

**2022 Spring Semester
Graduate School Academic Guides**



2022. Mar.

Graduate School of Hannam University

Table of Contents

I. Academic calendar	1
II. Academic affairs	2
1. Course Enrollment	2
2. Curriculum Organization	3
3. Grading	3
4. Completed Credits	3
5. Allowable Credits by Semester	4
6. Thesis Research Course (Must Be Completed in Corresponding Semester)	4
7. Registering for Courses in Other Departments	4
8. Credit Exchanges with Other Graduate Schools and Institutions (Based on Agreement)	4
9. Foreign Language Qualification Testing	5
10. Examinations for Major(Comprehensive test)	6
11. Thesis/Dissertation	7
12. Leave of Absence and Returning Student Enrollment	12
13. Scholarships and Criteria	13
III. Document submission	15
IV. Notification for International students	17
V. Contact Information	21
VI. Hannam University Graduate Student Bill of Rights	24

I. Academic calendar for 2022 Spring semester

EVENT	DATE
Application for leave of absence and return	Feb. 07 (Mon) ~ Feb. 28 (Mon)
Course registration	Feb. 14 (Mon) ~ Feb. 18 (Fri)
Tuition payment	Feb. 21 (Mon) ~ Feb. 24 (Thu)
Freshman Orientation	Feb. 23 (Wed) 14:00
Application for foreign language qualifying Exam and comprehensive exam	Feb. 14 (Mon) ~ Feb. 24 (Thu)
First day of semester(class)	Mar. 2 (Wed)
Change of registered courses	Mar. 2 (Wed) ~ Mar. 8 (Tue)
Course withdrawal	Mar. 14 (Mon) ~ Mar. 15 (Tue)
Foreign language qualifying exam	Mar. 15 (Tue) 10:00
Comprehensive exam	Mar. 22 (Tue) 10:00
Deadline for proposal and faculty advisor request submission	Mar. 25 (Fri)
Deadline for interim thesis/dissertation presentation	Apr. 1 (Fri)
Deadline for submission of the list of thesis/dissertation examiner request/recommendation	Apr. 7 (Thu)
Deadline for thesis/dissertation examination draft submission	Apr. 15 (Fri)
Thesis/Dissertation Examination Reques	Apr. 21 (Thu)
Deadline for thesis/dissertation examination outcome report	Apr. 25 (Mon) ~ May. 27 (Fri)
End of semester	Jun. 20 (Mon)
Deadline for thesis/dissertation submission (completed)	Jun. 30 (Thu)
Grade confirmation	2022. Jul. 05 (Tue)
Commencement(Graduation)	2022. Aug. 12 (Fri)
Application for leave of absence and return for 2023 1 st semester	2023. Feb. 6 (Mon) ~ 28 (Tue)
Course registration for 2023 1 st semester	2023. Feb. 13 (Mon) ~ 17 (Fri)
Tuition payment for 2023 1 st semester	2023. Feb. 20 (Mon) ~ 23 (Thu)
Freshman orientation for 2023 1 st semester	2023. Feb. 22 (Wed) 14:00
First day of 2023 1 st semester(class)	2023. Mar. 2 (Thu)

II. Academic Affairs

1. Course Enrollment

1) Dates

① Monday, February 14 – Monday, February 18, 2022

② Students may also request courses between Wednesday, March 2 - Tuesday, March 8, 2022.

2) Procedure

① Apply through **integrated information system** (HNU homepage)

② Print out copy of **Course Request Confirmation Form**, apply seal, and receive seals of department chair/faculty advisor

③ Submit to department office (mandatory)

3) How to Access Course Applications

① Select Graduate Course Applications	② Enter ID (student number) and password (first six digits of resident registration number)
③ Select department and major	④ Click on Apply for Course
⑤ Enter Hi-Portal → General/Academic → Intranet (graduate student service) → Courses (list of course applications)	⑥ Print out Course Request Confirmation Form

4) Drop/Add for Incoming and Currently Enrolled Students

※ **Dates:** Wednesday, March 2 to Tuesday, March 8, 2022, 10 am–9 pm

After completing drop/adds during the permitted period either through the department office or online based on the same methods as used with course enrollment, students should obtain the seals of their department chair/faculty advisor on a **revised Course Request Confirmation Form** indicating the revised courses and submit to the department office (mandatory).

