

Housing Regulations

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 Amended Jan. 1, 2006
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 Amended Feb. 22, 2010
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Chapter 1 General Provisions

Article 1 (Purpose) These regulations stipulate the matters necessary for the operation and management of student residential facilities such as housing and their ancillary facilities at Pohang University of Science and Technology (hereinafter referred to as the “University”).

Article 2 (Definitions) □ A “housing” refers to any of the student residential facilities; the “housing” as provided in Article 5 and the provisions thereafter, however, refers to a shared residential facility for unmarried students.

□ A “Graduate Student Apartment” (hereinafter referred to as the “Apartment”)” refers to an apartment-style residential facility where married students can stay with their families.

□ A “student of the University” refers to a student currently enrolled in a degree program of the University including the Graduate School and Professional/Special Graduate School, unless defined otherwise by these regulations.

□ The “Housing Services Office” refers to the office where a Housing Director or an employee who is responsible for the operation of residential facilities works.

□ “Move-in” refers to moving in to the assigned room (or apartment) following the prescribed procedures after obtaining the Housing Director’s approval, whereas “move-out” refers to vacating the room (or apartment) following the prescribed procedures after notifying the Housing Services Office.

Article 3 (Operation Goals) The following are the goals of the housing operation of the University:

1. Maintain optimal residential environments for a sound academic atmosphere
2. Provide guidance for wholesome student life integrated with education
3. Maximize self-management and administration by tenants

Article 4 (Operating Structure) □ The operating structure of the housing shall consist of Housing Directors and a few staff members.

□ Housing Directors shall be appointed from among tenure-track or tenured faculty members by the President of the University; a Housing Director’s term of office shall be two years.

□ Housing Directors shall assist the Vice President of Admissions and Student Affairs and fulfill the following duties:

1. Matters concerning move-in and move-out and assignment of rooms
2. Guidance on student life within the residential areas such as checking on a student’s daily life and imposing penalty points

Chapter 2 Housings

Article 5 (Tenant Eligibility) □ Eligible candidates shall be limited to students of the University who have registered for the current semester. However, a person who has been granted the Special Case of Mandatory Military Service status shall be regarded as a student of the University until he/she obtains a degree even if the person has completed a program as technical research personnel at the time of registration.

- A part-time student may not move in to a housing.
- If a housing has available space, students from other universities participating in the University’s education or research programs may be allowed to move in.
- 1. (Deleted)
- 2. (Deleted)
- 3. (Deleted)
- 4. (Deleted)
- Other persons approved by the University may move in subject to room availability. (Established February 22, 2010)

Article 6 (Restrictions on Move-in) The following persons shall not be allowed to move in during the applicable periods:

1. A person who has received a disciplinary action of suspension or a more severe punishment pursuant to the Statutes of the University.
2. (Deleted)
3. A person with an infectious disease
4. Other persons deemed unfit for communal living by the Vice President of Admissions and Student Affairs.

Article 7 (Application for Move-in) A person who wishes to move in shall submit an application to the Housing Services Office as follows:

1. New students shall fill out and submit a prescribed application form during the orientation period.
2. Continuing students or students who are returning to the University after a leave: A registration for the current semester or a Request to Return from Leave of Absence shall substitute for an application for move-in.
3. Continuing students attending winter/summer sessions: The payment of housing fees at the time of registration for winter/summer sessions shall substitute for an application.
4. For other applicants including research-participating students, an inter-departmental request from the department head (or head of the group where they belong) shall be submitted.

Article 8 (Assignment and Change of Rooms) Rooms shall be assigned separately for bachelor’s, master’s, doctoral, and MS/PhD integrated program students at the time of a student’s admission to the University. However, students may be reassigned due to additions to or remodeling of the premises, changes in capacities, or changes in operation policies. Room assignment for winter/summer sessions shall be an exception.

- A tenant shall not be allowed to change his/her room without permission. If a tenant wishes to change his/her room for unavoidable reason, he/she must submit a form to the Housing Services Office for a prior approval.

