

# Managerial regulations of interdisciplinary program in landscape architecture science BK21 Plus project team, Seoul National University

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## Chapter 1. General

Article 1 (Purpose) The purpose of the regulation is to control election and evaluation standard of applicants of BK21 Plus project team of interdisciplinary program in landscape architecture science, Seoul National University based on 'BK21 Plus project control operation guide, participants' benefit, election of participating professors, use of new researchers and use standard of international cooperation expenses.

Article 2 (Terminologies) A) graduate school students participants: Graduate school students whom project team professors taught as either advisor or joint advisor not to subscribe to 4 major insurances and to join project team and to be given internationalization expense.

B) Graduate school student applicant (Scholarship student) : Graduate school student participants who are given research scholarship from BK21 Plus project occupy 70% or less of total graduate school participants to be given not only research scholarship but also internationalization expense.

C) New researcher: Post-doctorial fellowship and/or contract professor who devote them to research at project team and to be paid not only labor cost but also internationalization expense.

D) BK committee: Committee that consists of not only professor of the project team but also professor majoring in interdisciplinary program in landscape architecture science. The committee elects graduate school student participants and scholarship students, and elects and evaluates new researchers, and makes decision of project team operation.

Article 3 (SCI class thesis) The project team's outcome includes SCI class thesis (SCI, SCI-E, SSCI, A&HCI) only that graduate school student participants, scholarship students and new researchers have published.

Article 4 (Requirement for graduation) Graduate school participants and/or scholarship students who have joined the project shall make out thesis in English. Students who joined one year or less, the ones who submitted one thesis or more before graduation, and the ones with one year or more shall be under permit of publication, publication and/or inspection after

submitting two or more of SCI class thesis. At least one thesis shall be under decision of publication or publication.

## Chapter 2. Evaluation and support of graduate school student participants and scholarship students

### Article 1 (New applicant)

A) Qualification of application: New applicant shall be graduate school students who have been given entry permit of course of interdisciplinary program in landscape architecture course or entered the course less than 2 years ago to satisfy requirements below:

1. Full time doctoral course students who have been registered at the college as of April 1 and October 1 each year not to be given benefit of 4 major insurances such as employment, health, national pension and occupational health and safety insurance have qualification of application. Students on leave, expelled students, students of not participating professor (excluding joint teaching students of participating professor) shall be excluded from participating graduate school students.

2. Graduate school participants are allowed to be part-time lecturer 6 hours or less a week that advisor shall verify no problem of devotion to the research in accordance with 'managerial operation guide'. The one who is employed during project period shall be excluded from graduate school student participants (settle account of research scholarship in lump sum, and graduate school participants shall be deprived of qualification immediately after lending of license and/or name is discovered to return all of subsidy in accordance with managerial operation guide.

3. Lecture and research scholarship students each semester are allowed to register participating graduate school student and to exclude from research scholarship student (Reason: the one who is given lecture and research scholarship is thought to be given dual benefit of scholarship).

4. Graduate school participant shall be able to present at international symposium, and to publish SCI-class thesis, and to make out thesis in English. Prior to application, the participant shall consult with advisor to participate in project team continuously.

B) Application time and method: The participant shall send research proposal project team manager by e-mail in February and in August every year. The one who does not keep application time shall be given disadvantage at selection.

1. The research area shall include green infrastructure of research subject of project team, landscape architecture science, ecosystem, environmental science, urban design science, liberal art history and sociology.

C) Types of research plan:

1. Language: English (assess completion of sentence in English).

2. Quantity and form: A4 size 3 pages or less excluding references and attachment. Font: Times New Roman, character size: 11, top and bottom, and left to right: 20 mm blank space, line spacing: 150%

3. Order: title/ name in full/ advisor/ Telephone, purpose of the research/ question, background/ importance, research method, result expected

4. Attachment:

- 1) Last 3 years international symposium presentation and overseas journal publication
- 2) Mention 6-months research plan and expected outcome in the future (make use of it when being rated in the future).
- 3) Name and place of international symposium to participate within one year
- 4) \*Impact Factor (IF) of SCI class thesis journal to contribute within one year:  
Recommend to contribute to journal corresponding to top 20% each area

D) Evaluation: New applicants shall be given result of one among three, that is to say, research scholarship student, graduate school student participant and rejected, at BK committee's evaluation.

