

# Organizational Structure Regulations

Established Dec. 3, 1986	Amended May 23, 1997	Amended Nov. 5, 2001	Amended Sep. 7, 2006	Amended May 7, 2012
Amended Apr. 1, 1987	Amended Apr. 24, 1998	Amended Jun. 15, 2002	Amended Nov. 1, 2006	Amended May 16, 2013
Amended May 6, 1987	Amended May 4, 1999	Amended Sep. 1, 2002	Amended Nov. 14, 2006	Amended Mar. 14, 2014
Amended Apr. 1, 1988	Amended Jul. 5, 1999	Amended Sep. 14, 2002	Amended Dec. 21, 2007	Amended Nov. 2, 2014
Amended Mar. 1, 1989	Amended Jul. 7, 1999	Amended Oct. 1, 2002	Amended Jan. 1, 2008	Amended Dec. 16, 2014
Amended Mar. 22, 1990	Amended Jul. 12, 1999	Amended Feb. 20, 2003	Amended Feb. 29, 2008	Amended Mar. 9, 2016
Amended May 26, 1990	Amended Jul. 23, 1999	Amended Jan. 31, 2004	Amended Mar. 16, 2008	Amended Apr. 21, 2016
Amended Sep. 17, 1990	Amended Nov. 17, 1999	Amended Mar. 18, 2004	Amended Aug. 31, 2008	Amended Apr. 27, 2016
Amended Oct. 5, 1990	Amended Dec. 1, 1999	Amended May 15, 2004	Amended Sep. 30, 2008	Amended Oct. 24, 2016
Amended Mar. 1, 1991	Amended Mar. 30, 2000	Amended Sep. 1, 2004	Amended Oct. 1, 2008	Amended Mar. 1, 2017
Amended Jun. 21, 1991	Amended Jun. 12, 2000	Amended Mar. 1, 2005	Amended Mar. 1, 2009	Amended Sep. 1, 2017
Amended Jun. 10, 1992	Amended Jul. 1, 2000	Amended Apr. 11, 2005	Amended Mar. 24, 2009	Amended Sep. 7, 2017
Amended Mar. 1, 1992	Amended Oct. 12, 2000	Amended Apr. 21, 2005	Amended Jul. 18, 2009	
Amended Sep. 1, 1992	Amended Nov. 20, 2000	Amended May 1, 2005	Amended Dec. 1, 2009	
Amended Feb. 25, 1993	Amended Apr. 1, 2001	Amended Jun. 1, 2005	Amended Oct. 8, 2010	
Amended May 1, 1995	Amended Jun. 1, 2001	Amended Aug. 28, 2005	Amended Dec. 9, 2010	
Amended May 10, 1996	Amended Jul. 1, 2001	Amended Nov. 22, 2005	Amended Jan. 1, 2012	
Amended Nov. 21, 1996	Amended Sep. 1, 2001	Amended May 3, 2006	Amended Apr. 2, 2012	

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations establish the basic organizations and their rights and responsibilities at Pohang University of Science and Technology (hereinafter referred to as “University”).

**Article 2 (Scope)** The organizational structure of the University shall be based on these regulations except for matters provided for in relevant laws such as the Higher Education Act, the Private School Act, and the Bylaws of the POSTECH Foundation.

## Chapter 2 Basic Organizational Structure

**Article 3 (Organization)** The organizational structure and organizational bodies of the University shall be as shown in in Table 1 (attached).

**Article 4 (Undergraduate College and Graduate School)** ① The Undergraduate College shall have the Department of Mathematics, Department of Physics, Department of Chemistry, Department of Life Sciences, Department of Materials Science and Engineering, Department of Mechanical Engineering, Department of Industrial and Management Engineering, Department of Electrical Engineering, Department of Computer Science and Engineering, Department of Chemical Engineering, and Department of Creative IT Engineering. The Graduate School shall have the Department of Mathematics, Department of Physics, Department of Chemistry, Department of Life Sciences, Department of Materials Science and Engineering, Department of Mechanical Engineering, Department of Industrial and Management Engineering, Department of Electrical Engineering, Department of Computer Science and Engineering, Department of Chemical Engineering, Department of Creative IT Engineering, Division of Advanced Materials Science, Division of Integrative Bioscience and Biotechnology, Division of IT Convergence Engineering, Division of Advanced Nuclear Engineering, and Division of Environmental Science & Engineering as well as interdisciplinary programs, namely, School of Interdisciplinary Bioscience and Bioengineering, Graduate Program for Technology and Innovation Management, and Graduate School of Wind Energy.

② The University shall have the Division of Humanities and Social Sciences to efficiently carry out its

teaching and research duties in humanities and social sciences fields.

**Article 5 (Professional Graduate Schools and Specialized Graduate Schools)** The University shall have the Graduate Institute of Ferrous Technology, and the Graduate School of Engineering Mastership as professional graduate schools and the Graduate School for Information Technology as a specialized graduate school. (Amended April 21, 2016)

**Article 6 (Administrative Organizations)** ① The University shall have as its administrative organizations the Office of Planning, Office of Academic Affairs, Office of Admissions and Student Affairs, Office of Business Affairs, Office of Academic Information Affairs, and POSTECH Research and Business Development Foundation; the Office of Research Affairs and Office of Industry-Academic Affairs shall be established under the POSTECH Research and Business Development Foundation. (Amended March 9, 2016)

② The University shall have Audit and Inspection. (Established October 24, 2016)

**Article 7 (Affiliated Centers and Research Centers)** ① The following affiliated centers shall be established under an Office of the University, with the exception of The POSTECH Times:

1. Innovation Center for Education
2. POSTECH Language Education Center
3. POSTECH Counseling Center
4. Sports Support Center
5. Technical Support Center
6. The POSTECH Times

② The University shall have the following affiliated research centers:

1. Pohang Accelerator Laboratory
2. Basic Science Research Institute
3. Biotechnology Research Center
4. POSTECH Information Research Laboratories
5. Automotive Mechatronics Center
6. Center for Advanced Aerospace Materials
7. Steel Processing Automation Research Center
8. Institute of Environmental and Energy Technology
9. Polymer Research Institute
10. POSTECH Brain Research Center
11. POSTECH Biotech Center
12. National Institute for Nanomaterials Technology (NINT)
13. POSTECH-CATHOLIC Biomedical Engineering Institute
14. Iron & Steel Research Institute
15. Specialized Center for Integrated MEMS for National Defense
16. Future IT Innovation Laboratory
17. Tae-Joon Park Institute

**Article 8 (Basic Units)** ① The Office of Planning shall be comprised of Planning and Budget, External Relations and Communications, International Relations, and University Advancement. (Amended March 14, 2014)(Amended December 16, 2014)(Amended March 9, 2016)(Amended October 24, 2016)

② The Office of Academic Affairs shall be comprised of Faculty Affairs Team and Educational Affairs and Records.

