Spring Semester of 2015

Information on Lecture Schedule and Academic Affairs

INDEX

Graduate School of Ajou University

【Schedule of Academic Affairs for Graduate School in 2015】

Semester	Category	Schedule (MM/DD)	Remark
Spring Semester	Apply for foreign language test for the spring semester	01.15 – 01.19	3 days
	Foreign Language test for the Spring semester	02.06	
	Apply for classes for the Spring semester	02.10 – 02.16	5 days
	New Year's Day	02.18 – 02.20	Holiday
	Conferment of degree for the class of 2014	02.23	
	Registration of enrolled students for the spring semester	02.23 – 02.27	5 days
	Application for exemption of Foreign language test, Spring	in March	
	Commencement of the Spring semester	**03.02**	
	Change for Classes	03.05 – 03.09	3 days
	Distribution and reception of application for comprehensive examination (Master's and Doctorate degrees) in the spring semester	03.12 – 03.16	3 days
	Withdraw for Classes / Withdraw for credits	03.25 – 03.27	3 days
	1/4 of class days for the Spring semester	03.27	
	Admission period for Graduate School for the Fall semester of 2015	in April	
	Period of submitting the dissertation for the doctorate degree	04.02 – 04.08	5 days
	Comprehensive Examination(Master's and Doctorate degrees)	in early April	
	The 42nd Anniversary of the University	04.12	
	Period of submitting the thesis plan(Master's and Doctorate degrees)	04.16 – 04.20	3 days
	1/2 of class days for the Spring semester	04.24	
	Children's Day	05.05	Holiday
	Period of submitting the thesis for the Master's degree	05.07 – 05.13	5 days
	3/4 of class days for the Spring semester	05.22	
	Buddha's Birthday	05.25	Holiday
	Period of Class Assessment for spring semester	06.01 – 07.01	
	Memorial Day	06.06	Holiday
	End of the Spring semester	06.19	
	Submission of result for Final Thesis deliberation result(MA, Ph.D)	06.19	
	Completion of submitting the grade report for the spring semester	06.30 – 07.01	2 days
	Submission of Printed copy for Master's and Doctorate degrees thesis	06.22 – 07.03	10 days

【Information on Application for Classes】

1. Period of Application for classes

Department	Content	Period	Confirmation of academic advisor
General Department (Semester system)	Application for classes	Feb.10th ~ Feb.16th	Feb.10th ~ Mar.13th
	Commencement of semester	Mar.2nd	
	Application for classes(Change)	Mar.5th ~ Mar.9th	
	Withdrawal for class	Mar.25th ~ Mar.27th	

2. Maximum credits for application per each semester : 12 credits (including research credit)
- Excess credits and grades that obtained will not be allowed and will be deleted.
- Required Credits for completion of course

Classification	Registration	Completed credits		
		Major	Research	Sum
Master's program	2 years or longer (4 semesters) (second semester or more for transfer students)	24 credits	6 credits	30 Credits
Doctorate program		54~60 credits	9~15 credits	69 Credits
Integrated program	4 years or longer (8 semesters)	48~54 credits	9~15 credits	63 Credits

∗ Students who entered after 2014 for doctorate and integrated courses will have different combination of major credits and research credit, so please check the detail from page 6.

3. Procedure of Application for classes
【Check the required credits for completion of course → Class Timetable/Syllabus search → Course Registration (Input the subjects into a computer) → Confirmation of academic advisor → Completion】

   A. Check the required credits for completion of course
: Before application for classes, students are required to confirm the required credits(major and research credits) of each department and to check credits earned and the courses to take. This step will not cause any problems with graduation or completions.

   B. Class Timetable/Syllabus Search
: AIMS Portal Login → Click 학사(대학원) (Academic Information for Graduate school) → Click 교과수업(Class Info.) on the upper side → Timetable/Syllabus search on the left side menu
or connect to a website below.
(Korean) http://goo.gl/nNHaKR / (English) http://goo.gl/4cZcx1

C. Course Registration

: Join the AIMS2 Portal Website → Login → Click 학사(대학원) (Academic Information for Graduate school) → Click 교과수업(Class Info.) on the upper side → Click 수강신청 (Course Registration) on the left side → Check the Department(학과) and Major(전공) → Click the courses that you want to take → Click 저장(Save) button → Check the list on the confirmation of course registration menu on the left side.

※ Please check the required credits of major and research subjects of each department to graduate or complete the course.

D. Confirmation of academic advisor

: Obtain the confirmation of classes from the applicable academic advisor(or dean of the department when an academic advisor is not assigned) using the AIMS portal system of faculty.

※ In the event of not obtaining the confirmation for classes from the academic advisor after the computer input, application will not be accepted successfully. So students should get the confirmation from academic advisor.

E. Procedure of class changes : After the change is made for any contents on Application for classes within the period of class change, obtain the confirmation for classes from the academic advisor again.

F. After applying for classes, make sure to confirm the status of class registration that there would be no case of not receiving the credits at the end of the semester due to the error in class registration.

4. Korean Language Class for Foreign Students

A. New class opened for foreign students who want to learn basic Korean Language.

B. Class time : Fri 6, 7, 8 (14:00~16:50) (a lecture room : Pal 1001)

C. Method of Application for class

[After logging in from the AIMS Portal homepage (http://portal.ajou.ac.kr) → go to User Menu → academic affairs of Graduate School(대학원(학사)) → 교과수업(Class Info.) on the upper side → Click 수강신청 (Course Registration) on the left side → Choose 'Korean Language Beginning']

D. Information

- Qualification of Application for classes : Graduate School Foreign Students
- Grade assessment : PASS & FAIL (0 credit)
- Time can be adjusted upon the number of students applied.
- Class can be cancelled in case that number of the total students applied less than 3.

5. Note on Application for classes

＊ For the prompt 1:1 E-mail academic affairs service for students, registration for the E-mail address should be made. By registering the accurate E-mail address, the proper academic affairs service is available for students.

A. Maximum credits for application per each semester : 12 credits (including research credit)

B. Students are required to confirm the credits earned and the courses to take before applying for classes.

C. Range of recognition of major course for each department : Recognized the related curriculum for similar major courses approved by the academic advisor

D. The repeated course taking with the same name (including the alternative course) (course application is not allowed) is not permitted. In particular, the students in doctorate program have to confirm the repetition of credit recognition from the master's program (scheduled credit recognition for new students) to ensure no difficulties in credit related issues.

＊ In the event that the contents of class and the professor in charge are different, the same name course will not be allowed to take.

E. Application for research credit

Course	Students who entered before 2014	Students who entered after 2014
Master's	6 credits	6 credits
Doctorate	9 credits	9~15 credits
Integration	9 credits	9~15 credits

1) Students who entered before 2014
(1) Master's course : Application for courses of 3 credits after allotting tutor (completion of a total of 6 credits)
(2) Doctoral course : Application for courses of 3 credits after allotting tutor (completion of a total of 9 credits)
(3) Master's. doctoral integration course : Application for courses of 3 credits after allotting tutor (completion of a total of 9 credits)

＊ Application of up to 3 credits per semester is applicable for study credits.

＊ Those who failed to complete the research credits must make an application for research about study subjects, even if they completed all credits on the major course.

＊ In case of shortage in study credits, it is impossible to complete the course. In case of applying study credits after the minimum registration semester (4 semesters), students must pay registration fee.