5) Dropping Courses

※ **Dates:** Monday, March 14–Tuesday, March 15, 2022, 5 pm

Complete an **Application to Drop a Course** (available in department office). Receive seals from the corresponding professor, faculty advisor, and department chair and submit directly to graduate school office.

2. Curriculum Organization

1) **Organization:** The master, combined bachelor/master, doctoral, and integrated master/doctoral programs are linked, with each course assigned 3 credits (3 hours per week).

2) Curriculum Areas

- ① Major coursework: Basic, intermediate, and advanced courses
- ② Research coursework: Master's Thesis Research I, II / Doctoral Dissertation Research I, II, III
- ③ Qualifying examination coursework: Foreign language examination, general examination (major)

3. Grading

- 1) **Grades:** A⁺ (4.5), A⁰ (4.0), B⁺ (3.5), B⁰ (3.0), C⁺ (2.5), C⁰ (2.0), F (0) (**curve does not apply**)
- 2) **Thesis/Dissertation Research:** No letter grades are assigned for thesis/dissertation research. The faculty advisor will assign a grade of "satisfactory" (S) or "unsatisfactory" (U) for the purpose of thesis/dissertation submission eligibility.

4. Completed Credits

Program	Previous Major	Completed Credits
Master	Same	•24 + Thesis Research I, II (24 required credits)
	Different	•24 + Thesis Research I, II (24 required credits + 6 or more prerequisite credits) •6 or more prerequisite credits must be completed (not included in coursework credits) ※ May exceed 6 credits depending on department regulations
Combined bachelor/master	Same	•24 credits (including recognized credits from four-year undergraduate program) + Thesis Research I, II
Doctoral	Same	•36 credits + Thesis Research I, II, III (36 required credits)
	Different	•6 additional credits (subject to graduate school dean's approval following decision by faculty council for department where credits are being recognized) (Credits completed: 36 required + additional completed credits) •42 credits + Thesis Research I, II, III
Integrated master/doctoral	Same	•60 credits + Thesis Research I, II, III (60 required credits)
	Different	•60 credits completed + Thesis Research I, II, III (60 required credits + 6 or more prerequisite credits) •6 or more prerequisite credits must be completed (not included in coursework credits) ※ May exceed 6 credits depending on department regulations

5. Allowable Credits by Semester

Program	Previous Major	Allowable Credits by Semester
Master	Same	•No more than 12
	Different	•No more than 18 (12 + 6 prerequisite [undergraduate]) •Subject to approval of department chair and faculty advisor
Combined bachelor/master	Same	•No more than 12
Doctoral	Same	•No more than 12
	Different	
Integrated master/doctoral	Same	•Same as master's program
	Different	

6. Thesis Research Course (Must Be Completed in Corresponding Semester)

►No credits are given, but students must register and receive thesis advising with a score of "S."

Program	Details
Master	• Complete I in third semester and II in fourth semester
Combined bachelor/master	• Complete I in first semester and II in second semester
Doctoral	• Complete I in second semester, II in third semester, and III in fourth semester
Integrated master/doctoral	• Complete I in sixth semester, II in seventh semester, and III in eighth semester

7. Registering for Courses in Other Departments

Program	Details
Master	•No more than 12 credits during enrollment period
Doctoral	•No more than 18 credits during enrollment period
Integrated master/doctoral	•No more than 21 credits during enrollment period

8. Credit Exchanges with Other Graduate Schools and Institutions (Based on Agreement)

►Apply with corresponding HNU department based on the course schedule for the desired external graduate school.

(Agreements currently exist with the graduate schools of Chungnam National University, Mokwon University, Pai Chai University, Daejeon University, Kongju National University, Joongbu University, Hanbat National University, Konyang University, Woosong University, Soonchunhyang University, Chungbuk National University, Daejeon University of Science and Technology, and Korea National Defense University.)

