 일 학년 복학/재입학 (MM/DD/YYYY) Return/readmission as ___ grade												
			년 월 일 (MM/DD/YYYY)												
출신교 Graduated from	중학교 Middle school		년 월 일 중학교 졸업 (MM/DD/YYYY) Graduated from ___ middle school												
	고등학교 High school		년 월 일 고등학교 졸업 (MM/DD/YYYY) Graduated from ___ high school												
	검정고시 Qualification examination		년 월 일 검정고시 졸업 (MM/DD/YYYY) Passed the qualification examination												
병사관계 Military service	미입대자 Not yet enlisted		징집년도 Conscription year	병역면제 Exempted from military service	연기 Postponed	ROTC	의가사연기 Postponed for home affairs								
입대자 Person who completed military service		입대년월일 Date of enlistment	제대년월일 Date of discharge	연기 Postponed	역종 Classification	분과 Branch	제대구분 Kind of discharge								
가족관계 Family relations		관계 Relationship		이름 Name		주소 Address		연령 Age		학력 Education		직업 Occupation		전화 Tel.	
종교 Religion				기독교·신자/세례유·무 Christian/whether baptized or not				전직 교회 Previous religious affiliation							
가정사항 Family matters		생활정도 Standard of living		상·중·하 High/Middle/L ow		재산 Property		동산 부동산		만원 만원		Movable property: KRW Immovable property: KRW			
		학비정도 Sponsor		부, 모, 형제, 친척, 부직, 장학금, 기타 Father/Mother/Siblings/Relatives/Job/Scholarship/Others											
보호자 Guardian		주 거 Residence		주택, 친지, 지인, 하숙, 자취, 기숙사 Own house/Relative's/Acquaintance's/Homestay/Self-catering/Dormitory											
교우관계 Schoolfello w		학과(부) Department(scho ol)		학년 Grade		성명 Name		주소 Address				전화 Tel.			



# 주 거 지 약 도

## Outline map of residence

작성당시 약도      년   월   일   현재 Outline map when prepared as of (MM/DD/YYYY)		변동 후 약도      년   월   일   현재 Outline map after the change as of (MM/DD/YYYY)	
특기사항(Special note)			
월   일 (MM/DD)		월   일 (MM/DD)	

[Attached Form No. 3]

# 수 강 신 청 서 (Application for course registration)

(교무팀 제출용)  
(for the Academic Affairs Team)

한동대학교 (Handong Global University)

학년도 (School year)

학기 (Semester)

학과(부)(Department(school)):	학년(Grade):	학번(Student no.):	성명(Name):	(인)(Seal)
----------------------------	------------	------------------	-----------	-----------

이 수 구 분 (Class of completion)	교과목 번 호 (Course no.)	분 반 (Divided class)	교과목명(Course name)	학 점 (Credit)	재이수 여 부 (Whether to retake or not)	담당교수 (Professor in charge)

학과(부)장 (Head(chairman) of department(school))

교무팀 (Academic Affairs Team)

※ 유의사항 (Note)

1. 이수구분이 낮은 교과목부터 기재를 하며, 이수구분이 같은 경우 교과목 번호가 낮은 교과목을 우선하여 기재한다.
1. Write the course with the lowest class of completion first; if the class of completion is the same, write in the course with a lower course number first.
2. 과거에 이수한 교과목을 재이수하고자 할 경우 재이수 여부란에 “재이수”표시를 한다.
2. When retaking a previously completed course, indicate "retake" in the "whether taken for the first time or retaken" column.
3. 수강신청을 하지 않고 이수한 교과목의 성적은 인정하지 않는다.
3. The grade for any course taken without registration shall not be acknowledged.
4. 기재착오로 인한 불이익은 학생본인이 책임진다.
4. The student shall be responsible for any disadvantage suffered due to wrong or falsified statements made.
5. 수강신청서 제출시 성명란에 반드시 서명 또는 날인후 제출한다.
5. Be sure to affix your signature or seal on the signature column before submitting the application for course registration.

\_\_\_\_\_학년도 \_\_\_\_\_제 \_\_\_\_\_학기( year semester)

## 출 석 부(Attendance log)

교 과 목 명 (Course name)	개설학과(부) (Department[school])	수강인원 (Number of students)

학과(부)(Department(school))

담당교수(Professor in charge)

(인)(Seal)

한 동 대 학 교(Handong Global University)

(교수보관용)  
(Professor's copy)

[Attached Form No. 5]

**수강신청확인 및 정정원(Application for confirmation or revision of course registration)**

학년도(School year)      학기(Semester)

학과(부)(Department(school)):	학년(Grade):	학번(Student no.):	성명(Name):	(인)(Seal)
수강신청 학점계(Total credits registered):		직전학기 신청학점(Registered credits for the previous semester):		
직전학기 성적평균(Grade point average for the previous semester):				

1. 수강신청 내역(삭제할 과목은 "삭제"란에 × 표 할 것)

1. Details of registered courses (Mark X on the "delete" column for courses to be deleted.)

삭 제 (Delete)	이수구분 (Class of completion)	교과목번호 (Course no.)	교 과 목 명 (Course name)	분반 (Divided class)	학점 (Credit)	재이수여부 (Whether taken for the first time or retaken)	담당교수 (Professor in charge)

2. 수강신청 추가(Courses to be added)(추가할 과목은 "추가"란에 + 표 한후 교과목 기재(Mark + on the "add" column for courses to be added and write the name of the course. )

추 가 (Add)	이수구분 (Class of completion)	교과목번호 (Course no.)	교 과 목 명 (Course name)	분반 (Divided class)	학점 (Credit)	재이수여부 (Whether taken for the first time or retaken)	담당교수 (Professor in charge)

\* 정정사항이 없어도 서명 또는 날인 후 수강신청 확인 및 정정 기간내에 제출할 것.

\* Submit this form during the period of confirmation of revision of course registration after signing or sealing even if there is nothing to be revised.

