

# Guidelines on Operating and Evaluating Affiliated Research Centers

Established Nov. 23, 2005

Amended Mar. 1, 2011

Amended Mar. 1, 2013

Amended Aug. 23, 2013

**Article 1 (Purpose)** The purpose of these guidelines is to set standards for establishing and evaluating affiliated research centers for the efficient operation and vitalization of the centers of POSTECH (hereinafter referred to as “University”).

**Article 2 (Classification of Research Centers)** ① A self-approved research center shall mean a research center operated with the approval of the President of the University to vitalize research centers and flexibly establish and close the research centers.

② A Foundation-approved research center shall mean a research center established and operated with the approval of the Chairman of the Board of Trustees.

**Article 3 (Establishment Standards of Research Centers)** ① The conditions for establishing research centers are as follows:

1. The research field shall be appropriate for the research purposes and directions of the University, and shall possess the need to be fostered and supported.
2. There shall be a need to be established as an independent research center (e.g., the need to obtain secured external research funds, promotion to a higher external status, vitalization of joint research or need for separate establishment).
3. There shall be the participation of at least five tenured faculty members and the possibility of securing a certain amount of consigned research funds.
4. There shall be a practical business plan to carry out the roles and functions of the research center.
5. The research center shall cover its own expenses and possess independent operating abilities (cover labor costs, acquire space for operating the research center, etc. on its own).

② The process of requesting to establish a research center is as follows:

1. Submission of an application form: One copy of the Establishment Plan (Attachment 1)
2. Deliberation and approval
  - a. Self-approved research center: approval of the President of the University shall be obtained after deliberation (requirement evaluation and oral presentation) by the Research & Industry Relations Committee.
  - b. Foundation-approved research center: approval of the Chairman of the Board of Trustees shall be obtained after deliberation (requirement evaluation and oral presentation) by the Research & Industry Relations Committee.

**Article 4 (Assessment of Research Centers)** ① Research centers shall be assessed as follows:

1. Self-supported research center shall be assessed according to these guidelines, and flexibly apply the results to promote developmental operation of the research center.
2. Externally supported research center, as a rule, shall be closed automatically when the business of the consigned organization has ceased or the agreement period has terminated. However, the time to close accounts and other necessary periods shall be accepted. The decision to the request to maintain the research center shall be determined by the deliberation of the Research & Industry Relations Committee.

- ② Research centers shall be assessed every two years from the third year of establishment en bloc. The results of the assessment shall be applied from March of the next year.
- ③ The assessment period of research centers shall be for the last two years from the date of assessment.
- ④ The Vice President of Research and Industry Affairs shall be the chairperson of the Research Center Assessment Committee and the Research & Industry Relations Committee shall conduct the evaluation. Provided that, if necessary, an assessment member recommended by the Committee may be appointed.
- ⑤ Affiliated research center operation reports including research center assessment items stated in the subparagraphs below shall be submitted to the Research Center Assessment Committee from research centers subject to assessment. The Research Center Assessment Committee shall make the assessment table according to the deliberation results and apply the results to the next year. Qualitative assessment of items in the following subparagraphs shall be made in parallel with reference to quantitative assessments standards stated in the assessment table.
  - 1. Function, organization, research conditions, operation and management: 35%
  - 2. Research accomplishments and academic activities: 45%
  - 3. Connection to POSTECH development: 20%
- ⑥ The application of results of research center assessments shall be as follows:

Assessment Grades	Points Acquired	Application of Results
A	More than 88 points	Excellent research center (research promotion cost may be supported)
B	70-87	Research center maintainable
C	56-69	Closure, if received twice consecutively: reassessment after one year (restrictions on department operation cost support)
D	Less than 55	Closure or consolidation

- Article 5 (Miscellaneous)** ① When closing down research centers, remaining operation expenses shall be consolidated to POSTECH and research in progress shall be transferred to originating departments.
- ② Ownership of research center space and assets such as research equipment and office supplies shall be transferred to POSTECH.
  - ③ When closing or consolidating research centers, the heads of research centers must provide appropriate measures for the remaining mandatory military period of Technical Research Personnel.

### **Addendum**

These guidelines shall be established and implemented as of November 23, 2005.

### **Addendum**

These guidelines shall be amended and implemented as of March 1, 2011.

### **Addendum**

These guidelines shall be amended and implemented as of March 1, 2013.

### **Addendum**

These guidelines shall be amended and implemented as of August 23, 2013.

(Attachment 1) Establishment plan for affiliated research center

## **Application Form for Establishment of Affiliated Research Center of POSTECH**

Research Center Name	Korean: English:
Establishment Type	Foundation-approved research center ( ) POSTECH-approved research center/agreement with external organizations ( ) POSTECH-approved research center/proposal for joint university research ( )
Applicant	Department (Division) (seal)
Application Date	Month Day Year
Establishment Request Date	Month Day Year

1. Establishment Plan
2. Statement of Research Achievements (Head of Research Center)
3. Statement by Department Head of relevant Department (Division)
4. Consent Form of Participating Professors
5. Consent Form for Space Use
6. Research Activities and Achievements of Participating Researchers

# ○○○ Research Center Establishment Plan

## 1. Purpose of Establishment

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## 2. Background and/or Reason for Establishment

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## 3. Research and Business Area

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## 4. Plans to Secure Budgets and Personnel

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(Unit: 1,000 won)

Budget source	Year	Year	Year	Year	Year	Total
Total	0	0	0	0	0	0

## 5. Operation Plan

For efficient operation of this research center, an operation plan for the research center shall be established and carried out in sections as follows: research, organization operation and finance.

Research



Organization operation



Finance

▶ The research center shall be financed by income from the following:

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## 6. Status of Participating Professors and Researchers

Participating professors

Department	Position	Name	Comments

Participating researchers

Department	Position	Name	Comments

**7. Future Development Plan**

Research

- 
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Finance

- 
- 
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Personnel

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**8. Expected Outcome**

**9. Other Requests**

## **Statement of Research Achievements (Head of Research Center)**

**※ Please write down the major research achievements for the last three years.**



## Consent Form of Participating Professors

I hereby consent to participate in ○○○ research center, the establishment of which is underway, in order to \_\_\_\_\_ (establishment purpose of research center, etc.) \_\_\_\_\_.

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Department	Position	Name	Signature (Seal)



## **Research Activities and Achievements of Participating Researchers**

**※ Please write down the main research achievements for the last three years.**