CHAPTER I  GENERAL PROVISIONS

Article 1 (Purpose)
The purpose of these Regulations is to prescribe standards for personnel management that apply to faculty members of Seoul National University pursuant to Article 32 of the Articles of Incorporation of the National University Corporation, Seoul National University.

Article 2 (Classification of Faculty Members, etc.)
(1) Full-time faculty members (hereinafter referred to as "faculty member") shall be classified into professors, associate professors, and assistant professors.

(2) Seoul National University shall employ Humanities Korea (HK) faculty members, and classify them into professors (HK faculty members), associate professors (HK faculty members), and assistant professors (HK faculty members). <Newly Inserted by Regulations No. 1996, Jun. 8, 2015>

(3) In addition to faculty members under paragraphs (1) and (2), Seoul National University may employ adjunct faculty members, honorary professors, invited faculty members, endowed faculty members, Brain Korea (BK) faculty members, teaching faculty members, research faculty members, part-time instructors, etc., (hereinafter referred to as "adjunct faculty members, etc."). <Amended by Regulations No. 1996, Jun. 8, 2015>

Article 3 (Scope of Application)
(1) These Regulations shall apply to faculty members under Article 2 (1).

(2) The President shall expressly prescribe matters concerning the appointment, etc. of Humanities Korea (HK) faculty members under Article 2 (2). <Newly Inserted by Regulations No. 1996, Jun. 8, 2015>

(3) The President shall expressly prescribe matters concerning qualifications, procedures for appointment, service, employment conditions, etc. of adjunct faculty members, etc. under Article 2 (3). <Amended by Regulations No. 1996, Jun. 8, 2015>
Article 4 (Qualification of Faculty Members)

(1) Qualified faculty members shall be those who meet any of the following requirements:
   1. Those who hold a doctorate;
   2. Those holding a recognized qualification equivalent to a doctorate, or who have attained achievements equivalent to a doctorate.

(2) The President shall expressly prescribe criteria for qualification and achievements under paragraph (1) 2, following deliberation by the Faculty Personnel Committee.

Article 5 (Appointment of Faculty Members)

(1) A faculty member is appointed by the President of University following deliberation by the Faculty Personnel Committee.

(2) A faculty member is appointed following the terms and conditions of a contract within the following scope:
   1. Professor: Until he/she reaches retirement age under Article 32 (2) of the Articles of Incorporation: Provided, that where he/she wishes or is newly appointed as professor, he/she may serve as professor for the period stipulated in the contract for up to six years;
   2. Associate professor: He/she may serve as associate professor for the period stipulated in the contract for up to six years: Provided, that where he/she has attained outstanding achievements teaching and research in his/her field, he/she may serve until he/she reaches retirement age;
   3. Assistant professor: He/she may serve as assistant professor for the period stipulated in the contract for up to four years.

(3) Where a faculty member who has been appointed under the contract pursuant to paragraph (2) becomes pregnant, gives birth to a child or adopts an infant (a child of preschool age under the age of six) during the period of appointment, he/she may extend the period of the contract for the relevant appointment within two years for each childbirth and within one year for each adoption.

(4) Where a faculty member fails to adhere to the terms and conditions of the contract, such as early resignation, after he/she has been appointed, and as a result Seoul National University incurs a loss, Seoul National University may file a claim for damages against the faculty member.

(5) The contract for appointment under paragraph (2) shall be entered into in writing, and the President shall expressly prescribe detailed matters concerning the contract following deliberation by the Faculty Personnel Committee.

Article 6 (Validity of Personnel Announcement)

(1) A faculty member shall be deemed appointed on the date mentioned in a letter of appointment or notice of appointment: Provided, that in cases of dismissal due to his/her death, he/she shall be deemed dismissed on the day following his/her death.

(2) Where the period of appointment under Article 5 expires during the semester, the last day of the semester of the period of appointment, shall be deemed the expiration date of the period of appointment.
(3) The date of appointment of a faculty member shall not be retroactive in principle: Provided, that where a faculty member who has rendered distinguished service to the development of Seoul National University, dies in the line of duty, the foregoing shall not apply where Seoul National University confers posthumous honors on him/her by designating the day before his/her death as the date of appointment.