\* 이수구분

\* Class of completion

- |  |                                   |                                 |
|--|-----------------------------------|---------------------------------|
| 1. 실무필수(Practical affairs: compulsory)                                     | 2. 교양필수(Liberal arts: compulsory) | 3. 교양선택(Liberal arts: optional) |
| 4. 전공기초(Major: basic)  | 5. 전공필수(Major: compulsory)        | 6. 전공선택(Major: optional)        |
| 7. 부전공필수(Minor: compulsory)  | 8. 부전공선택(Minor: optional)         | 9. 자유선택(Free: optional)         |
| A. 복수전공필수 (Multiple major: compulsory) B. 복수전공선택(Multiple major: optional) |                                   |                                 |
| C. 교직과목(Courses required by teachers)                                      |                                   |                                 |

학과(부)장 (Head(chairman) of department(school))	교 무 과 (Academic Affairs Team)

[Attached Form No. 6] <deleted Dec. 14. 2009>

[Attached Form No. 7] (Deleted on May. 12, 2010)



	결 재 (Approval)	담당 (Person in charge)	계장 (Assistant manager)	과장 (Manager)	처장 (Dean)			
<h2 style="margin: 0;">성 적 정 정 신 청 원</h2> <h3 style="margin: 0;">(Application for correction of performance records)</h3> <p style="margin: 10px 0;">교양·전공(Liberal arts·major)</p>								
학 과(부) (Department(school))			학 번 (Student no.)					
학 번 (Student no.)			성 명 (Name)					
교 과 목 (Course)			교과목번호 (Course no.)	분반 (Divided class)				
<p>정정사유 및 경위(Reason for correction and particulars):</p>  <p>성적정정 내용(Content of correction)</p>								
과목명 (Course name)	당 초(Before the change)			변 경(After the change)				
	시험 (Examination)	시험 (Examination)	시험 (Examination)	계 (Total)	시험 (Examination)	시험 (Examination)	시험 (Examination)	계 (Total)
<p>붙임(Attached): 1. 시험답안지(Answer sheet for the examination)</p> <p style="margin-left: 20px;">2. 성적부 사본(Copy of performance record register)</p> <p style="margin-left: 20px;">3. 학수부 사본(Copy of transcript of records)</p> <p style="margin-left: 20px;">4. 기타 성적정정에 필요한 서류(Other documents necessary for the correction of performance records)</p>								
<p>년      월      일</p> <p>Date:</p> <p>담당교수(Professor in charge)      소속학과(부)(Department(school)):</p> <p style="margin-left: 100px;">직명(Position):      성명(Name):      학과(부)</p> <p style="margin-left: 100px;">(인)(Seal)</p>								
확 인 (Approval)	<p style="text-align: center;">교과목개설 학과(부)장(Head(chairman) of department(school) offering the course)</p> <p style="text-align: center;">직명(Position):      성명(Name):      (인)(Seal)</p> <p style="text-align: center;">(교양과목주임)(Chief professor of liberal arts courses)</p>							



[Attached Form No. 10]

결 재 (Approval)	담당 (Person in charge)	계장 (Assistant manager)	과장 (Manager)	처장 (Dean)

성 적 인 정 원

(Application for acknowledgment of performance records)

- 1. 소속(Belonging to):      학과(부)(Department(school))
- 2. 학년 및 학번(Grade and student no.):
- 3. 성명(Name):
- 4. 주민등록번호(Resident registration no.):
- 5. 수학대학명(Name of university where the applicant studied):
- 6. 수학기간(Study period):      .      .      .
- 7. 성적인정 교과목(Courses for which performance records are to be acknowledged):

교 과 목 명 (Course name)	학 점 (Credit)	인 정 여 부 (Whether to acknowledge or not)	비 고 (Remarks)
계(total)			

첨 부(Attachment): 성적증명서 1부(Certificate of performance record: 1 copy)

상기 교과목을 본교에서 이수한 학점으로 인정하여 주시기 바랍니다.(Please acknowledge the completion of the foregoing courses as credits earned in this school.)

년      월      일

Date:

신청인(Applicant) (본인)(Person himself/herself):

(인)(Seal)

한동대학교 총장 귀하

(To: The President of Handong Global University)

경 유 (Via)	담당지도 교 수 (Advisor professor)	학 과 (부)장 (Head(chairman) of department(school))	

## Report of Excused Absence

Department (School)		Grade	
Student no.		Name	

Excused Absence

A. Period:                (Month/Date/Year) ~                (Month/Date/Year)

B. Reason:

<No. 1 ~ No. 3>

1. Death of any of the members of the immediate family of the student or similar events
2. Period of hospitalization and outpatient treatment of the student
3. Reasons related to the compulsory military service such as physical examination for conscription
4. Students returning to school after being discharged from the army within 4 weeks of the start of the relevant semester

Attachments: Evidentiary document

I hereby submit this report of excused absence as described above.

Date:

Applicant :                                (Seal)

Via	Advisor professor	Head of Department(School)	

\* Please submit this Report of Excused Absence with evidentiary documents to the professor in charge via the advisor professor.



## 학과(부) 강의 명세표(Department(school) lecture schedule)

학년도(Year) 제 학기(Semester) 학과(부)장 (Head(chairman) of department (school))

(인)(Seal)

'년(Year)	교과목번호(Course no.)	분반(Divided class)	교과목명(Course no.)	교과구분(Course division)	학점(Credit)	주당 수업시간(Class hours per week)	합단별(Combined class or not)	예상 수강 인원(Expected number of students registering for the class)	직명(Position)	성명(Name)	비고(Remarks)

- \* 작성요령(How to prepare)(교무팀에서 일괄 개설하는 교양 및 교직과목은 제외:Except for the liberal arts courses and courses required by teachers as collectively offered by the Academic Affairs Team)
1. 교과과정표에 의거 학과(부)의 각 학년별로 교과목명을 차례로 기록한다.(Write down the names of the courses offered by the department(school) by grade (freshman/sophomore/junior/senior) one by one based on the curricula table(분반되는 교과목은 분반 표기)(Write "divided classes" for courses whose classes are to be divided.)
  2. 타 학과(부)에 출강하는 과목은 주서로 맨 마지막에 기입하고 출강 학과(부)명을 비고란에 기입한다.(Write down the courses wherein lectures are to be given in other departments(schools) at the bottom in red letters as well as the name of the departments (schools) where lectures are to be given in the remarks column.
  3. 합반 가능한 과목은 합반, 학과(부), 학년을 비고란에 명기한다.(For courses whose classes may be combined, specify "combined classes" and write the departments (schools) and grade (freshman/sophomore/junior/senior) in the remarks column.
  4. 부전공 필수과목은 교과목명 앞에 \*로 표시한다. Indicate \* in front of the compulsory courses of the minor.
    - 가. 각학과(부) 또는 전문분야별로 세미나를 개최코자 할 경우(When seminars are to be held by department(school) or by special field
    - 나. 타학과(부) 교과목을 선택과목으로 지정 이수해야 할 경우(When any course of another department(school) is to be designated as an optional course)
    - 다. 교수 개인사정(국가 또는 지역사회의 각종위원으로 위촉등)인 경우(In case of any personal reason by the professor (appointed as a member of any committee of the government or the community)
    - 라. 시간강사인 경우 출강 가능 요일, 시간등(In the case of part-time instructors, the day of the week and time, etc., when they are available for lectures)

[Attached Form No. 13]

# 교양과목 강의담당교수 추천서 (Recommendation of professor in charge of lectures of liberal arts courses)

학년(Year)

학기(Semester)

교과목명(Course name):

학년(Grade)	구 분(Division)	주 개 설 학과(부)(Main department(school) offering lecture)	수강대상 학과(부)(Departments (schools) to take the lecture)	분반(Divided classes)	수강 대상 인원 (Number of persons taking the lecture)	요 일 및 교 시 (Day of the week and hour)	담 당 교 수 (Professor in charge)			비 고 (Remarks)
							소속 (Belonging to)	직명 (Position)	성명 (Name)	

\* 시간강사는 비고란에 직장유·무를 반드시 기재할 것.(In the case of part-time instructor, be sure to indicate whether he/she has another occupation.)

