

# Human Rights Center Operating Regulations

**Establish** 2018. 12. 07.

**Full Revision** 2019. 05. 31.

**Revision** 2021. 09. 29.

## Article 1. Purpose

The purpose of this regulation is to define the organization and operation of the Ajou University Human Rights Center (hereinafter referred to as “the Center”), which was established to protect the human rights of the members of Ajou University (hereinafter referred to as “the University”) and to realize the dignity and value of human beings.

## Article 2. Definitions

The following terms shall have the following meanings in this regulation. (Amended on September 29, 2021.)

1. “Human rights” means the dignity and value of human beings, as well as the freedom and rights, recognized in the Constitution and laws of the Republic of Korea, or in international human rights treaties or international customary law to which the Republic of Korea has acceded or ratified.
2. “Sexual harassment” means any act that causes the other person to feel sexually humiliated, ashamed, or disgusted, without the other person’s consent, regardless of whether the act constitutes a sexual crime.
3. “Sexual violence” means an act that falls within the crime specified in Article 2 (1) of the Special Act on the Punishment of Sexual Violence Crimes.
4. “Discrimination” refers to academic evaluation, employment, research based on gender, race, color, language, religion, political or other opinion, ethnic or social origin, belonging to a minority, property, birth or other status, etc. It refers to acts that give disadvantages in personnel affairs, personnel affairs, etc., or create an unfair environment.
5. “Complaint complaint” refers to civil complaints regarding violations of the rights and interests of members of the school due to illegal, unreasonable, positive, and passive dispositions (including factual acts) and unreasonable administrative systems of the school, or civil complaints regarding conflicts and disputes between members of the school. says
6. “Human rights violation, etc.” refers to the matters in subparagraphs 2 through 5 and other human rights or rights and interests, or acts that cause inconvenience or burden.
7. “Victim” refers to a person who has suffered human rights violations, etc.
8. “Perpetrator” refers to a person who has committed human rights violations, etc.
9. “Reporter” refers to a person who reports human rights violations or grievances to the Center.
10. “Respondent” refers to the person designated as the perpetrator by the reporter.
11. “Party” refers to the victim, perpetrator, reporter, and respondent.
12. “Related Department” refers to departments related to the business of the Center, including departments

belonging to parties.

13. "Members of the school" refers to faculty members, students, etc. who are subject to the school's rules and regulations.
14. "Students with disabilities" refer to students who have been admitted through special education selection and those who have been registered as disabled (holders of disability registration certificates) in related institutions.
15. "Secondary damage" refers to an act of investigation in the form of violating personal rights in relation to the case, an act of leaking information about the case, an act of leaking personal information, an act of contacting the victim when he or she does not want to, or an act of urging reconciliation, intentional incident Damage that causes additional physical or mental suffering to the person involved in the case, including the victim, by concealing, minimizing, or delaying the resolution of the case. (new 2021.09.29.)

### **Article 3 (Scope of Application)**

- ① These rules apply to all members who are subject to the school's regulations and school rules. (Revised 2021.09.29.)
- ② Even if only one of the victim or the accused belongs to the school, it is the same as in paragraph 1.

## **Section 2 Human Rights Center**

### **Subsection 1 Organization and Composition of the Human Rights Center**

#### **Article 4 (Organization)**

- (1) The Center shall have the following divisions: Human Rights Counseling Center, Gender Equality Counseling Center, Student Counseling Center, Disability Student Support Center, Operations Team
- (2) The Operations Team shall support the activities of the Center and its affiliated organizations, and shall perform the following tasks: Manage and operate the Center's general affairs, Operate related committees, Publish human rights reports, Perform other ancillary tasks

#### **Article 5 (Director of the Human Rights Center)**

- (1) The Center shall have a Director of the Human Rights Center (hereinafter referred to as the "Director"). The Director shall be appointed by the President.
- (2) The Director shall represent the Center and oversee its operations.
- (3) The Director shall submit an annual human rights report to the President.

#### **Article 6 (Advisory Committee)**

The Director may appoint advisory committee members to provide advice on the performance of the Center's duties.

## **Chapter 2 Human Rights Committee**

### **Article 7. Establishment of the Human Rights Committee**

An Human Rights Committee shall be established to deliberate and decide important matters of the Center.

### **Article 8. Composition of the Human Rights Committee**

- (1) The Human Rights Committee shall be composed of 15 or fewer members, including the Chair.
- (2) The Chair shall be the Director of the Center.
- (3) The members of the Human Rights Committee shall be the Director of the Human Rights Counseling Center, the Director of the Gender Equality Counseling Center, the Director of the Student Counseling Center, the Director of the Disability Student Support Office, the Dean of Academic Affairs, the Dean of Students, and the Dean of Administration. The other members shall be appointed by the President at the request of the Chair from among those who are interested in human rights in and out of the school.
- (4) The term of office of a member of the Human Rights Committee shall be one year, but may be reappointed.

### **Article 9. Functions of the Human Rights Committee**

The Human Rights Committee shall deliberate and decide on the following matters:

- (1) Matters related to the formulation of policies for the protection and promotion of human rights.
- (2) Matters related to the basic operation plan and evaluation of the Center.
- (3) Matters related to the budget and settlement of accounts of the Center.
- (4) Matters related to the amendment of the Human Rights Center Operation Rules.
- (5) Other important matters related to the operation of the Center.

### **Article 10. Convening and Decision of the Human Rights Commission**

- (1) The Human Rights Commission shall be convened upon request of more than one-third of the full-time members or when the Center Director deems it necessary.
- (2) The Human Rights Commission shall be convened with the attendance of more than two-thirds of the full-time members and shall decide with the approval of more than half of the present members. However, in the event of a tie, the Chairperson shall have the right to decide.

## **Section 3. Prevention Education Against Human Rights Violations**

### **Article 11. Prevention Education**

- (1) The Center shall conduct education to prevent sexual harassment, prostitution, sexual violence, domestic violence, and human rights violations.
- (2) The Center shall plan and operate the education in cooperation with the Office of Education, the Office of Administration, and the Office of Student Affairs, depending on the target of the education.

## **Article 12. Mandatory Prevention Education**

- (1) The Center shall conduct prevention education against sexual harassment, prostitution, sexual violence, and domestic violence for faculty members (including non-tenure-track faculty members) and staff members (including temporary employees) who are subject to the articles of incorporation and personnel regulations of the university, in accordance with relevant laws and regulations, at least once a year for each topic.
- (2) The Center shall conduct prevention education against sexual violence and domestic violence for students (including suspended students and exchange students) who are subject to the school rules of the university, in accordance with relevant laws and regulations, at least once a year for each topic.
- (3) New employees of the university shall complete prevention education against sexual harassment, prostitution, sexual violence, and domestic violence within 2 months of their appointment.

