# 2022 Spring Semester

**New (Transferred) Students Orientation and Schedules by Department**



Kwangwoon University Graduate School

(Tel: 940-5082~3, http://grad.kw.ac.kr)

# 2022 Spring Semester New (Transferred) Students Orientation



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Information for New Students

**1. Required documents to submit by prospective graduates**

A. 1 copy of the degree certificate from the latest school

▪ Applicants admitted to a master's program/combined master's and doctoral program: Undergraduate degree certificate

▪ Applicants admitted to a doctoral program: Certificate of conferment of master's degree from a graduate school

B. 1 copy of transcript

▪ Applicants admitted to a master's program/combined master's/doctoral program: Undergraduate transcript

▪ Applicants admitted to a doctoral program: Transcript of the master's program graduate school

**2. How to inquire new student ID (personal number) and change password**

* Find your student ID (personal number)

Click “Find Student ID”

Top of the main screen

Click "KLAS Information Service"

Login to Kwangwoon University Website

(http://www.kw.ac.kr)

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* How to find personal number and change your password

Top of the main screen

Click "KLAS Information Service"

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Click “Find Student ID”

“Change Password”

Login to Kwangwoon University Website

(http://www.kw.ac.kr)

**3. Course Registration**

A. **Course registration period: Feb. 24 (Thu) – Feb. 26 (Sat), 2022, 10:00 ~ 24:00**

B. **Course registration change period: Mar. 07, (Mon) - Mar. 10 (Thu), 2022, 10:00 ~ 24:00**

C. **Course registration waiver period: By Mar. 25 (Fri), 2022**

D. Students can register for minimum 1 credit to maximum 13 credits (including compulsory courses)

E. Notice

### Log in to “KLAS Information Service” during the course registration period of the relevant semester (Check the compulsory courses and credits required for the degree)

**You must apply for courses under the guidance of the head professor or advisor.**

### Doctoral students are not allowed to register for master's courses.

### Students in the combined master's and doctoral program must take and acquire a total of 60 credits (24 credits of the master's program/36 credits of the doctoral program.) (However, if you give up the combined master's and doctoral program but meet the criteria for conferment of a master's degree, the master's program is applied)

### Credits of General Graduate School’s online courses may not exceed 1/5 of the total credits for a degree, and the student must check this matter and register a course.

### (Online courses are allowed up to 4 credits for a master's degree, up to 12 credits for a combined master's and doctoral degree and a doctoral degree)

* **You can register the courses in other departments after obtaining approval from the course professor, your advisor, and the head professor**
* You cannot register for the Thesis Special Research Seminar in the first semester, and you must register for this course from the second semester (compulsory) **(However, transfer students and new students enrolled in the bachelor’s and master’s program must take the Thesis Special Research Seminar from the first semester)**

### If you take the same course twice, only one course will be accepted. However, in the case of a doctoral program, it is judged including the courses taken in the master's program of the General Graduate School.

### Students who are judged to have similar or other major can apply for undergraduate-designated courses up to 6 credits each semester.

### If the student's parent is a professor at our university, the student may not register for the course taught by the parent.

F. Required courses for each department (Compulsory)

|  |  |  |
| --- | --- | --- |
| **Department** | **Program** | **Course** |
| Electronics Engineering | Master’s | Seminar |
| Doctoral | Seminar |
| Electronics and Communications Engineering | Master’s | Seminar |
| Doctoral | Seminar |
| Electronic Materials Engineering | Master’s | Seminar |
| Doctoral | Seminar |
| Computer Engineering | Common  | Seminar |
| Chemical Engineering | Common | Seminar |
| Electronic Convergence Engineering | Master’s | Seminar |
| Doctoral | Seminar |
| **Department** | **Program** | **Course** |
| Chemistry | Common | Seminar |
| Business Management | Master’s | StatisticsⅠ |
| Doctoral | Statistics Ⅱ |
| Management Information | Common | MIS Research Methodology |
| Public Administration | Common | Policy Theory SeminarAdministrative Theory Seminar (Seminar) |
| Defense Business | Common | From 2017 | Choose 1 fromIntroduction to Defense Business or Research Methodology |

G. Credit exchange

### North region credit exchange: Kwangwoon University, Kookmin University, Kyunghee University, Duksung Women's University, Dongduk Women's University, Sahmyook University, Seokyung University, Seoul Women's University, Sungshin Women's University, Hansung University, Sangmyung University (11 universities)

### Other exchange partners: Konkuk University, Kyonggi University, Graduate School of Science and Technology, Seoul National University of Science and Technology, Sookmyung Women's University, Soongsil University, Chung-Ang University, Hanyang University

### Notice

- Exchange credits must be less than 3 credits per semester. Up to 9 credits for a master's/doctoral program and up to 15 credits for a combined master's/doctoral program are allowed.

- If you want to take a course of exchange credits, you must consult with Graduate School Registrar during the course registration period in advance.