**위와 같이 교과목 담당교수를 추천합니다.  
I hereby recommend the persons whose names appear above as professors in charge of the abovementioned courses.**

년 월 일  
Date:

교양교과목주임(Chief professor of liberal arts courses):  
학과(부)(Department(school)) (인)(Seal)

[Attached Form No. 14]

교 수 별 강 의 담 당 현 황 (Status of lectures handled by professor)

학년도 (Year)      학기 (Semester)

요일 (Day of the week)	구분 (Division)	1	2	3	4	5	6	7	8	9
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)
	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)	학과 (Department)
	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)	학년·단합 (Grade-whether combined)

학과(부) Department (school) 직(Position) 성 명 (Name)      년 월 일 (Month/Day/Year)  
 확인 학과(부)장 (Confirmed by the head(chairman) of department(school))      (인)(Seal)

학과 (Department)	학과 (Department)	교양 (Liberal arts)
학과 (Department)	학과 (Department)	
학과 (Department)	학과 (Department)	
담당시간계 (Total time in charge)	책임시간 (Responsible time)	

결재 (Approval)	담당 (Person in charge)	계장 (Assistant manager)	과장 (Manager)	처장 (Dean)

## 강 의 실 별 수 업 현 황

### (Status of classes by lecture room)

학과(부)(Department(school))

교시(Hour)	건물명 (Building name)	대학(관)(College(center))						대학(관)(College(center))					
	요일 (Day of the week)	월(Mon)	화(Tue)	수(Wed)	목(Thu)	금(Fri)	토(Sat)	월(Mon)	화(Tue)	수(Wed)	목(Thu)	금(Fri)	토(Sat)
0 (08:00 ~ 08:50)													
1 (09:00 ~ 09:50)													
2 (10:00 ~ 10:50)													
3 (11:00 ~ 11:50)													
4 (12:00 ~ 12:50)													
5 (13:00 ~ 13:50)													
6 (14:00 ~ 14:50)													
7 (15:00 ~ 15:50)													
8 (16:00 ~ 16:50)													
9 (17:00 ~ 17:50)													

\* 교과목명을 기재함.(Write down the names of the courses.)

[Attached Form No. 16]

## 수 업 시 간 표(Class schedule)

학년도(Year) 제      학기(Semester)

학과(부)(Department (school))

교시(Hour)	0 (08:00 ~ 08:50)		1 (09:00 ~ 09:50)		2 (10:00 ~ 10:50)		3 (11:00 ~ 11:50)		4 (12:00 ~ 12:50)		5 (13:00 ~ 13:50)		6 (14:00 ~ 14:50)		7 (15:00 ~ 15:50)		8 (16:00 ~ 16:50)		9 (17:00 ~ 17:50)			
	학년(Grade)	교과목명(Course name)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	교과목명(Course)	교실(Class room)	
월(Mon)	1																					
	2																					
	3																					
	4																					
화(Tue)	1																					
	2																					
	3																					
	4																					
수(Wed)	1																					
	2																					
	3																					
	4																					
목(Thu)	1																					
	2																					
	3																					
	4																					
금(Fri)	1																					
	2																					
	3																					
	4																					
토(Sat)	1																					
	2																					
	3																					
	4																					

학년(Grade)	교과목명(Course name)	분반(Divided class)	학점(Credit)	담당 교수(Professor or in charge)	교과 구분(Class of course)



## 집중강의 계획서(Intensive lecture schedule)

1. 교과목명(Course name):		2. 교과목번호(학점)(Course no.(Credit)):		
3. 담당교수 및 대상 학생(Responsible professor and subject students)				
가. 담당교수(Professor in charge):				
나. 대상학생(Student students):				
학과(부)(Department(school))		( )학년(Grade)	인원(number of persons):	
4. 강의개요 및 목적(Summary and purpose of the lecture)				
5. 강의계획(Lecture schedule)				
년	월	일(Date)	강 의 내 용 (Content of the lecture)	장 소(Place)
년 월 일 (Date)				
교과목 담당 교수(Professor responsible for the course):				
(인)(Seal)				
학과(부)장 (Head(chairman) of department (school)):				
(인)(Seal)				

## 교 과 목 개 설 현 황(Status of courses offered)

학년도(Year)      제      학기 (Semester)      작성자(Prepared by):      (인)(Seal)

교 과 목(Course)						교과목명(Course name)	교과목개설(offered by)		교과구분(Class of course)	교 수(Professor)					
번호(No.)			분반(Divided classes)	학점(Credit)			학과(부)(Department(school))	학년(Grade)		고유번호(Unique number)	소속학과(Relevant department)			성명(Name)	

- \* 작성요령(How to prepare):
1. 학과(부)별로 별지 작성한다.(Prepare separately by department(school).)
  2. 학과(부)란에는 코드번호를 기입한다.(과별 Code No.)(Write down the code number in the department(school) column. (Code number by department)
  3. 분반은 01, 02, 03.....11, 12등으로 기재한다.(Write down the divided classes as 01, 02, 03---11, 12, etc.
  4. 전임교원 고유번호는 코드집을 참고하여 기재한다.(Write down the code numbers of full-time faculty members by referring to the code book.)
  5. 객원교수 6000, 시간강사는 9999로 작성한다.(Write down 6000 for visiting professors and 9999 for part-time instructors.)

결 재 (Approval)	담 당(Person in charge)	계 장(Assistant manager)	과 장(Manager)	처 장(Dean)

## 교양과목 강의(시간·담당·교실) 변경원(Application for changes in liberal arts lectures (time·professor in charge·classroom))

1. 변경 내용(Changed contents)

교과목명(Course name)	개설 분반(Divided classes offered)	개설 학과(부)(Department(school) offering the classes)	변경 전(Before the change)			변경 후(After the change)		
			월일·교시(Month·day·hour)	직급·성명(Position·name)	강의실(Lecture room)	월일·교시(Month·day·hour)	직급·성명(Position·name)	강의실(Lecture room)

2. 변경시행 예정일 (Expected enforcement date of the change):

3. 변경 사유(Reason for change):

이와 같이 강의 \_\_\_\_\_ 을 변경하고자 하오니 승인하여 주시기 바랍니다.  
I hereby apply for approval of change of lecture as described above.

