

Seal Management Regulations

Established Dec. 3, 1986
Amended Mar. 1, 1992
Amended Sep. 1, 1993
Amended Sep. 6, 1995

Article 1 (Purpose) These regulations set forth matters concerning the specification, registration, use, storage, and management of various seals, embossing stamps, and joint seals used for documents in connection with the businesses of Pohang University of Science and Technology (hereinafter referred to as “University”).

Article 2 (Application Scope) These regulations shall apply to any and all departments of the University that use seals. The regulations for accounting-related seals, however, may be stipulated separately.

Article 3 (Definition of Terms) The terms used in these regulations shall be defined as follows:

1. Official seal: A seal of the head of an organization
2. Embossing stamp: An iron stamp that produces an embossed impression of the seal of the University
3. Joint seal: A seal to be stamped at the joining of an original document and an issued certificate to prove the relation between the two

Article 4 (Storage and Management) ① The President’s official seal and joint seal shall be kept and managed by the General Affairs and Safety Team, the official seals of the Vice Presidents by the main Team of each Vice President’s office, and the official seals of the heads of affiliated centers by each corresponding center.

② The embossing stamp shall be kept and managed by the Faculty Affairs Team.

③ A seal shall be kept by a person appointed by the head of his/her department in a secure and sturdy place, such as a safe, equipped with a locking device and made of inflammable material.

④ A seal use register using the Annexed Paper Form #3 must be maintained by each department responsible for keeping an official seal

Article 5 (Form and Specifications) The form and specifications of a carved seal shall comply with the attached Table 1.

Article 6 (Font) ① For an official seal, “Jeonseoché” of the Korean alphabet is used in horizontal writing from left to right.

② For an embossing stamp, the gothic font of both Korean and English is used in horizontal writing from left to right.

③ For a joint seal, “Gye” along with the name of the University or a department are written horizontally in “Jeonseoché” of the Korean alphabet.

④ For a seal in English, the president’s signature in his/her own hand is made into a life-size seal.

Article 7 (Carving and Report) ① An official seal, an embossing stamp, or a joint seal, whether new or re-carved,- shall be carved by the department responsible for keeping the seal in accordance with the attached Table 1, and used only after reporting the use of the seal by filing the Application for Registration and Annulment of Seal (Attachment Form#1).

② The official seal of a support organ, shall be carved only when deemed necessary depending on the type of business performed; otherwise, a registered seal shall be used.

Article 8 (Review) Upon receiving a written application for the registration of an official seal, an embossing stamp, and a joint seal pursuant to each item of Article 7, the Vice President of the Office of Business Affairs shall review whether or not the form of a carved seal is appropriate and advise the applicant to re-carve the seal that is considered inappropriate.

Article 9 (Registration) The Vice President of the Office of Business Affairs shall keep the Seal Registration List (Attachment Form #2) to which the cutout of a carved seal stamped on a written application is attached.

Article 10 (Re-carving and Action on Loss and Others) ① The seal shall be re-carved if and when it is not usable due to merging of departments, loss, wear and tear or damage, etc.

② If a seal is lost due to natural disaster or theft, etc., the loss shall be reported to the Vice President of the Office of Business Affairs with a written statement of reason.

Article 11(Annulment) A seal that becomes obsolete due to organizational change such as merging of departments, etc., must be annulled. The procedure of reporting the annulment is

specified in Article 7.

Article 12 (Responsibility) An official seal represents an -organization; therefore, it shall be handled carefully. The head of the department keeping an official seal shall be responsible for documents bearing the seal.

Article 13 (Use) A seal shall be stamped as specified in the Regulations on Documentation or any other related regulations only after cross-checking against the original document or various certificate issuance registers.

Addendum

These amended regulations shall take effect on September 6, 1995.

(Attachment: Form #1)

Application for Registration and Annulment of Seal

Name of Organization:

Official seal
image

Joint seal
image

Official seal
image

Embossing stamp
image

Registration	DD/MM/YYYY	Confirmed by	
Date of carving	DD/MM/YYYY		
Person who carved	Name of carving company (address:)		
Material		Form of the seal	
Abstract			
Annulment	DD/MM/YYYY	Reason for Annulment	

The foregoing application for the registration (annulment) of the seal
is hereby submitted.

DD/ MM/ YYYY

Applicant: (seal)

(Attached Table 1)

Seal Forms and Specifications

1. Specifications

Seal Type	Representation	Specification		
		Forward	Circle (Oval)	Rectangle
Official seal	President	Length of one side 3cm	Diameter 1.7cm	
	Vice President/Heads of affiliated centers and departments	Length of one side 2.7cm	Diameter 1.7cm	
	Director/Administrator		Diameter 1.7cm	
Embossing stamp	Name of university " (Simplified seal)		Diameter 4cm Diameter 0.9cm	
Joint seal	Name of department		Width 1.3cm Length 3cm	
English seal	President			Width 5cm Length 1.8cm

2. Seal Form

- ① An official seal shall be carved as specified above containing the unique name of the University or the corresponding department.
- ② For an embossing stamp, the symbol mark of the University shall be carved at the center with its name in Korean alphabet on the upper part and its English name on the lower part.
- ③ For a joint seal, "Gye" shall be carved on the upper part of the oval, with the name of a department on the lower part from left to right.