**4. Issuance of student ID card for new students: Hana Bank check card**

A. Location: Graduate School Registrar (#207 Hwadogwan)

B. Registration period and required documents: To be announced later through the Graduate School Website

**5. Selection of Advisor**

- Solicitation period: Mar. 07 (Mon) – Mar. 11 (Fri) 2022

Selection of advisor within the period (Department ⇆ Students)

Send an official letter for requesting selection of an advisor (Graduate School Registrar → Department)

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After the head professor signs the confirmation, submit the original copy to the Graduate School Registrar

(Department → Graduate School Registrar)

 Confirm by the student and the advisor

**6. Submission of Thesis Title**

- Solicitation period: Apr. 25 (Mon) – Apr. 29 (Fri), 2022

Send an official letter of request for thesis title selection (Graduate School Registrar → Department)

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Decide on the thesis title within the period (Department ⇆ Students)

After the head professor signs the confirmation, submit the original copy to the Graduate School Registrar

(Department → Graduate School Registrar)

(학과→Graduate School Registrar)

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Confirm by the student and the advisor

### Notice

- New (transfer) students may submit the title of their thesis to substitute for “Thesis Research Plan”.

- The thesis title describes the approximate title of the future research field, and it can be changed depending on the progress of the research plan.

**7. Grade Review (The student must check the result of grade review)**

### Master’s Program / Combined Master’s and Doctoral Program

- After enroll into a master's or master's/doctoral program, the professors of the department hold a meeting to decide whether the student studied the same, similar, or different major based on transcripts.

- Students who are judged as studied a similar major must have taken at least 9 credits in undergraduate designated courses. Students who are judged as studied other majors must take at least 18 credits in undergraduate-designated courses. **(Required to obtain C0 or higher grade)**

- In case of students who took courses of bachelor’s and master’s linked program while attending undergraduate program of our school enroll in our Graduate School, up to 6 credits of a master’s program of a combined master’s and doctoral program are recognized. However, the credits of Graduate School courses (undergraduate or master's course, combined master's and doctoral courses) are limited to credits recognized by the department in excess of the undergraduate graduation credits.

### Doctoral Program

– For new (transfer) students enrolled in a doctoral program, the maximum number of credits recognized for the master's program is 30 credits, and Students who graduated from a special graduate school can get recognition for up to 24 credits.

- If the student studied the same major, the range of credit recognition is from minimum of 18 to maximum 30 credits. If the student studied other majors, after comparing the content of the courses taken in the master's program with the enrolled master's curriculum of the department, the credits in the same major can be recognized within the minimum credits (18 credits).

* **For transfer students,** their previous university transcripts are referred to recognize credits and semester, and select an advisor

|  |  |  |  |
| --- | --- | --- | --- |
| **Program****Semester** | **Master’s** | **Doctoral / Combined Master’s and Doctoral**  | **Note** |
| Semester 2 | Up to 9 credits | Up to 9 credits |  |
| Semester 3 | Up to 15 credits | Up to 18 credits | Thesis Special Research Seminar is recognized as 1 credit |

**8. Undergraduate Designated Course (required to submit an application)**

### Compulsory courses if the student is judged as studied a different major (18 credits or more) or a similar major (9 credits or more).

### How to apply: An official notice will be sent to the department to register for courses designated by the department during the period. Fill out the attached application and then department will submit it to the Graduate School Registrar

### Undergraduate-designated courses will not be listed on the Graduate School transcript, but will be notified to the department after the end of each semester's undergraduate grades.

### How to confirm course registration

Top of the main screen

Click "KLAS Information Service"

Login to Kwangwoon University Website

(http://www.kw.ac.kr)

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Click “Find Student ID”

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Enter student ID and password to log in

Enter your name and date of birth

Check student IDs of student from other schools (undergraduate)

**9. Reservation Army Report**

### Report subject: Reservists who have completed military service ☞ New student, returning student, transfer student

### (Except for the students who enrolled in our Graduate School after graduating from our undergraduate school)

### Reporting period: Feb. 14 (Mon) – Marc. 31 (Thu), 2022

### How to apply: Apply online on our University Website

### Reporting procedure

Click on Reservation Army Transfer Report

Top of the main screen

Click "KLAS Information Service"

Login to Kwangwoon University Website

(http://www.kw.ac.kr)

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Administration Service

**Ⅱ**

Academic Affairs

**1. Duration of Study and Enrollment**

### Master’s Program

### - The duration of study in the master’s program is 2 years, and the duration of enrollment cannot exceed 3 years.

### Doctoral Program

### The duration of study in the doctoral program is 2 years, and the duration of enrollment cannot exceed 5 years.

### Combined Master’s and Doctoral Program

### The duration of study in the combined master’s and doctoral program is 4 years, and the duration of enrollment cannot exceed 7 years.

### ※ The duration of study refers to the minimum period required to complete the credits for a degree.

### The duration of enrollment means the maximum period required to complete the credits for a degree. (Excluding leave of absences period)

**2. Tuition**

A. How to pay your tuition

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Print tuition bill

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Top of the main screen

Click "KLAS Information Service"

Login to Kwangwoon University Website

(http://www.kw.ac.kr)

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Deposit to the designated bank virtual account

### ※ A virtual account number assigned to an individual student and does not change from admission to graduation.

### In other words, the account number for each individual is different like the student number, and even if another person pays the tuition through the virtual account, the student's registration is automatically processed.