\_\_\_\_년 \_\_\_\_월 \_\_\_\_일  
(Month/Date/Year)

담당교수(Professor in charge): 학과(부)(Department (school)) 직명 (Position)      성명(Name):                      (인)(Seal)  
 확인(학과(부)장)Confirmed by (Head(chairman) of department(school)):                      학과(부)장 (Head(chairman) of department(school))                      성명(Name):                      (인)(Seal)

**교무처장 귀하(To: Dean of Academic Affairs)**



[Attached Form No. 21]

학년도(Year) 제 학기(Semester) 강의계획서(Lecture schedule)

<p>1. 교과목명 및 분반(학점)(Course name and divided class(Credit) ( 반(class))( 학점(Credit))</p> <p>2. 개설학과(부)(Department (school) offering lecture: 학과(Department) 학년(Grade)</p> <p>3. 담당교수(Professor in charge): 직명(Position) 성명(Name)</p> <p>4. 강의시간(호실) (Lecture time (room no.)) 호실</p> <p>5. 주별강의 및 실습내용(Contents of lectures and laboratory class by week)</p>	<p>5. 강의개요 및 목적(Summary and purpose of the lecture)</p>																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">주 (Week)</th> <th style="width: 40%;">강의 및 실습내용 (Contents of lectures and laboratory class)</th> <th style="width: 10%;">주 (Week)</th> <th style="width: 40%;">강의 및 실습내용 (Contents of lectures and laboratory class)</th> </tr> </thead> <tbody> <tr><td>1st</td><td></td><td>10th</td><td></td></tr> <tr><td>2nd</td><td></td><td>11th</td><td></td></tr> <tr><td>3rd</td><td></td><td>12th</td><td></td></tr> <tr><td>4th</td><td></td><td>13th</td><td></td></tr> <tr><td>5th</td><td></td><td>14th</td><td></td></tr> <tr><td>6th</td><td></td><td>15th</td><td></td></tr> <tr><td>7th</td><td></td><td>16th</td><td></td></tr> <tr><td>8th</td><td></td><td>17th</td><td></td></tr> <tr><td>9th</td><td></td><td></td><td></td></tr> </tbody> </table>	주 (Week)	강의 및 실습내용 (Contents of lectures and laboratory class)	주 (Week)	강의 및 실습내용 (Contents of lectures and laboratory class)	1st		10th		2nd		11th		3rd		12th		4th		13th		5th		14th		6th		15th		7th		16th		8th		17th		9th				
주 (Week)	강의 및 실습내용 (Contents of lectures and laboratory class)	주 (Week)	강의 및 실습내용 (Contents of lectures and laboratory class)																																						
1st		10th																																							
2nd		11th																																							
3rd		12th																																							
4th		13th																																							
5th		14th																																							
6th		15th																																							
7th		16th																																							
8th		17th																																							
9th																																									
<p>7. 강의 및 과제 부과방법(method of lecturing and assignments):</p> <p>8. 평가방법 및 비율(assessment methods and ratios):                  중간고사(mid-term exam)( %), 기말고사(final exam)( %),                  임시시험(special exam)( %), 과제를(assignments)( %)                  출석 및 학습활동 참여도(attendance and degree of participation in learning activities)( %),기타(others)( _____ )                  ( _____ ) 계(total)(100%)</p>	<p>9. 교재 및 참고문헌(textbook and references)</p> <p>10. 기 타(others)</p>																																								

\* 이서식에 준하는 대체서식 사용이 가능하며 주별강의 및 실습내용은 반드시 들어가야 함.  
 (Other alternative forms similar to this form may be used provided the contents of lectures and laboratory class by week are included.)

[Attached Form No. 22]

## 개설 교과목중 폐강대상과목 현황(Status of courses to be closed among the courses offered)

학년도(Year)    제 학기(Semester)

학부(부)(Department(school))

폐 강 대 상 교 과 목(Courses to be closed)						폐강결정 여 부(Whether to decide to close the course)	비    고(Remarks)
교과목번호(Course no.)	분반(Di vided classes )	교과목명(Cour se name)	담당교수(Prof essor in charge)	수강인원(Numb er of registered students)	개설학과(Depa rtment offering the course)		

- \* 작성시 유의사항(Matters to be noted when preparing this form)
1. 한동대학교 학사운영 규정 제 55조 폐강과목 결정기준에 의거 폐강대상 교과목을 선정(Courses to be closed shall be selected pursuant to Article 55 of Handong Global University's criteria for determining the courses to be closed.)
  2. 위 기준에 의거 폐강대상에 해당되는 전체과목을 빠짐없이 기재(Write down all the courses to be closed pursuant to the abovementioned criteria.)
  3. 폐강여부란에 “폐강”으로 한글표기(비고란에 의견을 기재할수 있다)(Indicate “폐강(Closed)” in Korean in the " whether to decide to close the course" column.
  4. . . .까지 시간영수 제출(submit by date of . . . .)



## 교수별 주당강의담당 현황 (Status of lectures handled per week by professor)

학과(부)(Department(school))	성명(Name)	직명(Position)	보직명(Appointed title)	책임시간(Compulsory hours)	주당강의담당현황(Status of lectures handled per week)			초과시간(Excess hours)	미달시간(Shortage in hours)	주당강의담당일수(Number of days of lectures per week)
					교양(Liberal arts)	전공(Major)				
						소속(Belonging to)	타학과(부)(Other department(school))			
소계(Subtotal)										

1. 주당강의담당시간은 강사료 지급시 계산되는 시간을 말함.(The number of hours of lectures handled per week refers to the time calculated for the payment of lecture fees.)
2. 전임교원, 시간강사, 객원교수 순으로 작성하되 각각 별지로 작성한다.(This form shall be prepared in separate sheets and according to the following order: full-time faculty members, part-time instructors, and visiting professors.)
3. 실험, 실습, 실기는 학점기준 시간수를 기재한다.(The number of hours based on credits shall be indicated for experiments, practices, and practical skills.)
4. 휴직, 파견교수 등 강의를 담당하지 않는교수도 기재한다.(This form shall also be prepared for professors who do not give lectures, e.g., professors who are temporarily resting or those who were dispatched.)
5. 학부(부)별로 별지 작성한다. (This form shall be prepared separately by department (school).)



결 재 (Ap prov al)	당 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	처 장 (Dean)

## 결 강 및 보 강 계 (Report of lecture cancellation and supplementary lectures)

### 1. 결 보 강 내 용(Contents of canceled lectures and supplementary lectures)

교과목명(Course name)	개설 분반(Opened divided classes)	개설 학과(부)(Department(school) offering the lecture)	결 강(Canceled lecture)			보 강(Supplementary lecture)			비고(Remarks)
			월·일(Month· day)	요일·교시(Day of the week· hour)	강의실(Lecture room)	월·일(Month· day)	요일·교시(Day of the week· hour)	강의실(Lecture room)	

### 2. 결 강 사 유 (Reason for cancellation of lecture):

위와 같은 사유로 결강 및 보강을 하고자 하오니 승인하여 주시기 바랍니다.

I hereby apply for approval of lecture cancellation and supplementation for the foregoing reason.

