

Regulations on the Issuance of Certificates

Established Dec. 3, 1986
Amended Dec. 22, 1994
Amended May 1, 2003

Chapter 1 General Provisions

Article 1 (Purpose) These regulations specify matters concerning the certificates issued by Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Application Scope) Unless specified otherwise by separate regulations, matters concerning the issuance of certificates by the University shall be governed by these regulations.

Chapter 2 Issuance of Certificates

Article 3 (Types) ① Academic certificates shall consist of certificate of studentship, enrollment, removal from the school register, completion of coursework, expected completion of coursework, graduation, expected graduation, and research performance; each form to be issued shall be stipulated separately.

② Certificates for a faculty or staff member shall consist of certificate of employment, certificate of work experience, and other certificates.

③ The certificates provided for in Clauses 1 and 2 shall be either in Korean or in English.

Article 4 (Issuer) ① Academic certificates shall be issued under the name of the Vice President of Academic Affairs.

② Certificates for a faculty member shall be issued under the name of the President of the University, and those for a staff member, under the name of the Chairman of the Board of Trustees.

Article 5 (Application for Issuance) ① Academic certificates may be issued through an automatic issuing machine within the University, the Internet, or other public e-application systems; details shall be stipulated separately.

② A faculty member who requires the issuance of a certificate must file an application through the integrated information system of the University.

③ (Deleted May 1, 2003)

Article 6 (Issuance Process) ① Academic certificates shall be issued based on the last changes in the school register.

② A faculty member’s certificates shall be issued based on the official personnel announcements.

③ A staff member’s certificates shall be issued based on the official personnel announcements.

④ The issuer in Clauses 1 and 2 must sign the appropriate box in the certificate.

Article 7 (Maintenance of Issuance Register) Electronic records shall be regarded as a register of issuance through an automatic issuing machine or the Internet; issuance through public e-application systems must be recorded and maintained in a certificate issuance register provided for in Attachment: Form #1.

Article 8 (Changes in Personal Information) ① A student who is currently attending the University and who wishes to change his/her legal domicile, name, or date of birth must file an application for changes in school register information (Attachment: Form #3) with a copy of his/her family register attached.

② A faculty member who wishes to change his/her legal domicile, name, or date of birth must submit a copy of his/her family register to the relevant personnel department to file an application for changes in personal information.

Article 9 (Fees) ① Issuance fees for academic certificates shall be determined and announced by the President of the University.

② Certificates for faculty members shall be issued free of charge.

Article 10 (Acceptance of Fees) Issuance fees for academic certificates shall be accepted directly by an

automatic issuing machine or the Internet certification service; issuance fees in public e-application services shall be stipulated separately.

Article 11 (Mutatis Mutandis Application) Clause 2 of Article 4, Clause 2 of Article 5, Clause 2 of Article 6, Article 7, and Clause 2 of Article 9 shall apply *mutatis mutandis* to the certificates for part-time lecturers of the University.

Chapter 3 Student ID Card Issuance

Article 12 (Issuance) ① A student ID card shall be issued to each student who has completed the entrance process and shall be carried by him/her at all times.

② If a student wishes to have his/her student ID card reissued due to loss or damage, he/she must obtain his/her academic adviser's confirmation in the Student ID Card Reissuance Application Form provided for in Attached Form # 4 and submit it.

Article 13 (Issuer) A student ID card shall be issued under the name of the President of the University.

Article 14 (Specification) A student ID card's specification shall be provided for in Attached Form # 5.

Article 15 (Issuance Process) A student ID card shall be issued after checking the information against the records in the school register.

Article 16 (Register Maintenance) The department issuing student ID cards must keep a student ID card issuance register (Attachment: Form # 6) to record matters concerning the issuance of student ID cards and maintain the records.

Article 17 (Seals) The official seal and the joint seal of the issuer, the embossing seal, and the enrollment confirmation seal must be stamped on a student ID card.

Article 18 (Enrollment Confirmation) The department issuing a student ID card must confirm a student's enrollment in each semester before giving an enrollment confirmation seal.

Article 19 (Carrying a Student ID Card) A student must always carry his/her student ID card with him/her; he/she shall not lend it to other persons. When asked to present a student ID card by a faculty or staff member of the University while attending class, taking an examination, or using a library, he/she must comply with such request at all times.