<Table1> Credits for the doctorate course and master's and doctorate integrated course - students who entered before 2014

Department	Doctorate Course			Integrated Course		
	major	research	total	major	research	total
All departments	60	9	69	54	9	63

2) Students who entered after 2014
(1) Master's course : Application for courses of 3 credits after allotting tutor (completion of a total of 6 credits)
(2) Doctoral course : Application for courses of 3 or 6 credits after allotting tutor (completion of a total of 9~15 credits)
(3) Master's. doctoral integration course : Application for courses of 3 or 6 credits after allotting tutor (completion of a total of 9~15 credits)

＊ Application of up to 6 credits per semester is applicable for study credits.

* Those who failed to complete the research credits must make an application for research about study subjects, even if they completed all credits on the major course.

* **In case of shortage in study credits, it is impossible to complete the course or graduate. In case of applying study credits after the minimum registration semester (4 semesters), students must pay registration fee.**

* Students can apply for 3 research credits in each semester in case of completion of total 9 credits for Doctorate or Integrated Courses.

<Table2> Credits for the doctorate course and integrated course - students who entered after 2014

Department	Doctorate Course			Integrated Course		
	major	research	total	major	research	total
Mechanical Engineering	60	9	69	54	9	63
Industrial Engineering	60	9	69	54	9	63
Chemical Engineering	54	15	69	48	15	63
Material Engineering	54	15	69	51	12	63
Environmental Engineering	54	15	69	48	15	63
Civil and Transportation Engineering	54	15	69	48	15	63
Architecture	54	15	69	54	9	63
Architectural Engineering	54	15	69	54	9	63
Systems Engineering	54	15	69	48	15	63
Urban Development	54	15	69	54	9	63
Electrical and Computer Engineering	54	15	69	48	15	63
Computer Engineering	54	15	69	48	15	63
Digital Media	54	15	69	48	15	63
Mathematics	54	15	69	48	15	63
Physics	54	15	69	48	15	63
Chemistry	54	15	69	48	15	63
Biological Science	54	15	69	48	15	63
Business Administration	60	9	69	54	9	63
Management Information System	60	9	69	54	9	63
Global Management	60	9	69	54	9	63
Korean Language and Literature	60	9	69	54	9	63
English Language and Literature	57	12	69	54	9	63
French Language and Literature	60	9	69	54	9	63
Economics	60	9	69	54	9	63
Psychology	60	9	69	54	9	63
Applied Social Science	54	15	69	54	9	63
Political Science and Diplomacy	54	15	69	54	9	63
Public Administration	54	15	69	54	9	63
Law	60	9	69	54	9	63
Medical Sciences	60	9	69	54	9	63
Biomedical Sciences	60	9	69	54	9	63
Nursing Sciences	57	12	69	–	–	–
Pharmacy	54	15	69	48	15	63
Energy Systems Research	54	15	69	48	15	63
Molecular Science and Technology	54	15	69	48	15	63
Education	57	12	69	–	–	–
Financial Engineering	60	9	69	54	9	63
Bio Medical Engineering	54	15	69	48	15	63
Space Electronics and Information Engineering	54	15	69	48	15	63
Applied Bio Technology	54	15	69	48	15	63
NCW	54	15	69	48	15	63
Systems Biomedical Informatics	54	15	69	48	15	63
Life Media	60	9	69	54	9	63

F. Foreign language test
: Refer to 【Information on Major academic affairs of Graduate School】 for information pertinent to foreign language test

G. Taking undergraduate school courses
1) For the courses designated by the dean of department and academic advisor, **the Application for classes for undergraduate school course is recognized for the major credits of 6 credits for master's program and doctorate program, and 12 credits for integrated program.**
2) The procedure for application for undergraduate course is same as the procedure for application for graduate course. After application, <u>courses must get confirmation by academic advisor.</u>
＊ Course Registration Form for undergraduate subjects will not be submitted.

H. Credits on courses opened in Graduate School of Information Communication & Technology are recognized and the credits on courses opened in specialized Graduate School (Graduate School of Management, Graduate School of Public Policy, Graduate School of Education, Graduate School of Industrial Studies, Graduate School of Information and Communication, Graduate School of ITS, Graduate School of International Affairs, Graduate School of Public Health, and Graduate School of Law) are not recognized.

I. <u>Only students who earned a minimum of 4 credits in the previous semester(including the thesis credits) and 3.5 of GPA for each semester without a grade of 'F' in every course can apply for the scholarship.</u>
 - If students completed major courses, accumulated score is applied regardless of acquired credits.
 - Scholarship can be provided up to 4 semesters for Master's course, to 6 semesters for Doctoral course and up to 8 semesters for Integrated course but If the students complete all credits then they cannot get the scholarship.
 - In case that students apply for only research credits, the scholarship will not be provided.
 - Scholarship for foreigners (Scholarship A, B) will be provided in conditions of 3.5 of GPA for each semesters regardless of department.

J. Apply for credit recognition that are earned from the previous Graduate School for the new and transfer students
 - The credit recognition earned from the previous Graduate School for the new and transfer students may be accepted with the deliberation of the Graduate School Committee by submitting the credit certification during the designated application period.
 ＊ **Any new and transfer students may be recognized for 12 credits for master's program and 18 credits for doctorate program after the deliberation for credits earned from the previous Graduate School.**

K. International students and exchange students need to implement course registration in the university and submit student records according to the academic calendar of the university.

L. **Any course with grade F has to be retaken for the applicable course with a grade to remove the grade F.** Only for the case where the re-taking of class is impossible due to the course not open in the applicable major, the credit may be waived during the period of credit waiver.
 ＊ Submission of an application to abandon credit to relevant department

6. Change of classes
A. Students can change the classes under confirmation of academic advisor in the period of change for classes.
B. Classes to close is changed during the period of class change
C. Period : Mar.5th(Thu) ~ Mar.9th(Mon), 2015

7. Withdrawal of classes
A. If you need to cancel the course after course add/drop period, you are able to give up during the course withdrawal period.
B. Period : Mar.25th(Wed) ~ Mar.27th(Fri), 2015
 ＊ Submission of an application to abandon taking a lecture to the department office

8. Credit Exchange Program from other graduate schools (collaborated graduate schools)
A. Subject schools : collaborated graduate schools
 - Collaborated graduate schools : University of Science & Technology, Kyonggi University, Kyunghee University, Kookmin University, Korea National Defense University, Dongguk University, Myongji University, Seoul National University, Sookmyung Women's University, Yonsei University (Medical School), Hanyang University, and University of Ulsan
B. Application Procedure and Grade confirmation
 - <u>Any students who wish to register for classes under the credit exchange have to make a copy of Application for classes for Credit Exchange Program and get a stamp(signature) of approval from the professor in charge of the applicable courses, then submit it to Department office after confirming from the Academic advisor and Dean of department.</u>
 - Grade confirmation : Confirm the results from other graduate schools at the end of semester
C. Submission of application : Office of applicable department
D. Notes on application
1) The exchange credit to complete from the collaborated graduate schools may not exceed a total of 12 credits for each degree course.
2) The application and correction of courses in collaborated graduate schools have to be submitted in writing to this Graduate School.
3) The exchange course has to be the course included in the curriculum of the Graduate School but not available in this Graduate School in the applicable semester.
4) The English names of courses have to be recorded on the Application for classes for Credit Exchange Program.
5) For the curriculum established in this Graduate School for the applicable semester, the taking of courses from collaborated graduate schools will not be permitted.