③ The Office of Admissions and Student Affairs shall be comprised of Admissions, Student Affairs, Housing Services, and Mueunjae Undergraduate Studies; Mueunjae Undergraduate Studies shall be comprised of Office of Mueunjae Undergraduate Studies(Amended March 9, 2016) (Amended September 1, 2017)

④ The Office of Business Affairs shall be comprised of General Affairs and Safety, Human Resources, Finance and Accounting, Purchasing and Property, and Facilities Management. (Amended March 9, 2016)

⑤ The POSTECH Research and Business Development Foundation shall be comprised of the Office of Research Affairs and Office of Industry-Academic Affairs. The Office of Research Affairs shall be comprised of Research Planning and Sponsored Research, and the Office of Industry-Academic Affairs shall be comprised of Industry-Academic Relations and Business Development. (Amended March 9, 2016)

⑥ The Office of Academic Information Affairs shall be comprised of Academic Information Resources,

Strategic Information Management, and Information and Communication Services. (Amended March 9, 2016)

⑦ (Established April 27, 2016)(Deleted March 1, 2017)

### **Chapter 3 Major Positions**

**Article 9 (President)** The President shall oversee all affairs of the University and represent the University.

**Article 10 (Provost & Executive Vice President)** The Provost & Executive Vice President shall assist the President, oversee the delegation of work in the University, and act on behalf of the President in case of the absence or disability of the President.

**Article 11 (Dean of Graduate School and Deans of Professional/Specialized Graduate Schools)** The Dean of each graduate school shall oversee all affairs of the relevant graduate school, direct and supervise its faculty and staff, and guide the students.

**Article 12 (Heads of Administrative Organizations)** ① The Office of Planning, Office of Academic Affairs, Office of Admissions and Student Affairs, Office of Business Affairs, and Office of Academic Information Affairs shall each have a Vice President who shall oversee the affairs delegated to each Office. Mueunjae Undergraduate Studies, under the Office of Admissions and Student Affairs, shall have a Division Head, who shall oversee the affairs delegated. (Amended March 9, 2016) (Amended September 1, 2017)

② The POSTECH Research and Business Development Foundation shall have the Executive Director, and the lower-level Office of Research Affairs and Office of Industry-Academic Affairs shall each have a Vice President who shall oversee the affairs delegated to each Office. (Amended March 9, 2016)

③ Audit and Inspection shall have an Associate Vice President of Audit and Inspection who shall oversee the affairs. (Established October 24, 2016)

④ Each Office shall have an Associate Vice President who shall assist the Vice President. (Amended March 9, 2016)

**Article 13 (Heads of Affiliated Centers and Affiliated Research Centers)** The affiliated centers and research centers shall each have a Director who shall oversee the delegated affairs.

**Article 14 (Heads of Administrative Units)** ① Administrative units in central administration, academic departments, and other units that require self-sufficient administrative support may have a Director/Head who shall oversee the faculty and staff belonging to his/her unit.

② Aside from the Directors/Heads specified in Clause 1, there may be an “administrator in charge” who shall oversee administrative duties that require independent management responsibility. Detailed operational standards for the “administrator in charge” shall be set forth separately.

### **Chapter 4 Appointments of Administrative Executives and Terms of Office**

**Article 15 (Appointment and Term of Office)** ① The Provost & Executive Vice President and the Dean of Graduate School (excluding deans of professional/specialized graduate schools) shall be appointed by the Chairman of the Board of Trustees from among tenure-track faculty members at the rank of Associate Professor or higher, following the deliberations of the Faculty Personnel Committee and the recommendation of the President.

② Executive Director of POSTECH Research and Business Development Foundation, Vice Presidents, Director of the Pohang Accelerator Laboratory, and Deans of Professional and Specialized Graduate Schools shall be appointed by the President from among tenure-track faculty members at the rank of Associate Professor or higher, and the results of appointment shall be reported to the Chairman of the Board of Trustees. The rest of the administrative executive positions shall be appointed by the President. However, the Vice President of Academic Information Affairs and the Director of the Pohang Accelerator Laboratory may be appointed from among those who are not faculty members. (Amended October 24, 2016)

③ The Vice President of Business Affairs shall be appointed by the Chairman of the Board of Trustees with the recommendation of the President, as a Level 2 or part-time post. (Amended March 9, 2016)

④ The Associate Vice President of Audit and Inspection shall be appointed by the Chairman of the Board of Trustees with the recommendation of the President, as a Level 2 post. (Established October 24, 2016)

- ⑤ The Associate Vice President of each office shall be appointed by the President. (Amended March 9, 2016)
- ⑥ The head of the Division of Humanities and Social Sciences and the head of each academic department and Mueungjae Undergraduate Studies shall be appointed by the President from among tenure-track faculty members. (Amended September 1, 2017)
- ⑦ Directors of affiliated centers and affiliated research centers excluding the Pohang Acceleratory Laboratory shall be appointed by the President.
- ⑧ The terms of offices for the positions set forth in Clauses 1 through 4 and Clause 6 shall be two years with the possibility of reappointment; a term of office that is shorter than two years, however, may be set if necessary.
- ⑨ The President may appoint an aid if needed in order to perform special duties.
- ⑩ Details about the aid position shall be set forth separately.

