

# Regulations on the Management of Rules and Regulations

Established Dec. 3, 1986  
 Amended May 29, 1989  
 Amended Mar. 1, 1992  
 Amended Jun. 1, 2001  
 Amended Aug. 2, 2013

## Chapter 1 General Provisions

**Article 1 (Purpose)** These regulations stipulate the basic guideline concerning the establishment, amendment, abolishment, and implementation of the rules and regulations of Pohang University of Science and Technology (hereinafter referred to as “University”).

**Article 2 (Application Scope)** Unless stipulated otherwise, the rules and regulations of the University shall be established, amended, abolished, and implemented based on these regulations.

**Article 3 (Definition)** The terms used in these regulations shall be defined as follows:

1. “Rules and regulations” refer to all norms codified in a systematic manner that specify procedures and standards for conducting business and major operations of the University, which include regulations, detailed rules, guidelines, etc.
2. “Regulations” refer to documents of systematized norms that specify the basic policies and standards of the University based on the applicable laws, the Bylaws of POSTECH Foundation, and the University statutes.
3. “Detailed rules” refer to documents of systematized norms that stipulate detailed standards and procedures of implementation for matters provided for by the regulations.
4. “Guidelines” refer to documents of systematized norms that stipulate matters concerning the standards or methods of work within a specific department or relating to certain portions of work.

## Chapter 2 Organization of Rules and Regulations

**Article 4 (Document Codes)** All rules and regulations shall be assigned a code as provided in Rules & Regulations Codes (Form 1, attached).

**Article 5 (Components)** The contents of rules and regulations shall include the following:

1. Title
2. Date of establishment/amendment
3. Main text: Purpose, application scope, and the title of each article
4. Addendum: Effective date

**Article 6 (Division)** The contents of rules and regulations shall be divided into chapters, sections, articles, clauses, items, and subitems depending on the nature of the rules and regulations in question; omission or addition of some of the steps may be allowed depending on specific needs.

## Chapter 3 Composition of Rules and Regulations

**Article 7 (Principle)** Rules and regulations shall be drawn up pursuant to the guidelines provided herein.

**Article 8 (Writing)** ① All sentences used in rules and regulations must be complete; ungrammatical sentences, shortened expressions, and abbreviations shall not be allowed.

② The letters used in rules and regulations shall be the Korean alphabets as a rule although English or Chinese characters may be used in parentheses if necessary; Arabic numerals shall

be used for numbers.

③ Encircled Arabic numerals (①, ②...) shall be used for clauses, Arabic numerals (1, 2...) for items, and the Korean letters (㉠, ㉡, ...) for subitems. If it is necessary to list things under a subitem, Arabic numerals in parentheses ((1), (2), ...) shall be used.

④ For the provisions in an addendum, Arabic numerals (1, 2...) shall be used independently of the main provisions. However, the Arabic numeral shall be omitted if the addendum has only one provision.

**Article 9 (Citation)** In citing relevant laws or rules and regulations, the sources must be clearly indicated as follows:

1. When citing a relevant law or rule/regulation, the title of the law or rule/regulation being cited shall be indicated in single quotation marks; the number of the article/clause being cited must be also specified.

2. When citing a provision from within the same regulation, the title of the regulation shall be omitted, and only the number of the article/clause being cited shall be specified.

3. When citing a clause from within the same article, only the clause number shall be specified. When citing an item from within the same clause, only the item number shall be specified.

When citing a subitem from within the same item, only the subitem number shall be specified.

4. When citing multiple articles/clauses/items, the provisions in Items 1 through 3 shall apply *mutatis mutandis*. When citing more than two consecutive articles/clauses/items/subitems, however, the article/clause/item/subitem numbers shall be specified in the following way:

“Articles 0 through 0,” “Clauses 0 through 0,” “Items 0 through 0,” “Subitems 0 through 0.”

**Article 10 (Indication of Establishment/Amendment/Deletion Dates)** If a provision has been established, amended, or deleted, a word such as “Established,” “Amended,” or “Deleted” and its effective date must be written in parentheses at the end of the corresponding chapter/section/article/clause/item/subitem.

## Chapter 4 Establishment, Amendment, and Abolishment

**Article 11 (Authority to Approve)** ① The establishment, amendment, and abolishment of regulations and detailed rules shall take effect upon approval by the President of the University. However, when it comes to simple changes of words or expressions due to amendments to relevant laws or changes to the University’s organizational structure, approval from the Vice President of Planning shall suffice.

② The establishment, amendment, and abolishment of guidelines shall take effect upon approval by the Vice President of the office in charge of the matters provided by the guidelines in question.

③ Notwithstanding the provisions in Clause 2, if an amendment to a guideline is concerned with a matter that requires approval from the President pursuant to rules and regulations, the amendment must be approved by the President.