E. Compliances
 - Any student taking courses from a collaborated graduate schools under the credit exchange has to comply with the School Regulations of the applicable Graduate School.

9. Status of lecture time for each class hour

Class hour 1 : 09:00 ~ 09:50   Class hour A : 09:00 ~ 10:15
Class hour 2 : 10:00 ~ 10:50   Class hour B : 10:30 ~ 11:45
Class hour 3 : 11:00 ~ 11:50   Class hour C : 12:00 ~ 13:15
Class hour 4 : 12:00 ~ 12:50   Class hour D : 13:30 ~ 14:45
Class hour 5 : 13:00 ~ 13:50   Class hour E : 15:00 ~ 16:15
Class hour 6 : 14:00 ~ 14:50   Class hour F : 16:30 ~ 17:45
Class hour 7 : 15:00 ~ 15:50   Class hour G : 18:00 ~ 19:15
Class hour 8 : 16:00 ~ 16:50
Class hour 9 : 17:00 ~ 17:50
Class hour10 : 18:00 ~ 18:50
Class hour11 : 19:00 ~ 19:50
Class hour12 : 20:00 ~ 20:50

10. Abbreviation for Lecture Halls

(Yul) : Yulgok Hall(29)   (Da) : Dasan Hall(30)   (Won) : Wonchun Hall(5)
(Pal) : Paldal Hall(14)   (West) : West Hall(9)   (East) : East Hall(10)
(Energy) : Energy Center(4)   (Jong) Jonghap Hall(31)
(IUCB) : Industry - University Cooperation Building(16)
(Pharm) : College of Pharmacy (31)   (Seong) : Seongho Hall (25)
 * The number is building number of the campus map

11. Forms related to Application for classes : http://grad.ajou.ac.kr Log in and download at Reference Room
 - Application form for Credit Exchange Program
 - Application form for Recognizing the Credits Completed in Intern Graduate (It is applicable to those who completed master program after second semester in 2006)
 - Application form for Credit Recognition for Previous Graduate School for New (Transferred) Student

12. Address change
  Student who modified the address (including the E-mail address) has to correct the address from the Graduate School homepage.

The Campus Map (including building number)
(http://www.ajou.ac.kr/intro/ajou/campus_map1.html)

【Timetable for the Spring Semester, 2015】

* Application for research credit

Course	Students who entered before 2014	Students who entered after 2014
Master's	6 credits	6 credits
Doctorate	9 credits	9~15 credits
Integration	9 credits	9~15 credits

* Those who failed to complete the research credits must make an application for research about study subjects, even if they completed all credits on the major course.

* Those who entered after 2014 must apply for the class after checking <Table2> 'Credits for the doctorate course and master's and doctorate integration course' (page.6) - since the research credits have been changed from 9 to 15 credits,

* The timetable in the AIMS portal can be different from this book so you have to check your class information in the AIMS portal.

* You can check class information at the below link without login also.
   (Korean) http://goo.gl/nNHaKR / (English) http://goo.gl/4cZcx1

* After select a subject and click "수업계획서(국문)" or "수업계획서(영문)" then you can
   check syllabus in Korean or English

- 11 -
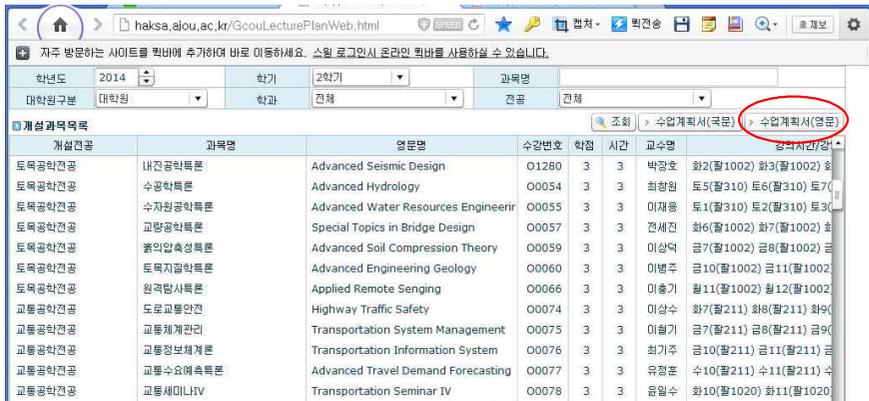
Information on Major Academic Affairs

☆ This information is the summary of major contents and reference information on overall regulations of the Graduate School to help on the personal academic affairs management of new students and enrolled students of the Graduate School.

☆ The purpose of this information is to help students to know the pertinent regulations, application schedule and/or administrative procedures in a way of avoiding the misunderstanding on the graduate requirements.

☆ This information may differ depending on the change of pertinent regulations and others that it is recommended to visit this Graduate School homepage from time to time.

☆ The Graduate School homepage contains the necessary information for the studies of Graduate School and function to process the academic affairs. We will make efforts to offer the best service by continuously updating the information.

▶ Homepage of Graudate School : http://grad.ajou.ac.kr, http://grad-e.ajou.ac.kr

▶ Homepage of Ajou University : http://www.ajou.ac.kr

- 12 -

【Class Grade . Credit Recognition】

■ Period of studies

1. **Master's program** : 2 years (4 semesters) or longer
2. **Doctorate program** : 2 years (4 semesters) or longer
3. **Integrated program** : 4 years (8 semesters) or longer

＊ In the event of master's program, doctorate program or integrated program, any student who earned required credits for the completion of the program, the class year may be shortened within one year (two semesters).

＊ The class year of the transferred students in master's program and doctorate program has to be two semesters or more for each degree course.

■ Required credits for completion

1. **Master's program** : 24 credits in major courses and 6 credits in research courses
2. **Doctorate program** : 54~60 credits in major courses (including up to 24 credits from the master's program) and 9~15 credits in research courses
3. **Integrated program** : 48~54 credits in major courses and 9~15 credits in research courses

Classification	Completed credits	Major	Research	Grade	Remark	Registration
Master's program (Advanced Practice in Nursing) (Dept. Dependable Software) (fianancial engineering)−entered before 2013 (financial engineering)−entered after 2013	30 (39) (45) (45) (42)	24 (33) (39) (39) (36)	6 (6) (6) (6) (6)	Cumulative GPA of 3.0 or better	Including the intern credits (within 6 credits)	2 years or longer (4 semesters) (second semester or more for new and transfer students)
Doctorate program — Students who entered before 2014	69	60	9		Including the credits for master's (within 24credits)	
Doctorate program — Students who entered after 2014	69	54~60	9~15			
Integrated program — Students who entered before 2014	63	54	9		−	4 years or longer (8 semesters)
Integrated program — Students who entered after 2014	63	48~54	9~15			

＊ Students who enter from 2014 for doctorate and integrated courses will have different combination of major credits and research credit, so please check the detail from page 6.

■ Application for research credit

: In case of shortage in study credits, it is impossible to complete the courses or graduate.

1) Students who entered before 2014
(1) Master's course : Application for courses of 3 credits after allotting tutor (completion of a total of 6 credits)
(2) Doctoral course : Application for courses of 3 credits after allotting tutor (completion of a total of 9 credits)

(3) Master's. doctoral integration course : Application for courses of 3 credits after allotting tutor (completion of a total of 9 credits)

＊ Application of up to 3 credits per semester is applicable for study credits.