## **Chapter 5 Undergraduate College and Graduate School**

- Article 16 (Academic Department)** ① Each division or department shall have a Head, who shall oversee the overall academic affairs of the division/department.
- ② Within each division or department, the Head may appoint a professor in charge of a major field, who shall assist the Head and oversee the affairs within the relevant major field.
  - ③ Within each division or department, an administrative team shall be established to perform administrative duties. Academic units without an administrative team may have staff to carry out administrative duties.

## **Chapter 6 Affiliated Centers and Affiliated Research Centers**

- Article 17 (Affiliated Centers and Research Centers)** ① The University may establish affiliated centers and research centers.
- ② Affiliated research centers shall be divided into Foundation-approved research centers, which are established with the approval of the Chairman of the Board of Trustees, and internally-approved research centers, which are established upon the approval of the President.
  - ③ Details regarding the operation of the affiliated centers and research centers shall be determined separately when needed.

## **Chapter 7 Committees**

- Article 18 (Committees)** ① The University may establish and operate committees to deliberate on major matters necessary for the University's operation.
- ② Details pertaining to the formation, functions and operation of the committees shall be separately determined.

## **Chapter 8 Capacity and Division of Duties and Responsibilities**

- Article 19 (Capacity)** ① The total number of faculty and staff shall be determined by the Board of Trustees upon the recommendation of the President.
- ② The number of the regular staff for each rank based on Article 94 of the Bylaws of POSTECH Foundation shall be provided in Table 3 (attached).
- Article 20 (Duties and Responsibilities)** ① The delegation of duties for each basic unit shall be as set forth in Table 2 (attached).
- ② The division of duties and responsibilities between basic units shall be stipulated based on the organizational structure and organizational bodies set forth in these regulations.

③ When a disagreement arises with respect to the division of duties and responsibilities between different basic units, the interpretation and mediation offered by the department in charge of rules and regulations shall be respected.

## **Chapter 9 Supplementary Provisions**

**Article 21 (Amendment Authority on Organization and Major Policies)** The amendments on the organizations and major policies shall be conducted in accordance with Table 4. (Established October 24, 2016)

**Article 22 (Sub-organization)** The President of University shall have a sub-organization except for matters specified in this regulation to efficiently carry out affairs related to administrative and research organizations pursuant to the amendment authority on organization in Article 21. (Established March 1, 2017)

### **Addendum**

These amended regulations shall take effect on November 21, 1996.

### **Addenda**

1. These amended regulations shall take effect on May 23, 1997.
2. (Interim measure) The amendment to Article 28 (Division of Duties) shall take effect on September 1, 1997.

### **Addendum**

These amended regulations shall take effect on April 24, 1998.

### **Addendum**

These amended regulations shall take effect on May 4, 1999.

### **Addendum**

These amended regulations shall take effect on July 5, 1999.

### **Addendum**

These amended regulations shall take effect on July 7, 1999.

### **Addendum**

These amended regulations shall take effect on July 12, 1999.

### **Addendum**

These amended regulations shall take effect on July 23, 1999.

### **Addendum**

These amended regulations shall take effect on November 17, 1999.

### **Addendum**

These amended regulations shall take effect on December 1, 1999.

**Addendum**

These amended regulations shall take effect on March 30, 2000.

**Addendum**

These amended regulations shall take effect on June 12, 2000.

**Addendum**

These amended regulations shall take effect on July 1, 2000.

**Addendum**

These amended regulations shall take effect on October 12, 2000.

**Addendum**

These amended regulations shall take effect on November 20, 2000.

**Addendum**

These amended regulations shall take effect on April 1, 2000.

**Addendum**

These amended regulations shall take effect on June 1, 2001.

**Addendum**

These amended regulations shall take effect on July 1, 2001.

**Addendum**

These amended regulations shall take effect on September 1, 2001.

**Addendum**

These amended regulations shall take effect on November 5, 2001.

**Addendum**

These amended regulations shall take effect on June 15, 2002.

### **Addendum**

These amended regulations shall take effect on September 1, 2002. The amendment to the organizational chart in Table 1 (i.e., 3 divisions 5 offices 5 teams → 3 divisions 11 teams for Pohang Accelerator Laboratory), however, shall be deemed to have been effective since September 1, 2001.

### **Addendum**

These amended regulations shall take effect on September 14, 2002.

### **Addendum**

These amended regulations shall take effect on October 1, 2002.

### **Addendum**

These amended regulations shall take effect on February 20, 2003. Clause 2 of Article 12 (Offices and terms), however, shall be deemed to have been effective since October 8, 2002.

### **Addendum**

These amended regulations shall take effect on January 31, 2004.

### **Addendum**

These amended regulations shall take effect on March 18, 2004.

### **Addendum**

These amended regulations shall take effect on May 15, 2004.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on September 1, 2004.
2. (Interim measure) The change of the department's name to the Department of Industrial and Management Engineering under Article 4, Clause 1 of these regulations shall take effect on March 1, 2005, and the establishment of the National Institute for Nanomaterials Technology under Article 6, Clause 2 shall take effect on August 27, 2004.

### **Addendum**

These amended regulations shall take effect on March 1, 2005.

### **Addendum**

These amended regulations shall take effect on April 11, 2005.

### **Addendum**

These amended regulations shall take effect on April 21, 2005.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on May 1, 2005.
2. (Interim measure) Matters pertaining to “administrator” which were implemented prior to the effective date of these regulations shall be deemed to have been implemented in accordance with these regulations.

### **Addendum**

Table 2 (Division of duties and responsibilities) in these regulations shall be amended and take effect on June 1, 2005.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on August 28, 2005.
2. (Interim measure) The change of the institute’s name to POSTECH-CATHOLIC Biomedical Institute under Article 6, Clause 2 of these regulations shall apply retroactively effective July 11, 2005.

### **Addendum**

These amended regulations shall take effect on November 22, 2005.

### **Addendum**

Table 2 (Division of duties and responsibilities) in these regulations shall be amended and take effect on May 3, 2006.

