

Guide for Posville Residence

□ Guide to Researcher's Accommodation (Posville)

1. Introduction of Researcher's Accommodation

There are a total of 179 units in 6 buildings. There are two types of units available: single (1 person in 1 unit) and triple (3 people sharing 1 unit) Each household is 79.2 m² (24 pyeong) in size and has three rooms, a living room/kitchen, a balcony, and one bathroom, and is operated with central heating (hot water) system.

구 분	1	2	3	4	5	6	Total
# of units	30	30	30	30	30	29	179
Type	Single	Single	Single	Triple	Single	Single /Triple	-

2. Eligibility

- Anyone who meets the qualifications below can apply for Posville to get stable residence for outstanding workforce to contribute to university research and education
- ① Researcher (Post-doc, Research Faculty [within 7 years of appointment after Ph.D.])
- ② Non-tenure Track: Collegiate Professor, Teaching Associate, Research Professor, Academia-Industry Collaboration Professor, Endowed Professor
- ③ Graduate student
- ④ Research Personnel/Administrative Staff (From Affiliated & Resident Research Institute: Researcher, University Employee (Full-time track annual salary contract))
- ※ Not available for retirees from Pohang area universities or companies.

3. Application for occupancy and assignment

○ Move-in application

- Fill out the Move-in Application Form and submit

※ Move-in Application Form → [Link](#)

- How to Pay Monthly Housing Fees

- ※ Salary deduction (around the 17th of each month): Check 'automatic deduction from salary' (POVIS -> Personnel/Administration -> Salary)
- ※ Cash/Bank Transfer (by the end of each month): For researchers who are not directly paid by POSTECH, individual payments should be made to the bank account via e-mail notification every month.

- Assignment: The assigned household cannot be changed arbitrarily by the resident

4. Requested document

- When applying for moving-in
 - Move-in Application form (separate form)
 - Employment contract or certificate of enrollment (copy): If there is none, it can be added later.
- When signing a tenancy agreement
 - tenancy agreement (separate form)
 - ID card (copy)
 - Facility checklist (separate form, completed after moving in)

5. Period of Residence

- Minimum 6 months to maximum 2 years (Additional 2 years available if you wish to continue living)
 - If there is a shortage of vacant units, the tenants who exceeds the maximum period of residence can be informed of vacating the household in order of term of residence

6. Fees

- Single (1 person in 1 unit)
 - Furnished : 627,000 KRW (excluding utility cost)
 - Unfurnished : 582,000 KRW (excluding utility cost)
- Triple (3 people in 1 unit) : R1, R2, R3 / Different imposition by room num.(excluding utility cost))

(단위 : 원/월)

Category(3 people in 1 unit)	Large room(R1)	Medium room(R2)	Small room(R3)
Researcher/Non-tenure Track/Graduate student /Reseracher Personnel/Administrative Staff	250,000KRW	221,000KRW	191,000KRW
Graduate Student	244,000KRW	209,000KRW	209,000KRW
Bank Account	Woori 1005-701-131012 (Account Holder: 포항공과대학교)		

※ Fees can be subject to change according to the university residence policy

7. Deposit money / Refund

○ It is the rule to transfer deposit money until the date of moving-in

Category	Single	Triple
Amount	900,000KRW	300,000KRW
Bank Account	Woori 1005-401-136461 (Account Holder: 포항공과대학교)	

※ If there is no issue on facility when moving-out, deposit money will be refunded

※ Money will be refunded on the account which you registered on the university system

8. Compliance with tenants

[Life part]

- When moving in, the assigned Bldg. & Household cannot be changed arbitrarily.
- Every resident must follow the university regulations during the period of residence. Graduate students who live in Posville are subject to dormitory rules.
 - ※ Acts that cause inconvenience to others, such as gambling, loud voice, tutoring, pet raising, commercial activities, etc. are prohibited. Residents violating this rule may be taken to leave the company depending on the seriousness.
- Living together with or re-renting to others who does not have access to Posville is strictly prohibited.
 - ※ If you have a family member who will live together in single, he/she may get access through the general affairs team. (Application for access authority → [link](#))
- Disinfection and fire inspection will be conducted regularly, and indoor disinfection will be conducted only for residents who have agreed to have the third party company to enter in advance. Residents who do not agree will be provided with a quarantine kit in front of the door.
- Household waste should be discharged using standard garbage bags, and food waste should be discharged using a transportation card (T-money) on the Food waste measurement equipment.
- In the case of large-scale waste, stickers suitable for the waste shall be purchased/attached and discharged.
 - ※ Pay-as-you-go bags and stickers (R-Mart at Hyoja Market), T-money (sold in convenience store at Jigok Hall)
 - ※ When not using pay-as-you-go bags and large waste
 - Minimum KRW 100,000 to maximum KRW 1 million will be fined (Article 30 of the Waste Management Ordinance)