＊ Those who failed to complete the research credits must make an application for research about study subjects, even if they completed all credits on the major course.

＊ In case of shortage in study credits, it is impossible to complete the course or graduate. In case of applying study credits after the minimum registration semester (4 semesters), students must pay registration fee.

<Table1> Credits for the doctorate course and master's and doctorate integrated course - students who entered before 2014

Department	Doctorate Course			Integrated Course		
	major	research	total	major	research	total
All departments	60	9	69	54	9	63

2) Students who entered after 2014
(1) Master's course : Application for courses of 3 credits after allotting tutor (completion of a total of 6 credits)
(2) Doctoral course : Application for courses of 3 or 6 credits after allotting tutor (completion of a total of 9~15 credits)
(3) Master's. doctoral integration course : Application for courses of 3 or 6 credits after allotting tutor (completion of a total of 9~15 credits)

＊ Application of up to 6 credits per semester is applicable for study credits.

＊ Those who failed to complete the research credits must make an application for research about study subjects, even if they completed all credits on the major course.

＊ In case of shortage in study credits, it is impossible to complete the course. In case of applying study credits after the minimum registration semester (4 semesters), students must pay registration fee.

■ Credit recognition

1. **Taking undergraduate school courses and credit recognition**
   - Range of recognition : The application for classes for undergraduate school course is recognized for total 6 credits for master's program and doctoral program, and 12 credits for integrated program in the period of attendance at school.
   - Subject course : The subjects designated by the department chair and the academic advisor
   - Required documents : None
   - Time of submission : During the Application for classes for each semester
   - Course Registration Procedure : Apply in the same way as course registration in the graduate school on school homepage during the designated period -> Make sure to get advice from an academic advisor through AIMS

2. **Taking courses from other Graduate School and credit recognition (Credits Exchange Program)**
   - Scope of recognition : The exchange credit to complete from the collaborated graduate schools may not exceed a total of 12 credits for each degree course within the period of attendance at school
   - Subjects : Those that are included in the graduate course and that are not offered in the graduate school
   - Submitted documents : Application for classes for the recognition of credit exchange
   - Time of submission : Course registration period at every semester
   - Procedure : File an application → Confirmed by the faculty in other graduate school → Confirmed by an

academic advisor in the graduate school → Confirmed by a dean → Submit documents to a department office → Confirmed by the director of the graduate school → Confirmed by the dean of the graduate school

- Submission of student records
  ▶ Collaborated graduate schools : Pact Graduate School Administration Team sends students records to the graduate school (University of Science & Technology, Kyonggi University, Kyunghee University, Kookmin University, Korea National Defense University, Dongguk University, Myongji University, Seoul National University, Sookmyung Women's University, Yonsei University (Medical School), Hanyang University, and University of Ulsan)
  ▶ Credit exchange : Exchange credits are included in the total credits acquired in the graduate school, but they are not added to GPA. Acquired grades are recorded as they are and indicated as exchange credits (In case of a double degree earner, grades are calculated based on rating standard of the graduate school)

3. Credit recognition from the master's courses for the newly admitted students in the doctorate program
- Time of application : Within the application period designated in the beginning of the semester
- Scope of recognition : Up to 24 credits
 * In the event that the major of Master's and Doctorate is different, credits will be recognized up to 12 credits. And students will submit the form of excess recognition additionally only in case that more document for recognition is needed.
- Submitted documents : A copy of Application for classes for the recognition of credits from the master's program and grade report from the master's program
- Procedure : Fill in an application → Confirmed by a dean and the Admissions Committee (credit assessed by the department with the supervision of the dean of department) → Confirmed by the director of the graduate school → Confirmed by the dean of the graduate school

4. <Application for credit for special courses of lecture in master's degree program> for new students (Special students of lecture in master's course after the second semester of 2006)
- Application period and range of recognition : Not more than 6 credits within the designated registration period at the first semester of master program
- Required document : Application for recognition of credit completion of special courses for master's degree
- Procedure : Preparation of Application → Confirmation of the academic advisor →   submission to the office of the department → Dean of department → Approval of president of Graduate School

5. Recognition of credits for new students, transfer students and returning students
- Time of application : Within the application period designated in the beginning of the semester
- Scope of recognition
  . Up to 12 credits acquired in the previous graduate school and up to 18 credits in the previous doctorate course are recognized for new students and transfer students.
  . The total credits acquired in the past are recognized for returning students
- Submitted documents : Credit Recognition Application, Graduate School Transcripts
- Procedure : File an application → Confirmed by a dean and the Admissions Committee (Evaluation under the supervision of a dean) → Confirmed by the director of the graduate school → Submitted to the graduate school → Approved by Graduate School Committee

■ Grade assessment

1. Method of grade assessment
- Major course : Assessment if made by considering the regular and special exam, attendance record, report and others
- Research : Paper guidance (Application for courses of 1~3 credits after allotting tutor)

2. Grade assessment

Classification	Grade	Point	Score	Remark
Major courses	A^+	4.5	95~100	
	A_o	4.0	90~94	
	B^+	3.5	85~89	
	B_o	3.0	80~84	
	C^+	2.5	75~79	
	C_o	2.0	70~74	
	F	0	0~69	
Research	S (Pass)			Satisfaction
	U (Not pass)			Unsatisfaction

※ Disposition of F : It will not be removed unless the same course is re-taken and earned a grade.
※ Only for the case where the re-taking of class is impossible due to the course not open in the applicable major, the credit may be withdrew during the period of credit withdrawal

3. Grade(via internet) : login to AIMS2 website → 'Academic Information for Graduate School' 학사(대학원) → Class Info(교과수업) on the upper side → 수업평가(Class Assessment) → Check Courses → Assessment each questionaire → Confirmation Grade

【Academic Advisor . Qualifying Examination . Thesis . Completion and Graduation】

■ Academic advisor

1. Organization of Advising Committee
- Time of assignment : By the early part of the second semester
- Organization of the Advising Committee
 . Master's program : Organized with two or more persons including the academic advisor
 . Doctorate program and integrated program : Organized with three or more persons including the academic advisor
- Procedure to organize the Advising Committee : Recommendation of dean of department (consult with applicable student and academic advisor) → Commissioned by the Dean of department

2. Qualification of Academic advisor (Rule of Graduate school No.26)
 - Qualification of academic advisor for Master's, Ph.D and Integrated courses is full-time professor in Ajou Univ. majored same field of study with students (Full-time professor with doctorate degree or Associate Professor above in Ajou University for students in Medical School)
 - Full-time professor (associate professor and above in Ajou Univ.) with doctorate degree and same major field of study with students and same position in Ajou. (when the student worked in Ajou Univ. as a professor)
 - In the event of appointing external personnel as a joint academic advisor, dean of department get a confirmation from chairman of department(of Dean of graduate school)

3. Change of academic advisor and advising member
- Cause of change : It is limited to the cases of having the causes (disease, leave of absence, dispatch to overseas and others) of impossible to advice the student.
- Required document : Petition for change of academic advisor (Make sure to record the cause of change)
- Procedure : Confirmations from the current academic advisor (member) and academic advisor (member) to be changed → Confirmation of dean of department → Approval of dean of department

