

Graduate School Affairs Guide



GYEONGSANG NATIONAL UNIVERSITY
Graduate School



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I Registration Guide

☐ Freshmen and Enrolled Students

○ Registration Period

- 1st semester : The beginning of February for freshmen
In mid-February for enrolled students
- 2nd semester : The beginning of August for freshmen
In mid-August for enrolled students

○ Registration Location : Every branch office of the pertinent bank

○ Registration Procedures : Print out the tuition fee bill on the Webpage of GNU and pay the tuition fee at a relevant bank within indicated period. (Tuition fee bills will not be mailed individually.)

○ Divided Payments of Tuition Fee, Delayed Payments : Apply for Next Generation Information System → Approval from the Department.

- Recipient : Enrolled Students (Excluding those who receive over 1 million won of scholarship)
- Excluder : Freshman, the readmitted, students on a leave of absence (including those planning), students exceeding the terms of study

○ Notes for Registration

- Even if you get a reduced tuition fee as a scholarship student, and your tuition fee bill shows 0 won, you must visit a relevant bank and confirm it. In case you take a semester off after registering, you don't need to register again when you return to school.
- If you don't register within the official period of registration, you will be expelled from the university based on the school regulation 1st clause of article 50.

☐ Students Exceeding the Terms of Study

○ If your terms of study is over and you need to register to earn more credits for graduation, the tuition fee for the term is following.

- Payment for a credit
 - 1~3 credit : Half the term's whole tuition fee
 - Over 4 credits : The term's whole tuition fee

☐ Completed Research Students

- [Application for a Completed Research Student for the Submission of Thesis for Degree](#) : If you completed your courses and want to submit your thesis for degree after a while (over 3 years for master's degree, over 5 years for doctoral degree), you must register as a completed research student.
- Application for completed research student status to use university facilities : It's possible every semester after completion. (impossible for reserve forces regimentation)
- Application Procedures : You can pay the tuition fee after applying at the Next Generation Information System individually.
- Amount of Registration Fee : 10% of school supporting association dues of the semester

II Courses Guide

☐ Courses Opening

- In principle, courses are opened without distinction of degrees or grades.
- Courses are opened based on a semester. (1 semester course or 2 semester course).
- In principle, a professor can open 1 course each semester.
 - ※ But, just in case, with the approval of the dean of graduate school, he/she can open over 2 courses. (excluding seminar and research)
- Maximum Credits of One Department or One Division each Semester
 - A Department (Division) with both master's and doctoral degree courses : Under 31 credits
 - A Department (Division) with over 4 majors : Under 37 credits
 - A Department (Division) with only master's degree or only doctoral degree : Under 24 credits
- ※ Exception : Division of Applied Life Science, Department of Law, Department of Veterinary Medicine, Department of Medicine,

Department of Agriculture Life & Resources, Department of Nursing,
Division of Mechanical & Aerospace Engineering, Division of Nano &
Advanced Materials Engineering

☐ Courses Registration

- Students are supposed to register for the courses which are opened each semester under the guidance of the dean of the department (division) or an advising professor within the official period of registration.
- The limit of credits each semester cannot exceed 10. (exception : You can separately register for 2 credits for research and under 6 credits for prerequisite subjects)
- If you register for the same course, it is considered re-completion and the grade you acquired before will be invalidated.
- If you register for a substitution subject, you can choose between completion and re-completion.
- The distinction of course completion is credit. A course with over 15 hours is 1 credit but experiment, practice, performance, exercise, seminar, demonstration class and physical education with over 30 hours are 1 credit.

☐ Prerequisite Courses

- If students of master's course or combined master-doctoral program enter a different major department from their undergraduate majors, at the beginning of each semester, they should get prerequisite courses from the dean of their department (division) after a meeting of professors and should get the approval of the dean of graduate school.
- In principle, after the approval of the dean of graduate school, students should complete the prerequisite courses within the next 3 semesters unless there are unavoidable reasons.
- The possible credits of prerequisite courses are under 6 each semester.
- The credits of prerequisite courses are not counted as completion credits.
- If you don't complete the designated prerequisite courses, you cannot complete your degree courses.

☐ Credit Acknowledgement

☐ Pre-Entrance Earned Credits Acknowledgement

- The credits that students earned at any Korean or foreign graduate schools can be counted as completion credits through the request of an advising professor and the dean of the department, only if the contents are identical or similar to the subject the students have to take. The maximum credits are 12.

