

Operation Protocols of Yonsei Physics Education Research Institute

Revised on March 1, 2021

Article 1 (Head of Education Research Unit and Administrative Operation Committee)

① The Head of the Educational Research Unit shall represent the educational Research Unit, have the authority to convene the administrative Operation Committee and the self-evaluation committee, and have the final decision on matters delegated by the administrative Operation Committee and the self-evaluation Committee.

② The Administrative Operation Committee shall have five members, including the Head of the Education Research Unit(Chairman), Vice-head, Professor of Education, Professor of Research, Professor of performance and Finance, and the head of the Department of Physics may participate.

③ The Administrative and Operating Committee shall deliberate on each of the following matters and, when necessary, shall make a final vote by the resolution of the Head of the Education and Research Unit.

A. Matters relating to the business budget and expenditure planning

B. Matters relating to the establishment and revision of the self-operating regulations of the Educational Research Group. Selection of graduate Students

C. Long-and short-term overseas training support

D. Support and operation of new research personnel bar. Changes and Increases in participating professors

E. Matters relating to the performance payments of professors, participating researchers, and administrative personnel Ah. Other important matters regarding the operation of the Educational Research Unit

Article 2 (Participating Professors)

① The qualification of a professor who participates in an educational research group shall be a full-time teacher.

② Participating professors shall consist of professors who have met more than three research papers in the last three years.

③ Even if you are a research year, you can maintain your eligibility to participate in the educational research group.

④ The new participation and replacement of the participating professors shall be determined in accordance with the procedures set forth by the Educational Research Group and finally approved by the Head of the Educational Research Group.

Article 3 (Change of Participating Professors)

① The head of the Educational Research Group may establish and operate the Educational Research Group's own operating regulations in its own judgment on changes made by the participating

professors.

② It is possible to replace or increase the number of participating professors, but it is not possible to reduce the number of participating professors based on the application for the business.

③ In the event of replacing or increasing the number of participating professors, the head of the Educational Research Group shall verify the qualifications of the professor, and shall be approved by the head of the professional institution with the reasons for the change and the results of the professor's research.

④ Participating Professors New candidates for participation or replacement shall be selected through the following steps.

A. Candidates for the replacement of participating professors will submit their research results (papers, research expenses, patents, etc.) for the last three years based on the date of the replacement application to the business unit.

B. The Administrative Operation Committee shall review the submitted documents and proceed with the selection process

. The selected candidate receives final approval from the Korea Research Foundation by submitting a change application form after final consultation with the Education and Research Institute.

Article 4 (Participating Graduate Students)

① Participating graduate students are graduate students who are enrolled in the physics department on a full-time basis among the participating professor's guidance students, and who corresponds to each of the following:

A. Students in master's program or completed master's program who have not been admitted more than two years since they entered the program

B. Students in Ph.D. program or completed Ph.D. program who have not been admitted for four years

C. Students who have completed a master's and doctoral combined program and a master's and doctoral integration program after six years of admission

② Participating graduate students must devote more than 40 hours a week to education and research.

③ If requested by the head of a professional institution, he or she shall be obliged to provide information such as performance or support history.

④ In order to verify the full-time status of participating graduate students, confirmation of the membership of the four social insurance (employment insurance, medical insurance, national pension, interspersed Insurance) must be submitted to the business unit in April and October of each year. If the above documents are insufficient to determine the full-time status, an additional health insurance eligibility confirmation must be submitted.

⑤ Changes (additions and replacements) of participating graduate students may be changed under the consultation of the graduate student's lead professor and the head of the Education and Research Unit in each of the following cases.

A. If a participating graduate student is unable to participate in a business for reasons such as graduation, employment, internment, leave of absence, or overseas dispatch, b. Increase and decrease due to changes in participating professors

Article 5 (Support and Payment)

① Supported graduate students are graduate students who receive research scholarships from the BK21 project in Step 4 of the participating graduate students and may apply for research scholarships in each of the following amounts after evaluation.

