

Regulations on Delegation and Discretionary Approval

Established June 21, 1991	Amended July 12, 1999	Amended October 1, 2002	Amended January 4, 2016
Amended March 10, 1992	Amended July 23, 1999	Amended December 1, 2002	Amended February 1, 2016
Amended September 1, 1993	Amended March 30, 2000	Amended May 1, 2003	Amended June 8, 2016
Amended January 26, 1995	Amended June 12, 2000	Amended March 18, 2004	Amended October 24, 2016
Amended May 1, 1995	Amended August 1, 2000	Amended October 1, 2006	Amended September 1, 2017
Amended April 1, 1997	Amended April 1, 2001	Amended June 18, 2012	Amended September 7, 2017
Amended September 1, 1997	Amended June 1, 2001	Amended June 26, 2014	Amended January 1, 2018
Amended September 22, 1998	Amended October 17, 2001	Amended December 16, 2014	
Amended May 4, 1999	Amended November 5, 2001	Amended November 4, 2015	

Article 1 (Purpose) These regulations set forth matters related to delegation and discretionary approval in handling affairs in each administrative unit, academic department, affiliated center, and affiliated research center of Pohang University of Science and Technology (hereinafter referred to as “University”) to clearly define authority and responsibility for each duty and ensure prompt and efficient handling of affairs.

Article 2 (Application Scope) All matters related to delegation and discretionary approval in the University shall be governed by these regulations unless specified otherwise. Note, however, that matters related to delegation and discretionary approval in the Pohang Accelerator Laboratory shall be specified separately.

Article 3 (Discretionary Approval) ① Matters related to delegation and discretionary approval in each administrative unit, academic department, affiliated center, and affiliated research center shall be summarized in the attached table. (Amended October 1, 2006)

② Matters other than those specified in these regulations shall be determined by the director of the relevant unit/department based on Clause ①.

Article 4 (Authority and Accountability) ① The persons with discretionary approval authority as prescribed in these regulations shall have the authority required to perform the relevant duties.

② The persons with discretionary approval authority as prescribed in these regulations shall be accountable to the President.

Article 5 (Cooperation) ① Any authorization requiring attention from multiple departments must be approved by the directors of all departments involved even if the matter is subject to discretionary approval pursuant to these regulations; any objection to the matter must be written down in an attachment when making a request for the approval of the person with final approval authority.

② (Deleted)

Article 6 (Vacancy or Absence of Person with Discretionary Approval Authority) When a position whose occupant is supposed to assume discretionary approval authority is vacant, or a person with discretionary approval authority is not available, the person in the immediately superior position shall assume the approval authority.

Article 7 (Exceptions to the Standards for Discretionary Approval Authority) ① Even if a matter is subject to delegation pursuant to these regulations, a superior can have the matter handled separately if deemed especially necessary.

② The person with discretionary approval authority can report to his/her superior verbally or in writing to handle a matter deemed particularly important even if the matter is subject to discretionary approval pursuant to these regulations.

③ Trivial or pre-approved matters may be authorized by discretionary approval even if the matters are not subject to delegation and discretionary approval.

Article 8 (Report) If a matter authorized by discretionary approval is to be sent outside the University or deemed particularly important, it must be reported to the superior whenever necessary.

Addenda

1. These amended regulations shall take effect on March 10, 1992.
2. Official documents handled prior to the amendment of these regulations shall be deemed to have been handled pursuant to these regulations.

Addendum

These amended regulations shall take effect on September 1, 1993.

Addenda

1. These amended regulations shall take effect on January 26, 1995.
2. Official documents handled prior to the amendment of these regulations shall be deemed to have been handled pursuant to these regulations.

Addendum

These amended regulations shall take effect on May 1, 1995.

Addenda

1. These amended regulations shall take effect on April 1, 1997.
2. Official documents handled prior to the amendment of these regulations shall be deemed to have been handled pursuant to these regulations.

Addenda

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Addendum

These amended regulations shall take effect on September 22, 1998.

Addendum

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

Addendum

These amended regulations shall take effect on July 12, 1999.

Addendum

These amended regulations shall take effect on July 23, 1999.

Addendum

These amended regulations shall take effect on March 30, 2000.

Addendum

These amended regulations shall take effect on June 12, 2000; matters executed prior to the amendment of these regulations shall be deemed to have been executed pursuant to these regulations.

Addendum

These amended regulations shall take effect on August 1, 2000.

Addendum

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

Addendum

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

Addendum

These amended regulations shall take effect on October 17, 2001.

Addendum

These amended regulations shall take effect on November 5, 2001.

Addendum

These amended regulations shall take effect on October 1, 2002.

Addendum

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These amended regulations shall take effect on March 18, 2004.

