

Fall Semester of 2015

**Information on
Lecture Schedule and
Academic Affairs**

**Graduate School of
Ajou University**

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【Schedule of Academic Affairs for Graduate School in 2015】

Semester	Category	Schedule(MM/DD)	Remark
Fall Semester	Apply for foreign language test for the Fall semester	07.16 – 07.20	3 days
	Foreign Language test for the Fall semester	08.07	
	Apply for classes for the Fall semester	08.12 – 08.18	5 days
	Conferment of degree for the class of 2015	08.17	
	Registration of enrolled students for the Fall semester	08.24 – 08.28	5 days
	Commencement of the Fall semester	08.31	
	Application for exemption of Foreign language test, Fall	in September	
	Change for Classes	09.03 – 09.07	3 days
	Distribution and reception of application for comprehensive examination (Master's and Doctorate degrees) in the Fall semester	09.10 – 09.14	3 days
	Withdraw for Classes / Withdraw for credits	09.23 – 09.25	3 days
	1/4 of class days for the Fall semester	09.25	
	Korean Thanksgiving Day	09.26 – 09.29	Holiday
	Admission period for Graduate School for the Spring semester of 2016	in October	
	Period of submitting the dissertation for the doctorate degree	10.01 – 10.07	5 days
	Comprehensive Examination(Master's and Doctorate degrees)	in early Oct	
	The National foundation Day of Korea	10.03	Holiday
	Hangeul Day	10.09	Holiday
	Period of submitting the thesis plan(Master's and Doctorate degrees)	10.15 – 10.19	3 days
	1/2 of class days for the Fall semester	10.23	
	Period of submitting the thesis for the Master's degree	11.05 – 11.11	5 days
	3/4 of class days for the Fall semester	11.20	
	Period of Class Assessment for Fall semester	12.01 – 12.30	
	Submission of result for Final Thesis deliberation result(Master's, Ph.D)	12.18	
	End of the Fall semester	12.18	
	Period of inputting grade and posting grade for Fall semester, 2015	12.14 – 12.28	
	Completion of submitting the grade report for the Fall semester	12.29 – 12.30	2 days
	Submission of Printed copy for Master's and Doctorate degrees thesis	12.21 – 2016.1.5	10 days
	Restoration of qualification to submit thesis for Spring semester, 2016	16.01 – Feb	
	Application Period for Foreign Language Examination (English), Fall 2015	16.01.14. – 01.18	3days
	Foreign Language Examination (English), Fall 2015	2016.2.5	
	New Year's Holiday	16.02.07. – 02.10	Holiday
	Graduation Ceremony	16.02.22	

【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	Aug.12th ~ Aug.18th	Aug.12th ~ Sep.11th
	Commencement of semester	Aug. 31st	
	Application for classes(Change)	Sep.3rd ~ Sep.7th	
	Withdrawal for class	Sep.23rd ~ Sep.25th	

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.

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. Notes on Application for classes

- 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 in and 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.

* Students who entered in and after 2014 have to check the details of the major and research credits from the <table2> stated below and then make an application for classes because it has different combination of credits in each department.

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 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 in and 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.

* The minimum of credits for maintaining the scholarship is at least 4 credits. (Those who do not complete the required courses in major have to apply for major credits and in case of the student who applied for only research credits, the scholarship will not be provided.)

<Table2> Credits for the Doctorate and Integrated courses – students who entered in and 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 the [Information on Major academic affairs of Graduate School]

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, courses must get confirmation by academic advisor.

* Application form for Course Registration of 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. Only students who earned a minimum of 4 credits in the previous semester (including the thesis credits) and 3.5 of GPA or better for each semester without a grade of 'F' in every course can apply for the scholarship.

– Scholarship for foreigners (Scholarship A, B) will be provided in conditions of 3.5 of GPA or better for each semesters regardless of the department.

– Those who do not complete to take a required major courses have to apply for major credits including research credits and in case of the student who applied for only research credits, the scholarship will not be provided.

– 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, up 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.

J. Application for credit recognition for special courses of lecture in master's degree program for new students

(Those who took special lecture of master's course after the second semester of 2006)

– Applicants should submit the "Application form for Credit recognition of special courses of lecture in master's degree" to the department office with the confirmation of Academic advisor and Dean of department within the designated period for application.

K. Apply for credit recognition that are earned from the previous graduate school for new and transfer students

– The credits earned from the previous graduate school for the new and transfer students may be accepted by submitting the certificate of credits taken during the designated application period.

*** Any new and transfer students may be recognized for up to 12 credits for master's program and up to 18 credits for doctorate program after the deliberation of credits that earned from 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. (Please submit the "application form of dropping a class" to the department office)

5. 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 : Sep. 3rd ~ Sep. 7th, 2015

6. Withdrawal of classes

A. If you need to cancel the course after course changing period, you are able to give up during the course withdrawal period stated below.

B. Withdrawal Period : Sep. 23rd ~ Sep. 25th, 2015 (Please submit the application of dropping a class to the department office)

7. 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

– **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.**

– Grade confirmation : Confirm the results from other graduate schools at the end of semester

C. Submission of application : each department office

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.

8. Status of lecture time for each class hour

Class hour 1 : 09:00 ~ 09:50

Class hour 2 : 10:00 ~ 10:50

Class hour 3 : 11:00 ~ 11:50

Class hour 4 : 12:00 ~ 12:50

Class hour 5 : 13:00 ~ 13:50

Class hour 6 : 14:00 ~ 14:50

Class hour 7 : 15:00 ~ 15:50

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

Class hour A : 09:00 ~ 10:15

Class hour B : 10:30 ~ 11:45

Class hour C : 12:00 ~ 13:15

Class hour D : 13:30 ~ 14:45

Class hour E : 15:00 ~ 16:15

Class hour F : 16:30 ~ 17:45

Class hour G : 18:00 ~ 19:15

9. Abbreviation for Lecture Halls

(Yul) : Yulgok Hall (Da) : Dasan Hall (Won) : Wonchun Hall (Pal) : Paldal Hall (Seong) : Seongho Hall

(West) : West Hall (East) : East Hall (Energy) : Energy Center (Jong) : Jonghap Hall

(IUCB) : Industry – University Cooperation Building (Pharm) : College of Pharmacy

10. Forms related to Application for classes : Download the forms from the website at <http://grad.ajou.ac.kr>

– Application form for Credit Exchange Program

– Application form for Credit recognition of special courses of lecture in master's degree (It is applicable to those who completed master program after second semester in 2006)

– Application form for Credit Recognition from Previous Graduate School for New (Transferred) Student

11. Personal Information change

– Student who want to modify the personal information including Contact number, E-mail address and address has to correct it on the Graduate School homepage(AIMS2 portal website).

【Timetable for the Fall 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 in and after 2014 have to apply for the classes after checking <Table2> "Credits for the Doctorate and Integrated course" stated above on the page 5-6. Because the research credits have been changed from 9 to 15 credits.

* To search the timetable, please connect to a website stated below.

<http://haksa.ajou.ac.kr/GcouLecturePlanDocumentInqEngWeb.html>

Department	Classes			Professor (Lecturer)	Credits/ Time	Lecture Time	English Class
	Registration Number	Subject Code	Subjects				
Common	O1492	KORE601	Korean Language Beginning	Eunyoung, Kim	0/3	Fri6 Fri7 Fri8 (Pal107)	
	O1493	ENGL101	English (Beginning)	Ho, Han	0/3	Online lecture 8.31 (Da B107)	
	O1494	ENGL201	English (Medium)	Ho, Han	0/3	Thu10.5 Thu11.5 Thu12.5(Da506)	
	O1495	ENGL201	English (Medium)	Jaihyong, Cho	0/3	Mon10.5 Mon11.5 Mon12.5(Da205-B)	
Architecture	O0467	ARCH613	Analysis on Architecture Space	Kim, Dosik	3/3	Tue7 Tue8 Tue9(IUCB713)	
	O0805	ARCH6510	Advanced Building M/E Systems	Sun Sook Kim	3/3	Mon11 Mon12 Mon13(IUCB827)	
	O1486	ARCH603	Architecture Design Studio III	Jeon, You- Chang	3/3	Wed2.5 Wed3.5 Wed4.5(IUCB713)	
Architectural Engineering	O0389	ARE636	Theory of Construction Planning/Scheduling	Dongwoo Shin	3/3	Mon11 Mon12 Mon13(IUCB713)	
	O0812	ARE654	Engineering Research Methodology	Cha, Hee Sung	3/3	Thu11 Thu12 Thu13(IUCB713)	
	O0813	ARE614	Advanced Structural Analysis	CHO BONG HO	3/3	Tue11 Tue12 Tue13(IUCB713)	
	O1487	ARE633	Building Technology in Construction Projects	Jang Hoon Kim	3/3	Sat1 Sat2 Sat3(IUCB713)	
Civil and Transportation Engineering	O0028	CVL620	Elastic Stability	Yung Seok shin	3/3	Wed6 Wed7 Wed8(Pal1002)	
	O0029	CVL648	Advanced Numerical Analysis	Kyunghwa, Cho	3/3	Fri6 Fri7 Fri8(Pal1002)	