#### Article 2 (Support for research scholarship students)

A) Basic requirement: Scholarship students who are full-time doctoral course students not given four of major insurances, that is to say, employment, health, national pension and occupational health and safety insurance shall satisfy standards below:

1. Full time students shall submit not only confirmation of subscription of 4 major insurances but also agreement with use of personal information to BK 21 Plus research administrator each semester in April and in October.
2. The scholarship student shall not be lecture and research scholarship student nor college (administration / college affair) assistant instructor each semester. However, when lecture and research scholarship student and assistant instructor are forced to work, conversion into graduate school participant is permitted prior to payment of scholarship of following semester one time. To elect the student to be research scholarship student again, evidence of devotion to the research shall be submitted (reason: prevent change of frequent participation).
3. Overlapped benefit with scholarship in the college as well as scholarship from enterprises shall be admitted.
4. Student only who attends college within 4 years after entering doctoral course (up to 8 semesters excluding leave and/or military service) is allowed to be given subsidy of research scholarship student (for example, 9<sup>th</sup> semester student shall not join the project nor be paid research scholarship). And, graduate, student on leave and dropout shall not be given subsidy.
5. Student shall inform project team of progress of thesis by preparation of manuscript, completion of contribution, under inspection and publication, etc by 1<sup>st</sup> day of each month.

B) Research scholarship: Research scholarship students of the participants are to be paid about million KRW of research scholarship each month in March and in September every year. Graduate school students who are admitted to have excellent research performance and to help operate project team shall be paid research scholarship in differential way, and to be paid additional incentive when being given acceptance letter of SCI class thesis. However, aggregation of not only the value but also subsidy from other national project shall not exceed 2.5 million KRW a month. The research scholarship students have obligation:

1. The students shall submit SCI-class thesis not later than 12 months after being given research scholarship. However, new comer that is given scholarship from the first semester may have additional time of 6 months.
2. The research scholarship students shall be either first author or corresponding author. However, co-author is admitted of contribution at the rate of 70% of 2 authors, 50% of 3 authors and 30% of 4 authors or more to be thought of having no obligation of submission of the thesis.
3. Impact factors of SCI, SCI-E and SSCI thesis of SCI class thesis shall fill out based on JCR of latest year. Publication of top ranking 20% or less journal of each area shall be given 2 times additional points. A&HCI thesis having no impact factor shall not be filled out separately to admit of performance.
4. Being published or notified of final publication, thesis that has included not only interdisciplinary program in landscape architecture but also study under a professor shall admit of research performance.
  - 1) Identification of belonging (in English): “Interdisciplinary Program in Landscape Architecture, Seoul National University” (see an example below).

**Large spatial and temporal variations of the soil organic carbon stocks (title of the thesis)**

Lily Kim<sup>1,3</sup> and Youngryel Ryu<sup>1,2\*</sup>(**name of the author**)

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- 2) Identification of the belonging (in Korean language): “Doctoral course of interdisciplinary program in landscape architecture, Seoul National University”
- 3) Identification of study under a professor (in English): “This work was supported by the BK21 Plus Project in 20XX(Seoul National University Interdisciplinary Program in Landscape Architecture, Global leadership program towards innovative green infrastructure).”
- 4) Study under a professor (in the Korean language): “This thesis has been made out with

help of 20XX BK21 Plus project (Green Infrastructure creative student training team of interdisciplinary program in landscape architecture, Seoul National University).”

5. Students without support from department may be paid thesis proofreading charge.

6. Evidence of thesis publication submission: Submit date of publication, name of the author, thesis title, abstract, identification of corresponding author, Submit a copy of thesis including study under a professor to project team manager.