Program	Details
Master	•Up to 6 credits per semester; total of 9 credits allowable during period of enrollment
Doctoral and Integrated master/doctoral	•Up to 6 credits per semester; total of 12 credits allowable during period of enrollment

9. Foreign Language Qualification Testing (including English)

1) Examination Eligibility (allowable semester)

Program	Details
Master	•Regular registration for two or more semesters and at least 9 credits earned (available from second semester) <3 courses>
Combined bachelor/master	•Regular registration for one or more semesters and at least 9 credits earned (available from first semester) <3 courses>
Doctoral	•Regular registration for three or more semesters and at least 18 credits earned (available from third semester) <6 courses>
Integrated master/doctoral	•Regular registration for four or more semesters and at least 24 credits earned (available from fourth semester) <8 courses>

2) Application Date: Within one week before start date of classes (consult academic calendar)

3) Examination Dates: Annually in March and September

4) How to Apply: Visit HNU homepage → Hi-Portal → **Academic Administration** → Intranet → **Foreign Language Examination Applications** → Print out examination application → Receive department approval (faculty advisor/department chair) → Submit to graduate school office

5) Examination Fee: Master's 20,000 KRW, Doctoral (including Integrated) 30,000 KRW

6) Restriction on Retaking Examination: None

7) Passing Score: 60 out 100 points

8) Exemptions

- A. **For international students who are NOT from English speaking country(as an official language) :**
 Those who have successfully completed an official foreign language certification examination (**TOEIC: 700 for humanities/social sciences, 650 for natural sciences, 650 for engineering, 600+ for arts and athletics** → **Valid for two years from attainment date**) and meet the criteria to apply

for a foreign language examination

B. For all international students

① Alternative course established by graduate school: Those who have completed Korean for Foreigners I · II (available through Korean Language & Literature department each semester)

② Test of Proficiency in Korean (TOPIK) Level 4 or higher

C. **How to applying for a foreign language examination exemption:** Complete a **Foreign Language Examination Exemption Request** (available from graduate school office) and submit to the graduate school office with documentation during the foreign language examination application period.

9) Scope of English textbook material covered on examination

① Course: English (Pass/Fail, not included in graduating credits)

② Text: *Reading Explorer* (THIRD EDITION)

③ Scope of material [see academic announcement on HNU graduate school homepage]

- Arts/athletics (master/doctoral/integrated): *Reading Explorer 1*, Units 1–5
- Natural sciences/engineering (master): *Reading Explorer 1*, Units 7–11
- Humanities/social sciences (master): *Reading Explorer 2*, Units 1–5
- Natural sciences/engineering (doctoral): *Reading Explorer 2*, Units 7–11
- Humanities/social sciences (doctoral): *Reading Explorer 4*, Units 2–6

10. Examinations for Major

1) Examination Eligibility (allowable semester)

Program	Details
Master and combined bachelor/master	<ul style="list-style-type: none">•Those who have earned at least 24 credits (including those during semester of application for major examination)•If the 24 credits include courses taken during the semester of examination application, a passing score will be rescinded in the event that the student fails any one of his/her courses.
Doctoral	<ul style="list-style-type: none">•Those who have earned at least 36 credits (including those during semester of application for major examination)•If the 36 credits include courses taken during the semester of examination application, a passing score will be rescinded in the event that the student fails any one of his/her courses.
Integrated master/doctoral	<ul style="list-style-type: none">•Those who have earned at least 60 credits (including those during semester of application for major examination)•If the 60 credits include courses taken during the semester of examination application, a passing score will be rescinded in the event that the student fails any one of his/her courses.

2) **Application Dates:** Within one week before start date of classes (consult academic calendar on graduate school homepage)

3) **Examination Dates:** Annually in March and September

4) **How to Apply:** Visit HNU homepage → Hi-Portal → **Academic Administration** → Intranet → **Foreign Language Examination Applications** → Print out examination application → Receive department approval (faculty advisor/department chair) → Submit to graduate school office

- 5) **Examination Fee:** Master 30,000 KRW, doctoral (including integrated) 40,000 KRW
- 6) **Restriction on Retaking Examination:** No more than four attempts allowed
- 7) **Passing Score:** 60 out of 100 points

11. Thesis/Dissertation

1) **Thesis/Dissertation Proposal:** To be written after consultation with prospective faculty advisor

2) Proposal and Faculty Advisor Request Submission

- ▶ Complete proposal on personal Hi-Portal page, print out, and receive stamp from advisor and department head. Submit to graduate school office and receive approval from dean of graduate school.