B. Register for students who did not complete the coursework.

### If you did not complete the coursework within the academic year due to lack of credits, you must register as follows.

• Lack of 1 course (3 credits or less): **1/2 of the tuition for the semester**

• Lack of 2 or more courses (4 credits or more): **Full tuition for the semester**

C. Research Registration

### After completion of courses, if you want to submit a thesis for a degree or obtain qualifications for submitting a thesis, you must register for research.

**• Course registration: N/A**

• Research tuition: **1/5 of the tuition paid by students enrolled in the 4th semester of the degree program**

**• Number of research registrations**

**▪ Master's : At least once upon request for a thesis**

**▪ Doctorate : At least 2 times including the time of request for a dissertation**

D. Rules on refund of payment

• Reason for refund: When any of the following reasons (hereinafter referred to as “Reason for Return”) occur in relation to the refund of the payment, the already paid tuition or admission fee will be refunded.

- If the student is unable to enter or continue his or her studies according to the law.

- If the student has been accepted has expressed his or her intention to waive.

- If the student who is currently enrolled has expressed his or her intention to drop out.

- If the student is unable to enter the school or continue his or her study due to illness, death, natural disaster, or other unavoidable reasons

※ Meaning of “accepted”: Including **new**, **transferred**, and **re-accepted** students

· Standard of refund amount

- Before the start date of the semester (For new students, before the enrollment date): Full tuition refund

- From the first day of the semester to the 30th day: 5/6 of the tuition

- After the 30th day to the 60th day from the start of the semester: 2/3 of the tuition

- After the 60th day to the 90th day from the start of the semester: 1/2 of the tuition fee

- Tuition will not be refunded after 90 days from the semester start date

- Other matters are subject to relevant laws

- In the case of refund of research tuition for students who completed courses, applicants for the same semester requesting language test, comprehensive test, and thesis evaluation are not eligible for refund as they are a condition of registration. Applicants who have not applied for language test, comprehensive test, and thesis evaluation will be returned in accordance with the payment refund policy.

**3. Scholarships (required to submit an application after the applicable scholarship is confirmed)**

A. Types

**• Research Assistant Scholarship (Application required at the time of admission, cannot apply while enrolled)**

A. Recommended by full-time professor with a score of 80% or higher in the past two years, regardless of the number of full-time freshmen in all quotas. Unit 1 (50%) is paid for this scholarship that pays 1 unit (50%).

B. For students recommended by 55 full-time faculty members who have been granted selection rights by department in addition to “A” based on the academic performance evaluation score of the last two years. 1 unit (50%) is paid

• **Tuition Reduction Scholarship :** For students in re-education-type departments.

• **Scholarships for direct children of faculty and staff:** For the direct children of faculty and staff at each level of Kwangwoon Academy affiliated schools.

• **International Student Scholarship:** Scholarship provided to international students

**A. 50% of tuition: TOEFL 500 (CBT 179, iBT 61). IELTS 5.0, CEFR B1, New TEPS 259 points or Korean Proficiency Test Level 3 or higher**

**B. 30% of tuition: Applicants who do not have a foreign language score**

* + **Military Consignment Scholarship:** For students who have received a military entrusted study
	+ **Faculty and Staff Scholarships:** Scholarships for current faculty and staff
	+ **Public Official and Military Scholarship:** Up to 50% of tuition, public officials of level 5 or higher (including government agencies and equivalent state-owned enterprises), active duty officers, or incumbents in military-related state institutions.
	+ **President's Scholarship:** Students who are qualified to receive a scholarship for school development within a maximum of 50% of tuition, recommended by the President and approved by the Dean.
	+ **Scholarships for admission to undergraduate and graduate programs:** Admission fee for the first semester of admission. New students who entered the undergraduate/master's program

B. How to apply

* + Research Assistant Scholarship: After receiving the recommendation of the advisor, submit it to the Graduate School Registrar via the department's head professor (applicable only at the time of first enrollment)
	+ International Student Scholarship: Submit the relevant language credit score report (original copy)
	+ Scholarships for direct children of faculty and staff/ Faculty and staff scholarships/ Military consignment scholarships/ Public officials and military scholarships/ Tuition reduction scholarships: When submitting documents, the Graduate School Registrar checks the payment standards.
	+ Selection and payment of other scholarship students are decided by the President based on the recommendation of the Dean of the Graduate School.
	+ Students who have been disciplined for violating school regulations/Students on leave of absence and Students who have completed the courses cannot be recommended as scholarship students

C. Scholarship Cancellation and Refund

• Scholarships will be canceled or refunded to Students who fall under any of the following subparagraphs.

- In the case a student commits an act that violates his or her duty.

- In the case it is discovered that the scholarship has been transferred in the name of another student.

- In the case of receiving double benefits of on-campus scholarships in excess of the tuition for the semester (except for cases where duplicate benefits are allowed).

