

# 5. Approval Delegation Regulation

Team in charge: Strategic Planning & Budget Team 1041-3

Established on Jun. 1, 1995 Regulation No.1  
Amended on Dec. 1, 1995 Regulation No.5  
Amended on Mar. 16, 2004 Regulation No.57  
Amended on Oct. 21, 2004 Regulation No.61  
Amended on Dec. 8, 2004 Regulation No.62  
Amended on Apr. 10, 2008 Regulation No.110  
Amended on May. 21, 2008 Regulation No.111  
Amended on Aug. 20, 2010 Regulation No.133  
Amended on Aug. 28, 2012 Regulation No.165  
Amended on Dec. 27, 2012 Regulation No.171  
Amended on Jan. 23, 2013. Regulation No.173  
Amended on Apr. 10, 2013. Regulation No.176  
Amended on Jun. 30, 2014. Regulation No. 192  
Amended on Aug. 1, 2014. Regulation No. 193  
Amended on Apr. 1, 2015. Regulation No. 208  
Amended on Jun. 1, 2016. Regulation No. 227  
Amended on Nov. 21, 2016. Regulation No. 233  
Amended on Aug. 1, 2017. Regulation No. 242  
Amended on May. 18, 2018. Regulation No. 248  
Amended on Jan. 10, 2019. Regulation No. 256  
Amended on Mar. 26, 2019. Regulation No. 257  
Amended on May. 15, 2019. Regulation No. 260  
Amended on Jul. 9, 2019. Regulation No. 261  
Amended on Sep. 19, 2019. Regulation No. 265  
Amended on Jan. 3, 2020. Regulation No. 269  
Amended on Apr. 28, 2020. Regulation No. 274  
Amended on Jun. 22, 2020. Regulation No. 276  
Amended on Oct. 20, 2020. Regulation No. 282

## ! ADDENDUM ! Attached Table !

### Article 1 (Purpose)

This regulation seeks to prescribe matters concerning Handong Global University (hereinafter referred to as “university”) whose approval is delegated and to establish an approval delegating procedure so that the responsible administrative systems can be constructed, administrative efficiency is promoted, and appropriate speed is ensured in handling matters.

### Article 2 (Internal Delegation of Approval Rights)

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

### **Article 3 (Responsibility)**

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

### **Article 4 (Important Matters)**

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

### **Article 5 (Minor Matters)**

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

### **Article 6 (Cooperation)**

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

### **Article 7 (Vacancy or Absence of Exclusive Approver)**

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

### **Article 8 (Reports)**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

This amended regulation shall enter into force as of February 1, 2013.(Amended on Jan. 23, 2013. Regulation No.173)

**ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

### **ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

**ADDENDUM**

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

[ Attached Table ]

## Approval Table

Common matters

| Business Unit                                | Detailed Business   | Exclusive Approver |                |             | Vice President | President |
|--|---|--------------------|----------------|-------------|----------------|-----------|
|  |   | Team Manager       | Associate Dean | Dean        |                |           |
| Operation plans and implementation of duties | <ul style="list-style-type: none"> <li>· Basic plan</li> <li>· Detailed enforcement plan</li> <li>· Implementation of major duties</li> <li>· Routine performance of business</li> <li>· Manage execution plans as well as the performance of business.</li> </ul>  | ○<br>○             | ○              |             | ○              | ○         |
| Report                                       | <ul style="list-style-type: none"> <li>· Report on major matters</li> <li>· Routine reports</li> <li>· Regular performance reports</li> <li>· Report results to the Committee.</li> <li>· Report on the results of external meetings                             <ul style="list-style-type: none"> <li>- Participation by deans and higher</li> <li>- Participation by associate deans, directors of affiliated institutions, and directors of research institutes or higher</li> <li>- Participation by Team managers or lower</li> </ul> </li> </ul>   | ○                  |                | ○<br>○<br>○ | ○<br>○         | ○         |
| Materials and publications                   | <ul style="list-style-type: none"> <li>· Submission and distribution of major materials</li> <li>· Submission and distribution of ordinary or minor materials</li> <li>· Basic plan for issuing publications</li> <li>· Establish editing plans and perform editing.</li> <li>· Manage materials and publications.</li> </ul>   | ○<br>○             |                | ○<br>○      | ○              |           |
| Cooperation with other departments           | <ul style="list-style-type: none"> <li>· Political matters</li> <li>· General administrative matters</li> </ul>   | ○                  |                | ○           |                |           |
| Services by the relevant staff               | <ul style="list-style-type: none"> <li>· staff's duty allocation in Team</li> <li>· Service Management in Team</li> </ul>   | ○<br>○             |                |             |                |           |
| Domestic official trip, leave                | <ul style="list-style-type: none"> <li>· Deans or higher</li> <li>· Team Manager (Amended on Jan. 20 2015)</li> <li>· Associate deans, directors of affiliated institutions, and directors of research institutes</li> <li>· faculty members</li> <li>· Staff members</li> <li>· Contractual staff(Temporary Position)</li> </ul>   | ○                  |                | ○<br>○      | ○<br>○         | ○         |
| Transfer of business                         | <ul style="list-style-type: none"> <li>· Dean</li> <li>· Associate dean</li> <li>· Team Managers</li> <li>· Staff members</li> </ul>  | ○                  |                | ○           | ○<br>○         |           |
| Regulation                                   | <ul style="list-style-type: none"> <li>· Request (draft) for the establishment, amendment, or rescission of regulations</li> </ul>  |                    |                | ○           |                |           |
| Request for approval of budget execution     | <ul style="list-style-type: none"> <li>· General expenses and assets (excluding design, supervision, construction, or payment for a completed portion)                             <ul style="list-style-type: none"> <li>- KRW 1,000,000 or less</li> <li>- KRW 2,000,000 or less</li> <li>- KRW 5,000,000 or less</li> <li>- Exceeding KRW 5,000,000</li> </ul> </li> <li>· Conference expenses and operating expenses                             <ul style="list-style-type: none"> <li>- KRW 200,000 or less</li> <li>- KRW 500,000 or less</li> <li>- KRW 1,000,000 or less</li> <li>- Exceeding KRW 1,000,000</li> </ul> </li> </ul> | ○<br>○             | ○<br>○         | ○<br>○      | ○<br>○         |           |

| Business Unit   | Detailed Business  | Exclusive Approver |                |      | Vice President | President |
|---|--|--------------------|----------------|------|----------------|-----------|
|   |  | Team Manager       | Associate Dean | Dean |                |           |
| Statement (excluding accounting department, research expenses, and scholarship payment) | <ul style="list-style-type: none"> <li>· Statement of receipts</li> <li>· Statement of expenditures <ul style="list-style-type: none"> <li>- KRW 2,000,000 or less</li> <li>- KRW 10,000,000 or less</li> <li>- Exceeding KRW 10,000,000</li> </ul> </li> </ul>  | ○                  |                |      |                |           |
| Miscellaneous   | <ul style="list-style-type: none"> <li>· Management of regulations</li> <li>· Document classification and control</li> <li>· Safekeeping documents in custody</li> <li>· Management of committee minutes</li> <li>· Management of journals</li> <li>· Keep the official seals of the relevant staff and manage the register.</li> <li>· Management of fixture and request for expendables</li> <li>· Department computerization plans</li> </ul> | ○                  |                |      |                |           |

