

# Student Code of Conduct

## Chapter 1 General Provisions

### Article 1 (Purpose)

The purpose of these regulations is to prescribe detailed matters that students of Woosong University (hereinafter referred to as “the University”) must observe, which are not specified in the Academic Regulations and related rules.

### Article 2 (Basic Principles)

Students shall, based on the founding philosophy of the University, conduct themselves with independence, integrity, and diligence in both on-campus and off-campus life, fostering a sound academic culture and striving to develop creativity and scholarly competence.

## Chapter 2 Student Identification Card

### Article 3 (Issuance of Student ID)

Students who have completed admission procedures shall promptly be issued a student identification card.

### Article 4 (Registration Confirmation)

Students must complete registration every semester.

### Article 5 (Carrying of Student ID)

Students shall carry their student ID at all times, both on and off campus. Failure to do so may result in restrictions on class attendance, examinations, laboratory use, and access to library facilities.

### Article 6 (Prohibition of Lending or Alteration)

Student IDs shall not be lent to others or altered for any purpose.

### Article 7 (Reissuance)

In case of loss, students must apply for reissuance to the Office of Student Affairs, stating the reason clearly.

## Chapter 3 Student Organizations

### Article 8 (Establishment of Student Organizations)

- ① Student organizations not established in accordance with University regulations shall not be recognized.
- ② Organizations may be established for the following purposes:
  1. Volunteer activities
  2. Academic or artistic activities
  3. Sports and fellowship
  4. Student council-related activities

**Article 9 (Requirements for Registration)** To register as a student organization, the following requirements must be met:

- ① The organization shall not interfere with the normal functions of the University or contradict its educational objectives.

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- ② The organization should have at least 25 regular members who agree with its founding purpose and philosophy.
- ③ The purpose and scope of activities of the organization shall, in principle, be directed toward the entire student body.
- ④ The organization shall possess a distinct purpose and characteristics that do not overlap with those of other organizations.
- ⑤ The organization shall appoint a faculty advisor to ensure proper guidance and smooth operation.
- ⑥ The organization shall obtain the consent of the faculty advisor for their appointment.
- ⑦ The organization shall meet other requirements equivalent to the above.

#### **Article 10 (Registration Procedures)**

- ① Student organizations applying for new registration shall submit the following documents to the Head of the Student Affairs Office within the designated annual period:
  1. Application for student organization registration (prescribed form);
  2. Letter of acceptance from the faculty advisor (prescribed form);
  3. Annual activity plan for the registration year (prescribed form);
  4. Report on activities and evaluation of the previous year (prescribed form);
  5. Constitution/bylaws of the student organization;
  6. List of members.
- ② Student organizations shall renew their registration annually within the designated period by submitting the documents specified in Paragraph 1.

#### **Article 11 (Representative of Student Organization)**

The representative of a student organization shall meet the following qualifications:

- ① A student of good character, sound judgment, and leadership ability;
- ② A student with no record of disciplinary action;
- ③ A student recommended by the faculty advisor of the organization.

#### **Article 12 (Officers)**

- ① The selection and term of office of officers shall be governed by the organization's bylaws.
- ② Upon election of officers, the list shall be promptly submitted to the Head of the Student Affairs Office.

#### **Article 13 (Faculty Advisor)**

- ① The faculty advisor shall be a full-time faculty member or higher of the University recommended by the organization. (However, an invited professor may be appointed upon deliberation by the Student Guidance Committee.
- ③ The faculty advisor shall attend all on- and off-campus activities of the organization and provide responsible supervision.
- ④ If the faculty advisor needs to delegate duties temporarily due to overseas research or business trips, a substitute advisor shall be recommended in advance and approved by the Head of the Student Affairs Office.
- ⑤ If the faculty advisor resigns, a successor shall be appointed within 10 days, and a letter of acceptance shall be submitted to the Head of the Student Affairs Office.

#### **Article 14 (Establishment)**

A student organization that has completed registration procedures shall be recognized as an official organization from the date announced by the Head of the Student Affairs Office following deliberation by the Student Guidance Committee and approval by the President.

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### **Article 15 (Order of Dissolution)**

The President may order reorganization of officers or dissolution of a student organization in the following cases:

- ① When activities violate the purpose of establishment;
- ② When activities disrupt campus order;
- ③ When activities are inactive or insufficient;
- ④ When there are other serious reasons making continuation difficult.

### **Article 16 (Finances)**

- ① The finances of student organizations shall, in principle, be supported by members.
- ② The Head of the Student Affairs Office may provide financial support if necessary.
- ③ The organization's representative shall prepare an annual financial report, submit it through the faculty advisor to the Head of the Student Affairs Office, and disclose it to all members.

### **Article 17 (Activities of Organizations)**

- ① Registered student organizations shall actively participate in university or student council events.
- ② All activities shall be conducted after obtaining approval by submitting an activity plan and facility use request through the faculty advisor to the Head of the Student Affairs Office.
- ③ Meetings shall not conflict with regular classes, and prior approval is required if unavoidable.
- ④ Outdoor nighttime activities involving fire (e.g., torches, bonfires) are prohibited in principle and require prior approval if unavoidable.
- ⑤ All printed materials (posters, banners, pamphlets, etc.) must be submitted in draft form for approval before production and distribution.

### **Article 18 (Cancellation of Registration)**

- ① Registration may be canceled by the President following deliberation by the Student Guidance Committee if the organization:
  1. Fails to fulfill its purpose as a student organization;
  2. Violates student activity regulations or damages the University's reputation;
  3. Has no or extremely poor activity performance for one year;
  4. Violates these regulations.
- ② Organizations with similar purposes or activities may be merged upon committee review.
- ③ If an organization wishes to dissolve, its representative shall submit a written statement of reasons to the Head of the Student Affairs Office.

