

Publications Registration Number

UNIST-Educational Affairs Team-2025-003

Freshmen Guidebook for

Graduate Students

Spring Semester 2025

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1. Academic Information and Course Registration

Academic Calendar

1 st semester (Spring)	Summer Vacation	2 nd semester (Fall)	Winter Vacation
16 weeks	11 weeks (Summer session: 4~6 weeks)	16 weeks	10 weeks (Winter session: 4~6 weeks)

Important Period

Spring Semester: March 3, 2025 ~ June 20, 2025 (16 weeks)

Summer Vacation: June 21, 2025 ~ August 31, 2025 (10 weeks)

Summer Session: June 23, 2025 ~ August 1, 2025 (6 weeks)

※ it will be informed on the bulletin board if the summer session period changes

Affiliation of Students

Major and Advisor Appointment

Every graduate freshmen should apply for academic advisor appointment and the pledge of ethics through the UNIST portal during the 1st week of the semester

Change of Major

Approved based on the president's approval (application is available during vacation)

Change of Degree Program

Requirements Enrolled students within coursework period(~4th semesters)

Applicants should complete 16 or more credits and over GPA of 3.7

Application Period January, July (1~2 weeks, refer to the academic calendar)

Procedure Submission of application document → Approval of academic advisor and department(school) head → Submit to the Academic & Student Affairs Team office

Time of Change From the regular semester right after the application

Program Period

Coursework Period

Program	Year	Semester
Master's	2	4
Doctoral	4	8
Combined Master's-Doctoral	6	12

※ Minimum coursework period:

1 year for Master's and Doctoral students / 2 years for Combined Master's-Doctoral students

Enrollment Period

Program	Year	Semester
Master's	3	6
Doctoral	6	12
Combined Master's-Doctoral	7	14

Academic Leave / Return

Academic Leave

Leave 1 time for 1 or 2 semesters *(the total term of leave of absence shouldn't be more than 4 semesters)*

※ leave of absence not included in the term of leave of absence

: pregnancy and maternity (within 1 semester) / childcare (within 6 semester)

/ entrepreneurship (within 8 semester, beyond that, up to the semester approved by the President

/ illness (by the time of disease improvement)

Name of absence	Proof of evidence	Leave of absence period	Target students
Medical leave of absence	medical certificate issued by a national or public general hospital or a specialist at a hospital or clinic (issued within 7days from the application date) Medical leave check list(advisor's opinion in number 3 category should be fulfilled.	Maximum 1 semester per application	Both male and female students who would like to take a leave of absence with the reason and can provide proof of evidence
Pregnancy and maternity leave of absence	medical certificate regarding childbirth or pregnancy issued by a national or public general hospital or a specialist at a hospital or clinic * certificate of resident registration or certificate of family relations can be submitted to prove childbirth	Limited to only 1 time for 1 semester per child	Only female students who would like to take a leave of absence with the reason and can provide proof of evidence
Childcare leave of absence	certificate of resident registration or certificate of family relations	minimum 1 semester to maximum 1 year per application Application can be extended to maximum 6 semesters per child.	Both male and female students who would like to take a leave of absence with the reason and can provide proof of evidence

Remember: academic leave is not counted in the enrollment period.

military service, personal reason (study abroad, family matters, others)

Academic Leave / Return

Application for Leave / Return

Online Application

Sign up for the application at the UNIST portal site <http://portal.unist.ac.kr> during the designated period (refer to the bulletin - Academic Notice in the portal)

Walk-in Application

Please refer to bulletin board of Academic Notice at UNIST portal

Submission of documents to the affiliated Academic & Student Affairs Team office

Unregistered absence(no tuition fee payment) : Application should be submitted within $\frac{1}{4}$ of the semester. However, application is recommended to be submitted before semester begins.

Registered absence(tuition fee paid) : Application should be submitted

Within $\frac{1}{2}$ of the semester. General leave of absence cannot be applied after $\frac{1}{2}$ of the semester.

* Please check the exact date of $\frac{1}{4}$ and $\frac{1}{2}$ of the semester

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Course

Course Classification

Teaching Course Lecture and experiment course

※ recognized as a course credit

Research Course Seminar, Master's/Doctoral Research

※ recognized as a research credit

Course Registration Credits

Regular Semester 3~13 credits per semester

Seasonal Session up to 3 credits

- Please register for courses after consulting with an academic advisor

- Undergraduate course: up to 6 credits 400 level can be recognized

→ in this case, register using the course waiting system during the waiting period

→ graduate students cannot take other graduate school courses (GSIM/TIM/CDE)

Course Number

3 alphabets(representation for characteristics of major) + 5 numbers

Master's numbers in the 500, 600 level

Doctoral numbers in the 700, 800 level

Seminar numbers in the 590, 790 level

Research numbers in the 690, 890 level

Special course numbers in 900 level

Master's or doctoral programs courses are not distinguished in the curriculums.

(Except for research courses)

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Course Registration

Course Registration

1. UNIST portal > Academic Affairs > Course Taking > Course Registration



Preparation for Course Registration

Create portal ID

Students should create their ID with new graduate student number; join portal until the day before the registration

Student Number check the notice of the graduate admission website of UNIST

※ Inquiry for portal system

Information Technology Team 052-217-1437

List of Class

Portal > Academic Affairs > Course Taking >

Opening > Lecture Schedule

2. Important Dates for Course Registration

Course Registration: February 6th(Thu) 09:00 ~ February 7th (Fri) 15:00

Course Waiting Period: February 14th(Fri) 16:00 ~ February 21st (Fri) 18:00

Course Change and Confirmation: March 4th (Tue) 08:00 ~ March 7th (Fri) 18:00

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Course Registration

Variable Credits

Master's Research Course 1~3 credits (for Master's / Combined Master's-Doctoral)

Doctoral Research Course 3~9 credits (for Doctoral / Combined Master's-Doctoral)

※ An Advisor will finally recognize each student's credit at the end of the semester

※ It is possible to apply 1 research course per a semester

Course Change and Drop

Course Change 1st week of the semester (03.04.(Tue) 08:00 ~ 03.07.(Fri) 18:00)

Students can apply/change/delete course during this period

Submission of 'Confirmation on Course Registration' (with advisor's signature)

Course Drop 2nd~4th week of the semester (03.10.(Mon) 09:00 ~ 03.28.(Fri) 18:00)

Application: Portal > Course taking > Course drop

Approval: Lecture professor → Academic advisor → Department(School) head

After a final approval, the course registration data will be deleted

After dropping a course, the remained credits must be at least 3 (minimum)

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After the Course Registration

Course Registration Advisor Approval

After Completing the course registration, all graduate students need to acquire advisor's approval.
Portal - Course Taking - Registration - Course Registration Advisor Approval

Registration	Semester	Date of registration	Advisor	Number of Courses Applied	Credits Applied	List of Courses Registered for	Status
No Registration							

Course Registration

Course Retake

Course retaking is only allowed once per course (The existing grade will be deleted after completion of retake and the grade will be substitute to the newly achieved grade even it's lower than the existing grade)

Seminar, Researches, and Special Topic lectures can be taken multiple times.

Criteria for Attendance

Grade can be given when student attends more than $\frac{3}{4}$ of the total no. of classes
Credits of courses linked with the electronic(mobile) attendance system will be graded F automatically based on the attendance criteria above
Standard for poor attendance

Credits	No. of classes	Absence of Attendance (F)
1 credit	16	5 or more absences
3 credits	32	9 or more absences

Grading

Grading System

For lecture, experiment, lecture + experiment courses, **Letter grade will be given.**

For seminars, master's research, doctoral, research etc.,

S (successful) or U (unsuccessful) will be given. (it is not included in GPA calculation)

Grade	A+	A0	A-	B+	B0	B-	C+	C0	C-	D+	D0	D-	F
Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

Important: Repeating a course is allowed when approved by the procedure in academic regulation. The maximum credit student can receive will be B+

Academic Probation

A GPA lower than 3.0 : on probation

If a student receives an academic probation **three times in total**, he/she will be expelled

Credit Transfer and Carryover

Credit Transfer and Carryover

Type	Credits earned from	Eligible Condition
Credit carryover	Graduate program of UNIST	Any excess of credits required for graduation from undergraduate courses and Master's courses with regard to credits acquired from attendance of graduate courses in UNIST
		Any recognizable teaching course credits required as a doctoral course from the master's program in UNIST
Credit Transfer	Graduate program of UNIST or other univ.	Credits earned from the same degree program of UNIST or other universities

Application Period March, September * Refer to the notice on portal for the details

Procedure (Student) application form, transcripts, proof of withdrawal

→ (Department) screening → (Academic Affairs Operation Committee) screening → (Educational Affairs Team) credit recognition

Recognition of Credits [Carryover] ½ teaching course credits for major completion

[Transfer] recognize totally or partially in teaching course credits of the previous program

-Credits obtained from UNIST are recognized and marked as they are and included in the GPA calculation.

-Credits obtained from other graduate schools are recognized as credits for alternative recognized courses in the UNIST and are excluded when calculating GPA.

Degree Requirement

Program	Coursework Period	Credits required			Qualifying Exam
		Lecture	Research	Total	
Master's	2 years	15	4	28	-
Doctoral	4 years	12	14	60	Should be passed within 3 years after enrollment
Combined Master's-Doctoral	Completion of Doctoral Course 6 years	21	18	60	Should be passed within 3 years after enrollment

※ Please check additional requirements decided by each department

※ Check: Q.E. will be arranged by each department

※ What is permanent completion? (Abolish from 2025 Entrance Students)

Students who have completed degree requirements except for the thesis, and would like to terminate their degree conferment. (After you permanent completion, you are not allowed to obtain a degree. Also, you are not allowed to readmission.)