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

## 1. Chaplain's office

| Business Unit             | Detailed Business  | Exclusive Approver | Vice President | President | Remarks |
|---------------------------|--|--------------------|----------------|-----------|---------|
|                           |  | Director           |                |           |         |
| Faith and missionary work | <ul style="list-style-type: none"> <li>· Establish basic plans regarding faith and missionary work.</li> <li>· Students' chapel</li> <li>· Missionary work</li> <li>· Conference for promoting moral living</li> </ul> | ○                  |                | ○         |         |
| University church         | <ul style="list-style-type: none"> <li>· Basic operation plans</li> <li>· Operation and management</li> </ul>  | ○                  |                | ○         |         |

## 2. Office of Policy and Planning

### ■ Strategic Planning Team

| Business Unit           | Detailed Business   | Exclusive Approver |      | Vice President | President |
|-------------------------|---|--------------------|------|----------------|-----------|
|                         |   | Team Manager       | Dean |                |           |
| Planning and adjustment | <ul style="list-style-type: none"> <li>· Long- and short-term university advancement plans</li> <li>· Adjusting the long- and short-term advancement plans of each department</li> <li>· School facilities construction plans</li> <li>· Establishing major business plans</li> <li>· University self-evaluation</li> <li>· Collecting important statistical materials</li> </ul> | ○                  | ○    |                | ○         |
| Organization and quota  | <ul style="list-style-type: none"> <li>· Organize, reorganize, or abolish teams.</li> <li>· Adjustment of school staff and student quota</li> </ul>   |                    |      |                | ○         |
| Regulation              | <ul style="list-style-type: none"> <li>· Establishment, amendment, or rescission of regulations, rules, and guidelines.</li> <li>· Examination of regulations</li> <li>· Oversee the collection of regulations.</li> </ul>  | ○                  | ○    |                | ○         |
| Budgets                 | <ul style="list-style-type: none"> <li>· Basic plan for operating the university's finances.</li> <li>· Key project plans</li> <li>· Deciding the basic policy and guidelines for drawing up budgets</li> </ul>   |                    |      |                | ○         |

| Business Unit | Detailed Business  | Exclusive Approver |      | Vice President | President   |
|---------------|--|--------------------|------|----------------|-------------|
|               |  | Team Manager       | Dean |                |             |
|               | <ul style="list-style-type: none"> <li>· Collect materials for drawing up budgets.</li> <li>· Drawing up and finalizing budgets</li> <li>· Budget control</li> <li>· Budget diversion               <ul style="list-style-type: none"> <li>- Between items</li> <li>- Between sub-items</li> </ul> </li> <li>· Analyze and evaluate the budget execution.</li> </ul> | ○                  |      |                | ○           |
| Miscellaneous | <ul style="list-style-type: none"> <li>· Decide the students' tuition and other fees.</li> <li>· Decide the remuneration for school staff.</li> <li>· Decide the lecture fees and certificate fees.</li> <li>· (Deleted)</li> </ul>  |                    |      |                | ○<br>○<br>○ |

### ■ Budget Team

| Business Unit | Detailed Business   | Exclusive Approver |      | Vice President | President            |
|---------------|---|--------------------|------|----------------|----------------------|
|               |   | Team Manager       | Dean |                |                      |
| Budgets       | <ul style="list-style-type: none"> <li>· Basic plan for operating the university's finances.</li> <li>· Key project plans</li> <li>· Deciding the basic policy and guidelines for drawing up budgets</li> <li>· Collect materials for drawing up budgets.</li> <li>· Drawing up and finalizing budgets</li> <li>· Budget control</li> <li>· Budget diversion               <ul style="list-style-type: none"> <li>- Between items</li> <li>- Between sub-items</li> </ul> </li> <li>· Analyze and evaluate the budget execution.</li> </ul> | ○                  |      |                | ○<br>○<br>○<br><br>○ |
| Miscellaneous | <ul style="list-style-type: none"> <li>· Decide the students' tuition and other fees.</li> <li>· Decide the remuneration for school staff.</li> <li>· Decide the lecture fees and certificate fees.</li> <li>· (Deleted)</li> </ul>   |                    |      |                | ○<br>○<br>○          |



### 3. Office of Academic Affairs

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

| Business Unit                            | Detailed Business   | Exclusive Approver |      | Vice President | President |
|--|---|--------------------|------|----------------|-----------|
|  |   | Team Manager       | Dean |                |           |
| Operation of academic affairs            | <ul style="list-style-type: none"> <li>· Basic plan for academic affairs</li> <li>· Collect and arrange data for the basic education plan.</li> <li>· Business related to improving academic affairs</li> <li>· Partial adjustment of basic academic affairs plan</li> </ul>  | ○                  | ○    | ○              | ○         |
| University regulation                    | <ul style="list-style-type: none"> <li>· Amendment of university regulation</li> </ul>  |                    |      |                | ○         |
| Personnel management for faculty members | <ul style="list-style-type: none"> <li>· Appointment of faculty members</li> <li>· Decide the position class and pay step for faculty members.</li> <li>· Approve faculty members giving lectures at other schools.</li> <li>· &lt;Deleted&gt;</li> <li>· Faculty members' temporary retirement, reinstatement, and dispatch</li> <li>· Faculty members' appointment or dismissal</li> <li>· Matters related to faculty members' Personnel Committee</li> <li>· Faculty members' performance appraisal</li> <li>· Management of faculty members' number of compulsory lecture hours</li> <li>· Maintenance of faculty members' personnel records</li> <li>· Faculty members' overseas official trip</li> <li>· Faculty members' report on overseas arrival and departure</li> <li>· Awards and disciplinary actions</li> <li>· Personnel appointment of faculty members who are approved by the chairman of the board</li> <li>· Request for cooperation from other offices regarding the faculty members' personal appointment approved by the chairman of the board</li> <li>· Announcement of the personal appointment of faculty members who are approved by the chairman of the board</li> </ul> | ○                  |      | ○              | ○         |
| Personal background check                | <ul style="list-style-type: none"> <li>· Request for faculty members' personal background checks and receive replies.</li> <li>· &lt;Deleted&gt;</li> <li>· Request for information on faculty members' scholastic ability and past experience and collect replies.</li> </ul>  | ○                  |      |                |           |
| Faculty members' various certificates    | <ul style="list-style-type: none"> <li>· Issue various certificates to faculty members.</li> <li>· &lt;Deleted&gt;</li> </ul>   | ○                  |      |                |           |
| Courses                                  | <ul style="list-style-type: none"> <li>· Basic plan for operating courses</li> <li>· Draw up or revise school courses.</li> <li>· Prepare syllabi and lecture plans.</li> </ul>   |                    | ○    | ○              |           |
| Class management                         | <ul style="list-style-type: none"> <li>· Determine whether to open or close lectures</li> <li>· Control skipping of lectures, cancellation of lectures, and make-up lectures</li> <li>· Approve the change of lecture hours</li> <li>· Manage lecture schedules</li> <li>· Prepare class timetables</li> <li>· Allocate lecture rooms</li> <li>· Manage and evaluate class</li> <li>· Request lecture fees for additional lectures for faculty</li> </ul>   | ○                  | ○    |                |           |