C) Internationalization expense: Do verbal presentation of thesis of international symposium as well as poster presentation (Include international symposium opened in foreign country and in Korea. Exclude domestic symposium.). Students shall be paid 2 million KRW or less a year regardless of times based on either from March 1 to end of February each year, or from September 1 to end of August following year. (Vary depending upon research expense). Standard of international symposium supported is:

1. Standard of international symposium shall be ① 4 countries or more joined, ② 20 verbal presentation theses or more, ③ 50% or more of foreigner working for foreign institution of verbal thesis presenters (one third or more at opening in Korea). Participate in international symposium 1 time or more each year.

2. Graduate school participants who are paid expenses shall be first author of thesis and/or poster and actual presenter. The author who is not presenter is allowed to participate in international symposium not to be paid expenses and to admit of performance at the rate of co-author at evaluation.

1) After participating in international symposium, student shall submit result report in English to project team manager.

2) The result report shall include ① summary (trainee, name of training institution and conference, training subject, training time, and contents of the presentation), ② explanation of the society, training activity, advantage and impressions in 2 page or less.

3. Students are not paid proofreading charge of international symposium.

4. Pay airfare, society entry fee and registration by research expense card (Private card is not permitted). Not only professor Ryu Yeong-yeol but also professor Kim Se-hun keeps research expense card. Travel expense (including hotel charge) shall be paid in accordance with standard of travel expense of Seoul National University. Do not pay visa issue fee and passport issue fee for departure of the country.

5. Participating professor who joins co-author of the first author can be paid internationalization expense. Participating professor shall not be paid overseas training expense independently.

6. A part of internationalization expense may be used for overseas training (join education course of overseas education institution), on-the-spot research, and designated discussion of international symposium. However, training having uncertain goal, simple symposium and on-the-spot visit having no relation with the research shall not be paid.

1) Overseas training and/or on-the-spot research shall be done not exceeding 15 days, and

student who exceeds 30 days shall not be paid scholarship. Excess of 15 days corresponds to 'long-term overseas training'.

- 2) Students may be paid up to half of maximum internationalization expense each semester (for example, 500,000 KRW of half of million KRW of semester subsidy, and 500,000 KRW of one year subsidy).

D) Long-term overseas training: Research scholarship students stay in foreign country more than 15 days to be taught from renowned professor of good university or does joint research at excellent research room and/or industry-academy laboratory to do joint research and to prepare for thesis. Students who research well to have more than 60% of participation ratio of BK meeting last 6 months can be paid subsidy. Each year, from March until the following year's February, a maximum of five students will be eligible to receive the long-term overseas training subsidy. For each student the maximum financial support is limited to KRW 2 million. The number of students and amount of subsidy is subject to change according to the decisions of the BK committee.

1. The subsidy includes: ① Airfare (regulation on travel expense of each college), ② Education and training : tuition fee, hotel charge (dormitory and home stay), meal charge, teaching material expense, medical insurance fee and others according to agreement with consigned institution to pay by transfer between accounts, ③ Overseas internship expense : hotel charge in foreign country according to regulation on travel expense of each college. However, student who is paid by another project shall not be paid airfare and hotel charge in overlap.

2. At excess of 30 days of training period, students are not paid research scholarship each period. And, accompanying professor shall not be paid expenses.

3. Documents and procedures of long-term overseas training shall be:

- 1) Preliminary plan: Make out plan in 2 pages or less in A4 size including goal of staying, stay time and place, name of invitation organization, invitation person (name in full, title, telephone), training contents and expected effects, and name of the thesis.

- 2) Invitation confirmation and certificate of foreign language: Submit invitation confirmation and certificate of foreign language that professor of famous university in foreign country and/or responsible researcher of joint research center filled out goal of invitation, name of trainee, invitation time and joint research, 30 days before staying. Standard of certificate of foreign language shall be TEPS (500-points or more) based on English speaking country, or equivalent, and standard of the Chinese language shall be Shin HSK 5 grade or higher, and the Japanese language of JPT 3<sup>rd</sup> grade or higher.