■ Qualifying examination

1. Foreign language test (English)
 A. English test conducted in school
  - Test course : English
   . Foreign student with the native language of English may substitute in Korean language
   . Foreigners who are not English native speakers will select either English or Korean
  - Conduct method : Designated institution may conduct the test
  - Test period : Test day described on School Program Schedule (Note the further announcement)
  - Qualification : Enrolled student in the Graduate School (including students on leave, students completed with required courses)
  - Procedure : after completing the application procedure on the website(login to AIMS2 website →

'Academic Information for Graduate School' → 'Graduation'(on the upper side) → 'Apply for Foreign Language Test'), pay the application fee(15,000 won) within the given period(via electronic transfer or automatic withdrawal).
  - Passing : 60 points or higher for master's program and 70 points or higher for doctorate program and integrated program
  - If failed to pass, re-taking of exam is possible regardless of number of tests taken

 B. Applying for exemption from the test
  . Criteria of exemption from the English Test

Classfiaction	TOEIC	TEPS	ILETS	TOEFL			G-TELP		TOEIC Speaking	OPIc
				PBT	CBT	IBT	level 2	level 3		
Exemption Criteria	730	605	6.0	534	200	72	67	89	Level 5	IL

   * In case of students who graduated from Ajou University (entered after 2009 to Undergraduate) and meet the requirements, they will be exempted from submitting test results regardless of application.
   * **Exemption of Korean language test**
    - Those who earned a primary grade or higher in the Korean language proficiency test(TOPIK) conducted by Korea Institute for Curriculum and Evaluation
    - Level 1 or above in the Korean Language Proficiency Test(KLPT)
    - Level 4 or above in the KBS Korean Language Proficiency Test
    - Those who completed the Korean language lecture established by a graduate school
  . **Effective period : Within 2 years (Based on score acquisition date)**
  . Time of application : Apply for test of foreign language test each semester
  . Procedure : Preparation of application → Submit it to the each department → Approved by the dean of Graduate School
  . Required documents : application for exemption of foreign language test, copy of grade report (Original → original copy will be returned after confirmation)

 C. Alternative courses for foreign language test
  1) Students who entered before 2011 Fall semester.
  . 0 credits, 3 hours a week
  . Apply in the period of application for classes in each semester
  . Qualification for class taking : enrolled students and students completed with required courses (excluding students on leave)
  * Pharmacy Students entered after fall semester in 2012 will not be accepted to apply for alternative courses for foreign language test.
  . Lecture costs : 120,000 won per each semester (based on 30,000 won/month)
  . Grade assessment : PASS & FAIL
  . Class formation, number of students in class, and lecture time may be adjusted depending on the result of application.

  2) Students who entered After 2011 Fall semester.
  . 0 credits, 3 hours a week
  . Apply in the period of application for classes in each semester
  . Qualification for class taking : enrolled students and students completed with required courses

(excluding students on leave and <u>students in Dept.of Pharmacy who entered after 2012</u>)

. Lecture costs : 120,000 won per each semester (based on 30,000 won/month)

. Grade assessment : PASS & FAIL

. Class formation, number of students in class, and lecture time may be adjusted depending on the result of application.

. The classes are organized after taking English test for assessment of students'English level.

. Beginner level and Medium level classes will provide graded courses.

. Beginner level students who finish and pass 1 semester's beginner's course and 1 semester's medium course will be qualified in English to submit the thesis

. Medium level students who finish and pass 1 semester's medium course will be qualified in English to submit the thesis.

. Students who did not take the English test will be in the Beginner's level automatically regardless of English level and have to finish and pass 1 semester's beginner's course and 1 semester's medium course will be qualified in English to submit the thesis.

   3) Alternative courses for foreign languages is to decide whether the applicants
     qualify English level to submit the thesis and will not reflected in GPA.

D. Supplement of Qualifications for admission.

  Students who did not qualify the minimum level of English or Korean Proficiency Score for special reasons have to submit to the office of Graduate School the results of Language Proficiency test score before graduation.

  - Above 550 in TOEFL PBT, 210 in TOEFL CBT, 80 in TOEFL IBT 5.5 in IELTS,
   550 in TEPS or other state-authorized English proficiency test scores commensurate
   with the requirements.

  - Certificate of level 4 or above in the Test of Proficiency in Korean.

2. Comprehensive examination

- Degree thesis

 . Master's program : MajorⅠ, MajorⅡ

 . Doctorate program and integrated program : MajorⅠ, MajorⅡ

  * As general test is progressed by study subject, inquire about detailed subjects and schedule to department

- Time for test : conducted in April and October of each school year (Refer to School Program Schedule and notice)

- Qualification : Student who earned 18 credits or more of major course for each degree course and 3.0 or better average grade

- Procedure : application on the website(login to AIMS2 website → 'Academic Information for Graduate School' → 'Graduation'(on the upper side) → 'Apply for Comprehensive Examination'(on the left side))

- Passing : 60 points or higher out of the total of 100 points for each degree program

- If failed to pass, re-taking of exam is possible regardless of number of tests taken

3. Confirmation of the result for foreign language test and comprehensive examination (Internet inquiry)

: application on the website(login to AIMS2 website) → 'Academic Information for Graduate School' →
  'Graduation'(on the upper side) → 'Foreign Language Test/Apply for Comprehensive Examination'(on the

left side)

4. Caution on applicants for qualifying examination

- Before submitting the application, the test result has to be confirmed via Internet to ensure accurate application

- The application period of academic affairs schedule for each semester has to be complied with, and the reception is not allowed after the deadline date that the note has to be made. (The schedule may be modified depending on the situation, and if indeed modified, it shall be posted on the homepage.)

■ Compulsory Education of Nonsubject based on Research study(Research Ethics, Thesis Writing, Research Note Writing)

- Students who entered after 2014 have to complete compulsory education of nonsubject based on research study.

1. Subject of application for compulsory education : Students who entered after 2014 (Encourage students who entered before 2014 to take classes)

2. Qualifications for completion :

- Students who take classes will be recognized alternatively.

- Students in doctorate programs will be exempted from "Research Ethics" once and from "Research Note Writing" in case that a student completed those classes in his/her Master's programs.

Classification	Qualifications for completion	Subject of application for compulsory education	Period of Completion (Recommendation)
Research Ethics	- Master's Program : at least once or more - Doctorate Program and integrated program : at least twice or more	Students who entered after 2014	Before submitting Thesis
Research Note Writing	at least once or more	Students who entered after 2014 (Limited in Natural Science and Engineering)	until 2nd Semester (Recommendation)
Thesis Writing	at least once or more	Students who entered after 2014	until 2nd Semester (Recommendation)

※ <u>Students who entered after 2014 do not submit the Dissertation without taking Nonsubject above.</u>

3. Alternative courses for compulsory eduction of nonsubject (Regular Courses)

Nonsubject	Department	Subject Title	Remark
Thesis Writing	NCW Engineering	NCW Seminar	
	Molecular Science and Technology	Full Cycle Research Methodology	
	Medical Sciences	Methodology for Biomedical Research 1, 2	
	Biomedical Sciences	Analysis and utilization of biomedical data	
	Nursing	Nursing Research	
		Dissertation Seminar	
Research Ethics	Molecular Science and Technology	Introduction to Molecular Science and Technology	
	NCW Engineering	NCW Seminar	
	Medical Sciences	Methodology for Biomedical Research 1, 2	
	Biomedical Sciences	Analysis and utilization of biomedical data	
Research Note Writing	Molecular Science and Technology	Introduction to Molecular Science and Technology	
	NCW Engineering	NCW Seminar	
	Medical Sciences	Methodology for Biomedical Research 1, 2	
	Biomedical Sciences	Analysis and utilization of biomedical data	

