

Publications Registration Number

UNIST-Educational Affairs Team-2025-009

Freshmen Guidebook for

Graduate Students

Fall Semester 2025

Contents

1. <u>Academic Information and Course Registration</u>	1
2. <u>Services in Portal</u>	12
3. <u>UNIST account creation</u>	16
4. <u>Scholarship</u>	18
5. <u>UNIST Dormitory</u>	20
6. <u>UNIST Library Manual</u>	23
7. <u>ALPS and Core Competency Service</u>	28
8. <u>Research Project Guidelines</u>	32
9. <u>Mandatory Safety Education</u>	46
10. <u>The Human Rights Center</u>	49
11. <u>Language Education Program</u>	50
12. <u>Healthcare Center</u>	51

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

Fall Semester: September 1, 2025 ~ December 19, 2025 (16 weeks)

Winter Vacation: December 20, 2025 ~ March 1, 2026 (10 weeks)

Winter Session: December 22, 2025 ~ January 30, 2026 (6 weeks)

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

UNIST

FIRST IN CHANGE

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

UNIST

FIRST IN CHANGE

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

UNIST

FIRST IN CHANGE

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)

UNIST

FIRST IN CHANGE

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: August 7th (Thu) 9:00 a.m. ~ August 8th (Fri) 3:00 p.m.

Course Waiting Period: August 18th(Mon) 9:00 a.m. ~ August 22th (Fri) 6:00 p.m.

Course Change and Confirmation / Addition of Course waiting approved course

: September 1st (Mon) 08:00 a.m.~ September 5th (Fri) 06:00 p.m.

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 (Sep.1(Mon) 08:00 ~ Sep.5(Fri) 18:00)

Students can apply/change/delete course during this period

Course Drop 2nd~4th week of the semester (Sep.8(Mon) 09:00 ~ Sep.26(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)

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

The screenshot shows a web portal interface for course registration. On the left is a sidebar with a tree view containing links such as 'Student Register', 'Course Taking', 'Registration', and 'Advisor Approval'. The main area is titled 'Check Course Registration list'. It contains a 'Student Information' section with fields for student ID, name, and advisor details. Below this is a table with columns for 'Student ID', 'Name', 'Advisor ID', 'Advisor Name', 'Advisor Email', and 'Advisor Phone'. A red box highlights the 'Advisor Approval' status column in the table.

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.

(For Special Topic lecture, if the same subtitle is used, it is admitted as retake of the course.)

Criteria for Attendance

Grade can be given when student attends more than $\frac{3}{4}$ of the total number of classes
Credits of courses linked with the electronic(mobile) attendance system will be graded F automatically based on the attendance criteria below.

- 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	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. (Students who have been permanently completion are not eligible for degree conferral and are not permitted to be readmitted)

UNIST

FIRST IN CHANGE

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 an 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

UNIST

FIRST IN CHANGE

Course Registration Process

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



UNIST

FIRST IN CHANGE

Course Registration Process

② Click 'Course Registration Quick Link'



UNIST

FIRST IN CHANGE

HOIST

FIRST IN CHANGE

UNIST FIRST IN CHANGE

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

[illegible]

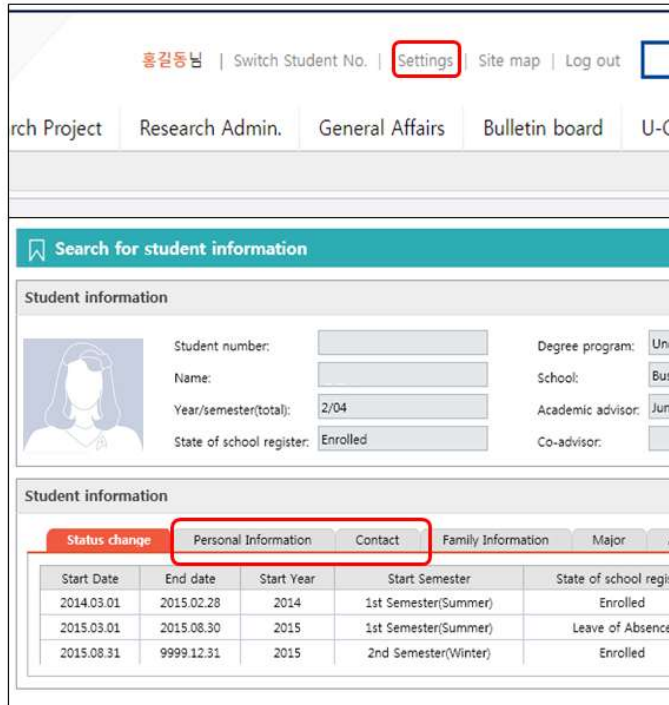
⑧ Registering variable credit course:

- 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)

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: Unc
 Name: [] School: Bus
 Year/semester(total): 2/04 Academic advisor: Jun
 State of school register: Enrolled 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