Article 9 (Tenancy Period) Each degree program shall have an extra tenancy period. (Amended January 1, 2016)

- The following are extra tenancy periods for each degree program (Amended January 1, 2016):

Category	Bachelor’s Program		Master’s Program	Doctoral Program	Integrated Program
	General	Double Major			
Maximum Tenancy Period	9 semester	11 semesters	5 semesters	10 semesters	12 semesters

- Only enrolled semesters shall count; periods of leave of absence shall not count.
- (Deleted January 1, 2016)

Article 10 (Operating Period) The following are the operating periods of housings; housings may be closed during public holidays such as New Year’s Day or Chuseok (Korean Thanksgiving day):

1. For undergraduate students: Housings open during regular semester periods only; during winter/summer sessions a different operation process shall be followed.
2. For graduate students: With no distinction between regular semesters and winter/summer sessions, the opening period is divided into the first half of the year (March - August) and the second half of the year (September - February).
3. For other tenants: Housings operate on a monthly basis

Article 11 (Move-Out) A person for whom a move-out decision has been made due to a change in his/her enrollment, the completion of a contract period, or the occurrence of a reason for restriction, shall vacate his/her room following the prescribed procedures within two days of the date of the occurrence of such

reason.

- An undergraduate student shall move out following the procedures set forth by the Housing Director's Office each semester.
- Personal belongings left until after one week from the date of move-out shall be subject to disposal by the Housing Director's Office.

Article 12 (Tenant Obligations and Disciplinary Measures) A housing tenant must follow the Housing Rules (attached), and do his/her best in maintenance of the academic facilities and the management of the facilities and fixtures in the housings. In case of a violation of such obligations, the corresponding penalty points may be imposed by the Housing Director.

- Penalty points shall be accumulated for one year from the date of a violation; matters concerning major violations, penalty point details, and disciplinary measures for the accumulated penalty points shall be governed by the Housing Rules.

Article 13 (Deleted)

Article 14 (Housing Fees) An undergraduate student shall pay the housing fees based on the schedule provided for by Article 9. During winter/summer sessions, a separate fee schedule shall apply to all students, except graduate students, regardless of the year of admission to the University or category of move-in. (Amended January 1, 2016)

- Graduate students within a regular tenancy period as provided by Article 9 shall pay the housing fees during the registered period. (Amended January 1, 2016)
- Other tenants shall pay the housing fees as separately determined.
- Housing fees shall be refunded based on the monthly fee refund policies if a student has to move out before the expiration date for reasons such as leave of absence. (Amended January 1, 2016)
- When the housing is used for a public purpose of the University, the housing fees may be waived with approval from the Vice President of Admissions and Student Affairs.

Article 15 (Obligation to Report) A housing tenant must report to the Housing Director's Office without delay if he/she witnesses any of the following:

1. When his/her roommate is in danger due to mental or physical illness
2. In case of an accident such as fire, safety breach, and theft
3. When there is a possibility of a serious accident due to collapse of a facility or a gas leak
4. When his/her roommate is missing for more than 24 hours
5. When there is a possibility of other accidents

Chapter 3 Graduate Student Apartments

Article 16 (Tenant Eligibility) Eligible candidates shall be limited to married, full-time students enrolled in the General Graduate School of the University. However, persons approved by the University may be accepted for tenancy for a designated number of units. (Amended February 22, 2010) (Amended January 1, 2016)

Article 17 (Tenancy Priorities) The order of priority for the assignment of an apartment shall be regular students, military-entrusted students, and students entrusted by non-military organizations; for regular students and military-entrusted students, the priorities shall be determined as follows:

1. Assignment at the beginning of each semester
 - A. First priority: Those on the waiting list from the previous year
 - B. Second priority: Doctoral program students who apply for the first time
 - C. Third priority: Master's program students who apply for the first time
 - D. Within the second and third priority groups, the priorities shall be determined in the order of the following criteria: whether both husband and wife are students, number of school children, total number of children, and applicant's age
 - E. A research staff member who has been living in the Graduate Student Apartments shall vacate his/her apartment; if there are available units, however, he/she may be accepted for a period of one year each time.

2. Late application: Late applicants shall be placed on the waiting list after the applicants provided in Clause 1 and in the order of applications received.

