

Housing Management Regulations

Established Dec. 3, 1986	Amended Dec. 24, 1998
Amended Aug. 28, 1995	Amended Jul. 28, 1999
Amended Dec. 21, 1995	Amended Jun. 1, 2001
Amended Mar. 23, 1998	Amended Nov. 29, 2013

Chapter 1 General Provisions

Article 1 (Purpose) These regulations set forth various matters concerning the management of houses (hereinafter referred to as “Houses”) operated by Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Application Scope) Unless specified otherwise in the applicable law, etc., matters concerning the management of housing shall be governed by these regulations

Article 3 (Control of the Housing Management Business) Business control with regard to housing management and operation shall be governed by the Organizational Structure Regulations

Article 4 (Definition of Terms) House as used herein refers to any and all residential facilities except the student residential facilities of the University; it is defined as follows:

1. Faculty Apartment: Accommodation for faculty members, managed by the University
2. Official residence: Residential facilities directly managed by the University such as the President’s accommodation
3. Apartment for researchers: Accommodation for researchers, managed by the University
4. Attached facilities: Accessory structures to operate the Houses such as maintenance office, wastewater treatment plant, machinery room, etc.
5. Guest room: Residential facilities for guests who temporarily stay at the University

Chapter 2 Faculty Apartment

Article 5 (Eligibility) The following persons shall be qualified to move in to the apartment:

1. Tenure-track/tenured faculty members of the University
2. Other persons whose occupancy is especially approved by the President

Article 6 (Assignment) ① A 40-pyeong (about 132m²) apartment shall be assigned according to the system of “pre-announcement of assignment order” based on the following priority; two or more persons including the full-time faculty member shall live there. If unavoidable reasons arise with regard to managing and operating the apartment, however, the President may change the priority for occupancy.

1. Assignment priority: Age + Number of years of service × 2
2. If the same condition results from Item 1, the number of family members and date of appointment shall determine priority.
- ② Notwithstanding the provision in Clause ①, an occupant must relocate to a smaller apartment if the existing apartment is used by him/her alone for more than six months in any given year.
- ③ If an occupant fails to relocate to another apartment in spite of a request for relocation from the University, the University shall collect additional fees each month as provided as follows:
 1. If an occupant fails to relocate for more than a month after a request for relocation from the University: KRW 500,000/month
 2. If an occupant fails to relocate for more than a year after a request for relocation from the University: KRW 1,000,000/month
- ④ If an occupant wishes to relocate to an identically sized apartment during occupancy, relocation shall be permitted if the criteria specified in Article 13, Clause 2, Item 4 are met.

⑤ A newly appointed full-time faculty member shall decide on occupancy based on his/her own selection out of the smallest-sized vacant apartments.

⑥ If there are additional apartments available, they may be assigned separately to enhance utilization; in such case, the fee shall be determined separately.

Article 7 (Procedure for Occupancy) ① A full-time faculty member may move in and occupy an apartment only after he/she submits a written application for residence (Attached Form #1) to the department responsible for the assignment of residence and obtains approval.

② An applicant whose residence has been approved must move in to the assigned apartment no later than two weeks after being notified of the approval.

Article 8 (Period of Occupancy) ① The period of occupancy shall be the occupant's tenure of office or for a designated period.

② An occupant whose extended occupancy is deemed necessary by the President may extend his/her occupancy provided the rent specified in Article 9 is paid.

Article 9 (Rent) If an apartment is provided temporarily for the purpose of convenience rather than based on the eligibility specified in Article 5, a separate rent is determined by the President may be collected.

Article 10 (Deposit) The apartment shall be provided free of charge; however, a certain amount of deposit may be received if necessary for the maintenance of the internal facilities.

Article 11 (Vacating the Apartment) An occupant must leave his/her apartment within a month of the occurrence of any of the following events:

1. Loss of his/her eligibility as specified in Article 5
2. Violation of the obligation specified in Article 9
3. An order to vacate the apartment issued by the President.

Article 12 (Maintenance Fee Payment) ① The University shall pay the maintenance costs as provided as follows:

1. Capital costs such as major repairs to maintain the function of the apartment
2. Labor costs (elevator maintenance personnel, boiler maintenance personnel, etc.)
3. Expenses to be paid jointly for vacant apartments

② The following expenses shall be paid by the occupant:

1. Personal expenses (electricity, water, warm water, telephone, gas, TV subscription fee, crime prevention expenses, etc.)
2. Repair costs for individual apartments (replacement of glass and light bulb, wall covering, floor material, and sink including cupboard)
3. Expenses to be paid jointly (electricity, water, heating, etc.)
4. If an occupant relocates to another apartment for personal reasons, the repair costs for the apartment to be occupied

③ Notwithstanding the provision in Clause 2, Item 2, the University shall pay for the repair costs if an occupant is a newly hired tenure-track/tenured faculty member, or an occupant relocates to another apartment at the request of the University.

④ If it is not clear whether an expense is to be paid by the University or an occupant, the President's decision shall prevail.

⑤ The residential facility designated as official residence by the University shall be maintained and managed at the expense of the University.

Article 13 (Management of the Guest Room) ① The University shall designate and manage guest rooms for visiting guests.