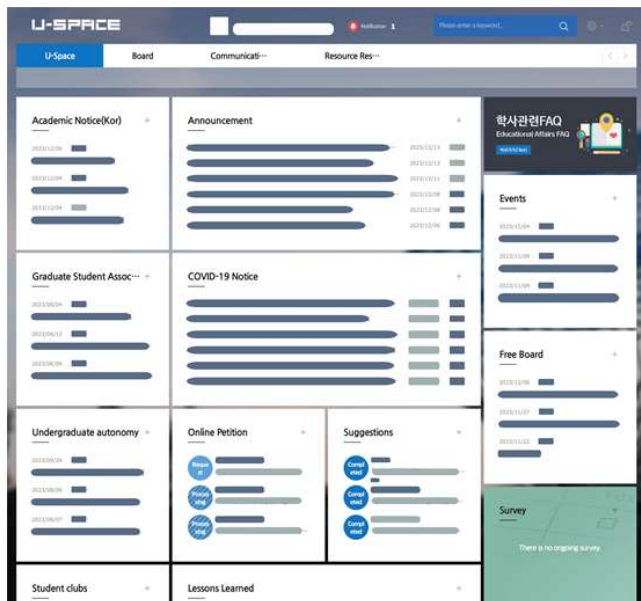
There is a "Settings" button located in the top right corner of the main portal page. Users can access and modify their personal information through this button.

Services in Portal

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

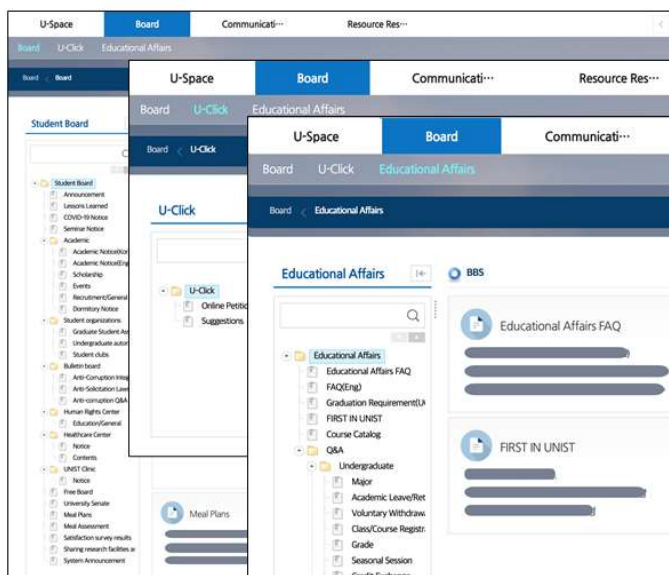
Main Service	e-Education	Academic Affairs	Campus Service	Education/Research Support	Global
 - eMail - Library - E-attendance - Lab Safety - U-SPACE - MS 365	 - BlackBoard	 - Curriculum - Administration - Academic Calendar	 - UNIST 생활관 - Human Rights Center - Counsel/HeathCare - UNIST Clinic - Military affairs - Career Develop. - Certificate - UCDC - Regulations Management System	 - Office of Research Affairs - Language Education Center - Gifted Education Center - UCRF	 - International Center - 진로/취업정보 - comento - jobplanet - 에듀스

U-Space



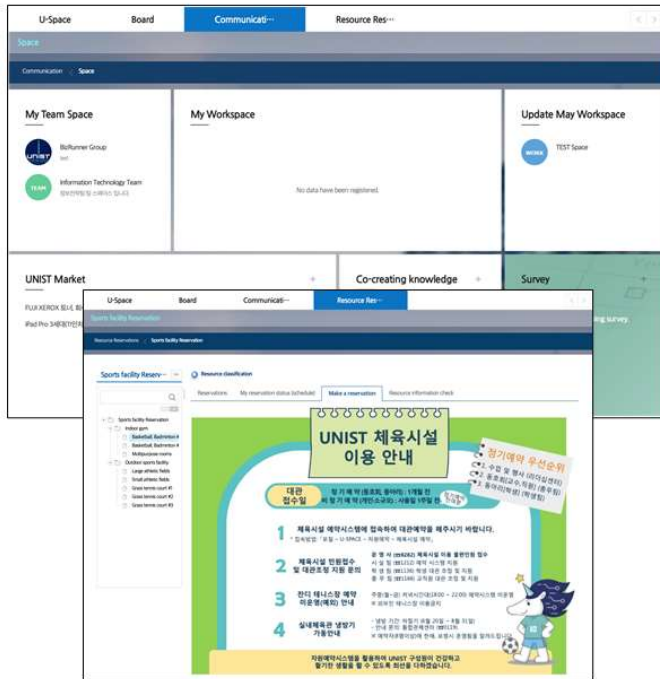
U-Space is a space designed for communication among its members.

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.

UNIST

7

FIRST IN CHANGE

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



UNIST

8

FIRST IN CHANGE

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, Hancom Office, and more. - Access URL: https://software.unist.ac.kr 	

4. Scholarship

Scholarship

UNIST

FIRST IN CHANGE

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

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 (with the nature of tuition support)
or if disciplined in the previous semester

UNIST

FIRST IN CHANGE

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

UNIST

FIRST IN CHANGE

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

UNIST

FIRST IN CHANGE

5. 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	999,040	180,000	Graduate(Male)
	Bldg.302	919,520	180,000	Graduate(Male/Female)
	Bldg.303	999,040	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

