

# Guidelines on the Management of Comprehensive Student Report Admissions Program of Pohang University of Science and Technology

Established April 3, 2010    Amended Aug 16, 2017  
Amended Nov.3, 2010    Amended Mar 18, 2019  
Amended March 12, 2012  
Amended Nov.29, 2012  
Amended Oct 2, 2013  
Amended Nov 19, 2014

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations establish the guidelines for managing the Comprehensive Student Report Admissions Program (hereinafter referred to as “the CSRAP”) at Pohang University of Science and Technology (hereinafter referred to as the “University”).

**Article 2 (Definition of Terms)** The definition of terms used in this guideline are as follows:

1. The “Admissions Officer” refers to an admissions advisor who is responsible for the selection of applicants based on the comprehensive judgement of their academic abilities, potentials, aptitude, and personal qualities, and is classified as a faculty admissions officer, full-time admissions officer, or a commissioned admissions officer.
2. The “Faculty Admissions Officer” refers to a member of faculty who is responsible for the work related to the selection of students such as the development and evaluation of the admissions officer selection policy.
3. The “Full-time Admissions Officer” refers to a person who is responsible for the work related to the selection of students such as development and evaluation of the admissions officer selection policy, and the operation of the admissions office.
4. The “Commissioned Admissions Officer” refers to a person who is a professor, student, researcher, or an educational expert temporarily responsible for the work related to the selection of students such as reviewing documents and conducting interviews with applicants within and outside of the school.

## Chapter 2 Employment

**Article 3 (Employment)** Employment of an admissions officer shall be made pursuant to the following.

1. Faculty Admissions Officer: shall be appointed among the University faculty by the President with the recommendation of the Vice President of Admissions and Student Affairs.
2. Full-time Admissions Officer: newly hiring a full-time admissions officer shall be governed by the provisions of the human resources affairs of the University. However, a full-time admissions

officer who is appointed within the University shall be appointed by the President with the recommendation of the Vice President of Admissions and Student Affairs.

3. Commissioned Admissions Officer: shall be appointed by the President with the recommendation of the Vice President of Admissions and Student Affairs.

**Article 4 (Qualification)** The qualifications of the admissions officer shall be as follows. However, exceptions shall be made if the President finds it necessary for the admissions officer selection policy.

1. Faculty Admissions Officer: current faculty member of the University
2. Full-time Admissions Officer: must hold a Master's degree or higher (major is irrelevant)
3. Commissioned Admissions Officer: current faculty members, undergraduate or graduate students, researchers, or education experts within or outside the University.

### **Chapter 3 Undergraduate Admissions Committee**

**Article 5 (Undergraduate Admissions Committee)** The detailed matters of the Undergraduate Admissions Committee (hereinafter referred to as "UAC") shall be in accordance with Chapter 5 of "Committee Regulations" of the University

### **Chapter 4 Fair Admissions Management Committee**

**Article 6 (Fair Admissions Management Committee)** The Fair Admissions Management Committee (hereinafter referred to as "FAMC") is established to ensure a fair and reliable admissions process.

**Article 7 (Composition of Committee)**  $\phi$  The FAMC shall consist of about 8 persons from within and outside the University.  $\otimes$  The chairman and the members of FAMC shall be appointed by the President.

**Article 8 (Role of the Committee)**  $\phi$  The FAMC shall evaluate the following matters.

1. Fairness within each step of the admissions process
2. Fairness and legitimacy of key elements relating to admissions
3. Objections against the applicants' evaluation results

$\otimes$  The Committee may request a re-evaluation from the UAC if it finds it necessary after evaluating the admissions process according to Clause  $\phi$ .

### **Chapter 5 Management**

**Article 9 (Responsibilities of the Admissions Officer)** The roles and functions of the Admissions Officer are as follows.