## **Chapter 3. Human Rights Counseling Center**

### **Section 1. Composition and Functions of the Human Rights Counseling Center**

#### **Article 13. Composition of the Human Rights Counseling Center**

- (1) The Human Rights Counseling Center shall have a Director of the Human Rights Counseling Center, who shall be appointed by the President.
- (2) The Director of the Human Rights Counseling Center shall direct and supervise the work of the Human Rights Counseling Center, and shall conduct investigations into human rights violations and grievances, and report the results of the investigation to the Center Director and suggest appropriate remedies.
- (3) The Human Rights Counseling Center shall have a panel of experts who shall handle professional tasks such as counseling, investigation, research, and educational activities on human rights violations. The Center shall provide education and training to strengthen the capacity of the panel of experts for human rights counseling and work.  
(Amended on September 29, 2021)

#### **Article 14. Functions of the Human Rights Counseling Center**

- (1) The Human Rights Counseling Center shall handle various human rights violations and carry out all human rights-related work. The Center shall perform the following tasks:
  1. Establish a basic plan for the operation of the Counseling Center
  2. Counseling on human rights violations and grievances other than sexual harassment, sexual violence, and other sexual rights violations
  3. Receiving, investigating, and handling cases of human rights violations and grievances other than sexual harassment and sexual violence
  4. Education and research for the prevention of human rights violations
  5. Investigation and prevention measures for human rights on campus
  6. Other matters related to the tasks in the preceding items
- (2) Matters related to the operation of the Human Rights Counseling Center shall be governed by the "Operating Standards for the Handling of Human Rights Violations or Grievances Cases." (Amended on September 29, 2021)

## **Section 2. Human Rights Counseling Center Review Committee**

### **Article 15. Composition of the Human Rights Counseling Center Review Committee**

- (1) The Human Rights Counseling Center Review Committee shall consist of 10 or more members, including the Director of the Human Rights Counseling Center, and the ratio of men or women shall not exceed 1/6 of the total number of members.
- (2) The Chairperson of the Human Rights Counseling Center Review Committee shall be the Director of the Human Rights Counseling Center.
- (3) The members of the Human Rights Counseling Center Review Committee shall be appointed by the Center Director on the recommendation of the Director of the Human Rights Counseling Center.
- (4) The term of office of the members of the Human Rights Counseling Center Review Committee shall be one year, but they may be reappointed.

### **Article 16. Functions of the Human Rights Counseling Center Review Committee**

- (1) The Human Rights Counseling Center shall establish and operate the Human Rights Counseling Center Review Committee to review the handling of human rights violations or grievances cases that have been reported and important matters of the Counseling Center. (Amended on September 29, 2021)
- (2) The Human Rights Counseling Center Review Committee under paragraph (1) shall review and decide on the following matters. (Amended on September 29, 2021)
  1. Matters related to the prevention and development of measures for human rights violations or grievances cases
  2. Matters related to the handling method, such as whether or not to investigate human rights violations or grievances cases
  3. Matters related to the establishment of an investigation committee in the event of a human rights violation or grievance case
  4. Matters related to the request for additional investigation in case the investigation of the investigation committee is insufficient
  5. Matters related to disciplinary requirements, warnings, and other measures against the parties to human rights violations or grievances
  6. Matters related to victim protection measures
  7. Matters related to the enactment and amendment of the "Operating Standards for the Handling of Human Rights Violations or Grievances Cases" (Newly established on September 29, 2021)
  8. Other important matters related to the operation of the Counseling Center (Newly established on September 29, 2021)

### **Article 17 (Meeting and Resolution of the Human Rights Counseling Center Review Committee)**

- (1) The Human Rights Counseling Center Review Committee shall be convened when requested by more than one-third of the full members or when the Director of the Human Rights Counseling Center Review Committee deems it necessary.
- (2) The resolution of the Human Rights Counseling Center Review Committee shall be made by a majority vote of

more than two-thirds of the full members present and a majority vote of the members present. However, in the event of a tie, the Chairman shall have the deciding vote.

(3) The Human Rights Counseling Center Review Committee shall be held in private in principle.

### **Section 3 Handling and Investigation of Human Rights Violations and Complaints**

#### **Article 18 (Reporting)**

- (1) Any person who has been subjected to a human rights violation, knows of such a violation, or has a complaint may report the matter to the Human Rights Counseling Center. However, the report must be made in writing.
- (2) A report under paragraph (1) shall be submitted to the Human Rights Counseling Center in writing, stating the parties involved and the details of the damage. In this case, the report may be submitted by visiting, e-mail, fax, etc.
- (3) A person who has made a report may withdraw the report until he or she receives the results of the deliberation and decision of the Human Rights Counseling Center Review Committee.
- (4) A report under paragraph (1) may not be made after 3 years have elapsed from the date on which the cause of the report occurred. However, if there is a justifiable reason for not reporting, the reporting period shall be extended for that period.
- (5) If an academic institution other than the Human Rights Counseling Center receives a report of human rights violations or complaints, it shall promptly transfer it to the Human Rights Counseling Center.
- (6) The Human Rights Counseling Center shall not reconsider a matter that has been finalized by the Human Rights Counseling Center Review Committee, unless there is a special reason.

#### **Article 19 (Acceptance of Report)**

- (1) The Human Rights Counseling Center shall accept the case by receiving the report. (Amended on September 29, 2021.)
- (2) The Human Rights Counseling Center shall immediately notify the complainant and the respondent of the acceptance of the case. However, if there is a risk of secondary harm due to the notification of the acceptance of the case, it may be notified when the investigation is started. (Amended on September 29, 2021.)
- (3) The Human Rights Counseling Center may collect information about the case, even before the investigation process begins, if necessary, after the report is received.
- (4) The Director of the Human Rights Counseling Center shall notify the Center Director that a report under paragraph (1) has been received.

#### **Article 20 (Convocation of the Human Rights Counseling Center Review Committee)**

- (1) The Director of the Human Rights Counseling Center Review Committee shall convene the Human Rights Counseling Center Review Committee for the processing of the accepted case.
- (2) The Human Rights Counseling Center Review Committee may investigate and terminate the case by resolution without establishing an investigation committee, taking into account the confession of the parties and the results of the preliminary investigation of the case. (Amended on September 29, 2021.)

- (3) If the Human Rights Counseling Center Review Committee has terminated the investigation of the case pursuant to paragraph (2), it shall report the fact to the Center Director.

#### **Article 21 (Dismissal of Report)**

- (1) The Director of the Human Rights Counseling Center shall dismiss a report if it falls under any of the following items, in accordance with the resolution of the Human Rights Counseling Center Review Committee.
  1. If a third party reports the case, but the victim clearly does not want the report to be accepted.
  2. If it is not possible to report under Article 18 (4).
  3. If the case has been finalized by the Human Rights Counseling Center Review Committee under Article 18 (6).
  4. In other cases where it is clearly inappropriate to continue the process.
- (2) The Director of the Human Rights Counseling Center shall notify the complainant of the result and the reason for dismissing the report without delay if the report is dismissed.

#### **Article 22 (Temporary Measures)**

- (1) If the Director of the Human Rights Counseling Center recognizes that human rights violations or complaints are continuing and there is a risk of the damage expanding, even before the decision on the investigation, the Director of the Human Rights Counseling Center may request the respondent, the head of the relevant department, etc. to take the following measures.
  1. Immediate cessation of human rights violations or complaints.
  2. Space separation measures such as eviction, isolation from the space of the victim's residence, office, laboratory, classroom, etc.
  3. Other matters necessary for the safety of the victim.
- (2) Temporary measures are not based on the suspicion of the respondent, and therefore do not affect the presumption of innocence of the respondent, but should be requested temporarily and temporarily only to protect basic and inviolable human rights.