년    월    일 (Month/Day/Year)

담당교수(Professor in charge):            학과(부)(Department (school))            직    명(Position)            성명(Name):            (인)(Seal)  
 확인(학과(부)장) Confirmer (Head(chairman) of department (school)):            학과(부)장(Head(chairman) of department (school))  
 성명(Name):            (인)(Seal)

교수별 강의 담당현황 확인필 (Status of lectures handled by professor has been checked)	
수업시간표 대조필 (Class timetables have been compared)	
수업상황보고서 대저필 (Reports on the status of classes have been compared)	

**한동대학교 총장 귀하  
(To: The President of Handong Global University)**

결 재(A ppro val)	담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	처 장 (Dean)

## 타 교 출 강 승 인 신 청 서

### (Application for approval of lecturing in other schools)

학과 (부)(De partme nt(scho ol))	직명(Po sition)	보직명(A ppointed title)	성 명(Name)	출 강 내 역(Details of lecturing in other schools)				본교 담당 기간 수(Numbe r of hours of lectures in this university)	총 강의 시간 수(Total number of hours of lectures)	비고(Re marks)
				대학교명(Na me of university)	요 일(Day of the week)	교시(H our)	출 강 과 목(Course lecturing in other schools)			

위와 같이 타교 출강을 하고자 신청하오니 승인하여 주시기 바랍니다.  
I hereby submit this application for approval of lecturing in another school.

년    월    일 (Month/Day/Year)

신 청 인(본            인)(Applicant (person himself/herself))

(인)(Seal)

확 인 인(학과(부)장) (Confirmer (Head(chairman) of department (school))

(인)(Seal)

**한동대학교 총장 귀하**

**(To: The President of Handong Global University)**

※ 유의사항(note)

1. 타교출강은 주1일(토요일 포함시는 2일) 총 6시간을 초과할수 없음.  
(Lecturing in other schools may not exceed 1 day per week (2 days if Saturday is included), 6 hours all in all.)
2. 타교출강과 이 대학교 강의를 합하여 주당 16시간을 초과할수 없음.  
(Lectures may not exceed 16 hours per week including lectures in other schools and those in the university.)
3. 1시간은 40분 또는 60분을 의미함.  
(1 lecture hour consists of 40 or 60 minutes).

## 타 교 출 강 현 황 (Status of lecturing in other schools)

소 속 (Belonging to):      학과(부) (Department(school))

학과 (부) (Department ent(school))	직 명 (Position)	보직명 (Appointe d title)	성 명 (Name)	담당 시간 (Hours in charge)	타 교 출 강 현 황 (Status of lecturing in other schools)				비 고 (Remarks )
					지 역 (Region)	대 학 명 (Name of university)	요 일 및 교 시 (Day of the week and hour)	당 당 학 점 (Credits in charge)	

## 미 승인 타 교 출 강 현 황

### (Status of unapproved lecturing in other schools)

학과 (부) (Department(school))	직 명 (Position)	보직명 (Appointed title)	성 명 (Name)	타 교 출 강 현 황 (Status of lecturing in other schools)				타 교 출 강 소득액(Amount of income from lecturing in other schools)	미승인 타교출강에 대한조치결과 (Result of action against unapproved lecturing in other schools)
				지역 (Region)	대학명 (Name of university)	요일및교시 (Day of the week and hour)	당 학점 (Credits in charge)		



[Attached Form No. 30]

<b>한동대학교(Handong Global University)</b>		<b>학 적 부(School register)</b>											
학과(부)(Department(school)) ( 부전공(Minor)) ( 복수전공(Multiple majors))				학 번 (Student no.)	입학허가 확인 (Confirmation of admission)				담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)		
성 명 (Name)	(한글)(Korean)		성별(Gen der)	재 학 중 동 태(Movements while in school)		졸업년월일(Date of graduation)		년 월 일(Date (제 회)( Class)			사 진(Photo)		
	(한자)(Chinese characters)					졸업증서번호(Graduati on certificate no.)		제 호 (No. )					
생 년 월 일(Birth date)				학위등록번호(Register ed degree no.)		졸 업 확 인(Confirmation of graduation)		담 당(Person in charge)	계 장(Assistant manager)	과 장(Manager)		등 록 사 항(Registration)	
주민등록번호(Resi dent registration no.)													
본 적(Legal domicile)				상 벌(Prizes and punishments)		년 도(Year)		1학기(1st semester)		2학기(2nd semester)			
주 소(Address)								병 사 관 계(Military service)					
입 학 연월일(Date admitted)				학칙 제44조 의거 학사경고(Academic warning pursuant to Article 44 of the school regulations)		1st		2nd		3rd			4th
출 신 교(Graduat ed from)	년 월 일(Date) 고등학교 졸업(High school)												
보 호 자(Guardian)				비 고(Rem arks)		1st		2nd		3rd		4th	
성 명(Name)			전 화(tel.) ( ) -										
주 소(Address)													
직 업(Occupati on)			학생과의 관 계(Relationsh ip with the student)	비 고(Rem arks)		1st		2nd		3rd		4th	

## 졸업대장(Graduation register)

증서번호 (Certificate no.)	학위등록번호 (Registered degree no.)	학위종별 (Kind of degree)	학과(부) (Department (school))	부전공 (Minor)	수여년월일 (Date conferred)	성명 (Name)	주민등록번호 (Resident registration no.)	비고 (Remarks)





결 재 (App roval )	담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	처 장 (Dean)

**학적부 기재사항 정정원  
(Application for correction of record in the school register)**

- 소 속 (Belonging to): 학과(부)(Department(school)) 제 학년 (Grade) 학번(Student no.):
- 성 명(Name): (한글) (Korean) (한자)(Chinese characters) 성별(남,여)(Gender (male/female))
- 입학년월일(Date admitted): 년 월 일 (입학, 편입학, 재입학) (Admitted, transferred, readmitted)
- 정정사유(Reason for correction):

5. 정정을 요하는 사항(Contents to be corrected)

종류(Kind)	정오(Right/wrong)	정(Right)	오(Wrong)
본 적 (Legal domicile)			
성 명(Name)			
생 년 월 일 (Birth date)			
주 민 등 록 번 호 (Resident registration no.)			
기 타(Others)			

위와 같은 사유에 의하여 학적 기재사항을 정정코자 하오니 승인하여 주시기 바랍니다. I hereby apply for the correction of my record in the school register for the foregoing reason.

년 월 일(Month/Day/Year)

본인(Person himself/herself)

(인)(Seal)

**한동대학교 총장 귀하  
(To: The President of Handong Global University)**

첨부서류 : 호적등본(사유 생략치 않은 것) 1통  
Attached documents: copy of family register (do not omit the reasons)

학적부정리필(School register has been updated)

[Attached Form No. 34] (Amended on Jun. 02, 2014)





[Attached Form No. 36]

Via	Advisor professor	Chairman of school (Current)	Chairman of school to transfer to	Approval	Person in charge	Application has been computerized.