☐ After-Entrance Earned Credits Acknowledgement

- If students want to earn credits at other Korean graduate schools (including other graduate schools of GNU) which have the credit exchange agreement with GNU, students must get the approval from both the deans of the two graduate schools in advance. The maximum acknowledged credits are 6, but for military entrusted students are 12.
- Credits earned at other graduate schools of GNU can be counted as completion credits up to 12.
- If students want to earn credits at foreign graduate schools which have the credit exchange agreement with GNU, he/she must get approval from the president of GNU. Under 9 credits each semester, 18 credits total can be acknowledged as completion credits. (This applies to only those who get the approval through the Office of International and External Cooperation in advance)
- Under 6 credits from the subjects of undergraduate junior and senior courses can be acknowledged as completion credits.

☐ Acknowledged Credits from Master's Program for the Students of Combined Master-Doctoral Program and Doctoral Program.

- Related Departments : Under 30 credits (excluding research)
- Unrelated Departments : Under 24 credits (excluding research)

☐ Major Change

- ☐ Major change (including department change) is possible only within the same category of the study.
- ☐ Within 1/4 period of the number of school days, major change is possible. Students must submit a major change application and a transcript to the dean of graduate school.

III School Registration Change

☐ Leave of Absence

If students cannot take courses more than 3/4 period of a semester because of family-related reasons, diseases or other reasons, he/she can obtain leave of absence through the approval of the president of GNU. (Method of application : through Next Generation Information System)

○ Types of Leave of Absence

- General Leave of Absence : After 1/2 period of the semester, in principle, it is impossible. (Exception : Objective reasons like diseases)
- Army Joining Leave of Absence : The confirmation form of joining army or military service must be attached.
- Freshmen cannot obtain leave of absence within their first semester of university.
 - ※ But in case of army joining, diseases, pregnancy, childbirth, childrearing, it is possible.

○ Period of Leave of Absence

- General Leave of Absence
 - Master's and Doctoral Program : Both exceeding 2 semesters at a time and 4 semesters in total are impossible.
 - Combined Master-Doctoral Program : Both exceeding 2 semesters at a time and 8 semesters in total are impossible. (The period of leave of absence of master's course is included)
- Army Joining Leave of Absence : The period of service based on the military service law)
 - ※ But, the period of military service, pregnancy, childbirth, childrearing(within 2 semesters) and establishing a firm(within 4 semesters) is not included as leave of absence.

- Deadline of Applying for Leave of Absence : Up to half the number of school days of the semester, it is possible but after then it is impossible.

☐ Returning to School

- Returning to School : Students on leave of absence must return to school when the approved period is over or the approved reason is solved. Even during the period of leave of absence, it is possible to return to school

through the approval of the dean of graduate school.

- Deadline of Returning to School : Within 1/4 school days of each semester.
- Non-Returning Student Disposal : Students who don't return to school after the period of leave of absence will be disenrolled.

☐ Expulsion and Disenrollment

- Expulsion
- Disenrollment
 - Students who don't return to school within 1/4 school days of each semester after the period of leave of absence is over.
 - Students who don't register within the period of enrollment
 - Students whose period of attendance is over.
 - Students who are considered not to continue study because of diseases, etc.
 - Students whose G.P.A is less than C for 2 consecutive semesters and are considered not to complete his/her courses.

☐ Way to Use the Next Generation Information System

Division	Leave of Absence, Returning to School, Leaving School Application
Student Application	- Log on with student's ID ((number) and password and apply Homepage of GNU > Online Service > Next Generation Information System ※ Cautions <ul style="list-style-type: none"> • It is possible to apply after returning all the borrowed books. • It is possible to apply after consulting the dean of the department and an advising professor. • Upload scanned Medical certificate(for leave of absence due to disease), Notice of enlistment(for leave of absence due to military service), Discharge certificate(for returning to school after discharging from military service) • If you want your tuition fee to be refunded, enter your bank account number.
Department Approval	Office of Academics Affairs > School Registration Change > General School Registration Change (department) ※ The Documents for Submission Foreigner Change statement → the Office of International and External Cooperation
Approvals of the dean of graduate school and the president of GNU	

☐ Readmission

- Recipient : Students who were expelled or disenrolled want to re-enter GNU, they could be admitted to re-enter within the number of vacancies of the department (division) which the students once studied. In case the department (division) name is changed or incorporated, the students could be admitted to re-enter the changed department (division).
- Readmission is processed from recommendation of the dean of the department (division), graduate school committee deliberation to the approval of the president of GNU.
- The credits of students of the readmission will be reappraised based on the completed courses before.
- Readmission could be allowed just once.