Addendum

These amended regulations shall take effect on October 1, 2006.

Addendum

These amended regulations shall take effect on June 18, 2012.

Addendum

These amended regulations shall take effect on June 26, 2014.

Addendum

These amended regulations shall take effect on December 16, 2014.

Addendum

These amended regulations shall take effect on November 4, 2015.

Addendum

1. (Effective date) These amended regulations shall take effect on January 4, 2016.
2. (Interim measure) The change of the name and affiliation of Audit and Inspection and Housing Services specified in Table shall apply from the date of approval of each case

Addendum

These amended regulations shall take effect on February 1, 2016

Addendum

These amended regulations shall take effect on June 8, 2016

Addendum

These amended regulations shall take effect on October 24, 2016

Addendum

These amended regulations shall take effect on September 1, 2017

Addendum

These amended regulations shall take effect on September 7, 2017

Addendum

These amended regulations shall take effect on January 1, 2018

(Attached Table)

Summary of Delegation and Discretionary Approval Authority

1. Common

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Common	(1) Planning for Operation & Conduct of Business	① Establishing general plans for major business tasks ② Establishing and implementing detailed matters for major tasks ③ Routine duties	○		○	○
	(2) Reporting	① Reporting on major issues ② Regular reporting on work in progress ③ Reporting the results of a committee meeting ④ Reporting the results after attending outside meetings - Attended by a VP or higher - Attended by a Team director or lower	○		○	○
	(3) Materials & Publications	① General plans on publications ② Distribution of major materials ③ Distribution of ordinary materials ④ Planning for editing & editing of texts ⑤ Managing materials & publications			○	○
	(4) Cooperation with Other Admin Units	① Policy items/agenda ② Ordinary administrative affairs			○	○
	(5) Staff Duties	① Defining staff roles & responsibilities ② Management of staff's attendance and absence ③ Authorization of attendance/absence, outing, and shorter workdays for staff				○

※ VP-level: Vice Presidents in the central administration, Executive Director of POSTECH Research & Business Development Foundation, Head of each academic department (including Head of the Division of Humanities and Social Sciences and Heads of interdisciplinary programs), Deans of professional (specialized) graduate schools, Head of Mueunjae Undergraduate Studies, and Directors of affiliated research centers

※ Directors of affiliated centers fall under the category of Director of Unit.

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Common	(7) Transferring Office Duties	① Vice Presidents ② Team Directors ③ Team members		○	○	○
	(8) Basic Budget Request	① Fixed expenditures including taxes and public dues ② Cost of construction, lease, or purchase - KRW 20 million or less - Between KRW 20 million and 100 million - Between KRW 100 million and 200 million - Over KRW 200 million ③ General expenditures - KRW 5 million or less - Between KRW 5 million and 10 million - Between KRW 10 million and 20 million - Over KRW 20 million	○	○	○	○
	(9) Payment Statements	Generation of a payment statement (by the unit that initiated a purchase)				○
	(10) Assets Management	① Decision on disposal of idle assets by the unit using the assets - KRW 30 million or less - Between KRW 30 million and 100 million - Over KRW 100 million won ② Loss and damage report ③ Operational plans on assets & facilities lease/management		○	○	○
	(11) Others	① Classification & management of documents ② Retention of various documents ③ Management of committee meeting minutes ④ Equipment & expendables management				○
	(12) POSTECH Foundation-Related Duty	① Issuance of official documents for POSTECH Foundation	Person with final approval authority according to the details of each task			

2. Audit and Inspection

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Audit and Inspection	(1) General audit / general research inspection	① Establishment of audit plans ② Audit result report ③ Follow-up measure request ④ Follow-up measure result report	○ ○ ○			○
	(2) Special audit	① Determination of audit practice ② Audit result report ③ Follow-up measure request ④ Follow-up measure result report	○ ○ ○			○
	(3) Continuous monitoring	① Establishment of monitoring range ② Monitoring result report				○ ○
	(4) Other audit-related matters	① Operation of the Ombudsman system ② Training and consultation ③ Responding to inquiries, and requests from external institutions				○ ○ ○