Graduation Requirement

Requirement

Those who have earned required credits (lecture + research) and pass an English exam

- ★ **Master's degree:** pass an oral test and submit defense for master's thesis
- ★ **Doctoral degree:** should submit a research proposal 2 years after entrance
submit defense for Ph.D. dissertation
- ★ **Foreign Language Test:** implemented in accordance with the guidelines presented by each department(school)/major

If a student fulfills the graduation requirements, it is available to graduate regardless of the coursework period

© Dropping of Degree Program

For Combined Master's-Doctoral Program, if student wants to withdraw the program after the completion of Master's courses, Master's Degree shall be awarded

Course Registration Process

① UNIST Portal login (<http://portal.unist.ac.kr>)



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Course Registration Process

② Click 'Course Registration Quick Link'



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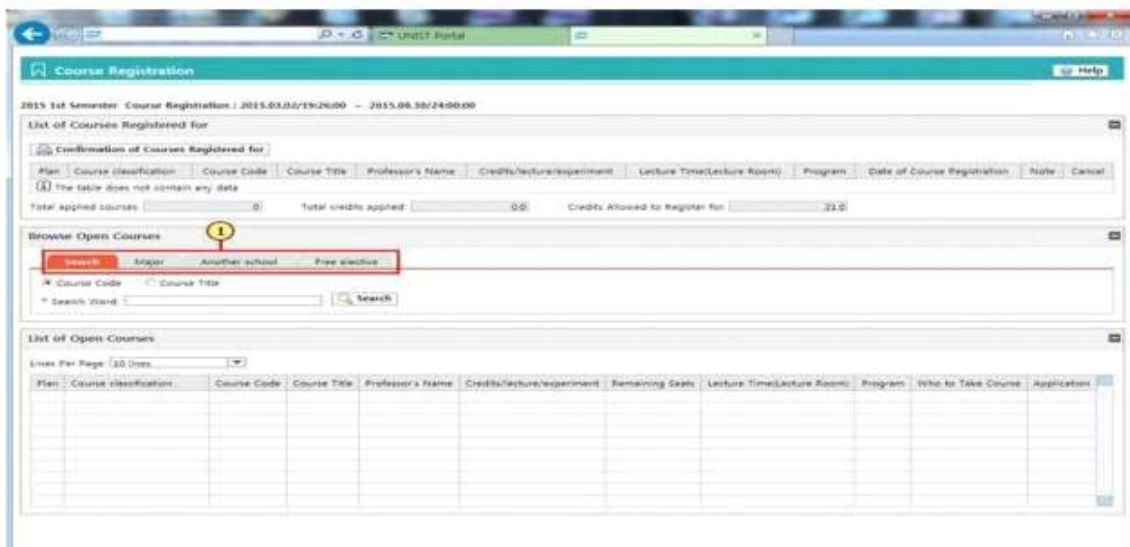
Course Registration Process

③ Read notification and click on 'Confirmation'



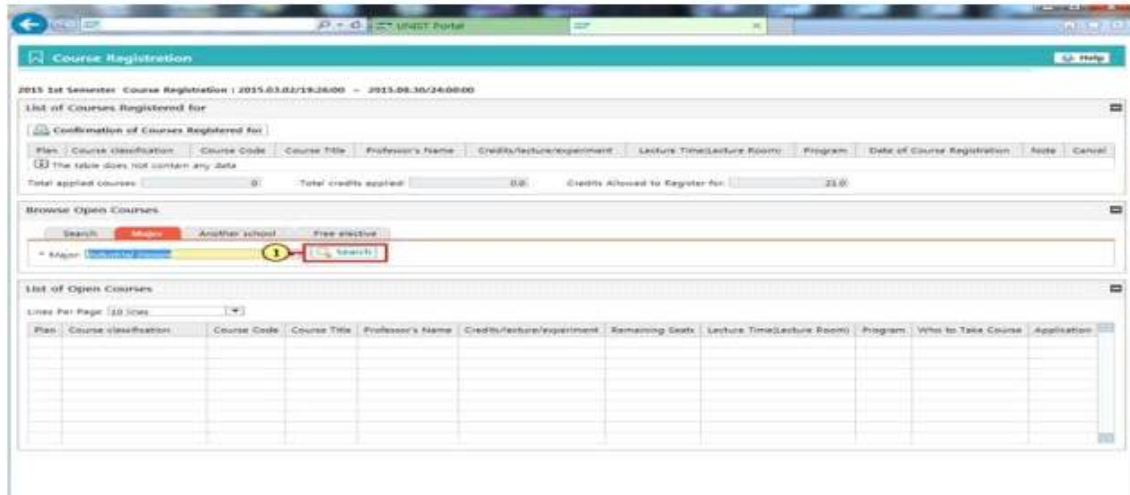
Course Registration Process

④ Choose the tab to search



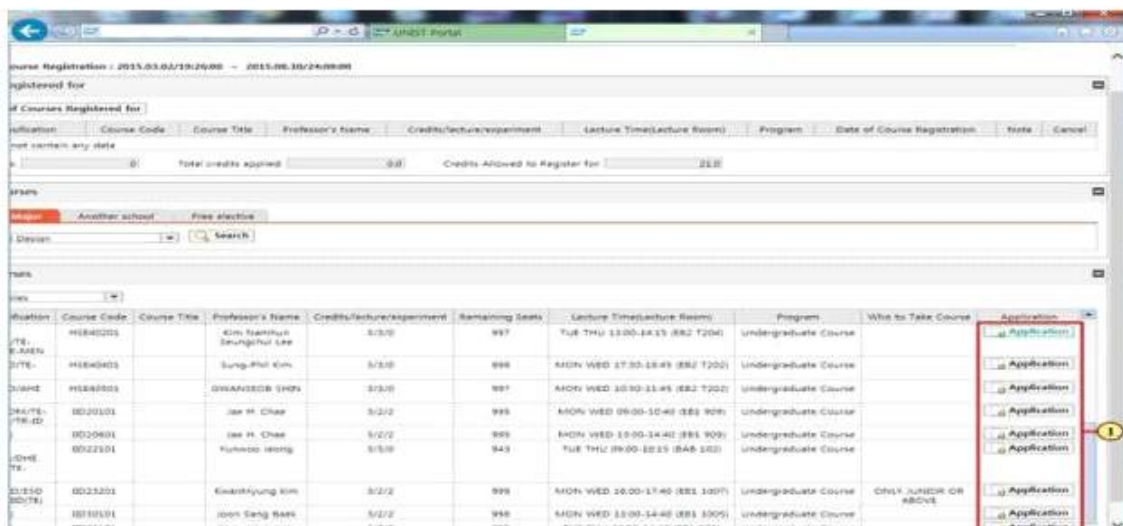
Course Registration Process

⑤ Choose the major tab and click the search button



Course Registration Process

⑥ From the list, click on the application button that you want to register



Course Registration Process

⑦ Check out the registered courses: course list, detailed information

The screenshot shows the 'Course Registration' interface. At the top, it displays '2015 1st Semester - Course Registration - 2015.01.05/10:26:00 - 2015.05.30/24:00:00'. Below this is a section titled 'List of Courses Registered for' with a confirmation table. A red box highlights the first row of this table, which contains the following data:

Plan	Course Classification	Course Code	Course Title	Professor's Name	Credits/Lecture/Experiment	Lecture Time/Lecture Room	Program	Date of Course Registration	Note
TS-HS/TS-ID/TS-SDM/TS-AN/TS-TA/TS-AD		HS24201		Kim Namhun Seungchul Lee	1/1/0	TUE THU 13:00-14:15 (B2-1204)	Undergraduate Course	2015.08.28	Self register

Below the registered courses list is a 'Browse Open Courses' section with a search bar and a dropdown menu for 'Major: Industrial Design'. Underneath is a 'List of Open Courses' table with columns for Plan, Course Classification, Course Code, Course Title, Professor's Name, Credits/Lecture/Experiment, Remaining Seats, Lecture Time/Lecture Room, Program, and Who to Take Course. The table lists several open courses with their respective details.

Course Registration Process

⑧ Registering variable credit course:

- 1) Click on the course name
- 2) Type in the credits you want to register

Master's research (1~3 credits), Doctoral research (3~9 credits)

The screenshot shows a dialog box for selecting variable credit courses. The dialog box has a title bar with the course ID 'ZCMW2108 [Web Dympro for ABAP]'. Inside the dialog box, there are fields for 'Min. Credits: 3.00000', 'Max. Credits: 15.00000', and 'Credits: 3'. The 'Credits' field is highlighted with a red box. Below the fields are 'Ok' and 'Cancel' buttons. The background shows a table of course listings with columns for Course Number, Course Title, Professor Name, Hour/Credit, Remaining Seat, and Class Time (room).

2. Services in Portal

Student Information Verification and Modification

홍길동님 | Switch Student No. | **Settings** | Site map | Log out

rch Project | Research Admin. | General Affairs | Bulletin board | U-C

Search for student information

Student information

Student number: Degree program:

Name: School:

Year/semester(total): Academic advisor:

State of school register: Co-advisor:

Student information

Status change | **Personal Information** | Contact | Family Information | Major | A

Start Date	End date	Start Year	Start Semester	State of school regis
2014.03.01	2015.02.28	2014	1st Semester(Summer)	Enrolled
2015.03.01	2015.08.30	2015	1st Semester(Summer)	Leave of Absence
2015.08.31	9999.12.31	2015	2nd Semester(Winter)	Enrolled

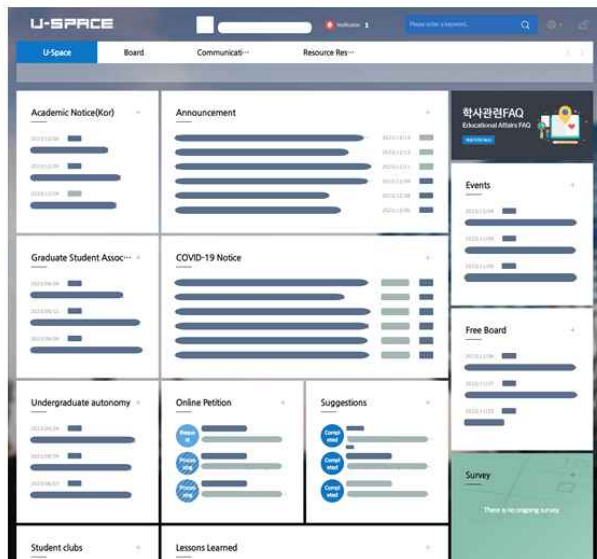
There is a "Settings" button located in the top right corner of the main portal page. Users can access and modify their personal information through this button.

Services in Portal

- ✓ Various services are automatically integrated with a PORTAL ID.