#### **Article 23 (Investigation and Handling of Cases)**

- (1) The Director of the Human Rights Counseling Center shall initiate an investigation in accordance with the deliberation and resolution of the Human Rights Counseling Center Review Committee.
- (2) If an investigation is initiated in accordance with Paragraph (1), the Director of the Human Rights Counseling Center shall promptly notify the parties thereof.
- (3) The Director of the Human Rights Counseling Center shall take necessary measures to ensure that the parties are investigated fairly in a free environment.
- (4) The Director of the Human Rights Counseling Center shall inform the parties of the necessary contents, such as the investigation procedure and handling plan.
- (5) The investigation and resolution of reported cases shall be completed within 6 months from the date of reporting.
- (6) Notwithstanding Paragraph (1), the Director of the Human Rights Counseling Center may temporarily suspend the investigation by the Human Rights Counseling Center until the investigation or trial by the investigative

organ or court for the case is completed.

#### **Article 24 (Investigation Method)**

- (1) The Human Rights Counseling Center may investigate in the following ways, and the parties and related persons shall cooperate with the investigation in good faith.
  1. Request for appearance, hearing of statements, or submission of statements to the parties or related persons
  2. Request for submission of materials, etc. to the parties, related persons, or relevant departments that are recognized as relevant to the investigation matter
  3. Inquiry of facts or information that are recognized as relevant to the investigation matter to the parties, related persons, or relevant departments
  4. On-site investigation of places, facilities, or materials that are recognized as relevant to the investigation matter
- (2) A person who is requested to submit a statement under Paragraph (1) (1) shall submit a statement within 14 days.
- (3) The parties have the right to refuse to testify.

#### **Article 25. Obligation to protect victims and keep secrets**

- (1) A victim may request specific measures to protect their human rights, such as the involvement or exclusion of a specific person, during the processing of a case, and the director of the Human Rights Counseling Center must accept such a request unless there is a special reason.
- (2) A person who handles a human rights violation or complaint case shall not disclose or leak the name, age, occupation, address, appearance, and other personal information and photos that can identify the victim without the consent of the victim.
- (3) Investigations for the handling of human rights violations or complaint cases shall be confidential in principle.

#### **Article 26. Composition of the Human Rights Counseling Center Investigation Committee**

- (1) The director of the Human Rights Counseling Center shall establish a Human Rights Counseling Center Investigation Committee with 3 to 9 members, including the chairman of the investigation committee, if the Human Rights Counseling Center Review Committee has resolved to establish the Investigation Committee under Article 16 (2) (3).
- (2) The members of the Human Rights Counseling Center Investigation Committee shall be appointed by the director of the Human Rights Counseling Center from among the following persons:
  1. Faculty members
  2. Persons who have held or held a position of associate professor or higher at a university or accredited research institution and have majored in relevant fields or law-related fields
  3. Persons who are carrying out or have carried out relevant field work at public institutions or organizations
  4. Persons who are qualified to be lawyers
  5. Other persons with professional knowledge and experience equivalent to the above items
- (3) The chairman of the Human Rights Counseling Center Investigation Committee shall be appointed by the director of the Human Rights Counseling Center from among the members of the Human Rights Counseling



Center Investigation Committee.

- (4) The term of office of a member of the Human Rights Counseling Center Investigation Committee shall be in principle from the date of establishment of the Human Rights Counseling Center Investigation Committee for the investigation of the case to the date of completion of the investigation.

#### **Article 27. Role of the Human Rights Counseling Center Investigation Committee**

- (1) The Human Rights Counseling Center Investigation Committee shall carry out the following tasks:
  1. Conduct an investigation into the truth of the case based on the contents received by the Human Rights Counseling Center, such as calling in related persons, and report the results of the investigation.
  2. Provide opinions on solutions, such as disciplinary or warning measures, for the parties to the case.
  3. Provide opinions on the necessary measures for the appropriate resolution of the case.

#### **Article 28. Disqualification of Human Rights Counseling Center Investigation Committee Members**

- (1) A member of the Human Rights Counseling Center Investigation Committee shall be disqualified from investigation work, including investigation committee meetings, if he or she falls under any of the following categories:
  1. If the member of the Human Rights Counseling Center Investigation Committee is the victim or reporter.
  2. If the member of the Human Rights Counseling Center Investigation Committee has had or had a blood relationship within the eighth degree of kinship with the parties to the case.
  3. If the member of the Human Rights Counseling Center Investigation Committee has been involved or involved as a representative of the parties to the case in the case.
  4. If the member of the Human Rights Counseling Center Investigation Committee is a member of the Human Rights Counseling Center Review Committee.
  5. If the member of the Human Rights Counseling Center Investigation Committee works in the same department as the parties to the case, or is the mentor of the parties to the case, or is a professor in the same department.

#### **Article 29. Objection to Human Rights Counseling Center Investigation Committee Members, etc.**

- (1) The parties may request objection to the investigation committee member if he or she falls under any of the following categories:
  1. If he or she falls under any of the categories listed in Article 28.
  2. If there are circumstances that make it difficult to expect the fairness of the investigation.
- (2) The director of the Human Rights Counseling Center may, on his or her own authority, request objection to the investigation committee member of the Human Rights Counseling Center if he or she considers that there are significant circumstances that make it difficult to expect the fairness of the investigation.
- (3) The director of the center shall decide whether to approve or reject the request under paragraph (1) or (2).

#### **Article 30. Withdrawal of Human Rights Counseling Center Investigation Committee Members**

A member of the Human Rights Counseling Center Investigation Committee shall withdraw if he or she falls under

any of the categories listed in Article 29 (1).

#### **Article 31. Meetings of the Human Rights Counseling Center Investigation Committee**

- (1) At the meeting of the Human Rights Counseling Center Investigation Committee, more than half of the members present, including the chairman of the investigation committee, shall be present, and the resolution shall be made by the majority of the members present. However, if there is a tie, the chairman shall have the deciding vote.
- (2) The Human Rights Counseling Center Investigation Committee may report the results of the investigation to the chairman of the Human Rights Counseling Center Review Committee and provide opinions on solutions, such as disciplinary demands or warning measures.

### **Section 3 End of investigation into human rights violations and grievance complaints**

#### **Article 32. Report of Investigation Results and Case Handling**

- (1) The director of the Human Rights Counseling Center shall convene the Human Rights Counseling Center Review Committee to handle the case if he or she receives the investigation results of the Human Rights Counseling Center Investigation Committee under Article 31 (2).
- (2) The Human Rights Counseling Center Review Committee shall deliberate and decide on the matters listed in Article 16 (2) if it receives the investigation results of the Human Rights Counseling Center Investigation Committee. In this case, the Human Rights Counseling Center Review Committee shall consider the provisions of Article 37 and 38 when it deliberates and decides on disciplinary demands or warning measures, etc.
- (3) The chairman of the Human Rights Counseling Center Review Committee shall report the results of the deliberation and decision made under paragraph (1) to the director of the center.

#### **Article 33. Rejection of Report**

- (1) The director of the center shall reject the report if the case reported under Article 32 (3) falls under any of the following categories.
  1. If the content of the report is not considered to be true
  2. If the investigation results do not constitute a human rights violation or complaint
  3. If it is found that there is no need for a separate remedy, such as the victim has already been rehabilitated.
- (2) The director of the center shall notify the parties and the reporter of the results and reasons for the rejection of the case if it is rejected under paragraph (1).

#### **Article 34. Resolution between Parties**

- (1) The parties may request the center to confirm the settlement of the victim's recovery measures by negotiating with each other or through the counseling center.
- (2) If the director of the center confirms the request under paragraph (1), it shall be considered that the recommendation under Article 36 (1) exists.