3. Office of Planning

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Planning and Budget	(1) Planning	<ul style="list-style-type: none"> ① Establishing and implementing long-term advancement plans ② Establishing and implementing short-term business plans ③ Implementing major new initiatives ④ Assessing the progress of major initiatives and making adjustments ⑤ Publication of the annual report 	<ul style="list-style-type: none"> ○ ○ ○ ○ 		<ul style="list-style-type: none"> ○ ○ 	
	(2) Board of Trustees	<ul style="list-style-type: none"> ① Matters related to the Board of Trustees ② Acting as the window in dealing with affairs relating to the POSTECH Foundation 	<ul style="list-style-type: none"> ○ 		<ul style="list-style-type: none"> ○ 	
	(3) Capacity/ Organizational Structure	<ul style="list-style-type: none"> ① Establishing, opening, or closing organizational units and making changes to the organizational structure (academic/research/administrative units) ② Plans on capacity and manpower utilization ③ Division of duties & responsibilities <ul style="list-style-type: none"> - Making adjustments at the Office level - Making adjustments within the same Office ④ Adjusting duties and responsibilities of a unit (official documents, etc.) 	<ul style="list-style-type: none"> ○ ○ 	<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ○
	(4) Policies/ Rules & Regulations	<ul style="list-style-type: none"> ① Changes to various rules & regulations and statutes (establishment/amendment/abolishment) ② Review of rules & regulations and making authoritative interpretation 	<ul style="list-style-type: none"> ○ 		<ul style="list-style-type: none"> ○ 	
	(5) Facilities and Space Planning	<ul style="list-style-type: none"> ① Establishing and implementing the facilities master plan ② Establishing and implementing facilities construction plans ③ Establishing, adjusting, and implementing the University's space policy 	<ul style="list-style-type: none"> ○ ○ 		<ul style="list-style-type: none"> ○ 	
	(6) Budget	<ul style="list-style-type: none"> ① Establishing basic budget plans ② Establishing guidelines and detailed standards for budget management ③ Reviewing and adjusting submitted budget proposals ④ Finalizing the annual budget for the coming fiscal year and revised supplementary budgets ⑤ Redirecting and adjusting budget allocations 	<ul style="list-style-type: none"> ○ ○ ○ 		<ul style="list-style-type: none"> ○ ○ 	<ul style="list-style-type: none"> ○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Planning and Budget	(6) Budget	<ul style="list-style-type: none"> ⑥ Budget collaboration for unplanned projects <ul style="list-style-type: none"> - Matters approved by Provost & Executive Vice President or a person holding a higher position - Matters that obtained discretionary approval from VP-level ⑦ Analyzing the results of budget executions ⑧ Government-funded projects ⑨ Determining tuitions and scholarships ⑩ Establishment of a faculty salary policies 	<ul style="list-style-type: none"> ○ ○ 	<ul style="list-style-type: none"> ○ ○ ○ 	<ul style="list-style-type: none"> ○ 	
	(7) Statistics	<ul style="list-style-type: none"> ① Management of the University's statistics and policy data ② Higher education statistics and public disclosure of university information 			<ul style="list-style-type: none"> ○ ○ 	

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
External Relations and Communications	(1) External Cooperation Affairs	<ul style="list-style-type: none"> ① General management of external cooperation affairs ② Response to university evaluation by external agencies ③ Academic cooperation agreements with domestic institutions ④ Reception of domestic visitors 	<ul style="list-style-type: none"> ○ ○ 		○	○
	(2) Public Relations	<ul style="list-style-type: none"> ① Comprehensive PR plans ② Media relations and advertisements ③ International public relations ④ Cooperation with news media ⑤ Establishing UI ⑥ Developing and managing the University's website in Korean and English ⑦ Planning and producing various PR materials (including PR materials in English) ⑧ Distributing PR materials to external organizations 	○		○ ○ ○	○ ○
	(3) Other Related Duties	<ul style="list-style-type: none"> ① Collecting University-related news articles ② Collecting and organizing materials for the publication of the history of the University 				○ ○
International Relations	(1) Cooperation with International Universities/Institutions	<ul style="list-style-type: none"> ① Cooperative agreements with international universities/institutions ② Operation of exchange programs with international universities/institutions ③ Managing and updating the information on the status of exchange and cooperation with international universities and institutions ④ Receiving and guiding visitors from international universities 	<ul style="list-style-type: none"> ○ ○ 		○	○
	(2) Student Outbound Program	<ul style="list-style-type: none"> ① Establishing basic plans for Student Outbound Program ② Selection of students for Student Outbound Program and provision of support 			○ ○	
	(3) International Exchange Student Program	<ul style="list-style-type: none"> ① Establishing plans to attract/host international exchange students ② Inviting and hosting international exchange students 			○ ○	
	(4) International Members	<ul style="list-style-type: none"> ① Establishing plans to assist international members on campus 			○	