Article 7 (Calculation of Period of Appointment)

(1) The period of appointment under Article 5 shall be calculated on the basis of the date of appointment under Article 6 (1), and where a faculty member is appointed for promotion while in office, the period of appointment shall be recalculated from the time he/she is appointed for promotion.

(2) Where the period of appointment under Article 5 expires while a faculty member is being dispatched overseas or is travelling overseas on official duty, the remainder of the period of his/her dispatch or official trip shall be deemed the period of appointment: Provided, that the remainder of such period shall not exceed two years.

(3) Notwithstanding paragraph (2), in cases of a faculty member who is dispatched for the execution of a national project, etc. after obtaining approval from the President, the remainder of the period of dispatch may be deemed the period of appointment where necessary.

(4) Where a faculty member takes a leave of absence pursuant to Article 36, the President need not include the period of his/her leave of absence in the period of appointment, depending on the reasons for taking his/her leave of absence, and expressly prescribe whether to include in the period of appointment depending on each reason for taking a leave of absence.

Article 8 (Personnel Records)

(1) The President shall prepare, maintain and keep personnel records for the efficient personnel management of faculty members under his/her authority.

(2) The President shall expressly prescribe matters necessary in drawing up, maintaining or retaining personnel records under paragraph (1).

CHAPTER II APPOINTMENT

SECTION 1 New Appointment

Article 9 (New Employment)

(1) In principle, new hiring of a faculty member shall be open hiring, and where outstanding achievements in teaching and research are recognized or where necessary, the President may appoint a faculty member, and expressly prescribe matters concerning special appointment.

(2) The President shall select a candidate for new employment after receiving a report on the outcome of screening from the dean of the relevant college or graduate school.

(3) In hiring a new faculty member, diversity of the undergraduate institutions of the
department’s faculty members be taken into consideration, and the detailed hiring ratio of such appointees and relevant matters shall be governed by Article 4-3 (1) and (2) of the Decree on the Appointment of Educational Officials.

Article 10 (New Employment of World-Class Scholars)

(1) The President may newly appoint a person who has attained world-class achievements, such as receiving the Nobel Prize, irrespective of retirement age provided for in Article 37 following deliberation by the Faculty Personnel Committee.

(2) In cases falling under paragraph (1), the President need not apply Articles 14 and 15 thereto.

Article 11 (Timing of New Employment)

Faculty members shall be newly employed twice a year, and in principle, they shall be newly employed during the period within one month prior to the beginning of the regular semester.

Article 12 (Official Title of Newly Employed Faculty Members)

The official title of a newly employed faculty member shall be conferred based upon his/her experience, achievements, quality, etc., in another educational institution or research institution, etc.

Article 13 (Calculation of Career in Teaching and Research)

The President shall expressly prescribe standards for calculating matters concerning a faculty member's career in teaching and research within the scope provided for in the Regulations on Criteria, etc. for Qualification of Faculty Members of University.

Article 14 (Minimum Duration Required for Each Official Title of Newly Appointed Faculty Members)

The length of the minimum duration in teaching or research for each official title of newly employed faculty members, shall be as follows for college graduate: Provided, that where he/she has attained outstanding achievements, the President may adjust the official title following deliberation by the Faculty Personnel Committee: <Amended by Regulations No. 1964, Jul. 14, 2014>

1. Professor: 14 years;
2. Associate professor: 9 years;
3. Assistant professor: 4 years.

Article 15 (Screening Candidates for New Appointment)

Candidates for new employment shall be screened in the following stages. If necessary, they may be screened by integrating all the stages. The President shall expressly prescribe specific matters necessary to conduct such review:

1. Screening of basics and area of specialty (Stage 1):
   (a) Qualification for the field of specialty recruited for;
   (b) Publications for review;
   (c) Record of Research and Publication;
2. Screening interview (Stage 2):
   (a) Presentation or open lecture;
(b) A letter of self-introduction and an education and research plan;
(c) Fitness for appointment.

**Article 16 (Ascertainment of Academic Degree)**

Where the dean of a college or graduate school intends to recommend the appointment of a candidate for new appointment, he/she shall ascertain whether the academic degree submitted by the candidate is accurate or false before he/she makes the recommendation.

**Article 17 (Physical Examination for Employment)**

(1) When hiring a new faculty member, a physical examination shall be administered, and the President shall not appoint any person who fails to meet the criteria for passing the physical examination as a faculty member.