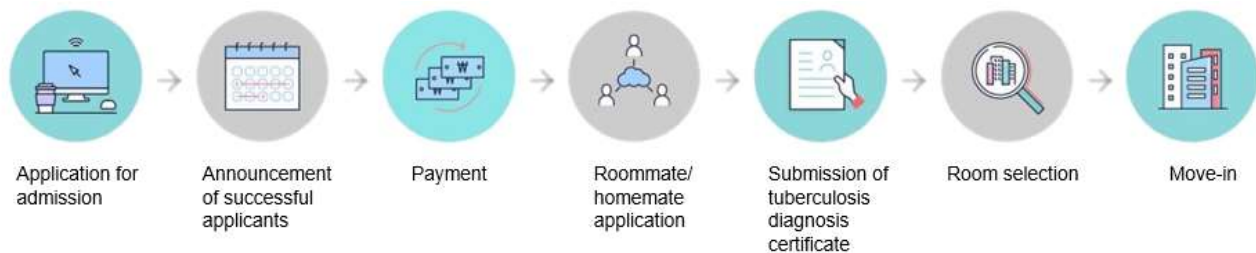
Residence		Facilities	etc
1st	Bldg.301~303	Livingroom(1), Toilet(2), Shower room(2)	water dispenser(odd-numbered floors), microwave(all floors), laundry room(1st floor)
2nd	Bldg.304~305	Livingroom(1), Toilet(2), Shower room(2)	water dispenser(all floors), microwave(all floors), laundry room(1st floor)
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	1st	24hours	
	2nd		24hours self-service
	3rd		21:00~09:00 self-service
	4th		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(Fall semester of 2025)

○ Dormitory application procedure



○ Graduate student dormitory application

Procedure	Schedule(Scheduled)	etc
Application guidelines announcement	2025.07.15.(Tue)	Dormitory website
Online application	2025.07.22.(Tue) 08:00 ~ 24.(Thu) 24:00	
Announcement of successful applicants	2025.07.25.(Fri) 16:00	
Payment	2025.08.01.(Fri) ~ 05.(Tue)	Issuance of individual virtual accounts
Room selection	2025.08.14.(Thu) 08:00 ~ 17.(Sun) 24:00	Dormitory website

- 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)

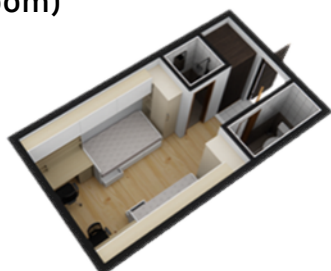
Team	Operation time	Tel
Student residence team	09:00~18:00	052) 217-4252, 4255

○ Interior and photos

| Bldg.301~305(single room)



| Bldg.309(twin room)



6. UNIST Library Manual



Library Guide for Graduate Students



Library Overview



- Building Number: 202
- Website: <http://library.unist.ac.kr> (ID & Password: UNIST Portal Account)
- Contact Info.: ☎ 052-217-1417 / library@unist.ac.kr
Library 3F Info-Desk (Mon-Fri, 9 AM – 6 PM)
- Library Card: UNIST ID Card (Mobile ID: App 'Clicker(클릭커)')

Library Use Guide for Incoming UNIST Graduate Students

- You can start using full library services (e.g., borrowing materials, logging into the library website, off-campus access to e-resources) [from your official graduate program start date](#).
- If you wish to borrow library materials before your official start date:
 - You may borrow items once your graduate student ID number is issued
 - Visit the 3^F Info-Desk of the library to request borrowing assistance.
 - Contact: (052-217-1417 (Mon-Fri, 09:00-18:00, excluding lunch break 12:00-13:00))

Library Facilities & Opening Hours

Floor	Facilities	Opening Hours
1F	UNIPLEX, Book curations (New arrivals, Theme books, etc.) Smart Library machine, Self-service machine (check-out/in), Lockers	24 Hours
2F	Individual study spaces, PCs & workstations, Study rooms Document delivery service desk, DVD Zone, Copy & scanner, Lockers	
	Info-Desk, Multimedia Collections (DVDs, CDs), Seminar Room	Mon.-Fri. 09:00~18:00
3F	Library Service Info-Desk	
	Book Collections (Basic sciences, Course reserves, etc.), Theses & Dissertations, Individual Study Spaces, Self-service machine	09:00~24:00
4F	Individual Study Spaces, Study lounge	

※ The library will be closed during the Lunar New Year and Chuseok holidays. Please note that operating hours may vary during exam periods and academic breaks.

How to search for articles: Scholarly Databases

- Scholarly database: Collections of scholarly materials that serve as valuable tools for researchers to search for and identify relevant resources for their literature reviews.
- Related webpage: Library website ► E-RESOURCES ► Databases
- Recommended databases

Google Scholar	A search engine designed specifically for finding scholarly literature, including journal articles, theses, books, and conference papers.
Web of Science SCIE	A trusted database for top-tier academic journals used for literature searches and citation tracking.
Scopus	A multidisciplinary database for academic literature and citation tracking.
CAS SciFinder Discovery Platform	A research tool that provides access to chemical information, including substances, reactions, and scientific literature in chemistry and related fields.
ACM Digital Library	A database of computer science research articles published by the Association for Computing Machinery (ACM).
PubMed	A free search engine for medical and life sciences research articles.
MathSciNet	A searchable database of mathematics research articles, with expert reviews and citation information.
ABI/INFORM (ProQuest)	A ProQuest database for business and economic research, covering scholarly journals, market reports, and news sources.
ProQuest Dissertations & Theses	The world's largest database of graduate-level dissertations and theses from universities around the world.
WIPS ON	A Korean patent information database that provides access to domestic and international patent document for research and analysis.

