

# Sookmyung Hospitality Business School Regulation

## Chapter 1. General Rules

### Article 1(Purpose)

Sookmyung Hospitality Business School (Referred to as 'this school') aims for cultivating business professionals equipped with global competitiveness through intensive researches and education regarding field of hospitality industry and service management of corporation.

### Article 2 (Courses)

This school has established MBA courses of both daytime and night time with non-degree courses and open lectures.

### Article 3 (Major and Capacity)

This school has its major and entrance capacity as the following of [Table 1].

## Chapter 2. Entrance

### Article 4 (Selection of Freshmen)

This school selects freshmen every semester.

### Article 5 (Qualification of Entrance)

In order to enter master's course of this school, students must be accepted to screening of entrance with qualification among the following two standards.

1. Students who had acquired bachelor's degree from home and abroad universities
2. Students who are acknowledged to be qualified as equal as ones above, according to legislation

### Article 6 (Procedures of Application)

Students who apply for this school must finish payment of application fee with paper submission that are required for application.

### Article 7 (Entrance Screening)

- ① Entrance screening consists of document evaluation and interview · oral tests.
- ② Details regarding entrance screening must be set following the executive details.

### Article 8 (Permission to Entrance)

Entrance must be permitted by the president with evaluation of committee of business graduate school when recommended by president of business graduate school.

### Article 9 (Entrance beside capacity)

Qualified students may be permitted to be accepted beside entrance capacity

#### Article 10 (Re-entrance)

When students who are dismissed from school according to article 15-1 or 15-2 wish to reenter school, they may reenter with the permission of principle of business graduate school, provided that there is a remaining place among capacity of the year.

### Chapter 3. Registration · Leave of Absence · Return to School · Disenrollment

#### Article 11 (Registration)

- ① Students who are permitted to enter shall complete payment of entrance fee and tuition.
- ② Students must complete payment of tuition in given period.

#### Article 12 (Leave of Absence)

- ① If there is an appropriate reason of being not able to continue studies for more than 4 weeks, students may be qualified for leave of absence with the permission of the president.
- ② The period for leave of absence is set for one year, which may be extended within one year period if permitted by the president. However, leaves due to military services or pregnancy are not part of the period.

#### Article 13 (Return to School)

- ① Students with expired period of leave must submit application for returning to school to business graduate school during the registration period.
- ② Students wishing to return to school must be permitted by the president during the registration period.

#### Article 14 (Dismissal)

Students wishing to be dismissed from school must submit dismissal application to business graduate school with the agreement of academic advisor.

#### Article 15 (Disenrollment)

Students may be expelled from school for students with following condition, by requests from the president.

1. Students who have not returned to school after expiration of leave
2. Students who did not complete payment of tuition in designated period
3. Students who are expelled or dismissed from school by detention

### Chapter 4. Courses · Credits · Completion

#### Article 16 (Years required for Graduation)

Years required for graduation are two years, while years that students can attend school cannot

exceed four years. However, period of leave is not counted in the latter.

#### Article 17 (Courses and Number of school days)

- ① Courses are conducted both in daytime and night time, with courses on weekend and field trips if required.
- ② Days of courses must be over 15 weeks in each semester.

#### Article 18 (Course completion)

- ① All students must complete mandatory courses, selective courses, and internship courses according to curriculum.
- ② Curriculum is set by the committee of business graduate school.

#### Article 19 (Credits)

Students of master's degree must earn more than 45 credits.

#### Article 20 (Supplementary Courses)

If acknowledged by the president, students may be ordered to take additional supplementary courses beside basic credits.

#### Article 21 (Credit Acknowledgement from Outside Graduate School)

- ① Credits earned in home and abroad graduate schools or other departments of Sookmyung University may be acknowledged within 6 credits with evaluation of the committee.
- ② Period of courses is not reduced based on article 16, even though the first clause acknowledges credits.
- ③ Credits can be acknowledged up till 9 credits according to double degree agreement.

#### Article 22 (Completion)

- ① Students who had registered for the period of courses and earned necessary credits may be endowed with completion of master's degree.
- ② Students who are acknowledged of completion can issue certificate of completion of [Enclosure Form 2].

### Chapter 5. Examination · Grades

#### Article 23 (Examination)

Period, method and numbers of examination are decided by professor and conducted each semester.

