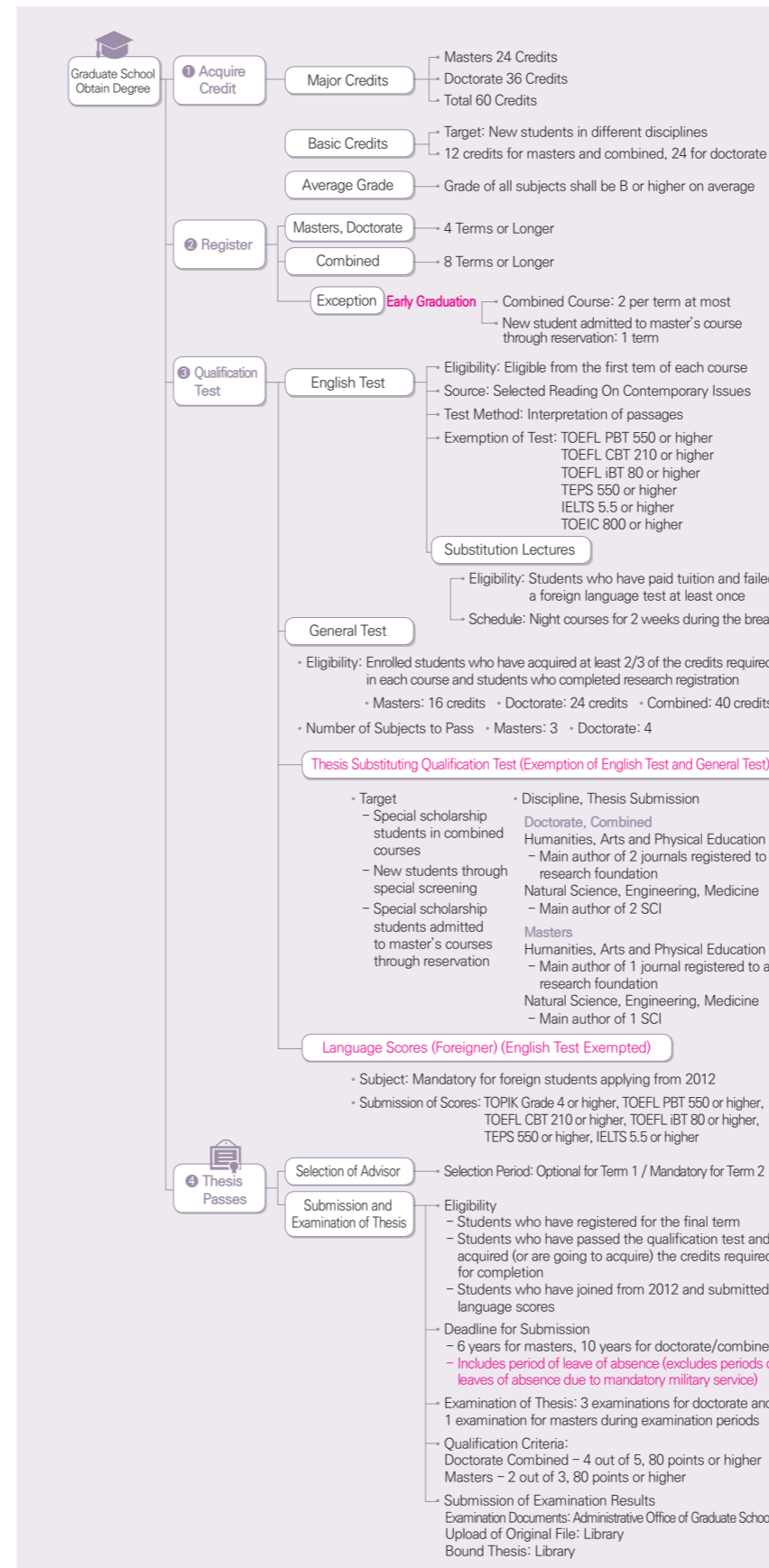


## Academic Affairs Overview



School Affairs		Masters	Doctorate	Combined
Years Required for Graduation and Years Studied		2 Years	2 Years	4 Years
Completion Criteria	Major Credits	24 Credits	36 Credits	60 Credits
	Basic Credits	Credits to be additionally completed by new students in different disciplines		
	Average Grade	Average grade in all subjects shall be B or higher		
Tuition	Enrolled Student	Amount notified		
	Extended Term	Up to 3 failed credits: 50% of tuition At least 4 failed credits: 100% of tuition		
Research Registration Fee	Students Who Have Completed	100,000 Won	400,000 Won	400,000 Won
Credit Transfer	Credits acquired in the same discipline from other graduate schools by a new student before admission	6 Credits	9 Credits	9 Credits
	Another graduate school within Konkuk University	6 Credits	9 Credits	9 Credits
	Domestic Credit Exchange	6 Credits	9 Credits	9 Credits
	International Credit Exchange	12 Credits	18 Credits	18 Credits
	Application Scope for Credit Transfer	The total number of credits transferred shall not exceed 1/2 of the minimum credits required to complete a degree course.		
Credit Limit for Course Application	Major (1 Term)	9 Credits	9 Credits	9 Credits
	Basic (1 Term)	6 Credits	6 Credits	6 Credits
Advisor	Application	Optional for term 1, mandatory for term 2	Optional for term 1, mandatory for term 2	
Change of Major	Application	2nd term	2nd term	
Leave of Absence		New students admitted to first or higher years and who have completed at least 1 term (leave of absence due to military service or illness not counted) may apply once every 2 terms, and there is no limit to the number of applications. The deadline for thesis submission includes the leave of absence period.		
Foreign Language Test (English)		No restrictions on applications (New students are also eligible)		
General Test	Number of Subjects	3 Subjects	4 Subjects	4 Subjects
	Eligibility	Acquisition of 16 Major Credits	Acquisition of 24 Major Credits	Acquisition of 40 Major Credits
Thesis Submission Deadline		6 Years	10 Years	10 Years



## Guide to School Affairs KONKUK UNIVERSITY GRADUATE SCHOOL



## School Affairs Management



### Credit Management

Students shall manage their own credits according to the rules of the graduate school and the guidance of the head professor of the department and the advisor.

### Years Required for Graduation and Credits Acquired

**Years Required for Graduation** : 2 for master's courses, 2 for doctorate courses, 4 for masters/doctorate combined

**Minimum Credits to Complete** : 24 for master's courses, 36 for doctorate courses, 60 for masters/doctorate combined (Average grade in all subjects shall be B or higher)

- New students in different disciplines: If new students from different disciplines need to obtain additional credits, they need to finish the sublevel courses additionally in order to complete the course.

- Credits to Obtain from Sublevel Courses

- Masters Courses and Masters/Doctorate Combined Courses: 12 Credits – Transferred Credits = Credits to Complete Additionally  
i.e. If 6 out of 12 credits were transferred, 6 credits in undergraduate courses must be completed additionally.