	00030	CVL749	Optimal Control Theory for Water Resources Structure	YI, Jaeung	3/3	Fri10 Fri11 Fri12(Pal1002)	
	00031	CVL617	Advanced Topics on Structures	Jeon, Se Jin	3/3	Tue6 Tue7 Tue8(Pal1002)	
	00032	CVL613	Advanced Structural Design	Man-Yop Han	3/3	Thu7 Thu8 Thu9(Pal1002)	
	00045	CVL752	Advanced Radar Image Analysis	Jungsu, Yoon	3/3	Sat1 Sat2 Sat3(Pal310)	
	00046	TRN609	Transportation Seminar I	Jeong Whon Yu	3/3	Wed10 Wed11 Wed12(Pal211)	
	00047	TRN661	Advanced Freight Transportation	Sei-Chang Oh	3/3	Wed7 Wed8 Wed9(Pal211)	
	00048	TRN646	Transportation Simulation	Yun, Ilsoo	3/3	Tue10 Tue11 Tue12(Pal1020)	
	00049	TRN651	Advanced Traffic Studies	Lee,Choul- Ki	3/3	Mon7 Mon8 Mon9(Pal211)	Y
	00545	CVL6713	Special Topics in Soil Dynamics		3/3	Fri10 Fri11 Fri12(Pal1001)	
	00546	CVL6811	High Level Tunnel Mechanics	Sang-Duk Lee	3/3	Fri7 Fri8 Fri9(Pal310)	
Environmental Engineering	00547	ENV6012	Special topics in environmental microbiology	Choi Kwon- Young	3/3	Tue10 Tue11 Tue12(West239)	Y
Chemical Engineering	00001	CHEE623	Advanced Heat Transfer	Kyung Won Seo	3/3	Mon11 Mon12 Mon13(West302)	
	00002	CHEE611	Advanced Chemical Reaction Engineering	PARK, EUN DUCK	3/3	Tue11 Tue12 Tue13(West302)	Y
	00003	CHEE651	Advanced Inorganic Materials Science & Engineering	Chang-Koo Kim	3/3	Tue7 Tue8 Tue9(West303)	Y
Materials Engineering	00062	MSE606	Seminar III	Kyung Hyun Ko	1/1	Tue6(Pal735)	
Industrial Engineering	00063	IIS663	Neural Network	Gi-Nam Wang	3/3	Sat8 Sat9 Sat10(Pal307)	
	00064	IIS632	Advanced Ergonomics	PARK, Peom	3/3	Sat5 Sat6 Sat7(Pal307)	
	00065	IIS612	Advanced Quality Engineering	Joong-Soon Jang	3/3	Sat1 Sat2 Sat3(Pal307)	
	00066	IIS6610	Smart Convergence Technology & Technology Commercialization	Joo Yeoun.Lee	3/3	Thu10 Thu11 Thu12(Pal307)	
	00067	IIS532	Occupational Biomechanics	Jung, Myung-Chul	3/3	Thu6 Thu7 Thu8(Pal1001)	
	00068	IIS502	Stochastic Models of Production Systems	Jeonghan, Ko	3/3	Wed10 Wed11 Wed12(Pal1001)	Y
	00069	IIS680	Machine Learning	HyunJung Shin	3/3	Wed6 Wed7 Wed8(Pal1001)	Y
	00070	IIS573	Computer Graphics Application	Yang, Jeongsam	3/3	Wed1 Wed2 Wed3(Pal1001)	
	00071	IIS521	Technology Forecasting	Lee, Sungjoo	3/3	Tue10 Tue11 Tue12(Pal307)	

	O0072	IIS668	Advanced Simulation	Park SangChul	3/3	Mon8 Mon9 Mon10(Pal1001)	
	O0073	IIS646	NonLear Optimization	Choi, Jin Young	3/3	Mon5 Mon6 Mon7(Pal1001)	
Mechanical Engineering	O0090	MECH611	Special Topics IV	YOUN, BAEK	3/3	Tue5 Tue6 Tue7(Pal1001)	
	O0838	MECH603	Finite Element Method	Dhaneshwar Mishra	3/3	Thu11 Thu12 Thu13(East331)	Y
	O0839	MECH607	Seminar IV		0/2	-	
	O0840	MECH605	Seminar II		0/2	Fri8.5 Fri9.5(West307)	
	O0841	MECH671	Advanced Thermodynamics	Sungtaek, Ro	3/3	Mon E Thu E (East331)	
	O0842	MECH681	Advanced Fluid Mechanics	Jungil Lee	3/3	Wed4 Wed5 Wed6(East331)	
	O0843	MECH642	Structural Dynamics	Tae-Won Park	3/3	Tue5 Tue6 Tue7(East331)	
	O0844	MECH638	Machine Diagnostics	Jangbom Chai	3/3	Mon D Mon F (East331)	
	O0845	MECH633	Advanced Mechanical Vibration	Lee, Jin Woo	3/3	Mon A Wed A (West307)	
	O0846	MECH622	Robotics	Jin-Hwan Borm	3/3	Wed7 Wed8 Wed9(East331)	
	O0847	MECH121	Micro Engineering		3/3	Thu2 Thu3 Thu4(East331)	
	O0848	MECH651	Manufacturing Processes and Systems	Min-Sung Hong	3/3	Tue8 Tue9 Tue10(East331)	
	O0849	MECH682	Compressible Fluid Flow	Yun-Ho Choi	3/3	Mon B Wed B (East331)	
	O0850	MECH172	Design of heat exchanging system	Kim, Dong-Kwon	3/3	Tue11 Tue12 Tue13(East331)	
	O0851	MECH688	Rheology	Byung-Ohk Rhee	3/3	Mon10.5 Mon11.5 Mon12.5(East331)	
	O0852	MECH625	Design and Actuation of Precision System	Moon Gu Lee	3/3	Mon C Thu D (East331)	
	O0853	MECH608	Special Topics I	Dhaneshwar Mishra	3/3	Fri5.5 Fri6.5 Fri7.5(East331)	Y
Nursing Science	O0795	NUR702	Nursing Research	Jinhee, Park	2/2	Thu9 Thu10	
	O0796	NUR702	Nursing Research		2/2	Thu9 Thu10	
	O0797	NUR701	Nursing Theory	Myungsun, Hyun	2/2	Thu11.5 Thu12.5	
	O0798	NUR608	Advanced Nursing Practice & Leadership	Joohyung, Kim	3/3	Thu9 Thu10 Thu11	
	O0799	NUR786	Symptom Management and Chronic Care Research	Jinhee, Park	3/3	Wed9.5 Wed10.5 Wed11.5	
	O0854	NUR881	Nursing Science	Moonsook, Yoon	3/3	Thu9 Thu10 Thu11	

	00855	NUR781	Health Related Theory	Hyera, Yoo	3/3	Thu11.5 Thu12.5 Thu13.5	
	00856	NUR624	Health Education	Eunji, Seo	2/2	Wed12.5 Wed13.5	
	00857	NUR703	Advanced Nursing Practice	Jeewon, Park	3/6	-	
	00858	NUR883	Quantitative Nursing Research Methodology	Sunjoo, Boo	3/3	Wed11.5 Wed12.5 Wed13.5	
	00881	NUR884	Qualitative Research Methodology	Myungsun, Hyun	3/3	Wed9 Wed10 Wed11	
	00882	NUR886	Measurement and Instrumental Development	Jueun, Song	3/3	Thu11.5 Thu12.5 Thu13.5	
	00883	NUR885	Dissertation Seminar	Jeewon, Park	3/3	Wed9.5 Wed10.5 Wed11.5	
	00884	NUR845	Health Promotion for the Elderly	Jueun, Song	2/2	Thu9 Thu10	
	00885	NUR846	Practice of Health Promotion for the Elderly	Sunjoo, Boo	2/4	-	
	00886	NUR844	Practice of Long-term Care for the Elderly	Sunjoo, Boo	2/4	-	
	00887	NUR742	Introduction to Geriatric Nursing Practice	Misook, Song	2/4	-	
	00888	NUR743	Disease Management for the Elderly : Part 1	Misook, Song	2/2	Wed9.5 Wed10.5	
	00889	NUR534	Advanced Health Assessment	Hyungran, Park	3/4	Thu10.5 Thu11.5 Thu12.5 Thu13.5	
	00890	NUR762	Advanced Adult Health Nursing Practicum 1	Chunja, Kim	3/6	-	
	00891	NUR864	Advanced Adult Health Nursing Practicum 3		4/8	-	
	00892	NUR753	Advanced Emergency Nursing 2	Hyera, Yoo	3/3	Wed9 Wed10 Wed11	
	00893	NUR752	Advanced Emergency Nursing Practice 1	Jinhee, Park	3/6	-	
	00894	NUR852	Advanced Emergency Nursing Practice 3	Eunji, Seo	2/4	-	
	00895	NUR854	Advanced Emergency Nursing Practice 4	Miae, You	2/4	-	
	00896	NUR863	Seminar in Advanced Clinical Specialties	Jeewon, Park	2/2	Thu9 Thu10	
	00897	NUR763	Advanced Adult Health Nursing 2	Chunja, Kim	2/2	Wed9.5 Wed10.5	
	00898	NUR853	Disaster Nursing	Miae, You	2/2	Thu9 Thu10	
Medical Sciences	00899	MED990	Research Rotation I	Byunggon, Kim	3/3	-	
	00900	MED991	Research Rotation II	Byunggon, Kim	3/3	-	
	00901	MED614	Advanced I on Family Medicine	Kwangmin, Kim	3/3	-	