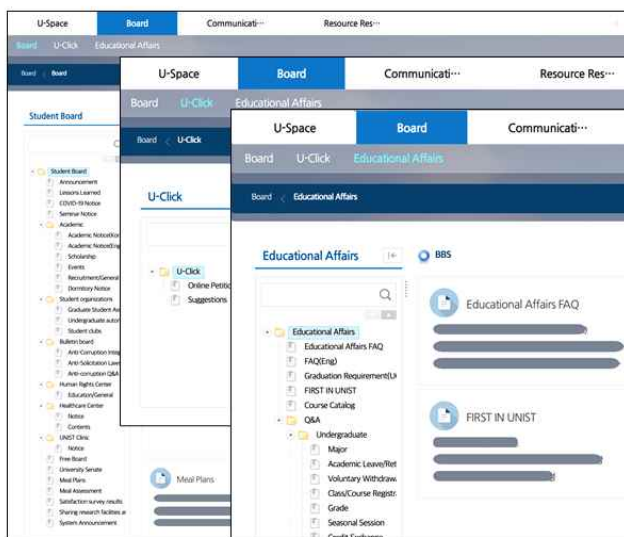
Main Service	e-Education	Academic Affairs	Campus Service	Education/Research Support	Global
<ul style="list-style-type: none"> - eMail - Library - E-attendance - Lab Safety - U-SPACE - MS 365 	<ul style="list-style-type: none"> - BlackBoard 	<ul style="list-style-type: none"> - Curriculum - Administration - Academic Calendar 	<ul style="list-style-type: none"> - UNIST 생활관 - Human Rights Center - Counsel/HealthCare - UNIST Clinic - Military affairs - Career Develop. - Certificate - UCDC - Regulations Management System 	<ul style="list-style-type: none"> - Office of Research Affairs - Language Education Center - Gifted Education Center - UCRF 	<ul style="list-style-type: none"> - International Center - 진로/취업정보 - comento - jobplanet - 에듀스

U-Space



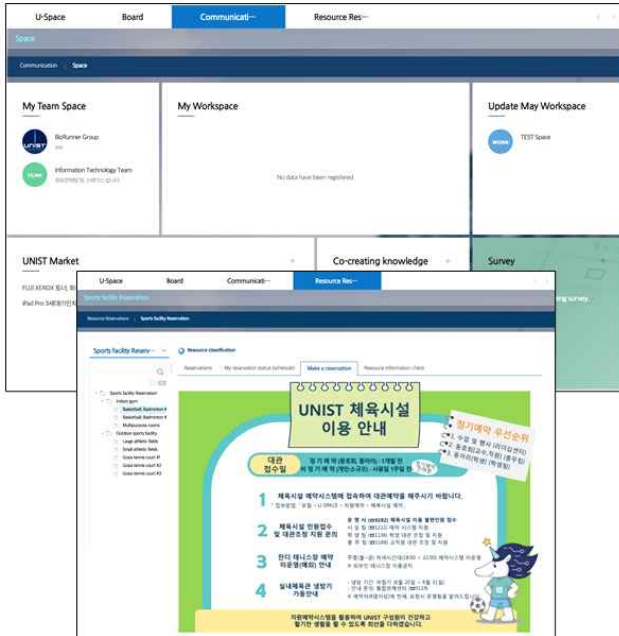
U-Space is a space designed for communication among its members.

U-Space



In the bulletin board menu, you can access various announcements as well as complaint/suggestion boards.

U-Space



In the Communication Plaza, there are community and wiki features, and you can also make reservations for sports facilities.

Mobile Portal Services

✓ UNIST m-Portal



UNIST Mobile Portal App Download

스마트폰 스토어에서 'UNIST' 검색 후 설치하세요
You can download it through the smartphone store



Mobile Portal Services

✓ Main Screen



- Student Service
 - My Profile
 - My Course Info
 - Class Schedule
 - GPA
 - Absence/Return
 - Scholarship
 - Calendar
- Course Management
 - Course history
 - Course Waitlist
 - Leadership Program
 - Dropped Courses
 - Course Wishlist
- Student APP Manual(Down)

Mobile Portal Services

✓ Simple Authentication Registration Process



3. UNIST account creation

[Note]

- If you are admitted to graduate school as a former UNIST undergraduate student, you can only create an account using the same ID as your undergraduate account.

[Restrictions on use due to retirement and graduation]

- Cannot use software such as Office 365 or Hancm (OneDrive data will be deleted)
- Email service can be used even after graduation/retirement (mailbox capacity is reduced to 2GB)

UNIST Account Creation and Login Procedure

- [Creation Step] Access 'https://portal.unist.ac.kr' and click "Create Account" to proceed with the account creation process.
 - [Approval Step] Once the account creation is complete, it will be automatically approved within 15 minutes.
 - [Two-Step Verification] After approval, you will need to set up two-step verification during your first login.
- * Guide: https://adfs-theme.unist.ac.kr/static/files/mfa_manual_en.pdf

4. Other IT Services

Microsoft 365	E-Mail	<ul style="list-style-type: none"> - Access URL: https://outlook.unist.ac.kr - When you create a UNIST account, an email address is automatically generated. <ul style="list-style-type: none"> ※ If your UNIST account is 'abc', your email address will be automatically created as abc@unist.ac.kr - The generated email address cannot be changed. - You can use this email account permanently even after graduation, but mailbox storage will be reduced, so make sure to back up your data! - You can change the display name that appears to recipients when sending/receiving emails. <ul style="list-style-type: none"> ※ URL: https://itsm-new.unist.ac.kr/my/resources
	MS Teams	<ul style="list-style-type: none"> - Access URL: https://teams.unist.ac.kr - Messenger for communication among UNIST members - Used for online lectures and video conferencing - You can freely create teams and share files for collaboration (10GB of storage provided by default)
	OneDrive	<ul style="list-style-type: none"> - Access URL: https://teams.unist.ac.kr - Personal cloud storage (10GB provided by default) - After graduation, access will no longer be available, so be sure to back up your data before graduating!

Public Software	<ul style="list-style-type: none"> - Campus-wide software can be freely used on campus, including MS Office, Adobe, Hancorn Office, and more. - Access URL: https://software.unist.ac.kr
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4. Scholarship

Scholarship

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Graduate Scholarship

Tuition Fee(UNIST Scholarship)

- **Support Details** Full tuition fee waiver for enrolled semesters
- **Target** Student who entered as [government-funded scholarship student](#)
 - ☞ The UNIST scholarship student's tuition is paid by the student themselves, and advisor provides separate support through research funds or other sources.
- **Support Period** Within the duration of the course

Mater's	Doctoral	Combined
2 years (4 semester)	4 years (8 semester)	6 years (12 semester)

- **Qualifications** Achieved more than 3 credits and not received academic warning(Below a 3.0 GPA) in the previous semester
- **Restrictions** Cannot receive support if receiving another scholarship (with the nature of tuition support) or if disciplined in the previous semester

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Graduate Scholarship

Student Expense

- Support Details Pay for Teaching Assistance and Meal

Master's Level	Doctoral Level
240,000 KRW	395,000 KRW

- Target Student who entered as [government-funded scholarship student](#)
- Support Period Within the duration of the course

Master's	Doctoral	Combined
2 years (4 semester)	4 years (8 semester)	6 years (12 semester)

- Qualifications Achieved more than 3 credits and not received academic warning (Below a 3.0 GPA) in the previous semester
- Restrictions Cannot receive support if receiving another scholarship(GKS) or if disciplined in the previous semester

Graduate Scholarship

STIPEND

This refers to providing students with a fixed minimum monthly payment to create a stable academic and research environment

- Support Structure Research Grant(Student Labor Cost) + Scholarship(Student Expenses, TA Allowance, etc.)
- Target [Government and UNIST scholarship student](#) in science and engineering graduate school who are regularly participating in research
- Support Period Within the duration of the course

Master's	Doctoral	Combined
2 years (4 semester)	4 years (8 semester)	6 years (12 semester)

- Minimum Amount

Master's Level	Doctoral Level
800,000 KRW	1,100,000 KRW

5. UNIST Dormitory

UNIST DORMITORY

■ Landscape of Dormitory



■ Dormitory Admission Capacity and Composition Status

Residence		Gender	Type of room	Eligibility	Capacity (person)
1st	Bldg. 301	Male	Single	Graduate	228
	Bldg. 302	Male/ Female	Single	Graduate	200
	Bldg. 303	Male/ Female	Single	Undergraduate /Graduate	300
2nd	Bldg. 304	Male	Single	Undergraduate /Graduate	192
	Bldg. 305	Female	Single	Undergraduate /Graduate	192
3rd	Bldg. 306	Male/ Female	Twin	Undergraduate	534
	Bldg. 307	Male/ Female	Twin	Undergraduate	512
4th	Bldg. 308	Married person	1 Room / 2 Room	Married person	180
	Bldg. 309	Male/ Female	Twin	Undergraduate /Graduate	606

■ Fee

Residence		Fee (Semester/Won)	Utility fee (won)	etc
1st	Bldg.301	999,045	180,000	Graduate(Male)
	Bldg.302	919,520	180,000	Graduate(Male,Female)
	Bldg.303	999,043	180,000	Undergraduate /Graduate(Male/Female)
2nd	Bldg.304	1,064,000	180,000	Undergraduate /Graduate(Male)
	Bldg.305	1,064,000	180,000	Undergraduate /Graduate(Female)
3rd	Bldg.306	648,000	180,000	Undergraduate
	Bldg.307	648,000	180,000	(Male/Female)
4th	Bldg.308	Monthly billing	Monthly billing	Married person
	Bldg.309	680,000	180,000	Graduate(Male,Female)

■ Facilities of Dormitory

○ Current status of facilities in the dormitory

Residence		Facilities	etc
1st	Bldg.301-303	Livingroom(1), Toilet(2), Shower room(2)	water dispenser(odd-numbered floors), microwave(all floors), laundry room(1st floor)
2nd	Bldg.304-305	Livingroom(1), Toilet(2), Shower room(2)	water dispenser(all floors), microwave(all floors), laundry room(1st floor)
3rd	Bldg.306-307	Livingroom(1), Toilet(3), Shower room(4)	water dispenser(all floors), microwave(all floors), laundry room(2nd floor)
4th	Bldg.308	Studio apartment.bed, laundry machine, refrigerator)	
	Bldg.309	Toilet(1), Shower room(1)	water dispenser(all floors), microwave(all floors), laundry room(2nd floor)

○ Facility status

Type	Operation time	etc
Dormitory restaurant	breakfast 07:30-09:30	a la carte/buffet
	lunch 11:30-13:30	
	dinner 17:30-19:30	
Convenience store	24hours	24hours self-service
		21:00-09:00 self-service
		24:00-09:00 self-service
UNI-SNACK(street food)	weekday/weekend/holiday 11:00-20:00 (second, fourth Sunday off)	2nd floor of 2nd building annex
Billiard room	24hours self-service	1st floor of 2nd building annex
Laundry	weekday 10:00-18:00(weekend off)	2nd floor of 309 building
Laundry room	24hours self-service	1st floor of each buildings
Reading room		2nd floor of 2nd building annex
Parcel room		1st floor of 300 building, 2nd floor 306 building
Lounge		1st floor of 300 building, 1st floor 309 building