- In the case of applying for a scholarship with false grades.

- In case of leave of absence, withdrawal or expulsion after receiving a scholarship.

- For Research Assistant Scholarship, if the student has an “F grades (including NP)” in the grades of the previous semester or less than 3.50, for other scholarships, if the student has an “F grades (including NP)” in the grades of the previous semester, the scholarship will not be provided in the next semester. Scholarships will be provided only to Students who have attained the standard grade or higher within the payment period.

- When the status of a student who has been beneficiary under various scholarship programs is changed

- In principle, scholarships are suspended to students when an advisor changes job, resigns, or retires, but in special cases, the Graduate School Steering Committee deliberates and decides

**4. Qualification Exams**

A. Language exam (submission of application is required when requesting exemption)

* + **Test subject** : English (Full points is 100 for both master's and doctoral programs, pass with 70 points or higher )
	+ **Examination** period: Beginning of every semester
	+ **Qualifications to apply**: Students who have been registered for a regular or research program (available from the first semester)
	+ **Retake**: If you fail, you can retake (no limit on the number of times).
	+ **Exam waiver (English)**

- Students who have obtained TOEIC score of 700 or higher, iBT TOEFL score of 61 or higher, TEPS score of 602 or higher, New TEPS 327 or higher, IELTS 6.0 or higher, and TOPIK level 5 or higher within the last 2 years from the date of the language test

※ **The application for exemption (specified form)** must be submitted to the Graduate School Registrar (#207 Hwadogwan) during the application period.

※ International students must choose one of from Korean language test or English test, and the test exemption is only available to Students who have obtained TOPIK level 5 or higher or Students who are exempted from the above test

B. Comprehensive Exam

* + **Test subject** : The department selects among the major subject, and the student selects one of them

- Master's program: 3 subjects (Full points is 100, Pass with 60 points or higher)

- Doctoral program/Master's/PhD integrated course: 4 subjects (Full points is 100, Pass with 60 points or higher)

* + **Eligibility**

|  |  |  |
| --- | --- | --- |
| **Program** | **Category** | **Eligibility** |
| Master’s program | Written test | * Register for current semester (research or regular program)
* Students who have completed 2 or more semesters and have acquired or can acquire 20 credits or more as of the current semester
 |
| Doctoral Program / Combined Master’s / Doctoral Program | Written test | * Register for current semester (research or regular program)
* Students who have completed at least 2 semesters (4 semesters of combined master's and doctoral courses), and have acquired or possible to acquire at least 56 credits (52 credits for combined master’s and doctoral courses) as of the semester of application
 |
| Oral test | * Students who have passed all subjects in the written test
 |

* + **Examination period:** Every semester
	+ **Retake:** If you fail, you can retake (no limit on the number of times).

- If you fail 1 subject, you must retake that subject.

- If you fail 2 or more subjects, you must retake the exam of all subjects (3 subjects for the master's course, 4 subjects for the doctoral course)

**5. Completion of Coursework**

* + **Master’s Program**

- At least 24 credits including compulsory courses must be completed (including credits recognized for courses linked to the master's degree). However, if the student’s major of the master's program is different from the major of the undergraduate program, the student must complete the undergraduate courses offered by our university designated by the student’s department (“designated courses”). (※ Designated course: C0 or higher credits must be obtained)

- Credits completed in designated courses are not counted as completed credits. If designated courses are not completed, the student cannot submit a thesis for a degree.

* + **Doctoral Program**

- Students must complete at least 60 credits, including compulsory courses and master's program recognition credits. In the doctoral program, credits earned in the master's program are recognized for up to 30 credits (Up to 30 credits for the same major, up to 24 credits for similar majors, up to 18 credits for other majors) through an evaluation, and are counted toward the completion of the coursework. (However, up to 24 credits are accepted for graduates of special graduate schools and international students outside the quota for general graduate schools, who graduated with additional course credits)

* + **Combined Master’s and Doctoral Program**

- At least 60 credits including compulsory courses must be completed (including credits recognized for bachelor’s and master’s linked courses). However, if the student’s major of the master's program is different from the major of the undergraduate program, the student must complete the undergraduate courses offered by our university designated by the student’s department (“designated courses”). (※ Designated course: C0 or higher credits must be obtained)

- Credits completed in designated courses are not counted as completed credits. If designated courses are not completed, the student cannot submit a thesis for a degree.

- Students who give up in the middle of the combined master's and doctoral program and meet the criteria for conferment of a master's degree, the master's program will be applied

* + Academic **GPA must be 3.0** (B0) or higher to complete the coursework.