**Article 12 (Drafting Procedures)** ① Regulations shall be drawn up pursuant to the following procedures:

1. A regulation or detailed rule shall be drafted by the department in charge of the business concerned, and if necessary, the draft shall be reviewed by the relevant committee. An internal memo issued by the Vice President of the office in charge of the business concerned shall be sent to the department responsible for the management of rules and regulations so that the department responsible for the management of rules and regulations may review the proposal and begin the procedure for obtaining approval from the President of the University.

2. A guideline shall be drafted by the department in charge of the business concerned, and if necessary, the draft shall be reviewed by the relevant committee. The department in charge of the business concerned, in cooperation with the department responsible for the management of rules and regulations, shall begin the procedure for obtaining the approval from the Vice President in charge the business concerned. Upon obtaining the approval, the department in charge of the business concerned must notify the result to the department responsible for the management of rules and regulations without delay.

② The draft proposals for rules and regulations must include the following:

1. Proposed title

2. Reasons for establishment/amendment/abolishment

3. Provisions to be established/amended/abolished

4. Effective date

③ If the contents of a proposed rule/regulation concern two or more departments, the department in charge of the business concerned must consult with the other department(s) concerned prior to drafting.

④ If deemed necessary, the Vice President of Planning may request the drafting of rules and regulations to the directors of the pertinent departments.

**Article 13 (Review)** The drafts of rules and regulations submitted pursuant to the provisions of Article 12 shall be reviewed and examined by the department responsible for the management of rules and regulations in terms of their organization as well as their correlation with other relevant regulations.

**Article 14 (Deliberation)** If deemed necessary, the Vice President of Planning may make a request for deliberation by the relevant committee concerning the establishment, amendment, and abolishment of rules and regulations.

**Article 15 (Enactment)** The proposed rules and regulations shall be enacted upon obtaining approval from the authority to approve as specified in Article 11.

## Chapter 5 Effect

**Article 16 (Effect)** Rules and regulations shall take effect on the date of enactment, unless separately specified otherwise.

**Article 17 (Precedence of Applicable Laws, Etc.)** ① If a rule/regulation runs counter to the applicable laws or the Bylaws of POSTECH Foundation, the specific conflicting provision(s) of the regulation shall be rendered null and void.

② A regulation takes precedence over a detailed rule, and a detailed rule over a guideline.

③ If an existing regulation runs counter to a new regulation, the specific conflicting provision(s) of the existing regulation shall be rendered null and void.

**Article 18 (Interpretation of Regulations)** ① If any objection is raised with regard to the effect or interpretation of a rule/regulation, the interpretation of the department in charge of the business in question shall have precedence.

② If the interpretation of a provision concerns the limitation of liability or any other important matters, the interpretation of the department responsible for the management of rules and regulations shall have precedence.

③ (Deleted August 2, 2013)

## Chapter 6 Management and Maintenance

**Article 19 (Management)** ① The director of the department responsible for the management of rules and regulations shall assume responsibility for the management of rules and regulations and must keep a record of the history of the rules and regulations, including the establishment, amendment, and abolishment of each rule/regulation.

② The director of each department shall take responsibility for keeping the rules and regulations under the jurisdiction of his/her department effective at all times by taking actions pursuant to the provisions of Chapter 4 should any reason for amendment or abolishment of a rule/regulation occur.

③ When the contents of a rule/regulation are not reasonable, or problems are found in the course of its implementation, the department responsible for the management of rules and regulations may request the department in charge of the business regulated by the rule or regulation in question to draft an amendment.

**Article 20 (Compilation of the Rules and Regulations)** ① The department responsible for the management of rules and regulations shall compile and manage the rules and regulations on the University's website.

**Addendum**

These amended regulations shall take effect on March 1, 1992.

**Addendum**

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

**Addendum**

These amended regulations shall take effect on August 2, 2013.

(Attached Form 1)

## Rules and Regulations Codes

First symbol		Second symbol		-	Third symbol	-	Fourth symbol	~	Fifth symbol
Foundation	F	Bylaws	01	-	Arabic numeral ('1, 2, 3...') according to the order of regulations	-	Arabic numeral ('1, 2, 3...') according to the order of detailed rules	~	Arabic numeral ('1, 2, 3...') according to the order guidelines
University Discipline	D	Statutes	01						
		Degree Conferment	02						
Student	S	Student Support	01						
		Student Activity	02						
Research	R	Research Conduct	01						
		Research Support	02						
General Affairs	G	Common General	01						
		Purchasing/Facility	02						
		Safety/Security	03						
		Other	04						
Personnel Affairs	P	Common	01						
		Faculty	02						
		Staff	03						
		Researchers	04						
Affiliated Centers and Research Centers	A	Affiliated Centers	01						
		Research Centers	02						
		Others	03						
Committees	C	Committees	01						

(Attached Form 2)

Proposed Amendments to \_\_\_\_\_

Current provision	Proposed amendment	Reason for amendment