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

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

■ Schools

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



## 5. Office of Student Affairs

### ■ Student Support Team

| Business Unit   | Detailed Business   | Exclusive Approver |                           |      | Vice President | President |
|---|---|--------------------|---------------------------|------|----------------|-----------|
|   |   | Team Manager       | Associate Dean (Director) | Dean |                |           |
| Coaching on student activities                          | <ul style="list-style-type: none"> <li>· Establish plan for coaching on student activities.</li> <li>· Guide to student events in and outside campus</li> <li>· Coaching on students' academic activities</li> </ul>  |                    |                           | ○    |                |           |
| Student government                                      | <ul style="list-style-type: none"> <li>· Establish the basic operation plan for the Student government.</li> </ul>  |                    |                           |      | ○              |           |
| Student government                                      | <ul style="list-style-type: none"> <li>· Decide and execute the Student government budgets.</li> <li>· Coaching on the operation of the Student government and approval of events (excluding general meeting and school-level events)</li> <li>· Register student organizations and clubs and approve gatherings.</li> </ul>  |                    |                           | ○    |                |           |
| Management of students' health                          | <ul style="list-style-type: none"> <li>· Basic plan and guidelines</li> <li>· Manage students' health.</li> </ul>   |                    |                           | ○    |                |           |
| Social work-related affairs                             | <ul style="list-style-type: none"> <li>· Establish basic social work plans.</li> <li>· Allocate and manage subject places.</li> <li>· Basic education and finals</li> <li>· Handle education-related reports on reasons and other business.</li> <li>· Manage individual activity.</li> <li>· Issue career and activity certificates.</li> <li>· Support events related to social services.</li> </ul>  | ○                  |                           | ○    |                |           |
| Business related to teams                               | <ul style="list-style-type: none"> <li>· Establish basic team allocation plans.</li> <li>· Team allocation business</li> <li>· Manage changes in teams.</li> <li>· Supporting business</li> </ul>   | ○                  |                           | ○    |                |           |
| Community leadership training                           | <ul style="list-style-type: none"> <li>· Establish the basic plan on community leadership training.</li> <li>· Support the community leadership training.</li> <li>· Manage the community leadership training tools and apparatuses.</li> </ul>   | ○                  |                           | ○    |                |           |
| Military services                                       | <ul style="list-style-type: none"> <li>· PR activities and counseling on students' military services</li> </ul>   | ○                  |                           |      |                |           |
| Business related to scholarships                        | <ul style="list-style-type: none"> <li>· Basic scholarship payment plans</li> <li>· Allot scholarships.</li> <li>· Recommend candidates for various scholarship.</li> <li>· Select in-and out-school scholarship beneficiaries (KRW 1,000,000 or more)</li> <li>· Award in-and out-school scholarships (Slips for scholarships, transfer slips)</li> <li>· Recommend tuition loans from banks.</li> <li>· Scholarship processing and statistics</li> <li>· Select and assign working students with scholarships.</li> </ul> | ○                  |                           | ○    |                | ○         |
| Management of notices, printed matter, and publications | <ul style="list-style-type: none"> <li>· Prior check and approve notices, printed matter, and publications.</li> <li>· Manage students' academic research papers.</li> <li>· Manage students' data records.</li> </ul>  | ○                  |                           |      |                |           |
| Student   | <ul style="list-style-type: none"> <li>· Basic plan</li> </ul>  |                    |                           |      |                | ○         |

| Business Unit                         | Detailed Business   | Exclusive Approver |                           |      | Vice President | President |
|---------------------------------------|---|--------------------|---------------------------|------|----------------|-----------|
|                                       |   | Team Manager       | Associate Dean (Director) | Dean |                |           |
| awards and punishment                 | · Select and recommend awardees.  |                    |                           | ○    |                |           |
| Management of students' social status | · Manage student cards.<br>· Issue students' ID cards.  | ○<br>○             |                           |      |                |           |
| Miscellaneous                         | · Manage graduation gowns.<br>· Coaching on the manufacture of graduate yearbooks and gifts<br>· Student guidance and Scholarship Committee affairs | ○<br>○             |                           | ○    |                |           |