	00902	5056	Special lectures of Infectious Diseases I	Younghwa, Choi	3/3	-	
	00903	5057	Special lectures of Infectious Diseases II	Younghwa, Choi	3/3	-	
	00904	MED602	common Seminar I	Byunggon, Kim	3/3	-	
	00905	MED603	common Seminar II	Byunggon, Kim	3/3	-	
	00906	MED624	Endocrinology-Metabolism Special Lecture I	Daejung, Kim	3/3	-	
	00907	MED625	Endocrinology-Metabolism Special Lecture II	Daejung, Kim	3/3	-	
	00908	5068	Special lecture of Rheumatology I	Changhee, Suh	3/3	-	
	00909	5069	Special lecture of Rheumatology II	Changhee, Suh	3/3	-	
	00910	MED634	Anesthesiology-Pain Medicine Special Lecture I	Sookyung, Lee	3/3	-	
	00911	MED635	Anesthesiology-Pain Medicine Special Lecture II	Sookyung, Lee	3/3	-	
	00912	MED644	Special Lecture on Radiation Oncology I	Youngtaek, Oh	3/3	-	
	00913	MED645	Special Lecture on Radiation Oncology II	Youngtaek, Oh	3/3	-	
	00914	MED654	Pathology Lecture I	Yonghee, Lee	3/3	-	
	00915	MED655	Pathology Lecture II	Yonghee, Lee	3/3	-	
	00916	MED664	Advanced I on Urology I	Jongbo, Choi	3/3	-	
	00917	MED665	Advanced I on Urology II	Jongbo, Choi	3/3	-	
	00918	MED674	Advanced I on Obstetrics and Gynecology	Jeongin, Yang	3/3	-	
	00919	MED675	Advanced II on Obstetrics and Gynecology	Jeongin, Yang	3/3	-	
	00920	MED684	Advanced I on Plastic Surgery	Dongha, Park	3/3	-	
	00921	MED685	Advanced II on Plastic Surgery	Dongha, Park	3/3	-	
	00922	MED704	Special Topics in Pediatrics I	Moonsung, Park	3/3	-	
	00923	MED705	Special Topics in Pediatrics II	Moonsung, Park	3/3	-	
	00924	MED714	Topics on Gastrointestinal disease I	Kwangjae, Lee	3/3	-	
	00925	MED715	Topics on Gastrointestinal disease II	Kwangjae, Lee	3/3	-	
	00926	MED724	Special Lecture on Cardiology I	Joonhan, Shin	3/3	-	
Medical Sciences	00927	MED725	Special Lecture on Cardiology II	Joonhan, Shin	3/3	-	

00928	MED734	Lectures for Neurosurgery I	Sehyuk, Kim	3/3	-	
00929	MED735	Lectures for Neurosurgery II	Sehyuk, Kim	3/3	-	
00930	MED744	Special Topics in Neurology I	Jiman, Hong	3/3	-	
00931	MED745	Special Topics in Neurology II	Jiman, Hong	3/3	-	
00932	MED754	Nephrology Lecture I	Gyutae, Shin	3/3	-	
00933	MED755	Nephrology Lecture II	Gyutae, Shin	3/3	-	
00934	MED764	Ophthalmology lecture I	Hongsuk, Yang	3/3	-	
00935	MED765	Ophthalmology lecture II	Hongsuk, Yang	3/3	-	
00936	3441	Allergy and Clinical Immunology Special Lecture I	Dongho, Nahm	3/3	-	
00937	5088	Allergy and Clinical immunology Special Lecture II	Dongho, Nahm	3/3	-	
00938	MED784	Advanced I on Diagnostic Radiology	Jehwan, Won	3/3	-	
00939	MED785	Advanced II on Diagnostic Radiology	Jehwan, Won	3/3	-	
00940	MED794	Special Lecture of Surgery I	Kwangwook, Suh	3/3	-	
00941	MED795	Special Lecture of Surgery II	Kwangwook, Suh	3/3	-	
00942	MED804	Advanced I on Emergency Medicine	Younggi, Min	3/3	-	
00943	MED805	Advanced II on Emergency Medicine	Younggi, Min	3/3	-	
00944	MED944	Special Lecture in Medical Informatics I	Raewoong, Park	3/3	-	
00945	MED945	Special Lecture in Medical Informatics II	Raewoong, Park	3/3	-	
00946	MED924	Special lecture on Medical Genetics I	Seonyong, Jeong	3/3	-	
00947	MED925	Special lecture on Medical Genetics II	Seonyong, Jeong	3/3	-	
00948	MED814	Otolaryngology Lecture I	Chul-ho, Kim	3/3	-	
00949	MED815	Otolaryngology Lecture II	Chul-ho, Kim	3/3	-	
00950	MED824	Rehabilitation Medicine Lectures I on Special Issues	Shin-young, Yim	3/3	-	
00951	MED825	Rehabilitation Medicine Lectures II on Special Issues	Shin-young, Yim	3/3	-	
00952	MED834	Advanced I on Psychiatry	Jaisung, Noh	3/3	-	

	00953	MED835	Advanced II on Psychiatry	Jaisung, Noh	3/3	-	
	00954	MED844	Advanced I on Orthopedic Surgery	Jaeho, Cho	3/3	-	
Medical Sciences	00955	MED845	Advanced II on Orthopedic Surgery	Jaeho, Cho	3/3	-	
	00956	MED854	Oncology-Hematology Special Lecture I	Joonseong, Park	3/3	-	
	00957	MED855	Oncology-Hematology Special Lecture II	Joonseong, Park	3/3	-	
	00958	MED964	Special Lecture I on Occupational and Environmental Medicine	Jaebeom, Park	3/3	-	
	00959	MED965	Special Lecture II on Occupational and Environmental Medicine	Jaebeom, Park	3/3	-	
	00960	MED864	Laboratory Medicine Special Lecture I	Youngae, Lim	3/3	-	
	00961	MED865	Laboratory Medicine Special Lecture II	Youngae, Lim	3/3	-	
	00962	MED874	Special Lectures in Dentistry I	Kyurhim, Chung	3/3	-	
	00963	MED875	Special Lectures in Dentistry II	Kyurhim, Chung	3/3	-	
	00964	MED884	Dermatology I	Youchan, Kim	3/3	-	
	00965	MED885	Dermatology II	Youchan, Kim	3/3	-	
	00966	3916	Advanced I on Anatomy	Haeyoung, Suh	3/3	-	
	00967	5052	Advanced II on Anatomy	Haeyoung, Suh	3/3	-	
	00968	MED894	Nuclear Medicine Special Lecture I	Joonkee, Yoon	3/3	-	
	00969	MED895	Nuclear Medicine Special Lecture II	Joonkee, Yoon	3/3	-	
	00970	MED904	Pulmonary Medicine Special Lecture I	Kwangjoo, Park	3/3	-	
	00971	MED905	Pulmonary Medicine Special Lecture II	Kwangjoo, Park	3/3	-	
	00972	MED914	Special lecture of Cardio thoracic surgery	Sanghyun, Lim	3/3	-	
	00973	MED915	Special lecture of Cardio thoracic surgery II	Sanghyun, Lim	3/3	-	
	00974	5089	Allergy and Clinical immunology Seminar II	Dongho, Nahm	3/3	-	
00975	MED615	Advanced II on Family Medicine	Kwangmin, Kim	3/3	-		
00976	MED626	Mechanism of Hormone Action	Yoonsok, Chung	3/3	-		
00977	MED656	Methods in Morphology	Kyibeom, Kim	3/3	-		