- Accessing electronic resources off-campus: Off-campus access is required.
Go to the Library website ► E-RESOURCES ► Off-Campus Access

How to use E-books

- Check availability of eBooks: Search using the integrated search bar on the library website.
If the book status is listed as "Full text available" (i.e., an eBook), Click the link to access the eBook.



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** ➡

- For science and technology eBooks, we recommend: Springer eBooks(<http://link.springer.com>)
You can access it via the Library Website ► E-RESOURCES ► E-Books ► English E-Books

Borrowing & Returning Policy

- Library Policy: Library Website [▶ LIBRARY SERVICE ▶ Loans · Renewals · More](#)
- Loan status & Renewal: Library Website [▶ MY ACCOUNT ▶ Loans • Renewals • Holds • Overdue](#)

	Books	Multimedia materials (DVD, CD)
Borrowing/Returning	Use self-checkout machines on the 1 st or 3 rd floor	'Smart Library' on 1F or 2 nd floor Info-Desk
Loan limit & Period	Up to 10 items for 30 days	Up to 3 items for 4 days
Renewals	Renewal available up to a maximum of 90 days	Renewal not allowed
Overdue Fees & Payment	Basic: 100 KRW per item per day Course reserves & Basic science books: 200 KRW per item per hour Recall books: 500 KRW per item per day Interlibrary loan books: 500 KRW per item per day Payment: Library Website ▶ MY ACCOUNT ▶ Pay Overdue Fines	
Penalties for Overdue	No borrowing, reservation, or renewal allowed during the overdue period. Long-term overdue (over 30 days) results in suspension of library services.	

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



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

Get It

REQUEST OPTIONS: [Reserve](#)

To reserve a check-out item
 (※ 'Log-in' is required.)

Library [3F]Book Collections QC21.2 F49 2011 [WHERE IS IT](#)

1 - 10 of 12 Records | 1 2 [NEXT](#) [LAST](#)

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
UMD0122147	Book	30 Days Loan	v.1	Item in place (0 requests)	

※ Book Reservation System (Reserved Books)

- ✓ You can place a hold on books that are currently checked out to borrow them once they are returned.
- ✓ When the reserved book is returned, borrowing rights are granted in the order on reservation, and an email notification will be sent to the next user in line.
- ✓ The book must be picked up and checked out using the **Smart Library machine on the 1st floor** of the library within the priority borrowing period.



Request Materials Not Available in the Library

- How to Request: Library Website  **LIBRARY SERVICE**

Request type	Service Description	Estimated Processing Time
Book Purchase Request	Recommend the library to purchase materials not currently in the collection (print books, eBooks, multimedia, etc.)	Foreign publications : About 3-4 weeks
Interlibrary Borrowing (ILB)	Borrow books from other university libraries. Available materials: Books that can be lent from partner libraries. (Loan period: Up to 3 weeks)	2-5 days
Document Delivery Service (DDS)	Request academic resources (e.g., journal articles, theses, or book chapters) from domestic or international institutions if not available at library.	Domestic: 2-7 days International: 2-14 days

- Receiving Requested Materials
 - When the requested material arrives, you will be notified via email or SMS.
Please visit the library to pick up the materials within 3 days of receiving the notification.
 - Pickup Locations
 - Book Purchase Requests: Use the Smart Library machine on the 1st floor (available 24/7)
 - Interlibrary Borrowing Materials: Pick up at the 3rd floor Info-Desk (Mon-Fri, 9:00-18:00, excluding lunch break 12:00-13:00)
 - Document Delivery Service Materials: Self-pickup at the DDS Pickup Desk on the 2nd floor.
 - If you fail to pick up ILB or DDS materials three times or more, your access to these services may be restricted.

Library's Personal Information Processing Consent Policy (Required)

- Procedure: Go to the library website  Log in with your UNIST portal account  Read the consent form and check the box labeled "Give consent."
※ The consent form will appear when you log in to the library website for the first time.
- 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 borrowing and returning of library materials, provide access to library website services, send notifications, and offer customer support.
※ UNIST members who do not provide consent for personal information will not be able to use personalized library services.

Research Support (1): Manage and Cite References

- Citation Tools: EndNote
- Citation tools offered by the library assist researchers in collecting and managing references efficiently. They also support the automatic generation of bibliographies in a variety of citation styles, such as ACE, APA, and IEEE.
- Library Website ► RESEARCH SUPPORTS ► Citation Tool



Research Support (2): Plagiarism Checking

- Plagiarism Checking Tool: Turn it in (www.turnitin.com)
- 'Turn it in' is available through the library to help check for similarity in journal manuscripts, theses, dissertations, assignments, and other academic documents.
- Library Website ► RESEARCH SUPPORTS ► Plagiarism Checking (Turn it in)



Research Support (3): Library Class

- Library classes are offered by the UNIST library to help students, faculty, and staff learn how to use library resources for their study and research.
- Library Website ► RESEARCH SUPPORTS ► Library Classes

Research Support (4): Writing, Submitting, Usage Thesis

- Resources for Graduate Theses: Include information on how to write and submit your thesis, how to access submitted theses, and answers to frequently asked questions.
- Library Website ► RESEARCH SUPPORTS ► Writing, Submitting, Usage Thesis
- How to Use Thesis

Type	Location	How to Use
Hard Copy	Library 3rd floor Theses/Dissertation Shelves	<ul style="list-style-type: none"> - Search via the library website - In-library use only, not available for loan
Electronic File	Library Website (http://library.unist.ac.kr) dCollection (http://unist.dcollection.net) ScholarWorks@UNIST (http://scholarworks.unist.ac.kr)	PDF files are available only for these with open access permission.