	Support	<ul style="list-style-type: none"> ② Organizing events for international members on campus ③ Managing and updating the information on the status of international exchange/visiting students 				○	○
	(5) Bilingual Campus	<ul style="list-style-type: none"> ① Establishing plans for the bilingual campus project ② Managing the progress of the bilingual campus project 			○		○
	(6) Overseas Offices	<ul style="list-style-type: none"> ① Establishing basic plans for overseas offices ② Operation of the overseas offices 			○		○
University Advancement	(1) Raising University Advancement Fund	<ul style="list-style-type: none"> ① Establishing basic plans for fund-raising ② PR activities and events for fund-raising ③ Receipt of monetary donations and non-monetary gifts <ul style="list-style-type: none"> - Signing agreements on donations - Receiving monetary donations and non-monetary gifts ④ Managing donors and supporting organizations ⑤ Affairs related to the POSTECH Alumni Association <ul style="list-style-type: none"> - Managing alumni data - Supporting the operation of the POSTECH Alumni Association 	○			○	○
			○		○		○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Educational Affairs and Records	(1) Academic Affairs Management	<ul style="list-style-type: none"> ① Establishment and adjustment of academic affairs management plans ② Implementation of academic affairs management plans ③ Publication of the University Catalog ④ Publication of Academic Statistics Reports ⑤ Establishment of the criteria for the assignment of majors to undeclared students 	○		○ ○ ○	○
	(2) Curriculum Organization and Operation	<ul style="list-style-type: none"> ① Establishment of basic plans for curriculum operation ② Organization of curricula and opening/closing of courses ③ Compilation of syllabi ④ Conducting course evaluations and analyzing the results 	○		○ ○	○
	(3) Class Management	<ul style="list-style-type: none"> ① Preparation of the academic calendar ② Changes to the course schedule ③ Changes to the exam schedule ④ Processing requests for course registration/change/withdrawal ⑤ Reporting on course registration results ⑥ Operation of summer/winter sessions ⑦ Payment of teaching compensation ⑧ Classroom assignment and management ⑨ Textbook and supplementary teaching material management 			○ ○ ○ ○ ○	○ ○ ○
	(4) Grade Management	<ul style="list-style-type: none"> ① Entering and processing grades ② Reporting on the final grading results ④ Sending out notifications to students placed on academic warning ⑤ Awards/honors and disciplinary actions based on students' academic performance ⑥ Recognition of credits carried over from a previous degree program at POSTECH ⑦ Handling of grades earned in foreign institutions ⑧ Managing grade records and other various records ⑨ Managing grade records for qualification examinations (e.g. English Certificate Program, etc.). 			○ ○ ○ ○ ○	○ ○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Educational Affairs and Records	(5) Graduation and Degree Registration	① Establishing standards for graduation assessment and assessing eligibility for graduation ② Registration of degrees (with Ministry of Education) ③ Preparation and conferment of diplomas	○ ○		○	
	(6) Graduate Degrees	① Receipt of Thesis/Dissertation Proposals ② Receipt of Reports on Final Thesis Defense ③ Managing the list of approved international journals			○ ○	○
	(7) School Register Management	① Keeping and managing the school register ② Processing changes in academic status - Students taking/returning from a military leave ③ Verification of academic records and responding to requests for academic records verification ④ Handling requests for change of major and managing minors and double majors ⑤ Managing and updating the information on students status and statistics ⑦ Reporting to the Ministry of Education on student affairs ⑧ Granting of readmission ⑨ Processing dismissals and sending out dismissal notifications	○		○ ○ ○ ○ ○ ○	○ ○ ○ ○
	(8) Student Enrollment	① Identifying students subject to enrollment and sending out notifications ② Settlement of accounts for tuitions ③ Actions against students who fail to enroll			○	○ ○
	(9) Other Operations Including the Issuance of Certificates	① Issuance of certificates in Korean or English ② Cross registration and mutual recognition of credits between POSTECH and sister universities			○	○