**■ RC • Student Residential Hall Support Team**

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

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

### ■ Industry-Academic Research Support Team

| Business Unit  | Detailed Business   | Exclusive Approver |      | Vice President | President |
|--|---|--------------------|------|----------------|-----------|
|  |   | Team Manager       | Dean |                |           |
| Industry-academic cooperation  | <ul style="list-style-type: none"> <li>· Establish industry-academic cooperation plans and conclude agreements.</li> <li>· Regional community cooperation plan</li> <li>· University advancement fund creation plans</li> <li>· Receive donations and gifts.</li> <li>· Cultural program operation plans</li> <li>· Form sisterhood relations with domestic colleges and institution.</li> </ul>  |                    | ○    | ○              | ○         |
| Research plan  | <ul style="list-style-type: none"> <li>· General research plan</li> <li>· Distribution of own research expenses and operation plans</li> </ul>  |                    |      | ○              | ○         |
| Research contracts and execution of research expense budgets                         | <ul style="list-style-type: none"> <li>· Research service contracts                             <ul style="list-style-type: none"> <li>- KRW 70,000,000 or less</li> <li>- Exceeding KRW 70,000,000</li> <li>- KRW 200,000,000 or more</li> </ul> </li> <li>· Pay research expenses.                             <ul style="list-style-type: none"> <li>- KRW 5,000,000 or less</li> <li>- Exceeding KRW 5,000,000</li> </ul> </li> </ul> | ○                  | ○    |                | ○         |
| Management of research outcomes  | <ul style="list-style-type: none"> <li>· Publish the collection of thesis and abstracts.</li> <li>· Report on research result evaluation</li> <li>· Apply for and manage industrial property rights.</li> <li>· Royalty contract management</li> <li>· Follow-up management on research results</li> </ul>  | ○                  | ○    | ○              |           |
| Research cooperation   | <ul style="list-style-type: none"> <li>· Conclude research agreement with external institutions.</li> <li>· Invitation of foreign experts</li> <li>· Support participation in overseas seminars.</li> </ul>   |                    |      | ○              | ○         |
| Research cooperation   | <ul style="list-style-type: none"> <li>· Hold research policy seminars.</li> <li>· Management of research results and payment of research incentives</li> <li>· Collection of equipment usage fees</li> </ul>   | ○                  | ○    |                |           |
| Supporting and managing Affiliated Research Institutes and Techno-Business Incubator | <ul style="list-style-type: none"> <li>· Basic plan for the establishment of Affiliated Research Institutes</li> <li>· Evaluation of Affiliated Research Institutes</li> <li>· Management of operating budgets</li> <li>· Appointment of full-time researchers</li> </ul>   |                    | ○    | ○              | ○         |

## 7. Office of General Affairs

### ■ General Affairs and Human Resource Team

| Business Unit  | Detailed Business   | Exclusive Approver |             | Vice President | President                  |
|--|---|--------------------|-------------|----------------|----------------------------|
|  |   | Team Manager       | Dean        |                |                            |
| Personnel action on staff                                | <ul style="list-style-type: none"> <li>· New appointment of staff</li> <li>· Hire and manage personnel with temporary positions.</li> <li>· Staff's promotion, transfers, change of occupation, and multiple appointment</li> <li>· Staff pay raise                             <ul style="list-style-type: none"> <li>- Special pay raise</li> <li>- Regular pay raise</li> </ul> </li> <li>· Evaluate staff performance.</li> <li>· Staff's leave of absence, reinstatement, and dispatch</li> <li>· Staff awards and disciplinary actions</li> <li>· Prepare and manage staff's personnel records.</li> <li>· Inquiry on staff identity, academic background, and career</li> <li>· Staff's removal from office</li> </ul> | ○<br>○             | ○<br><br>○  |                | ○<br>○<br>○<br>○<br>○<br>○ |
| Staff service  | <ul style="list-style-type: none"> <li>· Establish annual staff training programs.</li> <li>· Decide the work hours.</li> <li>· Service management</li> <li>· Staff mobilization, education and domestic training</li> <li>· Staff's overseas trip and overseas training</li> <li>· On duty orders and formation of emergency contact network</li> <li>· Issue certificates to staff.</li> </ul>  | ○<br>○             | ○<br>○      | ○<br><br>○     | ○                          |
| Document control   | <ul style="list-style-type: none"> <li>· Receive, dispatch, classify, preserve, and control documents.</li> </ul>   | ○                  |             |                |                            |
| Communication  | <ul style="list-style-type: none"> <li>· Manage communication facilities.</li> <li>· Install and manage telephones and assign phone numbers.</li> <li>· Manage communication charges.</li> </ul>  | ○<br>○             | ○           |                |                            |
| Use of school facilities                                 | <ul style="list-style-type: none"> <li>· Establish school facilities use plans.</li> <li>· Receive and approve requests for approval of the use of school facilities.</li> <li>· Approval of the use of school facilities                             <ul style="list-style-type: none"> <li>- Minor matters</li> <li>- Important matters</li> </ul> </li> </ul>  | ○<br><br>○         | ○<br><br>○  |                |                            |
| Labor Union  | <ul style="list-style-type: none"> <li>· Establish and operate the Labor-Management council.</li> <li>· Collective bargaining</li> <li>· Conclude salary and collective agreements.</li> </ul>  |                    | ○           |                | ○<br>○                     |
| Contingency plan   | <ul style="list-style-type: none"> <li>· Security and confidentiality related to contingency (Chungmu) plan</li> </ul>  |                    |             |                | ○                          |
| Events   | <ul style="list-style-type: none"> <li>· Important event plans</li> <li>· Organize and hold major events.</li> <li>· General event plans</li> <li>· Organize and hold general events.</li> </ul>  | ○                  | ○<br>○      | ○              |                            |
| Welfare  | <ul style="list-style-type: none"> <li>· Korea Teachers' Pension, National pension, Medical insurance, Employment insurance, and Industrial accident compensation insurance</li> <li>· Korean Teachers' Credit Union</li> <li>· Pay congratulatory or condolatory allowance to school staff.</li> </ul>   | ○<br><br>○         |             |                |                            |
| Transportation measures and vehicle operation management | <ul style="list-style-type: none"> <li>· Transportation measures and vehicle operation plans</li> <li>· Vehicle maintenance and management</li> </ul>   | ○                  | ○           |                |                            |
| Asset management   | <ul style="list-style-type: none"> <li>· Product supply plan and report on results</li> <li>· Decide and dispose of unusable items.</li> <li>· Determine the loss and take actions.</li> <li>· Manage products and conduct inventory surveys.</li> </ul>  | ○                  | ○<br>○<br>○ |                |                            |



| Business Unit  | Detailed Business   | Exclusive Approver   |  | Vice President | President |
|--|---|--|--|----------------|-----------|
|  |   | Team Manager   | Dean   |                |           |
| Purchase of materials and construction / service contracts | <ul style="list-style-type: none"> <li>· Decide the estimated price and conclude contracts.</li> <li>-KRW 5,000,000 or less</li> <li>-Exceeding KRW 5,000,000</li> <li>· Draw up contracts.</li> <li>· Fixed asset lease agreement</li> <li>-KRW 5,000,000 or less</li> <li>-Exceeding KRW 5,000,000</li> </ul> | <input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/>                  | <input type="radio"/><br><br><input type="radio"/> |                |           |
| Equipment and materials maintenance                        | <ul style="list-style-type: none"> <li>· Equipment and materials maintenance</li> <li>· Customs clearance</li> <li>· Recommend and apply for custom duty reduction or waiving.</li> <li>· Report on the introduction of foreign loans</li> <li>· Business related to the customs office</li> </ul>              | <input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/> | <input type="radio"/>                              |                |           |

