

General Principles

Based on the democratic ideals of Korea, the purpose of the University is to educate the students to conduct research, develop themselves, and contribute to the development of Korea as a professional.

The University is named Dong Seoul University.

The University is located at 76, 3 Bokjeong-ro, Sujeong-gu, Seongnam city in Korea.

The divisions, departments, and student entrance quotas are as followings.

Division & Department		Number of New Students		
		Daytime Students	Evening Students	Total
Division of Aerospace, Automobile & Mechanical Engineering	Dept. of Avionic & Mechanical Engineering	120	–	120
	Dept. of Automotive Engineering	80	–	80
Division of Business Administration	Dept. of Techno-Management	40	–	40
	Dept. of Tax Accounting	40	–	40
	Dept. of Marketing	40	–	40
	Dept. of Real Estate	40	–	40
Division of Tourism	Dept. of Hotel & Tourism Management	40	40	80
	Dept. of Hotel Culinary Art	40	40	80
Division of	Dept. of	80	–	80

Sports Science	Leisure Sports			
	Dept. of Security Sports	40	–	40
Dept. of Electrical Information Control		80	–	80
Dept. of Digital Electronics		105	–	105
Dept. of Information and Communication		105	35	140
Dept. of Computer Software		105	35	140
Dept. of Architecture		105	–	105
Dept. of Computer Information		120	40	160
Dept. of Digital Broadcasting &Media		105	35	140
Dept. of Interior Design		80	–	80
Dept. of Horology &Jewelry		80	–	80
Dept. of Game Contents		80	–	80
Dept. of Practical Art		80	–	80
Dept. of Industrial Design		80	–	80
Dept. of Visual Commucation Design		80	–	80
Dept. of Fashion Design		80	40	120
Dept. of Child Care &Education		80	–	80
Dept. of Beauty Coordination		72	40	112
Dept. of Silver Welfare		80	40	120

Dept. of Airlines Service	80		80
Dept. of Chinese Business	40	–	40
Dept. of Acting	60	–	60
Dept. of Applied Music	30	–	30
Total	2,272	385	2,657

Length of Study Period and the Limit on the Number of Years

• Length Of Study Period

Years Required for Graduate

– Years required for graduation shall be 2 years. However, years required for graduate of Electrical Information Control, Digital Electronics, Information and Communication, Computer Software, Architecture, Broadcasting & Media, Interior design, Acting, and Applied Music shall be 3 years.

Years Required for Undergraduate

– Years required for undergraduate shall not be limited.

Academic Year, Semester, Class Days, and Holidays

• Academic Year

The academic year begins on March 1st and ends at the end of February of the following year.

• Semester

Each academic year consists of two semesters.

– First Semester: March 1st to August 31st

– Second Semester: September 1st to the end of February of the following year

The University can offer a summer or winter session. The details concerning this will be decided by the President.

– The second semester can begin two weeks (at most) earlier.

The number of class weeks of each semester is 15 or more.

• Holidays

Official holidays are as follows.

- National Holidays
- Sunday
- Summer vacation: weeks between June and August
- Winter vacation: weeks between December and February of the following year
- Anniversary of Foundation : Oct. 2nd

• National Holidays

The President is determined to change the period of the holidays or decide to close the University temporarily if it is necessary. If necessary, experiments or lab work can be assigned to students during the holidays. Lectures may be implemented when required though it is a holiday.

Admission(Transfer Admission, Re-admission)

• Admission

Permission for admission is determined within 30 days before the beginning of the academic year.

PAn applicant who has one of the following qualifications can be admitted to the University :

1. graduated from a high school.
2. is officially considered to be equivalent to a high school graduate.

An applicant should submit an application form with the following documents and application fee:

1. graduation certificate, preliminary graduation certificate, or qualification certificate.
2. full course transcript from the school where the applicant graduated.
3. a copy of the applicant's high school life record
4. a letter of recommendation from the principal of the high school the applicant graduated.
5. other necessary documents

The selection of students is made based on the high school academic records and a composite examination of the following by the President :

1. University Entrance Examination run by the government
2. University Examination
3. Interview
4. Practical Test
5. Aptitude Test
6. Physical Check-Up

For a fair management of the entrance examination, the University has a Fair Entrance Examination Committee.

The Fair Entrance Examination Committee is directly under the President. The total number of the Committee is no more than 10 including the

Chairman and the Vice-Chairman. The details of organization, duties, and management will be directly decided by the President.

The details of student admission are discussed at faculty meetings and decided by the President.

A student can not be doubly admitted.

