

Internal Rules of the Equipment Review Committee

Established January 1, 2012

Article 1 (Name) This committee shall be called the POSTECH Equipment Review Committee (hereinafter referred to as ERC).

Article 2 (Purpose) The purpose of these internal rules is to establish an ERC to systematically introduce and efficiently operate and manage (e.g., promote the common utilization of) research facilities and equipment built with the Technical Support Center's budget or the government's R&D budget allocated by the University, and to set forth operation regulations thereof.

Article 3 (Application Scope) ① Only department consigned business (Table 1) shall be established by the government's R&D budget.

② The University budget shall be limited to equipment introduced and operated with the Technical Support Center's budget.

Article 4 (Definition) The definitions of terms used in these internal rules are as follows:

1. Internal member: a tenured professor of POSTECH or a non-tenure track professional in the relevant field.
2. External member: a professional, not a member of POSTECH, in the relevant field at an external institution

Article 5 (Committee Composition) In accordance with the Standard Guidelines on the Management of National Research Facilities and Equipment, the ERC shall be composed of the following items:

1. The Vice President of Research and Industry Affairs shall serve ex officio as the chairperson, and there shall be a secretary.
2. There shall be five internal members, and the President of the University shall appoint members of the ERC with the chairperson's recommendations from departments and divisions.
3. There shall be three external members, and the President of the University shall appoint a member with the external director's recommendations.

Article 6 (Term) ① The term of members shall be two years, but may be served consecutively.

② The term of a new review member who succeeded due to the resignation of a review member shall be the remaining period of the predecessor.

Article 7 (Assembly/Resolution) ① A meeting may be assembled by the chairperson or by the request of 1/3 or more of review members.

② A resolution shall require attendance of at least 2/3 of the members and a majority of affirmative vote by attending members. The form of resolution shall be approval, rejection or supplementation. In the case of a tie, the chairperson shall decide the issue.

③ In principle, review must be held at least once quarterly; but it may be held once or twice a year (in the first half and second half of the year).

Article 8 (Deliberation Method) ① Attendance deliberation: members review and deliberate on an item by being present in one place. Attendance deliberation shall be the rule if no special reason exists.

② Written deliberation: members review and deliberate on an item in writing and may not be present in one place.

Article 9 (Deliberation Restriction) External members shall deliberate only on research facilities and equipment built with the government's R&D budget and shall not deliberate on equipment introduced with the Technical Support Center's budget.

Article 10 (Deliberation Contents) The ERC shall deliberate on the following:

1. Matters related to introducing equipment costing KRW one hundred million or more, submitted for

review by the research equipment judgment panel (Table 4) among department consignment business.

2. Matters related to decisions on construction of equipment (including facilities such as aseptic rooms, low temperature rooms and animal breeding rooms directly used in performing R&D) costing KRW 30 million to KRW one hundred million of construction cost. Department consigned business, however, shall be exempted from review.
3. Matters related to selecting research equipment for common utilization (Table 2) costing KRW 30 million or more.
4. Matters related to evaluating and approving idle, low-use, and useless equipment (Table 3) costing KRW 30 million or more, and to handling and transferring assets to other institutions, etc.
5. Matters related to examining and deciding on equipment changes, etc. (discontinue, price change, etc.).
6. Other matters acknowledged to be required for equipment operation.

Article 11 (Allowance Payment) ① A member allowance may be paid to external members in the case of attendance deliberation. Detailed regulations shall be in accordance with the University's related regulations.

② The member allowance may not be paid to external members in the case of written deliberation.

Article 12 (Minutes) ① Minutes must be written after the ERC review.

② Minutes must be signed by all attendees. An email with agreement to the minutes may be substituted for external review members.

Addendum

These internal regulations shall be implemented as of January 1, 2012.

(Attachment)

[Table 1] Standard for determining the subject for Equipment Review Committee's review

Business Classification		Details of Business Classification	Research Equipment Subject to Review	Research Equipment not Subject to Review
Research Institution Support Business		National research institution, institution directly under the department, supporting business for government-funded research institution (contribution)	All research equipment	
Dept. Consignment	Pure Research Development Business	Business which supports all or some of the research development fee after selecting a research development project	-	All research equipment
	Facility and Equipment Construction Business	Research base-building business, facilities such as buildings and equipment construction business		

[Table 2] Classification of research equipment depending on its usage

Single-Use Equipment	Research equipment built for a special purpose; it is mainly directly managed by the research developer, and only the purchasing department (or purchasing laboratory) may use the research equipment.
Equipment for Common Utilization	Research equipment that other researchers can use; the person in charge of the equipment mainly makes the decision to use it, and separate detailed operation regulations for common utilization does not exist.
Disused Equipment	Research equipment operated with detailed operation regulations such as equipment usage fees, usage process, usage time, dedicated personnel, etc.; it is systematically managed by the research institute.

[Table 3] Standard for evaluating equipment

Low-use Equipment	Equipment which can operate normally but has a low utilization rate after constructed for use because of low usage and specification, or inappropriate economic retention level, etc.
	Equipment with an less than 10% of operation rate for an year (equipment usage time as the standard) (except for when it is determined that operation is possible through equipment income even though the operation rate is low).
Idle Equipment	Out of service equipment with unclear utility prospects regarding its usage because of a low usage rate, etc., after constructed for use.
	Equipment for which operation stopped for 6 months or longer.
Disused Equipment	Equipment which lost its effectiveness due to natural disaster (water-related disaster, fire, etc.) or end of persisting period. * The time it took to reach the limit of the equipment's physical efficiency.
	Equipment which cannot operate normally due to damage or irreparability, etc.
	Equipment determined to be unusable because normal operation is impossible even after repair. * Equipment can be disposed of if an economical repair limit has been exceeded even if useful life has not ended and it can continue to be used if normal operation is possible beyond its useful life.

[Table 4] Standard for determining the subject of review for the research equipment judgment panel

Business Classification	Details of Business Classification	Research Equipment Subject to Review	Equipment not Subject to Review
Pure Research Development Business	Business which supports all or some of the research development fee after selecting a research development project	<ul style="list-style-type: none"> ○ Research equipment exempted from review in the previous year's research equipment budget review <ul style="list-style-type: none"> - Research equipment planning to be built for a new project this year - Equipment for projects where the principal research staff (new agreement projects in the second half of the previous year) was undecided at the time of the previous year's budget review among the present year's continued projects ○ Research equipment which requires an alternation review due to discontinued equipment, construction abandonment, a 	Equipment which underwent research equipment budget review

		change in price of more than 30%, etc. among research equipment which passed the research equipment budget review	
Research Institution Support Business	National research institution, institution directly under the department, supporting business for government-funded research institution (contribution)	-	All research equipment
Facility and Equipment Construction Business	Research base-building business, facilities such as buildings and equipment construction business		