

GUIDELINES FOR OVERSEAS TRIPS OF FACULTY MEMBERS OF SEOUL NATIONAL UNIVERSITY

Article 1 (Purpose)

The purpose of these Guidelines is to provide for matters concerning overseas trips of faculty members of Seoul National University, pursuant to Article 32 (3) of the Articles of Incorporation of the National University Corporation, Seoul National University.

Article 2 (Scope of Application)

These Guidelines shall apply to full-time faculty members, endowed faculty members and HK faculty members (hereinafter referred to individually as "faculty member").

Article 3 (Definitions)

The terms used in these Guidelines shall be defined as follows:

1. The term "official overseas trip" means a faculty member's travels overseas to perform his/her official duties or in connection with his/her duties;
2. The term "overseas trip other than for official duties" means a faculty member's travels overseas for reasons, such as his/her wedding or weddings or funerals of his/her relatives or relatives by marriage, medical treatment, visits to friends and acquaintances, obtaining knowledge and experience, and hobbies.

Article 4 (Permission for and Reporting of Overseas Trips)

- (1) Where a person assigned to the office in the Headquarters of Seoul National University, the dean of a college or graduate school, the head of a supporting organization and affiliated facilities under the direct supervision of the Headquarters intends to make an official overseas trip, he/she shall obtain prior permission from the President, and where he/she intends to make an overseas trip other than for official duties, he/she shall make a prior report to the President.
- (2) Where a faculty member, other than those falling under paragraph (1), intends to make an official overseas trip, he/she shall obtain prior approval from the head of an institution to which he/she belongs (in cases of an affiliated school, referring to the dean of the College of Education); where he/she intends to make an overseas trip other than official duties, he/she shall make a prior report to the head of an institution to which he/she belongs.

Article 5 (Establishment, etc. of Committee)

- (1) The President shall establish and operate the Official Overseas Trip Review Committee of Seoul National University (hereinafter referred to as the "Committee") in order to examine the appropriateness, etc. of any of the following official overseas trips:
 1. An official overseas trip where an institution or organization other than Seoul National

- University (provided, that the foregoing shall not apply to a central administrative agency, local government and its affiliated agency and an organization under its jurisdiction, educational and research institution, medical institution and other public organizations at home and abroad) fully or partially subsidizes travel expenses;
2. An official overseas trip mainly aiming at various kinds of inspections, study by observation, visits, the collection of data, etc.;
 3. An official overseas trip in a group of at least ten people supervised by the relevant institution;
 4. An official overseas trip the duration of which during the semester exceeds 21 days in total in an academic year;
 5. Other official overseas trips the President deems necessary for the Committee to review.
- (2) The Committee shall be comprised of not more than nine members including the Dean of Academic Affairs, the Associate Dean of Academic Affairs, the Associate Dean of student affairs, the Associate Dean of research affairs, the Associate Dean of planning, the head of the audit team, and full-time faculty members appointed by the President, and the Dean of Academic Affairs shall preside over the Committee.
 - (3) The Committee shall review the appropriateness of an official overseas trip subject to review considering the necessity of the trip, the appropriateness of the relevant destination and the institution a faculty member intends to visit, the suitability of the person proposing to travel, the timeliness of the trip, the reasonableness of the duration of the trip and expenses to be incurred in making the trip, in accordance with standards under attached Table 1.
 - (4) The Committee shall hold its meetings with a majority of its incumbent members in attendance, and pass resolutions with the concurrent votes of a majority of the members present.
 - (5) Where a member of the Committee falls under any of the following, he/she shall not participate in deliberation and resolution:
 1. Where he/she is scheduled to make a relevant overseas trip;
 2. Where he/she is the subject of examination.

Article 6 (Procedures for Granting Permission for Official Overseas Trips)

- (1) A faculty member who intends to make an official overseas trip shall submit the following documents and obtain permission from the President or the head of an institution to which he/she belongs, no later than ten days (excluding public holidays) prior to the scheduled date of departure:
 1. A plan for overseas trip, in Form 1;
 2. A letter of invitation and other letters;
 3. A plan for cancelling lectures and providing supplementary lectures (limited to where he/she makes an official overseas trip during the semester).
- (2) Where a faculty member makes an official overseas trip, he/she shall be prohibited from making the trip with an institution, organization or individual in which or whom he/she has an official interest: Provided, that where it is essential to be accompanied by interested

parties to achieve the objectives of the official overseas trip, the President or the head of the institution to which he/she belongs may permit him/her to be accompanied by interested parties following prior examination.

- (3) Where a person who is assigned to the office in the Headquarters or the head of a supporting organization and affiliated facilities under the direct supervision of the Headquarters, intends to make an official overseas trip, the head of a college or graduate school to which he/she belongs shall file an application for permission with the President.
- (4) In cases of an official overseas trip of a faculty member in accordance with a plan formulated by the Headquarters, where the office in charge obtains permission from the President in cooperation with the Dean of Academic Affairs, the faculty member shall be deemed to have obtained permission for his/her official overseas trip, and the head of the department in charge shall notify the office of academic affairs and the institution to which he/she belongs, of permission for his/her official overseas trip no later than ten days (excluding public holidays) prior to the scheduled date of departure.