• **Transfer Admission**

A student can be transferred at the beginning of the first semester of the second year if he has completed all the required courses as a freshman at other accredited University or if he is equivalent to this requirement. A foreign student or any student whose department was abolished during his military service can be granted transfer at the beginning of the first year.

A student can be transferred to a related department of the University as a sophomore only if the quorum of the department allows.

• **Readmission**

Readmission to the University is allowed only once within five years after a student's expulsion. Readmission to the University is permitted after an examination of the student's behavior and various circumstances. But anyone who has been expelled from the University according to Article 44 will not receive such permission. Readmission of any student who has been expelled from the University due to a poor academic record should be decided at a faculty meeting and approved by the President.

The admitted student should pay tuition and other necessary fees, and complete the other required procedures. If a student does not complete the necessary procedures, without any proper reasons, his approval for admission will be canceled.

Temporary Leave, Expulsion, Voluntary Permanent Withdrawal

• Temporary Leave

When a student is absent from school for more than a month because of illness, military service or other inevitable reasons, he must submit to the Office of Academic Affairs an application for temporary leave signed by his guarantor and must secure the permission of the President.

In case of illness, the student must submit a certificate issued by a doctor in a general hospital.

The period of temporary leave cannot exceed one year. The temporary leaves are allowed twice throughout one's University career, but temporary leave because of military service is an exception.

During temporary leave, a student retains his student status. He should return to school as soon as his temporary leave finishes. The returning to school should be permitted by the President.

• Voluntary Withdrawal

A student who withdraws voluntarily from school must submit a withdrawal letter. In the letter he must give his reason for withdrawing and have it signed by his guarantor, and receive approval from the President.

• Expulsion

Students are expelled from the University by the President for the following reasons:

1. not returning to school without any permission for more than one month after an approved temporary leave finishes
2. being absent from class more than 4 weeks without any reason
3. being absent from class frequently without any reason
4. having poor physical condition or having failed to proceed to the second year
5. being transferred to another University
6. not completing registration within the designated period

• Courses and Classes

Courses for this University consist of general education courses and major courses. General education courses, approximately 15-25% of the total courses, provide students with the minimum general knowledge necessary for professional technicians. Major courses amount to

75-85% of the total courses, and half them are carried out in the form of experiments and laboratory works.

Major courses are divided into required and elective courses. The detailed curriculum of the University is decided separately by the President.

Fieldwork courses are required in some departments.

The University can offer non-regular Special Courses of a year or less.

Detailed regulations concerning the Special Courses will be decided by the President and activated by the permission of the Ministry of Education.

• Part time Students

The University can have part time students to give people in the community a chance to be reeducated or to continue life-long learning.

Students qualified for part time registration must be high school graduates or have equivalent qualifications.

The number of part time students is limited to 10% of the total night time students and it cannot exceed 30% of the entering students in a department.

The credits part time students can take each semester are limited to one-half of those of the full time students.

Any necessary regulations concerning part time students are decided by the President.

• Intensive Major Courses

The University can offer Intensive Major Courses

The qualification of students who enroll in Intensive Major Course is: they must be University graduates or students with equivalent qualifications with job experience of a year or more.

The number of students in Intensive Major Courses is limited to 50% of the total students.

The length of the study period in Intensive Major Courses is one year with no conferral of associate degrees.

Any detailed regulations concerning Intensive Major Courses are decided by the President.

• Course Hours and Credits

The course unit is the credit-hour. Sixteen hours or more a semester make one credit. In case of laboratory and practice, more than 32 hours a semester make one credit.

For graduation, 80 or more credit hours must be earned. Required major courses must be successfully completed.

Students should take 15 credits or more, but not more than 24 credit hours, each semester.

A student can take up to 6 credit hours in the summer or winter session.

With regard to special students, including foreign students, the courses completed at the previous school will be examined and some of them may be accepted for credit by the University.

The course schedule will be decided before the beginning of every semester by the President. The class hours can be scheduled between 8:00 and 22:00. The beginning of night time classes is approximately around the closing time of companies

Evaluation and Graduation

- **Evaluation combines objective and subjective examinations.**

Students whose absences exceed one-fourth of the total number of classes cannot take examinations. But students who failed to take examinations due to illness can take supplementary examinations with the permission of the President.

Graduation exams may be given depending on departments.

The highest score students can get in each course is 100 points. Grades are decided on the basis of examinations, class attendance, homework, and evaluations during class hours. However, in the case of laboratory work, experiments, and practicum, evaluations are decided independently.

The grades of academic achievement and grade points are as follows:

The highest score a student can get on supplementary examinations is B+.

