

28. Regulation on Student Rewards and Punishment

Department in charge: Student Support Team 1093-4

Established on Jul. 1, 1995 Regulation No.3

Amended on Dec. 1, 1995 Regulation No.5

Amended on Jun. 23, 2004 Regulation No.59

Amended on Aug. 28, 2012 Regulation No.165

Amended on Dec. 1, 2016 Regulation No.234

Amended on Mar. 23, 2018 Regulation No.246

Amended on Mar. 26, 2019 Regulation No.257

Amended on Feb. 10, 2021 Regulation No.287

Amended on Feb. 25, 2022 Regulation No.303

Amended on May. 17, 2022 Regulation No.305

Amended on Mar. 1, 2023 Regulation No.316

**| Chapter 1 General Provisions | Chapter 2 Rewards | Chapter 3 Punishment
etc|**

| ADDENDUM | Attachment |

Chapter 1 General Provisions

Article 1 (Purpose)

This regulation seeks to specify the necessary matters related to rewarding or punishing students pursuant to Article 59 or 60 of the school regulations of Handong Global University (hereinafter referred to as "University").

Article 2 (Application Scope)

Unless there are other regulations, this regulation shall apply to the procedures for and execution of rewards and punishments for the students of the university.

Chapter 2 Rewards

Article 3 (Kinds of Rewards)

Rewards are divided into academic performance prizes, meritorious deed prizes, culture prizes, sports prizes, and model student prizes. Prizes shall be awarded during events wherein all students are gathered, e.g., entrance ceremonies, graduation ceremonies, foundation day

ceremonies, etc.

Article 4 (Subjects of Rewards)

The following students may be awarded prizes after going through the specified procedures:

1. Those who made remarkable contributions to the development of the school and society
2. Those who performed a good deed that may be considered exemplary to other students or who demonstrated excellent talent to enhance the honor of the school
3. Those demonstrating sound thought and excellent leadership traits through remarkable meritorious deeds rendered for students' autonomous activities
4. Those with exceptionally excellent academic performance
5. Those recommended by professor in charges for prizes

Article 5 (Proposal of Rewards)

In case any of the reasons specified in Article 4 has occurred, the head of department (school) shall submit the following documents to the manager of the Student Support Team:

1. Merit record: 1 copy (Attached Form No. 1)
2. Recommendation of the professor in charge or related staff: 1 copy (Attached Form No. 2)
3. Opinion sheet of the head (chairman) of department (school): 1 copy (Attached Form No. 3)

Article 6 (Procedures for Awarding Prizes)

1. Once the students to be awarded prizes have been recommended, the dean of student affairs shall prepare the required documents and present them to the Student Guidance Committee (hereinafter referred to as "Committee") for deliberation. (amended on May 17, 2022)
2. The dean of student affairs shall report the result of deliberation by the committee to the president for the approval of the awarding of prizes. (amended on May 17, 2022)

Article 7 (Record)

1. The Academic Affairs Team shall record the details of prizes awarded to students in the school register and may indicate them when issuing recommendations or other certificates.
2. The Student Support Team shall record the details of the prizes awarded in the list of prize winners and store such.

Article 8 (Announcement of Prize Winners)

The details of awards of prize-winning students shall be announced.

Chapter 3 Punishment etc

Article 9 (Subjects of Punishment)

The following students may be punished after going through the specified procedures:

1. Those who committed acts that run counter to the intent of the foundation of the university or damage the honor of the school (amended on Feb. 10, 2021)

(1) Those who intentionally damaged the founding philosophy of the school (newly established on Feb. 10, 2021)

(2) Those who damaged the honor of the school through printed matter or online media, etc., or who dishonored the faculty members (newly established on Feb. 10, 2021)

(3) Those who committed acts beyond their status as students, damaging the honor of the school (newly established on Feb. 10, 2021)

(4) Other students who dishonored the school (newly established on Feb. 10, 2021)

2. Those who did not accept the student guidance given for the purpose of education (newly established on Feb. 10, 2021)

(1) Those who violated the warnings or prohibitions of the president (newly established on Feb. 10, 2021)

(2) Those who used improper language or violence against any faculty members (newly established on Feb. 10, 2021)

(3) Other students who did not follow the student guidance properly given by any faculty members (newly established on Feb. 10, 2021)

3. Those who hindered the performance of basic functions of the school, such as studies of students, research, etc. (newly established on Feb. 10, 2021)

(1) Those who committed acts that disrupted or hindered academic affairs such as studies of students, research activities, etc. (newly established on Feb. 10, 2021)

(2) Those who intentionally interfered with the classes, chapels, school events, etc. (newly established on Feb. 10, 2021)

(3) Those who disrupted the studies of other students or hindered academic and administrative affairs by engaging in collective actions in school (newly established on Feb. 10, 2021)

(4) Those who attempted to or actually leaked, falsified or fabricated, or damaged the school computer system and data (newly established on Feb. 10, 2021)

(5) Those who interrupted the election by using improper means when there is an election of the student government or student self-governing bodies (newly established on Feb. 10, 2021)

