

# Guidelines for the Allocation and Lease of Educational/Research Facilities

Established Nov. 1, 2012  
Amended Apr. 1, 2013

## Chapter 1 General Provisions

**Article 1 (Purpose)** These guidelines set forth matters pertaining to the allocation, lease and adjustment of educational/research facility space (hereinafter referred to as “facility space”) of Pohang University of Science and Technology (hereinafter referred to as “University”).

**Article 2 (Application Scope)** These guidelines shall apply to all facility spaces of the University.

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

1. “Academic unit” shall refer to a unit whose primary mission is education, such as divisions, departments, graduate schools, and interdisciplinary programs, etc. of the University.
2. “Research unit” shall refer to a unit whose primary mission is research, such as research institutes, research centers, research groups, and research labs of the University.
3. “Allocation” shall refer to providing the basic facility space necessary for the educational and research activities of the academic units, research units, and faculty without imposing a charge.
4. “Lease” shall refer to providing additional facility space to be used for educational and research activities of the academic units, research units, and faculty in return for a fee.

## Chapter 2 Basic Principles

**Article 4 (Management Principles)** ① The University shall own all facility spaces in the University premises and have priority when it comes to using and adjusting the space in each building. As for the facility space occupied by self-financed units, however, each unit’s autonomy in space management shall be respected given the special nature of the operation of self-financed units; the costs associated with the management of a building occupied by a self-financed unit must be covered by the self-financed unit.

② The facility space of the University shall be divided into the space for “free allocation” and the space for “lease” for management purposes.

③ An academic department shall be allocated an area of space free of charge according to the standards for free allocation of space and may use some portion of the space flexibly depending on the department’s needs.

④ The lease of facility space shall be subject to the approval of the Office of Planning, which shall take into consideration the purpose and necessity of the space lease, space availability and supply/demand information, adequacy of the lease payment source, and the urgency of the need.

## Chapter 3 Free Allocation

**Article 5 (Free Allocation of Facility Space)** Facility space shall be divided into educational space, research space, administrative space, and common space for the purpose of calculating space allocation.

**Article 6 (Standard for Allocation of Educational Space)** ① Faculty offices shall be allocated free of charge to each academic department according to the following standard:

Office for tenure-track/tenured faculty	Office for (teaching-oriented) non-tenure-track faculty	Office for visiting faculty
18 m <sup>2</sup> * number of tenure-track/tenured faculty	9 m <sup>2</sup> * number of teaching-oriented non-tenure-track faculty	Two 18 m <sup>2</sup> offices (equally applicable to all departments)

※ The office space for a joint appointment faculty member shall be calculated based on the ratio of participation between the faculty member’s primary department and participating department, which is declared by the faculty member.

※ Teaching-oriented non-tenure-track faculty shall refer to Collegiate Professors, Collegiate Associate Professors and Collegiate Assistant Professors.

② The office space for Teaching Associates shall be calculated at 4.5 m<sup>2</sup> per person and allocated to each academic department accordingly.

③ Educational facilities such as common classrooms and teaching laboratories shall be maintained and managed by the University as a rule; responsibility for taking simple actions in response to user requests shall be delegated to each academic department based on the location and characteristic of each educational facility.

**Article 7 (Standard for Allocation of Research Space)** The area of research space to be allocated free of charge to each academic department shall be calculated using a weighted average of the area calculated by the “number of persons” metric and the area calculated by the “research overhead contribution” metric. The weighted average ratio shall be determined by the Planning and Budget Committee through a review when necessary.

1. “Number of persons” metric:

Research lab	Office for research faculty	Office for graduate students	Office for researchers (post-docs, research administrative assistants, etc.)
132 m <sup>2</sup> * weight * number of tenure-track/tenured faculty	9 m <sup>2</sup> * number of research faculty	4.5 m <sup>2</sup> * number of graduate students	4.5 m <sup>2</sup> * number of researchers

※ The weight to be used for the calculation of research lab space for each academic department shall be as follows:

Department	Weight
Chemistry, Life Sciences, Chemical Engineering, Environmental Science & Engineering, Interdisciplinary Bioscience & Bioengineering, Integrative Biosciences & Biotechnology, Ocean Science & Technology Institute	1.0
Materials Science & Engineering, Mechanical Engineering, Wind Energy, Advanced Materials Science, Advanced Nuclear Engineering, GIFT	0.91
Physics	0.83
Electrical Engineering, IT Convergence Engineering	0.80
Industrial & Management Engineering, Graduate School of Engineering Mastership, Creative IT Engineering	0.73
Computer Science & Engineering	0.70
Mathematics	0.35

2. “Research overhead contribution” metric: A certain portion of the overhead costs paid to the University by each department (O/H contribution to the University) shall be recognized as space lease payment and converted into an area of space allocated free of charge.

**Article 8 (Standard for Allocation of Basic Administrative Space)** Basic administrative space for the University’s central administration units and academic departments shall be allocated based on the following standard:

Position	Standard area (m <sup>2</sup> )	Remarks
President	72	Individual office space (Additional space provided for the secretarial office (90 m <sup>2</sup> ) and the sitting room (36 m <sup>2</sup> ))
Senior executives in the central administration, heads of academic departments, and directors of independent research centers	36	Individual office space
Directors of affiliated centers <sup>1)</sup>	18	Individual office space
Team Directors (of the administrative units in the central administration and academic departments)	12	Desk space in a shared office
Staff (per person)	8	Desk space in a shared office

1) “Directors of affiliated centers” shall refer to the directors of the affiliated centers as set forth in Article 6 of the Organizational Structure Regulations.