Program	Details	Additional Information
Master	•Within first four weeks of second semester	Refer to academic calendar
Combined bachelor/master	•Within two weeks before start of first semester	
Doctoral	•Within two weeks before start of second semester	
Integrated master/doctoral	•Within first four weeks of fifth semester	

3) Thesis/Dissertation Research Courses

- ▶Thesis/dissertation advising costs are to be included in tuition bill (66,000 KRW for master's, 100,000 KRW for doctoral/integrated).
- ▶Students must enroll in a thesis research course for the corresponding semester and receive a grade of **S**.

Program	Details
Master	Must enroll in Thesis Research I in third semester and Thesis Research II in fourth semester and receive grades of "S" in both
Combined bachelor/master	Must enroll in Thesis Research I in first semester and Thesis Research II in second semester and receive grades of "S" in both
Doctoral	Must enroll in Dissertation Research I in second semester, Dissertation Research II in third semester, and Dissertation Research III in fourth semester and receive grades of "S" in all three
Integrated master/doctoral	Must enroll in Dissertation Research I in sixth semester, Dissertation Research II in seventh semester, and Dissertation Research III in eighth semester and receive grades of "S" in all three

4) Interim Thesis/Dissertation Presentation

Program	Details
Master	•During fourth semester or semester in which student is registered for Thesis

	Research (semester of thesis submission)
Combined bachelor/master	•During second semester or semester in which student is registered for Thesis Research (semester of thesis submission)
Doctoral	•During fourth semester or semester in which student is registered for Dissertation Research (semester of dissertation submission)
Integrated master/doctoral	•During eighth semester or semester in which student is registered for Dissertation Research (semester of dissertation submission)

※ Submitting interim thesis/dissertation presentation report: Faculty advisor → department
→ graduate school academic team

5) Thesis/Dissertation Examiner Request/Recommendation

Program	Details
Master and combined bachelor/master	•Submit requests/recommendations for three examiners
Doctoral and integrated master/doctoral	•Submit requests/recommendations for five examiners (at least one examiner should be a faculty from other university or an expert)

※ Examiner request procedure: Submit to faculty advisor → department → graduate school academic team

6) Thesis/Dissertation Examination Costs

▶Payment to designated account

Program	Details
Master and combined bachelor/master	• 90,000 KRW ⇔ To three examiners
Doctoral and integrated master/doctoral	• 550,000 KRW ⇔ To five examiners (at least one examiner should be a faculty from other university or an expert)

7) Thesis/Dissertation Examination Draft Submission (to Department Office)

Program	Details
Master	•Submit three copies during fourth semester or during thesis submission semester (for students who have completed coursework)
Combined bachelor/master	•Submit three copies during second semester or during thesis submission semester (for students who have completed coursework)
Doctoral	•Submit five copies during fourth semester or during dissertation submission semester (for students who have completed coursework)
Integrated master/doctoral	•Submit five copies during eighth semester or during thesis/dissertation submission semester (for students who have completed coursework)

- ▶Students submitting an examination draft of their thesis/dissertation for degree request purposes must also submit a **certificate of completion of research ethics education** to the graduate school office.
- ▶**Certificate of completion of research ethics education**: Issued upon completion of the “**ethics education for graduate students**” program at the Korea Institute of Human Resources Development in Science and Technology (www.kird.re.kr)

8) Thesis/Dissertation Examination Request

▶ Graduate school academic team → distribute to department office → thesis/dissertation examiners

9) Final Examination: Thesis/dissertation examination + oral examination

- ▶ Grades of “pass” (P) or “fail” (F)
- ▶ Number of reviews: 2+ for master’s degree, 3+ for doctoral degree
- ▶ In the event that a student does not pass, s/he will have **no more than two opportunities** to revise, resubmit, and attempt another examination.

Program	Details
Master and combined bachelor/master	• Passing score: 70 points or more from at least two out of three examiners
Doctoral and integrated master/doctoral	• Passing score: 70 points or more from at least four out of five examiners

10) Thesis/Dissertation Examination Outcome Report

▶ Reporting procedure: Submit to faculty advisor → department → graduate school office

11) Thesis/Dissertation Submission (Completed)