\* Approval from both the current chairman of school and the chairman of school to transfer to are required.

(For example: In order to change the major from the management major and mass communication major to computer engineering major and GE major, approval from the chairman of School of management and economics, School of communication arts and science, School of computer science and electrical engineering, and Global entrepreneurship and ICT shall be obtained.)

### Application for Major change

Current School		Current Major	1st major: 2nd major: 3rd major: 4th major:			
Student no.		Grade	Current grade: Current semester:	Name		
Application item	<input type="checkbox"/> Transfer of department (school) <input type="checkbox"/> Completion of associated major <input type="checkbox"/> Cancellation of associated major <input type="checkbox"/> Change of major <input type="checkbox"/> Completion of multiple major <input type="checkbox"/> Cancellation of multiple major					
School to transfer to		Major to change	1st major: 2nd major: 3rd major: 4th major:			
Reason for transferring						
History of major change	No.	School year - Semester	Details			
			Before change	After change		
	1	Ex) 2012-1st semester	School of management and Economics / Management major-International and Area Studies major	School of management and Economics/ Management major-Economics major		
	2	2012-2nd semester	School of management and Economics/ Management major-Economics major	School of Communication Arts and Science/Visual and Performing Arts major-Mass Communication major		

I hereby submit this application for major change for your approval.

Year    Month    Day

Person himself/herself: (Seal)

Telephone no.:

Cellular phone no.:

**To: The president of Handong Global University**

Attachment: Career Plan and Study Plan- 1 copy each.

[Attached Form No. 37]

# 재 입 학 원 서 (Application for readmission)

결 재  (Approval)	담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	부 처 장 (assistant dean)	부 총 장 (Vice president)	총 장 (President)

1. 소속(Belonging to): 학부(과)(Department (school))

2. 학번(Student no.):

3. 성명(Name):

4. 학적사항(School register)

(1) 병역사항(Military service)

년 월 일 입대(Enlisted) on (Month/Day/Year)

년 월 일 제대(Discharged) on (Month/Day/Year)

(2) 제적처리된 사유 및 일자(Reason for expulsion and date)

(가) 제적일자(Date of expulsion):

(나) 제적사유(Reason for expulsion):

\* 첨부자료(Attachments): 성적증명서 1부(Certificate of academic performance: 1 copy)

위와 같이 재입학원을 제출하오니 허가하여 주시기 바랍니다.  
I hereby submit this application for readmission for your approval.

년 월 일 (Month/Day/Year)

본 인(Person himself/herself): (인)(Seal)

전 화(Phone):

휴 대 폰(Mobile phone):

보호자 성명(Name of guardian): (인)(Seal)

(학생과의 관계(Relationship with the student: )

보호자 주소 (Address of guardian):

한 동 대 학 교 총 장 귀하

(To: The President of Handong Global University

F001 (Via)	예비군대대 (전역자만) (Reserved army battalion (only for those students who completed military services)	학술 정보관 (University library)	학생 생활관 (Student residence hall)	팀 교수 (일반휴학만) Team professor (only for the case of general temporary absence from school)	소속 학부 장 (일반휴학만) Head of school (only for the case of general temporary absence from school)	전산처리필 (Application has been computerized)

## (일반 ■ 군입대) 휴 학 원 서

### Application for Temporary Absence of Leave

**★ 필독사항(Important)**

**◆ 일반휴학(General temporary absence)**

\*일반휴학은 1회 신청에 최대 3년까지 가능하며, 휴학의 횟수는 제한 없음 (Students may apply for temporary absence once for up to 3 years; there is no limit to the number of temporary absences that can be applied for.)

\*일반휴학 신청은 학기 단위로 신청 가능함. (General temporary absence may be applied for in blocks of semester.)

\*일반휴학 시, "본인,보호자확인->예비군대대,학술정보관,학생생활관 ->팀교수->학부장" 순으로 경유(Send application as follows: "Student/Guardian --> Reserved army battalion, university library, residence hall --> Team professor --> Head of school.")

**◆ 군입대휴학 (Temporary absence for enlistment purposes)**

\*군입대휴학의 경우 재학 중 1회에 한해서 가능하며 신청일로부터 3년까지 가능함.

(The application for temporary absence for enlistment purposes may be submitted only once during the semester and within 3 years of the date of application.)

\*입영통지서를 따로 제출할 필요는 없으나 복학 시에는 전역증 사본 또는 병역사항이 기재된 주민등록초본을 제출해야 함.

(The enlistment order does not need to be submitted separately; note, however, that students wishing to return to school shall submit a copy of the certificate of discharge or resident registration card carrying entries related to military service.)

\*군 입영 후 귀향자는 즉시 복학 또는 일반휴학을 신청하여야 함(귀향관련 서류 첨부 필수)

(Students who returned home after entering the barracks shall immediately return to school or submit an application for general temporary absence.) (Attach documents related to return to home.)

**◆ 공통사항 (Common matters)**

\*복학학기에 복학 또는 휴학연장을 하지 않을 시 제적됨 (A student who does not return to school during the applicable period or does not apply for an extension of temporary leave of absence shall be expelled.)

\*휴학기간 중에 복학을 하고자 할 때에는 휴학기간이 남아있더라도 매 학기 있는 복학기간 중에 복학 신청하면 복학이 가능함.

(Students wishing to return to school during the period of temporary absence may do so by applying for return to school during the applicable period of each semester even if the period of temporary absence has not lapsed.)

학 번 (Student No.)			이 름(Name)	
휴학기간 (Period of temporary absence from school)	신청일로부터 ~ 학년도 학기까지 (휴학종료학기) (From the date of application to the __semester of __(year) (Semester when temporary absence from school ends)		복학학기 (휴학종료 다음학기) (Returning semester) (Semester following that when temporary absence from school ends)	학년도 학기 (Semester/ __(year))
일반휴학사유 (Reasons for general temporary absence from school)	<input type="checkbox"/> 가계곤란 (Difficult household situation) <input type="checkbox"/> 질병(Disease) <input type="checkbox"/> 자격증공부 (Qualification studies) <input type="checkbox"/> 어학연수 (Language study abroad) <input type="checkbox"/> 타전공공부 (Learn other majors) <input type="checkbox"/> 군입대준비 (Preparation for enlistment) <input type="checkbox"/> 편입준비(Preparation for transfer) <input type="checkbox"/> 재수준비 (Preparation for repeating courses) <input type="checkbox"/> 기타 (Others) ( )			

위와 같이 ( 일반 ■ 군입대 ) 휴학을 신청합니다.  
(I hereby submit this application for general temporary leave of absence/ for enlistment purposes.)