A. Students in Master's program who have not been admitted for two years, Master's program students who have not been admitted for two years, or students in master's and doctoral combined program who have not been admitted for two years: More than KRW 700,000 per month

B. Students in Ph.D. program who have not been admitted for 4 years or who have not been admitted for 6 years: More than KRW 1.3 million per month

C. Students in Ph.D. program who have not been admitted for 4 years or who have not been admitted for 6 years: More than KRW 1 million per month

D. In exceptional cases, if you do not maintain the eligibility of a participating graduate student during business participation, a research scholarship will be paid in the amount calculated to work according to the actual number of days of business participation.

② The number of graduate students who receive scholarships shall be maintained within 70%, and the selection of graduate students shall be based on the recommendation of the professor who has outstanding research achievements, such as publishing papers and presenting academic conferences.

③ The selection of graduate students shall be selected by the head of the Educational Research Unit after deliberation by the Administrative Management Committee or the head of the faculty during February and August, before the start of each semester.

④ The scholarship for graduate students shall be supported monthly in principle.

Article 6 (New Research Personnel)

① New research personnel refers to post-docs and contract professors(research professors) recruited by the Education Research Group.

② The support of contract professors and postdoctoral students shall be operated separately, and on the recommendation of each participating professor, the personnel shall be selected in accordance with the relevant higher regulations and internal regulations, and the decision of the head of the Education and Research Unit shall be appointed after deliberation by the Administrative Operation Committee.

③ The initial contract period of the new research personnel shall be more than one year and less than two years, and they may be reappointed.

④ In the case of reappointment of new research personnel, the evaluation of research performance determines whether they are reappointed and can be employed for up to four years.

⑤ The position of new research personnel shall be made public to the Education Research Group,

the university, and the related society, and appointed by the Administrative Operation Committee with individual support and recommendation of the professor affiliated with the Education Research Group to determine the possibility of the contribution of the candidate to education and research.

Article 7 (Administrative Support Personnel)

- ① Administrative support personnel refers to employees who have been recruited to take charge of administrative and accounting management tasks in the Education and Research Corps.
- ② All matters such as the criteria for selection of administrative support personnel and the duration of the contract shall be determined by the Administrative Operation Committee, and the head of the Education and Research Unit shall select administrative support personnel according to the criteria.
- ③ The recruitment and working conditions of administrative support personnel shall be in accordance with Yonsei University contract personnel bylaws, and shall perform accounting and general administrative duties in compliance with the regulations.

Article 8 (Invitation to Study Abroad)

- ① Overseas study shall be a person of international academic authority and a researcher who can contribute to the educational and research activities of this educational research group.
- ② The expenses required to attend overseas study shall be paid in accordance with Yonsei University's own regulations.
 - A. Airfare shall be in accordance with Yonsei University equipment regulations.
 - B. Expenses, accommodation expenses and stay expenses (work, food expenses) are subject to Yonsei University's expenses regulations
 - C. The instructor fee and expert utilization fee shall be paid in accordance with the Yonsei University Expert Invitation Advisory Fee (instructor fee) criteria.

Article 9 (Long-and short-term overseas Training)

- ① Long-term overseas training prescribed by the business unit refers to training activities exceeding 15 days for the purpose of international academic exchange, joint research and education.
- ② For participating students, a research scholarship shall not be paid for a long-term overseas training period exceeding 30 days.
- ③ International conference recognition standards that can be applied by the business unit (participation in more than four countries, total oral presentation papers
In more than 20 cases, of the total oral presentation papers, more than 50% of foreign institutions belong to foreign institutions (however, when held in Korea, more than one-third) can be supported if conditions are met.
- ④ The amount of the grant may be paid for overseas research, such as airfare, institute

registration fee, and system fee.