Students entrusted by non-military organizations shall only be accepted when no regular students and military-entrusted students are on the waiting list; the priorities shall be determined based on the overall consideration of home ownership, annual salary, number of school-age children, and total number of children.

The priority for tenancy for students of the Graduate School for Information Technology and the Graduate Institute of Ferrous Technology shall be determined by the Housing Director’s Office after considering the opinions of the said graduate schools.

The priority for tenancy for commissioned research staff members at the doctoral level shall be determined in the order of applications received.

A tenant shall be allowed to stay if a change of his/her status still keeps him eligible for tenancy.

Article 18 (Tenancy Application and Move-in Procedures) The following are the tenancy application and move-in procedures:

1. Submit a tenancy application

Documents to be attached:

A. Certificate of identity: one copy of enrollment verification, admissions letter, or application for appointment as a commissioned researcher

B. Marriage Certificate: one copy of a supporting document such as resident registration

C. Deleted

2. Receive a notice of assignment of an apartment

3. Pay a security deposit

4. Take the apartment key after the inspection of the assigned unit with a staff member of the Housing Director’s Office.

5. Move in

Article 19 (Unit Assignment) Unit assignment shall be determined by random drawing among the vacant units. If special consideration is required for disability or acrophobia, exceptions may be allowed with supporting documents.

Article 20 (Tenancy Period) Each degree program shall have an extra tenancy period. (Amended January 1, 2016)

The following are the extra tenancy periods for each degree program. (Amended January 1, 2016)

Category	Master’s Program	Doctoral Program	Integrated Program	Commissioned researcher
Maximum tenancy period	5 semesters	10 semesters	12 semesters	Commission period

Only enrolled semesters shall count; periods of leave of absence shall not count.

(Deleted January 1, 2016)

Article 21 (Tenant’s Obligations) A tenant of the apartment shall observe the following and fulfill his/her obligations with due care and prudent management of the property:

1. A tenant shall not sublease any part of the apartment.

2. A tenant shall not damage the facilities in the apartment or change their layout.

3. A tenant shall not engage in for-profit commercial transactions such as group tutoring or sale of goods within the apartment.

4. A tenant shall be careful in handling flammable substances such as gas and petroleum in the apartment and make every effort to prevent a fire.

5. A tenant shall not swap units with other tenants without prior approval.

6. A tenant shall not engage in gambling or commit any act of disturbance such as making noises in the apartment.

7. A tenant shall actively participate in the communal work of the apartment such as cleaning, collecting garbage, and disinfection.

Article 22 (Rent) A tenant in an apartment must pay the prescribed amount of rent every month.

The amount of rent shall be determined by the tenant’s status and the type of tenancy period.

Article 24 (Eviction) Under any of the following cases in which the continued occupancy of an apartment unit by a tenant is considered to be inappropriate, the Vice President of Admissions and Student Affairs may order an eviction:

1. Serious violation of Article 21 (Tenant's Obligations)
2. Leave of absence of six months or longer, or academic suspension
3. Illness with an infectious disease
4. Disrupting the operation of housings or apartments
5. Nonpayment of the rent
6. Other acts deemed inappropriate for communal living

Article 25 (Date of Move-out) A tenant in an apartment shall vacate his/her apartment within 10 days of the termination of his/her tenant status. In case of unexpected circumstances such as disciplinary action, however, the tenant may extend the move-out date by up to one month.

Article 26 (Move-out Procedures) The following are the procedures to move out of an apartment unit:

1. Notify the Housing Director's Office of the anticipated move-out date at least 10 days in advance.
2. Have a staff member of the Housing Director's Office conduct an inspection.
3. Return the key and receive the deposit back following the settlement of account procedures.

Chapter 4 Facility and Safety Management

Article 27 (Maintenance of Facilities and Fixtures) If a facility or a fixture in a housing or an apartment unit is damaged, the tenant must take the necessary actions such as immediately reporting or repairing any damaged facility or fixture to keep the shared facilities and fixtures in the best condition.

The University shall take charge of the overall management of communal facilities and furniture whereas a user shall be responsible for repair in case of minor damage or malfunction.

A tenant who damaged the communal facilities or fixtures inadvertently or on purpose shall be required to pay any cost incurred.

