

Notice for Faculty Members in Korea University Graduate School

(Course Registration Guideline)

This notice is for all faculty members in Korea University Graduate School who are committed to both research and teaching.

1. Completed Research Graduate Students and Course Registration

As of 2014 spring semester, all graduate students who completed course works are subject to signing up as Completed Research (Graduate) Students.

A. Registration

- 1) Students are required to register every spring or fall semester complying with the academic schedule, and those students should register DKK-600 (Title: Tutorial Research after Completion of Course Work) guided by his or her tutor professor on their own.
- 2) All completed research students in the semester for tutorial research after course work are required to pay the tuition fee, which is 2% of general graduate school division's tuition. The tuition fee for those who are in the semester for thesis submission and examination is 7% of general graduate school division's tuition.

Classification (Semester)	Amount of Tuition	Name of Tuition	Note
Semester for Tutorial Research	2% of general, graduate school division's tuition	Tuition after Completing Course Work	2014-1 New
Semester for Thesis Examination	7% of general, graduate school division's tuition	Tuition for Thesis Examination	Current

B. Grading: After guiding students, the grade can be marked as P(pass) or F(fail) during the record input period.

C. Rights of the Completed Research Student

-> **The Constitution of the Graduate School - Detailed Enforcement Regulations for the Graduate School (General) Article 71 (Rights of Completed Research Students)**

Completed research students shall have the following rights:

- 1) to submit a dissertation under the guidance of their academic advisor.
- 2) to be given an opportunity to participate in research activities.
- 3) to use research facilities (libraries and labs).
- 4) to receive medical aid by paying a designated medical fee.
- 5) to obtain a Certificate of Completion of Research attached as an annex.
- 6) to obtain a Certificate of Program Completion.
- 7) to be re-issued with a student identification card upon registration.

2. Implementation of Advisor Designated Course

The regulation concerning prerequisite course for those who enter the master's or doctoral program with different degrees has been abolished. Instead, "Advisor Designated Course" is designed for all new students since 2010. This new course is intended to focus on each student in graduate school who are nurtured to acquire necessary knowledge, so that the course is eventually expected to help graduate students carve out their future. The completion of the course will be marked on an academic transcript of each student.

Prerequisite or advisor designated courses are not included in your major courses, and will be marked on your report card as elective courses.

A. The Constitution of the Graduate School – Detailed Enforcement Regulations for the Graduate School (General) Article 29 (Advisor Designated Course)

- 1) Students entering a master's or doctoral degree program shall, at the commencement of their first semester, consult with their academic advisor to determine advisor designated courses.
- 2) The term "advisor designated courses" means mandatory courses students must take in addition to courses officially required to acquire a degree.
Academic advisors must decide either to designate certain courses or exempt students from having to take certain courses. Students must submit the relevant opinion reviews from their academic advisors.
- 3) The maximum number of advisor designated courses specified in paragraph 1 shall be five.
- 4) Those required to take advisor designated courses may register up to 15 credits including the courses designated. However, credits acquired by taking advisor designated course shall not be counted toward credits for degree completion or GPA calculation.

B. Implementation Details

During the first week after course registration, student will input the consultation result with tutor professor on the KU Portal system (KUPID) after the tutor professor determines designated courses for each student along with the appointment of tutor professor. Tutor professor is required to sign on the confirmation document when the student prints out the paper from KUPID.

3. Notice of Korean Language Program for International Graduate Students

- A. Applicant: Any international students of Graduate School excluding undergraduate students
- B. Course Registration: On-line registration should be completed by each applicant during the period of registration or add/drop. The credits from this program are not included in major credits, and students are required to change his/her class numbers during the period of add/drop if the class is divided.
Inquiry: Institute for General Education (02-3290-1453)>
- C. Classes in Seoul Campus (Course Number/Number of Class/Credit(Hours))
 - 1) IFLS 108-50/ 한국어 초급 I (BEGINNER'S KOREAN I)/ 3credits (6hours)
 - 2) IFLS 110-50/한국어 중급 I (INTERMEDIATE KOREAN I)/ 3credits (6hours)
- D. Credit (Hours): 3credits (6hours)
- E. Division of Classes (Procedure): Quota for a division is set to 25 students per one class, and the class can be divided if the number of students exceeds 30.
(Placement test will be conducted during the first week after course registration.
Classes will be divided after approval of the application for course division.)
- F. Classes will be offered on Monday, Thursday from 3:30 to 4:45 PM (75minutes)
- G. This Korean Language program is not considered as a way to pass the Korean Language Examination for graduation of Graduate School.
- H. Classes in Sejong Campus (Course Number/Number of Class/Credit(Hours))
<Inquiry: Sejong Institute for General Education (044-860-1901)>