

# Regulations on Student Activities

Established Dec. 3, 1986  
Amended May 29, 1989  
Amended Apr. 1, 1991  
Amended Mar. 4, 1999

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations stipulate detailed standards and processes for student activities pursuant to Article 72 of the Statutes of Pohang University of Science and Technology.

**Article 2 (Objectives)** The objectives of student activities in the University shall be to fulfill the missions in the University's founding tenets by promoting academic excellence and to become excellent scientists and engineers by enhancing their cultural refinement and emotional maturity.

## Chapter 2 Student Organizations

**Article 3 (Definition and Classification of Student Organizations)** ① Student organizations collectively refer to student groups under the Undergraduate Student Association of the University.

② Matters concerning the establishment and activities of a student body shall be governed by these regulations unless specifically provided for otherwise.

**Article 4 (Registration Requirements)** Each student organization shall meet the following requirements:

1. A student organization must pursue student activities that conform to the Statutes of Pohang University of Science and Technology and the Constitution of the Undergraduate Student Association.
2. A student club must have a minimum of 15 members and appoint a faculty advisor.

**Article 5 (Registration Process)** A person wishing to form a student organization shall prepare the following documents and submit them to the Undergraduate Student Affairs Team within 30 days of the start of each academic year:

1. Student organization registration form
2. Written consent from the faculty advisor
3. List of members and written pledges
4. Membership policies or bylaws of the organization
5. Organizational Chart

6. Activity and financial report for the previous year
7. Activity plan and statement of budget for the current year

**Article 6 (Approval)** A student organization that has completed the registration process specified in Article 5 shall be recognized as an official student organization from the date of approval and notice by the Vice President of Admissions and Student Affairs following deliberations by the Student Affairs Committee.

**Article 7 (Faculty Advisor)** ☉ The faculty advisor of each student organization shall guide and foster the student organization in a healthy and sound manner and shall assume the responsibility of supervising the activities of the student organization.

☉ When a faculty advisor is unable to supervise a student organization due to a long-term overseas business trip or for other reasons, he/she must arrange for another professor to act on his/her behalf during the specific period of time and notify the Vice President of Admissions and Student Affairs of the arrangement.

**Article 8 (Period of Recognition)** A student organization's registration shall remain valid until the end of each academic year; to continue being recognized as a student organization, the student organization must renew its registration through a prescribed process.

**Article 9 (Report of Changes)** If any change needs to be made in the bylaws, organization, or other important matters of a student organization, approval must be obtained from the student organization's faculty advisor.

**Article 10 (Restriction and Prohibition of Activities)** If a student organization's activity violates the Statutes of the University or these regulations, the President of the University may take any of the following actions:

1. Dissolution of the student organization
2. Suspension of activities for a certain period of time
3. Other necessary measures for educational purposes

### **Chapter 3 On-campus Assembly**

**Article 11 (Definition)** An on-campus assembly shall refer to an assembly hosted by a student organization exclusively for the students of the University without involving any non-POSTECH organization or representative.

**Article 12 (Application for Assembly)** Any student organization wishing to host an on-campus assembly must submit a Proposal for Student Activity (Form 1, attached) to its faculty advisor and obtain his/her approval no later than three days prior to the expected assembly date and submit a copy of the aforementioned Plan to the Undergraduate Student Affairs Team.

**Article 13 (Notice of Assembly)** A notice of an assembly shall be posted after approval is obtained through the process provided for in Article 12.

## Chapter 4 Off-campus Assembly

**Article 14 (Definition)** An off-campus assembly refers to any assembly hosted by a student organization of the University involving an external organization or outside representative.

**Article 15 (Application for Assembly)** ☉ Any student organization wishing to hold an off-campus assembly must submit a Proposal for Student Activity recommended by its faculty adviser to the Undergraduate Student Affairs Team no later than seven days prior to the expected assembly date and obtain approval from the Vice President of Admissions and Student Affairs.

☉ When applying for approval of an off-campus assembly, one must attach all documents pertaining to the assembly (including drafts of various promotion materials) together with the Proposal for Student Activity.

**Article 16 (Notice of Assembly)** A notice of an off-campus assembly shall be posted after approval is obtained through the process provided for in Article 15.

## Chapter 5 Posters

**Article 17 (Definition of a Poster)** An internal poster shall refer to a poster put up by a student or a student organization of the University to make an announcement to the students of the University. An external poster shall refer to a poster put up by a non-University member to make an announcement to the students of the University. A poster made by a student or a student organization of the University to make an announcement outside the University shall be regarded as an external poster.

**Article 18 (Announcement)** Any student organization or individual wishing to put up a poster under its/his/her own name must clearly indicate in the poster its/his/her identity (e.g., the name of the student organization, relevant department, individual, etc. ) and specify the posting period at the bottom of the poster.

**Article 19 (Posting Place)** A poster shall be put up only at the designated places; Putting up a poster on glass windows, inside and outside walls of a building, and floors shall be prohibited.

**Article 20 (Posting Period)** Event promotion posters shall be allowed to remain posted until the event date and all other posters for five days from the posting date. The person who put up a poster must voluntarily remove it after its posting period expires.