5. Office of Admissions and Student Affairs

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Admissions	(1) Admissions	<ul style="list-style-type: none"> ① Establishing basic plans for the admission process ② Establishing plans for the implementation of the admission process ③ Management of the admission process and overall admission affairs ④ Assessment of applicants and granting of admissions ⑤ Improvement to the admission policies ⑥ Analysis and management of the admission results 	○		○	
	(2) Advertising/PR for Admissions	<ul style="list-style-type: none"> ① Establishing basic plans for admission-related advertising/PR ② Activities to recruit outstanding students ③ Management of outsourcing services provided by a PR agency ④ Production of promotional materials on admissions 			○	○
Student Affairs	(1) Guiding and Assisting Student Activities	<ul style="list-style-type: none"> ① Establishing basic plans concerning student assistance ② Approval of the appointment of Student Council executives ③ Approval of club/organization registrations and activities ④ Holding various student events ⑤ Group guidance and supervision of various student activities ⑥ Guidance on meetings with academic advisors ⑦ Student advising and management of student advising cards ⑧ Tracking students' status and activities ⑨ Awards/honors and disciplinary actions ⑩ Operation of the Residential College ⑪ Poster management 	○		○	○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Student Affairs	(2) Scholarship Affairs (financial support)	<ul style="list-style-type: none"> ① Establishing the principles for scholarship recipient selection (financial support) ② Selecting recipients of internal scholarships ③ Recommending candidates for external scholarships ④ Assignment of work-study students ⑤ Issuance of scholarship certificates ⑥ Recommending students for college loans ⑦ Creating and managing the scholarship recipient list and cards 			○	○ ○ ○ ○ ○ ○
	(3) Job Placement Services	<ul style="list-style-type: none"> ① Establishing a comprehensive plan ② Collecting data and conducting surveys ③ PR activities pertaining to job placement 			○	○ ○
	(4) Other Related Affairs	<ul style="list-style-type: none"> ① Matters related to the operation of the Cultural Program ② Establishing policies related to special cases on military service ③ Matters related to military service ④ Student Medical Mutual Aid Association 			○ ○	○ ○
Housing Services	(1) Residential Facilities Management	<ul style="list-style-type: none"> ① Comprehensive plans for residential facilities management ② Residential facilities management and resident assistance ③ Managing dormitory move-in and move-out ④ Establishment of guidelines for community life ⑤ Offering guidance about dormitory life ⑥ Support for the Dormitory Council ⑦ Determination of dormitory fees ⑧ Collecting dormitory fees and utility payments 	○ ○		○	○ ○ ○ ○ ○
	(2) Guiding students in residential facilities	<ul style="list-style-type: none"> ① Supervision of student life 				○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Office of Mueunjae Undergraduate Studies	(1) Supporting student activities for Undeclared Major students	① Establishing a general plan for related events			○	
		② Management of Undeclared Major student groups and assignment of academic advisors			○	
		③ Support of Undergraduate Student Association activities for Undeclared Major students				○
	(2) Managing related educational programs	① Establishing a general plan for programs (prospective POSTECHIAN, educational programs and course offerings)			○	
		② Managing and making reports of related programs				○
	(3) Academic affairs	① Course registration, change, and add/drop				○
		② Processing of academic performance				○
		③ Managing changes in student records			○	
		④ Other important matters related to academic affairs			○	