- Submit three paperbound copies of thesis/dissertation to **Office of Academic Information** and one copy to graduate school office
- Thesis/dissertation submission procedure: Complete registration at central library homepage (submit online) → Print out thesis/dissertation publication consent form and thesis/dissertation submission confirmation form → Submit three copies of thesis/dissertation and publication consent form to central library and receive seal on thesis/dissertation submission confirmation form → Submit one original copy of thesis/dissertation (with examiners’ seals) and thesis/dissertation submission confirmation form to graduate school office
- Students submitting a thesis/dissertation must complete a **research ethics pledge** form, receive approval from their faculty advisor, and submit to the graduate school office.
- Students submitting a thesis/dissertation must undergo a **“bibliography similarity review”** and submit a report and confirmation form to the graduate school office.
 - ▶ **Bibliography similarity review**: After examining similarity between the student’s complete dissertation file and the sources in the Korea Citation Index (www.kci.go.kr), print out a final report and submit to the graduate school office.

12) **Thesis/Dissertation Title Changes**: Students must enter information in the **Academic Administration** section of Hi-Portal, print out, and submit to the graduate school office by way of their faculty advisor and the dean of their department to receive approval from the dean of the graduate school.

13) Doctoral Dissertation Submission Eligibility (Doctoral and Integrated Master/Doctoral Programs)

- Students enrolled in the doctoral or integrated master/doctoral program must receive an equivalent score of 100 points or higher for publication of papers with content related to their thesis/dissertation in expert and academic journals in Korea and overseas, and a reprint must be submitted prior to the submission date for the completed thesis. Please refer to the following chart for point equivalency conversions.

※ Point Equivalency Conversions for Academic Papers Related to a Degree Thesis

Journal Title	Scoring Standard	Conversions for Co-Authorship in Academic Journals	Additional Information
Overseas journals (SCI, SSCI, SCIE, A&HCI, SCOPUS)	250	1 author: 100% * 250 = 250	※ 100 points granted for principal authorship on a co-authored paper (√) ◦ Overseas journal (SCI or equivalent): Up to 6 authors ◦ Domestic journal (eminent): Up to 4 authors ◦ Campus research center or equivalent: Up to 3 authors ※ Rounded values
		2 authors: 70% * 250 = 175	
		3 authors: 50% * 250 = 125	
		4 authors: 1/4 * 250 = 65 (√)	
		5 authors: 1/5 * 250 = 50 (√)	
		6 authors: 1/6 * 250 = 40 (√)	
		7+ authors: 35	
Eminent domestic journal (NRF and prospective registered journals)	150	1 author: 100% * 150 = 150	※ 100 points granted for principal authorship on a co-authored paper (√) ◦ Overseas journal (SCI or equivalent): Up to 6 authors ◦ Domestic journal (eminent): Up to 4 authors ◦ Campus research center or equivalent: Up to 3 authors ※ Rounded values
		2 authors: 70% * 150 = 105	
		3 authors: 50% * 150 = 75 (√)	
		4 authors: 1/4 * 150 = 40 (√)	
		5 authors: 1/5 * 150 = 30	
		6+ authors: 25	
Campus research center or other domestic/overseas journal (national/local journal in Korea, domestic or overseas thesis/dissertation collections)	100	1 author: 100% * 100 = 100	※ 100 points granted for principal authorship on a co-authored paper (√) ◦ Overseas journal (SCI or equivalent): Up to 6 authors ◦ Domestic journal (eminent): Up to 4 authors ◦ Campus research center or equivalent: Up to 3 authors ※ Rounded values
		2 authors: 70% * 100 = 70 (√)	
		3 authors: 50% * 100 = 50 (√)	
		4 authors: 1/4 * 100 = 25	
		5+ authors: 20	

※ Conversion chart explanatory information

- ① In the case of an overseas journal publication with four authors, 65 points will be granted for an authorship credit, but 100 points will be granted for main authorship (√).
- ② In the case of an eminent domestic journal publication with four authors, 40 points will be granted for an authorship credit, but 100 points will be granted for main authorship (√).
- ③ In the case of a campus research center publication with four authors, 25 points will be granted; no main authorship is recognized (check mark is absent).
 - For fine arts departments, the following standards may be substituted for publications.