	00979	MED978	Clinical Translational Research Special Lecture2-II	Heeyoung, Kang	3/3	-	
	00980	MED977	Clinical Translational Research Special Lecture2-I	Heeyoung, Kang	3/3	-	
	00981	MED974	Laboratory for basic medical research2-II	Yup, Kang	3/3	-	
	00982	MED973	Laboratory for basic medical research2-I	Yup, Kang	3/3	-	
Medical Sciences	00983	MED957	Clinical Decision Support System II	Raewoong, Park	3/3	-	
	00984	MED956	Clinical Decision Support System I	Raewoong, Park	3/3	-	
	00985	MED933	Clinical Genetics	Hyonjoo, Kim	3/3	-	
	00986	MED846	Clinical Trial(General)	Yeyeon, Won	3/3	-	
	00990	MED716	Pathogenesis of gastrointestinal disease	Kwangjae, Lee	3/3	-	
	00991	MED727	Coronary imaging and Physiology	Myeongho, Yoon	3/3	-	
	00992	MED992	Thesis Assessment	Byunggon, Kim	3/3	-	
	01175	MES742	Medicine and cultue in Korea	Jongchan, Lee	3/3	-	
	01176	MES733	Lectures on Medical Humanities and Social medicine II	Kiyoung, Lim	3/3	-	
	01177	MES732	Lectures on Medical Humanities and Social medicine I	Kiyoung, Lim	3/3	-	
	01179	MES765	Special Lecture on Public Health II	Yunhwan, Lee	3/3	-	
	01180	MES764	Special Lecture on Public Health I	Yunhwan, Lee	3/3	-	
	01181	MES771	Introduction to Health Policy and Management	Kihong, Chun	3/3	-	
	01182	MES776	Climate Change and Health	Jaeyoun, Jang	3/3	-	
	01183	MED979	Health Care in an Aging Society	Yunhwan, Lee	3/3	-	
Biomedical Sciences	01184	MES645	Basis and Application of Antibody	Youngju, Jang	3/3	-	Y
	01185	MES6515	Analysis and utilization of biomedical data	Gyesoon, Yoon	3/3	-	
	01186	MES301	Cell Biology in Inflammatory signal	Yousun, Kim	3/3	-	
	01247	MES601	Introduction to Cell Biology	Sohn, Seonghyang	3/3	-	
	01248	MES6516	Cellular Immunity	Park, Sun	3/3	-	
	01249	MES615	Molecular Medicine Special Lecture II	Yousun, Kim	1/1	-	

	01250	MES625	Seminars in Molecular Medicine II	Chanbae, Park	2/2	-	Y
	01251	MES635	Experimental Molecular Biology	Gwang, Lee	3/3	-	
	01252	MES634	Developmental Biology	Youngdon, Lee	3/3	-	
	01253	MES647	Topics in Biomedical Sciences	Sangyoon, Lee	3/3	-	Y
Biomedical Sciences	01254	MES702	Molecular Biology of Stem Cells	Myungae, Lee	3/3	-	Y
	01303	MES662	Neurophysiology	Eunjoo, Baik	3/3	-	Y
	01304	MES675	Special Topics in Neuroscience VI	Eunhye, Joe	1/1	-	
	01305	MES674	Special Topics in Neuroscience V	Eunhye, Joe	1/1	-	
	01306	MES673	Special Topics in Neuroscience IV	Eunhye, Joe	1/1	-	
	01307	MES672	Special Topics in Neuroscience III	Eunhye, Joe	1/1	-	
	01308	MES671	Special Topics in Neuroscience II	Eunhye, Joe	1/1	-	
	01309	MES670	Special Topics in Neuroscience I	Eunhye, Joe	1/1	-	
	01310	MES689	Seminars in Neurosciences V	Sangyoon, Lee	2/2	-	Y
	01311	MES688	Seminars in Neurosciences IV	Sangyoon, Lee	2/2	-	Y
	01312	MES687	Seminars in Neurosciences III	Sangyoon, Lee	2/2	-	Y
	01313	MES681	Seminars in Neurosciences II	Sangyoon, Lee	2/2	-	Y
	01314	MES680	Seminars in Neurosciences I	Sangyoon, Lee	2/2	-	Y
	01316	MES664	Molecular and Cellular Neuroscience II	Sangmyun, Park	3/3	-	Y
	01317	MES703	Recent studies on brain inflammation	Eunhye, Joe	3/3	-	Y
	01318	MES6011	Seminars in Cancer Biology I	Kyeongsook, Choi	3/3	-	Y
	01319	MES667	Introduction to Cancer Biology II	Taejun, Park	3/3	-	
	01344	MES6019	Cancer Aging and Genomic Instability II	Yong-joon, Chwae	3/3	-	
	01345	MES668	DNA Damage Repair and Mutagenesis	Youngsoo, Lee	3/3	-	Y
	01346	MES502	Seminars in biomedical informatics and convergence medicine III	Raewoong, Park	3/3	-	
Economics	00091	ECON631	Econometrics I	Donggeun Kim	3/3	Tue F Thu E (Yu1357)	

Law	00721	LAW659	Case Law on Corporation	Junseob Yi	3/3	Wed10.5 Wed11.5 Wed12.5(Jong413)	
	00723	LAW620	Advanced Study on Family Law	Jun Gyung Gun	3/3	Mon11 Mon12 Mon13(Jong315)	
	00725	LAW683	Basic Study on Labour Law	Lee Seung-Gil	3/3	Tue11 Tue12 Tue13(Jong413)	
	00727	LAW692	Study of Land Administrative Law	Chung Tae-Yong	3/3	Wed11 Wed12 Wed13(Jong315)	
	00728	LAW615	General Theory of Constitutional Adjudication	LEE HEON HWAN	3/3	Mon11 Mon12 Mon13(Jong413)	
	01358	LAW626	Problems on Law of Torts	Yoon, Taeyoung	3/3	Thu11 Thu12 Thu13(Jong413)	
Law	01485	LAW634	Theory of Award of Punishment	Lee, Jin Kuk	3/3	Thu11 Thu12 Thu13(Jong315)	
	01488	LAW6812	Labor Law relating to Labor Market	Won-Hee Lee	3/3	Sat1 Sat2 Sat3(Jong315)	
Applied Sociology	00107	SOC610	Sociological Social Psychology	Suni Lee	3/3	Wed10 Wed11 Wed12(Yul354)	
	00108	SOC615	Population Research	Ho Jeong-Hwa	3/3	Tue10 Tue11 Tue12(Yul354)	
Psychology	00109	PSY655	Behavior Therapy	Min-Kyu Lee	3/3	Tue5 Tue6 Tue7(Yul425)	
	00110	PSY6512	Projective Tests	Jihae, Noh	3/3	Fri5 Fri6 Fri7(Yul425)	
	00111	PSY654	Group Therapy	Shin Heecheon	3/3	Wed2 Wed3 Wed4(Yul425)	
	00112	PSY657	Cognitive Therapy	Wan Sungdo	3/3	Thu10 Thu11 Thu12(Yul425)	
	00113	PSY628	Individual differences in Cognitive Processes	Kyungil Kim	3/3	Mon1 Mon2 Mon3(Yul425)	
	00114	PSY627	Seminar on Cognitive Processes III	Youngjun, Kim	3/3	Mon7 Mon8 Mon9(Yul425)	
	00115	PSY607	Seminar in Personnel Psychology	KangHyun Shin	3/3	Mon10 Mon11 Mon12(Yul528)	
	00116	PSY6511	Neuropsychological Assessment	Minjae, Kim	3/3	Thu7 Thu8 Thu9(Yul528)	
	00118	PSY608	Research Method of Industrial Psychology	KangHyun Shin	3/3	Wed6 Wed7 Wed8(Yul528)	
	00119	PSY642	Social Cognition	Hai Sook Kim	3/3	Thu1.5 Thu2.5 Thu3.5(Yul528)	
	00120	PSY649	Seminar in Criminal Psychology	Jisun, Park	3/3	Wed11 Wed12 Wed13(Yul425)	
	00121	PSY612	Advanced Psychological Statistics	Ryu Yeonjae	3/3	Mon4 Mon5 Mon6(Yul425)	
	00128	PSY676	Practicum in Clinical Psychology		3/3	Mon10 Mon11 Mon12(Yul425)	
	00129	PSY711	Advanced Health Psychology	Wan-Seok Kim	3/3	Wed7 Wed8 Wed9(Yul425)	
	00574	PSY672	Seminars on Counseling Psychology 1	Shin Heecheon	3/3	Tue2 Tue3 Tue4(Yul425)	
Political Science	00130	POL603	Statistics 1	Jaepil, Kim	3/3	Tue1.5 Tue2.5	