### **Addendum**

These amended regulations shall take effect on September 7, 2006.

### **Addendum**

These amended regulations shall take effect on November 1, 2006.

### **Addendum**

These amended regulations shall take effect on November 14, 2006.

**Addendum**

These amended regulations shall take effect on December 21, 2007.

**Addendum**

These amended regulations shall take effect on January 1, 2008.

**Addendum**

These amended regulations shall take effect on February 29, 2008.

**Addendum**

These amended regulations shall take effect on March 16, 2008.

**Addendum**

These amended regulations shall take effect on August 31, 2008.

**Addendum**

Table 1 in Article 3 of these regulations shall be amended and take effect on September 30, 2008.

**Addendum**

Table 1 in Article 3 of these regulations shall be amended and take effect on October 1, 2008.

**Addendum**

These amended regulations shall take effect on March 1, 2009.

**Addendum**

These amended regulations shall take effect on March 24, 2009.

**Addendum**

Table 2 (Division of duties and responsibilities) in these regulations shall be amended and take effect on July 18, 2009.

**Addendum**

Table 2 (Division of duties and responsibilities) in these regulations shall be amended and take effect on December 1, 2009.

### **Addendum**

These amended regulations shall take effect on October 8, 2010.

### **Addendum**

These amended regulations shall take effect on December 9, 2010.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on January 1, 2012.
2. (Interim measure) The amendment to Article 4 (Undergraduate College and Graduate Schools) shall take effect on September 1, 2011.

### **Addendum**

These amended regulations shall take effect on April 2, 2012.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on May 7, 2012.
2. (Interim measure) The amendment to Article 12 (Offices and terms) shall apply retroactively effective February 16, 2012.

### **Addendum**

These amended regulations shall take effect on May 16, 2013. However, the provisions on the Graduate School of Engineering in Article 5 shall apply from August 30, 2012; the provisions on the Ethics Advancement Team in Article 8, Clause 2 shall apply from November 1, 2012; the provisions on the Tae-Joon Park Institute in Article 7, Clause 2 shall apply from February 15, 2013; the provisions on the appointment and term of office in Article 15 shall apply from March 14, 2013; the provisions on the academic units in the Graduate School in Article 4, Clause 1 shall apply from April 1, 2013; and the provisions on the Center for Business Development in Article 7, Clause 1 and the provisions on the Administration for Business Development in Article 8, Clause 6 shall apply from April 22, 2013.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on March 14, 2014.
2. (Interim measure) The abolishment or change of the name of an affiliated research center specified in Article 7, Clause 2 shall apply from the date of approval of each case; the amendment to the duties and responsibilities of the Purchasing Team in Attachment 2 shall take effect on March 3, 2014; and the changes to the duties and responsibilities made between the International Relations and the Graduate Admissions and Student Affairs Team shall take effect on March 6, 2014.

### **Addendum**

These amended regulations shall take effect on November 2, 2014.

### **Addendum**

These amended regulations shall take effect on December 16, 2014.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on March 9, 2016.
2. (Interim measure) The change of the name and affiliation of Audit and Inspection, Housing Services, and Information and Communication Services specified in Clause 1, Article 8, and Tables shall apply from the date of approval of each case

### **Addendum**

These amended regulations shall take effect on April 21, 2016.

### **Addendum**

These amended regulations shall take effect on April 27, 2016.

### **Addenda**

1. (Effective date) These amended regulations shall take effect on October 24, 2016.
2. (Interim measure) The amendments to Clause 2 of Article 15, and Article 21 shall apply retroactively effective September 7, 2016.

### **Addendum**

These amended regulations shall take effect on March 1, 2017.

### **Addendum**

These amended regulations shall take effect on September 1, 2017.

### **Addendum**

These amended regulations shall take effect on September 7, 2017



(Table 2) Division of Duties and Responsibilities

### **Audit and Inspection**

- Basic planning on audits
- Conducting internal audits and assisting with external audits (conducted by the Ministry of Education, etc.)
- Matters related to the establishment of workplace morality/ethics/transparency (improvement of relevant systems and establishment of policies)
- Operation of and support for the Ombudsman system
- Conducting continuous monitoring
- Other general audit-related matters
  - Overall audits regarding budget execution, etc.
  - Finance, accounting, and management-related audits and instruction

### **Office of Planning**

#### ■ **Planning and Budget**

- Planning
  - Establishment and implementation of long-term development strategies
  - Establishment and implementation of short-term business plans
  - Establishment and adjustment of major plans and policies for University operation
  - Making changes to the organizational structure (academic/research/administrative units)
  - Establishing personnel capacity and plans on manpower operation
  - Management of rules and regulations (establishment, amendment, abolishment, etc.)
  - Handling matters related to the Board of Trustees and acting as the window in dealing with affairs related to the Board of Trustees
  - Provision of support for the operation of the University Senate, University Administration Council, and Planning and Budget Committee
  - Publication of the Annual Report
- Budget
  - Establishment and implementation of the basic budget plans
  - Establishment and implementation of the guidelines and detailed standards for budget administration
  - Allocation and execution of budgets
  - Analysis and evaluation of budget execution results
  - Determination of tuitions and scholarships
  - Determination of the faculty/staff salary increase rate
  - Other matters related to the University's budget operation
- Facilities and Space
  - Establishment and implementation of the University's space policies
  - Matters concerning the allocation and adjustment of the University space
  - Formulation and implementation of the mid- and long-term facilities master plan
  - Establishment and implementation of facilities construction plans
- Information disclosure and statistics management
- Legal Counsel and Legal Affairs Management

## ■ External Relations and Communications

- Cooperation with external institutions
  - Affairs related to the government, the National Assembly, local governments, and various organizations
  - Oversight of cooperation with POSCO, local community, and other relevant agencies
- PR and communication services
  - Media relations and University advertising
  - Planning for and production of University promotional materials
  - Internal and external communication-related work
  - Establishment and management of UI (University Identity)
  - Management of the University website
  - Online PR (managing SNS accounts and producing webzines)
  - Reception of domestic visitors
- Academic cooperation agreements with domestic institutions
- Affairs related to university evaluation by external agencies