- Doctorate Courses: 24 Credits – Transferred Credits = Credits to Complete Additionally  
i.e. If 15 out of 24 credits were transferred, 9 credits in masters courses must be completed additionally.
- Sublevel courses refer to masters courses for students in doctorate courses and undergraduate courses for students in masters courses.

- Check Credits Transferred

Check Method	Graduate School Homepage → log on to General Information System → Graduate School → Graduate School Grades → All Grades → Search All Grades
	Graduate School Homepage → log on to General Information System → Graduate School → Graduate School Course → Course Application → Course Application Page (Check credits acquired on the right)

### Extension of Term and Research Registration

**Extended Term** : Students who fail to meet the conditions for completing the course within the years required for completion in each degree course are subjected to extended terms.

**Tuition** : Up to 3 failed credits (50% of tuition), at least 4 failed credits (100% of tuition)

### Research Registration Student

Target: Students who have completed a degree course

Term for Research Registration Payment: Register each term until passing the thesis examination.

Research Registration Fee: Masters (100,000 won), Doctorate (400,000 won), Combined (400,000 won)

### Credit Transfer

Contents	Masters	Doctorate	Combined
Credits acquired in the same discipline from other graduate schools inside and outside the country by the new student before admission	6 Credits	9 Credits	9 Credits
Special graduate school of Konkuk University	6 Credits	9 Credits	9 Credits
Credit Transfer from Domestic Schools	6 Credits	9 Credits	9 Credits
Credit Transfer from Overseas Schools	12 Credits	18 Credits	18 Credits

The total number of credits transferred shall not exceed 1/2 of the minimum credits required to complete a degree course.

### Course Application

#### Credit Limit for Course Application

Completion	Credit Limit for Course Application	Remarks
Major Subject	9 credits or less per term	For Masters/Doctorate
Basic Subject in Different Disciplines for First Year Students	6 credits or less per term (Apply separately from 9 credits for major subjects)	For Masters/Doctorate

#### Course Application Method

Application Method	Graduate School Homepage → log on to General Information System → Graduate School → Graduate School Courses – Course Application
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### Grade Evaluation Criteria

Grade	Points	Grade Score
A+	95 – 100	4.5
A	90 – Less than 95	4.0
B+	85 – Less than 90	3.5
B	80 – Less than 85	3.0
C+	75 – Less than 80	2.5
C	70 – Less than 75	2.0
F	Less than 70	0

※ If the grade is C+ or lower, the course can be re-completed.

### Application for Advisor

**Period** : Optional for term 1 and mandatory for term 2. Within 30 days before the term begins

**Procedure** : Consult with the head professor to select an advisor and register to the General Information System → president of the graduate school reviews the qualifications of the advisor and appoints as the advisor for the thesis.