## ■ Accounting Team

| Business Unit   | Detailed Business   | Exclusive Approver  |  | Vice President        | President  |
|---|---|---|--|-----------------------|--|
|   |   | Team Manager  | Dean   |                       |  |
| Accounting system and accounts settlement             | <ul style="list-style-type: none"> <li>· Establish and improve FY.</li> <li>· Accounts settlement</li> <li>-Accounts settlement guidelines</li> <li>-Year-end accounts settlement report</li> <li>-Report on quarterly accounts settlement</li> <li>-Accounting audit (interim and accounts closing)</li> </ul>   |   | <input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/>  | <input type="radio"/> | <input type="radio"/><br><br><input type="radio"/> |
| Accounting slips                                      | <ul style="list-style-type: none"> <li>· Statement of receipts</li> <li>· Statement of expenditure</li> <li>· Statement of transfers</li> <li>· (Deleted)</li> </ul>  | <input type="radio"/><br><input type="radio"/><br><input type="radio"/> | <input type="radio"/>  |                       |  |
| Management of funds                                   | <ul style="list-style-type: none"> <li>· (Deleted)</li> <li>· (Deleted)</li> <li>· (Deleted)</li> <li>· (Deleted)</li> <li>· (Deleted)</li> <li>· Daily funding report and disburse</li> <li>· Calculate and pay remuneration.</li> <li>· Deposit transactions</li> <li>-Open or close bank accounts.</li> <li>-Issue checks and bills.</li> <li>-Open or close fixed-term deposits.</li> <li>· Handle and keep cash (cash, bankbooks, and securities).</li> <li>· Report on the collection of registration fees</li> </ul> | <input type="radio"/>   | <input type="radio"/><br><input type="radio"/><br><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/> | <input type="radio"/> | <input type="radio"/><br><br><input type="radio"/> |
| Tax matters   | <ul style="list-style-type: none"> <li>· File VAT returns.</li> <li>· Report on contributed assets</li> <li>· Collect income tax and file returns.</li> <li>· Year-end tax adjustment and filing of returns</li> <li>· Report on materials related to tax matters</li> </ul>  | <input type="radio"/><br><br><input type="radio"/>                      | <input type="radio"/><br><br><input type="radio"/><br><br><input type="radio"/>  |                       |  |
| Remuneration and welfare expenses                     | <ul style="list-style-type: none"> <li>· Calculate and pay remuneration.</li> <li>· Handling of deductions</li> </ul>   | <input type="radio"/>   | <input type="radio"/>  |                       |  |
| Management of books and various evidentiary documents | <ul style="list-style-type: none"> <li>· Management of accounting books</li> <li>· Issue statement and receipts.</li> <li>· Maintain accounting journals and slips and various evidentiary documents.</li> </ul>  | <input type="radio"/><br><input type="radio"/><br><input type="radio"/> |  |                       |  |

## ■ Facility Service Team

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

## 8. Office of International Affairs

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

| Business Unit   | Detailed Business  | Exclusive Approver |          |      | Vice President | President |
|---|--|--------------------|----------|------|----------------|-----------|
|   |  | Team Manager       | Director | Dean |                |           |
| International exchange policy and operation                 | <ul style="list-style-type: none"> <li>· Establish and execute the international exchange and cooperation plan.</li> <li>· Conclude exchange agreements with foreign colleges and institutions.</li> <li>· Join international councils between colleges and maintain membership.</li> <li>· Operate short-term overseas training programs.</li> <li>· Operate cultural programs with other overseas areas.</li> <li>· Induce international events.</li> <li>· Collect materials related to international exchanges and globalization policy.</li> <li>· Manage and provide statistical data related to international cooperation and exchanges.</li> <li>· Establish overseas Handong Global University branches and affiliated institutions.</li> </ul>   | ○                  | ○        | ○    | ○              | ○         |
| Exchange students/visiting students and exchange professors | <ul style="list-style-type: none"> <li>· Establish and implement overseas student exchange plans.</li> <li>· Select exchange students for overseas dispatch and study at this school.</li> <li>· Extend the class period for exchange students.</li> <li>· Select visiting students and auditing students.</li> <li>· Invite exchange professors from abroad.</li> <li>· Guide to visa issuance for foreign exchange professors and exchange students</li> <li>· Entry formalities for foreign students in relation to international exchange cooperation and other related business</li> <li>· Publish English catalogs.</li> </ul>   | ○                  | ○        | ○    |                | ○         |
| Overseas PR and internship                                  | <ul style="list-style-type: none"> <li>· Establish overseas PR plans.</li> <li>· Operate overseas internship programs.</li> <li>· Receive and guide foreign visitors from abroad.</li> <li>· PR activities to induce foreign students</li> </ul>   |                    | ○        | ○    | ○              |           |
| Support for foreign students' academic affairs and living   | <ul style="list-style-type: none"> <li>· Establish foreign student support programs.</li> <li>· Hold orientation for foreign students. <ul style="list-style-type: none"> <li>- Notices of new students orientation</li> <li>- Plan orientation programs.</li> <li>- Publish English versions of orientation handbooks.</li> </ul> </li> <li>· Prepare English versions of class manuals.</li> <li>· Operate cultural experience programs for foreign students.</li> <li>· Hold academic counseling for foreign students and other meetings.</li> <li>· Issue student ID cards to foreign students.</li> <li>· Subsidize the medical expenses of foreign students.</li> <li>· Support foreign students during traditional holidays.</li> <li>· Manage and provide statistical data related to foreign students.</li> <li>· Issue foreigner registration certificates and renew visa for foreign students. <ul style="list-style-type: none"> <li>- Register and receive applications.</li> <li>- Required documents</li> </ul> </li> <li>· Publish handbooks for foreign students.</li> <li>· English notices concerning foreign students</li> <li>· Create and operate website for foreign students.</li> <li>· Mediate business between foreign students and departments.</li> </ul> | ○                  | ○        | ○    | ○              | ○         |