- 2) Only one individual office shall be provided for a senior executive who holds two or more concurrent positions.
- 3) The actual area of the allocated space may be slightly larger or smaller than what is shown in the above depending on the building structure and facility functions.

**Article 9 (Standard for Allocation of Common Space)** ① Common space such as seminar rooms and storage rooms shall be allocated free of charge to each academic department based on the calculation of area using the following formula:  $72 \text{ m}^2 + (10 \text{ m}^2 * \text{number of tenure-track/tenured faculty})$ .

② Each academic department may divide, at its discretion, the common space it has been allocated into different rooms such as a seminar room, a conference room, a copy room, a storage room, etc..

**Article 10 (Building Construction Based on Department's Own Efforts)** If a new building is built with private funding obtained through a department's own effort for fundraising, the department may utilize the space free of charge after the construction of the building is completed according to the following standards:

1. The department and the University shall determine in advance what percentage of the construction cost will be covered by the private funding obtained through the department's own efforts, and use the number to calculate how much of the building space may be utilized free of charge. If it is recognized that 100% of the construction cost is covered by the funding obtained through the department's own efforts, then 50% of the area for exclusive use in the building shall be recognized for free utilization.
2. Based on a 10-year time frame, the percentage of the building space recognized for free utilization shall decrease each year by one tenth of the percentage of the building space initially recognized for free utilization.

## Chapter 4 Lease

**Article 11 (Lease of Facility Space)** ① University members or units that wish to use additional facility space apart from the one allocated to them for free of charge must fill out an Application for Allocation (Lease) of Facility Space (Form 1, attached) and submit it to the director of the department in charge of space affairs at least one month prior to the expected date of use.

② The Office of Planning shall review a submitted application in terms of the following matters and notify the result in writing to the applicant (i.e., the University member or unit that submitted the application) prior to the expected date of use:

1. Purpose and necessity of the facility space lease
2. Space availability and supply/demand information
3. Adequacy of the lease payment source
4. Urgency of the need
5. Other necessary matters

**Article 12 (Lease Payment)** ① The payment for the lease of facility space ("lease payment") shall be KRW 10,000 a month per  $\text{m}^2$  in terms of area of exclusive use, which shall include the lease fee, basic heating and air conditioning, electricity, and water charges. A different lease payment rate, however, may be set for a special lab recognized by the Planning and Budget Committee.

② If a lab has been recognized as a special lab, the lease payment for the lab may be set at a minimum of 30% of the standard amount.

③ If a lease payment is made from a research project or research center budget, the lessee must make sure that the payment is made from a budget category that is earmarked for or applicable to lease payments so that no internal or external problem may arise, for example, during an University-internal audit or an audit conducted by an external agency commissioned by the University. The lease payments in this case shall be made separately from the overhead payment already made on the research project in question.

④ When a lessee cannot make a lease payment during the lease period for unavoidable circumstances, the lease payment may be waived if the lessee submits an application for waiver and obtains the approval of the President.

**Article 13 (Lease Management)** ① Expenses for interior construction and facility installation in the facility space whose lease has been approved must be paid by the lessee.

② If damage occurs to a pre-existing facility in a leased space due to intentional actions or negligence of the lessee, the lessee must compensate for the damage.

**Article 14 (Cancellation of Lease)** If a facility space whose lease has been approved falls under any of the following, the lease may be cancelled, suspended, or changed, and other necessary measures may also be taken.

1. The space is used for an unapproved purpose.
2. The lessee fails to make a lease payment.
3. The approval for the lease was obtained using false documentation or by dishonest means.
4. Serious damage to a facility or disruption of facility management is caused
5. Other cases deemed necessary by the President

#### **Addenda**

- ① (Effective Date) These guidelines shall take effect on November 1, 2012; the provisions on lease payment pursuant to Article 12 (Lease Payment) shall take effect and start being applied on March 1, 2013.
- ② (Interim Measures) These guidelines shall apply to the facility spaces allocated or leased prior to the effective date of these guidelines.

#### **Addendum**

These amended guidelines shall take effect on April 1, 2013.

(Attachment)

## Application for Allocation (Lease) of Facility Space

User (Department/individual)	(Department) (Individual)	(Representative)			
Purpose of Use					
Facility Location (Room No.)		Period of Use			
Floor Area					
Lease Payment	Funding source	Individual/research project budget/ others ( )			
	Payment method	Six-month advance payment/one-year advance payment /others ( )			
	When paying from a research project budget	Research project title			
		Budget category (payment account)		Research period	

I hereby apply for an allocation (lease) of a facility space as above.

Date: \_\_\_\_\_(MM/DD/YYYY)

Via	Director of research department

Applicant (representative) (Signature)

※ This application shall be submitted via the director of the department in charge of research budgets only if the lease payments are going to be made from a research project or research center budget.