Article 28 (Safety Management) A tenant shall always exercise extreme caution and prevent hazards such as fire, explosion, and collapse; if a tenant detects any danger of such accidents, he/she must immediately notify the Housing Director's Office or call a number on the emergency contact list.

Article 29 (Responsibility of Preventing Fire and Theft) A tenant shall make his/her best effort to prevent fire or theft and take full responsibility for an accident that has occurred due to his/her carelessness.

Chapter 5 Housing Operating Committee

Article 30 (Housing Operating Committee) The Housing Operating Committee (hereinafter referred to as the "Committee") shall be organized to deliberate on important matters concerning the operation of housings and apartments.

Article 31 (Composition of the Committee and Convening of a Committee Meeting) The Committee shall have the Housing Director as the Chair and shall consist of a former Housing Director, the director of the Housing Services, the director of Undergraduate Student Affairs, the undergraduate representative and the graduate representative of the Housing Council, and the President of the Graduate Student Apartment Council. (Amended January 1, 2016)

A meeting of the Committee shall be convened by the Chair. At the request of one-third or more of the committee members or the President of the University, however, the Committee Chair must convene a meeting without delay.

Article 32 (Deliberations) The Committee shall deliberate on the following matters:

1. Matters concerning the requirements for moving in and out of the housing and the Graduate Student Apartments
2. Matters concerning the determination for housing fees and rent for the Graduate Student Apartments
3. Matters concerning new construction or renovation
4. Matters concerning the amendment and abolishment of the Regulations for the Operation of Housings
5. Other important matters concerning the operation of the housings

Article 6 Student Councils

Article 33 (Graduate Student Apartment Council) □ The Graduate Student Apartment Council shall be organized for the self-administration of the Graduate Student Apartments.

□ The Graduate Student Apartment Council shall consist of a tenant from each building; one President shall be elected from among Council members for a one-year term. (Amended January 1, 2016)

□ Matters concerning the functions and operation of the Graduate Student Apartment Council shall be stipulated separately.

Article 34 (Housing Council) □ The Housing Council shall be organized for the self-administration of the Student Housings and for establishment of a sound academic atmosphere.

□ The Housing Council shall consist of a representative of undergraduate student tenants, a representative of graduate student tenants, administrative officers, one representative from each housing building, and a resident assistant; the term of office shall be one-year.

□ Matters concerning the functions and operation of the Housing Council shall be stipulated separately.

Chapter 7 Miscellaneous

Article 35 (Guestrooms) Deleted

Article 36 (Parents' House) Deleted

Article 37 (Sangnamgwan) Deleted

Article 38 (Use of Profits from Deposits) Profits from housing and apartment deposits shall be used as subsidy for the Housing Council and the Graduate Student Apartment Council with approval from the Vice President of Admissions and Student Affairs.

Article 39 (Residential College) Matters concerning the operation of the Residential College shall be stipulated separately.

Addendum

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

Addendum

These amended regulations shall take effect on March 2, 1987.

Addendum

These amended regulations shall take effect on May 29, 1989.

Addendum

These regulations shall be amended on August 30, 1994 and take effect beginning the Academic Year 1995 .

Addendum

These amended regulations shall take effect on January 1, 1998.

Addendum

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

Addendum

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

Addendum

These regulations shall be amended on October 1, 2004 and take effect beginning the first semester of 2005.

Addendum

Article 34, Clause 2 of these regulations shall be amended on December 15, 2004 and take effect beginning the first semester of 2005.

Addendum

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

Addendum

These amended regulations shall take effect on October 1, 2009.

Addendum

These amended regulations shall take effect on February 22, 2010.

Addendum

These amended regulations shall take effect on January 1, 2016.