7. ALPS and Core Competency Service



ALPS (Adaptive Learning Portfolio System) and Core Competency Service



ALPS Specialty Strategy

UNIST-specific NAVER Services

ALPS Definition

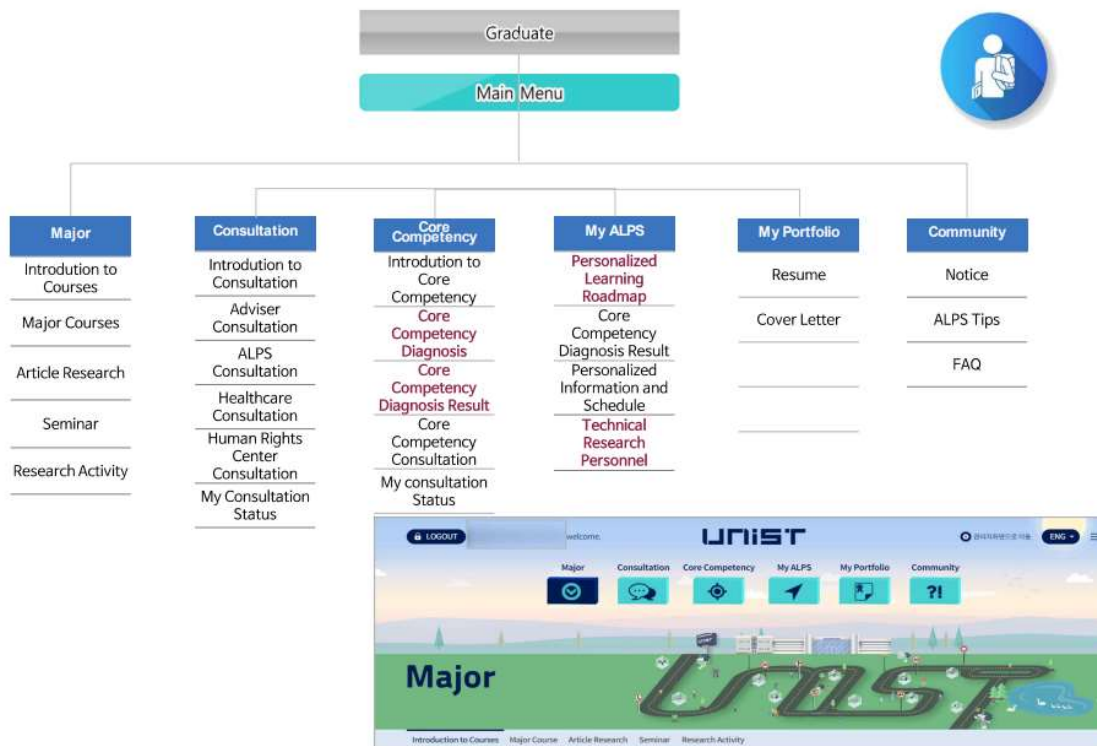
- ✓ **Adaptive Learning Portfolio System**
- ✓ **Adaptive learning helper that provides academic information and learning design**
- ✓ **Real-time Curation Service** is available for students who want to view their academic resume



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

Undergraduate	Graduate	Staff	Professor
<ul style="list-style-type: none"> - Major - Internship - Research Activity - Learning Design Simulation - Major Change Design - Nonmajor - Consultation - Core Competency - My ALPS - My Portfolio 	<ul style="list-style-type: none"> - Major - Article Research - Seminar - Research Activity - Consultation - Core Competency - My ALPS - Technical Research personnel - My Portfolio 	<ul style="list-style-type: none"> - Manage Learning Design - Manage Graduation Requirement - Leadership Program - Volunteering - CA Mentorship - Pre-UNISTAR - Tutoring - On-Campus Orientation 	<ul style="list-style-type: none"> - Adviser Consultation - Lecture Materials - Manage major Course - Internship Operation Status - Research Activity Operation Status

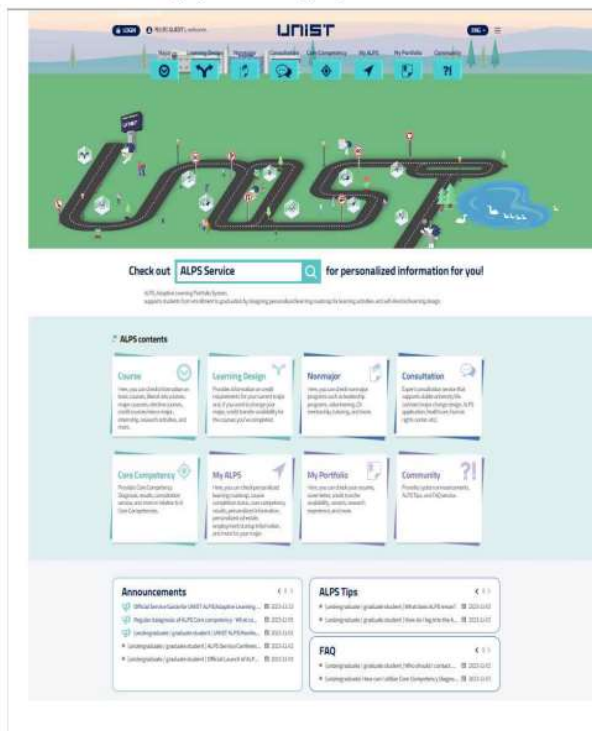
Graduate Menu Structure



ALPS Homepage

Main page & How to access the site

- Main Page(Before Login)