(6) Other students who hindered the performance of basic functions of the school (newly established on Feb. 10, 2021)

4. Those who committed acts against their status as students such as violence, use of improper means related to studies, damages to facilities of the school, theft, etc. (newly established on Feb. 10, 2021)

(1) Those who destroyed any of the fixtures and facilities of the school on purpose (newly established on Feb. 10, 2021)

(2) Those who used or occupied any of the facilities of the school without permission (newly established on Feb. 10, 2021)

(3) Those who drank alcohol or behaved in an unsavory way under the influence on campus, or who smoked in a place other than the designated smoking area (newly established on Feb. 10, 2021)

(4) Those who inflicted mental or physical harm on others with sexual harassment, sexual abuse, or sexual assault (newly established on Feb. 10, 2021)

(5) Those who used violence or abusive language on campus, or possessed or used deadly weapons or drugs (newly established on Feb. 10, 2021)

(6) Those who used improper means or committed plagiarism for exams and any of the submissions (newly established on Feb. 10, 2021)

(7) Those who organized a group or held a meeting against the founding philosophy of the school (newly established on Feb. 10, 2021)

(8) Those who committed acts beyond their status as students (newly established on Feb. 10, 2021)

5. Other students who violated the school regulation and rules (newly established on Feb. 10, 2021)

6. Those who destroyed any of the facilities of the school

7. Those who violated the school regulations or other regulations

Article 10 (Request for Punishment)

In case any of the reasons for punishment under Article 9 has occurred, the related school staff who witnessed such shall immediately prepare an accident report to request punishment from the dean of student affairs, who in turn may prepare the following documents within 48 hours to convene the committee so that punishment may be proposed: (amended on May 17, 2022)

1. Accident report: 1 copy (Attached Form No. 4)
2. Statement of the student to be punished (may be omitted if the student does not give one): 1 copy (Attached Form No. 5)
3. Opinion sheet of the professor in charge and head of department (school): 1 copy (Attached Form No. 3)

Article 11 (Division of Punishments)

Punishments are divided into disciplinary confinements, suspension from school for a limited period, suspension from school for an indefinite period, and expulsion from school. In principle, disciplinary confinement shall not be more than 2 weeks, suspension from school for a limited period, not more than 4 weeks, and suspension from school for an indefinite period, longer than 4 weeks.

Article 11-2 (Special guidance) (newly established on Aug. 28, 2012)

1. When special guidance, other than punishment, seems to be required, special guidance such as consultation in and out of school counselling center or social service in community service centers shall be given to a student for a certain period of time through the deliberation of the committee or the determination of the dean of Student Affairs.(newly established on Aug. 28, 2012)
2. If special guidance is allowed by the determination of the dean of student affairs, it shall be reported to the committee later. (newly established on Aug. 28, 2012)(May 17, 2022)

Article 12 (Disposition of Disciplinary Action)

- (1) The degree of the fault (amended on Feb. 10, 2021)
- (2) Whether it is intentional or not by checking if it was prepared in advance (amended on Feb. 10, 2021)
- (3) Whether it is a repeated fault or not (amended on Feb. 10, 2021)
- (4) Whether to go through judicial procedures or not (amended on Feb. 10, 2021)
- (5) The degree of improvement of the relevant student's attitude, such as he/she accepted the student guidance (amended on Feb. 10, 2021)
- (6) Whether to settle if there is a victim (amended on Feb. 10, 2021)
- (7) Other matters deemed relevant (amended on Feb. 10, 2021)

2. Considering the above matters, disciplinary confinements, suspension from school for a limited period, suspension from school for an indefinite period, or expulsion from school shall be determined according to the Criteria for Disciplinary Action in Attached Table 1. (newly

established on Feb. 10, 2021)

3. The level of disciplinary actions can be adjusted if a student repeat committing similar acts after being disciplined. (newly established on Feb. 10, 2021)

Article 13 (Criteria for the Disposition of Suspension from School for a Definite Period)

The following students may be subject to suspension from school for a definite period:

1. Those who committed violent acts
2. Those who spread false information, thereby disrupting order in the school
3. Those who committed acts in total disregard of their status as students of the university
4. Those who committed minor acts of cheating during an examination (preparation of answer code in advance, etc.)
5. Those who caused damage to the honor of the school
6. Those who have been subjected to disciplinary confinements for two or more times
7. Those who committed other acts similar to those listed above

Article 14 (Criteria for the Disposition of Suspension from School for an Indefinite Period)

The following students may be subject to suspension from school for an indefinite period:

1. Those who committed violent acts as a group
2. Those whose words and actions toward school staff are considered insolent
3. Those who intentionally disrupted order in the school
4. Those who committed serious acts of cheating during an examination, e.g., taking the examination on another person's behalf
5. Those who led a gathering without obtaining permission
6. Those who extorted money, etc., from others
7. Those who intentionally destroyed school fixtures or facilities
8. Those who have been sentenced to imprisonment
9. Those who committed other acts similar to those listed above