(2) The President shall expressly establish the criteria for failure in the physical examination for employment.

**Article 18 (Issuance of Letter of Appointment and Required Documents)**

(1) In cases of the appointment of a faculty member, the President shall issue a letter of appointment simultaneously with the personnel announcement: Provided, that in cases of personnel announcement excluding new appointment and appointment for promotion, a notice of personnel announcement may take the place of the issuance of a letter of appointment.

(2) A candidate for new appointment as a faculty member shall submit the following documents: Provided, that where the President deems other documents necessary, he/she may add other documents:

1. Three copies of a personal questionnaire;
2. Two copies of a personnel record card;
3. One copy of a report on research achievement;
4. Two copies each of a certificate of graduation and a diploma;
5. Two copies of a transcript;
6. Two copies of a certificate of previous employment(s);
7. Two copies of a medical certificate for employment;
8. Two copies each of a basic certificate, a certified copy and an abridged copy of resident registration (where matters concerning military services are not stated therein, a certificate of military service).

(3) In cases of a faculty member who is a foreigner, he/she need not submit documents under paragraph (2) 8.

(4) Where any defect is discovered in documents submitted in connection with paragraph (2), or any of the aforesaid documents is deemed false, the President shall require the candidate for appointment to supplement or resubmit such documents within a reasonable fixed period; where the candidate for appointment fails to take appropriate measures, such as a supplement the President may cancel his/her decision to make the appointment or appointment.

**Article 19 (Grounds for Disqualification for Appointment)**
No person who falls under any of the following shall be appointed as a faculty member:
1. An incompetent or quasi-incompetent;
2. A person declared bankrupt who has not been reinstated yet;
3. A person in whose case five years have not passed since his/her imprisonment without labor or heavier punishment declared by a court, was completely executed or exempted;
4. A person in whose case two years have not passed since the expiration of the period of suspension of the execution of his/her imprisonment without labor or heavier punishment as declared by the court;
5. Where a person receives suspended sentence of his/her imprisonment without labor or heavier punishment, the person subject to a suspended sentence;
6. A person who is disqualified or whose qualification is suspended in accordance with a court ruling or pursuant to other Acts;
7. A person in whose case two years have not passed since he/she was sentenced to a fine of at least three million won, for a crime provided for in Articles 355 and 356 of the Criminal Act in relation to his/her duties;
8. A person in whose case five years have not passed since he/she was summarily dismissed;
9. A person in whose case three years have not passed since he/she was summarily removed from office;
10. A person who was dismissed or removed from office, sentenced to a fine of at least one million won or heavier punishment (including a person in whose case the period of suspension of execution has elapsed since he/she was sentenced to the suspension of execution) for a sexual crime under Article 2 of the Act on Special Cases concerning the Punishment, etc. of Sexual Crimes to a minor.

Article 20 (Postponement of Appointment of Candidates for New Employment)
(1) Where a candidate for new appointment is unable to proceed to his/her position, the President may postpone the appointment for a period not exceeding six months, and if absolutely necessary, he/she may extend the postponement for a period not exceeding six months, only once.
(2) Where a candidate for new employment who has obtained postponement of appointment under paragraph (1), fails to complete procedures for appointment within the period of postponement, the President shall revoke his/her decision to appoint the candidate for new employment.

SECTION 2 Reappointment

Article 21 (Reappointment)
The term "reappointment" means being reappointed retaining the same position.

Article 22 (Timing of Reappointment)
A faculty member's reappointment shall be executed twice a year, on March 1 and September
1 every year.

Article 23 (Standards and Procedures for Reappointment)

(1) A reappointment for a faculty member in whose case the period of appointment expires pursuant to Article 5, shall be executed in accordance with standards and procedures expressly prescribed by the Faculty Personnel Committee, such as the evaluation of achievements, within the following period only once:

1. Professor: Six years;
2. Associate professor: Six years;
3. Assistant professor: Four years.

(2) The dean of a college or graduate school shall give written notice of the expiration of appointment and the right to file a review for reappointment to the relevant faculty member appointed under the contract no later than six months before the period of the faculty member’s appointment expires.