IV Scholarships

☐ Qualifications for Scholarship

- Full-time Student
 - Exception : Government Invitation Scholarship, Students exceeding the terms of study, Completed research student, Students on leave of absence, Beneficiaries of other scholarship, etc.
- ※ full-time student : non-policyholder of unemployment insurance, occupational health and safety insurance on the 4 social insurance confirmation

☐ Scholarship Granting Principles

- Priority of reducing tuition fee in advance
- Scholarships from inside and outside GNU could be granted within the amount of tuition fee
- Scholarship of graduate school can not be overlapped with other outside scholarships, BK21+ scholarship, CK-1 scholarship, etc.
- Starting the 1st semester of 2015, full-time freshman students will be granted full scholarship for their first semester.

☐ Types of Scholarships

- Research Scholarship (Track 1, Track 2)

- Track 1 : Full scholarship for 1 year
- Track 2 : Scholarship for school supporting association dues for 1 year
- Must fulfill the requirements (thesis performance) within 6 months after completing.
- Lecture-Supporting Scholarship (Track 3)
 - Track 3 : 200,000 won a month for 6 months
 - ※ When Disqualified for getting a job, leave of absence, leaving school, BK+, CK-1 scholarships, a “Scholarship Disqualification Document ” must be submitted.
- Foreigner Scholarship (TOPIK Scholarship)
 - TOPIK level 4 acquired students : Freshman (Entrance fee and Tuition fee), enrolled students (Tuition fee)
 - TOPIK level 5~6 acquired students : half the school supporting association dues
 - TOPIK level 4 to level 5~6 upgraded students : They will get paid the difference.
 - ※ It is possible to get paid over the amount of tuition fee
- Special Scholarships
 - Students in needy circumstances, the handicapped (Entrance fee and Tuition fee) : Must submit relevant evidence materials
 - Student union executives (Chairman : full school supporting association dues, Vice-chairman : half the school supporting association dues)
 - Teaching assistant as a graduate school student (full school supporting association dues)
 - ※ It is possible to get paid over the amount of tuition fee

V Foreign Language Examinations

- Time : The beginning of each semester
- Application : Apply within the fixed days of each semester through the Next Generation Information System
- Application Qualifications : Enrolled master's and doctoral course students and course completed students who are recommended by an advising professor
- Subjects : 1 language among English, German, French, Japanese, Chinese,

Chinese Classics, Russian.

- Exam Criteria : University liberal arts foreign language level within the range of pre-designated books (Some subjects might not have designated books)
- Success Score : Over 70 scores out of 100 scores (If failed, retry is allowed)
- Exemption of Foreign Language Examinations
 - In case students either passed the designated foreign language examinations or acquired over certain scores.
 - If students take a graduate school English course opened by School of Language Education and acquire over the fixed score.
 - Foreign students are exempt from foreign language examinations but they must take Korean language courses designated by the dean of graduate school. But, if he/she passed the officially recognized Korean language proficiency exam or acquired over certain scores, they could be exempt from Korean language courses.

※ Criteria for Exemption of Foreign Language Examinations

Subject	Name of Examination	Implementing Institution	Exemption Criteria	Note
English	TOEFL	ETS	PBT over 540 scores CBT over 205 scores IBT over 75 scores	Both master`s and doctoral
	TOEIC	YBM sisa	over 700 scores	
	TEPS	Seoul National University	over 600 scores	
Japanese	JPT	YBM sisa	over 650 scores (*Japanese Department 800 scores)	Different criteria for between major and non-major
	JLPT	Japanese International Education Association	over 2 level (*Japanese Department level 1)	ditto
French	DEL F	France Education Ministry	over A2	DEL F Criteria change
German	ZDaF	German Cultural Center	Successful candidate	
	ZMP	German Cultural Center	Successful candidate	
	KDS	German Cultural Center	Successful candidate	
	GDS	German Cultural Center	Successful candidate	
Chinese	HSK	Chinese Proficiency Test Committee	before : over level 9 new : over 180 scores	
Korean	TOPI C	National Institute for International Education	over level 4	For foreign students
English Course		School of Language Education (GNU)	over 70 scores	Excluding Foreigners