■ **Dormitory Application Schedule(Spring semester of 2025)**

○ Dormitory application procedure



○ Graduate student dormitory application

Procedure	Schedule(Scheduled)	etc
Application guidelines announcement	2025.01.08(Wed)	Dormitory website
Online application	2025.01.14(Tue) - 16.(Thu)	08:00 - 24:00
Announcement of successful applicants	2025.01.17(Fri)	16:00
Payment	2025.01.24(Fri) - 31.(Fri)	09:00 -
Room selection	2025.02.12(Wed) - 16.(Sun)	08:00 - 24:00

○ Please refer to the application guidelines on the dormitory website to check up details of application

- UNIST dormitory website address: <https://dorm.unist.ac.kr/>

○ Inquiry regarding application: Only operation time(Excluding lunch time, 12:00-13:00)

Team	Operation time	Tel
Student residence team	09:00-18:00	052) 217-4252, 4255

○ Interior and photos

| Bldg.301~305(single room)



| Bldg.309(twin room)



6. UNIST Library Manual



Library Guide for Graduates



Library



- Building Number: 202
- Website: <http://library.unist.ac.kr> (ID & Password: UNIST Portal Account)
- Contact Info.: ☎ 052-217-1417
- When students use facilities and materials in the library, a **student ID card is required**. (* Mobile ID card: App 'Clicker(클릭커)')

[Required] Library's Personal Information Processing Consent Policy

- Procedure: Access the library homepage → Log in to your portal account → Read the document and check the box labeled "Give consent."
 - Items to be Collected: Full Name, Student ID, Date of Birth, User Group, Department, Email Address, Cellphone Number, Status
 - Purposes of Collection and Use: To manage the loan and return of library materials and to provide library homepage services, send notifications, and manage customer services
- ※ UNIST members who do not provide consent for personal information will not be able to use the library's personalized service.

Library Facilities & Opening Hours

Floor	Facilities	Opening Hours
1F	Book Café '지관서각'	9:00~18:00
	Library Lobby, Smart Library, Book Collections (Book Curation, Comic Books, New Arrivals, etc.), Lockers	24 Hours
2F	Information Commons (Computer Seats), Individual Study Spaces, Group Study Rooms, DVD Zone, Copy Machine & Printer, Lockers	24 Hours
	Info-Desk, Multimedia Collections (DVDs, CDs), Seminar Room	Mon.-Fri. 09:00~18:00
3F	Book Collections(Basic Sciences, Course Reserves, etc.), Theses & Dissertations, Individual Study Spaces	09:00~24:00
	Info-Desk, Library Office	Mon.-Fri. 09:00~18:00
4F	Individual Study Spaces, Study Lounge, Library Classrooms(#401-1, 401-2)	09:00~24:00

- ※ Services requiring staff assistance are available from 9 A.M. to 6 P.M., Monday through Friday except during lunch time (12:00~13:00).
- ※ The library only closes on the Lunar New Year's and Chuseok holidays.

How to search for articles: Scholarly DB

- Library Website > E-RESOURCES > Databases
- Recommended Search Engine and Databases
- UNIST members can access the Library's electronic resources (e.g. e-Books, journal papers and scholarly databases) → Library Website ► E-RESOURCES ► [Off-Campus Access](#)

Google Scholar	Search engine that specifically searches scholarly literature and academic resources.
Web of Science	The world's citation index database which searchable SCI(E) articles
Scopus	The largest abstract and citation database of peer-reviewed literature provided by Elsevier
SciFinder, Reaxys	Chemistry Databases
ACM Digital Library	A comprehensive collection of full-text articles and bibliographic records in the fields of computing and information technology
PubMed	A free bibliographic database which provides free access to MEDLINE, NLM's database of citations and abstracts in life sciences and medicine
MathSciNet	A searchable online bibliographic database created by the American Mathematical Society
WIPSON	Patent database which includes bibliographic information and full text of patents registered in Korea, U.S., Japan, Europe, PCT, etc.

How to use E-books

- Search the books on the Library website 'search box'.
- If the availability of the book is 'Online Access', it is e-book. ► Click the link
- Major e-book website regarding science and technology: [Springer eBooks](#)(<http://link.springer.com>)
Library Website ► E-RESOURCES ► E-Books ► English E-Books



BOOK
Nanodiamonds: Advanced Material Analysis, Properties and Applications
 Arnault, Jean-Charles 2017
 ** This title illustrates the complementarity of specific techniques to fully characterize nanodiamonds.

Full text available  >

Library Policies

- Library Polices: Library Website ► LIBRARY SERVICE ► Loans · Renewals · More
- Renewal: Library Website ► MY ACCOUNT ► [Loans](#) · [Renewals](#) · [Holds](#) · [Overdue](#)

	Books	Multimedia (DVD, CD)
How to Borrow/Return	Use the self-checkout machine on the 1 st and 3 rd floor	1 st Floor 'Smart Library' 2 nd Floor Information Desk
Number of Books and Loan Period	10 Books 30 Days	3 Items 4 Days
Renewals	Maximum of 90 Days with Renewals	Not allowed to extend
Overdue Fines	<ul style="list-style-type: none"> • 100KRW per item per day • 'Course Reserves', 'Basic Science Books': 200 KRW per book per hour • Recalled book: 500 KRW per book • Library Website ► MY ACCOUNT ► Pay Overdue Fines • Please return the overdue books and pay overdue fines. (If you do not pay overdue fines, you cannot borrow or renew the books.) 	

- Search for books or medias: Library Website ► [Search Box](#) ► Refine to [Books & Media](#)

단행본
The Feynman lectures on physics
 Feynman, Richard P. Leighton, Robert B.; Sands, Matthew L. 2011], c2010
이용가능 Main Library [3F]Book Collections (QC21.2 F49 2011) >
 Availability and Location: 3F
 Call Number: QC21.2 F49 2011

책 정보 이동
 내보내기

로그인 필요 | 로그인

How to Reserve
 ※ 'Log-in' is required.

※ How to recall a book? (Reserved Books)

- ✓ 'Recall' means have first priority for a checked-out book.
 - ① Access the Library website and log-in.
 - ② After searching for the book on the Library website, click the 'Request Options: Reserve'.
 (※ After receiving the notification message, visit the Library 1F 'Smart Library' within 3 days.)

Services for Unavailable Materials

- Library Website ► LIBRARY SERVICE
- After receiving the notification message, visit the Library.

Interlibrary Borrowing	- Students can use books that the library does not currently have by borrowing books from other libraries.
------------------------	--

	- The 3rd floor Info-Desk (9:00~18:00 weekdays, except for during lunch time)
Document Delivery Service	- Students can use materials that the library does not currently have by obtaining copies from other libraries. - The 2nd floor DDS desk
Recommend a Purchase	- Students can recommend new material(s) for the library to purchase. - The 1st floor 'Smart Library' (24 hours)

Research Support (1): Manage and Cite References

- Citation Tools: EndNote, Mendeley
- The Library provides citation tools to help researchers to collect and organize references efficiently and generate bibliography automatically based on the various reference styles (e.g., ACS, APA and IEEE style).
- Library Website ► RESEARCH SUPPORTS ► [Citation Tool](#)



- [1] W. W. Lee, L. T. Nguyen, applicability to chip scale
- [2] S.-W. R. Lee and X. Zhan

Research Support (2): Plagiarism Checking

- Plagiarism Checking Tool
: [turn it in](http://turnitin.com) (www.turnitin.com)
- The Library provides 'Turnitin' program for similarity checking for journal article manuscripts, thesis/dissertations, assignment, etc.
- Library Website ► RESEARCH SUPPORTS ► [Plagiarism Checking \(Turn it in\)](#)
- Library Website ► RESEARCH SUPPORTS ► [Plagiarism Checking \(Turn it in\)](#) ► [Research Ethics Resources](#)



Research Support (3): Library Classes

- Library classes are training sessions held by the UNIST library in support of the learning and research activities of students, faculty and staff at UNIST. In these sessions, librarians share essential information about and methods of using library materials.
- Library Website ► RESEARCH SUPPORTS ► [Library Classes](#)

Research Support (3): Writing, Submitting, Usage Thesis

- Library Website ► RESEARCH SUPPORTS ► [Writing, Submitting, Usage Thesis](#)
- How to Use Thesis

Type	Location	How to Use
Printed Thesis	Library 3rd floor 'Theses/Dissertation Shelves (East side, Next to the 'Z' shelves)	- Search the thesis on the library website. - Theses/Dissertation are only available in the library, not allowed to check-out.
Electronic Format Thesis	Library Website (http://library.unist.ac.kr) dCollection (http://unist.dcollection.net) ScholarWorks@UNIST (http://scholarworks.unist.ac.kr)	Only released PDF files can be viewed and downloaded.



Notice for Expected Graduates



Notice for Expected Graduates

- **Checking out or renewing library materials will not be allowed after Thursday, February 13th.**
 - **Please return all the borrowed materials and pay overdue fines before applying for graduation clearance program.**
- ※ If not, your clearance program may not be approved, and certification issuance will be restricted.