| Business Unit   | Detailed Business  | Exclusive Approver |          |      | Vice President | President |
|---|--|--------------------|----------|------|----------------|-----------|
|   |  | Team Manager       | Director | Dean |                |           |
|   | · Other support activities for foreign students  |                    | ○        |      |                |           |
| Support for foreign professors' living and provision of convenience | <ul style="list-style-type: none"> <li>· Establish foreign professor support plans.</li> <li>· Issue foreigner registration certificates and renew visa for foreign professors. <ul style="list-style-type: none"> <li>- Register and receive applications. ○</li> <li>- Required documents ○</li> </ul> </li> <li>· Publish handbooks for foreign professors. ○</li> <li>· English notices concerning foreign professors ○</li> <li>· Create and operate website for foreign professors. ○</li> <li>· Mediate business between foreign professors and departments. ○</li> <li>· Plan and hold events for foreign professors. <ul style="list-style-type: none"> <li>- Christmas dinner ○</li> <li>- Welcome party for new foreign professors and other activities ○</li> </ul> </li> <li>· Support the living of foreign professors residing within the campus. ○ <ul style="list-style-type: none"> <li>- Support new foreign professors in their daily necessities. ○</li> <li>- Support in obtaining air tickets ○</li> <li>- Guide to life in Pohang, etc. ○</li> </ul> </li> <li>· Other supporting activities for foreign professors ○</li> </ul> |                    |          |      | ○              |           |
| Support for exchange students                                       | <ul style="list-style-type: none"> <li>· Select and assign working exchange students with scholarship ○</li> <li>· Provide food coupon to exchange students ○</li> </ul>   |                    |          |      |                |           |
| Operate I-house   | <ul style="list-style-type: none"> <li>· Establish I-house operation plans</li> <li>· Establish and adjust I-house globalization education plans</li> <li>· Coaching on the I-house residential students' living</li> <li>· Plan and hold various events in I-house <ul style="list-style-type: none"> <li>- Collect on activity fee ○</li> <li>- Cultural night, meeting with team professor, culture lesson, etc. ○</li> </ul> </li> <li>· Receive and guide I-house visitor ○</li> <li>· Other affairs related to I-house ○</li> </ul>  |                    | ○        |      | ○              |           |
| Miscellaneous   | · Support other departments in international affairs.  |                    | ○        |      |                |           |

## 9. Office of Academic Information

### ■ Library Service Team

| Business Unit                          | Detailed Business   | Exclusive Approver    |                     | Vice President | President  |
|--|---|-----------------------|---------------------|----------------|------------|
|  |   | Team Manager          | Dean                |                |            |
| Management of books and administration | <ul style="list-style-type: none"> <li>· Basic policy for buying books</li> <li>· Application for books</li> <li>· Donations and exchanges</li> <li>· Compile bibliography.</li> <li>· Conclude agreement on exchanging academic information.</li> <li>· Register materials.</li> <li>· Order to work at the library</li> </ul>   | ○                     | ○<br>○              |                | ○<br><br>○ |
| Consolidation and inspection           | <ul style="list-style-type: none"> <li>· Classification and consolidation</li> <li>· Inspection and lending</li> <li>· Search domestic and overseas information.</li> <li>· Operate the designated books.</li> <li>· Claim</li> <li>· Settle advance payments.</li> <li>· Request for copying or exchanging literature.</li> <li>· Discard related materials and remove them from the register.</li> <li>· Develop programs.</li> </ul> | ○<br>○<br>○<br>○<br>○ | ○<br><br>○<br><br>○ |                |            |

### ■ Information Technology Team

| Business Unit                | Detailed Business   | Exclusive Approver |        | Vice President | President |
|------------------------------|---|--------------------|--------|----------------|-----------|
|                              |   | Team Manager       | Dean   |                |           |
| Operation plans              | <ul style="list-style-type: none"> <li>· Basic operation plans</li> <li>· Detailed enforcement plans</li> </ul>                               |                    | ○      |                | ○         |
| Consolidation and inspection | <ul style="list-style-type: none"> <li>· Maintain materials.</li> <li>· Computer facilities maintenance agreement</li> </ul>                  | ○                  | ○      |                |           |
| System development           | <ul style="list-style-type: none"> <li>· Development plans</li> <li>· Development design documents</li> <li>· Report on completion</li> </ul> | ○                  | ○<br>○ |                |           |

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

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

■ University Advancement Team

| Business Unit                                | Detailed Business   | Exclusive Approver  |  | Vice President        | President                                      |
|--|---|---|--|-----------------------|--|
|  |   | Team Manager  | Dean   |                       |  |
| Public information                           | <ul style="list-style-type: none"> <li>· Comprehensive PR plans</li> <li>· Manage reports by press media.</li> <li>· Distribute data to external institutions.</li> <li>· Advertisement business</li> </ul>   |   | <input type="radio"/><br><input type="radio"/><br><input type="radio"/>                          |                       | <input type="radio"/>                          |
| Liaison                                      | <ul style="list-style-type: none"> <li>· Receive and guide visitors.</li> <li>- Invited guests and VIP visitors</li> <li>- Ordinary guests</li> </ul>   | <input type="radio"/>   | <input type="radio"/>  |                       |  |
| External cooperation matters                 | <ul style="list-style-type: none"> <li>· Establish basic plans.</li> <li>· Build networks with the government, institution, organization, and enterprises and conclude agreements.</li> <li>· PR activities related to school advancement</li> <li>· Domestic colleges cooperation window</li> <li>· Cultural program event</li> </ul>  |   | <input type="radio"/><br><input type="radio"/><br><input type="radio"/>                          |                       | <input type="radio"/><br><input type="radio"/> |
| Creation and management of advancement funds | <ul style="list-style-type: none"> <li>· Establish basic plans related to the creation of advancement funds.</li> <li>· Map out plans to create funds.</li> <li>· Advancement fund execution plans</li> </ul>   |   | <input type="radio"/>  | <input type="radio"/> | <input type="radio"/>                          |
| Support and management                       | <ul style="list-style-type: none"> <li>· Papyrus Basket confession assembly</li> <li>· Papyrus Basket support and management</li> <li>· Support and manage Boaz's family.</li> <li>· Support and management in association with students' parents</li> <li>· Support and management in association with fellow student organizations</li> <li>· Induce and manage the designated donations.</li> <li>· Manage individual support programs.</li> </ul> | <input type="radio"/><br><input type="radio"/>  | <input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/> |                       | <input type="radio"/>                          |
| Matters related to fellow students           | <ul style="list-style-type: none"> <li>· Establish general plans related to fellow students.</li> <li>· Events related to students' association</li> <li>· Personal management of fellow students</li> </ul>  | <input type="radio"/>   | <input type="radio"/>  |                       | <input type="radio"/>                          |
| Donor management                             | <ul style="list-style-type: none"> <li>· Follow-up on donors</li> <li>· Manage statistical materials on donations.</li> <li>· Report on the status of receipts</li> <li>· Management of payment through CMS, Giro, and deposit without using bankbooks</li> <li>· Return funds.</li> <li>· Dispatch receipts.</li> <li>· Induce payment and send letters of recommendation.</li> </ul>  | <input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/> |  |                       |  |
| Newsletter and PR materials                  | <ul style="list-style-type: none"> <li>· Publish newsletter.</li> <li>· Manage agreements and changes in forms.</li> <li>· Open and manage website.</li> <li>· Send newsletter and PR materials.</li> <li>· External PR materials</li> <li>· Campus PR items</li> <li>· Manage articles related to schools.</li> <li>· Manage materials on school history.</li> </ul>   | <input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/><br><input type="radio"/>                          | <input type="radio"/><br><input type="radio"/>   | <input type="radio"/> |  |
| Presentation of plaque (letter)              | <ul style="list-style-type: none"> <li>· Make a plaque or a letter of appreciation.</li> <li>- Decide to present plaques of appreciation.</li> </ul>  |   |  |                       | <input type="radio"/>                          |