## ■ International Relations

- Cooperation with international (partner) universities and institutions
  - International cooperation agreements with international universities and institutions
  - Providing assistance for overseas activities of the President
  - Cooperation with international councils and associations
  - Reception of international visitors
  - International events
- Exchange Program
  - Operation of the student outbound program
  - Attracting/inviting international exchange students
- Campus Internationalization
  - Support for international faculty, researchers, and exchange students
  - Bilingual Campus
- PR activities to attract international graduate students
- Support for international graduate students
  - Matters related to health insurances for international graduate students
  - Managing international students according to the government's policy (international students hosting and management capability certification system, etc.)
- Immigration-related assistance for all international members of the University (e.g., visas, matters involving the immigration offices, etc.)
- Matters related to the University Advisory Council
- Other matters pertaining to the University's international cooperation affairs

## ■ University Advancement

- Establishing plans for the raising of the University Advancement Fund
  - Planning and conducting fundraising campaigns
- Fundraising activities
  - Developing fundraising items and conducting PR activities
  - Finding donors and building up and managing donor networks

- Donation-related agreements
- Honoring donors
  - Managing donor information
  - Activities for honoring donors
- Managing donations
  - Management and analysis of donation records and statistics
  - Maintenance and improvement of the computerized system
- POSTECH Alumni Association-related work
  - Management of alumni information and strengthening of the alumni network
  - Supporting the operation of the POSTECH Alumni Association
- Other affairs for the raising of the University Advancement Fund

## Office of Academic Affairs

### ■ Faculty Affairs

- Faculty personnel
  - Establishment of faculty personnel operation plans
  - Management of faculty personnel and salaries/allowances (including special pensions for Leading Professors)
  - Faculty recruitment/hiring management
  - Faculty performance evaluation
  - Assistance with faculty business trips and business trip system management
  - Support for new faculty members
  - Faculty-related events (e.g. department head meetings, new faculty workshops, various inaugurations)
  - Management of faculty awards and disciplinary action (recommendation for external awards, etc.)
  - Invitation of foreign faculty and assistance with their stay in Korea
  - Faculty status and data management
- Determination of the faculty size and related policy matters
- Other general academic affairs
  - Establishment and closing of undergraduate/graduate departments (including application for approval by the Ministry of Education)
  - Support and assistance for the Faculty and the Faculty Senate
  - Responding to inquiries/requests from external institutions with respect to faculty matters (recommendation to committees, submission of faculty status data, verification of professional experience, etc.)
  - Issuance of certificates (to faculty)
  - Other matters relating to faculty and academic affairs

### ■ Educational Affairs and Records

- Planning of academic affairs
- Operation and management of academic affairs
  - Organization and operation of curricula
  - Managing student enrollment
  - Managing course registration and grade records
  - Processing changes in academic status (leave of absence, returning from leave, withdrawal, dismissal, readmission, change of major, academic warning, etc.)
  - Managing undergraduate and graduate degrees
  - Cross registration and mutual recognition of credits based on academic cooperation agreements between POSTECH and other domestic/foreign universities
  - Course/lecture evaluation
  - Awards/honors and disciplinary action based on students' academic performance
  - Managing grade records for qualification examinations (e.g. English Certificate Program, etc.)
- Other general educational affairs
  - Operation of the University's common classrooms
  - Publication of the University Catalog
  - Publication of the Academic Statistics Reports and management of academic statistics

- Issuance of certificates (to students)
- Responding to inquiries/requests from external institutions (e.g. verification of academic records, submissions of status data, etc.)
- Graduate Studies Committee, Education Committee and Education Policy Committee-related work
- Other affairs related to the management of educational affairs

■ **Innovation Center for Education**

- Faculty lecture support
- Student learning support
- Development and operation of MOOC
- Research on university education
- Development of students' leadership and competence
  - Operation of liberal arts courses
  - Operation of undergraduate research programs
  - Operation and assistance with student volunteer activities
- Affairs related to gifted student education
  - Development and operation of education programs for elementary/middle/high school students
  - Operation of science camp for teenagers

■ **POSTECH Language Education Center**

- Establishment and operation of language course plan
  - Operation and management of courses for students and staff members
  - Operation and management of Korean classes for international students
- English support
  - Management of POSTECH English Certificate Test (institutional and public certification)
  - English clinic, proofreading, and translation services
  - Other administrative affairs related to languages

## Office of Admissions and Student Affairs

### ■ Admissions

- Establishment and enforcement of the undergraduate admission plans
  - Research and development of the undergraduate admission system
  - Establishment and implementation of the comprehensive undergraduate admission plans
  - Participation in the assessment of undergraduate admission process
- Establishment and enforcement of the graduate admission plans
  - Establishment and implementation of the comprehensive graduate admission plans for prospective domestic/international students
  - Scholarship management for international students
- Advertising/PR for admissions
  - Establishment and implementation of a comprehensive public relations plan for undergraduate admission
  - Establishment and implementation of a public relations plan for graduate admission for domestic students
  - Operation of PR activities for undergraduate admission and related programs (promotional visits to high schools, regional admissions information sessions, seminars for high school teachers etc.)
  - Advertisement of graduate admission for domestic students
  - Publication and distribution of promotional materials and conduct online PR activities
  - Conduct campus tours and guides to admission-related visitors
  - Supervision of POSTECH Alumni activities
- Analysis and management of admission results
  - Analysis of admission results
  - Development and management admission and PR-related IT systems and databases
- Other general matters
  - Support of the operation of the related Committees
  - Work relating to government-subsidies business
  - Other services related to undergraduate and graduate admissions