⑤ The following application documents must be submitted before the date of participation in the International Conference and joint research. Go. Application Documents

- (1) Application for participation in the International Conference Part 1
- (2) Part 1 of the long-and short-term overseas training program plan
- (3) Presentation paper and conference pamphlet (specifying schedule and presenter schedule) or 1 invitation for joint research
- (4) Ticket invoice part 1 (including E-ticket)
- (5) 1 copy of the receipt of the registration fee of the society
- (6) Part 1 of the International Conference Recognition Support Standard confirmation (provisional submission of unconfirmed data)

⑥ A business trip report must be submitted within two weeks of participation in international academic conferences and joint research. Go. Submission Documents

- (1) Part 1 of the International Cooperation Program Participation Report
- (2) Part 1 of the International Cooperation Program Participation result Report
- (3) Certificate of Immigration facts Part 1
- (4) Original flight boarding pass (mobile boarding pass available) Part 1
- (5) Part 1 of the International Conference Recognition/Support Standard confirmation (completed and submitted with confirmed materials after the end of the society)

⑦ Matters not specified in this guideline are in accordance with the university's expenses regulations.

Article 10 (Performance Payment)

① For the purpose of prescribing the procedure and basis for the payment of performance pay, the matters related to the payment of performance pay shall be determined by final deliberation by the BK21 Administrative and Operating Committee (hereinafter referred to as "BK Administrative and Operating Committee").

② The total amount of performance pay in accordance with this regulation shall not exceed KRW 3 million per person as of the school year. (Within 2.4 million won in the first year and 8th year)

③ Teacher performance: Teachers who belong to the department may be paid performance in the semester in which the school fee is paid by evaluating their contribution to the activities of the department and the educational research group.

A. Two weeks before the end of each semester, the Head of the Department of Education and Research shall evaluate the contribution of each teacher during the period to the following items:

Items	Criteria	Total (100 points)
Administrative contribution	<ul style="list-style-type: none"> - Create an annual evaluation report - Quantitative performance analysis - Benchmarking - Participate in meetings - Promotion 	30

Contribute to educational performance	<ul style="list-style-type: none"> - Development and operation of new coursework and comparison and subjects - Publication of books - Securing graduate freshmen and contributing to graduate entrance - Graduate Education Committee activities 	20
Contribute to research performance	<ul style="list-style-type: none"> - Research paper contribution - Conference Award - Attract and operate academies and workshops - Graduate Research related Committee activities 	20
Practical contribution to international cooperation	<ul style="list-style-type: none"> - Authored international papers with foreign researchers - Joint workshop with foreign institutions - Formation of international joint research and education network 	10
Contribute to solving social issues	<ul style="list-style-type: none"> - Community Contribution - Discovery of social contribution challenges, etc. 	10
Practical industrial-academic cooperation	<ul style="list-style-type: none"> - Establishment of joint research system with industry - Build a network of industry and personnel 	10
	<ul style="list-style-type: none"> - Transfer patent or technology 	

B. The results of the above evaluation shall be finally deliberated on BK Administrative and Operating Committee to determine the amount of performance pay by personnel. In principle, performance pay shall be paid differentially according to the results of the evaluation.

C. Performance shall be carried out within the semester when the fee is allocated to the Yonsei Physics Education Research Group.

④ The performance of the new research personnel may be paid by determining the amount of BK Administrative and Operating Committee based on the research performance (SCI journal paper, assignment order, career development) and educational performance (graduate student guidance and course lectures) during the period.

⑤ Administrative personnel performance may be paid by determining the amount from BK Administrative and Operating Committee based on the operational administration, educational administration, and research administration competencies and performance of the educational research unit during the period.

⑥ The performance of participating graduate students may be paid by determining the target and amount of BK Administrative and Operating Committee based on the research results (SCI journal papers, academic presentations, patent applications, and overseas joint research) during the period.

⑦ Matters not specified in this regulation follow the matching 10% support business operating principles and on-campus regulations.