- ※ Expiration Date of Evidence Documents : If expiration date exists, it must be respected. If expiration date doesn't exist, 2 years from the date of examination are valid.
- ※ In case students want to be exempt from foreign language examinations, he/she must fill out a foreign language examination exemption document and receive the confirmation of the dean of the department (division) and then submit it to the administrative office of graduate school.
- ※ Korean language applies to only foreigner students

○ Designated Books for Foreign Language Examinations

- English

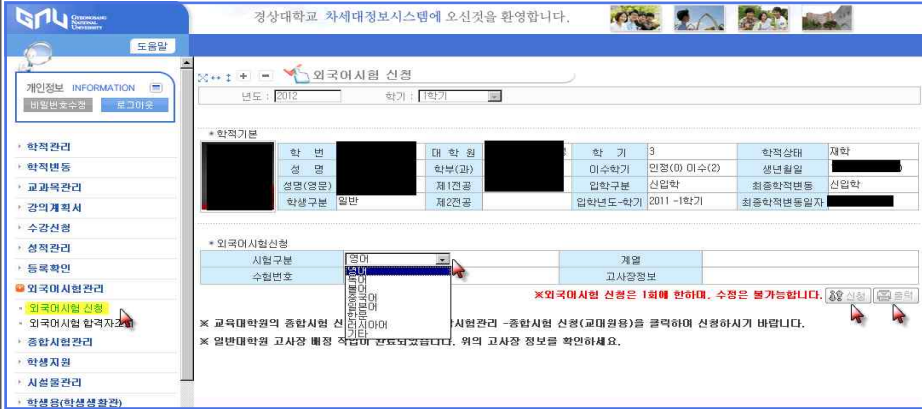
Division	Names of the Book	Author	Publisher	Note
Master`s	Making Connections Intermediate	McEntire&Williams	Cambridge	
Doctoral	Making Connections Second Edition	Pakenham	Cambridge	

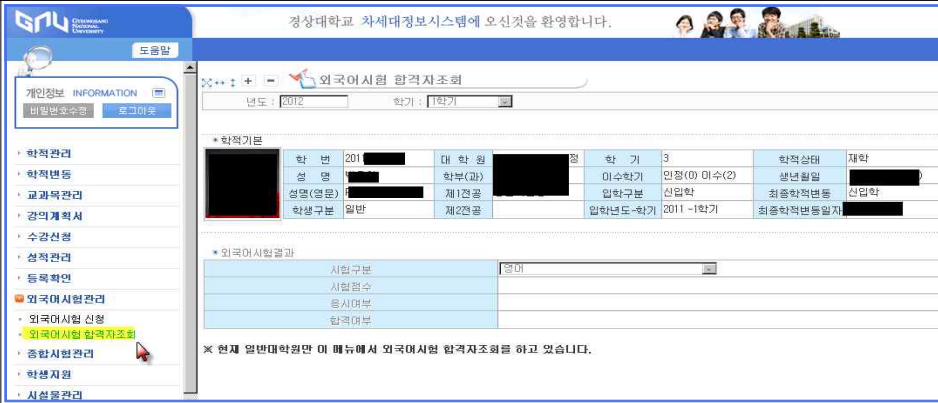
- German, French, Japanese, Chinese, Russian, Chinese Classics, Korean.

Subject	Book	Author	Publisher	Note
German	Latest German	안사균 Ahn Sa Gyun	문예림 Moon Ye Rim	existing books are out of print
French	University Liberal arts French	Liberal arts French publishing committee	Seoul National University Publishing Agency	
Japanese	Comprehensive Japanese	안병곤 Ahn Byeong Gon	보고사 Bo Go Sa	
Russian	Standard Russian	이철 Lee Chul	신아사 Shin A Sa	
Chinese Classics	the Analects of Confucius			
	Mencius			

- ※ Korean and Chinese don't have textbooks

- ※ Method of Applying and Checking the Result of Foreign Language Examinations
: Log in the Next Generation Information System (<http://nis.gnu.ac.kr>)