& Diplomacy						Tue3.5(Yul157)	
	00131	POL634	Chinese Politics	Kim Heungkyu	3/3	Wed10 Wed11 Wed12(Yul528)	Y
	00132	POL602	Research Methodology	Woojin Moon	3/3	Mon11 Mon12 Mon13(Yul354)	
	00133	POL624	Comparative Political Economy in Advanced Countries	Jae-Hung Ahn	3/3	Fri10 Fri11 Fri12(Yul528)	
Public Administration	00483	PBA601	Theory and Practice of Public Administration	Myung-Goo Kang	3/3	Fri10 Fri11 Fri12(Yul354)	
Korean Language and Literature	00159	KOR621	Topics in Korean Phonology	Lee Sangsin	3/3	Tue5.5 Tue6.5 Tue7.5(DaB115)	
	00160	KOR662	Methods in Classical Korean Literature	CHO HA-YOUN	3/3	Thu2.5 Thu3.5 Thu4.5(DaB115)	
	00161	KOR642	Studies in Modern Korean Poetry	Kwak Myoungsuk	3/3	Tue7 Tue8 Tue9(Da110)	
	00162	KOR638	Studies in Korean Literary Criticism	kuzuburi	3/3	Mon7 Mon8 Mon9(Da115)	
Korean Language and Literature	00163	KOR617	Studies in Korean Morphology	Park Jaeyon	3/3	Wed7 Wed8 Wed9(Da110)	
	00164	KOR685	Studies in Classical Korean Writers	Chikyun, Lim	3/3	Mon4 Mon5 Mon6(DaB115)	
	00165	KOR653	Seminar in Modern Literature	Song Hyun Ho	3/3	Thu7 Thu8 Thu9(Da110)	
English Language and Literature	00166	ENG626	Translation Studies Seminar	Ji-Hae Kang	3/3	Mon6 Mon7 Mon8(Da110)	
	00167	20294	Seminar in Modern English and American Literature	Miehyeon Kim	3/3	Tue7 Tue8 Tue9(Da205-B)	
	00168	ENG6511	Cultural Theory	Chung, Jaesik	3/3	Wed5.5 Wed6.5 Wed7.5(DaB115)	
	00169	ENG6714	TEFL Seminar	Kim, Hyeon-Okh	3/3	Thu10 Thu11 Thu12(Da107)	
	00575	ENG629	Translation in Business and Economics	Jang Mingyu	3/3	Fri6 Fri7 Fri8(DaB115)	
	00576	ENG625	Interpretation Theory and Practice	Hyunjoo, Park	3/3	Wed2.5 Wed3.5 Wed4.5(Da110)	
	01489	ENG691	Multimedia-assisted Language Learning	Han. Ho	3/3	Wed10.5 Wed11.5 Wed12.5(Da110)	
History	00577	HIS612	Topics in Modern History of Korea	Sung-Eul Cho	3/3	Thu10 Thu11 Thu12(DaB115)	
	00578	HIS686	Readings on Archaeology I	Kim sung tae	3/3	Sat6 Sat7 Sat8(Da110)	
Management Information System(MIS)	00176	EBZ614	Web based Intelligent Information System	Kang, Ju Young	3/3	Wed11 Wed12 Wed13(Da308)	Y
	00177	EBZ603	Systems planning & Analysis	Kang, Mincheol	3/3	Thu11 Thu12 Thu13(Da505)	Y
	00178	EBZ600	Statistical Methods for MIS research	Sung-Byung Yang	3/3	Mon10 Mon11 Mon12(Da505)	Y
Business Administration	00189	BIZ601	Advanced Business Statistics	Chang Byeongyun	3/3	Tue11.5 Tue12.5 Tue13.5(Da106)	Y

	00190	BIZ674	Strategic Management II	kyungho kim	3/3	Wed10.5 Wed11.5 Wed12.5(Da505)	Y
	00191	BIZ671	Seminar in Human Resource Management	Hyun Jung Kim	3/3	Thu11 Thu12 Thu13(Da110)	
	00192	BIZ667	Organizational Development Studies	Yonjeong Paik	3/3	Thu6 Thu7 Thu8(DaB115)	Y
	00193	BIZ668	Labor Relations	Dae Yong Jeong	3/3	Tue7 Tue8 Tue9(Da505)	Y
	00195	BIZ628	Marketing Seminar	Jae Wun Cho	3/3	Tue11 Tue12 Tue13(Da505)	Y
Physics	00427	PHY612	Special Research in Physics I	Soo-Ghee Oh	3/3	Tue7 Tue8 Tue9(Won534-2)	Y
Chemistry	00428	CHEM606	Directed Research II	Hye-Young Jang	2/2	Wed9 Wed10(Won242)	
	00429	CHEM602	Seminar II	Hye-Young Jang	1/1	Wed8(Won242)	
	00430	CHEM625	Special Topics in Organic Chemistry I	Avik Ranjan Sarkar	3/3	Tue1 Tue2 Tue3(Won242)	Y
Mathematics	00196	MATH651	Theory of Probability I	Kijung Lee	3/3	Tue C Fri C (Pal621)	
	00231	MATH711	Topics in Algebra I	Park, Boram	3/3	Wed B Fri B (Pal621)	Y
Mathematics	00232	MATH637	Algebraic Geometry II	Hwang, DongSeon	3/3	Tue B Thu B (Pal621)	Y
Biological Science	00484	BIO691	Quantitative Ecology	Park Sangkyu	3/3	Tue10 Tue11 Tue12(Won242)	
	00485	BIO698	Seminar II	Hye Sun Kim	1/1	Fri9(Won243)	
	00508	BIO631	Cancer Biology	Lee Jong Soo	3/3	Mon10 Mon11 Mon12(Won242)	Y
	00509	BIO697	Seminar II	Hye Sun Kim	1/1	Thu9(Won242)	
	00510	BIO612	Advanced Life Science II	Hye Sun Kim	3/3	Wed10 Wed11 Wed12(Won534-2)	
	00511	BIO652	Molecular Pathogenesis II	Eunpyo Moon	3/3	Mon7 Mon8 Mon9(Won243)	Y
	00512	BIO614	Current Issues in Life Science II	Hye Sun Kim	3/3	Fri10 Fri11 Fri12(Won242)	
Digital Media	00580	DMED647	Interactive Animation II	Suk, Haejung	3/3	Wed7 Wed8 Wed9(IUCB422-1)	
	00581	DMED6310	Visual Information Design	KyungWon Lee	3/3	Tue8.5 Tue9.5 Tue10.5(IUCB422-1)	
	00582	DMED601	Digital Media Seminar II	Suk, Haejung	3/3	Tue5.5 Tue6.5 Tue7.5(IUCB422-1)	
	00584	DMED611	Advanced Game Design	OH Gyuhwan	3/3	Tue10 Tue11 Tue12(IUCB422)	Y
	01359	DMED637	User Experience Design Methodology		3/3	Thu8.5 Thu9.5 Thu10.5(IUCB422-1)	
	01360	DMED542	Production Design	YIM, Yu Sang	3/3	Mon F Thu F (IUCB415)	
	01374	DMED682	Industry-Educational Project III	Suk, Haejung	3/3	Tue10 Tue11 Tue12(IUCBB103)	
	01375	DMED650	Film Theory	Chang Woo	3/3	Wed2.5 Wed3.5	

				Jin		Wed4.5(IUCB422-1)	
Electrical and Computer Engineering	00285	2272	Power Semiconductor Devices	Thaiyan Mahalingam	3/3	Tue E Fri E (Seong333)	Y
	00286	ECE741	Computer Vision	Yong Seok Heo	3/3	Tue E Fri E (Won243)	
	00287	ECE675	Optimization Theory	Chwa, Dongkyoung	3/3	Tue C Fri C (Won242)	
	00288	ECE723	Advanced Microwave Engineering	Dong Gun Kam	3/3	Mon B Thu B (Won243)	
	00289	ECE643	Information Theory	Ran Rong	3/3	Tue F Thu E (Won243)	Y
	00290	ECE751	Discrete Event Systems	Park Seong-Jin	3/3	Wed D Fri D (Won243)	
	00291	ECE753	Parallel and distributed systems	Hoeseok Yang	3/3	Wed B Fri B (Won243)	Y
	00292	ECE714	Advanced topics in semiconductor	Lim, Han Jo	3/3	Tue F Fri F (Won242)	
	00293	ECE650	Advanced Computer Architecture	Myung Hoon Sunwoo	3/3	Mon B Thu B (Won242)	
	00513	ECE670	Linear Systems	Hong Young-Dae	3/3	Wed B Fri B (Won317-1)	
	00514	ECE711	Solid-State Lighting	Jaejin Lee	3/3	Wed D Fri D (Won242)	
Computer Engineering	00516	CSE6310	Special Topics in Information Security Applications	Jun-sub, Kim	3/3	Mon F Thu F (Pal1025)	
Computer Engineering	00517	CSE517	System Performance evaluation	Sungsoo Kim	3/3	Mon B Wed C (Pal1025)	
	00518	CSE542	Advanced Computer Network	Kyungran Kang	3/3	Wed B Fri B (Pal1025)	Y
	00519	CSE515	Advanced Operating System	Youngjae Kim	3/3	Wed F Fri F (Pal1025)	Y
	00520	CSE513	Advanced Software Engineering	Seok-Won Lee	3/3	Mon E Wed E (Pal1025)	Y
	00521	CSE6410	Advanced Distributed Systems	Kim, Jae-Hoon	3/3	Mon A Wed A (Pal1025)	Y
	00522	CSE512	Advanced Database	Tae-Sun Chung	3/3	Wed D Fri D (Pal1025)	Y
	01433	CSE852	Internship 1	Young-Jong Cho	2/4	-	
	01434	CSE852	Internship 1	Sungsoo Kim	2/4	-	
	01435	CSE852	Internship 1	KIM, Jai Hoon	2/4	-	
	01436	CSE852	Internship 1	Jae Sung Lim	2/4	-	
	01437	CSE852	Internship 1	Roh, Byeong-hee	2/4	-	
01438	CSE852	Internship 1	Ko, Young-Bae	2/4	-		