### Change of Major

**Condition** : Limited to a change of sub-major within the same department

**Period** : Within 30 days before the 2nd term of each course begins

**Procedure** : Send an official letter to the Administrative Office of the graduate school → Approval of the president of the graduate school

### Leave of Absence and Returning to School

**Eligibility in Applying for Leave of Absence** : New students admitted to first or higher years and who have completed at least 1 term (leave of absence due to military service or illness not counted) may apply once every 2 terms, and there is no limit to the number of applications.

**Application Period for Leave of Absence and Returning** : Beginning of each term, announced in the school affairs schedule

**Leave of Absence Period** : Leave of absence period cannot exceed 2 terms per time and must consider the deadline for thesis submission.

Application Method	Graduate School Homepage → log on to General Information System → Graduate School → Graduate School Courses → Course Application
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### Thesis Submission Eligibility Test

**Test Type** : Foreign language test, general test (test on majoring subject)

- Eligibility for Foreign Language Test (English): Possible to apply from the first term of each course
- Number of Subjects in General Test: Masters courses – 3, doctorate courses – 4  
Eligibility: Enrolled students who have obtained 2/3 of the required credits for their majors in each course (16 for master, 24 for doctorate, and 40 for combined) and students who have completed research registration

#### Exemption of Qualification Tests :

- Exemption of foreign language test :
  - Students who have passed for substitute lectures (students who failed an English test at least once take the test after taking the course for 2 weeks during the break)
  - Submission of Certified Scores: Students who have achieved 550 or higher in TCEFL, 210 or higher in TOEFL CBT, 80 or higher in TOEFL iBT, 550 or higher in TEPS, 800 or higher in TOEIC, or 5.5 or higher in IELTS can apply through the General Information System during the foreign language test application period and submit the corresponding score within the application period to be exempted
- Exemption of Foreign Language Test, General Test: – Special scholarship students admitted to a masters course through reservation, special scholarship students for masters/doctorate combined courses who contributed an article to an internationally renowned academic journal [Humanities, Arts and Physical Education – Main author of a journal registered to a research foundation (1 for masters, 2 for doctorate) Science, Engineering, and Medicine – Main author of SCI (1 for masters, 2 for doctorate)]

### Thesis

**Eligibility** : Students who have acquired all required credits of a degree course and passed the qualification test for submitting a thesis [Students who have passed the general test and submitted a language test score if admitted as a foreign student from 2012 – Refer to homepage]

**Deadline** : 6 years for a masters course, 10 years for doctorate/combined courses

※ Keep in mind that the leave of absence period is included in the thesis submission deadline, however, a leave of absence period for mandatory military service is not.

## Other



### Application for General Information System SID

Students must apply for a General Information System SID in order to access the School Affairs Guide, Grade, Course Application, etc.

Application Method	Graduate School Homepage → General Information System → Apply for SID
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### Print Bill and Check Payment

General Information System – One Stop Service – Register – Print Bill  
General Information System – One Stop Service – Register – Print out Payment Statement

## Credit Exchange Guide



### Domestic Credit Exchange

**Participating Universities** : 15 Universities

Gachon University, Kyonggi University, Kyunghee University, Korean University of Science and Technology, Kwangwoon University, Kookmin University, Dankook University, Dongguk University, Sangmyung University, Soongsil University, Inha University, Hankuk University of Foreign Studies, Korea Aerospace University, Hanyang University, Hongik University

#### Details

- Exchange Type: Courses taken during regular terms
- Eligibility: Students enrolled in Konkuk University Graduate School degree courses
- Subject: Subjects taught by a full-time professor of the corresponding graduate school (Restricted to subjects not offered at Konkuk University Graduate School)
- Course Application: Up to 3 credits within the limits on course applications for major subjects per term (Possible to complete 6 credits for masters courses and 9 for doctorate courses during term)

### International Credit Exchange

**Participating Universities** : Refer to the Graduate School Homepage

#### Details

- Exchange Type: Taken during a regular term (Must apply for a course at Konkuk University Graduate School for the 4th term and complete the credit)
- Eligibility: Students enrolled in a degree course at Konkuk University Graduate School
- Application Method: Consult the head professor of the department and submit the application form to the Administrative Office of the Graduate School
- Credit Transfer: 9 credits or less per term (Possible to complete 12 credits for masters courses and 18 for doctorate courses during term)

### Change of Personal Information (Address, Contact, E-mail, etc.)

Change Method	Graduate School Homepage – log on to General Information System → Graduate School → Graduate School Register → Change Personal Information
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### Apply for the Issue of a Student ID

- New Issue: Applied by students themselves in the beginning of the term (http://smart.konkuk.ac.kr)
- Reissue: Student Support Team (2 Fl. Student Hall)

### Issue of Various Certificates

Automatic Certificate Issuer in the Hall on the 1st floor of the Administrative Building or School Affairs Support Team