### ■ Student Affairs

- Supervision of undergraduate student activities and provision of support
  - Supervising and assisting student governments including the Undergraduate Student Association and Student Clubs
  - Holding and Supporting student events or activities such as student festivals
  - Management of student awards/honors and disciplinary action-related work
  - Students with disabilities support
- Operation of character refinement programs
  - Running the Cultural Program
  - Running Bang Dosie World Heritage Exploration Program
  - Running an internship program
- Scholarship policies (financial support)
  - Establishment and implementation of scholarship (financial support) policies
  - Management of the selection of internal/external scholarships (financial support) recipients and payment of scholarships
  - Affairs related to national scholarships
  - Payment of wages for graduate student assistance

- Affairs related to student loans
- Military duties
  - General affairs concerning military duties
  - Management of expert research personnel in graduate school
  - Management of the selection and management of Professional Officers in Science and Technology for National Defense program
- Other general student services
  - Career services and management of career statistics on alumni support
  - Evaluation of the payment of campus insurance compensation (executive liability insurance)
  - Running and assisting the operation of the Student Affairs Committee and Cultural Programs Committee
  - Other comprehensive support for work relating to student supervision and welfare

#### ■ Housing Services

- Establishment of plans for residential facility management and operation
- Residential facility management
  - Move-in and move-out
  - Determination, collection and management of dormitory fees
  - Utility payments
  - Residential area cleaning and inspection of facilities, etc.
- Providing guidance to students within residential facilities
  - Offering guidance about dormitory life
  - Providing support for the Dormitory Council
- Other matters related to residential facilities management and operation

#### ■ Office of Mueunjae Undergraduate Studies

- Supervision of freshmen orientation
- Management of Undeclared Major student groups and assignment of academic advisors
- Undeclared Major undergraduate students' academic affairs
  - Registration tasks such as course registration and add/drop, leave of absence/returning from leave, assigning major, etc.
- Support of Undergraduate Student Association activities for Undeclared Major students
- Management of prospective POSTECHIAN program
- Management of related educational programs
  - Running the Major Exploration and freshman research participation curriculum
  - Running the ABC Elective program for freshmen
  - Running the Residential College program
  - Running freshmen mentoring programs (SMP, RC Tutoring, etc.)
- Other matters related to Undeclared Major support

### ■ POSTECH Counseling Center

- Counseling
  - Psychological consultations and tests at individual or group levels
  - Consultations for students with study problems
- Sexual violence and harassment
  - Consultations on sexual violence and harassment
  - Handling sexual violence and harassment cases and its prevention activities
  - Establishment of prevention education policies from Ministry of Gender Equality and Family and overall management of the education
- Risk management and suicide prevention
  - Risk management and psychological consultations
  - Education and promotion of suicide prevention
  - Emergency rescue service support
- Other related affairs
  - Research on psychological adaptation to university life and human's mental health
  - Support for related on-campus special lectures and events

### ■ Sports Support Center

- Development and implementation of sports programs
- Management and support of student clubs related to sports
- Supervision and operation of the POSTECH Rowing team and its administrative support
- Management and support of sports activities and students' health
  - Examination of students' physical fitness and monitoring students' daily exercise routine
  - Consultations on sports activities and fitness management
- Management of gymnasium usage for student association and other sports-related student clubs
- Operation of the ski camp

## Office of Business Affairs

### ■ General Affairs and Safety

- General affairs
  - General management of University events (matriculation ceremony, commencement ceremony, athletic meet, etc.)
  - Custom-making and management of national and school flags
  - Managing seals and documents (electronic documents/approval, sending and receiving documents, document retention/disposal, etc.)
  - Production and management of audiovisual material and media for educational and research usage
  - Common printed materials (designated-use products) and various signboards
  - Employee benefits/welfare-related work (accident insurances, support for club activities, etc.)
  - Management of the Faculty/Staff Mutual Aid Society and POSTECH Volunteer Society-related work
  - Health services (physical examinations, medical examination/consultation, management of various diseases, smoking ban/smoking management, etc.)
  - Management of common facilities
    - Support for AV equipment operation and management of the Auditorium, conference rooms, Hogil Kim Memorial Hall, etc.
    - Memorial halls and statues management
    - Managing University sports facilities, including the gym, swimming pool, etc.
    - Managing the Training Center and the President's Residence
    - Managing and operating the POSCO International Center
  - Vehicle operation and management
  - Other matters related to general affairs
- Safety affairs
  - Establishing and managing general plans for the University's safety affairs (except facilities safety and LMO areas)
  - Laboratory safety management
  - Waste disposal (disposed reagents, medical wastes, etc.)
  - Radiation safety management
  - Firefighting management and fire prevention
  - Natural disaster prevention and management (storm, flood, and snow damage, etc.)
  - Emergency services (army reservists, civil defense, etc.)
  - Operation of the university clinic
  - Environment management (cleaning, disinfection, deratization, etc.)
  - QSS management (education and research environment)
  - Other safety-related matters

## ■ Human Resources

- Staff personnel management
  - Establishing staff personnel management plans
  - Staff personnel and compensation management
  - Staff recruitment management
  - Staff evaluation and promotion management
  - Staff capacity development and training management
  - Management of staff's attendance and absence
  - Staff payroll management
  - Management of the four employee insurances, and payments to Teachers' Pension and the Korean Teachers' Credit Union
  - Management of the intramural employee welfare fund and employees' children's school expenses subsidies
  - Faculty and staff business trip assistance and business trip system management
  - Employee awards and disciplinary action management
  - Staff Union and Workplace Development Council-related affairs
- Researcher Personnel Management
  - Researcher appointment/employment management
  - Researcher payroll
- Other general personnel-related matters
  - Issuance of certificates

## ■ Finance and Accounting

- Fund management
  - Conducting research on financial institutions and market, fund administration (daily/weekly/monthly)
  - Receiving and disbursing money/collecting tuitions
  - Managing marketable securities
- Financial accounting
  - Establishing and improving the accounting system
  - Verification of evidentiary documents for deposit/withdrawal slips and accounting
  - Daily, monthly, and yearly settlement of accounts
  - Managing accounting books
- Management accounting
  - Cost calculation/accounting analysis
- Tax accounting
  - Tax-related reports and year-end tax settlements
  - Issuance of tax-related certificates