4. An annual Plan for education of Nonsubject based on research study
- Refer to the annual schedule for education, Students have to take courses before submitting dissertation.
- Choose between the nonsubject courses opened in Ajou University or courses opened other Institution
- We will notice on the graduate school website before implementation of education program

Classification	Subject	Education program of nonsubject based on research study		
		Off-Line	Period	On-line
Mandatory	Research Ethics	Special Lecture: once in a semester	May	•Research Ethics for Researcher(KIRD) (Tuition Fee: KRW 5,000)
		*Open the molecule related subject(Spring Semester) – Introduction to Molecular Science and Technology	1st/2nd week in March	
Mandatory	Research Note Writing	Special Lecture: once in a semester	May	•Research Note(KIRD) (Tuition Fee: KRW 5,000)
		*Open the molecule related subject(Spring Semester) – Introduction to Molecular Science and Technology	3rd week in March	
Mandatory	Thesis Writing	*Open the molecule related subject(Fall Semester) – Full Cycle Research Methodology	September	Contents will be posted on e-class

※ Students can apply for online Lecture using KIRD website and after receiving certificate of courses or certificate of completion, register it to prove taking courses on AIMS Portal website.[AIMS-학사(대학원)(Graduate school)-비교과(Nonsubject)]

■ Degree thesis

1. Thesis plan
- Qualification to submit and time to submit
  . Master's program and integrated program : A person with 12 credits or more in major courses is recommended in early part of the third semester.
  . Doctorate program : A person with 9 credits or more in major courses is recommended in early part of the second semester.
- Procedure : application on the website(login to AIMS2 website) → 'Academic Information for Graduate School'[학사(대학원)] → 'Graduation'(on the upper side)(졸업)→ 'Register Thesis Plan'(on the left side) (논문계획서 등록)→ enter the title of the thesis
- Time of submission : In April & October
  * Refer to a separate notice on the website

2. Thesis for degree
A. Qualification : Any student who satisfied the following
  1) A student who has completed each of the degree courses or scheduled to complete
  2) A student who passed the qualifying examination (foreign language test and comprehensive examination)
  3) A student who completed courses for nonsubject based on research study (Those who entered after 2014)
  4) A student who received the thesis advisement for two or more semesters or a student scheduled to have the thesis advisement
  5) A student who has yet to have six years for master's program and 10 years for doctorate program and integrated program after the admission (excluding the period of leave)
  6) A student in the doctorate program who contributed (scheduled) to the academic publication on the contents of the degree thesis as follows
    . Science, engineering fields : Two domestic articles or one overseas article or more
    . Medical fields : Two or more domestic or overseas articles
    . Humanities and social science fields : One article or more at home or abroad
  7) A student in the integrated program who contributed (scheduled) to the academic publication on the contents of the degree thesis as follows.
    . Science and engineering fields : One or more overseas articles
    . Medical fields : Two or more articles published in overseas or domestic academic publication
    . Humanities and social science fields : Two or more domestic articles or One or more overseas articles
    . Biomedical Science fields : Two or more overseas articles

※ Standard of contribution for academic publication for Doctorate and Integrated Courses

Classification	Students who entered before 2014	Students who entered after 2015
Scope of Recognition of writer	with no distinction of writer	Students will be recognized only in case of thesis that published as the First writer or co-author in the academic journal * Certain exceptions will be allowed only in case of unavoidable circumstances of academic field. ** In case of mathematics and financial engineering department, insert in a academic journal in alphabetical order without division of writer.
Scope of Recognition of overseas article	Academic Journal that recognized from department	• In Science and engineering fields, make it a rule to publish on academic journal that listed on SCI(E), A&HCI. • In Humanities and social science fields, make it a rule to publish on academic journal that listed on SSCI, SCIE, A&HCI. ※ Academic journal that published from G7 countries or SCOUPUS(limited in English academic journal) will be allowed only in case of unavoidable circumstances of academic field. (with statement of reasons)
Scope of Recognition of domestic article	Academic Journal that recognized from department	• Academic Journal that registered in National Research Foundation of Korea

B. Period of submitting the thesis for degree
  - Master's program : Period of submitting the academic affairs schedule in May and November
  - Doctorate program : Period of submitting the academic affairs schedule in April and October

C. Organization of thesis review members
- Dean of graduate school appoint thesis review member who recommended academic advisor and dean of department after confirming from committee of graduate school.
- Thesis review members for master's have to be composed at least 3 people or more (including 2 full-time professors of Ajou University and 1 external review member (external professor or expert) or 1 honorary professor)
- Thesis review members for doctorate have to be composed at least 5 people or more with doctorate degree and have to include 3 full-time professors of Ajou University and 1 external review member (external professor or expert).(In case of medical department, associate professor or assistant professor with doctorate degree will be appointed as a internal thesis review member.)
- Professor of each departments will be appointed firstly as internal thesis review member, and Thesis review members can be composed including professors who assigned in related fields.

D. Procedure: Refer to the attached
  - Submission of petition for review of thesis for degree (affixation of seal from student, academic advisor, and dean of department) → Review on thesis for degree (Review for once or more for master's degree and two or more for doctorate degree, make sure to open at lease for once) → Submit the review result → Submit the printed copy of thesis

E. Required document (Submit it to department office)
  - When submitting the petition for review :
    ① Petition for review of thesis for degree
    ② Thesis for review (four copies for master's degree and six copies for doctorate degree)
    ③ Recommendation from the academic advisor
    ④ Fees for thesis review
    ⑤ Personal resume (limited for doctorate degree)
    ⑥ Verification of dissertation publication on academic article (scheduled) and printed copy of the dissertation (limited for doctorate degree)
    ⑦ Research Ethics Compliance Statement
  - When submitting the outcome
    ① Master's degree : Report of final review result for thesis, public announcement result report
    ② Doctorate degree : Report of (first, second and final) review result for dissertation and report of open announcement result (public announcement result report)
    ③ Common : Certificate of checking plagiarism(similarity) of dissertation and Related materials
    ※ Application and Procedure can be noticed on the website of graduate school

F. Instruction of thesis for degree : Graduate School homepage → Information on academic affairs → Confirm in the data room

3. Confirmation of the thesis plan and thesis for degree (Internet inquiry)
  : Login to AIMS2 website → 'Academic Information for Graduate School' → 'Graduation'(on the upper side) → 'Register Thesis Plan'(on the left side) → enter the title of the thesis

■ Completion

1. Completion requirements

Classification		Completed credits	Major	Research	Grade	Remark	Registration
Master's program (Advanced Practice in Nursing) (Dept. dependable software) (financial engineering)-entered before 2013 (financial engineering)-entered after 2013		30 (39) (45) (45) (42)	24 (33) (39) (39) (36)	6 (6) (6) (6) (6)	Cumulative GPA of 3.0 or better	Including the intern credits (within 6 credits)	2 years or longer (4 semesters) (second semester or more for transfer students)
Doctorate program	Students who entered before 2014	69	60	9		Including the credits for master's (within 24credits)	
	Students who entered after 2014	69	54~60	9~15			
Integrated program	Students who entered before 2014	63	54	9		–	4 years or longer (8 semesters)
	Students who entered after 2014	69	48~54	9~15			

* Students who entered after 2014 for doctorate and integrated courses will have different combination of major credits and research credit, so please check the detail from page 6.