| Business Unit   | Detailed Business   | Exclusive Approver                             |                       | Vice President        | President             |
|-----------------|---|--|-----------------------|-----------------------|-----------------------|
|                 |   | Team Manager                                   | Dean                  |                       |                       |
| of appreciation | <ul style="list-style-type: none"> <li>- Major sponsor</li> <li>- General sponsors</li> <li>- Inform related institutions of the details of the action taken.</li> </ul>  | <input type="radio"/><br><input type="radio"/> | <input type="radio"/> |                       |                       |
| Miscellaneous   | <ul style="list-style-type: none"> <li>· Establish and execute plans related to sponsor-related international exchanges and cooperation.</li> <li>· Develop overseas sponsors.</li> <li>· Support the overseas aid association office.</li> <li>· Maintain sponsor programs.</li> </ul> | <input type="radio"/>                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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

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

| Business Unit                            | Detailed Business   | Exclusive Approver    |                       |                       | Vice President        | President |
|--|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------|
|  |   | Team Manager          | Associate Dean        | Dean                  |                       |           |
| Request for approval of budget execution | <ul style="list-style-type: none"> <li>· General expenses (excluding design, supervision, construction, or payment for completed portion) <ul style="list-style-type: none"> <li>-KRW 3,000,000 or less</li> <li>-KRW 5,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul> </li> <li>· Special official expenses (expenses for meetings, etc.) <ul style="list-style-type: none"> <li>-KRW 200,000 or less</li> <li>-KRW 1,000,000 or less</li> <li>-KRW 2,000,000 or less</li> <li>-Exceeding KRW 2,000,000</li> </ul> </li> </ul> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |           |
|  | <ul style="list-style-type: none"> <li>· Facility maintenance construction, design, onstruction inspection, construction, and establishment <ul style="list-style-type: none"> <li>-KRW 5,000,000 or less</li> <li>-KRW 7,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul> </li> </ul>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |           |
|  | <ul style="list-style-type: none"> <li>· Statement of receipts</li> <li>· Statement of expenditures <ul style="list-style-type: none"> <li>-KRW 3,000,000 or less</li> <li>-KRW 10,000,000 or less</li> <li>-Exceeding KRW 10,000,000</li> </ul> </li> </ul>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       |           |

#### 14. Projcet Group for The software-centered university

| Business Unit                                      | Detailed Business   | Exclusive Approver |      | President |
|--|---|--------------------|------|-----------|
|  |   | Director           | Dean |           |
| Approval Request for Budget execution              | · General expenses (excluding design, supervision, construction, or payment for completed portion)<br>-Less than KRW 1,500,000    | ○                  |      |           |
|  | -Exceeding KRW 1,500,000  |                    | ○    |           |
|  | · Special official expenses (Expenses for meetings, etc.)<br>-Less than 200,000 won   | ○                  |      |           |
| Statement  | -Exceeding 200,000 won  |                    | ○    |           |
|  | · Facility maintenance construction, design, construction inspection, construction, and establishment<br>-Less than KRW 3,000,000 | ○                  |      |           |
|  | -Exceeding KRW 3,000,000  |                    | ○    |           |
| Establishing Project Plan                          | · Statement of receipts   | ○                  |      |           |
|  | · Statement of expenditures<br>-Less than KRW 1,500,000   | ○                  |      |           |
| Self-assessment                                    | -Exceeding KRW 1,500,000  |                    | ○    |           |
|  | · Establishing a project plan   |                    | ○    | ○         |
| On-site due diligence and Comprehensive evaluation | · Writing up a project plan   |                    | ○    |           |
|  | · Executing annual, intermediate and comprehensive evaluations and preparing & reporting self-assessment report                   |                    | ○    | ○         |
| Request for approval of budget execution           | · Executing and analyzing a self-assessment   |                    | ○    |           |
|  | · Establishing a plan for on-site due diligence and comprehensive evaluation  |                    | ○    | ○         |
| Request for approval of budget execution           | · Preparing for on-site due diligence and comprehensive evaluation  |                    | ○    |           |
|  | -Less than KRW 1,000,000  | ○                  |      |           |
| Request for approval of budget execution           | -Less than KRW 2,000,000  |                    | ○    |           |
|  | -Exceeding KRW 2,000,000  |                    | ○    |           |
| Request for approval of budget execution           | · Special official expenses (expenses for meetings, etc.)<br>-Less than KRW 200,000   | ○                  |      |           |
|  | -Less than KRW 300,000  |                    | ○    |           |
| Request for approval of budget execution           | -Exceeding KRW 300,000  |                    | ○    |           |
|  | · Facility maintenance construction, design, construction inspection, construction, and establishment<br>-Less than KRW 3,000,000 | ○                  |      |           |
| Request for approval of budget execution           | -Exceeding KRW 3,000,000  |                    | ○    |           |