## ■ Purchasing and Property

- Purchasing in local currency
  - Contracts for the purchase of general goods
  - Contracts for the purchase of books
  - Construction, service, and blanket order contracts
  - Repairs (maintenance) contracts
- Purchasing in foreign currency
  - Contracts in foreign currency
  - Customs clearance and post-contract management
  - Foreign currency purchase
  - Managing an inventory of duty-free goods and dealing with matters related to the Korea Customs Service
- Asset management
  - Asset inventory management
  - Asset evaluation, depreciation, change/replacement
  - Disposal of idle assets and calculation of the balance
  - Signing of facility lease agreements
  - Insurance management and settlement of accounts
  - Repair or receipt/disbursement of equipment and inventory management
- Central inspection work
- Operation and management of the purchase and asset management system
- Other work on purchasing contracts and asset management

## ■ Facilities Management

- Facilities construction plans
  - Review of the master plan
  - Approval from the authorities (changes in urban planning, etc.)
  - Implementation of construction plans
- Building construction
  - Design and supervision of construction works
  - Construction-related administrative tasks
  - Completion of buildings, settlement of accounts, and defect management
- Facility maintenance
  - Establishing annual maintenance and inspection plans
  - Civil engineering, equipment, electrical, and landscaping management
  - Receiving small repair requests and managing the repair works
- Managing and updating facilities information
  - Managing facilities floor plans and data
  - Managing building maintenance records
  - Managing and updating information on facilities condition
- Operation of the Power Plant
  - Managing Power Plant operations
  - Supplying and managing utilities
  - Operation and management of equipment, including emergency power generators
- Overseeing the greenhouse gas/energy goal management project
- Other affairs related to the University's facilities maintenance/management

## Office of Research Affairs

### ■ Research Planning

- Planning for research
  - Establishment of short- and long-term research promotion plans and policies
  - Planning and winning high impact or large research projects
  - Promotion of research groups and operation of research conferences
- Research cooperation
  - National and local governments
  - International research cooperation
  - Local R&D institutes, and research centers
- Operation of POSTECH Research and Business Development Foundation
  - Budgeting and settlement of accounts for POSTECH Research and Business Development Foundation
  - POSTECH Research and Business Development Foundation Steering Committee, Research & Industry Relations Committee
  - Establishment of management and business plans
  - Website management for POSTECH Research and Business Development Foundation
- Management of research centers
  - Establishment and evaluation of affiliated research centers and provision of support
  - Operation of Basic Science Research Institute
  - Affairs related to Korea Basic Science Institute (IBS)
- Research Ethics
  - Operation of Committee related to research ethics
  - Operation of education for research ethics and management of thesis plagiarism prevention program
  - Overall management of affairs related to Living Modified Organisms (LMO)
- Research culture / PR / status
  - Proliferation of integrated research cultures
  - Management and promotion of research achievements
- Other research in general
  - Self-funding and budget management
  - Management of research security and settlement of accounts for research projects
  - Dissertation and thesis language service (English)
  - Affairs related to Research Fellow

### ■ Sponsored Research

- Operation and improvement of research management systems
  - Calculation of the University's overhead costs related to national research and development projects
  - Improving research project management systems
- Sponsored research projects administration (contracts/agreements, research fund billing/payment management, commissioned management)
  - Sponsored by national and local governments
  - Sponsored by industry including POSCO
- Research Administrative Support
  - Training for research project management

- Provision of research information services and publication of the Webzine
- Administration of research fund expenditures (research card management, RIST test analysis fees, consultation/consulting/consortium project management)
- Fund management for internally commissioned research
- Post-research management
  - Settlement of accounts for research projects
  - Management of research status data
- Other matters related to research support

■ **Technical Support Center**

- Operation and management of the University's shared research equipment
  - Establishing equipment operation plans
  - Test analysis services
  - Maintenance and management of testing and analysis equipment
- Operation and management of test analysis fees
  - Collecting and accumulating test analysis fees and setting up projects
- Affairs related to Research Equipment Officers (based on National Research Facilities and Equipment Management Guidelines)
- Operating an intramural research equipment portal
- Operating a machine shop
  - Producing and machining research experiment devices
  - Providing support for students' machining practice
- Providing support for the operation of the Equipment Review Committee
- Other affairs related to the operation of the Technical Support Center

## Office of Industry-Academic Affairs

### ■ Industry-Academic Relations

- Planning and development of industry-academic business
  - Finding and running industry-academic projects
- Promotion of cooperative business with industrial entities
  - POSCO and its affiliates
  - Association of POSTECH Grown Companies (APGC)
  - Other domestic and international corporations
- POSCO Liaison Center management support
- Cooperation with external institutions
  - Affairs related to Hidden Champion incubation in Pohang, etc

### ■ Business Development

- Patent
  - Application/registration/management of intellectual property
  - Inventor support
- Technology transfer
  - Technology transfer contract support
  - Claim and management of royalties for technology licensing
- Investor management
  - Management of POSTECH Holdings
  - Management of corporations with shares owned by POSTECH Research and Business Development Foundation
- Business development support
  - Creation of entrepreneurship ecosystem
  - Business creation support program such as entrepreneurship contest
  - Support for the operation of Venture Incubation Center
- Affairs related to cooperation with external institutions
  - Pohang city hall, Center for Creative Economy & Innovation, etc.