Library Service for Alumni

Category	Available Services	Unavailable Services	As of
Materials & Facilities	<ul style="list-style-type: none"> • Use materials in the library with temporary pass to be issued at 1F front desk 	<ul style="list-style-type: none"> • Check out, renew library materials (2025.2.13.~) • Access to the library • Use facilities (Study space, Group study room) 	2025.2.20.~
E-Resources	<ul style="list-style-type: none"> • On-Campus Access to E-Resources (DBs, E-Journals, English E-Books) <p>※ Korean E-Books are not available</p>	<ul style="list-style-type: none"> • Access to the library website • Off-Campus Access to E-Resources (Databases, e-Journals, e-Books) 	
Others	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Suggest a purchase • ILB (Inter Library Borrowing) • DDS (Document Delivery Service) 	

※ Contact Info.: Library (052-217-1417)

7. ALPS and Core Competency Service



ALPS (Adaptive Learning Portfolio System) and Core Competency Service

Educational Performance Management Center



ALPS Specialty Strategy

UNIST-specific NAVER Services

ALPS Definition

- ✓ Adaptive Learning Portfolio System
- ✓ Adaptive learning helper that provides academic information and learning design
- ✓ Real-time Curation Service is available for students who want to view their academic resume

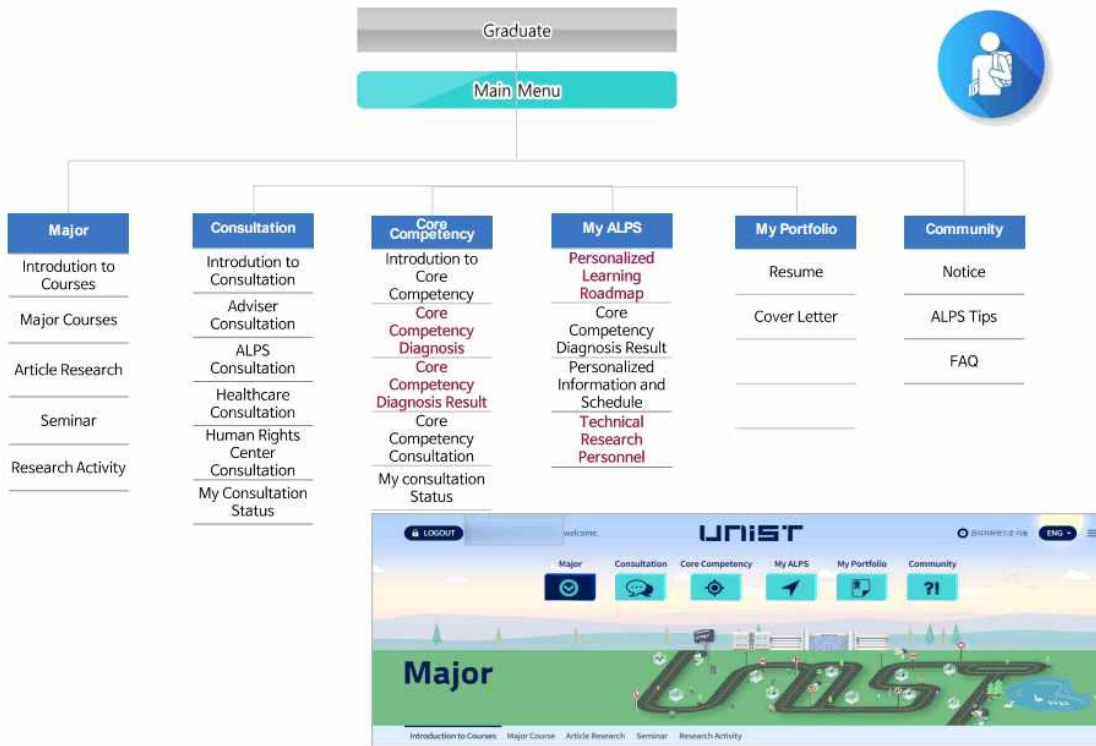


- ✓ Adaptive learning helper that provides academic information and learning design



ALPS Menu

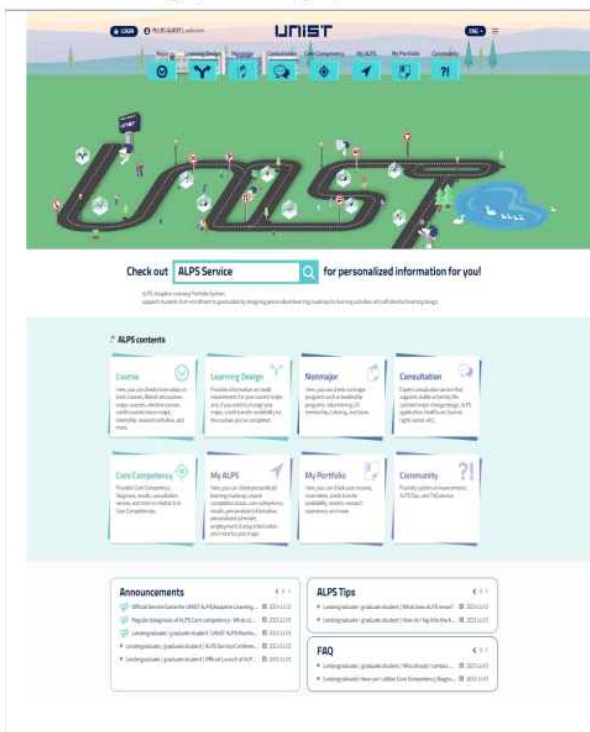
Graduate Menu Structure



ALPS Homepage

Main page & How to access the site

- Main Page(Before Login)



✓ ALPS Internet address

: <https://alps.unist.ac.kr/>



- How to access the ALPS site

- Pop-up zone
- Educational work banner at the bottom of the portal



UNIST

Logout | Welcome

Major | Consultation | Core Competency | My ALPS | My Portfolio | Community

Introduction to Courses
Major Course
Article Research
Seminar
Research Activity

Student ID: [Redacted]
Department: Department of ...
Semester: 14 Semester
Register: Enrolled

Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit
Semester 1	7 credits	Semester 2	9 credits	Semester 3	10 credits	Semester 4	8 credits	Semester 5	13 credits
Semester 6	13 credits	Semester 7	9 credits	Semester 8	9 credits	Semester 9	9 credits	Semester 10	9 credits
Semester 11	9 credits	Semester 12	9 credits	Semester 13	3 credits	Semester 14		Semester 15	
Semester 16		Semester 17		Semester 18		Semester 19		Semester 20	

Total mentoring cases: 0 cases
This year's mentoring cases: 0 cases

4

UNIST

Major | Consultation | Core Competency | My ALPS | My Portfolio | Community

Core Competency Diagnosis Status
Diagnosis type: Scheduled (2nd) | Diagnosis date: [Redacted]

Overall average: 1
Year average: 2
My score: 2

Consultation support service
Provides expert consultation service for self-directed university life.

- Adviser consultation
- ALPS Service consultation
- Healthcare consultation
- Human Rights Center consultation

Personalized information Status

All | Consultation | Core competency

No.	Category	Title	Registration date	Date	View details
No personalized information.					

Navigation: << < 1 > >>

Personalized schedule Status
2023 Year 12 Month | On-campus schedule | Personal schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9

Notice

- Official Service Guide for UNIST ALPS(Adaptive Learning... 2023-11-23
- Regular diagnosis of ALPS Core competency - What co... 2023-12-05
- [undergraduate / graduate student] UNIST ALPS Monito... 2023-11-03
- [undergraduate / graduate student] ALPS Service Confere... 2023-11-03
- [undergraduate / graduate student] Official Launch of ALP... 2023-11-03

5

ALPS Homepage

Main Function

Major course information

1. Select college
Engineering College

2. Select department
Department of Mechanical Engineering (ME-PROD)

Course information on Engineering College/Department of Mechanical Engineering (ME-PROD)

No.	Year	Semester	Course No.	Course Name	Prerequisite	Credit	Grade	Transfer
1	2020	1st	2020-1-1	Engineering Mathematics I		3		
2	2020	1st	2020-1-2	Engineering Mathematics II		3		
3	2020	1st	2020-1-3	Engineering Mathematics III		3		
4	2020	1st	2020-1-4	Engineering Mathematics IV		3		
5	2020	1st	2020-1-5	Engineering Mathematics V		3		
6	2020	1st	2020-1-6	Engineering Mathematics VI		3		
7	2020	1st	2020-1-7	Engineering Mathematics VII		3		
8	2020	1st	2020-1-8	Engineering Mathematics VIII		3		
9	2020	1st	2020-1-9	Engineering Mathematics IX		3		
10	2020	1st	2020-1-10	Engineering Mathematics X		3		

Personalized learning roadmap

Personalized learning roadmap

You can check your curriculum status and its semester by the location on the roadmap. This is your curriculum status as of:

Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit
1st Semester	12	2nd Semester	12	3rd Semester	12	4th Semester	12
5th Semester	12	6th Semester	12	7th Semester	12	8th Semester	12
9th Semester	12	10th Semester	12	11th Semester	12	12th Semester	12

Introduction to research activity

Industry-Friendly Research Program (IFRP) Operation Status

No.	Year	Type	Address	Address	Research Title	Participating Institute	Research Status
01	2020	1st	1st	1st	1st	1st	1st
02	2020	1st	1st	1st	1st	1st	1st
03	2020	1st	1st	1st	1st	1st	1st
04	2020	1st	1st	1st	1st	1st	1st
05	2020	1st	1st	1st	1st	1st	1st
06	2020	1st	1st	1st	1st	1st	1st
07	2020	1st	1st	1st	1st	1st	1st
08	2020	1st	1st	1st	1st	1st	1st
09	2020	1st	1st	1st	1st	1st	1st
10	2020	1st	1st	1st	1st	1st	1st

Course completion status

Course completion status

All Select year | All Select semester | Enter keywords | Search | Roadmap

Completed semester	Category	Course #	Course name	Credit	Grade
2020 Semester 1	Research	RENRK	RENRK	10	1
2020 Semester 2	Research	RENRK	RENRK	10	1
2020 Semester 1	Research	RENRK	RENRK	10	1
2020 Semester 2	Research	RENRK	RENRK	10	1
2020 Semester 1	Research	RENRK	RENRK	10	1
2020 Semester 2	Research	RENRK	RENRK	10	1
2020 Semester 1	Research	RENRK	RENRK	10	1

ALPS Homepage

Main Function

Check academic competency through core competency diagnosis

Core Competency Diagnosis participation information

Category: [] Department: [] Diagnosis Date: []

6 core competencies

- My Competency score: 82.9
- My Strengths & Weaknesses: Communication
- My weaknesses & hard to improve: Interdisciplinary Critical Thinking

Scores of 6 core competencies and sub-competencies

Competency	Score
Creative Planning	84.7
Interdisciplinary Critical Thinking	73.3
Problem Solving skill	81.3
Cooperation skill	87.3
Communication skill	89.2
Global Leadership	82.5

Core competency consultation

Core competency consultation

You can utilize individual core competency consultation service to further develop your strengths and mitigate your weaknesses.

Apply for core competency consultation session

Expert consultant: Auto-assign

Select consultation schedule *

Priority: []

Did you check your diagnosis result report?
Yes / No

Select reason for applying *

- Need detailed explanation on my core competency diagnosis results.
- Want to explore ways to improve my strength competencies.
- Need help to motivate myself to improve my core competencies.
- Need core competency development methods, examples, and tips.
- Need ways to improve my weak competencies.
- Other: []

*On your application has been received, we will get in touch with you.

Confirmation of professional research personnel

Technical Research Personnel information

Here, you can check technical research personnel and their transfer information.