(3) Where the dean of a college or graduate school deems that the relevant faculty member fails to meet standards for reappointment established pursuant to paragraph (1), he/she shall provide the relevant faculty member with the opportunity to submit a detailed explanation or open a hearing for the relevant faculty member to make a statement.

(4) The Faculty Personnel Committee shall require the relevant faculty member whom it found to fail to meet standards as in the course of screening for appointment under the reappointment to prepare and submit a statement in a specific form, and provide him/her with the opportunity to make explanations, such as attending a hearing and making a statement.

(5) Where the President decides not to appoint a faculty member under the reappointment following deliberation by the Faculty Personnel Committee, he/she shall notify the relevant faculty member of his/her intention not to appoint the relevant faculty member under the reappointment, and of the specific reasons in writing no later than two months prior to the expiration of the period of appointment.

(6) Where a faculty member whose appointment under the reappointment was rejected intends to make an objection to the decision, he/she may request the Faculty Member's Appeals Committee under Article 7 of the Special Act on the Improvement of Teachers’ Status, to conduct screening within 30 days from the date he/she learns of the decision.

Article 24 (Screening, etc. for Appointment under Reappointment)

(1) Faculty member subject to appointment under the reappointment must be evaluated according to the objective criteria as follows:

1. Research achievements and academic or creative activities in the field of specialty;
2. Teaching ability and achievements;
3. Service;
4. Other achievements (receiving a prize, conferment of a decoration, official commendation, etc.);
5. Observance of education-related statutes and dignity as a faculty member.

(2) In cases of a faculty member employed pursuant to Article 10, he/she may be exempted
SECTION 3 Appointment for Promotion

Article 25 (Promotion of Faculty Members)
A faculty member should be promoted by the president following the evaluation of achievements and deliberation by the Faculty Personnel Committee.

Article 26 (Timing of Appointment for Promotion)
The appointment of faculty members for promotion shall be made twice a year, on March 1 and September 1 every year.

Article 27 (Length, etc. of Minimum Duration Required for Promotion)
(1) Faculty members eligible for promotion shall be those who meet the minimum length required for promotion to each official title, provided for as follows, and are deemed competent in the evaluation of required achievements:
   1. From associate professor to professor: Five years;
   2. From assistant professor to associate professor: Four years.

(2) Career experience required for promotion shall be work experience as a faculty member under Article 14 (2) of the Higher Education Act, and work experience equivalent thereto at a university or college equivalent thereto (including an institution equivalent thereto in cases of the arts, athletic circles, etc.), and the period of research abroad while in office shall be deemed a career in education and the period of a leave of absence shall not be deemed part of career experience in education.

(3) Where career experience required for promotion under paragraph (1) includes work experience at another university, a faculty member shall have held office at least half the career at Seoul National University, and work experience as endowed faculty member and HK faculty member at least equal to the same position at Seoul National University shall be also deemed work experience at Seoul National University.

(4) A career as full-time faculty member at another university shall be authorized only once as at least equal to the same position at Seoul National University, and no division or duplicate utilization of the career shall be approved.

Article 28 (Timing, etc. of Screening for Appointment for Promotion)
(1) An associate professor shall be screened for promotion to professor within two years after him/her having served in the present position at Seoul National University for five years: Provided, that in cases of associate professors whose period of contract has been extended pursuant to Article 5 (3), screening for promotion to professor may be postponed within the extended period; and in cases of a person eligible for promotion to professor, in whose case a career at least equal to associate professor at another university may be authorized, he/she may be screened for promotion pursuant to Article 27 (3) even if his/her career as
associate professor at Seoul National University is less than five years.

(2) Where an associate professor fails to pass screening for promotion to professor or fails to undergo screening under paragraph (1), he/she may not be screened for promotion before two years have elapsed: Provided, that under extenuating circumstances, he/she may be screened for promotion even before two years have elapsed after obtaining approval from the dean of a college or graduate school.

(3) The President shall expressly prescribe other necessary matters concerning promotion.

**Article 29 (Special Promotion)**

Notwithstanding Article 27 (1), the President may award a special promotion to a faculty member who has attained outstanding research achievements in Korea and abroad following deliberation by the Faculty Personnel Committee, and shall expressly prescribe other necessary matters.