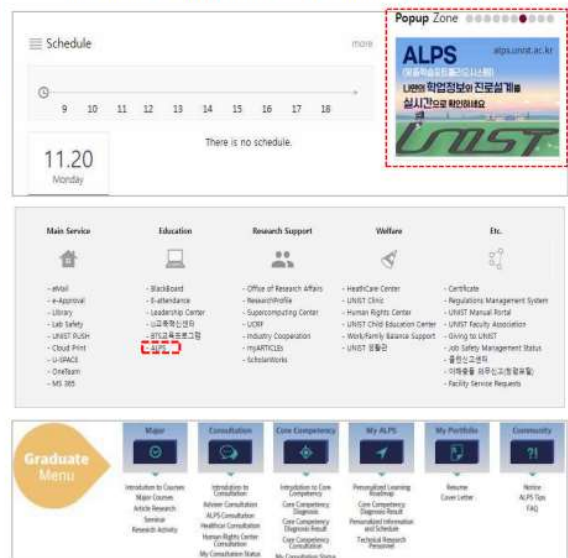


- ✓ ALPS Internet address

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



- How to access the ALPS site
 - Pop-up zone
 - Educational work banner at the bottom of the portal



ALPS Homepage

Graduate page1(after Login)

LOGOUT

welcome.

UNIST

관리자/학생으로 이동

ENG

Major

Consultation

Core Competency

My ALPS

My Portfolio

Community

Introduction to Courses

Major Course

Article Research

Seminar

Research Activity

Student ID

Department

Semester

Register

Department of ...

14Semester

Enrolled

Credits received per semester

Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit
Semester 1	7 credits	Semester 2	9 credits	Semester 3	10 credits	Semester 4	6 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

ALPS Homepage

Graduate page1(after Login)

UNIST

Major

Consultation

Core Competency

My ALPS

My Portfolio

Community

Core Competency Diagnosis Status

Diagnosis type: Scheduled (2nd)

Diagnosis date:

Overall average

Year average

My score

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.					

Personalized schedule Status

< 2023Year 12Month >

On-campus schedule

Personal schedule

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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

UNIST
UNSEAN NATIONAL INSTITUTE OF

Main Function

- Major course information

[illegible]

- Personalized learning roadmap



Personalized learning roadmap

You can check your curriculum status and its sequence by the location on the roadmap. This is your curriculum status to date.

Semester	Credit	Semester	Credit	Semester	Credit	Semester	Credit
1st Semester	12 credit	2nd Semester	10 credit	3rd Semester	10 credit	4th Semester	10 credit
5th Semester	10 credit	6th Semester	10 credit	7th Semester	10 credit	8th Semester	10 credit
9th Semester	10 credit	10th Semester	10 credit	11th Semester	10 credit	12th Semester	10 credit
13th Semester	10 credit	14th Semester	10 credit	15th Semester	10 credit	16th Semester	10 credit
17th Semester	10 credit	18th Semester	10 credit	19th Semester	10 credit	20th Semester	10 credit

- Introduction to research activity

[illegible]

- Course completion status

Course completion status

Completed semester	Category	Course #	Course name	Credit	Grade
2020 Semester 1	Research	HEW800	기초화학I	3.0	B
2020 Semester 2	Research	HEW800	기초화학I	3.0	B
2021 Semester 1	Research	HEW800	기초화학I	3.0	B
2021 Semester 2	Research	HEW800	기초화학I	3.0	B
2021 Semester 1	Research	HEW800	기초화학I	3.0	B
2020 Semester 2	Research	HEW800	기초화학I	3.0	B
2020 Semester 1	Research	HEW800	기초화학I	3.0	B

ALPS Homepage

Main Function

- Check academic competency through core competency diagnosis

Core Competency Diagnosis Tool details

Core Competency Diagnosis participation information

Category	Department	Diagnosis type
Faculty	Faculty	Diagnosis date

6 core competencies

My Competency score: 82.9

My Strengths & Weaknesses: Communication

My weaknesses & need to improve: Interdisciplinary Critical Thinking

Scores of 6 core competencies and sub-competencies

Creative Planning 84.7

Sub-competency	Score
Strategic Vision	85.0
Strategic Planning	84.5
Strategic Implementation	84.0
Strategic Evaluation	84.5

Interdisciplinary Critical Thinking 73.3

Sub-competency	Score
Critical Thinking	75.0
Problem Solving	72.5
Decision Making	73.0
Communication	73.0

Problem Solving skill 81.3

Sub-competency	Score
Problem Solving	82.0
Decision Making	81.0
Communication	80.0
Strategic Planning	79.0

Cooperation skill 87.3

Sub-competency	Score
Strategic Vision	88.0
Strategic Planning	87.0
Strategic Implementation	88.0
Strategic Evaluation	86.0

Communication skill 89.2

Sub-competency	Score
Critical Thinking	89.0
Problem Solving	89.5
Decision Making	89.5
Communication	89.5

Global Leadership 82.5

Sub-competency	Score
Strategic Vision	83.0
Strategic Planning	82.0
Strategic Implementation	81.0
Strategic Evaluation	83.0

- Core competency consultation

Core competency consultation

You can utilize 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 explanations on my core competency diagnosis results.
 ☐ Need core competency development methods, examples, and tips.