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

#### 15. Korean Language Class

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



| Business Unit                       | Detailed Business  | Exclusive Approver |          | Vice president | President | Remarks |
|-------------------------------------|--|--------------------|----------|----------------|-----------|---------|
|                                     |  | Team Manager       | Director |                |           |         |
| Statement                           | <ul style="list-style-type: none"> <li>· Statement of receipts</li> <li>· Statement of expenditures</li> <li>-Less than KRW 2,000,000</li> <li>-Exceeding KRW 2,000,000</li> </ul>   | ○                  |          |                |           |         |
| Basic plan                          | <ul style="list-style-type: none"> <li>· Establish plans for main businesses of Korean Class</li> <li>· Set up a mid-to-long-term development plan for Korean Class</li> </ul>   |                    |          |                | ○         |         |
| Matters related to academic affairs | <ul style="list-style-type: none"> <li>· Recommend or dismiss Korean language lecturer</li> <li>· Issue a certificate of lecturing of Korean language lecturer</li> <li>· Establish basic plans for curriculum operation</li> <li>· Prepare, manage and keep report cards</li> <li>· Prepare, manage and keep attendance book</li> <li>· Prepare, manage and keep school register</li> <li>· Receive and manage tuition fee</li> <li>· Graduation screening and issuance of certificates of completion</li> <li>· Admission ceremony</li> <li>· Graduation ceremony</li> </ul> | ○                  |          | ○              |           |         |
| Matters related to admission        | <ul style="list-style-type: none"> <li>· Business related to admission basic plans</li> <li>· Establish the basic plan for admission-related promotion</li> <li>· Decide the application guidelines</li> <li>· Decide successful candidates.</li> <li>· Duties related to registration and application fees</li> <li>· Prepare a Certificate of Admission and issue a visa</li> <li>· Business related to foreigner registration</li> <li>· Business related to the extension of the length of stay</li> </ul>   | ○                  |          | ○              | ○         |         |
| Student Guidance                    | <ul style="list-style-type: none"> <li>· Establish plans for guiding student activities</li> <li>· Support student activities</li> <li>· Business related to student scholarship</li> <li>· Orientation</li> <li>· Committee meetings</li> <li>· Assign rooms to students</li> <li>· Cancel the received black marks of students</li> <li>· Basic plans for scholarship</li> <li>· Approve the occupant's going out or</li> </ul>  | ○                  | ○        |                | ○         |         |

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

## 16. ICT Entrepreneurship Center

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

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

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

### 18. Handong Global Experience Center

| Business Unit   | Detailed Business   | Exclusive Approver |          |                | President |
|---|---|--------------------|----------|----------------|-----------|
|   |   | Dean               | Director | Vice President |           |
| Statement (excluding the accounting department and research expenses) | · Statement of receipts   | ○                  |          |                |           |
|   | · Statement of expenditures<br>-KRW 2,000,000 or less<br>-KRW 10,000,000 or less<br>-Exceeding KRW 10,000,000 | ○                  | ○<br>○   |                |           |
| Miscellaneous   | · Management of regulations   | ○                  |          |                |           |
|   | · Document classification and control   | ○                  |          |                |           |
|   | · Safekeeping documents in custody  | ○                  |          |                |           |
|   | · Management of committee minutes   | ○                  |          |                |           |
|   | · Management of journals  | ○                  |          |                |           |
|   | · Keep the official seals of the relevant staff and manage the register.                                      | ○                  |          |                |           |
| Operation plans and implementation of duties                          | · Management of fixture and request for expendables   | ○                  |          |                |           |
|   | · Department computerization plans  |                    | ○        |                |           |
| Operation plans and implementation of duties                          | · Basic plan  |                    |          | ○              | ○         |
|   | · Detailed enforcement plan   |                    |          | ○              |           |
|   | · Implementation of major duties  |                    | ○        |                |           |
|   | · Routine performance of a business   | ○                  |          |                |           |
|   | · Manage execution plans as well as the performance of a business.  | ○                  |          |                |           |

| Business Unit                            | Detailed Business  | Exclusive Approver    |                       |                       | President             |
|--|--|-----------------------|-----------------------|-----------------------|-----------------------|
|  |  | Dean                  | Director              | Vice President        |                       |
| Report                                   | <ul style="list-style-type: none"> <li>· Report on major matters</li> <li>· Routine reports</li> <li>· Regular performance reports</li> <li>· Report results to the Committee.</li> <li>· Reports on the results of external meetings               <ul style="list-style-type: none"> <li>-Participation by directors of centers and higher</li> <li>-Participation by deans or lower</li> </ul> </li> </ul>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Materials and publications               | <ul style="list-style-type: none"> <li>· Submission and distribution of major materials</li> <li>· Submission and distribution of ordinary or minor materials</li> <li>· Basic plan for issuing publications</li> <li>· Establish editing plans and perform editing.</li> <li>· Manage materials and publications.</li> </ul>  | <input type="radio"/> | <input type="radio"/> |                       |                       |
| Cooperation with other departments       | <ul style="list-style-type: none"> <li>· Political matters</li> <li>· General administrative matters</li> </ul>  | <input type="radio"/> | <input type="radio"/> |                       |                       |
| Services by the relevant staff           | <ul style="list-style-type: none"> <li>· Staff's duty allocation in Team</li> <li>· Service Management in Team</li> </ul>  | <input type="radio"/> |                       |                       |                       |
| Domestic official trip, leave            | <ul style="list-style-type: none"> <li>· Directors or higher</li> <li>· Deans</li> <li>· Faculty members</li> <li>· Team members</li> <li>· Contractual staff</li> </ul>   | <input type="radio"/> | <input type="radio"/> |                       | <input type="radio"/> |
| Transfer of business                     | <ul style="list-style-type: none"> <li>· Directors of the center</li> <li>· Dean</li> <li>· Team members</li> </ul>  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       |
| Regulation                               | <ul style="list-style-type: none"> <li>· Request (draft) for the establishment, amendment, or rescission of regulations</li> </ul>   |                       | <input type="radio"/> |                       |                       |
| Request for approval of budget execution | <ul style="list-style-type: none"> <li>· General expenses (excluding design, supervision, construction, or payment for a completed portion)               <ul style="list-style-type: none"> <li>-KRW 1,000,000 or less</li> <li>-KRW 2,000,000 or less</li> <li>-KRW 5,000,000 or less</li> <li>-Exceeding KRW 5,000,000</li> </ul> </li> <li>· Conference expenses and operating expenses               <ul style="list-style-type: none"> <li>-KRW 200,000 or less</li> <li>-KRW 500,000 or less</li> <li>-KRW 1,000,000 or less</li> <li>-Exceeding KRW 1,000,000</li> </ul> </li> </ul> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                       |

## 19. Support Center for Handicapped Students

| Business Unit   | Detailed Business  | Exclusive Approver |                       | Vice President | President             |
|---|--|--------------------|-----------------------|----------------|-----------------------|
|   |  | Manager            | Director of Center    |                |                       |
| Establishment of policies for supporting students with disabilities | <ul style="list-style-type: none"> <li>· Establish mid- to long-term development plans for supporting students with disabilities.</li> <li>· Establish an annual support plan for students with disabilities.</li> <li>· Develop general policies related to the improvement of support for students with disabilities.</li> </ul> |                    | <input type="radio"/> |                | <input type="radio"/> |
| Business related to   | <ul style="list-style-type: none"> <li>· Establish basic plans for the management of</li> </ul>  |                    | <input type="radio"/> |                |                       |

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