Article 15 (Criteria for the Disposition of Expulsion from School)

The following students may be expelled from school:

1. Those who used a deadly weapon to inflict serious physical injuries on others

2. Those who caused serious damage to the honor of the school
3. Those who have been sentenced to imprisonment and are currently in prison
4. Those who have been subjected to suspension from school for two or more times
5. Those who disregard their status as students of the university by committing highly disgraceful acts
6. Those who committed other acts similar to those listed above

Article 16 (Procedures for Deliberation on Punishments)

1. When deemed necessary by the chairman or by the committee, the opinion of the professor in charge and related school staff may be heard.
2. The committee shall hear the statement of the student concerned before passing a resolution for punishment; if the student does not respond to the request for a statement, however, such fact may be recorded, and a resolution may be passed.
3. The committee may determine matters concerning disciplinary decisions from the serious one by secret ballot based on the votes of the majority of the attended members. (newly established on Feb. 10, 2021)
4. Upon receiving a request for reexamination pursuant to Clause 3, the committee shall reexamine the case and make a decision again. In unavoidable situations, however, the reexamination period may be extended by not more than 30 days. (Newly Established on Dec. 1, 2016)
5. Details related to the request for reexamination shall be prescribed separately by the president. (Newly Established on Dec. 1, 2016)
7. For cases for which judicial institutions are investigating the facts, the deliberation on the disciplinary actions may be postponed if it is deemed necessary by the chairman or the committee. (newly established on Feb. 10, 2021)

Article 17 (Special Guidance and Suspension of Rights)

1. A student received punishment other than expulsion from school shall be specially guided by the professor in charge or head of the relevant department (school) throughout the period of punishment.
2. Any student who committed the following acts may be specially guided if it is deemed necessary by the chairman or the committee:
 - (1) Those who posted notices and bulletins in a place that is not designated for notices, or who intentionally damaged the proper bulletins (newly established on Feb. 10, 2021)
 - (2) Those who committed acts that are against the virtue of the faith of Christianity (newly established on Feb. 10, 2021)

3. Aside from being prohibited from attending classes, students who have been suspended from school for a definite or an indefinite period shall have all their rights as students suspended as of the date of the disposition up to the date of lifting of punishment.
4. Any student violating the school regulations again during the period of punishment except expulsion from school shall be expelled from school after being judged to show no signs of reforming.

Article 17 (Suspension of Rights)(Newly established on Feb. 10, 2021)

1. Students who have been subjected to disciplinary confinements are prohibited from participating in any student activity other than classes.
2. Aside from being prohibited from attending classes, students who have been suspended from school for a definite or an indefinite period shall have all their rights as students suspended as of the date of the disposition up to the date of the lifting of punishment.
3. Any student violating the school regulations again during the period of punishment except expulsion from school shall be expelled from school after being judged to show no signs of reforming.

Article 18 (Lifting of Punishment)

1. Disciplinary confinements and suspension from school for a definite period shall be lifted upon the expiration of the period without going through any particular procedure; however, the president may shorten the period considering the behavior demonstrated during the period of punishment.
2. The suspension from school for an indefinite period may be lifted if the reports on the result of guidance and a written opinion on the lifting of punishment of the professor in charge and head of the relevant department (school) are submitted after being referred to the committee by the dean of student affairs for deliberation and subsequently approved by the president. (amended on May 17, 2022)

Article 19 (Notice)

1. In principle, punishments shall be meted out in secret; however, punishments can be notified if the case is serious and it seems necessary to notify the case in order to prevent the recurrence of the same case and to recover the damages of the victim. (amended on Feb. 25, 2022)
2. The dean of student affairs shall immediately notify the student, his/her parents, and the professor in charge about the punishment. (amended on Feb. 25, 2022)(May 17, 2022)
3. For punished students, the kind and reason for punishment shall be written in the school register.

Article 20 (Reduction of Punishment)

When any student to be punished or being punished is deemed to have reformed considerably, the president may reduce the punishment.

Article 21 (Supplementary Rule)

Matters other than those specified in this regulation shall be determined based on the resolution of the committee and approval of the president.

ADDENDUM

This regulation shall enter into force as of July 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 June 23, 2004.

ADDENDUM

This amended 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 Dec. 1, 2016.

ADDENDUM

This amended regulation shall enter into force as of March 23, 2018.

ADDENDUM

This amended regulation shall enter into force as of April 1, 2019.

ADDENDUM

This amended regulation shall enter into force as of February 10, 2021.

ADDENDUM

This amended regulation shall enter into force as of February 25, 2022.

ADDENDUM

This amended regulation shall enter into force as of June 17, 2022.

ADDENDUM

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

- ※ 1. 진술내용은 6하원칙에 의거하여 자세히 기재해야 함.
- 2. 직책란에는 학생회 간부역임자만 기록해야 함.
- ※ 1. The statement shall be detailed and descriptive based on the 5W1H principle.
- 2. Only those who have worked as officers of student government shall fill out the position column.