

Regulations on Class Operation

Article 1 (Purpose)

The purpose of these regulations is to prescribe detailed matters concerning class operation pursuant to the Academic Regulations of Woosong University.

Article 1-2 (Classification of Semesters)

- ① The operation of semesters under Articles 11 and 12 of the Academic Regulations shall be as follows:
 1. First Semester: From the first week of March for 15 weeks of instruction;
 2. Summer Semester: Up to 5 weeks following the end of the first semester;
 3. Second Semester: From the last week of August for 15 weeks of instruction;
 4. Winter Semester: Up to 5 weeks following the end of the second semester.
- ② Notwithstanding Paragraph 1, in cases of natural disasters or special circumstances related to curriculum operation, the start date of semesters may be adjusted with the President's approval as follows:
 1. First and second semesters: within a limit not exceeding 2 weeks;
 2. Summer and winter semesters: within a limit not exceeding 1 week.

Article 1-3 (Special Semesters)

- ① The self-development semester and career semester referred to in Article 11, Paragraph 5 of the Academic Regulations are defined as follows:
 1. Self-development semester: a semester in which students participate in separate programs related to career exploration, major exploration, advanced major studies, research, employment/entrepreneurship preparation, and language proficiency improvement;
 2. Career semester: a semester in which students who have completed all graduation requirements but maintain enrollment (graduation deferment period) participate in programs related to employment, language training, or certification acquisition.
- ② The self-development semester may be taken up to two times during enrollment from the second year onward.
- ③ Programs in self-development and career semesters may be conducted through assignments in addition to attendance-based learning.
- ④ Detailed matters shall be governed by relevant regulations and separate guidelines.

Article 2 (Classroom Assignment)

Classrooms (including laboratories and practice rooms) shall be assigned prior to each semester based on capacity and the number of enrolled students.

Article 3 (Appointment of Instructors and Scheduling)

- ① The head of each department shall prepare a list of instructors for each course and submit it to the academic affairs office for approval by the President.
- ② The appointment of part-time lecturers shall require separate approval from the President.
- ③ Once course offerings, teaching loads, and facility usage plans are finalized, the department head shall submit teaching assignments and weekly schedules to the academic affairs office.
- ④ Approved class schedules shall not be changed without the President's approval.
- ⑤ In principle, at least 50% of general education courses shall be taught by full-time faculty, unless unavoidable circumstances require otherwise.

Article 3-2 (Forms of Learning)

[4-1-1b-wsuk]

- ① The forms of learning referred to in Article 11, Paragraph 2 of the Academic Regulations are as follows:
 1. Attendance-based learning: face-to-face instruction conducted by the instructor in classrooms or practice sites;
 2. Self-directed learning: learning conducted independently by students when attendance-based learning is not feasible;
 3. Industry field learning: learning conducted through internships, site visits, or on-site instruction in industry settings;
 4. Assignment-based learning: learning conducted through assignments under faculty supervision when attendance or field learning is not possible;
 5. Distance learning: courses in which at least 70% of instruction is delivered remotely (including online, virtual, and electronic lectures).
- ② Detailed matters regarding distance learning shall be determined by the President.

Article 4 (Standards for Class Scheduling)

- ① Full-time faculty teaching schedules shall be distributed over at least four days per week, with a maximum of four hours per day per learning type.
- ② Part-time instructors' schedules shall be assigned based on availability and preferred teaching days.
- ③ For the same course, theory classes shall not exceed 2 hours and laboratory/practical classes shall not exceed 4 hours per session. However, theory classes may extend up to 3 hours if necessary.

Article 5 (Unit of Class Time and Types of Instruction)

- ① One unit of class time shall be 60 minutes.
- ② Classes may be conducted in the following formats:
 1. Regular classes: conducted weekly over 15 weeks (or 4–6 weeks in summer/winter sessions);
 2. Block classes: compressed courses delivered over shorter periods (e.g., 3 weeks or 15 days);
 3. Team-teaching: courses taught by two or more instructors jointly;
 4. Joint classes: courses where multiple instructors share teaching responsibilities;
 5. Combined classes: courses combining theory and practice.
- ③ These formats may be applied to all learning types defined in Article 3-2.

Article 5-2 (Class Size)

- ① Class size shall generally be:
 1. Regular classes: 30–50 students;
 2. General electives: 30–50 students;
 3. Laboratory/practical classes: 20–40 students.
- ② For large-scale classes approved by the President, additional support may be provided, including:
 1. Additional instructor compensation;
 2. Installation of audio-visual equipment;
 3. Assignment of teaching assistants.
- ③ Notwithstanding Paragraph 1, courses such as foreign language classes or those taught by full-time faculty may be offered with fewer than 10 students with Presidential approval.

Article 6 (Course Syllabus Preparation and Registration)

Instructors shall prepare a syllabus including course objectives, weekly plans, references, and evaluation methods, and register it in the University information system before the start of the semester.

Article 6-2 (Improvement of Instruction)

- ① The head of the academic affairs office shall establish and implement plans for improving curriculum

[4-1-1b-wsuk]

operation based on competency outcomes.

② At the end of each semester, instructors shall prepare course evaluation reports, which shall be monitored by the academic affairs office.

Article 7 (Class Cancellation and Make-up Classes)

① For cancellations not included in the academic schedule, instructors must prepare a make-up plan in advance and obtain Presidential approval.

② In cases of unforeseen cancellations, a report and make-up plan must be submitted immediately.

③ For cancellations due to public holidays or institutional holidays, make-up classes shall be conducted according to a pre-approved plan.

Article 8 (Minimum Enrollment for Course Offering)

Courses shall generally not be offered if enrollment falls below the minimum class size specified in Article 5-2, unless approved by the President. Separate standards may apply for summer and winter sessions.

Article 9 (Faculty Teaching Load)

① The standard teaching load for full-time faculty shall be 10 hours per week.

② For invited or foreign faculty, the same standard applies unless otherwise specified in the contract.

③ Teaching loads may be reduced with Presidential approval for faculty holding administrative positions.

④ Exceptions to statutory teaching load limits may apply in cases such as additional class sections, sudden faculty vacancies, or special academic needs.

Article 9-2 (Class Operation Management)

① Department heads shall monitor and report class operation status each semester.

② Faculty shall verify instructional progress based on attendance records in accordance with grading regulations.

③ If faculty violate regulations or disrupt normal class operations, disciplinary measures may be taken, including warnings or penalties.

④ Make-up classes for missed sessions shall be promptly arranged under the responsibility of the department head.

Article 10 (Miscellaneous)

Matters not specified in these regulations or the Academic Regulations regarding class operation shall be determined by the President following deliberation by the Academic Affairs Committee.