

[English]

Team/Self-Designed Learning Activity Application & Expense Settlement Manual

[Application Period]

- Regular Semester Programs: During the course registration period for the regular semester
→ For activities during the Fall 2026 semester only, applications will be accepted on an ongoing basis.
- Vacation Programs: During the course registration period for the summer/winter session

[Apply for Team/Self-Design learning Activity]

· (Required) Submit the Activity Plan to the Student Affairs Team for a preliminary review before applying.

· POVIS Academic Affairs → Pathfinder → **Apply for Apply for Team/Self-Designed Learning Activities**

POVIS Home ERP Approval Academic Affairs R

Student Information > Apply for Team/Self-Designed Le

Student Information > Add New Modify View

Status Change/Academi... > Request Date Apply

Study Planning >

Credit Transfer >

Graduation >

Registration/Scholarship >

Scholarship >

Pathfinder > Apply for Team/Self-Design... •

Settle Expenses for Team/Self-...

PATHFINDER System Voucher In

Total Amount Use

0 0

※ You can view detailed information by click

- Download the Activity Plan form, complete the required information, and click the “Create” button.
- Click the “Add new” button.

POVIS Home Academic Affairs Work Area

Student Information > Apply for Team/Self-Designed Learning Activities

Status Change/Academi... > Add New Modify View Delete Activity Plan Form

Write the activity details.

POVIS Home Academic Affairs Work Area 58:54

Student Information > Apply for Team/Self-Designed Learning Activities

Status Change/Academi... > Back Save

Request Date* 2026.09.15 Team/Individual* Team Activity Type* Science & Technology Exhibition Activity Period* 2026.09.16 ~ 2026.09.21

Status* Apply In/Out* Overseas Event Organizer* 000

Country of Activity*

Co-Applicant(s) (Team Member)

+ Add - Delete

Student ID Name Department/major

File Attachment

File Attachment

- Activity Field: Select one of the following: Conference / Science & Technology Exhibition / Competition / Startup Activity. If none apply, select Other.
- Activity Period: Enter the entire period of participation (based on the dates of entry into and departure from the country).
- Team Type: Select Team / Individual.
→ If Team is selected, the team leader must submit the application on behalf of the team and accurately enter the team members' information (Student ID, Name, Major).
→ Team members can view the application.
- Domestic/International: Select Domestic / Overseas.
→ If overseas is selected, enter the country of visit (e.g., USA).
- Activity Name: Provide a specific description of the event name and purpose of the activity.
(e.g., Attendance at ○○ Conference; Attendance and Presentation at ○○ Conference; Participation in Joint Research with ○○ Institution)
- File Attachment: Attach one copy of the Activity Plan (PDF).

- → File Name: Activity Plan form: Team/Self-Designed Learning Activities_Name_Student ID (Individual or Team)
→ After attaching the file, click "Done" → click "Save."
* Approvers: Automatically assigned
(Student Affairs Team Staff → Academic Advisor → Student Affairs Team Staff (Final Approval))

Once the approval is completed, an approval notification email will be sent automatically.

[[Learning Activity Expense Settlement]]

· (Required) Have the supporting documents reviewed in advance by the Student Affairs Team staff member, then proceed with the expense settlement according to the instructions provided. · POVIS Academic Affairs → Pathfinder → Settle Expenses for Team/Self-Designed Learning Activities Click

Settlement Request Offered	Settlement Request
☐	2026.09.11
☐	2026.09.11
☐	2026.09.11
☐	2026.09.10
☐	2026.09.02

· Expense Settlement Entry:

For team activities, only the team leader can submit the expense settlement request (team members can view the submission).

→ The team leader submits the expense settlement request on behalf of all team members.

The screenshot shows the POVIS Academic Affairs portal. The left sidebar contains navigation links: Student Information, Status Change/Academi..., Study Planning, Credit Transfer, Graduation, Registration/Scholarship, Pathfinder, Apply for Team/Self-Designed L..., Settle Expenses for Team/S..., My Life Goals/Counselin..., and Research. The main content area is titled 'Settle Expenses for Team/Self-Designed Learning Activities' and includes a 'Back' button and a 'Save' button. The form is divided into several sections: 'Application Information' with fields for Team/Individual, Activity Type, Activity Period, In/Out, Activity Name, and Event Organizer; 'Settlement Entry' with a table for Settlement Item, Settlement Am..., Name, and Remarks; 'Settlement Info' with fields for Request Date, Status, and Total Settlement Amount (KRW); and 'File Attachment' with a 'File Attachment' button. The 'Settlement Entry' table has columns for Student ID, Name, Department/major, Transportation, Registration fee, Accommodation, Other, and Total (KRW). The 'Settlement Info' section shows a Request Date of 2026.09.11, a Status of 'Apply', and a Total Settlement Amount (KRW) of 1,000.

· Expense Category: Select one of the following: Transportation / Registration Fee / Accommodation / Other

→ Enter the Settlement Amount and Name. If Other is selected, provide details in the Remarks field.

· File Attachment: Attach all relevant supporting documents, such as airline tickets/E-Tickets, travel insurance certificates and receipts, accommodation receipts, conference registration receipts, round-trip transportation receipts, etc., as one PDF file.

· Click "Save."

Contact: sunya@postech.ac.kr (279-2438)