☐ Want to explore ways to improve my strength competencies.
 ☐ Need ways to improve my weak competencies.

☐ Need ways to motivate myself to improve my core competencies.
 ☐ Other Please enter here.

*Please use a email address that has been validated. We will not be able to help 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	Education/Employment status	Manager
No results				

Technical research personnel transfer eligible students

Transfer eligibility period	Transfer eligibility start date	Transfer eligibility deadline	Planned transfer date	Education/Employment status	Manager
No results					

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

5

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.

6

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

7

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

8

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.

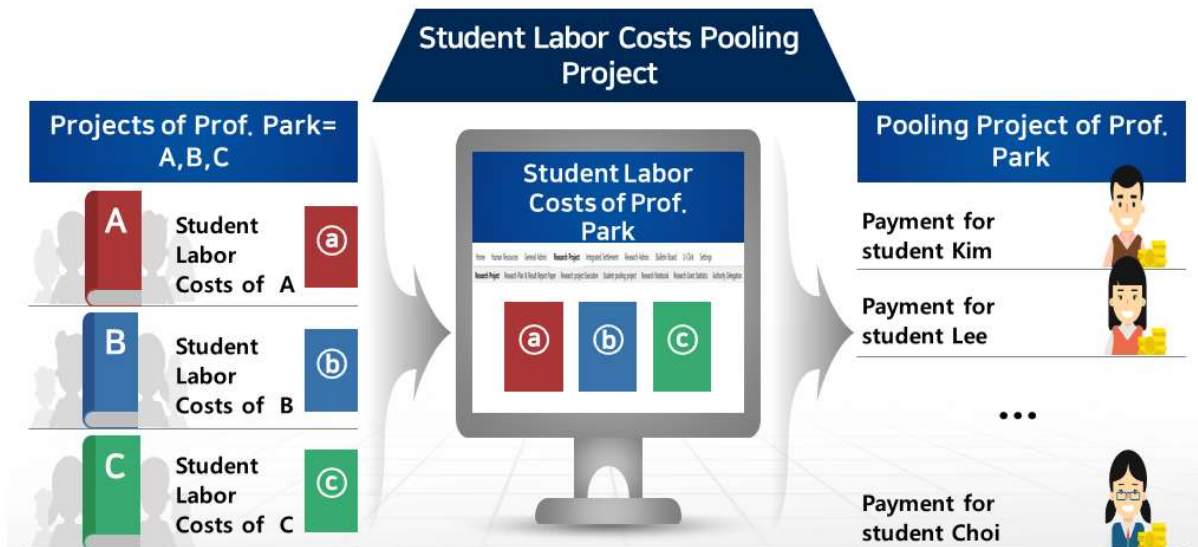


9

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



10

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.

11

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)

12

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).

13

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)

14

2. Research Notebook



Research Management Team

2. Research Notebook

Why should I write research note



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.

17

2. Research Notebook

Issuance Application and Approval

1. Application for Research Notebook Issuance

- Project No. forms such as 2.220001.01

18

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.

19

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

20

Issuance Application and Approval

과제정보			
세부과제번호	2.190150.01	연구기간	연구부서담당자내선
세부과제명		연구부	연구관리부서담당자내선
연구책임자		참여연도 연차	단계
연구책임자소속		총연구기간	단계 연구기간
지원기관	총연구비	참여연도 연차	참여비율합관리자 적용구분
사업명	국가과제번호	연구비	프로파일
계좌번호	기관연계유형	과제구분	
직접비예산	간접비예산	PRG예산	
등록비/등록비용	확성인건비 차감선 금액	확성인건비 통합관리 적용구분	

참여자 리스트

선택	신분구분	직번/직명	성명	연구노트 관리번호	선택	신분구분	직번/직명	성명	연구노트 관리번호	선택	신분구분	직번/직명	성명	연구노트 관리번호
<input type="checkbox"/>	교직원				<input type="checkbox"/>	학생/연구직원								

연구노트

과제정보	과제명	변경	삭제	인정	→ 새연구구분		
<input type="checkbox"/>	연구노트 관리번호	연구명	연구유형	신청일자	발달완료일자	신청인	신청번호
<input type="checkbox"/>	연구명	연구명	연구유형	2022.04.29		김민준	105672

- 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.

Administrative Security	Security management of internal personnel and intellectual property related materials	 1 Participating researcher security Security management for participating researchers from recruitment to retirement	 2 Business trip security Security management during business trips such as academic societies and seminars	 3 Foreign security Security management for foreigner contacts or foreign researchers	 4 Outsider security Management of permanent and temporary visitors
Physical Security	Management of facilities, equipment and access control	 1 Information communication media carrying in/out security Control of physically carrying in and out of information communication media	 2 Facility security Main facilities monitoring and setting and control of protected areas	 3 Access security Facility access control	
Technology Security	Management of networks, information equipment, storage media, etc.	 1 System Security Security related to systems such as computers and storage media	 2 Data Security Security of leakage route such as data storage and transfer	 3 Network Security Security for internal/external computer networks, wireless networks, network data, etc.	