- Tenants accused by relevant agencies will be evicted
- In the event of an accident (fire, etc) caused by his/her negligence, crime or discord, he/she shall be evicted.
- Cleaning of the household shall be carried out by the resident, there shall be no remained personal items when leaving the premise after eviction, and cleaning shall be carried out to prevent civil complaints from occurring.

[Facility part]

- The act of damaging the interior and exterior of the household is prohibited, and in the case of facility breakdown/damage caused by negligence of a resident, the resident should restore or compensate the damaged one directly.
- Flower beds outside the building cannot be used as a personal garden or similar form
- Basic facilities and all accessories (including construction equipment) in the household can not be arbitrarily removed/moved/modified.
- How to register Residential facility repair report: POVIS → facility report→ facility report
 - ※ Only basically provided facilities/equipments can be maintained by the university.
- Fire detectors shall not be removed during wallpaper work within household. (Emergency bell can ring)
- Wall/floor paper shall not be damaged. If you want to paper the wall and floor, the resident should bear the expenses
- City gas must be connected by the tenant. (installation fee should be paid by resident): 1800-0098 (Yeongnam Energy Call Center)
- LPG/LNG is prohibited from being connected to personal heaters, etc. (the resident caught violation of this rule will be evicted)
- ※ All administrative tasks are available during working hours (9 am to 6 pm on weekdays), and are not available on weekends. At night time (6 pm to 9 am on the following day), only emergency tasks are performed. (Contact Number: 054-279-3701)
- ※ Violators of the rules above or those who are two months overdue on monthly fees can be evicted.

9. Move-out

- Visit or contact Housing Services 10 days before you move-out
 - Prepare a move-out application form and check the facilities.
 - Pay the last monthly fee
(Woori Bank 1005-701-131012/Pohang University of Technology)
 - Cleaning → household inspection → Move-out and refund of deposit money

- How the last monthly fee will be calculated
 - Before salary deduction: Calculated from the 1st of the previous month to the date of moving-out (the previous month ~ the date of moving-out)
 - After salary deduction: Calculated from the 1st of the month to the date of eviction (1 month usage fee / 30 × date of use)
- ※ How to apply for move-out: POVIS – Dormitory/residential facilities - Status of using residential facilities/Application for resignation
- ※ If there is a facility damaged by the user during the household inspection after moving-out, compensation shall be paid at personal expenses.
- ※ Refund of deposit money: If there is no problem after the household inspection, the deposit money will be refunded to the bank account registered at the university system.
- ※ gas line disconnection (sealing) (on the resident's account): 1800-0098 (Yeongnam Energy Call Center)

Posville Operating Guidelines

Established on February 27, 2023, Revised on March 1, 2024

Article 1 (Purpose) The purpose of these operating guidelines is to regulate the detailed operation of Posville, ensuring the stable residence of excellent personnel who can contribute to the university's research and education.

Article 2 (Eligible Residents and Priority) The priority for residence single units in Posville is as follows, and for shared units (3person in 1 apartment), it will be determined by the Housing Services Team.

① Early-career researchers (Post-docs, research professors [within 7 years after obtaining a PhD]) are allowed to reside.

1. Required documents:

- Employment contract
- Copy of ID

② Non-tenure-track faculty: Collegiate Professor>Teaching Associate>Research professor>Academia-Industry Collaboration Professor>Endowed Professor

1. Full-time faculty are allowed to reside.

2. For those who are not full-time faculty, the decision is made according to Article 5, Paragraph 2

3. Required documents:

- Submit a 'Move-in Application' after approval from the head of department/Institute
- Employment contract
- Utilization plan
- Copy of ID

③ Graduate students

1. In principle, moving into a shared unit (3person in 1 apartment), is allowed, and single units are limited to married individuals. Move-in is decided through Article 5, Paragraph

2. Required documents:

- Submit a Move-in application submitted after approval from the head of department/Institute
- Recommendation letter from the academic advisor