#### **Article 34. Resolution between Parties**

- (1) The parties may request the center to confirm the settlement of the victim's recovery measures by negotiating with each other or through the counseling center. (Amended on September 29, 2021.)
- (2) If the director of the center confirms the request under paragraph (1), it shall be considered that the recommendation under Article 36 (1) exists.

#### **Article 35. Conciliation Procedure**

- (1) The director of the center may start a conciliation procedure upon the request of the parties or on his or her own initiative.
- (2) The conciliation procedure shall be completed before the parties are notified of the investigation results.
- (3) If the parties have reached an agreement through the conciliation procedure, they may not file a new report on the same case.
- (4) The director of the center shall determine the specific details of the conciliation procedure.

#### **Article 36. Remedial Measures, etc.**

- (1) The director of the center may recommend appropriate remedial measures and correction or improvement of systems, policies, and practices to the perpetrator and the head of the relevant department if it is found that the investigation results constitute a human rights violation or complaint.
- (2) The director of the center may express an opinion to the parties or the head of the relevant department if it is found that there is a reasonable reason, even if it does not lead to a human rights violation or complaint.
- (3) The perpetrator who has received a recommendation under paragraph (1) shall follow the recommendation unless there is a justifiable reason, and shall notify the director of the center of the results of its implementation as soon as possible.
- (4) The head of the relevant department who has received a recommendation under paragraph (1) shall make efforts to implement the recommendations, but if there are difficult circumstances in its implementation, it shall explain the reasons to the director of the center.

#### **Article 37. Request for Disciplinary Action or Warning**

- (1) The director of the center shall request disciplinary action from the president if it is found that the parties have a disciplinary cause under the laws and regulations and related regulations of the university based on the results of the deliberation and decision of the Human Rights Counseling Center Review Committee under Article 32 (3).
- (2) The director of the center may request the president to take a warning measure against the parties if it is found that the parties do not have a disciplinary cause under the laws and regulations and related regulations of the university, but it is considered necessary for preventing recurrence, etc., based on the results of the deliberation and decision of the Human Rights Counseling Center Review Committee under Article 32 (3). (Amended on September 29, 2021.)
- (3) The director of the center may request the president to take disciplinary action against a person who has

committed any of the following acts in the course of the investigation and handling of cases by the Human Rights Counseling Center.

1. If the party does not follow the measures to protect the victim under Article 25 or Article 36 (1)
2. If the party retaliates against or unfairly disadvantages the other party in connection with the case
3. If the party unfairly exposes the identity of the other party or damages the other party's reputation
4. If anyone obstructs the investigation and remedy of the center and the Human Rights Counseling Center
5. If anyone assists or condones a human rights violation or complaint
6. If anyone inflicts secondary harm on the victim in the process of handling cases by the Human Rights Counseling Center.

#### **Article 38. Measures other than disciplinary action or warning**

- (1) The director of the center may impose the following measures on the parties who have been subjected to disciplinary action, in addition to disciplinary action, for the purpose of victim recovery and recurrence prevention.
  1. Recommendation for an apology to the victim
  2. Completion of retraining programs, counseling, and treatment
  3. Prohibition of access to the victim for a certain period of time, prohibition of secondary harm, separation measures
  4. Submission of a non-recurrence letter, etc., necessary measures for preventing recurrence
  5. Other measures necessary for victim recovery
- (2) The director of the center may also impose the measures in paragraph (1) on the parties if they fall under Article 33 (1) (3) or if an agreement is reached under Article 34.
- (3) The director of the center may request the president to take disciplinary action or aggravated disciplinary action against the parties if they engage in a human rights violation or complaint again, or if they do not implement the measures in paragraph (1), or if they are likely to retaliate against the victim in a physical or non-physical way.

#### **Article 39. Rights of the parties**

- (1) The parties or the victims who have received the results of the decision of the Human Rights Counseling Center Review Committee may apply for a re-examination to the director of the center within 10 days from the date of receiving the notification of the disciplinary action, warning measures, or other measures, respectively.
- (2) The director of the center who has received the application for re-examination under paragraph (1) shall, if he or she finds that the application for re-examination is reasonable, have the Human Rights Counseling Center re-examine it within 60 days. However, if it is impossible to re-examine within that period due to unavoidable circumstances, the period may be extended by 30 days.
- (3) If the Human Rights Counseling Center finds that the application for re-examination is justified as a result of the re-examination under paragraph (2), the director of the center shall cancel the notification of the disciplinary action and the disciplinary process.
- (4) In the case of a re-examination investigation procedure, the investigation procedure of human rights violation

and complaint cases shall be applied unless it is contrary to the nature.

#### **Article 39-2. Exclusion of parties**

The third-party reporter is excluded from the parties in relation to Articles 34 to 39.

#### **Article 39-3. Information disclosure and restriction**

- (1) The Human Rights Counseling Center cooperates with the request for inspection or copying of information only if it is found necessary for the protection of the rights of the parties or if there are other legitimate reasons.
- (2) The list of investigators, investigation report, and deliberation and decision-making process of the Review Committee are confidential. However, it may be allowed to inspect if there is a reasonable reason for the protection of the rights of the parties.

### **Chapter 4. Gender Equality Counseling Center**

#### **Section 1. Composition and Functions of the Gender Equality Counseling Center**

#### **Article 40. Composition of the Gender Equality Counseling Center**

- (1) The Gender Equality Counseling Center shall have a director of the Gender Equality Counseling Center, who shall be appointed by the President.
- (2) The director of the Gender Equality Counseling Center shall direct and supervise the affairs of the Gender Equality Counseling Center, preside over the investigation of acts of sexual harassment and sexual violence, report the results of the investigation to the director of the center, and recommend appropriate remedies.
- (3) The Gender Equality Counseling Center shall have experts who shall perform professional duties such as counseling, investigation, research, and educational activities on sexual harassment and sexual violence, and support education and training for strengthening the counseling on sex-related grievances and the capacity of experts.

#### **Article 41. Functions of the Gender Equality Counseling Center**

- (1) The Gender Equality Counseling Center shall carry out the following duties in order to deal with problems of sexual harassment and sexual violence at school, including discrimination based on gender, and to establish a gender-equal culture at school:
  1. Establishment of basic plan for the operation of the counseling center
  2. Establishment and reporting of a plan for prevention education on acts of sexual harassment and sexual violence
  3. Consultation on grievances on infringement of sexual rights such as sexual harassment and sexual violence
  4. Acceptance, investigation, and handling of sexual harassment and sexual violence cases
  5. Education and research for the prevention of sexual harassment and sexual violence
  6. Factual investigation and preventive measures on sexual harassment and sexual violence at school
  7. Other matters related to the duties of the above items

- (2) The matters on the operation and other matters of the Gender Equality Counseling Center shall be determined by the “Operating Standards for Violence Prevention and Case Handling” .

## **Section 2. Gender Equality Counseling Center Review Committee**

### **Article 42. Composition of the Gender Equality Counseling Center Review Committee**

- (1) The Gender Equality Counseling Center Review Committee shall consist of 10 or more members, including the director of the Gender Equality Counseling Center, and the ratio of men to women shall not exceed 60% of the total number of members.
- (2) The chairman of the Gender Equality Counseling Center Review Committee shall be the director of the Gender Equality Counseling Center.
- (3) The members of the Gender Equality Counseling Center Review Committee shall be appointed by the president upon the recommendation of the director of the Gender Equality Counseling Center.
- (4) The term of office of a member of the Gender Equality Counseling Center Review Committee shall be one year, but may be re-elected.