### **Article 19 (Club Room Usage Hours)**

- ① Club rooms shall be used between 08:00 and 22:00. However, for special cases such as event preparation, usage may be extended until 22:30 with approval.
- ② For use beyond regular hours, an activity plan shall be submitted in advance, and approval shall be obtained.

### **Article 20 (Prohibited Activities in Club Rooms)**

Users of club rooms shall be prohibited from:

- ① Drinking alcohol, causing disturbances, or gambling;
- ② Using cooking equipment or bringing flammable materials;
- ③ Bringing bedding or staying overnight;
- ④ Altering facilities or damaging/removing equipment;
- ⑤ Unauthorized posting or removal of materials;

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- ⑥ Allowing unauthorized external individuals or groups;
- ⑦ Illegal assemblies or political activities;
- ⑧ Any actions causing inconvenience to others.

#### **Article 21 (Penalties)**

- ① Any person who damages facilities shall restore them immediately and compensate for damages.
- ② Violators of Articles 19 and 20 shall be instructed to correct their behavior immediately, and failure to comply may result in disciplinary action following committee review.

#### **Article 22 (Pledge)**

The representative of a student organization assigned a club room shall submit a written pledge regarding its use to the Student Affairs Office at the beginning of each semester.

### **Chapter 4 Assemblies, Publications, and Notices**

#### **Article 23 (Notification and Approval of Assemblies)**

- ① Assemblies and events must be reported to the Student Affairs Office using a permit application form at least one week prior to the event and approved by the President.
- ② Approval may be revoked if the application contains false information or if there are other serious reasons.
- ③ Assemblies that interfere with the academic schedule or classes during the semester shall not be permitted.
- ④ For joint events with other universities or organizations, the procedures in Paragraph 1 shall be followed, including submission of event details, budget, participating institutions, and promotional materials.

#### **Article 24 (Posters and Notices)**

- ① Students wishing to post advertisements or notices, either individually or on behalf of a student organization, must obtain prior approval from the Student Affairs Office.
- ② All postings must be displayed only in designated areas and within the permitted posting period.
- ③ The standard size of postings shall not exceed the size of a standard sheet (8-jeol size). Larger postings require approval from the Head of the Student Affairs Office.

#### **Article 25 (Publications)**

- ① All regular and occasional publications issued by students or student organizations shall be edited and produced under the guidance of a faculty advisor.
- ② All publications must be printed and distributed with the approval of the President

### **Chapter 5 Awards and Disciplinary Actions**

#### **Article 26 (Awards)**

Students who fall under any of the following categories may be awarded following prescribed procedures:

1. Students of exemplary conduct with outstanding academic performance;
2. Students who have made significant contributions to the University or society;
3. Students who have performed exemplary acts or demonstrated outstanding talent enhancing the University's reputation;
4. Students with sound character and exceptional leadership who have contributed significantly to student self-governance;

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5. Students recommended for awards by a faculty advisor.

#### **Article 27 (Proposal and Decision of Awards)**

① When grounds under Article 26 arise, an award may be proposed to the Student Guidance Committee with the following documents:

1. Record of achievements;
2. Recommendation letter from the faculty advisor;
3. Opinion letter from the department head.

② The Head of the Student Affairs Office shall review the proposed candidates through the Student Guidance Committee and submit them to the President for final approval.

#### **Article 28 (Disciplinary Actions)**

Students may be subject to disciplinary action if they:

- ① Violate the Academic Regulations or student conduct rules;
- ② Engage in academic misconduct during examinations;
- ③ Commit acts of violence against other students;
- ④ Damage or steal University property;
- ⑤ Disobey or act disrespectfully toward faculty or staff;
- ⑥ Intentionally disrupt classes or events;
- ⑦ Lend or misuse student identification cards;
- ⑧ Consume alcohol on campus or attend classes under the influence;
- ⑨ Post unauthorized materials or engage in incitement;
- ⑩ Engage in other conduct unbecoming of a student.

#### **Article 29 (Types of Disciplinary Actions)**

① Disciplinary measures may include warning, reprimand, suspension, expulsion, or dismissal, depending on the severity of the offense.

② During a reprimand period (1 week to 1 month), students must reflect on their conduct and are prohibited from participating in campus or external activities.

③ Suspension may be for a fixed or indefinite period: fixed-term suspension shall not exceed one month, while indefinite suspension shall exceed one month.

#### **Article 30 (Proposal and Decision of Disciplinary Actions)**

① When grounds for disciplinary action arise, the Head of the Student Affairs Office may refer the case to the Student Guidance Committee with the following documents:

1. Report of the incident;
2. Written statement from the student (may be omitted if necessary);
3. Opinion letter from the faculty advisor and department head.

② The Head of the Student Affairs Office shall obtain approval from the President after submitting the committee's deliberation record.

#### **Article 31 (Notification of Disciplinary Decision)**

Once a disciplinary decision is made, it shall be promptly communicated in writing to the student and their guardian.

#### **Article 32 (Special Guidance and Suspension of Rights)**

① Students subject to disciplinary action (excluding expulsion) shall receive continuous guidance from their advisor and department head during the disciplinary period.

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- ② Students under reprimand shall be prohibited from participating in all student activities except classes.
- ③ Students under disciplinary action other than reprimand shall have all student rights suspended during the disciplinary period.

**Article 33 (Reduction or Removal of Disciplinary Action)**

If a report on special guidance and a recommendation for mitigation or removal of disciplinary action are submitted by the faculty advisor and department head, the Head of the Student Affairs Office may, following deliberation by the Student Guidance Committee and approval by the President, reduce or lift the disciplinary action.