(Table) Housing Rules

Major Violations and Penalty Points to be Imposed

Descriptions of Violations	Maximum Penalty Points
1. Criminal act	70 points
2. Unauthorized access to the housings or RC floors of the opposite sex ⁽¹⁾	70 points
3. Carrying flammable substances in housings or causing accidental fire	60 points
4. Any for-profit act	50 points
5. Damaging, removing, or taking private ownership of the University property	50 points
6. Entry or a night stay of outsiders (persons other than students attending the University) ⁽²⁾	40 points
7. Cooking in a place other than the kitchen in housing buildings	20 points
8. Smoking inside housing buildings (including the rooftop, stairs, and balconies) or within five meters from a building	20 points
9. Bringing in and using unauthorized electrical appliances ⁽¹⁾	20 points
10. Careless use of authorized electrical appliances	20 points
11. Installation of personal wallpaper, floor coverings, carpets, or tiles in the bedroom ⁽³⁾	20 points
12. Unauthorized change of a room ⁽¹⁾	30 points
13. Keeping animals (including insects/fishes) ⁽¹⁾	20 points
14. Failure to follow the procedures for moving in or out of a housing ⁽¹⁾	10 points
15. Failure to follow the instructions from the Housing Director or the Housing Director's Office	10 points
16. Change of the structure/layout of a bedroom in violation of the regulations ⁽¹⁾	5 points
17. Violation of the internal regulations of the Housing Council or each building's tenants association ⁽³⁾	15 points
18. Leaving personal items such as laundry in the corridor, other acts that are against clean and safe management of housings, and any disorderly act	25 points
19. Failure to register on POVIS a personal vehicle parked within the housing areas for 10 days or more per semester, failure to display the Housing Student Vehicle Registration Certificate, and any other act that violates parking order ⁽⁴⁾	20 points for violation of parking order and additional 50 points for refusal to pay the towing fees
20. Unauthorized proselytizing activities within the housing areas and any act in violation of the University's policies on propagation of religion ⁽⁵⁾	20 points
21. Any act in violation of the regulations made by the RC Housing Operating Committee ⁽⁶⁾	70 points
22. Failure to pay the additional housing deposit ⁽⁷⁾	30 points

(1) Penalty points may not be imposed with the Housing Director's review and approval on an advanced request by an individual or a group.

(2) A student of the University who has moved out of the housings or who is on a leave of absence may be allowed to stay over for one night with permission from the Housing Director's Office.

(3) A resolution on this item's details shall be passed with a two-third vote of the tenants of each building; if the resolution is passed, this item may be excluded from penalty points or managed autonomously by each housing building's tenants association for one semester with the Housing Director's review and approval.

(4) Starting the fall semester of 2008, a person who parks his/her car within the housing areas must submit an

application for parking registration and a copy of vehicle registration to the Housing Director's Office within 10 days of the occurrence of such case. Any vehicle violating the parking rules may be towed away to the parking lot behind the gymnasium, and the towing fees shall be paid for by the violator. The vehicle towed shall be reported to the Housing Director's Office, and the University shall not take responsibility for any vehicle damage occurred during the towing process. If he/she fails to pay the towing fees within the date stated on the towing notice, 50 penalty points shall be additionally imposed.

- (5) A housing student may submit a request for approval to the Housing Director's Office with a detailed description of the activities such as the detailed schedule, number of participants, and the method to propagate religion to two or more persons within the housing areas. The activity shall only be allowed with approval obtained one week prior to the activity. In particular, propagating religion inside the housing buildings shall be allowed only when the person who wishes to conduct the activity posts an activity plan written on A3-sized or larger paper in front of the applicant's room, and at the entrance of the housing building four (4) days prior to the visit for such activity. The student wishing to propagate religion can only visit the rooms of students who approved such activities.
- (6) Additional Housing Regulations as determined by the RC Steering Committee shall have the same effect as the general Housing Regulations following deliberations by the Housing Director.
- (7) Costs incurred from the loss of an object, breakage, poor cleaning may be paid for with the housing deposit of a student, and any shortage shall be paid by the person who caused the damage. If he/she fails to pay the additional deposit within a set period indicated on the payment notification, penalty points shall be imposed.

○ Accumulated Penalty Points and Corresponding Disciplinary Measures

Accumulated Penalty Points	Disciplinary Measures
10 points or more	Two hours of campus services designated by the Housing Director for every five points.
20 points or more	Notification sent to the student's advisor and parents
30 points or more	Not permitted to reside in the housing for the following regular semester
50 points or more	Not permitted to reside in the housing for the following two regular semesters
70 points or more	The person shall be immediately evicted for good, and the case shall be submitted to the academic disciplinary committee.