1. Responsibilities as a member of the UAC
2. Participate in the admissions process
3. Conduct research on the CSRAP
4. Analyze the results of the admissions and selection

5. Collect and analyze information on domestic and overseas high schools
6. Promote and provide counseling on the CSRAP

**Article 10 (Advisory Committee)** ☐ The Advisory Committee shall be formed and operated for the successful establishment and development of the CSRAP.

⊗ The detailed matters for the composition of the Advisory Committee shall be determined separately.

**Article 11 (Service and Educational Training)** ☐ A person who is appointed or commissioned as an Admissions Officer must conform to the Admissions Officer Ethics Code of the University which addresses the topics of confidentiality, fairness in selection process, integrity, etc. regarding the information acquired while performing his or her responsibilities.

⊗ The matters regarding the working hours, vacations, and other responsibilities of the Full-time Admissions Officer shall conform to the “Regulations on Staff Members Service.”

⊗ The Admissions Officer may participate in various training programs such as domestic and overseas education programs within budget.

**Article 12 (Application)** Other matters not specified in this guideline for the management of Admissions Officer shall be subject to the application of the University provisions.

**Article 13 (Exemption of Required Teaching Load)** Notwithstanding Article 4 of the “Regulations on Teaching Load Requirements and Payment of Teaching Compensation” of the University, it is possible to reduce the number or duration of lectures for the Faculty Admissions Officer in order to facilitate his or her best performance. The minimum teaching load required that can be reduced are as follows:

1. The annual teaching load for the faculty member: 6 hours
2. The annual teaching load for the faculty member of the Division of Humanities & Social Sciences: 9 hours

**Article 14 (Measures to Prevent Fraudulent Admissions)** In order to prevent prospective students from unfairly damaging their university options and to fundamentally prevent illegality in admissions, the implementation, guidance, supervision and training shall be reinforced in all personnel involved in admissions to avert them from leaking or disclosing information. All personnel involved in admissions are required to sign a pledge.

## **Chapter 6 Procedures for Treating Appeals for Admissions**

**Article 15 (Treatment of Appeal)** If an applicant makes an appeal about the admissions result, the University shall abide by the following procedures.

**Article 16 (Receipt of Appeal)** If an applicant raises an appeal, the Admissions Office shall address it first given that the appeal is minor in nature and can be explained adequately by the Admissions Office. However, if the appeal concerns a major issue and the applicant proceeds to make a formal appeal even

after being given adequate explanations from the Admissions Office, the office shall receive the appeal in the designated format (Attachment #1) and have it submitted to the FAMC.

**Article 17 (FAMC Deliberations)** ◊ After a formal appeal has been filed, the FAMC must be convened within 10 days unless there are special reasons.

⊗ The FAMC shall deliberate on the treatment of appeal as well as conduct internal inspection based on the applicant's appeal.

⊙ The FAMC is an organization independent from the UAC and is under the direct management of the President. It may conduct inquiries into the admission data and request interviews with the personnel who took part in the admissions process.

**Article 18 (Notifying the Deliberation Result of Appeal)** ◊ The FAMC shall notify the decisions on the appeal to the UAC and the Vice President of Admissions and Student Affairs. The Vice President of Admissions and Student Affairs shall execute those decisions as well as notify the applicant of the results of the appeal.

⊗ When notifying the deliberation result of the appeal, the University shall also inform the applicant that the applicant's filing an appeal will not result in any penalties when the applicant applies for readmission or to a different type of admission.

**Article 19 (Keeping Records of Appeals)** The Admissions Office shall keep the contents and the results of appeals for five years from the date they were received.

## **Chapter 7 Verification Standards and Procedures for Admissions Applications**

**Article 20 (Verification of Similarities)** The similarity verification process and its results regarding an applicants' admissions application documents shall be as follows.

**Article 21 (Similarity Verification Process)** The similarity verification shall be conducted on the documents submitted for admission such as self-introduction and the reference letters from teachers.