### **Article 43. Functions of the Gender Equality Counseling Center Review Committee**

- (1) The Gender Equality Counseling Center shall establish and operate a Gender Equality Counseling Center Review Committee to review important matters of the Gender Equality Counseling Center and to handle reported sexual harassment and sexual violence cases. (Amended on September 29, 2021.)
- (2) The Gender Equality Counseling Center Review Committee under paragraph (1) shall review and decide on the following matters. (Amended on September 29, 2021.)
  1. Matters related to the prevention and development of measures for sexual harassment and sexual violence cases
  2. Matters related to the handling method, such as whether to investigate sexual harassment and sexual violence cases.
  3. Matters related to the establishment of an investigation committee in the event of a sexual harassment and sexual violence case.
  4. Matters related to the request for supplementary investigation in case the investigation of the investigation committee is incomplete.
  5. Matters related to the request for disciplinary action, warning, and other measures against sexual harassment and sexual violence parties.
  6. Matters related to victim protection measures.
  7. Matters related to the revision of the “Operating Standards for Violence Prevention and Case Handling” (Newly established on September 29, 2021.)
  8. Other important matters related to the operation of the counseling center (Newly established on September 29, 2021.)

### **Article 44. Convening and Resolution of the Gender Equality Counseling Center Review Committee**

- (1) The meeting of the Gender Equality Counseling Center Review Committee shall be convened upon the request

of more than one-third of the quorum members or when the chairman of the Gender Equality Counseling Center Review Committee deems it necessary.

- (2) The resolution of the Gender Equality Counseling Center Review Committee shall be made by a majority of more than two-thirds of the quorum members in attendance, and in case of a tie, the chairman shall have the deciding vote.
- (3) The meeting of the Gender Equality Counseling Center Review Committee shall be held in private in principle.

### **Section 3. Processing and Investigation of Sexual Harassment and Sexual Assault Cases**

#### **Article 45. Reporting**

- (1) A person who has been sexually harassed or sexually assaulted, or who knows of such an incident, may report the incident to the Gender Equality Counseling Center. However, the report must be made in writing.
- (2) A report under paragraph (1) shall be made by submitting a written report to the Gender Equality Counseling Center, which shall include the name of the person and the details of the incident. The report may be submitted in person, by email, or by fax.
- (3) A person who has filed a report may withdraw the report before receiving the results of the review and decision of the Gender Equality Counseling Center Review Committee.
- (4) A report under paragraph (1) may not be made if three years have elapsed since the incident occurred. However, if there is a legitimate reason for not reporting, the reporting period may be extended by that period.
- (5) If a university institution other than the Gender Equality Counseling Center receives a report of sexual harassment or sexual assault, it shall immediately refer it to the Gender Equality Counseling Center.
- (6) The Gender Equality Counseling Center will not review matters that have been reviewed and decided by the Gender Equality Counseling Center Review Committee, unless there is a special reason.

#### **Article 46. Acceptance of Reports**

- (1) The Gender Equality Counseling Center will accept a case by receiving a report.
- (2) The Gender Equality Counseling Center will notify the reporter and the defendant of the acceptance of the case immediately. However, if there is a risk of secondary victimization due to the notification of the acceptance fact, it may be notified when the investigation is initiated. (Amended on September 29, 2021.)
- (3) The Gender Equality Counseling Center may collect information about the case, even before the investigation process begins, if necessary, after the report is received.
- (4) The Director of the Gender Equality Counseling Center shall notify the President of the acceptance of the report under paragraph (1).

#### **Article 47. Convening of the Gender Equality Counseling Center Review Committee**

- (1) The Chairperson of the Gender Equality Counseling Center Review Committee shall convene the Gender Equality Counseling Center Review Committee to handle the case that has been received.
- (2) The Gender Equality Counseling Center Review Committee may, without establishing an investigation committee,

investigate and terminate the case by resolution, taking into account the confession of the parties and the results of the preliminary investigation of the case. (Amended on September 29, 2021.)

- (3) If the Gender Equality Counseling Center Review Committee terminates the investigation of a case under paragraph (2), it shall report the fact to the President.

#### **Article 48. Dismissal of Report**

- (1) The Director of the Gender Equality Counseling Center shall dismiss a report if it falls under any of the following items, in accordance with the resolution of the Gender Equality Counseling Center Review Committee.
  1. A third party reported the case, but it is clear that the victim does not want the report to be accepted.
  2. A report may not be made under Article 45 (4) of the main text.
  3. A report of a matter that has been reviewed and decided by the Gender Equality Counseling Center Review Committee under Article 45 (6) of the main text.
  4. In other cases where it is clearly inappropriate to continue the procedure.
- (2) The Director of the Gender Equality Counseling Center shall notify the reporter of the result and reason for dismissing the report immediately if he or she dismisses the report.

#### **Article 49. Interim measures**

- (1) If the Director of the Gender Equality Counseling Center recognizes that sexual harassment or sexual assault is continuing and there is a risk of the damage being expanded, he or she may request the defendant, the head of the relevant department, etc., to take the following measures, even before the decision on the investigation.
  1. Immediate cessation of sexual harassment or sexual assault
  2. Spatial separation measures such as evacuation, isolation from the space of the victim, office, laboratory, and classroom, etc.
  3. Other matters necessary for the safety of the victim
- (2) Interim measures are not based on the allegations of the defendant and therefore do not affect the presumption of innocence of the defendant, but should only be requested temporarily and provisionally in order to protect basic and inviolable human rights.

#### **Article 50. Investigation and Handling of Cases**

- (1) The Director of the Gender Equality Counseling Center shall initiate an investigation in accordance with the resolution and decision of the Gender Equality Counseling Center Review Committee.
- (2) If an investigation under paragraph (1) is initiated, the Director of the Gender Equality Counseling Center shall immediately notify the parties thereof.
- (3) The Director of the Gender Equality Counseling Center shall take necessary measures so that the parties can be investigated fairly in a free environment.
- (4) The Director of the Gender Equality Counseling Center shall inform the parties of the necessary information such as the investigation process and the handling method.
- (5) The investigation and resolution of the reported case shall be completed within six months from the date of receipt of the report.



- (6) Notwithstanding paragraph (1), the Director of the Gender Equality Counseling Center may temporarily suspend the investigation by the Gender Equality Counseling Center until the investigation or trial by the investigation agency or court is completed if the investigation agency or court initiates an investigation or trial on the case.

#### **Article 51(Investigation Method)**

- (1) The Gender Equality Counseling Center may investigate in the following ways, and the parties and related persons shall cooperate in good faith with the investigation.
1. Requesting the appearance of the parties or related persons, hearing their statements, or submitting their statements.
  2. Requesting the submission of materials and other information that are considered to be related to the investigation subject to the parties, related persons, or relevant departments.
  3. Inquiry into facts or information that are considered to be related to the investigation subject to the parties, related persons, or relevant departments.
  4. On-site investigation of places, facilities, or materials that are considered to be related to the investigation subject.
- (2) A person who is requested to submit a statement under Paragraph (1) (1) shall submit a statement within 14 days.
- (3) A party has the right to refuse to make a statement.