	O1439	CSE852	Internship 1	Ki-Hyung Kim	2/4	-	
	O1440	CSE852	Internship 1	Tae-Sun Chung	2/4	-	
	O1441	CSE852	Internship 1	Sangyoon Oh	2/4	-	
	O1442	CSE852	Internship 1	Kyung-Hee Choi	2/4	-	
	O1443	CSE852	Internship 1	Choi Youngjune	2/4	-	
	O1444	CSE852	Internship 1	SHON TAE SHIK	2/4	-	
	O1445	CSE852	Internship 1	Seok-Won Lee	2/4	-	
	O1446	CSE852	Internship 1	Teemu H. Laine	2/4	-	
	O1447	CSE852	Internship 1	Kyung-Ah Sohn	2/4	-	
	O1448	CSE852	Internship 1	KWAK JIN	2/4	-	
	O1449	CSE852	Internship 1	Youngjae Kim	2/4	-	
	O1450	CSE852	Internship 1	Man-pyo Hong	2/4	-	
	O1451	CSE852	Internship 1	Dong-Yoon Kim	2/4	-	
	O1452	CSE852	Internship 1	Kyubum Wee	2/4	-	
	O1453	CSE852	Internship 1	Hong Jin Yeh	2/4	-	
	O1454	CSE842	Special Topics 2 in Computer Communications	Young-Jong Cho	3/3	Mon D Thu D (Pal1025)	
Computer Engineering	O1455	CSE853	Internship 2	Sangyoon Oh	2/4	-	
	O1456	CSE853	Internship 2	Choi Youngjune	2/4	-	
	O1457	CSE853	Internship 2	Seok-Won Lee	2/4	-	
	O1458	CSE853	Internship 2	Teemu H. Laine	2/4	-	
	O1459	CSE853	Internship 2	Kyung-Ah Sohn	2/4	-	
	O1460	CSE853	Internship 2	Tae-Sun Chung	2/4	-	
Biomedical Engineering	O0585	BME631	Biomedical Materials for Diagnostics and Therapeutics	Park Ki Dong	3/3	Tue1 Tue2 Tue3(Pal1001)	
	O1462	BME601	Introduction to Biomedical Engineering	Han Seungheon	3/3	Fri8 Fri9 Fri10(Pal735)	
Applied Bio Technology	O0525	CS650	Cosmetic Science Seminar	Kim, Changkew	3/3	-	
	O0526	CS613	Cosmeceuticals	Sang Yo Byun	3/3	-	Y

Space Electronics and Information Technology	00005	SSIT622	Remote Sensing Technology	SUNG-HO NA	3/3	Sat2 Sat3 Sat4(Pal1001)	
	00006	SSIT611	Space Geodesy	Junghyun Jo	3/3	Sat5 Sat6 Sat7(Pal1001)	
	00007	SSIT612	Space Deodesy	Kim, Tuhwan	3/3	Sat8 Sat9 Sat10(Pal1001)	
Molecular Science and Technology	00294	MST657	Advanced topics in Antibody Engineering	Yong-Sung Kim	3/3	Thu.5 Thu1.5 Thu2.5(Pal1002)	Y
	00295	MST702	Full Cycle Research Methodology	Kim Wook	3/3	Thu11 Thu12 Thu13(Pal108)	
	00296	MST625	Control of Gene expression	Kim Wook	3/3	Fri6 Fri7 Fri8(Pal1001)	Y
	00297	MST6016	Seminar in Molecular Science and Technology II	Bun Yeoul Lee	2/2	Tue8.5 Tue9.5(Pal108)	
	00298	MST641	Advanced Biosensor Technology	Hyun C. Yoon	3/3	Mon1 Mon2 Mon3(Pal1002)	
	00299	50393	Polymer Morphology	Suck-Hyun Lee	3/3	Tue2 Tue3 Tue4(Pal735)	
	00300	MST6025	Invention and Patent	Jeong, Myoung Sun	3/3	Mon6 Mon7 Mon8(Pal108)	
	00344	PHRM6628	Advanced Structural Biology	Seo,Min-Duk	3/3	Tue11 Tue12 Tue13(Pharm105)	
Energy Systems Research	00002	ESR672	Energy Reaction Engineering	PARK, EUN DUCK	3/3	Tue11 Tue12 Tue13(West302)	Y
	00019	ESR617	Clean Technology	PARK, EUN DUCK	3/3	Fri1 Fri2 Fri3(Won242)	Y
	00345	MSE614	Nano-Materials	In Sun Cho	3/3	Mon10 Mon11 Mon12(Pal735)	Y
	00346	MSE637	Advanced Optical Materials	HYUNGTAK SEO	3/3	Thu7 Thu8 Thu9(Pal735)	Y
	00347	ESR6411	Energy materials and devices	Park, Hui Joon	3/3	Tue1 Tue2 Tue3(Energy109)	Y
	00348	ESR601	Introduction to Energy Systems	KIM, Hyung Taek	3/3	Wed1 Wed2 Wed3(Energy109)	Y
	00349	ESR722	Energy Engineering	KIM, Hyung Taek	3/3	Tue7 Tue8 Tue9(Energy109)	Y
Energy Systems Research	00350	ESR649	Applied molecular Spectroscopy	Kim, Yu Kwon	3/3	Mon1 Mon2 Mon3(Energy109)	Y
	00351	ESR733	Design & Optimization of Energy Systems	KIM, Hyung Taek	3/3	Mon7 Mon8 Mon9(Energy109)	Y
	00352	ESR612	Seminar in Energy Studies II	Park, Hui Joon	1/2	Tue5 Tue6(Energy101)	Y
	00353	ESR614	Special Topics in Energy II	Park, Hui Joon	3/3	Mon1 Mon2 Mon3(Energy101)	Y
	00354	ESR626	Energy solid state physics	Ahn Kwang Jun	3/3	Thu6 Thu7 Thu8(Energy109)	Y
	00355	ESR616	Special Topics in Energy IV	KIM, Hyung Taek	3/3	Sat1 Sat2 Sat3(Energy109)	Y
	00375	ESR721	Energy Economics	Kim, Suduk	3/3	Wed7 Wed8 Wed9(Energy109)	Y