**Article 21 (Off-campus Posters)** A student organization wishing to put up an external poster within the University premises or put up a poster made by the University or its student organization outside the University must submit a Proposal for Student Activity recommended by its faculty advisor to the Undergraduate Student Affairs Team and obtain approval from the Vice President of Admissions and Student Affairs.

## **Chapter 6 Printed Materials**

**Article 22 (Definition of Printed Materials)** Printed materials collectively refer to any and all documents that are printed, typed, or photocopied for the purpose of distribution; they shall be classified into internal printed materials, which a student or a student organization intends to distribute within the University, and external printed materials, which are produced by a non-POSTECH organization or distributed outside the University.

**Article 23 (Production and Distribution of Printed Materials)** Any student or student organization wishing to produce or distribute external printed materials for the purpose provided for in Article 22 must submit a Proposal for Student Activity to the Undergraduate Student Affairs Team and obtain approval from the Vice President of Admissions and Student Affairs.

### **Addendum**

These amended regulations shall take effect on April 1, 1991.

### **Addendum**

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

(Form 1)

## Proposal for Student Activity

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I. Event Host(s) (1) \_\_\_\_\_ (Department/Club)  
 (2) Event Title \_\_\_\_\_

II. Event Type (Please mark the appropriate category with “o.”)

- |  |  |
|--|--|
| (1) On-campus Assembly                                   | (2) Off-campus Assembly  |
| (3) On-Campus Posting of External Posters                | (4) Off-Campus Posting of Internal/External Posters                |
| (5) On-Campus Distribution of External Printed Materials | (6) Off-Campus Distribution of Internal/External Printed Materials |
| (7) Others:  |  |

### «Instructions»

In I. (1) above, indicate the name of the department or club hosting an event; In II. (2) above, specify the type of the event such as Membership Training (MT), Athletic Meet, Retreat, Pep Rally, etc.

An event of Type II. (1) shall require approval by the head of the department (or the faculty advisor in the case of a student club); after obtaining approval, submit one copy of this form to the Office of Admissions and Student Affairs no later than three days prior to the event.

An event of Type II. (2)-(6) shall require approval by the Vice President of Admissions and Student Affairs; to obtain approval, submit this form to the Office of Student Affairs no later than seven days prior to the event with a recommendation from the head of department (or the faculty advisor in the case of a student club).

For an event of Type II. (7), seek the guidance of the Office of Admissions and Student after completing this form.

III. Event Period: \_\_\_\_\_ - \_\_\_\_\_  
 (Month/Day/Year/Hour/Minute -Month/Day/Year/Hour/Minute)

IV. Purpose:

V. Location (Specific information required; for an off-campus location, attach a map.)

VI. Number of Expected Participants: Professors ( ), Students ( ), Others ( ) -- Total ( )

VII. School Vehicles Hired (Yes, No)

3-3-3~6

If Yes, submit one copy of the vehicle hire application form (prescribed form available at the Undergraduate Student Affairs Team).

VIII. Event Description (Specific information required; attach any relevant documents; additional sheets may be used if needed.)

IX. Other Requests:

Fully cognizant of the Regulations on Student Activities, the foregoing student organization hereby submits and asks for approval for this Proposal for Student Activity.

Date: \_\_\_\_\_(MM/DD/YYYY)

Student Representative (Tel. \_\_\_\_\_ ) Department: \_\_\_\_\_  
 Student No.: \_\_\_\_\_  
 Name: \_\_\_\_\_ (signature)

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Please mark the appropriate statement box with “o.”

( ) I hereby confirm that this event shall be a purely intramural event and issue an Event Approval Letter with my approval pursuant to the Regulations on Student Activities. (One copy of the Event Approval Letter shall be submitted to the Undergraduate Student Affairs Team.)

( ) After considering the fact that this event shall require approval from the Vice President of Admissions and Student Affairs pursuant to the Regulations on Student Activities, I hereby recommend the approval of this event.

Date: \_\_\_\_\_(MM/DD/YYYY)

Head of Department (Tel. \_\_\_\_\_ ) (signature)

Faculty Advisor (Tel. \_\_\_\_\_ ) (signature)

Date Received	Date Approved

Submitted to: Vice President of Admissions and Student Affairs

(Form 2)

## Event Approval Letter

I. Event Host(s) (1) \_\_\_\_\_ (Department/Club)  
(2) Event Title \_\_\_\_\_

II. Event Type (Please mark the appropriate category with “○.”)

- |  |  |
|--|--|
| (1) On-Campus Assembly                                   | (2) Off-Campus Assembly  |
| (3) On-Campus Posting of External Posters                | (4) Off-Campus Posting of Internal/External Posters                |
| (5) On-Campus Distribution of External Printed Materials | (6) Off-Campus Distribution of Internal/External Printed Materials |
| (7) Others:  |  |

III. Event Period: \_\_\_\_\_ - \_\_\_\_\_  
(Month/Day//Hour/Minute-Month/Day/Year/Hour/Minute)

IV. Purpose:

V. Location:

VI. School Vehicle Hired (one-way/round trip)

I hereby grant approval for the foregoing department/club event.

Date: \_\_\_\_\_(MM/DD/YYYY)

Head of Department (Tel. _____)	)	(signature)
Faculty Advisor (Tel. _____)	)	(signature)
Vice President of Admissions and Student Affairs (Tel. _____)	)	(signature)