Article 20 (Invalidity and Return) ① A student ID card shall be deemed invalid under any of the following cases:

1. When the expiration date has passed
2. When a student holding the card has graduated from the school, or he/she has been expelled from the University or removed from the school register
3. When there is no enrollment confirmation seal for the present semester
4. When any recorded or sealed information is modified, or the card is damaged beyond recognition

② A student on a leave of absence or who is to be expelled from the school or removed from the school register must return his/her ID student card to the issuing department.

Article 21 (Period of Validity) A student ID card shall be valid until the last day of the semester as specified by the enrollment confirmation seal.

Chapter 4 ID Card Issuance

Article 22 (Scope) An ID card shall be issued to all faculty and staff members of the University.

Article 23 (Issuer) An ID card shall be issued under the name of the President of the University.

Article 24 (Forms and Specified Information) An ID card specifying personal information including photo, staff number, name, and resident registration number shall be issued using Attachment: Form #7.

Article 25 (Issuing Team) A faculty member's ID card shall be issued by the Faculty Affairs Team, and a staff member's ID card, by the General Affairs & Safety Team.

Article 26 (Issuance and Reissuance) ① Every issuance of an ID card must be recorded in the ID card issuance

register provided for in Attachment Form #8.

② A person who wishes to have his/her ID card reissued due to loss or damage or because of changes in the specified information must submit an ID card reissuance application using Attachment Form #9 within 5 days from the date of occurrence thereof .

Article 27 (Return) A faculty or staff member resigning from the University must return his/her ID card to the issuing department.

Addendum

These regulations shall be established and take effect on December 3, 1986.

Addenda

1. These amended regulations shall take effect on December 22, 1994.
2. Matters executed before the amendment of these regulations shall be deemed to have been executed according to these regulations.

Addenda

1. These amended regulations shall take effect on May 1, 2003.
2. Matters executed before the amendment of these regulations shall be deemed to have been executed according to these regulations.

3-3-5--4

(Attachment Form #1)

Certificate Issuance Register (Form No. 1)

(Attachment Form # 2)

Certificate Issuance Register

(Attachment Form #3)

Application for Changes in School Register Information	Approval	Staff in Charge	Director	Vice President
1. Faculty: Department/ Year/ Student number: 2. Name: (in Korean) (in Chinese characters) Gender (Male, Female) 3. Date of entry into the University: Month/Day/Year (Entered, Transferred, Reentered) 4. Reason for change: 5. Information to be changed				
Correct or Incorrect Information	Correct	Incorrect		
Legal Domicile				
Name	(in Chinese characters)	(in Chinese characters)		
Date of Birth				
Others				
<p style="text-align: center;">I hereby request your approval of my application for changes in the school register information for the abovementioned reasons.</p> <p style="text-align: center;">DD/MM/YYYY</p> <p style="text-align: right;">Applicant (seal)</p> <p style="text-align: center;">To: President, Pohang University of Science and Technology</p> <p>Attached documents: Copy of family register (reasons not omitted)</p>				
				Changes in the School Register Confirmed

(Attachment Form #4)

Student ID Card Reissuance Application

Faculty: Department/ Year/ Student number:
 Name:
 Resident registration number:
 Address:
 Reasons for loss (damage) of student ID card:

I hereby file an application for the reissuance of my student ID card due to loss (damage) as stated above.

Confirmed by	
Academic Adviser	(seal)

DD/MM/YYYY

Applicant

(seal)

To: President, Pohang University of Science and Technology

Approval	Staff in Charge	Director	Vice President

<Attachment Form #6>

Student ID Card Issuance Register

Date issued	Department	Year	Name	Resident registration number	Joint seal	Remarks

<Attachment Form #7>

(Front)

<table border="1"><tr><td>4×4</td></tr></table>	4×4
4×4	
Name:	
Pohang University of Science and Technology	

(Back)

Staff no.:
Resident registration no.:
This is to certify that the person whose name appears above is a _____ of this University.
DD/MM/ YYYY
President, Pohang University of Science and Technology

(Attachment Form #9)

ID Card Reissuance Application		Approval	Staff in Charge	Director	Vice President	President
Personal Information						
Faculty		Position		Title		
Name	(in Korean)		(in Chinese Characters)			
Legal Domicile			Resident Registration Number			
<p>I hereby request the reissuance of my ID card due to (loss, damage, etc.).</p> <p style="text-align: center; margin-top: 100px;">DD/MM/YYYY</p> <p style="text-align: center; margin-top: 100px;">To: President, Pohang University of Science and Technology</p>						