#### **Article 52(Victim Protection and Confidentiality Obligation)**

- (1) A victim may request the involvement or exclusion of a specific person or other necessary measures in the process of handling the case, and the Director of the Gender Equality Counseling Center shall accept such request unless there is a special reason.
- (2) A person handling sexual harassment or sexual assault cases shall not disclose or disclose to others personal information and photos that can identify the victim without the consent of the victim, such as name, age, occupation, address, appearance, and other personal information.
- (3) The investigation for the handling of sexual harassment or sexual assault cases shall be confidential in principle.

#### **Article 53(Composition of the Gender Equality Counseling Center Investigation Committee)**

- (1) The Director of the Gender Equality Counseling Center shall compose the Gender Equality Counseling Center Investigation Committee with 3 to 9 members, including the Chairman of the Investigation Committee, if the Gender Equality Counseling Center Review Committee resolves to establish the Investigation Committee under Paragraph (2) of Article 43.
- (2) The members of the Gender Equality Counseling Center Investigation Committee shall be appointed by the Director of the Gender Equality Counseling Center from among the following persons.
1. Faculty
  2. A person who has been or is currently a professor or equivalent in a university or accredited research institution, and who has majored in related fields or law.
  3. A person who has been or is currently working in a related field in a public institution or organization.

4. A person who is a lawyer.
5. Others who have professional knowledge and experience equivalent to the above items.
- (3) The Chairman of the Gender Equality Counseling Center Investigation Committee shall be appointed by the Director of the Gender Equality Counseling Center from among the members of the Gender Equality Counseling Center Investigation Committee.
- (4) The term of office of the members of the Gender Equality Counseling Center Investigation Committee shall be expired in principle at the time of completion of the investigation from the composition of the Gender Equality Counseling Center Investigation Committee for the investigation of the case.

#### **Article 54(Role of the Gender Equality Counseling Center Investigation Committee)**

- (1) The Gender Equality Counseling Center Investigation Committee shall perform the following tasks.
  1. Conduct an investigation to determine the truth of the case based on the information received at the Gender Equality Counseling Center, such as calling in related persons, and report the results of the investigation.
  2. Propose solutions for the case, such as disciplinary or warning measures for the parties to the case.
  3. Propose measures necessary for the proper resolution of the case, etc.

#### **Article 55(Disqualification of Gender Equality Counseling Center Investigation Committee Members)**

- (1) If a member of the Gender Equality Counseling Center Investigation Committee falls under any of the following items, the member shall be disqualified from the investigation work, including the investigation committee meeting.
  1. If a member of the Gender Equality Counseling Center Investigation Committee is a victim or a reporter.
  2. If a member of the Gender Equality Counseling Center Investigation Committee has a blood relationship of up to 8 cousins with the parties to the case.
  3. If a member of the Gender Equality Counseling Center Investigation Committee has been involved or involved in the case as a proxy for the parties.
  4. If a member of the Gender Equality Counseling Center Investigation Committee is a member of the Gender Equality Counseling Center Review Committee.
  5. If a member of the Gender Equality Counseling Center Investigation Committee is working in the same department as the parties to the case or is a professor or a professor in the same department as the parties.

#### **Article 56(Objection to Gender Equality Counseling Center Investigation Committee Members and Others)**

- (1) The parties may file a request for objection to the investigation committee member if he or she falls under any of the following items.
  1. If it falls under any of the items of Article 55.
  2. If there are circumstances that make it difficult to expect fairness in the investigation.
- (2) The Director of the Gender Equality Counseling Center may file a request for objection to the member of the Gender Equality Counseling Center Investigation Committee if he or she judges that there are significant circumstances that make it difficult to expect fairness in the investigation.
- (3) The Director of the Center shall decide whether or not to accept the request under Paragraphs (1) and (2).

#### **Article 57(Avoidance of Gender Equality Counseling Center Investigation Committee Members)**

- (1) A member of the Gender Equality Counseling Center Investigation Committee shall avoid if he or she falls under any of the items of Article 56 (1).

#### **Article 58(Meeting of the Gender Equality Counseling Center Investigation Committee)**

- 1) At the meeting of the Gender Equality Counseling Center Investigation Committee, more than half of the members, including the chairman of the investigation committee, shall attend, and the resolution shall be made by a majority of the members present. However, if there is a tie, the chairman shall have the deciding vote.
- (2) The Gender Equality Counseling Center Investigation Committee may report the results of the investigation to the Chairman of the Gender Equality Counseling Center Review Committee and propose solutions for the case, such as disciplinary or warning measures.

### **Section 4 End of investigation into sexual harassment and assault cases**

#### **Article 59. Reporting of Investigation Results and Handling of Cases**

- (1) The Director of the Gender Equality Counseling Center shall convene the Gender Equality Counseling Center Review Committee to handle the case if he or she receives the results of the investigation by the Gender Equality Counseling Center Investigation Committee under Article 58 (2).
- (2) The Gender Equality Counseling Center Review Committee shall review and decide on the matters of Article 43 (2) if it receives the results of the investigation by the Gender Equality Counseling Center Investigation Committee. In this case, the Gender Equality Counseling Center Review Committee shall consider the provisions of Article 64 and 65 when it reviews and decides on disciplinary or warning measures.
- (3) The Chairman of the Gender Equality Counseling Center Review Committee shall report the results of the review and decision under paragraph (1) to the Director of the Center.

#### **Article 60. Rejection of Report**

- (1) The Director of the Center shall reject the report if the case reported under Article 59 (3) falls under any of the following items.
  1. If it is judged that the contents of the report are not true.
  2. If it is not a case of sexual harassment or sexual assault as a result of the investigation.
  3. If it is recognized that there is no need for separate relief measures, such as the victim has already been recovered.
- (2) The Director of the Center shall immediately notify the parties and the reporter of the results and reasons for rejecting the case if he or she rejects the case under paragraph (1).

#### **Article 61. Resolution Between Parties**

- (1) The parties may request the Center to confirm the resolution by consulting each other on the victim's recovery

plan or consulting through the counseling center. (Amended on 2021.09.29.)

- (2) If the Director of the Center confirms the request under paragraph (1), it is deemed that there is a recommendation under Article 63 (1).

#### **Article 62. Conciliation Procedure**

- (1) The Director of the Center may start the conciliation procedure upon the request of the parties or by his or her own authority.
- (2) The conciliation procedure shall be completed before the parties receive the results of the investigation.
- (3) If the parties reach an agreement through the conciliation procedure, they may not re-report the same case.
- (4) The Director of the Center may set the specific details of the conciliation procedure separately.

#### **Article 63. Relief Measures, etc.**

- (1) The Director of the Center may recommend appropriate relief measures and correction or improvement of systems, policies, and practices to the perpetrator and the head of the relevant department if he or she finds that it falls under sexual harassment or sexual assault as a result of the investigation.
- (2) The Director of the Center may express his or her opinion to the parties or the head of the relevant department if he or she finds that there is a significant reason, even if it does not reach sexual harassment or sexual assault.
- (3) The perpetrator who received the recommendation under paragraph (1) shall follow the recommendation unless there is a legitimate reason, and shall notify the Director of the Center of the results of the implementation without delay.
- (4) The head of the relevant department who received the recommendation under paragraph (1) shall make efforts to implement the recommendation, but if there are difficulties in implementing it, he or she shall explain the reason to the Director of the Center.