20    년    월    일 (Month/Day/Year)

본 인 (Student):    (서명 또는 인) (Signature or seal)

전 화 (Tel.):    휴대폰 (Cell phone):

보호자 (Guardian): (서명 또는 인) (Signature or seal)  
(학생과의 관계(Relation with the student)):

전 화 (Tel.):    휴대폰 (Cell phone):

## 경위서 (신설) Background Report (Newly established)

소 속 Belong to	학과(부) 학년 학번: Department(school): Grade: Student no.:		
성 명 Name	(한자 : ) (Chinese character)	주민등록번호 Resident registration no.	
보호자 성명 Name of guardian		보호자와의 관계 Relation with the guardian	
주 소 Address		전 화 Tel	
사건내용 Details of accident			

위와 다름 없음을 확인합니다.

I hereby confirm that the foregoing written content is true and correct.

년 월  
Month/Day/Year

작성자:  
Preparer:

①  
(Seal)

**한동대학교 총장 귀하**

**To: The President of Handong Global University**







[Attached Form No. 39]

구 유 (Via)	도 서 관 (Library)	생 활 관 (Residence hall)	담임지도교수 (Advisor professor)	학과(부)장 (Head(chairman) of department(school))	결 재 (Approval)	담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	처 장 (Dean)

**일반·군입대 복 학 원 서**  
(Application for return to school following temporary leave due to enlistment or general absence)

- 소 속(Belonging to): 학과(부)(Department(school))
- 학년 및 학번(Grade and student no.): 학년
- 성 명(Name):
- 주민등록번호(Resident registration no.)
- 일반휴학기간(Period of general leave of absence from school): from 년 월 일(Month/Day/Year) - to 학년도(Year) 학기까지(Semester)( 학기간(for semester(s)))
- 군복무 기간(Period of military service): from 년 월 일(Month/Day/Year) - to 년 월 일까지(Month/Day/Year).
- 휴학사유(Reason for leave of absence from school):
- 최종등록학기(Last registered semester): 학년도 (Year) 학기(Semester)  
첨부(Attachment) : 군제대복학자는 병역사항이 기록된 주민등록초본 1부  
(Abstract of resident registration for students returning to school after being discharged from the army)

위와 같이 복학코자 하오니 허가하여 주시기 바랍니다.  
(I hereby submit this application for return to school for your approval)

본 인(Person himself/herself): (인)(Seal)  
보호자 주소 (Address of guardian):  
전화(Tel.):  
성 명(Name): (인)(Seal)  
(학생과의 관계 (Relationship with the student):

<b>한동대학교 총장 귀하</b> (To: The President of Handong Global University)					등록부 정리필 (Register has been updated)	학적부 정리필 (School register has been updated)	전 산 처리필 (Application has been computerized)	확인자 (Checker)
유 의 사 항 (Note)	0. 예비군 업무담당자 경우는 군제대 목학일 일반복학중 예비역에 한함.(Persons in charge of reserved army works shall be limited to students returning to school following a leave of absence due to enlistment and students returning to school following a general leave of absence and who have completed military services. 0. 군제대 복학은 제대일로부터 1년이내에 복학하여야 함.(Students shall return to school within 1 year of being discharged from the army.)							

[Attached Form No. 40]

한 동 대 학 교  
(Handong Global University)

제 적 처 분 통 지 서  
(Notice of disposition of leave of absence)

과(부)(Department(school)) 제 학년(Grade)

학번(Student no.):

성명(Name):

위 학생은 학년도 제 학기에 다음과 같은 사유로 제적처분을 받았기에 이에 통지합니다.

Please be informed that the student whose name appears above has been expelled from school as of the \_\_\_semester of school year\_\_\_\_\_ for the following reasons:

\* 사 유(Reason):

년 월 일  
(Month/Day/Year)

한 동 대 학 교 총 장  
(President of Handong Global University)

○○○귀하(To: ○○○ )

[Attached Form No. 41]

경 유 (Via)	학술정보관 (University library)	학생생활관 (Student residence hall)	담당지도교수 또는 학부(과)장 (Advisor professor charge or head of department(school))	예비군대대 (전역자만) (Reserved army battalion)(only for those students who completed military services)	전산처리필 (Computerized)

## 퇴 학 원 서 (Application for withdrawal from school)

학 부 (School)		학 년 (Grade)		학 번 (Student no.)	
성 명 (Name)					
퇴 학 사 유 (구체적으로 기술) (Reason for withdrawal(describe concretely))					

위와 같은 사유로 퇴학코자 보호자 연서로 퇴학원서를 제출하오니 허가하여 주시기 바랍니다.

I hereby submit this application for withdrawal from school, which is co-signed by my guardian, for your approval.

년      월      일 (Month/Day/Year)

본      인(Person himself/herself):      (인)(Seal)

전      화(Tel.):      휴대폰(Mobile phone):

보호자 성명(Name of guardian):      (인)(Seal)

(학생과의 관계(relationship with the student):      )

보호자 주소(Address of guardian):

### 한 동 대 학 교 총 장 귀 하

### (To: The President of Handong Global University)

결 재 (Appr oval)	담 당 (Person in charge)	계 장 (Assistant manager)	과 장 (Manager)	처 장 (Dean)	부총장 (Vice president)	총 장 (President)

[Attached Form No. 42]

# 사회봉사 활동 기록부(Record of social service activity)

제 회 (Times)	월 일 시부터 시까지 (From to, date and time)	대상지(Subject place):
활동내용 (Details of activity):		
사회봉사부(Social service department): (인)(Seal)	담임교수(Advisor professor): (인)(Seal)	자기평가(Self-evaluation): 상, 중, 하(high, medium, low)
제 회 ( times)	월 일 시부터 시까지 (Hour: from - - : - - ~ to - - : - -)	대상지(Subject place):
활동내용(Details of activity):		
사회봉사부(Social service department): (인)(Seal)	담임교수(Advisor professor): (인)(Seal)	자기평가(Self-evaluation): 상, 중, 하(high, medium, low)
제 회 ( times)	월 일 시부터 시까지 (Hour: from - - : - - ~ to - - : - -)	대상지(Subject place):
활동내용(Details of activity):		
사회봉사부(Social service department): (인)(Seal)	담임교수(Advisor professor): (인)(Seal)	자기평가(Self-evaluation): 상, 중, 하(high, medium, low)
제 회 ( times)	월 일 시부터 시까지 (Hour: from - - : - - ~ to - - : - -)	대상지(Subject place):
활동내용(Details of activity):		
사회봉사부(Social service department): (인)(Seal)	담임교수(Advisor professor): (인)(Seal)	자기평가(Self-evaluation): 상, 중, 하(high, medium, low)

[Attached Form No. 43]

**사회봉사(Social service)**

- 중간  
(Mid-term)  
 기말(Final)

**평가(Evaluation)**

학 번 (Student no.)	이 름 (Name)	봉사기관명 (Name of institute for the service)	실시회수(날짜)/시간(Number of times performed(date)/time)												평 가 (Evaluation)		
			월(Month)			월(Month)			월(Month)			월(Month)					

담임교수(Advisor professor):