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

23

Research Security

Security Rating of R&D Projects

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

Security(Confidential) Tasks

- When the outcome of research and development leaks to the outside
- When a substantial loss of technical and property value is expected

Tasks that need Security Measures

- ✓ 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

General Tasks

Tasks other than classifies tasks

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

24

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)]

25

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)]

26

Research Security

elements important for securing intellectual property rights

Research Note

- 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

- 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

- Legal protection of technology
- Opportunities for income generation for technology users

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

27

World Top 10 University By 2030

Thank you

UNIST
ULSAN NATIONAL INSTITUTE OF
SCIENCE AND TECHNOLOGY

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 (undergraduates/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



Confirm the course and select the language

3 연구실 안전교육

■ 연구실안전교육 과정 안내 및 선택

과정명: 사전안전교육 (※이수하지 않는 안전교육은 과정을 변경하여 이수할 수 있습니다.)

교육기간: 2021.00.00 - 2021.00.00

과정구성:

■ 안전교육 수강 현황

교육진행상태 > **과정선택**

언어 선택 후 선택과목을 설정하세요.
(After selection language, choose the elective courses)

☒ 한국어(Korean) ☐ 영어(English)



How to access

Click "the Take Course tabs" and take 3 courses

4 연구실 안전교육

■ 연구실안전교육 과정 안내 및 선택

과정명: 사전안전교육 (※이수하지 않는 안전교육은 과정을 변경하여 이수할 수 있습니다.)

교육기간: 2021.00.00 - 2021.00.00

과정구성:

■ 안전교육 수강 현황

교육진행상태 > **과정수강**

번호	과목명(교육내용)	시간(분)	인원제한	분류	과목변경	수강여부(수강일)
1	연구실안전 및 일반적 위험성	16	1	필수	-	수강하기
2	연구실 사고 예방	16	1	필수	-	수강하기
3	물질안전보건자료	13	1	선택	-	수강하기



■ 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 x)**
(Please do not confuse education conducted by other departments using the Portal (Blackboard). Our team does not utilize Blackboard)

10. The Human Rights Center

UNIST Human Rights Center Guide

UNIST Human Rights Center is committed to **protecting human rights and promoting a culture of respect** through counseling, investigation, education, and various campaigns.

Help Areas



Human Rights Violations

Support for issues related to discrimination, violence, and other rights violations



Sexual Harassment & Sexual Violence

Support for sexual harassment and violence, such as dating violence, stalking, and more



Preventive Activities

Educational programs and campaigns to foster mutual respect and build a safe campus

Procedure



※ This is a basic process. For details, see our website or contact us.

Education



Four Major Types of Violence Prevention Education

- Legal mandatory education** for raising awareness of sexual ethics and preventing sexual and domestic violence
- Conducted once per year via Blackboard as "Violence Prevention Education"

UHRC

www.hrc.unist.ac.kr

Contact

052-217-5000
hrc@unist.ac.kr

Bldg. 114, Room 510

11. Language Education Program

SLA

School of Liberal Arts
Non-Credit English Programs

We offer coaching-based English learning programs designed to help you improve your English skills.

English Consultation

Eligibility

All UNIST undergraduate and graduate students

How to Apply

Select an available class from the Google Sheet (first come, first served)

Duration

Approximately 20 minutes per session

Format

- One-on-one consultation
- Discuss any topic in English
- Come prepared with materials or questions (required)

Short Language Program(SLP)

Eligibility

Priority given to UNIST graduate students (Undergraduates may also apply)

How to Apply

Submit the Google Form

Team Format

Apply as an individual or a team (2 students per team)

Duration

1 hour per week, for a total of 5 sessions

Format

- Personalized, learner-centered lessons
- Coaching provided by an instructor based on your chosen topics

Contact

School of Liberal Arts Administrative Office
Tel. 052-217-3683
E-mail. slaaffairs@unist.ac.kr

12. Healthcare Center

01 Healthcare Center

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



Counseling center · Psychiatry
Location | Main Bldg. 201, Rm. B103
Hours | Weekday 09:00~18:00
Lunch Hour | 12:00~13:00

(Free Service) Available to UNIST Members only
(Services Provided)
· Up to 10 individual counseling sessions
· Up to 8 psychiatric consultations (incl. prescriptions)
※ See info page for how to apply
(Contact) +82-52-217-4000 (Main Line)
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
Lunch Hour | 13:00~14:00 (※ Closed on Thu)

(Paid Service) Available to UNIST members and immediate family members only
(Scope of practice) Primary care, treatment, prescription, Adult immunization, Chronic diseases such as hypertension, diabetes, and hyperlipidemia
(Hours) Reception closes (AM) 12:40 / (PM) 17:40
(Contact) 052)217-7000 (Family Medicine), 4012
(Board) Portal / Campus Service / UNIST Clinic



UNIST Pharmacy
Location | Sports Center Bldg. 205, Rm. B109
Hours | Weekday 09:00~18:30
Lunch Hour | 13:00~14:00

(Paid Service) Open to all users
(Services)
· General over-the-counter (OTC) medications
· Prescription dispensing
· Medication counseling
(Contact) +82-52-217-7007
(Instagram) @unist_pharmacy

02 Psychiatry & Counseling Services

Psychiatry & Counseling Services

- ▶ **Counseling** Counseling related to school adjustment, personal concerns, interpersonal relationships, and stress management, etc.
- ▶ **Psychiatry** Medication to treat depression, anxiety / panic, sleep problems, OCD, bipolar disorder, social phobia, eating problems, PTSD, ADHD, etc.
- ▶ **Process and how to apply** Go to the UNIST Healthcare center's website (healthcare.unist.ac.kr), and Click Application.