 **6. Application and Cancellation of Early Completion of Combined Master's and Doctoral Program (required to submit an application)**

* + The duration of the combined master's and doctoral course is 8 semesters or more, and this period of study can be shortened (early completion) within 2 semesters.
	+ Application period: A certain period at the beginning of each semester (strictly adhere to the period)
	+ Eligibility: Applicants who have completed (planned) at least 6 semesters and have acquired 60 credits required for the combined master's and doctoral program with a total GPA of 3.50 or higher.
	+ Required documents: Early Completion Application, Transcripts, Department Minutes
	+ Application procedure: Applicants who wish to shorten the period of study must fill out an Early Completion Application within 1/4 of the number of school days after the start of the semester in which they wish to complete early. Transcripts including F grades must be attached and it will be decided through the faculty meeting of the department. After that, the application must be submitted to the Graduate School Registrar and approved by the Dean of the Graduate School.
	+ Applicants excluded from early completion: Students who have been given a warning or disciplined university from the university, or have transferred or re-admitted.
	+ Cancellation procedure: Submit an application for Cancellation of Early Completion to the Graduate School Registrar through the department before the final exam date of the semester in which it is applied.

**7. Academic Info**

A. Leave of Absences

* + **Types of Leave of Absence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **General leave of absence (postpone)** | **Pregnancy, childbirth, parenting, business leave** | **Military leave (postpone)** |
| Leave of absence | Up to 2 semesters at a time | Up to 2 years | Mandatory service period under the Military Service Act |
| Number of leave of absence and maximum period | Total of 4 semesters are allowed | - | 1 time |
| Application period | A certain period before the start of the semester (must observe) | - | - |
| Required documents | Leave of Absence Application Form (Graduate School Website) | Leave of Absence Form and supporting documents(Confirmation of Pregnancy, Medical Certificate, Family Relationship Certificate, Business Registration Certificate, Corporate Registration Certificate, etc.) | - Leave of Absence Application Form (Graduate School Website)- Copy of Enlistment Notice |

* + Fill out an application for leave of absence within the specified period before the start of semester and submit it to the Graduate School Registrar after receiving confirmation from the advisor and head professor.
	+ The period of general leave of absence is per semester and cannot exceed 2 semesters at a time, and cannot exceed 4 semesters in total (except for the period of leave of absence due to military service).
	+ **New students are not allowed to leave for any reason other than military enlistment or illness (A Diagnosis Certificate from a national or public hospital for more than 4 weeks of treatment).**
	+ Students entering the military during general leave of absence must apply for a deferment for military service leave with a copy of the enlistment notice attached.
	+ After the period of leave of absence has expired, students must return to the university at the semester they plan to return.
	+ If there is a change of address during a leave of absence, change your personal address on the school website to avoid any disadvantages.

B. Returning to University

* + Fill out the Application for Returning to University within the specified period before the start of semester and submit it to the Graduate School Registrar after receiving confirmation from the advisor and head professor
	+ Application documents

- Returning to university after general leave of absence: Application for Returning to University

- Returning to university after military leave: Application for Returning to University, a copy of discharge certificate, or a copy of resident registration with your military records (original copy)

C. Drop-out

* + Submission period: Any time
	+ Submission method: After filling out the Application of Drop-out form (Graduate School website), submit it to the Graduate School Registrar after receiving confirmation from the advisor and head professor
	+ Tuition Refund

|  |  |
| --- | --- |
| **Date of submitting a drop-out application** | **Refund amount** |
| Before the semester starts | Full tuition refund |
| Up to the 30th days since the semester starts | 5/6 refund of tuition |
| After the 30th day to the 60th day since the semester starts | 2/3 refund of tuition |
| After the 60th day to the 90th day since the semester starts | 1/2 refund of tuition |
| After the 90th day of since the semester starts | No refund |

D. Expulsion

* + Students who fall under each of the following will be expelled.

- A student who has not paid the payment within the prescribed period (Unregistered)

- A student who has not returned to university even after the period of leave of absence has expired (Not returning to university)

- A student who did not complete the credits within the enrollment period (Not completed)

- A student whose academic achievement is recognized as inferior (Poor grades)

- A student who has been expelled due to disciplinary action (Discipline)

E. Readmission

* + Application period: From 2 months before the start of each semester until the start of the semester
	+ Required documents: Re-admission Application Form, Transcript, Statement of Reason
	+ Fill out a re-admission application, receive a recommendation from an advisor and a confirmation from head professor, and submit them to the Graduate School Registrar.
	+ Restrictions on re-admission

- A student who did not complete the credits within the enrollment period (Not completed)

- A student who has been expelled due to disciplinary action (Discipline)

- If the period from the semester in which the student was expelled has elapsed by subtracting the period of enrollment in Article 7 from the deadline for thesis submission in Article 33 of the school regulations.