Article 7 (Reporting of Overseas Trips Other Than Official Duties)

Where a faculty member intends to make an overseas trip other than for official duties, he/she shall report on an overseas trip other than official duties, in Form 2, to the President or the head of the institution to which he/she belongs, no later than ten days (excluding public holidays) prior to the scheduled date of departure.

Article 8 (Duration of Overseas Trips during Semester)

- (1) No duration of an overseas trip during the semester, including official overseas trips and overseas trips other than official duties, shall exceed 21 days (excluding Saturdays, public holidays, days of self-learning, the duration of a vacation, the duration of dispatch and the duration of a research year) in total in an academic year: Provided, that in extenuating circumstances, the President or the head of the institution to which a faculty member belongs, may grant permission exceeding 21 days, following deliberation by the Committee.
- (2) Where a faculty member falls under any of the following when he/she makes an overseas trip, such cases shall be excluded from the duration of the overseas trip:
 1. Where he/she conducts official overseas business affairs of the Government or the State, or participates in an international convention as the representative of the Government or the State after receiving an invitation or designation for cooperation, from a government agency;
 2. Where the President dispatches him/her to conduct the business affairs of Seoul National University.

Article 9 (Submission, etc. of Reports)

- (1) A faculty member who has completed an official overseas trip and returned to the Republic of Korea, shall report on the official overseas trip in Form 3, to the head of the institution to which he/she belongs along with proof of entering and departing from the Republic of Korea or an evidentiary document related to entering and departing from the Republic of Korea within 15 days, and register the report on the official overseas trip with the faculty

overseas trip management program in the Next Generation Integrated Administrative Information System at the institution to which he/she belongs: Provided, that a faculty member who has completed an overseas trip other than for official duties and returned to the Republic of Korea shall submit proof of entering and departing from the Republic of Korea or an evidentiary document related to entering and departing from the Republic of Korea, to the head of the institution to which he/she belongs within 15 days.

- (2) A faculty member shall report on the official overseas trip in detail centering around the outcome of the trip, issues, details of principal activities, suggestions, etc. so that the head of the institution to which he/she belongs, may conclude whether the objective in a plan for the official overseas trip, coincides with the outcome of the official overseas trip.

Article 10 (Others)

The President shall specially prescribe matters not otherwise specified in these Guidelines.

ADDENDUM

These Guidelines shall enter into force on May 18, 2016.

※ 본 영문 규정은 서울대학교에서 사용자의 편의를 위하여 참고용으로 제공하는 것이며, 국문 규정과 영문 규정 간에 의미상의 차이가 있는 경우에는 국문 규정이 효력을 갖습니다. (This Regulation has been translated into English for the convenience of users. If there arises any conflict between the Korean text and the English text, the Korean text shall prevail as authentic.)

[Form 1]

Plan for Official Overseas Trip

1. Outline of trip

Objective of trip					
Duration of trip	From	to	(___ days)		
Country where the person will staying (City where the person will staying)					
Personal details	Department	Position	Name	Travel expenses	
				Amount (won)	Subsidizing Institution
Deputizing (* applies only to those who have been assigned to an administrative office; where his/her deputy is specified in Regulations, the person is not required to mention his/her deputy)	Title of office	Applicant		Deputy	Verifier (superior)
		(seal)		(seal)	(seal)

2. Trip itinerary

Date (day of the week)	Place of departure	Place of arrival	Institutions the person intends to visit	Details of tasks to be performed	Remarks

* Where at least two persons travel together, each person shall specify the details of tasks to be performed thereby.

* The detailed itinerary should include information, such as institutions he/she intends to visit and persons he/she intends to meet.

3. Reasons for staying beyond the period (* when in-semester travel exceeds 21 days in total over the academic year)

I hereby submit the above plan for an official overseas trip for the abovementioned reasons.

Date:

Department:

Position:

Name:

(seal)

[Form 2]

Report on overseas trip for other than official duties

Person who will make the trip	Department to which he/she belongs		Position		Name	
Objective of trip						
Duration of trip						
Country where he/she will staying (city where he/she will staying)			Number of days during which the reporting person makes the trip			
Deputizing (* applies only to those who have been assigned to an administrative office; where his/her deputy is specified in Regulations, the person is not required to mention his/her deputy)	Title of office	Applicant	Deputy		Verifier (superior)	
		(seal)	(seal)		(seal)	
Reasons for staying beyond the period (* when exceeding 21 days during the semester in total in an academic year)						
<p>I hereby report the above overseas trip other than official duties, for reasons as mentioned above.</p> <p>Attached: A copy of a plan for cancelling lectures and providing supplementary lectures (limited to where the reporting person makes an overseas trip during the semester).</p> <p style="text-align: center;">Date:</p> <p style="text-align: center;">Reporting person: (seal)</p> <p>To: Dean of OO College (OO Graduate School)</p>						

[Form 3]

Report on official overseas trip

1. Outline of trip

- Objective of trip:
- Duration of trip:
- Country where the person stayed:
- Personal details:

2. Main trip itinerary

Date	Place of departure	Place of arrival	Institutions the person paid visits	Details of activities	Remarks

3. Reasons for staying beyond the period (※ if his/her return to the Republic of Korea was delayed)

I hereby report on the official overseas trip as mentioned above.

Attached: A copy of proof of entering and departing from the Republic of Korea or an evidentiary document related to entering and departing from the Republic of Korea

Date:

Department:

Position:

Name:

(seal)