The number of students who can move on to the second year can be decided by the President.

Any points earned by cheating or errors are to be cancelled.

Students whose grade points are too poor are warned. The standard for warning is decided by the President.

An associate degree is given to each student who has completed all the requirements.

A certificate is given to each student who has completed the following credit hours but is not qualified for the associate degree.

One-Year Certificate: more than 40 credit hours

Two-Year Certificate: more than 80 credit hours

A student can have a later graduation upon the completion of the required credit hours.

A student who has received two successive academic warnings due to poor grade points should repeat the same academic year.

A student who faces a second repetition is expelled from the University.

Student Activities

Students have established the Dong Seoul University Student Organization, a democratic and self-governing student body. The details concerning student activities are separately decided.

A student upon entering the University is qualified as a member of the Student Organization and a student expelled or who has withdrawn loses their membership.

During a national emergency or war, the activities of the Student Organization cease.

Students must pay Student Organization fees.

Students who want to form any groups outside of the Student Organization should be guided by a Student Guidance Committee and permitted by the President.

Students should not undertake personal actions that hinder studies, research, or the performance of the basic functions of the University.

They should neither interfere with the management of the University unduly nor take part in political activities inimical to educational objectives.

At the beginning of each semester, the President initiates the guidance of students and appoints faculty for different responsibilities.

Each professor appointed should make every effort to support and guide the students.

A special disciplinary action should be given to a student who violates the University regulations.

The University has a Student Guidance Committee in order to support and guide student

activities.

A student who wants to participate in the following activities should receive permission from the President.

The purpose, date, place, and the number of students participating should be approved

1. A meeting of more than 10 people in or out of campus
2. The posting and distribution of advertisement copy and printed matter in and out of campus
3. Asking individuals or organizations for the sponsorship of student activities
4. Invitation of an individual to campus

All the printings by the Student Organization should be guided by faculty and approved by the President.

A student expelled for a violation of the University(or other universities) regulations cannot be readmitted or granted permission to transfer.

Awards and Disciplinary Punishments

A student should observe the University regulations, devote him/herself to study and make a continuous effort to be qualified as a professional technician or engineer after graduation.

A student who is to be absent from the school should report the absence to the President. At the time of ailment, s/he should submit a certificate issued by a doctor in a general hospital.

The President may give awards to students whose behavior is good, whose academic record is good, and who become models for others.

The President may give disciplinary punishment to students for the following reasons.

- A student who violated the University regulations.
- A student who is absent from school without approved reasons four weeks or more.
- A student whose academic record is poor and who shows no hope of improvement.
- A student whose behavior is inappropriate as a University student.

Disciplinary punishments such as caution, limited suspension, indefinite suspension, and expulsion are given depending on the seriousness of the violation.

Tuition and Other Fees

Students should pay the specified amount of tuition at the time of registration each semester.

Fees for experiments, the Student Organization, and other fees approved by the Ministry of Education should also be paid at the time of registration.

Tuition and other fees will be refunded when a student has designated reasons that fall within tuition rules.

The President may give a partial or total exemption of tuition to a student whose academic records and behaviors are models for others. The same benefit can be applied to daughters and sons of meritorious persons.

Scholarships

The President gives scholarships from the University to the students indicated below:

Students whose behaviour is a model for others and who have grade point average (GPA) over B 0.

Students whose GPA is over C 0 but find it difficult to continue his or her studies because of financial difficulties.

If a scholarship student is on temporary leave, chooses permanent withdrawal, or is expelled under disciplinary punishment, the payment of scholarship will be stopped

Faculty Meetings

The University has faculty meetings. Assistant professors and all higher ranking professors must attend. When necessary, other professors can be included.

The President convenes faculty meetings and is the chairman of the meetings. When the President is not available, the acting President takes his place.

The faculty meetings are convened to examine the following matters upon the request of the President.

Change of academic rules

Admission, completion of academic courses, and graduation

Examinations and evaluation

Student guidance

Other matters requested by the President

Administration

The University personnel consists of the President, the Vice President, professors, associate professors, assistant professors, full time instructors, teaching assistants and general staff.

The University has an Office of Administration, an Office of Academic Affairs, an Office of Student Affairs, and an Office of School and Company Cooperation.

The University has the following attached institutes :

- Hak San Library
- Computer Center
- Cyber Education Center - Student Press
- Broadcasting Studio

The University has the following attached research institutes :

- Institute of Industrial Technology
- Student Guidance Center
- Business Incubation Center
- Continuing Education Center
- Language Education Center