* + Re-admission system for research students who exceed the thesis submission deadline

- Eligibility: Research students who have exceeded the deadline for submitting their thesis after completing a general graduate school

- Number of times of application permission: limited to once

- Opportunity to acquire degree: within limited to once, up to 3 years

- Conditions for obtaining a degree

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Master’s Degree** | **Combined Master’s and Doctoral Degree** | **Note** |
| Course registration | 6 or more credits | 9 or more credits | Not included in the completion of coursework |
| Register | 1 semester | 2 or more semesters | Pay the admission fee and tuition |

F. Advancing to Combined Master's and Doctoral Program (required to submit an application)

* + Applicants who wish to advance to the combined master's and doctoral program while in a master's program will selected through screening.
	+ **Application period: A certain period during the 3rd semester (or 4th semester) (strictly adhere to the period)**
	+ Eligibility: Students who have completed the 2nd semester of the master's program and have completed 12 credits or more can enter the 3rd semester of the combined master's and doctoral program. Students who have completed the 3rd semester of the master's program and have completed 18 credits or more can enter the 4th semester of the combined master's and doctoral program.
	+ Advancing to the combined master's and doctoral program may be permitted if there is a vacancy in the doctoral admission quota, and the selection will be through the Graduate School Steering Committee

G. Discontinuing Combined Master's and Doctorate Program

* + A master's degree may be conferred to the student who is expelled in the middle of the combined master's and doctoral program and meet the criteria for conferment of a master's degree.
	+ Application period: A certain period at the beginning of each semester (strictly adhere to the period)
	+ Eligibility: 4th to 7th semesters of a combined master's and doctoral program as of the current semester.
	+ Required documents: Application for drop-out, Transcript, and Department Minutes

H. Change of Advisor

* + Fill out an application for change of advisor in the Graduate School website and submit it to the Graduate School Registrar after receiving confirmation from the your current advisor, and the advisor whom you want to change, and the head professor

I. Transfer of Department (Change of major)

* + Submission period and number of times: Change of department is limited to once before the start of the 3rd semester
	+ Eligibility: It is allowed within the same field, and in case of special reasons, exceptions are recognized within the necessary range.
	+ Application and processing procedures

Fill out the application for Department Change → Confirmation by the advisor → Confirmation by the current / expected department head → Submit to the Graduate School Registrar → Review by the Graduate School Committee → Permission by the school.

* + Credit recognition for department transfer students: Credits earned from the former department are subject to the deliberation of the relevant department after the transfer, and the same standards as credits for transfer admission are applied.

**8. Thesis and Dissertation**

A. Thesis Qualification

1. Master’s Degree Program
	* Students who have acquired at least 24 credits (including credits from undergraduate-linked courses) including compulsory courses (including the 2nd, 3rd, and 4th semesters of the thesis special research seminar course) or eligible to acquire with a total GPA of 3.0 or higher.
	* Students who have passed one type of foreign language test.
	* Students who have passed the master's degree comprehensive examination.
	* Students who have registered for more than 4 semesters or registered for research for more than 1 semester
	* Students who are expected to complete the final thesis examination within 9 years from the date of admission (except for the period of leave of absence)
	* Students who have completed or are expected to complete all the designated courses given to students who studied other undergraduate majors (or similar majors) in accordance with Article 15, Paragraph 1 of the School Regulations (※ Acquired credits of C0 or higher in designated courses)
	* Students who receive the excellent thesis grant must complete the mandatory conditions to publish a research thesis.
	* Students in a master's program admitted as an undergraduate master's linked program should obtain 24 credits (including undergraduate linked courses) including compulsory courses (including thesis special research seminar courses in 1, 2, and 3 semesters),

**※ Students who have been accepted outside the quota for a master’s programs after the first semester of 2018 can acquire a degree by completing 6 additional credits without writing a graduation thesis. (Required to submit an application for exemption)**

1. Doctoral Program
	* Students who have acquired or are able to acquire more than 60 credits (including credits recognized for the master's program) including compulsory courses (including the 2nd, 3rd, and 4th semesters of the dissertation special research seminar course) with a total GPA of 3.0 or higher
	* Students who have passed the foreign language test for a doctoral degree
	* Students who have passed the comprehensive examination for a doctoral degree
	* Students who have registered for more than 4 semesters and more than 2 research semesters
	* Students who are expected to complete the final dissertation examination within 15 years from the date of admission (except for the period of leave of absence)
	* Students who receive the excellent dissertation grant must have completed the mandatory conditions for publication of research dissertation.
2. Combined Master’s and Doctoral Program
	* Students who have acquired or are able to acquire at least 60 credits (including credits from undergraduate-linked courses), including compulsory courses (including the 2nd, 3rd, 4th, 5th, and 6th semesters of the dissertation special research seminar course), with a total GPA of 3.0 or higher (However, the master's program is applied to the student who is expelled in the middle of the combined master's and doctoral program and meet the criteria for conferment of a master's degree)
	* Students who have passed the foreign language test for a doctoral degree
	* Students who have passed the comprehensive examination for a doctoral degree
	* Regular enrollment for more than 8 semesters (6 semesters for early completion) and research enrollment for more than 2 semesters
	* Students who are expected to complete the final dissertation examination within 15 years from the date of admission (except for the period of leave of absence)
	* Students who have completed or are expected to complete all designated courses for those with other undergraduate majors (or similar majors) in accordance with Article 15, Paragraph 1 of the School Regulations (※ Students who have obtained C0 or higher in designated courses)
	* Students who receive excellent dissertation grant must have completed the mandatory conditions for research dissertation publication.

B. Request for Dissertation Review

After meeting all qualifications to submit a dissertation and passing the open presentation held every semester in the relevant department, prepared necessary documents announced by the Dean of Graduate School and request for a dissertation review.