2. When a students completed with required courses wishes to apply for the qualifying examination (foreign language test and comprehensive examination) : Apply in accordance with the procedure on the date of registration for qualifying examination under the academic affairs schedule in the applicable semester

3. When a students completed with required courses wishes to apply for the thesis for degree : After research registration, certain review fees have to be paid on the date of registration for qualifying examination under the academic affairs schedule in the applicable semester and submit the application.

■ Graduation

1. Requirements of graduation
 - Complete the above degree courses
 - Pass the qualifying examination (foreign language test and comprehensive examination)
 - After receiving the passing from the review of degree thesis, the final version of the thesis (printed copy) has to be up loaded on the library homepage and submit four hard copies of thesis.

2. Ceremony of degree conferment
 - The ceremony for degree conferment is implemented once for each school year, and the time of the ceremony is in February.
 - The graduating students in the second half (August) will receive the degree first in the graduation date (normally at the end of August) and participate in the ceremony of degree conferment in February of next year.

【Registration . Leave . Reinstatement . Removal】

■ Registration

1. Registration period : Refer to the registration period in the academic calendar (End of February and August)

2 . Minimum Registration Semester
 - Master's program : 2 years (4 semesters)
 - Doctorate program : 2 years (4 semesters)
 - Integrated program of Master's and Ph. D : 4 years (8 semesters) The course of study can be reduced by 1 year (2 semesters) for those who acquired more credits than designated
 - Transfer students for graduate and doctorate courses : 1 year (2 semesters) or more

3. Credit (Excess) Registration
 - Subject : A student who completed the minimum registration semester but who failed to complete the course of study can register 6 credits or less (including research credits)
 - Reduction of tuition fees
 . 1/3 of the tuition fees reduced for those who acquire 0 to 3 credits
 . 1/2 of the tuition fees reduced for those who acquire 4 to 6 credits
 . No reduction of the tuition fees for those who acquire 7 credits or more
 - Submitted documents : Tuition Fees Reduction Application
 - Time of application : Registration period in each semester
 - Procedure : File Tuition Fees Reduction Application → Submit it to the graduate school (Tuition Fees Reduction Notice issued) → Student registration

4. School register maintenance registration and research registration : Those who completed a degree course need to register school register maintenance and those who want to submit a dissertation need to register research. (Students who register school register maintenance or research registration after completion of degree course can't get a scholarship.)

admission year	School register maintenance registration (3% of the tuition fees)	Research registration (5% of the tuition fees)
New students who entered before 2008	–	Register for research in last semester that scheduled to receive the degree
New students who entered from 2008 to 2013	After completion of degree course, pay for school register maintenance every semester until the acquisition of a degree	Register for research in last semester that scheduled to receive the degree
New students who entered after 2014	–	After completion of degree course, register every semester until the acquisition of a degree

▶ School register maintenance registration
 - Those who completed a degree course need to register school register maintenance after paying the tuition fees every semester until the acquisition of a degree

- Registration fees : 3% of the tuition fees
  * Applied to new students who enter from 2008 to 2013
▶ Research registration
  - Students who complete the courses (taking all required credits for graduation) after the minimum required semester. (Those who entered after 2014 and completed the courses have to register research registration every semester until the acquisition of a degree)
  - Students who complete the courses (taking all required credits for graduation) and want to submit the thesis (Applied to the students who enter from of 2008 to 2013)
  - Students who acquire the qualification for re-submitting the thesis (Among those who lost the qualification for submitting thesis due to excess of expiration date, they can regain the qualification with the approval of committee of graduate school.)
  ※ The expiration date for submitting thesis is for 6 years in master's course, for 10 years in doctorate and integrated courses after admission.
  - Research registration fees : 5% of the tuition fees
  - Request for research registration and payment : Register research in the homepage during the designated period and make payment during the payment period
    ※ A written notice can be printed out and payment can be made in the homepage.
    Refer to a notice in the homepage for details.

■ Leave of Absence

1. **Reasons for leave of absence:** when a student has no choice but to miss a fourth(1/4) or more school days in a semester due to disease, military service or other reasons

2. **Types of leave of absence:** general leave of absence, leave of absence due to military service

3. **Documents to be submitted**
- General leave of absence: please refer to the section of 'application for leave of absence' below
- Leave of absence due to military service : Form of leave of absence(military service), notice of enlistment

4. **Application period: before the elapse of a fourth(1/4) of the total school days in a semester**
* Tuition fee for the first semester after returning from leave of absence
- General leave of absence: if a student has paid the tuition for the semester but apply for leave of absence before the elapse of a fourth of the total school days in the semester, a tuition fee for the returning semester will be exempted.

5. **Procedure**
A. Application for leave of absence
1) log in to AIMS2 → click 'academic information(graduate school)' → click 'registration' → click 'apply for leave of absence'
2) - applicant for leave of absence(among currently enrolled students): click 'apply for leave of absence' → enter the relevant information in 'detailed code of status change,' 'reason for leave of absence,' 'leave of absence history' and 'leave of absence period' → click 'save'
  - applicant for extending the leave of absence(among currently enrolled students): click 'extending leave of absence' → enter the relevant information in 'detailed code of status change,' 'reason for leave of absence,' 'leave of absence history' and 'leave of absence period' → click 'save'

※ Notes
① When you apply for extending the leave of absence, information of the application for return from leave is automatically created. Please note that does not affect your application process at all.
② In case of leave of absence due to military service, students can't apply for leave of absence by using internet, only apply it by submitting related document to office of graduate school.
③ Those who want to change the status from general leave of absence to leave of absence due to military service have to submit the notice of enlistment to office of graduate school.

6. **Cancellation of leave of absence:** submit the <leave of absence cancellation form> before the elapse of a fourth(1/4) of the total school days in the semester (The procedure of the cancellation is the same as that of the application for leave of absence.)

7. **Leave of absence period**
- A total of four semesters are allowed for leave of absence for a student while up to two semesters are given for one leave of absence. But, the leave of absence due to military service, illness, and long-term dispatch overseas is considered an exception.
- A student who wants to extend his/her leave of absence should submit a form for extending leave of absence during the enrollment period for the relevant semester.

■ Returning to School(return from leave)

1. **Application period:** enrollment period of the first semester after the end of leave of absence (at the end of February or August)

2. **Documents to be submitted**
- Returning to school after the general leave of absence: please refer to the section of 'application for returning to school' below.