※Point Equivalency Conversations for Fine Arts Departments

Subject	Domestic/ Overseas	Scoring Standard	Conversion for Art Exhibitions	Additional Information
Art exhibitions	Overseas	150	1 participant: 100% * 150 = 150	※ Rounded values
			2 participants: 70% * 150 = 105	
			3 participants: 50% * 150 = 75	
			4 participants: 25% * 150 = 40	
	Korea	100	1 participant: 100% * 100 = 100	
			2 participants: 70% * 100 = 70	
			3 participants: 50% * 100 = 50	
			4 participants: 25% * 100 = 25	

14) Thesis/Dissertation Submission Deadline

Program	Details
Master	• Within six years from the year of admission
Doctoral and integrated master/doctoral	• Within 10 years from the year of admission

15) Applying for Deadline Extension: In accordance with Operational Regulation No. 45, extensions may be requested in cases where the deadline submission deadline has passed.

- ① A thesis/dissertation submission deadline extension request must be submitted at the end of every semester (available at graduate school office).
- ② The request must be approved by the department chair and the student's faculty advisor.
- ③ The request must be submitted to the graduate school office.
- ④ The decision on whether to extend the thesis/dissertation submission deadline will be made following a review (approval) of thesis/dissertation submission eligibility by the graduate school steering committee.
- ⑤ Submission deadline: End of semester (June/December)
- ⑥ Submission eligibility: Eligibility to submit a thesis/dissertation for degree-granting purposes

16) Students Who Have Completed Coursework: Students whose thesis/dissertation has not been completed after the completion of all coursework (mid-February/mid-August)

- ① Students must register for "Thesis/Dissertation Research for Graduates," complete a **graduate enrollment request** form (available in department office) and have it verified by their department chair and thesis/dissertation advisor.
- ② Thesis/dissertation advising costs must be paid to the designated bank account. **【Master: 66,000 KRW 원, Doctoral (incl. integrated): 100,000 KRW】**
- ③ Submit **graduate enrollment request** to graduate school office.

17) Substitution Request for Master's Thesis

① Request Dates

Program	Date	Additional Information
---------	------	------------------------

Master	Second semester of enrollment	Submit at time of thesis proposal and faculty advisory request. - See academic calendar on page 1.
Combined bachelor/master	First semester of enrollment	

▶ Substitution requests for master's theses must be approved by the student's advisor and department chair.

▶ Contact the department office for questions about the department's substitution conditions.

② Conditions for Master's Thesis Substitution (by Department)

▶ Conditions met during term of study

- Only those currently in their term of study (fourth semester for master's, second semester for combined bachelor's/master's) may complete additional credits; those who have completed their coursework may not.

▶ Completion of Thesis Research I and II

③ Submission of Master's Thesis Substitution Confirmation

▶ Submission date: Results must be submitted to the department within the thesis examination period for the final semester (anticipated graduation), and the confirmation must be submitted to the academic team by way of the department's thesis substitution review committee.

▶ Even if the student meets the conditions, substitution will not be recognized if the relevant documents are not submitted.

※ Application Procedures

Submit **Faculty Advisor Request** and **Master's Thesis Substitution Request** ⇒
 Second semester or later (first semester for combined bachelor/master program) ⇒
 Meet conditions for master's thesis substitution (by department) ⇒
 During term of study ⇒ Submit **Master's Thesis Substitution Confirmation** ⇒
 During final semester (anticipated graduation)

12. Leave of Absence and Returning Student Enrollment

1) Leave of Absence: Students may take a leave of absence in semester units if unable to complete one-third or more of class days in a given semester due to illness or other unavoidable circumstances.

2) Returning Student Enrollment: Once the leave period has ended and/or the grounds for taking leave no longer apply, the student should apply to return (through Hi-Portal) within the pre-semester registration period and submit a returning student application.

① Students who took leave without having paid tuition must pay their tuition in full.

② Students who took leave after paying tuition are required only to pay the difference when tuition fees have been increased (if no such increase has occurred, s/he may register for a fee of 0 KRW).

③ Please note that returning students who do not register during the registration period will be expelled.

(If the student has taken leave after paying tuition, reimbursement will follow the corresponding regulations.)

④ Students may return to classes during a return period prior to the completion of the leave period.

3) Procedure

- ① Print and complete form (Hi-Portal) → Intranet
- ② Obtain direct approval of faculty advisor and department chair
- ③ Submit to graduate school academic team
- ④ Receive approval from dean of graduate school

4) Leave of Absence Terms

- ① An ordinary leave of absence may not exceed two consecutive semesters or three semesters total.
- ② A special leave of absence may be granted for up to four semesters in cases of leave taken during a semester of entering mandatory military service; leave due to pregnancy, childbirth, and childcare; and leave due to change of workplace; and leave due to personal reasons, illness or other unavoidable reasons. These periods will not be calculated as part of the leave period.