* + However, for the doctoral degree program, you can request a dissertation review only when **the research performance of the sub-dissertation is at 100% or higher within the last 5 years from the date of request for review. (Only researches published after admission to the doctoral program are recognized)**
	+ Sub-dissertation research performance: Solo research - 100%, joint research by two people - 70%, joint research by three or more people - 50%

In the case of joint research involving an advisor on a listed (candidate) papers or higher, the student is excluded from the number of authors.

* + Recognition scope and weight of sub-dissertation: 100% or more than the National Research Foundation-registered (candidate) paper (details according to the department's bylaws)
	+ In the case of a doctoral dissertation request, write the author of the sub-dissertation for the degree as part of Kwangwoon University.

C. Dissertation Acquisition Procedure

Select an advisor and dissertation title immediately after accepted to the program

Complete credits for each degree program

Pass the qualification exam

Open presentation

  

Obtain a degree

Pass dissertation review

  

Submit dissertation

(2 copies for ratification, 2 copies for submission)

D. Publication of Doctoral Dissertation

* + A doctoral dissertation publisher must announce that he or she has received a doctoral degree within one year of receiving the doctoral degree in accordance with the Higher Education Act.
	+ Publication method: publication of books, publication in academic journals, publication in periodicals, publication in international academic journals, presentation of academic seminars, etc.

E. Guidelines and Form of Graduate Thesis

1. Forms, paper and binding
	* The thesis must be written in Korean or English.
	* Paper type: 4x6 (18.5×25.5cm) and use vellum paper of 70 pounds or more.
	* Leave a margin of 2.0 cm at the top and bottom of the paper and 2.0 cm at the left and right.
	* Printing method: Single-sided or double-sided printing, in the Shinmyeong font.
	* Cover color: **The cover of the master's thesis should be dark blue, and the doctor's dissertation should be black**, with cloth binding and hard bound (cloth).
	* Cover printing method: Shinmyeongjo type 2 typeface, printed with gilt. If you think it is necessary, you can add a sub-title under the thesis title.
	* White paper should be pasted on the inside of the outer cover, and a white vellum paper (120 pounds) should be put on the inner cover.
2. The order and method of thesis submission

(A) Preface

* + Cover
	+ Inner cover
	+ Thesis approval
	+ Acknowledgments (if applicable)
	+ Abstract (In about 300 words in Korean and English, respectively)
	+ Table of Contents **(※ This is a very important part to check when submitting a thesis)**

Ⓐ Body: Use the 3-step method (Chapter, Section, and Subsection). If you need to subdivide, use 1. A. (1), (A), ①. and Ⓐ in order. Put Roman numerals for Chapter, Section, and Subsection, and subdivide as example 1.

※ Example 1. Chapter, Section, Subsection, 1, A, (1), (A), ①, Ⓐ

： ： ：

※ Example 2. Ⅰ Ⅱ Ⅲ

Ⓑ List of Figures: 1, 2, 3, ……

※ Example 1. List of Figures Page

Figure 1. Thermal qualification current․․․․․․ 2

Figure2. Conduction current in dielectric ․․․․․․․․․ 15

Ⓒ List of Photos: 1, 2, 3, ...

※ Example 1. List of Photos Page

Photo 1. Experimental equipment ․․․․․․․․․․․․․ 20

Photo 2. Converter made ․․․․․․․․․․ 32

Ⓓ List of tables: 1, 2, 3, …

※ Example 1. List of of tables Page

Table 1. Polymer dielectric constant ․․․․․․․․․․․ 13

Table 2. Comparison of characteristics of insulators ․․․․․․․․․․․ 23

(B) Body

* + Science: Introduction, relational theory (foreign precedent research, domestic precedent research), experimental materials, experimental methods and apparatus, experimental results, conclusions, and consideration
	+ Social science : Introduction, body, conclusion

(C) How to indicate the titles of figures, photos, and tables

* + Science

Ⓐ The title of the figure and photo should be specified at the bottom of the figure, write the title in Korean, and add the English title at the bottom of the figure.

※ Example : 그림1. 실험장치

Figure 1. Experimental device

Ⓑ The title of the figure and photo should be specified at the top of the figure, write the title in Korean, and add the English title at the bottom of the figure.

※ Example : 표1. 고분자의 유전율

Table1. Dielectric constant of polymer

* + Social science

Write the title in Korean at the top of the table, and write an English title below the Korean.

※ Example : 표1 : 연령별 반응

Table1. Responses by Agegroups

(D) How to write footnotes and references

* + Footnotes

Ⓐ In principle, footnotes should be written at the bottom of the page below a line.

Ⓑ At the footnote, write only cites with Ibid, and the author and the cites with op.cit.

※ Example 1. Korean language footnotes and Ibid

**·** Hong-ju Moon, Korean Constitution (Seoul: Beobmusa, 1965), p.129.

**·** Ibid, p.132.

※ Example 2. English footnotes and Ibid

**·** Wilbur L Cross, The History of Henry Fieding (2nd. ed. : New Haven : Yale University Press, 1918), p.49.

**·** Ibid, p.55.

※ Example 3. Korean language footnote and op.cit.