#### Article 24 (Evaluation and GPA)

- ① Grades are decided taking attitude, grades from each tests, attendance and reports into account with set of rules set by executive details.
- ② Grades cannot be acknowledged for courses with absence of more than 1/3 of class days.

- ③ For courses selected by the president grades may be shown either S(pass) or U(fail) only without GPA.
- ④ GPA needed to complete degree courses is either over C-(1.7) or S(pass), with GPA of entire semester of over B-(2.7).
- ⑤ Courses with grades of F may not be retaken. However, previous grades are discarded for courses that are retaken. Courses for retake may be taken up till 9 credits.
- ⑥ Grades for supplementary courses are not counted in GPA.
- ⑦ If students cannot attend examination, students should submit reasons and documents to prove them to professor and if the professor accepts, students may take additional tests on the designated date through certain procedures.

## **Chapter 6. Thesis · Assignment · Degree**

### **Article 25 (Types of Thesis and Assignments)**

Types of degree and assignments are one of the following.

1. Thesis
2. Business Assignment
3. Plan of Business

### **Article 26 (Qualification for Thesis and Assignment Submission)**

Students to submit thesis and assignment must be qualified with the following condition.

1. Students expected to complete 3rd semester or 4th semester
2. Students with GPA over 2.7 throughout the entire semester
3. Students with approval of academic professor and head professor

### **Article 27 (Evaluation of Thesis and Assignment)**

- ① Thesis is approved when over 2/3 of evaluation members give over 70 points.
- ② Assignment for degree is decided by presentation.
- ③ Details of evaluation for thesis and assignment are set by executive details.

### **Article 28 (Degree Conferment)**

Students who have completed credits and passed evaluation may be endowed with degree of MBA of [Table 1].

### **Article 29 (Conferment of Double Majors)**

Double major degrees may be endowed according to agreement with foreign universities and the operation is to be decided separately.

### **Article 30 (Cancellation of Degree)**

Degree may be cancelled by the president if requested by the president of business graduate school after screening to find out significant flaws during the credit earning procedures.

## Chapter 7. Student Guidance · Scholarship

### Article 31 (Student Guidance)

Students must follow these rules and be guided by president of business graduate school and head professor.

### Article 32 (Disciplinary Actions)

- ① President of business graduate school may request disciplinary actions to university president through screening of committee for students with following conditions.
  1. Students who had violated school regulations
  2. Students who had committed acts that are not conforming to their current social status
- ② Students who are subjected to disciplinary actions may submit documents addressing their own opinions regarding the detentions to the committee of business graduate school and the academic board, and if requested by the committee and the board, students may be present to address opinions in person.
- ③ Detentions include probation, suspension with certain periods, suspension without certain periods, dismissal.

### Article 33 (Scholarship)

- ① Students may be provided with scholarship or necessary assistance for researches when they are acknowledged as with appropriate attitude and outstanding academic records.
- ② Details for scholarship are decided by detailed regulation of school.

## Chapter 8. Non-degree Curriculum · Open Lectures

### Article 34 (Open Lectures)

- ① This school may have non-degree courses and open lectures to guide students who wish to learn specific details regarding office works, refinement or researches.
- ② When opening non-degree courses and open lectures, the subjects, period and capacity are decided by president of business graduate school.
- ③ Operation of open lectures may be referred to related institutions of school which deals with academic affairs.

## Chapter 9. Organization

### Article 35 (Setup)

This school has president, head professor and required staffs.

### Article 36 (Committee of Business Graduate School)

- ① For evaluation of operation from this school, there is a committee of business graduate school (referred to 'the committee' from now on).

- ② The committee is consisted of more than academic members appointed by the president, with president of business graduate school, head professor of business graduate school, head of Department of Business and Commerce, head of Department of Business Management, head of planning department are ex officio members.
- ③ President of the committee is the president of business graduate school.

#### Article 37 (Term of Committee Members)

Term of committee members is 2 years, while newly appointed members due to short members have their term as the remaining terms of previous member.

#### Article 38 (Function of Committee)

Committee evaluates the following.

1. Affairs related to entrance, completion and endowment of degree
2. Affairs related to entrance capacity
3. Affairs related to courses
4. Affairs related to establishment and operation of non-degree courses and open lectures
5. Affairs related to revision of regulations and opening/closure
6. Affairs related to other remarks of operation

#### Article 39 (Mobilization of Committee)

The committee is summoned if necessary, by the president of business graduate school who is the president of the committee. The committee is open with presence of over half of the members and resolution is made with agreement of the same members.