5) Leave of Absence and Tuition

- ① Leave taken prior to semester start date: Student may begin leave without paying tuition.
- ② Leave taken after semester start date: Student must pay tuition before taking leave.
- ※ Leave taken prior to the completion of one-third of class days: The students will **receive a bill for 0 KRW in tuition** upon his/her return and must receive a payment confirmation from a bank.
- ※ Leave taken after the completion of one-third of class days: The student must pay tuition in full upon his/her return.

13. Scholarships and Criteria

1) Scholarship Application Dates and Procedure

A. Government employees, public institution employees, professionals (attorneys et al.), schoolteachers, journalists, family company employees, ministers/priests, spouses and immediate family members of HNU faculty and staff, alumni, Daniel Scholars, and family scholarship students

- ① Apply before end of semester (June/December)
- ② Complete a Scholarship application form (available in department office) and attach certification of employment (original) or other applicable documentation.
- ③ Receive verification from department chair and submit to department office.
- ④ Upon processing by graduate school office, tuition will be reduced when bill is sent.

B. Financial aid for international students

- ① Incoming: Tuition discounted when bill is issued at time of admission
- ② Currently enrolled: Grades submitted at end of semester, amounts of financial aid vary based on GPA

C. External scholarship: No fixed schedule, based on recommendation by head of corresponding institution

2) Criteria for Financial Aid Benefits

- ① Government employee (40% of tuition fees): Available to government employees, including members of military and police
- ② Public institution employee (30% of tuition fees): Available to those current employed with a public corporation or other public institution
- ③ International student (30–60%): Incoming student (60%)
Semester GPA: 4.0+ = 60%, 3.5+ = 50%, 3.0+ = 30%, not available for GPAs below 3.0
- ④ School teacher (50%): Available to currently employed elementary and middle school teachers (including hourly contracts), teachers and staff at national (public) private universities, and currently employed kindergarten and day care center teachers holding Level 1 child care teacher certification as issued by a state institution
- ⑤ Minister/priest (30%): Available to ministers and priests at Protestant and Catholic churches
- ⑥ Professional employment (30%): Available to attorneys, patent attorneys, certified accountants, tax accountants et al.
- ⑦ Family scholarship (25%): Available to one family member with a sibling or parent currently enrolled at HNU
- ⑧ Journalist (70%): Available to reporters, anchors, and broadcasting producers (registered with Daejeon/Chungcheong regional journalists' association, anchors' association, or producers' association)
- ⑨ Spouse or immediate family member of HNU faculty and staff (50%): Must provide proof of family relationship with HNU faculty/staff member
- ⑩ Alumnus/a (35%): Available to individuals who have graduated from HNU bachelor's program and credit bank system (must provide certificate of graduation)
- ⑪ Family company employee (25–40%): Available to employees of businesses that have agreements with HNU **industry/academia cooperation group**
- ⑫ Teaching/research assistant (100%): Available to students selected to work as teaching/research assistants in their department
(20 working hours/week)
- ⑬ Daniel Scholar (100%): Undergraduate students selected for Daniel Scholarships
- ⑭ External: Externally commissioned financial aid, etc.

3) Criteria for Financial Aid Benefits : Students who exceed the study period for each course cannot apply for a scholarship.

***[Combined bachelor/master : 1 year(two semesters), Master : 2 years(four semesters), Doctoral : 2 years(four semesters), Integrated master/doctoral : 4 years(eight semesters)]**

III. Document Submission

1. Documents for Incoming Students

1) **Submission Deadline:** Monday, February 28, 2022 (graduate school academic team)

2) Documents to Submit

- ① For those who are scheduled to graduate (February 2022) at the time of admission application submission: one copy each of certificate of graduation and transcript (mandatory)
- ② International students: One copy each of passport, alien registration card (both sides), and insurance premium payment certificate
- ③ Please note that those who do not submit the corresponding documents in time will have their admission revoked.