Technical research personnel

Researcher type	Service start date	Service end date	Educational/Deployment status	Manager
Technical				

Technical research personnel transfer eligible students

Transfer eligible period	Transfer eligible start date	Transfer eligible deadline	Personal transfer date	Educational/Deployment status	Manager
Technical					

8. Research Project Guidelines



Contents

1. General Guidelines
2. Research Notebook
3. Research Security



1. General information on research project management



Research Management Team

1. General information on research project

How to Appropriate Direct Costs

1. Labor Costs

Labor costs paid for researchers participating in the projects, and research administrative staff

Internal Labor Costs	External Labor Costs	Administrative Staff Expenses
Labor costs for participating researchers belonging to UNIST	Labor costs for participating researchers not belonging to UNIST	Labor costs for administrative support staff belonging to research departments of non-profit institutes
Target	Target	
UNIST employees eligible for 4 major public insurances	Researchers not belonging to UNIST, eligible for 4 major public insurances Freelancers who have signed a contract with other universities	

✓ Criteria

The participation rate must be calculated based on the total salary and **cannot exceed 100% of total annual salary.**

Government-funded research institutes or special research institutes

Total salary x Participation rate

Other institutes

Standard salaries according to institutes regulations x Participation rate

1. General information on research project

How to Appropriate Direct Costs

2. Student Labor Costs

Labor costs paid for UNIST students participating in the projects

Definition of Student Researcher



Students in Bachelor's, Master's, Ph.D. course participating in projects (Including students after completion)



Student researchers participating in the cooperative projects with government-funded institutes and universities



Student researchers participating in the 6-month projects supported by government-funded institutes



1. General information on research project

How to Appropriate Direct Costs

3. Research Facilities· Equipment

Costs for maintenance and operation of facilities and equipment purchase, installation, lease, rental that may be used for the research project

Definition of Research Facilities and Equipment

✔ Research facilities and equipment that can be used for the research projects, having been installed (inspection completed) 2 months prior to the end (phase) of the projects

✔ Cost for equipment lease and rent from other institutes, transfer and installation in the same institute, or maintenance and operation expenses

✔ Costs for facilities and equipment which are partially or completely developed and given fixed asset numbers by the R&D project implementation institutes

✔ For projects aimed at establishing research infrastructure, purchase and/or lease of land, site development cost, design, architecture, supervisions and equipment purchase and installation cost.



1. General information on research project

How to Appropriate Direct Costs

4. Research Activity Expenses

Costs for research and management of R&D projects



Travel expenses at home and abroad



Expenses for adjustment and management of specific projects



Expenses for printing, copying, utilities, taxes, postage, delivery costs and fees



Intellectual property creation activities expenses
patent information assessment, strategies to secure source and key patents



Domestic and foreign education and training fees, books and document acquisition costs, meeting room rental costs, seminar hosting costs, academic meetings and seminar attendance costs, transcript fees, interpretation cost, technology transfer fees



Expenses for meetings, meals, office supplies, supplies for maintaining research environment



Expenses for office equipment and software
computers, printers, photocopiers, computer programs, office-processing software, antivirus vaccines



R&D service utilization costs
technology information, consulting, analysis, etc.



Total project management costs



1. General information on research project

How to Appropriate Direct Costs

5. Research Materials Expenses

Costs of purchasing reagents and materials for the research and the costs of computer processing, prototyping, and test equipment manufacturing

✓ Criteria

Actual materials owned, produced and sold by the participating company

Actual materials appropriation

Actual materials not owned, produced and sold by the research institute or participating company

Cash appropriation

When prototypes and test facilities are built in-house

Appropriation is not possible but should be reflected to labor costs and material expenses

※ Cash can be appropriated when external agencies make them



1. General information on research project

How to Appropriate Direct Costs

6. Research Allowance

Incentives for PI and participating researchers related to the projects

✓ Criteria

It must be within 20% of labor costs according to the guidelines of ministries

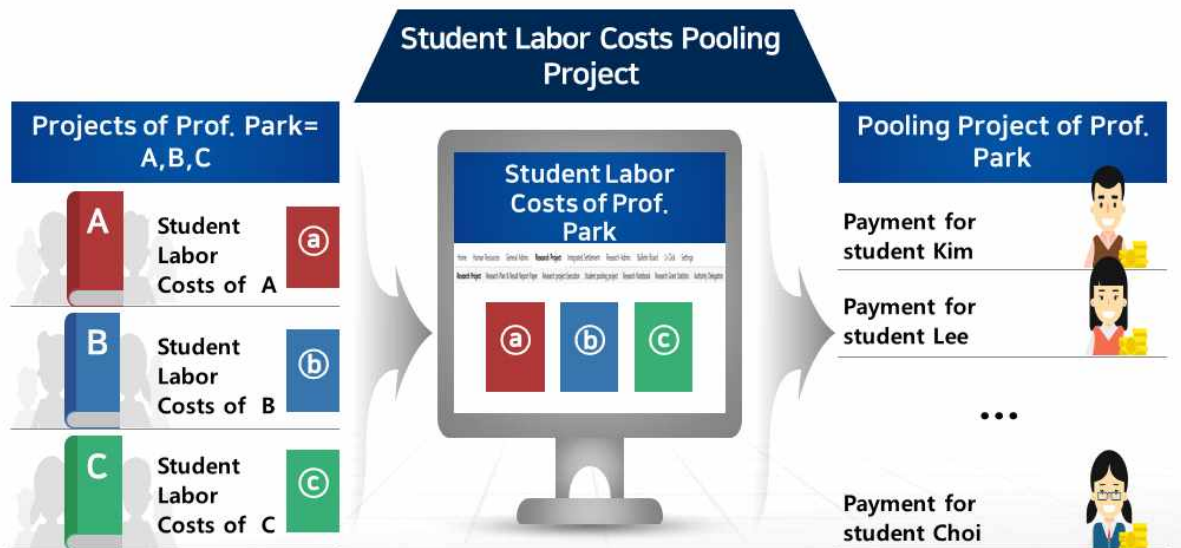
- Contribution evaluation regarding research allowance should be rational and specific
- The payment of research allowance per person cannot exceed 70% of total research allowances.



1. General information on research project

Student Labor Costs Integration Management System

It secures stable and flexible payment of student labor costs by School/PI based pooling projects



1. General information on research project

Student Labor Costs Integration Management System

Management of Student Labor Costs Pooling Project

- Research management team notifies numbers of School/PI Pooling Projects.
- Research departments register Student Labor Costs on Portal.
- Evidential documents such as student labor costs calculation ground and payment history must be kept for 5 years.

Standard amount of student labor costs stated in the regulations of UNIST

Classification	Bachelor's Course	Master's Course	Ph.D. Course
Maximum /month	1,300,000won	2,200,000won	3,000,000won

※ 1 to 4 semesters of UNIST master's and Ph.D. integrated course will follow the standard amount of master's course, and 5 or more semesters will follow the standard amount of Ph.D. course.

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1. General information on research project

Checklist for executing research project

- Bring-in and take-out of research equipment is possible after approval by the head of the Asset General Management Team, and it is absolutely impossible to take out research equipment arbitrarily!
- If the purchased item is more than KRW 5 million, the procurement team central purchase (not possible to purchase directly from the lab)
- In order to avoid inspection of research equipment materials and research funds, it is not possible to intentionally purchase in small installments.
- Overseas travel expenses cannot be double paid when staying in the plane, and research expenses cannot be executed outside of the business trip area.
- Support institutions support domestic travel expenses by deducting food expenses when providing meals.
- Deduction if food expenses are included in the registration fee of the conference when attending the conference (even if you do not actually eat the meal provided)

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1. General information on research project

Checklist for executing research project

- The execution of meeting expenses at a business trip cannot be double executed if the travel expenses include food expenses.
 - Travel expenses can be paid after deducting meals
- Meeting expenses cannot be executed between internal researchers without attending external institutions researchers (excluding UNIST's own research projects)
- Research allowances are paid after evaluating reasonable contributions to participating researchers
- The execution of research funds shall be carried out using research funds cards or by account transfer between companies
(not possible to execute research projects with a personal card).

1. General information on research project

Prohibition of Collective Management of Student Labor Costs



Ban on Collective Management of Student Labor Costs

Prohibition of collecting students labor costs for dinner, business trip, materials, scholarship, laboratory operation expenses, etc.



Prohibition of Both Compulsory and Voluntary Joint Management

It is prohibited to deposit one's student labor costs, research allowance, travel expenses, etc. into a lab account

UNIST Reporting Channel

1. Clean Report Center: dean.unist.ac.kr
2. Report of Inappropriate Expenditure of R&D Funds: research.unist.ac.kr
3. Integrity Mailbox: In front of the Staff Cafeteria(3rd Floor in BLDG. 201), In front of a CAFÉ(2nd floor in BLDG. 104)

2. Research Notebook



Research Management Team

2. Research Notebook

Why should I write research note

UJNIST
ULSAN NATIONAL INSTITUTE OF
SCIENCE AND TECHNOLOGY



The importance of research notes

1. Proof that the R&D project has been successfully carried out
2. Intellectual Property Protection

2. Research Notebook

Checklist

- 1) All participating researchers must write research notebooks.
 - All participating researchers including PI, Co-PI, external participating researchers, UNIST students and researchers must write research notebooks.
- 2) A writer cannot be a checker on the same page.
 - When PI writes the pages, those cannot be checked by PI.
 - A checker who witnesses that a writer wrote the page can be anyone except for the writer.
- 3) Research notebooks can be picked up at each school after application for issuance.
- 4) Submission and borrowing of research notebooks are available at the Bldg. 201-206.
- 5) Research notebooks can be submitted within 3 months after the end of projects.
- 6) External participating researchers don't have access to the Portal system so UNIST participating researchers or project managers should register them as writers.
- 7) When materials are attached on the paper, it must be signed and dated overlaid on the attachment and paper.
- 8) Blank pages must be marked with an X mark.