Division	Method of Use
Foreign Language Examinations Application (Student)	 <p>1) Foreign language examinations management > click foreign language examinations application</p> <p>2) Choose the foreign language at examinations section on the screen</p> <p>3) Click the application button</p> <p>4) Click the “print” button and print out the application form</p>

Division	Method of Use
Checking Foreign Language Examinations success	 <p>1) Foreign language examinations management > click foreign language examinations successful candidate check</p> <p>2) “ Pass or Fail Check “ is possible during the foreign language examinations check period</p>

VI Comprehensive Examination

- Time : The beginning of each semester (Announcement will be made separately each semester)
- Application Distribution and Acceptance : Department office
- Application Qualifications
 - Master's Course : Students who acquired over 18 credits (excluding prerequisite and research credits) and have the recommendation of an advising professor
 - Doctoral Course : Students who acquired over 40 credits (excluding

prerequisite and research credits, including master's course completing credits) and have the recommendation of an advising professor

- Examination Subjects : Among the major-related study fields, over 3 subjects for master's course students and over 4 subjects for doctoral course students which are recommended by an advising professor
- Questions Criteria : Comprehensive learning assessment of major field and major-related attendant fields
- Success Score : Over 70 scores out of 100 scores (For failed subjects, retry is allowed)
- Examination Implementation and Result Report : Each department (division) conducts them under the management of the dean of the department (division) and report the result to the dean of graduate school

VII Completion and Conferment of Degree

☐ Completion Credits for each Course

Degree Completion Division		Master's course	combined master-doctoral course	Doctoral course
Required	Seminar	3 credits	6 credits(including master's course completing credits)	3 credits (mandatory)
	Research	2 credits	2 credits (including master's course completing credits)	2 credits (mandatory)
	Common	over 3 credits	over 6 credits (including master's course completing credits)	over 3 credits or over 6 credits including master's course completing
	Major	over 9 credits	over 24 credits (including master's course completing credits)	over 15 credits or over 24 credits including master's course completing
Total Completion Credits		over 26 credits	over 62 credits including master's course completing credits	over 64 credits including master's course completing credits ※ over 62 credits for the students whose research credits were not recognized among master's course completing credits

○ Completion of Shortened Terms of Study (Early Completion)

- Students who earned completion credits for each course and G.P.A is over 4.3
- 1 semester for master's course and under 2 semesters for combined master-doctoral course is possible.
- Documents for Submission
 - An application for shortened terms of study or a waiver for shortened terms of study

□ Conferment of Degree

- Earning credits for completing each course
- Success of a foreign language examination and comprehensive examination
- Students whose thesis for degree is passed
 - **Processing Procedures of Thesis for Degree**
 (the end of March, the end of September ~ the end of June, the end of December)

Order	Title	Method
1	Examinants of thesis for degree	▶ Departments gathering
2	Enter the title of thesis for degree	▶ Next Generation Information System : the student in question
3	Recommend examiners of thesis for degree	▶ Graduate school committee deliberation items ※ In case examiners are changed, official documents must be sent attached reason statement.
4	Pay the evaluation fee of thesis for degree	▶ Deposit with student name or student number
5	Enter the evaluation fee for examiners	▶ Confirm name and account number
6	Presentation of thesis for degree	▶ Each department implements separately
7	Submit a result report for the presentation of thesis for degree	▶ Departments gathering
8	Submit a written research ethics oath	▶ Departments gathering
9	Submit thesis for evaluation	▶ Students submit it to advising professor directly
10	Thesis for degree evaluation and spoken test	▶ Each department implements separately
11	Submit a result report for thesis for degree evaluation and spoken test	▶ Submit through an official document
12	Submit thesis for degree	▶ Library Collection file registration (print out copyright consent)

		<p>▶ Graduate school administrative office</p> <ul style="list-style-type: none"> - thesis for degree - copyright consent - Application for degree - Confirmation of the title of thesis for degree : print out at Next Generation Information System - Confirmation needed - Submit at library (thesis, copyright consent)
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○ Distribution Centers of Thesis for Degree

Distributors	Master`s Thesis	Doctoral Thesis
GNU Library	2 copies	2 copies
The National Assembly Library	1 copy	1 copy
National Library of Korea		2 copies
Court Library of Supreme Court	1 copy (Related Law)	1 copy (Related Law)