- 3) Application to business trip: At approval after project team's inspection, submit application to business trip including evidence of payment of airfare (e-ticket, etc) and receipt of expenses 2 weeks before start of staying.

- 4) Report of training result: Submit report of training result (3 sheets or less in A4 size of research contents and concerned theses not later than 2 weeks after last day of overseas training), certificate of entry and departure, and boarding pass.

4. Subsidy can be returned at inconsistency of project goal and/or preliminary plan and no

submission within specific time. Extension and shortening of training time and temporary return to home country are not permitted to adjust subject to discussion with advisor and/or project team manager.

Article 3 (Support and Obligations of graduate school student participants being not research scholarship students)

A) Basic conditions: Graduate school student participants have same basic conditions as that of research scholarship students. Being different from research scholarship students, graduate school student participants are allowed to be lecture and research support scholarship students and/or assistant instructor.

B) Students shall be given research scholarship to have same internationalization expense and long-term overseas training expense same as that of research scholarship students. Support conditions of symposium and thesis publication, belonging, and standard of identification of study under a professor shall be same as that of research scholarship students (Vary depending upon research expense.).

Article 4 (Rating of graduate school student participants and research scholarship students)

A) Subject: Graduate school student participants and/or research scholarship students who have not been given benefit of 4 major insurance such as employment, health, national pension and occupational health and safety insurance as of April 1 and October 1 each year at full-time doctoral course.

B) Rating time and methods: Send progress report to project team manager by e-mail two times each year, that is to say, end of February and end of August to publish at meeting of BK Committee. The one who does not keep application time and/or presentation time shall be given disadvantage at the rating to evaluate:

1. Compare expected outcome with actual outcome of research plan.
2. Decide upon international SCI class thesis (SCI, SCI-E, SSCI, A&HCI) publication, and inspect impact factor of the thesis.
3. Publish international symposium thesis verbally, and publish poster.
4. Help project team in administrative way, for instance, homepage management, conference management and preparation for minutes

C) Form of research progress report

1. Performance
  - A. Submit to SCI class journal/ under investigation/ publication
  - B. Present at international symposium
2. Attaining of research goal

A. Evaluate attaining of 6-month goal comparing with the plan

3. Six months performance and research plan

A. 6-months SCI class journal in the future/ international symposium/ present at domestic symposium

B. 6-months research goal in the future

D) Rating : Not only graduate school participants but also research scholarship students shall be decided to be one of the followings at BK Committee rating: ① research scholarship student (either continuous or new), ② graduate school student participants (either continuous or new), ③ rejected.

Article 5 (BK conference)

A) Participating professor, BK steering committee and graduate school student participants shall have regular BK conference to exchange scientific and/or social information. The project team manager shall manage operation to provide all of participants with meal and seminar one time each conference.

B) Not only graduate school student participants but also new researchers are asked to participate in the conference, and students who have not participated in the conference 3 times or more because of other reasons than research shall be given disadvantages at election next semester.

C) Make out minute with meeting time, place, participants and contents of the conference.

### Chapter 3. Election and Replacement of Participating Professors

Article 1 (Election Standard)

A) Project team manager: He or she shall have excellent research and administration ability to do business in stable way until the project expires and to have four or more of SCI class thesis publication last 3 years. Not only manager of government administered large research and development project but also manager of research subject of more than 500 million KRW of project cost shall not be project team manager.

B) Professor participant (including project team manager):

1. All of professor participants shall have 4 theses or more (number of theses) on average last 3 years. Theses of professor participants admit of one thesis each one professor regardless of main author or co-author. (For instance, thesis that 'B' professor has jointly published is admitted to be one thesis of professor A and another 1 thesis of professor B). Professor participant shall submit theses to journal having high impact factor of conversion correction at each area.

2. New professor's theses and patents admit of last 3 years performance as it is, and new



professor shall be excluded from parameter and performance at estimation of research expenses and technology transfer.