	00376	ESR6410	Energy Storage Technology	Yu Hak Ki	3/3	Tue10 Tue11 Tue12(Pal735)	Y
	00528	ESR724	New & Renewable Energy Engineering	Park, Hui Joon	3/3	Wed5.5 Wed6.5 Wed7.5(Energy101)	Y
Systems Engineering	00377	SE654	System Modeling Integration Project	Jae-Chon Lee	3/3	Fri11 Fri12 Fri13(West302)	
	00378	SE640	Systems Engineering & Integration	Jae-Chon Lee	3/3	Sat5 Sat6 Sat7(West302)	
	00379	SE611	Systems Engineering Planning and Management	Jae-Chon Lee	3/3	Sat1 Sat2 Sat3(West302)	
	00587	SE613	Advanced System Engineering Technical Management	Kim, Euiwhan	3/3	Sat8 Sat9 Sat10(Seong332)	
	00588	SE630	System Analysis & Optimization	Kim, Euiwhan	3/3	Sat1 Sat2 Sat3(Seong332)	Y
	01491	SE681	Special Topics in Advanced Systems Engineering	Kim, Euiwhan	3/3	Mon11 Mon12 Mon13(Seong205)	
Education	00380	EDU630	Advance Seminar on Special Education	Park, Mi Hwa	3/3	Wed11 Wed12 Wed13(Jong506)	
	00381	EDU633	Educational Statistics I	Wonjae, Lee	3/3	Mon11 Mon12 Mon13(Da110)	
	00382	EDU646	Foundations of Curriculum evaluation	Kim, Juhu	3/3	Wed11 Wed12 Wed13(Yul357)	
	00383	EDU635	Curriculum theory	Gayeong, Nam	3/3	Tue11 Tue12 Tue13(Jong503)	
	00384	EDU705	Advanced Curriculum Design and Material Development on School Mathematics	Ho Kyoung Ko	3/3	Tue11 Tue12 Tue13(Jong502)	
	00385	EDU706	Jungian Sandplay Therapy	Lee Kyu Mee	3/3	Thu11 Thu12 Thu13(Jong506)	
	00463	EDU608	Qualitative Research of Methodology on Lifelong Education	Yi, Sungyup	3/3	Tue12 Tue13 Tue14(Jong506)	
	00464	EDU618	Sociology of Lifelong Education and HRD	Guanchoon, Lee	3/3	Wed12 Wed13 Wed14(Jong503)	
	00465	EDU620	Continuing Professional Education	Choi Un-Shil	3/3	Sat1 Sat2 Sat3(Jong613)	
	00720	EDU610	Lifelong Education Counseling and Management Consulting Semi	Sung, Lee	3/3	Sat5 Sat6 Sat7(Jong613)	
NCW Engineering	00651	ENGL201	English	Jai-Hyung Cho	0/3	Sat1 Sat2 Sat3(Pal309)	
	00652	NCW690	Service Oriented Computing	Wonmoon, Song	3/3	Sat5 Sat6 Sat7(Pal410)	
	00653	NCW663	Interoperability	Lee Tae-Gong	3/3	Sat1 Sat2 Sat3(Pal410)	
NCW Engineering	00654	NCW623	System of systems Engineering	Lee Tae-Gong	3/3	Wed11 Wed12 Wed13(Jong904)	
	00655	NCW622	Weapon Systems Engineering	Young H. Kim	3/3	Sat8 Sat9 Sat10(Pal409)	
	00656	NCW674	Military Strength in Northeast Asia	Sungpyo, Hong	3/3	Sat1 Sat2 Sat3(Pal409)	
	00657	NCW631	Defense Policy	Sungpyo,	3/3	Sat5 Sat6	

				Hong		Sat7(Pal409)	
	00658	NCW628	ISR Systems Operational Analysis	Koo Jayeul	3/3	Sat5 Sat6 Sat7(Pal309)	
	00659	NCW601	NCW Seminar	Jae Sung Lim and 1	3/3	Sat8 Sat9 Sat10(Pal410)	
	00789	NCW618	Network Security	JAE-JUN LEE	3/3	Sat8 Sat9 Sat10(Pal309)	
Financial Engineering	00008	FEN630	Stochastic Calculus	Hyeng Keun Koo	3/3	Tue D Thu D (Da505)	Y
	00009	FEN627	financial derivatives	Won Dong Chul	3/3	Mon D Wed D (Da505)	
	00010	FEN611	Fixed Income Securities	Won Dong Chul	3/3	Tue E Thu E (Da309)	
	00011	FEN612	Computational Finance	Kim, yongsik	3/3	Tue F Fri E (Da406)	Y
	00012	FEN713	Macroeconomics I	Yoo, Jae-in	3/3	Mon A Wed A (Da406)	Y
	00013	FEN711	Credit Risk Modeling	Cheonghee, Ahn	3/3	Sat6 Sat7 Sat8(Da505)	
Urban Development	00386	URD621	Urban Development History	Haeseong Je	3/3	Tue2 Tue3 Tue4(IUCB713)	
Dependable Software	00660	DSW651	Internship	Kyungran Kang	1/2	-	
	00661	DSW651	Internship	Tae-Sun Chung	1/2	-	
	00662	DSW651	Internship	Sangyoon Oh	1/2	-	
	00663	DSW651	Internship	Choi Youngjune	1/2	-	
	00664	DSW651	Internship	Seok-Won Lee	1/2	-	
	00665	DSW651	Internship	Kyung-Ah Sohn	1/2	-	
	00666	DSW651	Internship	LEE JUNG TAE	1/2	-	
	00667	DSW651	Internship	Ki-Yeol Ryu	1/2	-	
	00668	DSW651	Internship	Jae Sung Lim	1/2	-	
	00669	DSW651	Internship	Roh, Byeong-hee	1/2	-	
	00670	DSW651	Internship	Ko, Young- Bae	1/2	-	
	00682	DSW605	Secure SW Design	Shinhye, Park	3/3	Tue E Fri E (Pal407)	
	00683	DSW607	SW Project Management	JOOMIN LEE	3/3	Mon B Thu B (Pal407)	
	00684	DSW603	SW Testing and Quality Assurance	Seo, Jooyoung	3/3	Tue C Fri C (Pal407)	
Dependable Software	00685	DSW609	Dependable SW Architecture & Development Methodology	Seok-Won Lee	5/5	-	Y
Culture and Contents	00027	CUL541	Film Aesthetics	Jeon yun su	3/3	Wed8.5 Wed9.5 Wed10.5(Da108)	

	00387	CUL652	Culture Tourism & Development Strategy	Chae Heerak	3/3	Tue11 Tue12 Tue13(Da110)	
	00388	CUL721	Contents Trends Strategy	JOO, CHULHWAN	3/3	Fri7 Fri8 Fri9(Da110)	
Life Media	00113	PSY628	Individual differences in Cognitive Processes	Kyungil, Kim	3/3	Mon1 Mon2 Mon3(Yul425)	
	00114	PSY627	Seminar on Cognitive Processes III	Youngjun, Kim	3/3	Mon7 Mon8 Mon9(Yul425)	
	00119	PSY642	Social Cognition	Haisook, Kim	3/3	Thu1.5 Thu2.5 Thu3.5(Yul528)	
	00129	PSY711	Advanced Health Psychology	Wan-seok, Kim	3/3	Wed7 Wed8 Wed9(Yul425)	
	00581	DMED6310	Visual Information Design	Kyungwon, Lee	3/3	Tue8.5 Tue9.5 Tue10.5(IUCB422-1)	
	00792	LM642	Life Media and Business Startup II	OH Gyuhwan	3/3	-	
	00793	LM631	International Intensive Course	Hyun Joon Shin	3/3	Sat10 Sat11 Sat12(IUCB422-1)	
	00794	DMED661	Research Methods	Kim Hyo Dong	3/3	Mon10 Mon11 Mon12(IUCB422-1)	
Environmental Safety Engineering	00540	ESE6014	Advanced life cycle safety management of chemical substances	Kun-Mo Lee and 1	3/3	Mon10 Mon11 Mon12(Pal107)	
	00542	ESE6039	Quantitative risk analysis	Seungho Jung	3/3	Tue B Thu A (Pal107)	
	00543	ESE6037	Industrial Hygiene	Kang Tae Sun	3/3	Tue D Thu C (Pal107)	
	00544	ESE6040	Process Safety Management engineering	Seungho Jung	3/3	Wed10 Wed11 Wed12(Pal107)	
Pharmacy	00686	PHRM6320	Sample Preparation	Baek,Seung -Hoon	3/3	Thu6 Thu7 Thu8(Pharm108)	
	00687	PHRM6615	Sciences of Pharmaceutical Excipients	Kui-lea, Park	3/3	Wed6 Wed7 Wed8(Pharm106)	
	00688	PHRM643	Total Synthesis of Natural Products	Hyoungsu Kim	3/3	Mon2 Mon3 Mon4(Pharm108)	
	00689	PHRM6538	Tumor Metabolism-2	Jeon, Sang- Min	3/3	Wed2.5 Wed3.5 Wed4.5(Pharm106)	
	00690	PHRM6217	Preclinical Pharmacokinetic Methodology	Kim So Hee	3/3	Tue5 Tue6 Tue7(Pharm105)	Y
	00691	PHRM6536	Medication Use Evaluation	Lee, Sukhyang	3/3	Mon6 Mon7 Mon8(Pharm108)	
	00692	PHRM6631	The strategy of new drug development	Park, Young-Joon	3/3	Tue8 Tue9 Tue10(Pharm105)	
	00693	PHRM631	Advanced Drug Design	Dongjoo Lee	3/3	Mon10 Mon11 Mon12(Pharm105)	
	00695	PHRM602	Seminar in Advanced Pharmacy2	Park Sangkyu	3/3	Mon9 Mon10 Mon11(Jong613)	
	00696	PHRM6621	Advanced Drug Delivery System	Lee, Beom - Jin	3/3	Fri10:30~13:00 (Pharm106)	Y
	00697	PHRM6622	Nano pharmaceuticals		3/3	Mon3 Mon4 Mon5(Jong613)	
	01484	PHRM6110	Drug Target Discovery	Park Sangkyu	3/3	Thu2 Thu3 Thu4(Pharm108)	