#### **Article 64. Request for Disciplinary or Warning Measures**

- (1) The Director of the Center shall request disciplinary action from the President if he or she finds that the parties have a disciplinary ground under the laws and regulations and related regulations of the university on the basis of the results of the review and decision of the Gender Equality Counseling Center Review Committee under Article 59 (3).
- (2) The Director of the Center may request the President to take a warning measure against the parties if he or she finds that the parties do not fall under the disciplinary grounds under the laws and regulations and related regulations of the university on the basis of the results of the review and decision of the Gender Equality Counseling Center Review Committee under Article 59 (3), but are necessary for the prevention of recurrence, etc. (Amended on 2021.09.29.)
- (3) The Director of the Center may request disciplinary action from the President against a person who has committed any of the following acts in the process of investigation and handling of cases by the Gender Equality Counseling Center.
  1. If the parties do not follow the measures for the protection of victims under Article 52 or paragraph (1) of

Article 63.

2. If the parties retaliate against or unfairly disadvantage the other party in connection with the case.
3. If the parties wrongfully disclose the identity of the other party or damage the reputation of the other party.
4. If anyone interferes with the investigation and relief of the Center and the Gender Equality Counseling Center.
5. If anyone abets or condones sexual harassment or sexual assault.
6. If anyone inflicts secondary damage on the victim in the process of handling cases by the Gender Equality Counseling Center.

#### **Article 65. Measures Other Than Disciplinary or Warning Measures**

- (1) The Director of the Center may impose the following measures on the parties who have been punished, in addition to disciplinary measures, for the purpose of victim recovery and prevention of recurrence.
  1. Recommendation of apology to the victim
  2. Completion of retraining program, counseling, treatment, etc.
  3. Prohibition of access to the victim for a certain period of time, prohibition of secondary damage, separation measures
  4. Submission of a statement to prevent recurrence, etc.
  5. Measures necessary for victim recovery
- (2) The Director of the Center may also impose the measures of paragraph (1) on the parties if they fall under paragraph (1) of Article 60 (3) or if a settlement is reached under Article 62.
- (3) The Director of the Center may request disciplinary action or increased disciplinary action from the President if the parties commit sexual harassment or sexual assault again, do not implement the measures of paragraph (1), or inflict or are at risk of inflicting tangible or intangible retaliation on the victim.

#### **Article 66. Rights of the Parties**

- (1) The parties or the victim who have received the results of the decision of the Gender Equality Counseling Center Review Committee may each apply for a re-examination to the Director of the Center within 10 days from the day of receiving the notification of the disciplinary, warning or other measures, respectively. (Amended on 2021.09.29.)
- (2) The Director of the Center, who has received an application for re-examination under paragraph (1), shall have the Gender Equality Counseling Center re-examine within 60 days if it is considered that the application for re-examination is reasonable. However, if it is impossible to re-examine within the period due to unavoidable circumstances, the period may be extended within 30 days.
- (3) If the Gender Equality Counseling Center, which has conducted a re-examination under paragraph (2), determines that the application for re-examination is justified, the Director of the Center shall cancel the notification of the disciplinary action and the disciplinary procedure.
- (4) The investigation procedure for sexual harassment and sexual assault shall be applied mutatis mutandis to the re-examination investigation procedure, unless it is contrary to its nature.

#### **Article 66-2. Exclusion of Parties**

In the case of Article 61 to 66, a third-party reporter is excluded from the parties.

#### **Article 66-3. Disclosure and Restriction of Information**

- (1) The Gender Equality Counseling Center cooperates with requests for access or copying of information only if it is considered necessary for the protection of the rights of the parties or if there are other legitimate reasons.
- (2) The names of the investigators, the investigation report, and the deliberation and decision-making process of the Review Committee are confidential. However, it may be allowed to be viewed if there is a reasonable reason for the protection of the rights of the parties.

### **Chapter 5 Student Counseling Office**

#### **Section 1 Composition and Functions of the Student Counseling Center**

##### **Article 67. Composition of the Student Counseling Center**

- (1) The Student Counseling Center shall have a Director of the Student Counseling Center, who shall be appointed by the President.
- (2) The Director of the Student Counseling Center shall direct and supervise the work of the Student Counseling Center, and report major issues arising from student counseling activities to the Director of the Center and suggest appropriate relief measures.
- (3) The Student Counseling Center shall have counselors who are divided into responsible counselors, counselors, guest counselors, and resource counselors to carry out counseling tasks.
- (4) The Student Counseling Center may have trainees to ensure the smooth operation of the counseling program.

##### **Article 68. Functions of the Student Counseling Center**

- (1) The Student Counseling Center shall perform the following tasks that can help students to develop their personalities and abilities:
  1. Establish a basic plan for the operation of the counseling center.
  2. Conduct various psychological tests and interpret the results.
  3. Individual counseling and group counseling to help students solve their problems.
  4. Collect and study various materials necessary for student counseling.
  5. Other matters related to the tasks in the above items.
- (2) The operation of the Student Counseling Center and other matters shall be determined by the "Student Counseling Center Operating Standards". (Newly established on 2021.09.29.)

#### **Section 2. Student Counseling Center Operation Committee**

##### **Article 69. Composition of the Student Counseling Center Operation Committee**

- (1) The Student Counseling Center Operation Committee shall be composed of a total of 9 or fewer members,

including the Director of the Student Counseling Center.

- (2) The Chairperson of the Student Counseling Center Operation Committee shall be the Director of the Student Counseling Center.
- (3) The members of the Student Counseling Center Operation Committee shall be appointed by the Director of the Center upon recommendation by the Director of the Student Counseling Center.
- (4) The term of office of a member of the Student Counseling Center Operation Committee shall be one year, but may be re-elected.

#### **Article 70. Functions of the Student Counseling Center Operation Committee**

- (1) The Student Counseling Center shall establish and operate a Student Counseling Center Operation Committee for the efficient operation of student counseling.
- (2) The Student Counseling Center Operation Committee under paragraph (1) shall consider and decide on the following matters: (Amended on 2021.09.29.)
  1. Business plan matters
  2. Budget and closing matters
  3. Matters on the establishment and amendment of the Student Counseling Center Operating Standards (Amended on 2021.09.29.)
  4. Other important matters related to the operation of the Student Counseling Center

#### **Article 71. Convening and Deciding the Student Counseling Center Operation Committee**

- (1) The meeting of the Student Counseling Center Operation Committee shall be convened when requested by more than one-third of the members present, or when the Chairperson of the Student Counseling Center Operation Committee deems it necessary.
- (2) The meeting of the Student Counseling Center Operation Committee shall be decided by a majority of the members present and a majority of the members present. However, if the votes are tied, the chairperson shall have the deciding vote.
- (3) The meeting of the Student Counseling Center Operation Committee shall be held in principle in private.

### **Chapter 6. Disability Student Support Center**

#### **Section 1. Composition and Functions of the Disability Student Support Center**

#### **Article 72. Composition of the Disability Student Support Center**

- (1) The Disability Student Support Center shall have a Director of the Disability Student Support Center, who shall be appointed by the President.
- (2) The Director of the Disability Student Support Center shall direct and supervise the work of the Disability Student Support Center, and report major issues arising from support activities to the Director of the Center and suggest appropriate relief measures.