⊗ The similarity search system provided by the Korean Council for University Education (hereinafter referred to as "the KCUE") shall be used as the verification system, and the method for verification shall conform to the standards set by the KCUE in principle.

**Article 22 (Standards and Procedures for the Results of Similarity Verification)**◊ The Admissions Office shall annually report the similarity rate of the applicants' self-introductions and the teachers' recommendation letters of the current year to the UAC, and obtain an approval on the similarity standards.

⊗ If the similarity rate of the self-introductions or teachers' recommendation letters is found to exceed the similarity standards, they shall be suspected of plagiarism and after examining the original text, the UAC will make the final judgment.

⊙ If the applicant's recommendation letter from a teacher is found to be plagiarized, the teacher and the high school of concern shall be informed by phone or official letter and be given a warning. When

evaluating the applicant of concern, the components suspected to be plagiarized in the recommendation letter shall be excluded from the evaluation.

Ⓢ If the self-introduction is found to be plagiarized, the UAC shall determine to admit or reject the applicant after considering its severity.

Ⓣ In case of a post-verification, plagiarism shall be verified in accordance with the similarity verification process and procedures in Clause Ⓢ and Ⓢ of the above, and if the self-introduction or teacher recommendation letter of the admitted applicant is found to be plagiarized, the UAC may review its severity and rescind the admission offer.

Ⓤ If the Vice President of Admissions and Student Affairs finds it necessary for the pre or post-verification, the applicant or the recommender may be required to submit a statement.

### **Article 23 (Procedures for Falsified, Ghostwritten, or Plagiarized Applications)**

If the admission application is judged to be severely unfit for evaluation due to false writing, ghostwriting, or plagiarism in addition to the results of the above similarity verification, the applicant shall be disqualified through the deliberation of the UAC. Even after admissions process is completed, the admission offer shall be rescinded through the decision of the UAC and the FAMC.

## **Chapter 8 Standards and Procedures for Refrainment and Exclusion in Admissions Process**

**Article 24 (Regulations and Process on Refrainment and Exclusion)** Ⓢ Any person who is affiliated with an applicant shall not participate in the admissions process.

Ⓣ The selection of personnel to be refrained and excluded shall follow the guidelines of the Ministry of Education and the KCUE.

**Article 25 (Process and Procedures for Violation of the Refrainment and Exclusion Regulations)** Ⓢ

In the event of a violation of the refrainment and exclusion regulations, the participant of concern shall be immediately eliminated from the admissions process, and the FAMC shall be convened within 15 days.

Ⓣ The FAMC shall audit and deliberate on the cases that violated the refrainment and exclusion regulation, and based on the severity of the case, take follow-up measures such as internal actions, re-deliberation by the UAC, or presentation to the University Administration Council.

Ⓤ The FAMC shall examine the participant of admissions process who violated the refrainment and exclusion regulation, and request to the relevant department for follow-up measures (e.g. warning, disciplinary measures, etc.) to be taken on him or her.

**Addenda**

This regulation shall be established and take effect on the date of the President's approval

**Addenda**

This regulation was amended on November 3, 2010 and shall take effect from this date

**Addenda**

This regulation was amended on March 12, 2012 and shall take effect from this date

**Addenda**

This regulation was amended on November 29, 2012 and shall take effect from this date

**Addenda**

This regulation was amended on October 2, 2013 and shall take effect from this date

**Addenda**

This regulation was amended on November 19, 2014 and shall take effect from this date

**Addenda**

This regulation was amended on August 16, 2017 and shall take effect from this date

(Attachment #1) Form of Appeal

## Appeal Form

Expected Admission Year		Applicant Number	
Admission Type		Choice of Major	
Name of Applicant		Name of High School	
Details of Appeal			
List of Attachments (Only if you wish to submit)			
1.			

Date (Month, Date, Year)

Guardian (Signature)  
Applicant (Signature)

To: Admissions Office, POSTECH