6. Office of Business Affairs

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
General Affairs and Safety	(1) General Affairs	<ul style="list-style-type: none"> ① General management of various events <ul style="list-style-type: none"> - Basic plans for events - Event preparation and support ② Custom-making and keeping the national flag and the school flag ③ Management of seals and documents ④ Management of common printed materials and various signboards ⑤ Support for various welfare-related operations (Faculty-Staff Mutual Aid Society, clubs, etc.) ⑥ Establishment of basic plans for health services and the operation of the dispensary ⑦ Management of school sports facilities <ul style="list-style-type: none"> - Sports facilities management plans - Opening of sports classes - Approval for the use of facilities and settlement of accounts for user fees ⑧ Management of the Training Center and the President's Residence ⑨ Managing and operating the POSCO International Center ⑩ Vehicle operation plans and management ⑪ Service outsourcing management (cleaning, security, etc.) 			○	○ ○ ○ ○ ○ ○ ○ ○ ○ ○
	(2) Safety Affairs	<ul style="list-style-type: none"> ① Establishment of the general plan for safety operations (fire prevention/firefighting/emergency plan, etc.). ② Implementation of safety-related operations <ul style="list-style-type: none"> - Lab safety management and laboratory waste disposal - Radiation safety management 			○	○ ○
	(3) General Security	<ul style="list-style-type: none"> ① General security plans ② General security operations (guard, night duty, parking, ID card system, etc.) 				○ ○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
	(4) AV Operations	① Comprehensive plans for audio-visual equipment operation ② Production of educational and promotional A/V materials ③ A/V equipment management ④ A/V support for university events ⑤ Lease of the Auditorium and lecture halls			○ ○	○ ○ ○
Human Resources	(1) Personnel Affairs for Staff	① Establishing staff personnel management plans ② Improvement to the staff personnel management policies ③ Appointment and dismissal of staff ④ Appointment and dismissal of contract employee ⑤ Staff evaluation and management ⑥ Promotion and transfer ⑦ Awards and appreciation plaques ⑧ Staff capacity development and training - Establishment of plans - Operation ⑨ Management of staff's attendance & absence ⑩ Written orders ⑪ Management of dispatched workers ⑫ Management and payment of salaries and various allowances ⑬ Management of four employee insurances, Teacher's Pension and Korean Teacher's Credit Union payments, etc ⑭ Management of the intramural employee welfare fund and employee's children's school expenses subsidies ⑮ Staff Union-related affairs ⑯ Affairs involving government offices (Ministry of Labor, etc.)	○ ○ ○ ○ ○ ○ ○ ○	○	○	○ ○ ○ ○ ○ ○ ○
	(2) Personnel Affairs for Researchers	① Researcher employment management ② Researcher salary payment			○	○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Finance and Accounting	(1) Financial Accounting	① Establishment of guidelines for the settlement of accounts ② Year-end financial reports ③ Monthly financial reports ④ Deposit, withdrawal, and transfer slips ⑤ Corporate card management and settlement of accounts	○		○	○ ○ ○
	(2) Management Accounting	① Cost calculation/accounting analysis reports			○	
	(3) Tax Accounting	① Tax-related reports ② Deduction and payment of withholding taxes ③ Issuance of tax-related certificates				○ ○ ○
	(4) Fund Management	① Fund-administration plans and administration of funds ② Monthly/daily fund administration plans ③ Storage and management of cash and securities ④ Client management for fund deposits and withdrawals ⑤ Issuance of deposit requests			○	○ ○ ○ ○
Purchasing and Property	(1) Purchasing/ Contract	① Purchasing in local currency (including construction, manufacturing, and service) (requests for signing of contracts, change of contracts, predetermination of prices) - KRW 100 million or less - Over KRW 100 million ② Purchasing in foreign currency (requests for signing of contracts, change of contracts, predetermination of prices) - USD 100,000 or less - Over USD 100,000 - Post-contract management (L/C ~ customs clearance)			○ ○	○ ○ ○
	(2) Asset Management	① Establishment and implementation of assets examination plans ② Approval of the disposal of idle assets			○	○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Purchasing and Property	(2) Asset Management	③ Approval of loss and damage - KRW 10 million or less - Between KRW 10 million and 30 million - Over KRW 30 million		○	○	○
		④ Repairs or receipt/disbursement of equipment			○	○
		⑤ Managing and reporting on inventory assets				○
		⑥ Establishing basic plans for insurances			○	
	⑦ Insurance management and settlement of accounts				○	
		⑧ Donation of major facilities (equipment)	○			
		⑨ Assets and facilities lease contracts - KRW 100 million or less based on annual rent - Over KRW 100 million based on annual rent			○	○
		⑩ Approval of asset transfer for retiring faculty			○	
		- Equal or less than 10 million KRW of acquisition value				
		- Equal or less than 200 million KRW of acquisition value				
		- More than 200 million KRW of acquisition value				
	(3) Others Duties	① Operation and management of the purchase and asset management system				○
Facilities Management	(1) Facilities Management Affairs	① Comprehensive management plans for facilities and equipment			○	
		② Design, construction, and supervision of construction works				○
③ Storage and management of construction materials					○	
④ Establishing annual maintenance and inspection plans				○		
⑤ Managing and updating facilities information					○	
⑥ Operation and management of the Power Plant					○	
⑦ Order of collaborative works and payment for facilities (repair) works					○	
⑧ Payment of public utility charges					○	
	(2) School Land Management	① Management of the school land and building floor plans				○
		② Greens maintenance and management				○

7. Office of Research Affairs

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Research Planning	(1) Research Planning	① Establishment of medium- to long-term research plans by year ② Planning for research promotion programs	○ ○			
	(2) Research Cooperation	① Signing of research agreements with external institutions (universities/research institutions) ② External cooperation affairs and publicizing of research results ③ Hosting seminars on research policies ④ Support for participation in overseas academic conferences	○		○ ○ ○	
	(3) Integrated Management of Research Results	① Report on academic research results ② Analysis of research results and report on evaluation results			○ ○	
	(4) Affiliated Research Centers	① Preparatory work for the establishment of new affiliated research centers and evaluation ② Managing and supporting affiliated research centers	○		○	
	(5) Research Ethics and Security	① Operation of Committee related to research ethics ② Training on research ethics ③ Management of research security			○	○ ○
	(6) Research Budget Management	① Allocation of intramural research funds ② Analyzing and reporting on the results of research projects supported by intramural research funds				○ ○
	(7) POSTECH Research & Business Development Foundation	① Establishing business plans for the Foundation, drawing up budgets and balancing accounts ② Discovering new business items for the Foundation and signing contracts			○ ○	

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Sponsored Research	(1) Management of Research Projects	① Establishing plans for research programs ② Provision of guidelines for planned research programs (national agencies) ③ Proposal of research projects and signing of agreements ④ Drawing up estimated research budget ⑤ Managing research funds for government/industry-sponsored research projects - Administration of research funds and management of payment schedule - Managing research fund income & payment - Settlement of accounts for research funds and reporting on the results ⑥ Research project monitoring & reporting			○ ○ ○ ○ ○ ○	○ ○ ○ ○
	(2) Management of Research System	① Operating and improving the research management system ② Developing infrastructure for research management ③ Preparing manuals for education and operation			○ ○	○
	(3) External Cooperation	① Cooperation with external research institutions (government, etc.)			○	