- Enrollment certificate
 - Marriage certificate
 - Copy of ID
- ④ Researchers from affiliated and resident research institute (excluding Research Administrative Assistant), University Employee (Full-time track annual salary contract)
1. In principle, moving in triple unit is allowed, and single units are limited to married individuals. Move-in is decided through Article 5, Paragraph 2
 2. Required documents for researchers from affiliated and resident research institute
 - Move-in application submitted after approval from the head of department/Institute
 - Employment contract
 - Marriage certificate
 - Copy of ID
 3. University Employee (Full-time track annual salary contract)
 - Move-in application submitted after approval from the head of department/Institute
 - Employment contract
 - Marriage certificate
 - Copy of ID
- ⑤ For other applicants, it will be decided through Article 5, Paragraph 2.
1. Required documents
 - Move-in application submitted after approval from the head of department/Institute
 - Employment contract
 - Utilization plan
 - Copy of ID

Article 3 (Residence Restriction) Residency is restricted to retirees from universities or companies within the Pohang area, as well as individuals whose primary registered residence is in Pohang.

Article 4 (Residence Period) The residence period can range from a minimum of 6 months to a maximum of 2 years. An extension of residence for up to 2 years at a time is possible through petitioning for additional residence.

Article 5 (Posville Operating Committee) The Posville Operating Committee is established in relation to the operation of Posville, and the committee members

are Vice president of Admissions and Student Affairs (chairperson, an ex officio), Vice President of Academic Affairs (ex officio), Vice President of Research Affairs(ex officio), Vice President of Business Affairs (ex officio), and Director of Housing Services Team (ex officio). The committee deliberates on the following matters:

1. Decision on major policy issues of Posville
2. Deliberation on prospective residents
3. Other major issues related to Posville

Article 6 (Reassignment) For efficient operation, in the case of shared units, the Housing Services Team may reassign the rooms of the residents.

Article 7 (Residents' Obligations) Residents must fulfill the following obligations:

1. If the employment contract is renewed during the residency, the resident must notify to the Housing Services Team within 15 days and submit a new employment contract within 7 days of the contract start date. However, if the resident no longer qualifies for residency according to Article 2 due to a change in status, eviction shall be the principle, but a deliberation on residency eligibility based on Article 5, Paragraph 2 must be conducted.
2. Within one week of moving in, residents must complete and submit a Facility Checklist, and if any facilities are damaged due to resident negligence, they must be promptly restored.
3. Residents may replace interior such as wallpapers, floorings, fluorescent lights, etc., at their own expense if they wish. However, the replaced facilities cannot be removed upon moving out. Additionally, any appliances, furniture, and supplies provided by the Housing Services Team cannot be replaced or disposed of arbitrarily, and upon confirmation of such actions, the resident must restore them at their own expense immediately.
4. Residents must actively cooperate with university policies and guidelines as members of the university community.
5. Cleaning within the unit is the responsibility of the resident, and personal belongings must be removed upon eviction.
6. In the case of shared units, if one resident leaves, the housing services team will inspect the common areas (living room, bathroom, balcony, etc.), and if the areas are in bad condition, cleaning costs will be evenly distributed among all

residents.

Article 8 (Forced Dismissal): The Housing Services team may enforce forced dismissal, if the following circumstances occur

1. Major problems such as fire or criminal incidents caused by the resident's negligence that disrupt public order.
2. Co-habitation with unauthorized individuals. or subleasing.
3. Failure to pay fees or utilities for more than 2 months or failure to comply with requests from the housing services team regarding residency matters.
4. Bringing pets into the premises.
5. Smoking indoors.
6. Receiving two or more noise complaints causing harm to the community.
7. Receiving two or more reports of unauthorized dumping of trash (general/food).
8. Receiving two or more reports of leaving personal belongings in common areas inside/outside the room.

Article 9 (Deposit): Upon moving in, residents must pay a deposit as follows:

- ① Deposit amount:
 - Single unit: 1,500,000 KRW
 - Shared unit: 500,000 KRW
- ② The deposit will be refunded after the room cleaning process and settlement of the move-out procedure. However, if the minimum residential period is not met, the deposit will not be refunded.
- ③ If forced dismissal or termination of the contract due to expiration is confirmed but not executed, the deposit will not be refunded.

Supplementary Provisions:

This guideline shall be effective from February 24, 2023.

Supplementary Provisions:

This guideline shall be amended and effective from March 1, 2024.