2. Research Notebook

Issuance Application and Approval

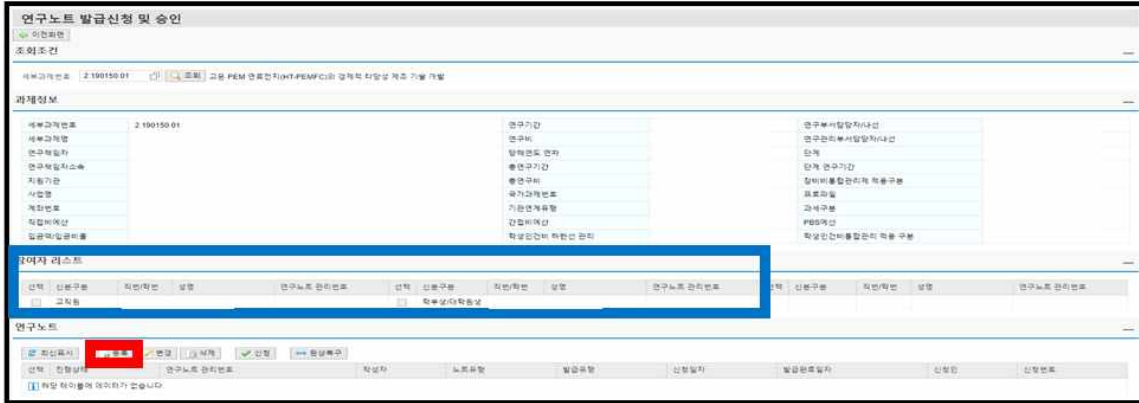
1. Application for Research Notebook Issuance

- Project No. forms such as 2.220001.01

2. Research Notebook

Issuance Application and Approval

1. Application for Research Notebook Issuance

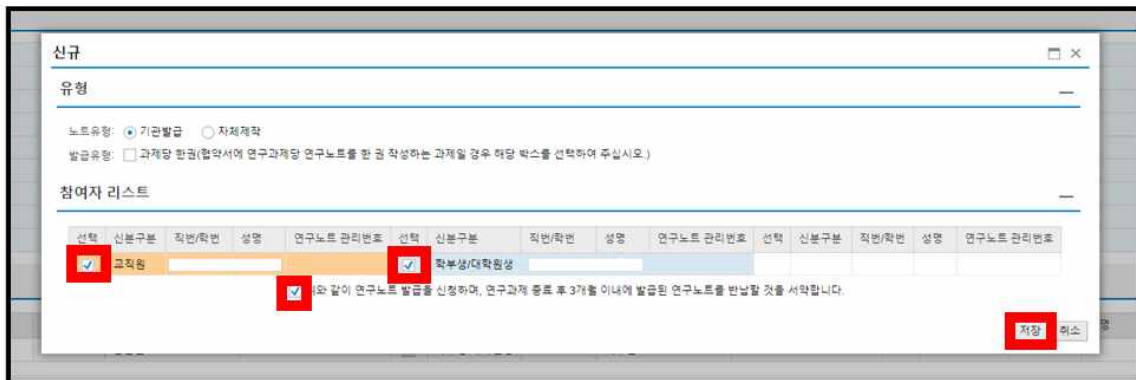


- **All participating researchers can be found on the list.**
- If a participating researcher is registered as a writer, there would be a serial number beside the name.
- **If you want to issue a new research notebook, please click 'registration' button.**

2. Research Notebook

Issuance Application and Approval

1. Application for Research Notebook Issuance

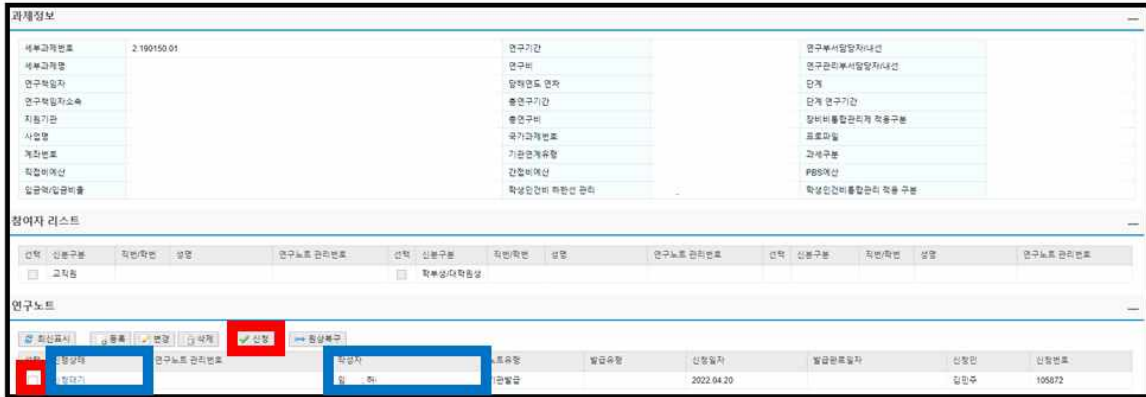


- **Notebook Type**
- Select 'Issued by UNIST' or 'Self-production'
- **Click the participating researchers to register as writers**

2. Research Notebook

Issuance Application and Approval

1. Application for Research Notebook Issuance



The screenshot shows a web-based application form for 'Research Notebook Issuance'. The form is divided into several sections:

- 과정정보 (Process Information):** A table with fields for '세부과제번호' (2190150 01), '연구기간', '연구부서' (연구부서담당자내선, 연구관리부서담당자내선), '연구책임자', '담당연도' (연차), '단계', '연구책임자소속', '총연구기간', '장비비율합관리계 적용구분', '지침구분', '국가과제번호', '표준과목', '사출명', '기관연계유형', '과제구분', '제출번호', '간접비예산', 'R&D예산', '실용화/등록비용', '확성인원비 제한선 표시', '확성인원비 적용구분'.
- 참여자 리스트 (Participant List):** A table with columns for '연구 : 신분구분', '직번(직번)', '성명', '연구노트 관리번호', '연구 : 신분구분', '직번(직번)', '성명', '연구노트 관리번호', '연구 : 신분구분', '직번(직번)', '성명', '연구노트 관리번호'. There are checkboxes for '고지침' and '확성성다자출성'.
- 연구노트 (Research Notebook):** A table with columns for '연구노트 관리번호', '연구 : 신분구분', '직번(직번)', '성명', '연구노트 관리번호'. There are buttons for '신청' and '승인'.

- Click 'Apply' button to apply for the research notebook.
- **Status** - Waiting for PI's Approval → Waiting for Project Manager's Approval → Waiting for Final Approval → Issued

3. Research Security



Research Security

Sectors of Research Security

Research Security is divided into 3 sectors depending on each security matter.

<p>Administrative Security</p>	<p>Security management of internal personnel and intellectual property related materials</p>	
<p>Physical Security</p>	<p>Management of facilities, equipment and access control</p>	
<p>Technology Security</p>	<p>Management of networks, information equipment, storage media, etc.</p>	

[Source: Basic Research Security(Research Managers & Participated Researchers, KIRD)]

Research Security

Security Rating of R&D Projects

The Security Rating of National R&D projects is divided into 2 categories.

<p>Security(Confidential) Tasks</p>	<ul style="list-style-type: none"> • When the outcome of research and development leaks to the outside • When a substantial loss of technical and property value is expected
<p style="text-align: center;">Tasks that need Security Measures</p> <ul style="list-style-type: none"> ✓ The world's best technology-related research tasks ✓ Research tasks related to domestic product promotion technology ✓ Research tasks related to future core technologies that need protection ✓ Research tasks related to national core technology ✓ Research tasks related to technologies requiring restrictions on export licenses ✓ Tasks to be classified as a classified task by the head of the central administrative agency 	
<p>General Tasks</p>	<p>Tasks other than classifies tasks</p>

[Source: Basic Research Security(Research Managers & Participated Researchers, KIRD)]

Research Security

Guidelines for Research Security

For the purpose of research security, all researchers and institutes should stick to the following guidelines.

Identification	<ul style="list-style-type: none"> • Wearing to the prescribed position • Prohibition of lending or transferring to others • Measures taken after reporting to the department when lost identification card • Management of accessible areas is requires
Security document	<ul style="list-style-type: none"> • Keep in the filing cabinet or document room with lock • Do not use as reusable paper • Documents containing resident registration number, secret content, etc. are cut and incinerated • Confirmation after returning to the department in charge or administrator at the time of change of job or department is required
Attendance and leaving work	<ul style="list-style-type: none"> • Prohibition of carrying in/out unauthorized notebook computer, external HDD, USB, CD, DVD etc. • When leaving seat for a long time, no important documents and storage media on desk

[Source: Basic Research Security(Research Managers & Participated Researchers, KIRD)]

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Research Security

Guidelines for Research Security

For the purpose of research security, all researchers and institutes should stick to the following guidelines.

External Customers	<ul style="list-style-type: none"> • Preparing a reception room • After creation of entry and exit control ledger, internal employee accompanying them • Wearing access pass • Prohibition of carry-in of storage medium and camera
PC management	<ul style="list-style-type: none"> • Periodic password change, screensaver setting, delete files after using shared PC • Phishing emails should be deleted immediately without viewing • Smishing link prohibition • Prohibit access to file sharing sites with business PCs • When sending a message (E-mail, FTP) to the outside, be sure to use only the account provided to the company
Business trip	<ul style="list-style-type: none"> • Carrying out of unnecessary computer equipment of information should be avoided as much as possible • People unrelated to work on a business trip should not make possible contacts • The storage medium must always be carried • Use personal PC when transferring confidential or sensitive information outside research institute • When secret leak is detected, notify the affiliated institutes at the earliest and take appropriate measures • After a business trip it is necessary to check the installation of an unauthorized program in the computer

[Source: Basic Research Security(Research Managers & Participated Researchers, KIRD)]

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Research Security

elements important for securing intellectual property rights

Research Note	<ul style="list-style-type: none">• Record of research plans, processes and outcomes• Knowledge and know-how transfer• Evidence of independent research activities• Protection of author and inventor's specific and research and development results
Written Oath of Security	<ul style="list-style-type: none">• In case of damage by the acquired information leakage, specify that legal liability will occur• The research outcome belongs to the institute
Patent Application and Registration	<ul style="list-style-type: none">• Legal protection of technology• Opportunities for income generation for technology users

[Source: Basic Research Security(Research Managers & Participated Researchers, KIRD)]



9. Mandatory Safety Education

■ Mandatory Safety Education

① Face-to-Face Safety Education For New Individuals

- Purpose: To cultivate safety awareness for new research workers and acquire basic knowledge about safety
- Who: New Lab workers (undergraduate/graduate students/faculty/researchers/staff)
*Except the (Graduate) School of Business Administration

○ Details

Method	Type	Time	Period	Notes
• Offline	Education <Mandatory>	2 Hours	[September] 2 Sessions (2 days)	*If absent from on-site education, access to the lab will be restricted.

- Content: To understand the lab policy regarding proper lab attire, Know the hazards, required PPE and/or engineering controls, signs of exposure, safe handling, storage, disposal etc. of all chemicals

② Regular Online Safety Education For Current Lab Researchers

- Purpose: To enhance the safety awareness of lab workers and encourage voluntary participation in safety and health activities to contribute to the prevention of laboratory accidents.