8. Office of Industry-Academic Affairs

Category	Duty	Details	President	Person with Approval Authority			
				Provost & Executive Vice President	VP-level	Director of Unit	
Industry-Academic Relations	(1) Establishment of Industry-academic Business	① Finding industry-academic projects			○		
		② Improvement of related policies and management of public relations			○		
	(2) Promotion of Industry-academic Business	① POSCO and its affiliates			○		
		② Association of POSTECH Grown Companies (APGC)			○		
		③ Other domestic and international corporations			○		
(4) Other related Duties	④ Industry-academic business information				○		
Business Development	(1) Support for Technology Commercialization	① Affairs related to Hidden Champion incubation in Pohang, etc				○	
		① POSCO Liaison Center management support				○	
			① Establishing basic plans for the commercialization of technology			○	
			② Duties related to intellectual property rights			○	
	(2) Support for Business Creation	- Acquisition of IP rights			○		
- Management of IP rights				○	○		
③ Promoting technology transfer and commercialization				○			
(3) Other Related Duties	④ Managing license fee income			○	○		
	⑤ Compensation to contributors			○			
	⑥ Managing consulting fees for technology transfer			○	○		
	⑦ External affairs related to the commercialization of technology			○	○		
(3) Other Related Duties	(2) Support for Business Creation	① Major issues concerning the operation of the Business Incubation Center			○		
		② Selecting companies for admission to the Business Incubation Center			○		
	(3) Other Related Duties	① Discovering candidates for school-based enterprises			○		
		② Technology management and marketing			○	○	
		③ Participation in government-funded programs pertaining to the commercialization of technology			○		
		④ POSTECH Holdings-related duties			○		

9. Office of Academic Information Affairs

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Academic Information Resources	(1) Library Operation	① Establishing library operation policies ② Library system management (including collection RFID)			○	○
	(2) Collection and Management of Academic Information	① Purchase of books and serials ② Donation and exchange of materials ③ Building a full-text thesis/dissertation database ④ Managing books purchased with research funds ⑤ Discarding and removing materials from the library's collection			○	○ ○ ○ ○
	(3) Academic Information Services	① Education and management of library users ② Provision of academic information services and public relations ③ Book loan, return, and reading				○ ○ ○
	(4) Management of Academic Publication Records	① Analysis of academic publication records and development of a database ② Managing the academic publication records system				○ ○
	(5) Management of University Records	① Establishing a University records management system ② Collecting University records for the archive and managing its operation			○	○
	(6) Operation of POSTECH Press	① Establishing the POSTECH Press operation policy ② Managing the POSTECH Press operation			○	○
Strategic Information Management	(1) Comprehensive Planning for Informatization	① Basic plans for informatization ② Detailed plans for implementing informatization			○ ○	
	(2) System Development	① System development plans and completion reports ② System designs ③ System operation guides ④ Other products			○	○ ○ ○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Information and Communication Services	(1) System Operation and Planning	<ul style="list-style-type: none"> ① Comprehensive plans for system operation ② Basic plans for IT service personnel operation ③ Basic plans for system management and operation ④ Establishment of guidelines and standards (for users and administrators) 			○ ○	○ ○
	(2) System Operation and Management	<ul style="list-style-type: none"> ① Operation and management of the servers and computer networks ② Operation and management of various pieces of equipment ③ Software license management ④ System and data backup ⑤ System control 				○ ○ ○ ○ ○
	(3) Information Protection	<ul style="list-style-type: none"> ① Establishment and general management of information protection policies ② Protection of personal information and response to infringement ③ Security vulnerability inspection ④ Information security management and diagnosis 			○	○ ○ ○
	(4) Communications and Other Operations	<ul style="list-style-type: none"> ① Comprehensive plans for the management of communication facilities ② Payment of operating expenses and maintenance/repair expenses for collaborative works ③ Payment of public utility charges ④ Receipt and handling of requests for communication-related works ⑤ Implementation and supervision of communication works ⑥ Management and operation of the central computer room and ancillary rooms ⑦ Development of system applications ⑧ User support 			○	○ ○ ○ ○ ○ ○ ○