(인)(Seal)

20 년(Year) 학기(Semester)





## 근로의무(Work duty) 활동기록부(Activity record)


근로내용 (Work details)	
------------------------	--

준비물 (Items to be prepared)	
-------------------------------	--

활동분석 및 평가(Analysis and evaluation of activity)	
---	--

소감 및 건의사항 (Impression and proposal)	
--	--

[Attached Form No. 46]

## 근로의무(Work Duty) 수행평가표(Performance evaluation table)

평가자 (담당 지도 교수)(Evaluator(advisor professor))	(인)(Seal)
--	-----------

소속 (Belonging to)	학과(부) (Department(school))	학번 (Student no.)	성명 (Name)
근로장소 (Place of work)		근로기간 (Period of work)	

주 (Week)	월 / 일 (Month/day)	월 / 일 (Month/day)	근로내용 (work details)	참여여부 (Participated/did not participate)	평가(상·중·하) Evaluation (high-medium-low)	비고 (Remarks)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
최종평가 (Final evaluation)						
의견 (Opinion)						

- ※ 1. 참여여부는 참여 또는 불참으로 표시한다.(Indicate "participated" or "did not participate")  
 2. 최종평가는 매학기별로 P 또는 F로 평가한다.(The final evaluation shall be made each semester, with P or F as the possible grade.)



**[Attached Form No. 48] <Deleted on Nov. 21, 2016>**

**[Attached Form No. 49] <Deleted on Nov. 21, 2016>**

**[Attached Form No. 50] <Deleted on Nov. 21, 2016>**

**[Attached Form No. 51] <Deleted on Nov. 21, 2016>**

**[Attached Form No. 52] <Deleted on Jun. 26, 2009>**

**[Attached Form No. 53] <Deleted on Jun. 26, 2009>**

**[Attached Form No. 54] <Deleted on Jun. 26, 2009>**

[Attached Form No. 55]

## 졸업시험성적사정조서(Protocol for graduation examination evaluation)

년(Year)

학기(Semester)

학과(부)(Department(school))

학번(Student no.)	성명(Name)	성적(Score)	과목(Subject)	시험 성적(Test score)										판정 (합, 불합) (Judgment ( p a s s e d , failed))	확인 (Confirmation) 학과(부)장 (Head(chairman) of department(sc hool))	

(front)

(back)

**Student ID Card**



8.5 cm

Belonging to: Department(school))

Student no.:

Name:

Resident registration no.:

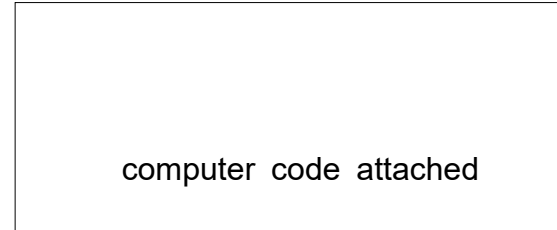
I hereby certify that the person whose name appears above is a student of Handong Global University

Month/Day/Year

**President of Handong Global University**



5.5cm



**Note**

- 1.This ID card shall be carried at all times and presented at the request of the Staff.
- 2.This ID card may not be lent to others.
- 3.This certificate is invalid without the confirmation of registration for each semester.

	Grade	1	2	3	4
Confirmation of registration	1st semester				
	2nd semester				

[Attached Form No. 57]

**학 생 증 발 급 대 장**  
**(Log of admission certificate issuance)**

순 번 (No.)	발급일자 (Date issued)	학과(부) (Department(school) )	학 년 (Grade)	성 명 (Name)	주민등록번호 (Resident registration no.)	발 급 (Issued)	재 발 급 (Reissued)		계 인 (Seal)
							1회 1st	2회 2nd	



[Attached Form No. 58] (Deleted)

<b>증명서 발급 신청서</b> <b>(Application for issuance of certificate)</b>					
학부(School)	학 번 (Student no.)		성 명 (Name)	(한글) (Korean)	
				(한자) (Chinese characters)	
주민등록번호 (Resident registration no.)				(영문) (English)	
년(Year) 입학(Entered), 재적(Inclusion in the register),			년(Year) 졸업(Graduated), 수료(Completed)		
증명서 종류 (Kind of certificate)	부 수 (Number of copies)	수 수 료 (Fee)	비 고 (Remarks)		
계(Total)					
주 의 사 항 (Note)	1. 위 사항을 기록하여 교무팀에 수수료와 동시에 제출한다. (Submit the duly accomplished form to the Academic Affairs Team together with the fee.) 2. 수수료는 1부당 국문 500원, 영문 700원 (졸업생: 국문 800원, 영문 1,000원) (Fees: KRW 500 for Korean and KRW 700 for English per copy (graduates: KRW 800 for Korean copy, KRW 1,000 for English copy)) 3. 신청후 1시간(영문은 3시간)후에 증명서를 교부받는다. ((Certificates will be issued within 1 hour of application (3 hours for English).) 4. 증명서 종류: 재학, 성적, 수료, 재적, 졸업예정, 졸업, 학위수여예정증명서, 학적부사본 (Kinds of certificates: attendance to school, performance record, completion, inclusion in the register, expected year of graduation, graduation, certificate of degree to be conferred, copy of the school register) 5. 성명의 영문표기는 영문증명서의 경우에 기재한다. (Names in English are written in the case of certificates in English.)				
년      월      일 (Month/Day/Year)					
영 수 인 (Seal of receipt)					
	신청자(Applicant)		(인)(Seal)		

[Attached Form No. 60] GPA Conversion Table (to Percentage Scores)

Letter Grade	GPA	Percentage	Letter Grade	GPA	Percentage
A+	4.50	100.00	C+	2.50	79
	4.40	98.75		2.40	78
	4.30	97.5		2.30	77
	4.20	96.25		2.20	76
	4.10	95		2.10	75
A0	4.00	94	C0	2.00	74
	3.90	93		1.90	73
	3.80	92		1.80	72
	3.70	91		1.70	71
	3.60	90		1.60	70
B+	3.50	89	D+	1.50	69
	3.40	88		1.40	68
	3.30	87		1.30	67
	3.20	86		1.20	66
	3.10	85		1.10	65
B0	3.00	84	D0	1.00	64
	2.90	83		0.90	63
	2.80	82		0.80	62
	2.70	81		0.70	61
	2.60	80		0.60	60
			F	0.59이하	0

< How to Convert >

\* Less than a 4.09 GPA = Percentage of each GPA + (GPA to 2 decimal places × 10)

\* More than a 4.10 GPA = Percentage of each GPA + (GPA to 2 decimal places × 12.5)

- round off the numbers to 3 decimal places

Ex) Converted score of a student with 3.45 GPA:  $88 + (0.05 \times 10) = 88.5$

Converted score of a student with 4.17 GPA:  $95 + (0.07 \times 12.5) = 95.88$  (95.875)