- Who: Research workers (Undergraduate/Graduate/Faculty members/Researchers/Staff)

○ Details

Method	Type	Time	Period	Notes
• Online	Education <Mandatory>	3 Hours (Low-Risk Lab)	[September] 4 weeks	* Excluding those who have completed the Face to face education above. * For those with incomplete education, access to the lab will be restricted.
		6 Hours (High-Risk Lab)		


- Content: Matters related to hazardous substances and risk factors in the laboratory, information about MSDS, etc.
- How to access online education



How to access

Lab safety in "Link Settings"
Click after creating icon

1



Bottom of "Portal Screen"
Click Lab Safety Management

1

주요서비스

- 이메일
- 전자결재
- 도서관
- IT 서비스
- 연구실안전관리

"Mobile Access"
URL: msafety.unist.ac.kr
or Scan QRcode

1



msafety.unist.ac.kr

Click "Laboratory Safety Education after accessing the safety management system homepage



Confirm the course and select the language



How to access

Click "the Take Course tabs" and take 3 courses





■ Others

- For the commencement of education, notifications will be sent to each individual via email and text message, organized by the Lab Safety Team.
- Detailed guidance will be attached to the notification emails.

■ Head-Up[★Must-Read]

— <A list of most commonly confused for the education > —

- **When checking emails, make sure to confirm the sending department.**
(In the initial days of campus life, you will receive various education guidance from multiple different departments. Please make sure not to confuse it with other education guidance and always confirm the organizing department)
- **Safety education is only for those who have been informed by the Lab Safety Team!**
(Safety education participants will receive guidance emails from the Lab Safety Team. Please wait until you receive the notification email)
- **If only your colleagues excluding yourself receive (New) education attendance notifications:**
(If you take part in the orientation (organized by the department you belong to) where an on-site (Preliminary)safety education session is conducted, then you will be automatically excluded from the list of participants for New Education)
- **Education is operated through our own dedicated system for lab safety education (Not Blackboard on UNIST portal ✕)**
(Please do not confuse education conducted by other departments using the Portal (Blackboard). Our team does not utilize Blackboard)

10. The Human Rights Center

The Human Rights Center

(Human rights violation, sexual harassment and violence consultations, Education)

The UNIST Human Rights Center receives reports on human rights violations, sexual harassment and sexual violence on the campus and provides help including receiving case reports and providing personal counseling in solving the problems which arise from such incidents. The Human Rights Center also provides preemptive and preventative education for these problems. Please feel free to contact us.

Consultation services

- Human rights violations: Incidents occurring on campus including discrimination on prohibited grounds such as race/gender/social status, Unfair treatment, verbal abuse, abuse of power, etc.
- Sexual harassment/Sexual violence: Incidents occurring on campus including Verbal
 - Physical · Visual · Dating abuse, Stalking, Secondary victimization, etc.

Location & Time

- Location: Engineering Bldg.1(102), Room S208
- Time: 09:00~18:00 (Lunch 12:00~13:00)

Consultation request

- Tel: 052) 217-5000 / E-mail: hrc@unist.ac.kr
- Homepage: <http://hrc.unist.ac.kr>
- Consultation Room: Engineering Bldg.1(102), Room S208
- HRC Office: Bldg. no.114, 5F No.510

※ Student Communication Support (Student Affairs)

- Counseling: Conflicts and grievance on campus.
(If it is deemed necessary, we will connect the relevant departments.)
- Contact: sotong@unist.ac.kr / 052-217-7777

Violence Prevention Education (Compulsory Education)

- Purpose: Prevent and eradicate sexual violence, domestic violence, and dating violence
- Law
 - Article 5 of the Act on the Prevention of Sexual Violence and Protection of Victims (Education for the Prevention of Sexual Violence, etc.)
 - Article 4-3 of the Act on the Prevention of Domestic Violence and Protection of

Victims (implementation of domestic violence prevention education)

- Method of Education: On-line (Black Board) & Off-line
- Contents: Education on the prevention of sexual, domestic, and dating violence

□ Procedure

Application	Reporter: Application for counseling & grievance report		
Investigation	Investigation Human rights violation: 90 Days(Maximum) Sexual harassment: 30 Days(Maximum)	Arbitration Agreement Arbitration or Agreement proceeding	Counselling Meeting
※ If necessary, the Human Rights Center implements separate the reporter (victim) and the victim (perpetrator)			
Committee & Action	Committee(Human rights, sexual harassment) o Reject o Action: Disciplinary, Completion of Education	Arbitration Agreement o Arbitration o Implementation	Counselling End
Monitoring	Monitoring (Agreement implementation / Support of victims)		

11. Language Education Program

SLA Writing Clinic



The School of Liberal Arts (SLA) Writing Clinic

인문학부 글쓰기 클리닉



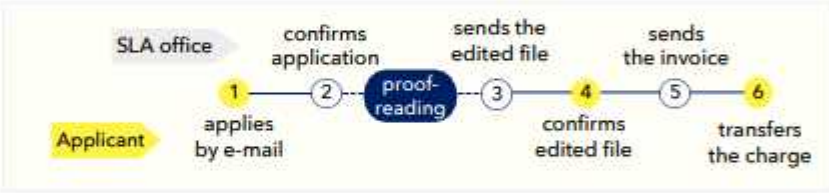



SLA offers various services to help improve students' writing skills in English.

1. Proofreading (Article)
2. Writing Tutorial
3. Short Language Program

[Contact] Ext: 3682, 3683 / narayoon@unist.ac.kr miu0412@unist.ac.kr

1. Proofreading Service

charged

 period/cost	<table border="1"> <thead> <tr> <th>the number of words</th> <th>period</th> <th>how to pay</th> <th>cost</th> </tr> </thead> <tbody> <tr> <td>5000 words or less</td> <td>5 business days</td> <td rowspan="2">transfer</td> <td rowspan="2">KRW 20 won per word</td> </tr> <tr> <td>more than 5000 words</td> <td>dependent on the number of words</td> </tr> </tbody> </table>	the number of words	period	how to pay	cost	5000 words or less	5 business days	transfer	KRW 20 won per word	more than 5000 words	dependent on the number of words
the number of words	period	how to pay	cost								
5000 words or less	5 business days	transfer	KRW 20 won per word								
more than 5000 words	dependent on the number of words										
 how to apply	<p>Send your document in MS word by email (Please state any requests and/or questions)</p> 										
 E-Mail	<p>proofreading@unist.ac.kr</p>										
 note	<p>① only MS word files are acceptable for proofreading ② Re-proofreading is offered free of charge ③ Short documents(less than 800 words) can be proofread free of charge.</p>										
 inquiry	<p>[SLA office] Ext: 3682, 3683 E-amil: narayoon@unist.ac.kr miu0412@unist.ac.kr</p>										

[Contact] Ext: 3682, 3683 / narayoon@unist.ac.kr miu0412@unist.ac.kr

2. Writing Tutorial # free of charge

English Writing

- 1:1 proofreading/guidance(25min)
- Time : refer to reservation sheet
- Checks grammar, helps all stages of the writing process
- Provides grammar tips

3. Short Language Program

Customized English Program

- For who : UNIST graduate students
- Goal : Customized English program
(based on one-to-one tutorial)
- Session : about 8 sessions per student

12. Healthcare Center

UNIST Healthcare Center

The Healthcare Center provides medical and psychological counseling services to promote physical and mental health and psychological well-being of UNIST members.

Locations and Hours

Counseling Center · Psychiatry · Health Center



(Location) Main Bldg. 201, Rm. B103
 (Hours) Weekday 09:00~18:00
 ※ Lunch Hour 12:00~13:00
 (Fees) Free
 (Contact) 052)217-4000
 healthcare_center@unist.ac.kr
 (Website) healthcare.unist.ac.kr
 (Instagram) u_healthcare

UNIST Clinic(Family medicine)



(Location) Sports Center Bldg. 205, Rm. 108
 (Hours) Weekday 09:00~18:00 (※ Closed on Thu.)
 ※ Lunch Hour 13:00~14:00
 (Fees) Paid Service
 (Contact) 052) 217-7000
 healthcare_center@unist.ac.kr
 (Board) Portal/Campus Service/UNIST Clinic

UNIST Pharmacy



(Location) Sports Center Bldg. 205, Rm.B109
 (Hours) Weekday 09:00~18:00
 ※ Lunch Hour 13:00~14:00
 (Fees) Paid Service
 (Contact) 052) 217-7007
 (Instagram) unist_pharmacy

UNIST Healthcare Center

UNIST Health Center



(Over-the-counter Drugs) Headache, Cold, digestive medicines
 (First Aid) Treatment of minor trauma and other injuries
 ※ Call 119 for serious and emergency cases
 (Health measurement) Blood pressure/sugar/lipid test, Body fat
 (Healthcare) Follow-up medical check-ups, Recovery rooms
 (First aid kit) First aid kit in each building

- Free of charge: Over-the-counter medicines (single dose provided), other services free of charge
- Hours: Weekdays 09:00~18:00
 ※ Lunch Hour 12:00~13:00
- Location: Main Bldg. 201, Room B103
- Contact: 052) 217-4012

UNIST Clinic (Family Medicine)



(Medical specialty) Family Medicine
 (Scope of practice) Primary care, treatment, prescription
 (Health Management) Chronic diseases such as hypertension, diabetes, and hyperlipidemia (treatment/prescription)
 (Infectious disease prevention) Adult immunization
 (Eligibility) UNIST members and immediate family members only

- Paid Service
- Hours: Weekdays 09:00~18:00 (* Closed on Thursdays)
 ※ Reception close: (Morning)12:40 / (Afternoon)17:40
 ※ Lunch Hour: 13:00~14:00
- Location: Sports Center Bldg. 205, Room 108
- Contact: 052) 217-7000 (Family Medicine), 7007 (Pharmacy)

UNIST Counseling Center and Clinics(Psychiatry)

Contact: 052)217-4000 Email: healthcare_center@unist.ac.kr

I Counseling

- Counseling related to school adjustment, personal concerns, interpersonal relationships, and stress management, etc.

I Clinic(Psychiatry)

- Medication to treat depression, anxiety/panic, sleep problems, OCD, bipolar disorder, social phobia, eating problems, PTSD, ADHD, etc.

I Process and how to apply

- Go to the UNIST Healthcare Center's website(healthcare.unist.ac.kr).
- Click [Application](#).