### Chapter 10. Supplementary Rules

#### Article 40 (Detailed Rules and Private Rules)

Affairs and procedures related to conduct of regulation are decided by detailed regulation and internal rules.

#### Article 41 (Respect Regulation)

Other regulations beside these regulations follow the regulations of Sookmyung Women's University.

#### **Supplementary Provision(1)**

- ① (Enforcement Date) This detailed rules are implemented from February 26, 2007.

#### **Supplementary Provision(2)**

- ① (Enforcement Date) This detailed rules are implemented from February 16, 2009.

#### **Supplementary Provision(3)**

- ① (Enforcement Date) This detailed rules are implemented from February 16, 2009.

**Supplementary Provision(4)**

① (Enforcement Date) This detailed rules are implemented from August 20, 2009.

**Supplementary Provision(5)**

① (Enforcement Date) This detailed rules are implemented from January 19, 2010.

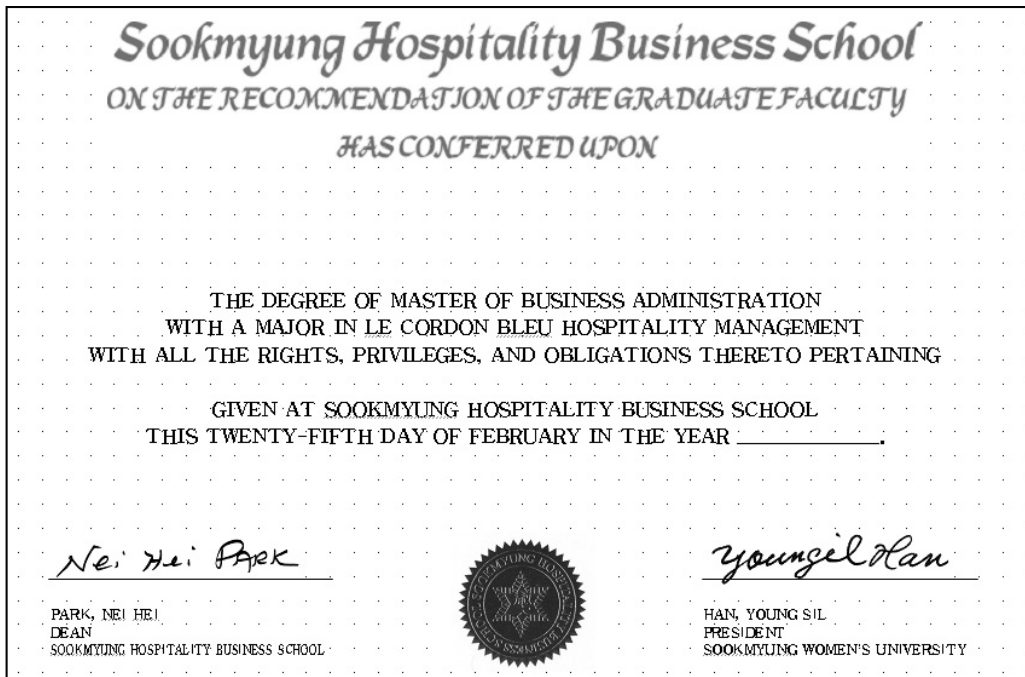
**Supplementary Provision(6)**

① (Enforcement Date) This detailed rules are implemented from October 29, 2010.

[Table 1] Programs, major, degree and capacity of Business Graduate School

Graduate School	Program		Major	Degree	Capacity
Sookmyung Hospitality Business School	Master's degree	Daytime	Le Cordon Bleu Hospitality Management	Master's degree of Management	20
		Night time			20

[Enclosure 1] Sookmyung Hospitality Business School



[Enclosure 2]

No.

# Certificate of Completion

○ ○ ○  
Born in / / 19

This certificate is endowed as this student has completed required courses in ○ ○ ○ major of master's degree program from ○ ○ ○ graduate school of this university.

20. .

Dean, Graduate School of Sookmyung Women's University (Major)

○ ○ ○ (Signature)

President of Sookmyung Women's University (Major)

○ ○ ○ (Signature)

Master's degree No.