**Article 30 (Restrictions on Appointment for Promotion)**

No faculty member subjected to disciplinary action, may be promoted unless the following period elapses from the time the execution thereof is completed:

1. Suspension from office: 18 months;
2. Reduction of salary: 12 months;
3. Reprimand: Six months

**SECTION 4 Tenure Appointment**

**Article 31 (Prescribed Number of Tenured Faculty Members)**

The prescribed number of faculty members to be appointed until retirement age shall be within 90 percent of the prescribed number of all faculty members.

**Article 32 (Appointment, etc. of Tenured Faculty Members)**

(1) A professor may be appointed until his/her retirement age after passing screening by the Committee on Screening for Appointment of Tenured Faculty Members and following deliberation by the Faculty Personnel Committee: Provided, that the period of appointment may be fixed contractually pursuant to Article 5.

(2) A professor appointed under the contract may file an application for tenured appointment from three years after he/she was appointed under the contract, and where he/she fails to pass screening, he/she may file an application for screening for tenured appointment again after two years have elapsed: Provided, that under extenuating circumstances, he/she may file an application for screening for tenured appointment even before two years have elapsed after obtaining approval from the dean of a college or graduate school.

(3) In principle, an associate professor shall be appointed under contract, however, he/she may be appointed until his/her retirement age only where he/she passes screening by the Committee on Screening for Appointment of Tenured Faculty Members and goes through deliberation by the Faculty Personnel Committee.

(4) Tenured appointment of an associate professor may be made when he/she is appointed for
promotion to associate professor, after the new appointment as associate professor, or on March 1 or September 1 which comes first after three years have elapsed after he/she was appointed for promotion to associate professor: Provided, that in cases of an associate professor in whose case the period of the contract has been extended pursuant to Article 5 (3), screening for tenured appointment of the associate professor may be postponed within the extended period.

(5) The President shall expressly prescribe other necessary matters concerning tenured appointment, etc.

Article 33 (Screening for Tenured Appointment)
Screening for tenured appointment shall be conducted with respect to teaching activities, research activities, service and other achievements (receiving a prize, official commendation, etc.), and the President shall expressly prescribe other necessary matters, such as procedures for screening, following deliberation by the Faculty Personnel Committee.

CHAPTER III REMUNERATION

Article 34 (Remuneration of Faculty Members)
(1) Remuneration of faculty members shall be determined based upon qualifications, career experience, difficulty of duties, the degree of responsibility, etc.

(2) The President shall expressly prescribe remuneration of faculty members, including the following:
   1. Matters concerning kinds of remuneration and allowances;
   2. Matters concerning salary grades and promotion to a higher grade;
   3. Matters concerning methods for providing remuneration;
   4. Other matters necessary for providing remuneration.

CHAPTER IV GUARANTEE OF STATUS

Article 35 (Respect for Educational Authority and Guarantee of Status of Faculty Members)
(1) Educational authority shall be respected, and faculty members shall be free from unreasonable intervention that may influence their professional position or status.

(2) No faculty member shall be treated unfairly, such as through suspension from office or dismissal, against his/her will except in accordance with sentencing, disciplinary action or reasons prescribed by education-related statutes.

(3) No faculty member shall be advised to resign.

Article 36 (Leave of Absence)
A faculty member may take a leave of absence due to his/her duties or for other reasons, and the President shall expressly prescribe grounds for taking a leave of absence, the period of a leave of absence, etc.

Article 37 (Retirement Age)
A faculty member shall retire at the age of 65, and mandatorily retire on the last day of the semester in which he/she reaches retirement age.

Article 38 (Removal from Position)
(1) The President may assign no position to any of the following faculty members:
   1. A faculty member subject to a resolution calling for disciplinary action equivalent to removal from office, dismissal or suspension from office, has been requested;
   2. A faculty member prosecuted for a criminal case (excluding a person in whose case a summary order is requested).
(2) Where the President has not assigned a faculty member to a position pursuant to paragraph (1), he/she shall immediately appoint the faculty member to a position if the ground ceases to exist.

Article 39 (Mandatory Retirement)
Where a faculty member falls under any of the following, he/she shall mandatorily retire:
   1. Where he/she dies;
   2. Where he/she reaches the retirement age provided for in Article 37;
   3. Where he/she falls under Article 19: Provided, that subparagraph 5 of the aforesaid Article shall only apply to cases falling under Articles 129 through 132 of the Criminal Act and where a deferred sentence equal to or higher than imprisonment without labor has been imposed on him/her for committing a crime provided for in Articles 355 and 356 of the Criminal Act in relation to his/her duties.