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 Graduate School : <http://grad.ajou.ac.kr>, <http://grad-e.ajou.ac.kr>

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

【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

Classification		Completed credits	Major	Research	Grade	Remark	Registration
Master's program		30	24	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)
(Advanced Practice in Nursing)		(39)	(33)	(6)			
(Dept. of Dependable Software)		(45)	(39)	(6)			
(Financial engineering)-entered before 2013		(45)	(39)	(6)			
(Financial engineering)-entered in and after 2013		(42)	(36)	(6)			
Doctorate program	Students who entered before 2014	69	60	9			
	Students who entered in and after 2014	69	54~60	9~15			
Integrated program	Students who entered before 2014	63	54	9		-	4 years or longer (8semesters)
	Students who entered in and after 2014	63	48~54	9~15			

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

■ Application for research credits

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

1. Students who entered before 2014 : Available to apply for 3 research credits in each semester for any of the degree courses (Master's, Doctorate and Integrated courses)
 2. Students who entered in and after 2014 : Available to apply for 3 research credits in each semester for Master's course and apply for 3 or 6 research credits in each semester for the Doctorate and Integrated courses.
- In case of shortage in research credits, it is impossible to complete the course or graduate the school. In addition, Students must pay the registration fee after the minimum registration semester (4 semesters) in case of applying for research credits only.
 - In case that the criteria for completion of research credits for doctorate and integrated courses is total 9 credits, students have to apply for 3 research credits in each semester.
 - Those who failed to complete the research credits must make an application for research subjects, even if they completed all credits on the major course.

■ 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 course and doctorate program, and up to 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
- 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 at 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 can submit the form of excess recognition only in case that more document for recognition is needed.
- Submitted documents : Application form for credit recognition from the previous graduate school and a copy of transcript of 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 : Application form for Credit recognition of previous 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 questionnaire → 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, Doctorate 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

Classification	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

- 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 of absence and the students in Dept. of Pharmacy who entered after 2012)\
- Lecture costs : 120,000 won per each semester
- Grade assessment : PASS & FAIL
- Class formation, number of students in class, and lecture time may be adjusted depending on the result of application.

D. Alternative courses of foreign language test for the students who entered in and after 2011 Fall semester.

- The classes are organized after taking English test for assessment of students' English level. (2 Beginner level classes, 1 Medium level class)
- Beginner level and Medium level classes will provide graded courses.
- If the beginner level students finished and passed the beginner's courses for a 1 semester and medium courses for a 1 semester, he/she will be qualified in English to submit the thesis.
- Medium level students who finish and pass the medium course for a 1 semester 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 beginner's course for a semester and medium course for a semester will be qualified in English to submit the thesis.
- ※ If the students get the results 60 or better for Master's course and 70 or better for Doctorate and Integrated course in the Foreign Language test in Ajou, he/she will be qualified to submit the thesis for degree in English part. So they don't need to take the alternative courses of foreign language test.
- ※ Students who passed the foreign language test in Ajou or submitted the score of English/Korean Proficiency test score are not required to take the alternative courses of foreign language test.
- Standard for classes (depending on the results of foreign language test in Ajou)

Standard for Classes		Remarks
Beginner's level	Medium Level	
Master's : Less than 50 points Doctorate : Less than 50 points Integrated : Less than 50 points	Master's : 50 points or higher ~ less than 60 points Doctorate : 50 points or higher ~ less than 70 points Integrated : 50 points or higher ~ less than 70 points	- Applied from the students who entered after Fall semester of 2011 - Recommend to take the exam before the second semester after entering into school - The test will process in each semester (in February and in August) - Beginner Class and Medium class will be opened at the same time and the same day

- Application for Alternative courses
 - . Period : Online application within the application period for Classes, not in the period of changing classes
 - . Procedure : AIMS2 portal Login – Academic Information(Graduate school) – Class Info. – Application for classes(Common/English)
- Payment of tuition fee
 - . Lecture cost : 120,000 KRW per each semester
 - . How to pay : Pay the lecture fee within the application period for classes
 - . Account Number for payment : Standard Chartered Bank 632-15-000373 (Ajou University Graduate school)
 - . Transfer the money with student's own name in the period of application for classes
 - . If students do not pay tuition fees in the designated period, application will be cancelled automatically.
- Grade Assessment : Pass or Fail (0 credit)
 - ※ The grade of alternative courses for foreign language test will not be reflected in GPA in that semester because the grade of alternative courses is only for requirements for submitting the thesis for degree.

2. Comprehensive examination

- Study subject for examination
 - . Master's program : Major I , Major II
 - . Doctorate program and integrated program : Major I , Major II
 - * 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)

- Procedure : 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	<ul style="list-style-type: none">- 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)

※ Students who entered after 2014 do not submit the Dissertation without taking nonsubject courses stated above.

3. Alternative courses for compulsory education 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	

* If students in Dept. of Medical Sciences and Biomedical Sciences take the subject titled "Methodology for Biomedical Research 1,2" or "Analysis and utilization of biomedical data", it will be approved to take all the nonsubject courses.

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	In May	• Research Ethics for Researcher (in KIRD) (Tuition Fee : Free)
		* 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	In May	• Research Note (in KIRD) (Tuition Fee : Free)
		* 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	In September	Contents is posted on the e-class system.

※ 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)]

※ For more details, you can find the 'Guideline for Nonsubject education' from the graduate school website. (Menu named "Forms" - Academic Affairs - #15. Guideline for Nonsubject education)

■ 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
 - * Please 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 in and 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	<ul style="list-style-type: none"> • 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 SCOPUS(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	<ul style="list-style-type: none"> • 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)

– Procedure : 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. Requirements for completion

Classification		Completed credits	Major	Research	Grade	Remark	Registration
Master's program		30	24	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)
(Advanced Practice in Nursing)		(39)	(33)	(6)			
(Dept. of dependable software)		(45)	(39)	(6)			
(financial engineering)–entered before 2013		(45)	(39)	(6)			
(financial engineering)–entered in and after 2013		(42)	(36)	(6)			
Doctorate program	Students who entered before 2014	69	60	9			
	Students who entered in and 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 in and after 2014	63	48~54	9~15			

* Students who entered in and after 2014 for doctorate and integrated courses will have different combination of major credits and research credit, so please check the details from the table on the 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 the 4 hard copies of the thesis for degree.

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 academic calendar (at the 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 : within the 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.)

* Registration for the students who completed a degree course, not thesis

Admission year	School register maintenance registration (3% of the tuition fees)	Research registration (5% of the tuition fees)
Students who entered before 2008	-	Register for research in last semester that scheduled to receive the degree
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
Students who entered in and 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.
Please 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. Application Procedure for leave of absence

A. Application for leave of absence

- Procedure : Log in to AIMS2 → click 'academic information(graduate school)' → click 'registration' → click 'apply for leave of absence'
- Applicants 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 students on leave of absence : click 'extending leave of absence' → enter the relevant information in 'detailed code of status change,' 'reason of leave of absence,' 'leave of absence history' and 'leave of absence period' → click 'save'

B. Notes on leave of absence

- 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 the 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

– Please 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 (Returning from leave of absence)

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. **Application Procedure for returning to school** (only for those who return to school after the general leave of absence) : Log in to AIMS2 → Academic information(graduate school) → Registration → Apply for return from leave of absence → select 'returning year' and 'returning semester' → '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. **Required 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, etc.)

■ **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 from Master's to Integrated 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 card 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	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ 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 : <ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> ▶ Payment amount and method <ul style="list-style-type: none"> - Account transfer of 100,000 KRW to the department's bankbook for the master's course
↓	
Inquiry for review	<ul style="list-style-type: none"> ▶ Forwarding of review request to the head of the committee
↓	
Progress of paper screening	<ul style="list-style-type: none"> ▶ Paper screening for more than once, public announcement once
↓	
Submission of review report	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Submission procedures <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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

■ Doctorate program

Submission of thesis plan	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ 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 : <ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> ▶ Payment amount and method – Account transfer of 550,000 won to the department's bankbook for the doctorate course
↓	
Inquiry for review	<ul style="list-style-type: none"> ▶ Forwarding of review request to the head of the committee
↓	
Progress of paper screening	<ul style="list-style-type: none"> ▶ Paper screening for more than twice, public announcement once
↓	
Submission of review report	<ul style="list-style-type: none"> ▶ 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	<ul style="list-style-type: none"> ▶ Submission procedures <ol style="list-style-type: none"> 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 Print out the documents allowing the use of work and Confirmation of submission of degree paper 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 <ol style="list-style-type: none"> 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