10. Affiliated Centers

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Innovation Center for Education	(1) Educational Development	<ul style="list-style-type: none"> ① Operation plans for the basic programs of the Center ② Operating basic programs of the Center (offering various programs, conducting research on educational improvement, etc.) ③ Operating the active learning induction program ④ Publication of educational materials 			○	○
	(2) Activity Based General Education Curriculum	<ul style="list-style-type: none"> ① Operation plans for the Activity Based Curriculum (ABC) ② Making changes to course offerings ③ Appointment of part-time lecturers ④ Making budget expenditures for each course 			○	○ ○ ○
	(3) Operation of Student Competence Development Programs	<ul style="list-style-type: none"> ① Planning for related programs (leadership and internship programs) ② Running related programs ③ Results report 			○	○ ○
	(4) Affairs related to Gifted Student Education	<ul style="list-style-type: none"> ① Planning for related programs (science camp for teenagers) ② Running related programs ③ Results report 			○	○ ○
	(5) Other related duties	<ul style="list-style-type: none"> ① Improving rules and regulations related to the Center ② Appointment of members to the advisory committee of the Center. 			○ ○	
POSTECH Language Education Center	(1) Basic Operation	<ul style="list-style-type: none"> ① Operation plans for the basic programs of the Center ② Offering language programs ③ Administration of the TOEFL ITP ④ President's Cup Skit & ESSAY Contests 	○		○	○ ○
POSTECH Counseling Center	(1) Basic Operation	<ul style="list-style-type: none"> ① Operation plans for the basic programs of the Center ② Individual counseling, group counseling, psychological testing ③ Special lectures and workshops on mental health ④ Suicide prevention and sexual-harassment/violence prevention programs ⑤ Publication of research journals and other materials ⑥ Survey on the states of freshmen and continuing students 			○	○ ○ ○ ○ ○

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Sports Support Center	(1) Basic Operation	① Operation plans for the basic programs of the Center			○	
		② Running the basic programs of the Center (Operation of the POSTECH Rowing team and other sports clubs, and related programs)				○
		③ Sports activities and fitness management				○
		④ Operation of the ski camp				○
Technical Support Center	(1) Operation of Shared Equipment	① Operation of shared equipment and establishment of basic plans ② Operation of the Equipment Review Committee ② Reporting on the record of use of shared equipment ③ Registration of test & analysis equipment and determination of the fee rates ④ Receipt and disbursement of test & analysis fees	○		○	○
	(2) Operation of Machine Shop	① Reporting on the record of use of the Machine Shop ② Other matters on the operation of the Machine Shop			○	○
The POSTECH Times	(1) Running the Newspaper Office	① Establishment of newspaper publication plans ② Printing and distribution of the newspaper			○	○

11. Academic Departments, Research Centers, Professional (Specialized) Graduate Schools

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
	(1) Planning	<ul style="list-style-type: none"> ① Establishing basic operation plans ② External evaluation of the department ③ Events organized by the department ④ Annual business plans & drawing-up of budget ⑤ Publication of the departmental annual report 			<ul style="list-style-type: none"> ○ ○ ○ ○ ○ 	
	(2) Academic & Student Affairs	<ul style="list-style-type: none"> ① Duties related to faculty personnel affairs ② Course registration, change, and drop ③ Processing students' grades ④ Processing changes in a student's academic status ⑤ Affairs related to theses & conferment of degrees ⑥ Appointment of advisors and thesis committee members ⑦ Other important matters concerning academic affairs 			<ul style="list-style-type: none"> ○ ○ ○ ○ ○ ○ ○ 	<ul style="list-style-type: none"> ○ ○
	(3) Research	<ul style="list-style-type: none"> ① Making research fund expenditures and supporting research project management ② Managing and administering research incentives ② Appointment and dismissal of contract-based research personnel and graduate student teaching assistants 			<ul style="list-style-type: none"> ○ ○ 	<ul style="list-style-type: none"> ○
	(4) General Administration	<ul style="list-style-type: none"> ① Managing the departmental budget ② Making a request for the acquisition of assets ③ Inspection of goods and articles and management of assets ④ Adjusting and managing the departmental space 			<ul style="list-style-type: none"> ○ ○ 	<ul style="list-style-type: none"> ○ ○

12. Reserve Force Battalion

Category	Duty	Details	President	Person with Approval Authority		
				Provost & Executive Vice President	VP-level	Director of Unit
Reserve Force Battalion	(1) Organization of Reserve Force/Civil Defense Force	① Management of the transfer-in/out				○
	(2) Education and Training	① Establishing basic plans for faculty/students ② Establishing plans for supplementary training			○	○
	(3) Preparation for National Emergency	① Establishing basic plans for faculty/students ② Establishing the University's self-defense plan			○	○
	(4) Reporting	① Periodic audit results ② Monthly/quarterly/semiannual reports ③ Year-end financial reports ④ Report on daily resources and personal transfers			○ ○	○ ○
	(5) General Affairs	① Daily transfer-in/out log ② Issuance of the confirmation of reserve force organization ③ Deferral or waiver of training ④ Reporting violators of related laws to the authorities and requesting administrative measures ⑤ Managing other civil air defense facilities and reserve force/civil defense equipment			○	○ ○ ○ ○