**·** Byeong-hoon Lee, Kuksadaegwan, Shinsugwan (Seoul: Bomungak, 1957), p.124

**·** Byeong-hoon Lee, op.cit., pp. 156～160.

※ Example 4. English footnotes and op.cit.

**·** Leonard Bloomfield Language (New York : Henry Holt and Co. 1933), p. 81.

**·** Bloomfield, op.cit., p.101.

* + Reference

Ⓐ When writing foreigners names, for humanities and social studies, state the the surname first and the first name after that. But for science thesis, do the opposite.

Ⓑ In case the reference has footnotes, omit stating the cited pate.

* + How to cite

**Ⓐ Science**

**·** In case of a book: author, book name, publisher, location, reference page, publication year

※ Example 1. 1] Kim, Dongil, “World Peace” Pyeongbeom Publications, Seoul, p.15, 1980.

2] S.P.Winter, "Pulp and oil", Mcgraw Hill, N.Y. p.251, 1975.

**·** In case of periodicals: author, title (indicate the title in “ ”), magazine name, volume number, number of pages, and publication year

※ Example 2. 1] 田申雄男, "Air Pollution", Japan Chemistry Journal, 7, pp.25～40, 1975.

2] R.G.Callager, "Tree encoding for symetric sources with a distortion measure" I.E.E.E. Trans. Inform, Theory Vol. IT-20, pp.66～76, Jan. 1974.

**Ⓑ Social science**

**·** In case of a book: author, book name, location, publisher, year of publication

※ Example 3. 1] Kwon, Young-chan, Gihoikron, Seoul: Beommunsa, 1967.

2] Merton, Robert K. Social Theory and Social Structure. New York : Free Press, 1968.

**·** For periodicals: author, title, magazine name, volume number, publisher, year of publication, page cited

※ Example 4. 1] Kim, Jun-yeob, History of the Communist Party of China, Sasangmungo, Vol. 1, Seoul: Sasanggyesa, 1961.pp.125～130.

2] Banfield, Edward C. "Corruption as a Feature of Governmental Organization." Journal of Law & Economy, Vol. ⅩⅦ(December, 1975), pp.587～615.

**·** To state the number of a footnote or reference in the text, place a half parenthesis in the upper right corner of the text in type 7

※ Example : ......... It plays a big role

F. Documents required to submit after review of the thesis for degree request

|  |  |  |  |
| --- | --- | --- | --- |
| **Required documents** | **Master’s degree** | **Combined master’s and doctoral degree** | **Note** |
| Comprehensive judgment table for thesis review for degree requests | ○ | ○ |  |
| Research ethics pledge(Choose 1 among English and Korean) | ○ | ○ |  |
| 4 copies of dissertation (2 copies for ratification, 2 copies for submission) | ○ | ○ | In the case of a certified copy, it must be stamped or signed by the judges, and color copies are not allowed. |
| 1 copy of CD | ○ | ○ | One final dissertation must be contained in one CD. |
| Consent of Commission | ○ | ○ |  |
| Resume | ○ | ○ | Last school information, mobile phone number, e-mail address, employment (planned) details, etc. |
| Application for change of dissertation research plan | Submit for change | Submit for change | Even an uppercase letter, period, comma, or quotation mark is changed, it considered as a change.  |
| Dissertation publication plan | - | ○ | It is stipulated in the Higher Education Act that publication of the completion of a degree must be made within one year of receiving a doctoral degree. |
| Paper plagiarism prevention system Copykiller inspection result confirmation | ○ | ○ |  |
| Survey of New Master's Degree Acquisitions in Korea | ○ | - |  |
| Survey of New Doctoral Degree Acquisitions in Korea | - | ○ |  |

**9. Other**

A. Information on academic affairs and related matters

- Announcements on the Graduate School website (<http://grd.kw.ac.kr> ) and bulletin boards for each department (requires frequent check)

- Submit documents to the Graduate School Website ([http://grd.kw.ac.kr](http://grd.kw.ac.kr/)) ▶ Academic Info ► There is a list in the Reference of the Graduate School Website. Check the schedule for each period and submit it according to the form

B. For more question, contact

Graduate School Registrar (Tel : 940-5082~3, Fax : 918-5683).

**Ⅲ**

**Graduate School Web Course Registration**

### Access to the website and log in to KLAS Information Service

1.  **On the left side of the screen, under University Life, click Course Registration**
2.  **In order to register courses, input your KLAS Information Service password again.**

**3. In the course registration screen, from inquiry list ① Select ‘My department courses / common courses’ or ‘Other departments’ courses’ ② Click ‘Search’ to find the course you want to register, ③ Click ‘Register’**

**4. Check the course(s) you have registered for in the ‘Registered course list’**

**5. If you want to delete the registered course, click ‘Delete’ in the registered course list.**

**6. ‘Cannot register’ appears when registering the same course.**