3. International scientific activities, joint research and order of research expenses: Professor participants shall participate in international symposium and scientific contest to edit international scientific journal and to write international scientific books according to ISBN excluding translation book. The professor participants shall do various kinds of international joint research activities to be given one or more of order of the research expense from the government, industry and overseas organization last 3 years.

4. Professor participant who is thought to teach students by director of the college during research year and/or 6 months or more of long time overseas business trip is admitted to participate in project team by concerned professor.

#### Article 2 (Replacement)

A) The project team manager is allowed to replace professor participant considering qualification and research performance. At the replacement, the project team manager shall get approval from chief of the organization by submitting reasons of replacement and research performance.

B) Number of professor participant shall not decrease but increase and replace.

#### Article 3 (Incentive)

A) The professor participant shall be paid incentive according to following standards:

1. The project participant shall be paid 60% of total incentive expense equally in divided way.
2. Each professor participant shall be paid remaining 40% according to research performance.

B) Number of case of research performance and number of theses

1. 'Conversion correction impact factor' of BK21 Plus project shall be used.
2. Conversion correction impact factor = Correction impact factor \* number of conversion

### Chapter 4. Use of New Researchers

#### Article 1 (Recruitment standard)

A) Contract professor and fellowship researcher and other new researchers shall research 40 hours or more to be full time researcher of each project team. They are not been given 4 major insurance such as employment, health, national pension and occupational health and safety insurance of other organizations not to participate in another research team's project in the university and others.

B) The first author and/or corresponding author last 3 years shall publish 2 or more of SCI class thesis to be elected. New researcher who is elected within 2 years after obtaining doctoral degree is given alleviated election standard by publication of one or more thesis. The contract professor shall have one year or more experience at industry, education and research in addition to standard of aforementioned thesis publication.

C) Ratio of researcher obtaining doctoral degree at interdisciplinary program in landscape architecture of the university shall not exceed two thirds of new researchers. Less than three of new researchers and/or the one who has different major of doctoral degree in interdisciplinary program in landscape architecture of the university shall not be included to be the one who has obtained doctoral degree of the university.

#### Article 2 (Labor cost, internationalization expense and appointment standard)

A) New researchers shall be given labor cost of more than 2.5 million KRW a month. The one who is main author to have SCI class thesis acceptance letter may be given additional incentive not exceeding million KRW per thesis. Yearly appointment shall be used. Maximum 3-years appointment is allowed by reappointment.

B) New researchers may be given internationalization expense at same level of research scholarship students. The researchers shall spend internationalization expense by research expense card, and not only standard of international symposium supported but also preparation of result report of the researchers shall be same as those of research scholarship students.

C) The one who is employed during project time shall be excluded from new researchers (Labor cost shall settle account in lump sum), and the one who is found to lend license and/or name shall be deprived of qualification of new researcher immediately to return support fund in accordance with 'management and operation guide'.

Article 3 (Lecture) New researchers are allowed to give a lecture not exceeding 6 hours a week: Researcher who is thought to research 40 hours or more a week by BK Operation Committee may be asked to lessen lecture time prior to contracting and/or during contract time.

#### Article 4 (Rating standard and dismissal)

A) Rating standard: Students shall prepare for one thesis or more for SCI class journal publication not later than six months after payment of labor cost. They shall prepare for 2 theses or more within one year, and one thesis or more shall be under investigation after submission.

B) New researchers shall do best to attain goal of project team. The one who does not attain rating standard may be given dismissal by BK committee's decision even before expiration.

### Chapter 5. Self-evaluation Committee

Article 1 (Evaluation Committee) Self-evaluation committee with researchers of each project shall be opened. The committee has 2 professionals in and out of the university whom not only one of professor participant but also project team manager recommends, and project team manager shall be head of evaluation committee.

Article 2 (Evaluation) The evaluation committee shall evaluate:

- A) Preparation for annual report and on-the-spot evaluation;
- B) Intermediate evaluation
- C) Differentiation evaluation between professor participants and between student participants.
- D) Important things of the project performance and other self-evaluation