## Office of Academic Information Affairs

### ■ University Library

- Information services
  - Library user education and provision of academic information
  - Loan and return of library collections, copying of originals
  - Managing library users
- Book purchase and collection management
  - Collecting and managing academic and general education materials
  - Classifying library collections and building a list database
  - Building a full text thesis/dissertation database
- Academic publication analysis
  - Building a faculty academic publication records database
  - Analysis of academic publication records
- Managing library use & environment
  - Establishing library use policies
  - Managing library spaces
- Maintaining and managing the integrated academic information system
  - Maintaining and managing the book management system
  - Managing the library website
- Managing University records
  - Establishing a University records management system and infrastructure, collecting University records and building an archive
- Managing POSTECH Press
  - Supporting POSTECH publication and operating the Publications Review Committee

### ■ Strategic Information Management

- Planning for information service operation
- Development and operation of the integrated information system
  - Developing and establishing academic affairs/research/administrative systems
  - Maintenance and management of the academic affairs/research/administrative systems
  - Maintenance and management of the groupware/EDMS systems
  - Maintenance and management of the admissions system
  - Maintenance and management of the ERP software
  - Maintenance and management of the Legacy system
- Developing and operating the Management Information Systems
  - Maintenance and management of the Management Information System
  - Maintenance and management for data compatibility
- Operation of the process systematization system
  - Business process implementation and history management
  - Maintenance and management of the process systematization software

■ **Information and Communication Services**

- Management and operation of IT Infrastructures
  - Operating servers for the integrated information system (POVIS) and other IT services
  - Back-up and restoration of relevant data
  - Wired/wireless network management
  - Management of computing equipment (PCs, printers) for education/business purposes
  - Multimedia equipment management
- Provision of IT services
  - E-mail services
  - Web services (provision of standard web templates and storage)
  - Authentication and integrated account management service
  - Webhard and file-sharing disk services
  - Intramural fixed/dynamic IP and domain services
  - IT portal (HEMOS) service
  - Adoption and distribution of shared education/business software and technical support
- Information Security
  - Establishing information protection policies
  - Technical security and infringement response for personal information
  - Information security level diagnosis
  - Examining security vulnerabilities
  - Overseeing matters related to information protection, including information asset management
- Telecommunications
  - Managing switchboards and telecommunication lines
  - Managing installation, transfer, and removal of telephone lines
  - Managing cable TV, wireless devices, and mobile devices

## Academic departments

### A. General planning

#### (1) Department-level planning /PR

- Departmental business planning, budgeting, department evaluation, departmental main focus items and other various department-level planning-related matters
- Planning and supervision of department-sponsored events
- Departmental annual reports and statistics management
- Other major tasks that occur as occasion arises

#### (2) Faculty personnel-related tasks

- Departmental Faculty Personnel Committee
- New appointment, promotion, and advance in rank
- Recruiting non-tenure-track faculty
- Overseas training, sabbatical, secondment, etc.

#### (3) Department faculty meeting and steering committee-related work

### B. Academic affairs administration

#### (1) Master's/Doctoral degree management

- Preliminary assessment for degree conferment
- Doctoral Qualifying Examination management
- Thesis/Dissertation-related work

#### (2) Bachelor's degree management

- Thesis and degree conferment assessment
- Curriculum operation

#### (3) Courses/academic records

- Course registration/change/drop, etc.
- Grading
- Changes in academic record (leave of absence/returning from leave, etc.)
- Application for early graduation/cancellation of early graduation application
- Major and minor/double major

#### (4) Scholarships and student-related work

#### (5) Graduate admission-related PR activities and management of graduate program entrance exam

### C. Research Administration

#### (1) Research support

- Research project management
- Research fund budget management
- Administration of research funds and settlement of accounts
- Support for faculty's academic activities
- Research achievement management

#### (2) Researcher and teaching assistant management

- Appointment and management of commissioned researchers
- Appointment of graduate student assistants and management of scholarships

#### (3) Academic-industry joint open lectures and consortia-related work

#### (4) Supporting research centers

D. General administration

(1) Purchasing and asset management

- Departmental asset management
- Facilities management
- Purchasing and inspection
- Space management

(2) Administrative affairs

- Business trip management
- Various reporting/application paperwork
- Other general administrative work

(3) Departmental budget administration and management (experiments and department activity expenses, etc.)

E. Technical administration

(1) Laboratory management and support for lectures/practice classes

- (2) Equipment inspection and management
- (3) Collecting departmental equipment fees
- (4) Computing equipment management
- (5) Other technical service-related matters

F. Cooperation with the administrative departments in central administration

(Table 3)

University regular employee quotas

Total	511 employees
General positions	172 employees
Grade 2	6 employees
(Abolished)	
Grade 3	10 employees
(Abolished)	
Grade 4	32 employees
Grade 5	7 employees
Grade 6	61 employees
Grade 7	44 employees
Grade 8	12 employees
Technical positions	227 employees
Grade 2	4 employees
Grade 3	15 employees
(Abolished)	
Grade 4	47 employees
Grade 5	8 employees
Grade 6	77 employees
Grade 7	68 employees
Grade 8	8 employees
(Abolished)	
Special positions	112 employees
(Abolished)	
Grade 6	112 employees
(Abolished)	
(Abolished)	

(Table 4)

## Amendment authority on the organization and major policies

Category	The Board of Trustees	Chairman of the Board of Trustees	President
Change on the organization	<ul style="list-style-type: none"> <li>▪ Establishment and abolishment of the academic units</li> <li>▪ Establishment and abolishment of special education courses</li> <li>▪ Operational plans on capacity of faculty, staff members, and students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establishment and abolishment in administrative structure of Office-level or higher and affiliated centers</li> <li>▪ Establishment and abolishment of foundation approved research centers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establishment and abolishment in administrative structure below Office-level (report to the POSTECH Foundation)</li> <li>▪ Establishment and abolishment of substructure of foundation approved research centers (report to the POSTECH Foundation)</li> <li>▪ Amendments on the name and affiliation of the organization (report to the POSTECH Foundation)</li> </ul>
Change on the major policies	<ul style="list-style-type: none"> <li>▪ Amendments on major policies related to faculty personnel and establishment of annual faculty personnel operation plans</li> <li>▪ Other matters deemed necessary by the Chairman of the Board of Trustees</li> <li>※ Amendments on Bylaws of POSTECH Foundation, Guidelines for the Operation of and Cooperation with the Board of Trustees, and President Appointment Regulation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Amendments on personnel and remuneration management on staff members and researchers, and major policies related to organizational structures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Amendments on other policies and application of the amendments to university regulations</li> <li>※ Application of amendments on the major policies of university regulations approved by the Chairman of the Board of Trustees (report to the POSTECH Foundation)</li> </ul>