### **Article 73. Functions of the Disability Student Support Center**

- (1) The Disability Student Support Center shall be responsible for all support work related to the education and university life of disabled students, and shall perform the following tasks:
  1. Requirements and improvements for disability student facilities
  2. Disability student counseling
  3. Provision and operation of disability student helpers
  4. Rental of disability student teaching and learning equipment
  5. Provision of in-campus transportation support for disability students and rental of mobility aids
  6. Provision of convenience support for disability student teaching and learning
  7. Other matters related to the tasks in the above items
- (2) The organization and operation of the Disability Student Support Center shall be determined by the “Operation Standards for Disability Student Support”.

### **Section 2. Disability Student Special Support Committee**

#### **Article 74. Establishment of the Disability Student Special Support Committee**

- (1) The Disability Student Support Center shall establish and operate a Disability Student Special Support Committee to review major issues related to disability student support.
- (2) The Disability Student Special Support Committee under paragraph (1) shall review and decide on the following matters:
  1. Matters related to the teaching and learning of disabled students
  2. Matters related to the life and welfare of disabled students
  3. Matters related to the installation and expansion of disability student facilities
  4. Matters related to the development of career and career of disabled students
  5. Review and decision on disability student review requests
  6. Other important matters related to the operation of the Disability Student Support Center

#### **Article 75. Composition of the Disability Student Special Support Committee**

- (1) The Disability Student Special Support Committee shall be composed of a total of 10 or fewer members, including the Director of the Disability Student Support Center.
- (2) The Chairperson of the Disability Student Special Support Committee shall be the Director of the Disability Student Support Center.
- (3) The members of the Disability Student Special Support Committee shall be appointed by the Director of the Center upon recommendation by the Director of the Disability Student Support Center.
- (4) The term of office of a member of the Disability Student Special Support Committee shall be one year, but may be re-elected.

#### **Article 76. Meeting of the Disability Student Special Support Committee**



- (1) The meeting of the Disability Student Special Support Committee shall be convened when requested by more than one-third of the members present, or when the Chairperson of the Disability Student Special Support Committee deems it necessary.
- (2) The meeting of the Disability Student Special Support Committee shall be decided by a majority of the members present and a majority of the members present.
- (3) The meeting of the Disability Student Special Support Committee shall be held in principle in private.

### **Section 3. Support for Disabled Students**

#### **Article 77. Priority Registration**

- (1) If a disabled student who is affiliated with a department wishes to make a priority registration due to a severe disability, upper limb disability, etc., the department will provide an opportunity for priority registration through individual counseling and cooperation with related departments. (Amended on 2021.09.29.)
- (2) Priority registration is decided whether to allow it, considering the teaching method of each course, the type of disability and the severity of the disability of the student.

#### **Article 78. Disabled Student Class Support**

- (1) The university's academic affairs office may cooperate with the Disability Student Support Center to provide a learning instructor and helper, considering the type and severity of the disability of the disabled student, so that the disabled student can attend classes smoothly.
- (2) The university's academic affairs office may assign a separate examination site, supervisor, and examination time according to the type and severity of the student's disability for the smooth academic evaluation of the disabled student.

#### **Article 79. Provision of Information for Disabled Students**

- (1) The university's academic affairs office may provide relevant information such as the type and severity of the disability of the disabled student to the faculty of the course that the disabled student is taking, for efficient teaching and learning support. (Amended on 2021.09.29.)
- (2) If you provide information about disabled students to faculty members under paragraph (1), you must obtain the prior consent of the student, and you must familiarize the faculty member with the obligation to protect information. (Amended on 2021.09.29.)

#### **Article 80. Operation of the Helper System**

- (1) A helper system such as a learning support helper, a mobility helper, and a living helper is operated for disabled students.
- (2) The helper may be paid an activity fee or scholarship, and may be awarded a volunteer credit. (Amended on 2021.09.29.)

#### **Article 81. Support for the acquisition and utilization of equipment**

The Disability Student Support Center shall acquire the equipment necessary for the learning activities of disabled students in consultation with related departments and provide regular training on its use.

#### **Article 82. Club activities**

The Disability Student Support Center supports the club activities of disabled students and is responsible for the work of expanding the facilities and furniture needed for this.

#### **Article 83. Disability Awareness Program**

The Disability Student Support Center may operate disability awareness programs such as lectures and disability experiences on a regular basis to prevent discrimination against disabled students and to raise the understanding of non-disabled students about disabled students.

#### **Article 84. Career Development Support**

The Disability Student Support Center shall operate career counseling and career development programs for disabled students to improve their social adaptability and support career development through cooperation with related departments.

### **Section 4. Application for and Review of Support for Disabled Students**

#### **Article 85. Application for Support**

- (1) A disabled student and his or her guardian may submit a written application to the Disability Student Support Center to provide various support measures under Article 35 of the Special Education Act for Persons with Disabilities (Review of Universities, etc.).
- (2) The Disability Student Support Center shall notify the applicant in writing of whether or not to provide support and the reason for the decision within two weeks of receiving the application under paragraph (1).

#### **Article 86. Request for Review**

- (1) A disabled student and his or her guardian may request a review to the Disability Student Special Support Committee for a decision on Article 85 (1) and an act in violation of the Special Education Act for Persons with Disabilities.
- (2) If you wish to request a review, you must submit a review request to the Disability Student Support Center, and the Disability Student Support Center must request a review and decision on the review request to the Disability Student Special Support Committee.
- (3) The Disability Student Special Support Committee shall decide on the review request under paragraph (1) within two weeks and deliver a notification of the review results to the applicant.

(4) In the review under paragraph (1), the applicant shall be given an opportunity to make a statement of opinion.

## **Chapter 7. Supplementary Provisions**

### **Article 87. Prohibition of Disadvantage**

No one shall suffer any disadvantage in terms of employment, transfer, disciplinary action, unfair treatment, or other matters of status or treatment, solely because they have reported, stated, testified, submitted materials, or answered the Center in accordance with this Regulation.

### **Article 88. Information Usage**

The Center may use the information it holds for educational and research purposes only with the consent of the information subject.

### **Article 89. Confidentiality**

- (1) The Center Director, each Counseling Center Director and Director, Human Rights Committee Member, Review Committee Member, Investigation Committee Member, and Employee who performs the work of the Center shall not disclose or disclose materials that may expose the personal identity of the person who has been reported, the person who has been reported, and the victim, etc. in the course of the Center's work, without a legitimate reason.
- (2) The Center Director, each Counseling Center Director and Director, Human Rights Committee Member, Review Committee Member, Investigation Committee Member, and Employee who has performed or performed the work of the Center shall not disclose any secrets that they have learned in the course of their work without a legitimate reason.

### **Article 90. Inter-agency Cooperation**

- (1) The Center and its affiliated institutions shall cooperate with each other for the protection and improvement of human rights.
- (2) The university's related departments shall cooperate with the Center in the performance of its work.

## **Provisions**

**Article 1 (Effective Date)** This Regulation shall take effect on May 31, 2019.

**Article 2 (Transitional Provisions)** The previous regulations shall apply to cases reported before the effective date of this Regulation.

**Provisions <Planning Team-1670: 2021.09.29>**

**Article 1 (Effective Date)** This Regulation shall take effect from the date of promulgation.

**Article 2 (Transitional Provisions)** The previous regulations shall apply to cases reported before the effective date of this Regulation.