② A newly appointed professor (until a Faculty Apartment for professors is assigned), a temporary visiting professor, a guest of an event hosted by the University, and other persons whose occupancy is approved by the President shall be eligible to stay at the guest room.

③ Room supplies and other consumable items shall be purchased and provided at the expense of the University.

④ The maintenance costs related to living and telephone charges shall be paid by the user.

⑤ Matters concerning the guest room fee shall be stipulated separately.

Chapter 3 Apartment for Researchers

Article 14 (Eligibility) ① A person appointed as a researcher participating in a research project of the University and who wants to move in to the apartment

② A person who meets the purpose of the University for education and research

Article 15 (Procedure for Occupancy) Occupancy shall be permitted after approval is obtained from his/her department (or from the head of his/her relevant department) and a written application for occupancy is submitted to the department responsible for assignment.

Article 16 (Period of Occupancy) The period of occupancy shall be either on a contractual basis or for a designated period.

Article 17 (Rent) ① An occupant shall pay a fixed amount of monthly rent.

② The standard rates shall be stipulated separately.

Article 18 (Deposit) An occupant shall pay a certain amount of deposit as required for the maintenance of the internal facilities.

Article 19 (Vacating the Apartment) An occupant must leave his/her apartment within 10 days of occurrence of any of the following events:

1. Loss of his/her eligibility as specified in Article 14
2. Violation of the obligation specified in Article 20
3. An order to vacate the apartment issued by the President

Chapter 4 Facilities and Safety Management

Article 20 (Obligation of Occupants) ① Occupants must observe the regulations or guidelines concerning the residential facilities as determined by the University and adequately maintain the assigned facilities with the due care of a good manager.

② Under no circumstances may an occupant sublease the house to others.

③ The structure of the house may not be altered at the discretion of an occupant; in case of any willful or negligent damage rendered to the facilities by an occupant, the house must be fully restored to its original condition at the expense of the occupant.

④ No disturbances or dangerous materials are permitted in the house.

⑤ If an abnormal condition is discovered in the facilities or is highly likely, such shall be immediately reported to the department responsible for management.

Article 21 (Maintenance Procedure) If maintenance service is required, a report must be made to the department responsible for management of the house. However, the repair shall be performed by individual apartments if the problem concerns individual occupants.

Article 22 (Countermeasures in Emergency) ① The department responsible for management of the house must establish and implement countermeasures for emergency situations such as fire or earthquake, etc., and make sure occupants fully familiarize themselves with such countermeasures.

② In case of a fire caused by an occupant's negligence, such shall be handled as decided by the Safety Management Committee.

Article 23 (Operation of Attached Facilities) The maintenance of the attached facilities with regard to the house shall be governed by the Facilities Management Regulations.

Article 24 (Other Matters) Matters other than those stipulated in the applicable laws or these regulations may be separately determined by detailed implementation guidelines.

Addendum

These amended regulations shall take effect on December 21, 1995. However, occupants who moved in after November 1, 1995 shall be governed by these regulations.

Addenda

1. These amended regulations shall take effect on March 23, 1998.
2. The reckoning the six-month period as specified in Article 6, Clause 2 shall be applied retroactively to the dates prior to the amendment of these regulations.
3. Any person presently living in the house shall be deemed to have moved in pursuant to the provision of Article 6.

Addendum

These amended regulations shall take effect on December 24, 1998.

Addendum

These amended regulations shall take effect on July 28, 1999.

Addendum

These regulations shall take effect on June 1, 2001 following the amendment of the previous regulations called "Regulations on the Management of Residences for Professors" (including the title of the regulations).

Addendum

These amended regulations shall take effect on November 29, 2013.

(Attached Form #1)

Department Head	Application for Residence (Full-time Faculty)		Approval	Staff in charge	Director
Department		ID number			
Name		Date of birth			
Number of family members	Parents: Spouse: Children: Others (housemate):				
<p>The person whose name appears above pledges in writing to follow the Resident Rules as stated below and hereby applies for occupancy of the faculty apartment.</p> <p style="text-align: center;">DD/MM/YYYY</p> <p style="text-align: right;">Applicant: (signature)</p>					
<p>Resident Rules</p> <ol style="list-style-type: none"> 1. An occupant shall observe various regulations concerning the management and operation of the Faculty Apartments. 2. An occupant must observe the following while protecting and maintaining the house with the due care of a good manager: <ol style="list-style-type: none"> A. The occupant shall adhere to the customs required for community living. B. Hazardous materials shall not be handled in the apartment. C. An occupant shall make efforts to prevent various hazards such as fire, theft, flooding, etc. D. An occupant shall make his/her best efforts to keep the inside and outside of the apartment clean and to manage and maintain the facilities. E. An occupant shall never cause damage to the common facilities. 3. An occupant shall vacate the apartment within 7 days of occurrence of any of the following events: <ol style="list-style-type: none"> A. violation of any of the matters specified in Clause 2. B. Staying in the apartment other than the designated one 4. The following costs required for maintenance of the house shall be paid by the occupant: <ol style="list-style-type: none"> A. Costs for maintenance that has not been approved in advance by the University B. If it is not clear by whom an expense is to be paid, such shall be determined by the President. C. Repair costs for individual apartments (replacement of glass and light bulb, wall covering, floor material, etc.) 					