Article 40 (Honorary Retirement)
(1) Where a faculty member voluntarily retires during the period of at least one year or earlier than the date of retirement, whose tenure of office provided for in the Public Officials Pension Act and the Pension for Private School Teachers and Staff Act is at least 20 years, the President may pay him/her honorary retirement benefits within the budgetary limits.
(2) The President shall expressly prescribe persons eligible for payment of honorary retirement benefits under paragraph (1), the amount to be paid, procedures for payment and other necessary matters,

Article 40-2 (Restrictions on Dismissal at One's Own Request)
(1) Where a faculty member who has applied for dismissal at his/her own request falls under any of the following, the President shall not permit dismissal at his/her own request: Provided, that in cases falling under subparagraphs 1, 3 and 4, the foregoing shall apply only where the President deems the relevant faculty member subject to severe disciplinary action (removal from office, dismissal or suspension from office):
   1. Where he/she is charged with a crime in connection with irregularities;
   2. Where the Faculty Disciplinary Committee is requested to adopt a resolution calling for severe disciplinary action;
   3. Where he/she is inspected or investigated by the Board of Audit and Inspection, the prosecution, the police and other investigative agency in connection with irregularities;
   4. Where he/she is inspected or investigated by an internal or external agency in connection
with an irregularity.

(2) Where a faculty member who has applied for dismissal at his/her own request falls under paragraph (1), the President shall notify the relevant faculty member of the reason for restrictions on dismissal at his/her own request.

[This Article Newly Inserted by Regulations No. 2018, Dec. 2, 2015]

CHAPTER V SERVICE

Article 41 (Service of Faculty Members)
The President shall expressly prescribe matters concerning service for faculty members to efficiently perform their duties, and they shall observe such matters.

Article 42 (Research Year)
(1) A faculty research year system shall be implemented so that faculty members may contribute to the development of Seoul National University and academic study by improving research outcomes.
(2) The President shall expressly prescribe matters necessary to implement the faculty research year system.

Article 43 (Dispatch)
(1) Where necessary to dispatch a faculty member to another institution, etc. related to education and academic study in Korea and abroad, or another institution requests dispatch, the President may dispatch the faculty member.
(2) The President shall expressly prescribe detailed standards concerning permission for dispatch, etc.

Article 44 (Holding Concurrent Appointments, etc.)
(1) The President shall expressly prescribe matters not provided for in these Regulations, such as holding concurrent appointments, holding concurrent positions, official trips, vacation and overseas travel.

CHAPTER VI REWARD AND PUNISHMENT

Article 45 (Reward)
(1) Where a faculty member falls under any of the following, the President may award a prize:
   1. Where distinguished service he/she has rendered to the development of Seoul National University and achievements he/she has attained, are deemed outstanding;
   2. Where he/she has contributed to the education of students, such as through creative lecturing, excellent teaching and enthusiastic guidance to students;
   3. Where he/she has contributed to academic development, such as through excellent research;
   4. Where he/she has contributed to social development through other community service, etc.
(2) The President shall expressly prescribe kinds of awards, supplementary awards and other necessary matters concerning the operation thereof.

Article 46 (Disciplinary Action)
The President shall discipline a faculty member pursuant to Articles 34 and 35 of the Articles of Incorporation, and expressly prescribe other necessary matters, such as the formation and operation of the Faculty Disciplinary Committee, disciplinary action, procedures concerning disciplinary action, and criteria for severity of disciplinary action.

CHAPTER VII SUPPLEMENTARY PROVISIONS

Article 47 (Detailed Enforcement Rule)
The President shall expressly prescribe matters necessary for enforcing these Regulations following deliberation by the Faculty Personnel Committee.

ADDENDUM <Regulations No. 1964, Jul. 14, 2014>
These Regulations shall enter into force on the date of their promulgation: Provided, that Article 14 shall begin to apply from the first case where the President approves a plan for new employment of faculty members implemented after these Regulations are promulgated.

These Regulations shall enter into force on the date of their promulgation.

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