

Detailed Executive Rules of Sookmyung Hospitality Business School

Chapter 1. General Regulation

Article 1 (Purpose)

These detailed rules aim for defining certain details that are necessary for conduct of regulation of Sookmyung Hospitality Business School (referred to as 'this school').

Chapter 2. Entrance

Article 2 (Application Documents)

Application documents of article 11 of school regulation refer to the following.

1. Application and test identification
2. Certificate of graduation and academic grades
3. Certificate of work and previous experiences
4. Personal statement
5. English proficiency test grades
6. Extra documents

Article 3 (Screening of Entrance)

- ① Screening of entrance for master's degree is conducted both by document screening and interview
· oral tests and is conducted with specified standards of the committee.
- ② Members of screening for entrance exam consist of more than 3 professors from business graduate school, who are appointed by the president with recommendation of head professor.

Article 4 (Criterion for Selection)

Master's degree of this school selects students with more than 2 years of work experience in priority and students without such experience may be selected within 30% of entrance capacity.

Chapter 3. Registration

Article 5 (Tuition for Students with Exceeded Semester)

Students who registered exceeding period of courses must complete tuition according to registration credits.

1. Students who registered for 1-3 credits pay 1/3 of tuition.
2. Students who registered for 4-6 credits pay 2/3 of tuition.
3. Students who registered for more than 7 credits pay all of tuition.

Article 6 (Return of Tuition)

Paid tuition is returned according to the following criteria when students give up entrance, leave school or drop after payment is completed.

1. All of the tuition paid is returned when such reasons occur before the start of semester.
2. Entrance fee is not returned when cases occur after the start of semester and tuition is returned according to the following table.

Date	Payment	Return
within 2 weeks after start of semester	-	All of tuition
2 weeks-30 days after start of semester	1/6 of tuition	5/6 of tuition
30-60 days after start of semester	1/3 of tuition	2/3 of tuition
60-90 days after start of semester	1/2 of tuition	1/2 of tuition
90 days after start of semester	All of tuition	No returns

3. If tuition payment is completed with scholarship counted, the student is excluded from scholarship, and remaining is returned following the standard of return. In this case the remaining amount must be paid.

Chapter 4. Courses

Article 7 (Credits)

- ① Students of master's course must complete total of 45 credits including mandatory courses and selective courses.
- ② Students without work experience must complete 3 credits of field practice and this credit is not counted for 45 credits of article 1.
- ③ (Deleted)

Article 8 (Cancellation of Courses)

Minimum number of students is 5 for courses and the course will be closed if this is not met. However, if there is an approval of the president, the course may be open.

Article 9 (Retraction of Courses)

- ① If it is impossible to continue taking course, it may be retracted in the given period.
- ② Remaining courses must be over minimum 1 course after retraction.
- ③ Alternative courses may not be taken if retraction is made. Retracted subjects are excluded from grade evaluation.

Article 10 (GPA) Grades and GPA are shown and converted as following

Grades	Points	GPA	Grades	Points	GPA
A+	97-100	4.3	B-	80-83	2.7
A0	94-96	4.0	C+	77-79	2.3
A-	90-93	3.7	C0	74-76	2.0
B+	87-89	3.3	C-	70-73	1.7
B0	84-86	3.0	F	69 or below	0.0

Chapter 5. Thesis and Assignments

Article 11 (Selection of Academic Advisor)

Students wishing to submit thesis and assignment must report to head professor after selecting academic advisor, before the start of submission semester.

Article 12 (Submission of Application and Plans)

- ① Students wishing to submit thesis and assignment must submit the followings through intranet during the period of the start of semester to 3rd week.
 1. Subjects
 2. Motivation and expected effects
 3. Contents and methods
- ② Academic advisor and head professor evaluate the appropriateness of the applicant and decide approval up till the 4th week from the start of semester.

Article 13 (Systems and Standards)

Detailed regulation regarding system and format of thesis and assignment conforms to ‘System and Format of Thesis and Assignment of Sookmyung Hospitality Business School’ defined by the committee.

Article 14 (Evaluation)

- ① Thesis evaluation members compose of 3 people including academic advisor.
- ② Evaluation consists of pre-evaluation and actual evaluation and the schedules are decided by the student and academic advisor.
- ③ Actual evaluation decides the acceptance after evaluating revisions made regarding points that are pointed out from the pre-evaluation. However, students for degree assignment are accepted by evaluating presentation.

Article 15 (Submission of Evaluation Report)

Head of evaluation members collect evaluation result from each member after the event to write reports and earn signatures to submit it to the president of business graduate school.

Article 16 (Submission of Printed Materials)

Students approved of thesis and assignment must submit 5 printed copies within a month after acceptance and one among these must be signed by all members and submitted.

Article 17 (Request for Review)

Students who are disapproved of thesis and assignment may have second trial for once. Students wishing to request this must re-submit it after revision.

Supplementary Provision (1)

This detailed rules are implemented from February 16, 2009.

Supplementary Provision (2)

This detailed rules are implemented from August 20, 2009.

Supplementary Provision (3)

This detailed rules are implemented from January 19, 2010.

Supplementary Provision (4)

This detailed rules are implemented from October 29, 2010.