3. **Procedure**
A. Application for returning to school (only for those who return to school after the general leave of absence)
  1) log in to AIMS2 → click 'academic information(graduate school)' → click 'registration' → click 'apply for return from leave'
  2) click 'return from leave' → select 'returning year' and 'returning semester' → click 'save'

■ Removal

  1. Any student who is not reinstated after the expiration of the leave of absence period
  2. Any student who does not register within the registration period
  3. Any student with extremely poor grade report
  4. Any student who committed disgraceful conducts

■ Change of department and major

1. **Period** : Those who are about to advance to the 2nd semester or the 3rd semester are allowed to change department once prior to the initiation of the semester

2. **Submitted documents** : Application of Change of Department, Credit Recognition Application, Transcripts

3. **Procedure** : File Application of Change of Department signed by academic advisers of pertinent departments and a dean → Confirmed by the director of the graduate school → Submitted to the graduate school → Evaluated by Graduate School Committee → Approved by Dean of Graduate School

■ Disciplinary action

: When a student committed a disgraceful conduct, the disciplinary action shall be undertaken after the review of the Graduate School Committee

For example) A student committed of illegitimate qualification exam

■ Change of the degree process owing to the master's . doctoral integration course for students under the master's degree course

* Application in case of changing the degree course to the master's . doctoral integration course among students under the master's degree course at the school's general graduate school

1. **Application qualifications**
   a. Students who completed one or more semesters at the school's general graduate school
   b. Those who got tutor's recommendation

2. **Documents for submission**
   a. A copy of application for changing the degree course to the master's.doctoral integration course (prescribed form)
   b. A original copy of academic records(Transcripts)

3. **Receipt method** : Documents should be sent to graduate school by post or by direct visit.

4. **Admission method** : Document screening and interview

5. **Screening fee:** Exemption

* Application period : Admission screening period for graduate school

【Issuance of Student ID and Certificates】

■ Issuance of ID for international student
- Place for issuance : Ajou Service Center (new student union #116 / Extension number 1541~1544)

1. **For new students**
   - After submitting consenting form of using private information you will get your student ID card from the office of your department. (When visiting to apply for issuance of student ID card, bring 1 set of photo and student's ID number)

2. **In the event of re-issuance**
   - Application and re-issuance : Ajou Service Center ASC (new student building 116/ Extension number 1541~1544)
   - Application documents : <Application for re-issuance of ID for international student>, 1 set of photo, fee of 7,000 won

■ Issuance of certificate

1. **Types of certificate (English and Korean languages)**
   - Academic record, studentship certificate, enrollment certificate, completion (scheduled) certificate, certificate for temporary absence from school, degree presentation (scheduled) certificate, certificate proving payment of educational costs

2. **Period of issuance**
   - The certificate of scheduled completion is issued after the elapse of 1/4 of class days for each semester.
   - The certificate of scheduled degree conferment is issued after the submission of thesis for degree.
   - The certificate of completion and the certificate of degree conferment are issued on the basis of the degree conferment date of each semester.

3. **Application method**
   : Application is available at from the touch screen on campus or at the Graduate School homepage

4. **Internet application for certificate**
   Graduate School homepage → Student info → certificate issue → Instant issuance of Internet certificate

5. **Stamp sales and certificate issuance**
   : Ajou Service Center (new student building 116/ Extension no. 1541~1544)

【Procedure to Submit Thesis】

■ Master's program

Submission of thesis plan	▶ Student who earned 12 credits or more of major course ▶ After logging in on the AIMS portal during the period of submitting the thesis plan, then input the title of thesis, prepare the thesis plan, and submit it to the office of applicable department

↓

Research registration and selection of paper screening judges	▶ Apply to the homepage during the research registration application period and pay due study registration fees. ▶ Tutor recommends paper screening judges and dean of graduate school appoints with the confirmation of the head of the relevant department and dean of school.

↓

Submission of petition for review of thesis for degree	▶ After logging in on the Graduate School homepage, input the title of thesis, and output the petition to review the thesis, then attach the attached document to submit to the department. ▶ Required documents : ① Petition to review the thesis for master's degree ② Recommendation of academic advisor ③ List of review member ④ Recommendation of external review member(applicable student) ⑤ 4 copies of thesis for review 　- 1 copy for department 　- 1 copy each to review members ⑥ Research Ethics Compliance Statement

↓

Payment of thesis review fees	▶ Payment amount and method 　- Account transfer of 100,000 won to the department's bankbook for the master's course

↓

Inquiry for review	▶ Forwarding of review request to the head of the committee

↓

Progress of paper screening	▶ Paper screening for more than once, public announcement for 1 time

↓

Submission of review report	▶ Submit Final review result report, public announcement result report, Certificate of checking plagiarism of dissertation to applicable department office.

↓

Submission of final printed copy and Upload on the central library	▶ Submission procedures ① Access to the thesis submission system (dCollection) of the central library's homepage ② Log in (ID: student number, PW: 7-digit number on the latter part of resident number) ③ Upload Original text file ④ Approval of document allowing use of work ⑤ Manager's approval ⑥ Output of the document allowing use of work and the document confirming submission of degree paper(print it out from dCollection system) ⑦ Presentation to central library after collecting required documents ▶ Place for submission Information support office, the scientific information development team, the central library (office on the first floor of reading room) ▶ Documents for submission ① 2 copies of book-type degree paper (the same for master/doctor, copies on which judges seal) ② A copy of Document allowing use of work ③ A copy of Document confirming submission of degree paper ▶ http://dcollection.ajou.ac.kr:9080/dcollection/jsp/index.jsp (Guide to video on the paper submission process)

■ Doctorate program

Submission of thesis plan	▶ Student who earned 9 credits or more of major course (Students who earned 12 credits or more of major in integrated course) ▶ After logging in on the AIMS2 portal during the period of submitting the thesis plan, then input the title of thesis, prepare the thesis plan, and submit it to the office of applicable department

↓

Research registration and selection of paper screening judges	▶ Apply to the homepage during the research registration application period and pay due study registration fees. ▶ Tutor recommends paper screening judges and dean of graduate school appoints with the confirmation of the head of the relevant department and dean of school.

↓

Submission of petition for review of thesis for degree	▶ After logging in on the Graduate School homepage, input the title of thesis, and output the petition to review the thesis, then attach the attached document to submit to the department. ▶ Required documents : ① Petition to review the thesis for Doctorate degree ② Recommendation of academic advisor ③ List of review member ④ Recommendation of external review member ⑤ Confirmation of Dissertation Publication(or Confirmation of scheduled Dissertation publication) ⑥ Research Ethics Compliance Statement ⑦ 6 copies of thesis for review - 1 copy for department - 1 copy each to review members

↓

Payment of thesis review fees	▶ Payment amount and method - Account transfer of 550,000 won to the department's bankbook for the doctorate course

↓

Inquiry for review	▶ Forwarding of review request to the head of the committee

↓

Progress of paper screening	▶ Paper screening for more than two, public announcement for 1 time

↓

Submission of review report	▶ First, Second, and Final review result report, public announcement result report, Certificate of checking plagiarism of dissertation

↓

Submission of final printed copy and Upload on the central library	▶ Submission procedures ① Access to the thesis submission system (dCollection) of the central library's homepage ② Log in (ID: student number, PW: 7-digit number on the latter part of resident number) ③ Upload Original text file ④ Approval of document allowing use of work ⑤ Manager's approval ⑥ Output of the document allowing use of work and the document confirming submission of degree paper(print it out from dCollection system) ⑦ Presentation to library after collecting required documents ▶ Place for submission Information support office, the scientific information development team, the central library (office on the first floor of reading room) ▶ Documents for submission ① 4 copies of book-type degree paper (the same for master/doctor, copies on which judges seal) ② A copy of Document allowing use of work ③ A copy of Document confirming submission of degree paper ▶ http://dcollection.ajou.ac.kr:9080/dcollection/jsp/index.jsp (Guide to video on the paper submission process)