2. Applying for Academic Association Membership Fee Support

1) **Application Deadline:** Announced during semester

2) **Criteria:** Limited to incoming students

3) **Where to Apply:** Department office [support application, academic association membership fee receipt, copy of bankbook information page (for deposit)]

4) **Amount:** Up to 30,000 KRW (limited to one person per association)

5) **Deposit Date:** Provide after department processing, confirmation, and submission to graduate school academic team

3. Mandatory Hi-Portal Updates for Address and (Mobile) Telephone Number Changes

1) Addresses and telephone numbers are media for providing various announcements, and related information must be updated when changes occur.

☞ Hi-Portal → **Academic Administration** → **School Register** → **Personal Information Management**

2) For name changes, an abridged copy of the family register (or resident registration) must be provided.

3) English names should be entered with the surname first, followed by the given name(s) [Ministry of Education recommendation] (e.g., Smith John)

5. Certificate Issuance (**Academic Affairs Management Team** ☎ 629-8103)

1) Various certificates may be issued through the automated document issuance stations,

personally issued by the **Academic Affairs Management Team**, or issued online through the HNU homepage.

- 2) **Student ID reissuance:** Register information with **Academic Affairs Management Team** following issuance of card at campus Kookmin Bank (KB) branch.

※ Other Important Information (including grounds for ineligibility to graduate)

- 1) Those pursuing a master's or integrated master's/doctoral program in a different major from their previous one **must complete the prerequisite courses** (based on individual department regulations).
- 2) For those pursuing a doctoral program in either the same or a different major: **In the case of department-recognized credits and courses identical to master's program courses, credits deemed to be duplicates will be revoked, and the student may not meet requirements to graduate due to a deficit of credits.**
- 3) Faculty advisor selection and Thesis Research completion (**Thesis Research I & II for master's program, Dissertation Research I, II & III for doctoral [including integrated]**)
- 4) At least 24 credits must be acquired for the master/combined bachelor and master program, 36 for the doctoral program, and 60 for the integrated master/doctoral program (**total GPA of 3.0 or greater**) ⇒ Students receiving failing grades may not retake the course(s) in question.
- 5) If a student does not submit at thesis/dissertation after meeting all other criteria for graduation, the submission deadline may be extended no more than twice after the original deadline elapses (up to six years after enrollment for master's program, 10 years for doctoral) based on a review by the graduate school steering committee.
- 6) Students in the doctoral (integrated master/doctoral) program must earn at least 100 converted points from the publication of research in Korean and/or overseas journals, and a reprint must be provided with the final dissertation submission (students in fine arts department may substitute with exhibitions of artwork).
- 7) Students must receive a grade of C or higher for all undergraduate prerequisites. (**The graduate school does not recognize "D" grades.**)

- 8) Students who have completed all coursework **must pay thesis/dissertation advising fees** during the registration period for the semester of final thesis/dissertation submission and submit an **application for Thesis/Dissertation Research enrollment for students who have completed coursework.**
- 9) Source : Hannam university rules article 10 (Registration) & Graduate School rules article 22 (Study period)
- ① Study period : **Combined bachelor/master : 1 year(two semesters), Master : 2 years(four semesters), Doctoral : 2 years(four semesters), Integrated master/doctoral : 4 years(eight semesters)**
- ② If a student who has not completed the course by the deadline applies for courses, he/she must pay half of the tuition fee up to 3 credits and the full tuition fee for 4 credits or more.
- 10) After faculty advisor selection, if the faculty advisor retires while writing the thesis, you must select another faculty advisor and submit your thesis.

IV. Notification for International Students

1. Visa information

- 1) Issuance of ARC (Alien Registration Card)
- * Valid Passport
 - * Completed ARC Application Form (available at Graduate school office)
 - * One Color Photograph (3cm x 4cm)
 - * Certificate of Enrollment or Proof of Registration
 - * Certificate of Admission (acceptance letter from Hannam University)
 - ※ available at Graduate school office
 - * Certificate of Insurance Enrollment.
 - * Processing Fee 100,000(KRW)
- 2) Visa extension
- A. Basic Documents
- * copy of passport
 - * Alien Registration Card
 - * Applications
 - * Tuition payment certificates

- * Transcript
 - * Certificate of Enrollment
 - * Certificate of place of Sojourn
 - * Certificate of National health insurance payment
 - * Fee(60,000 KRW)
- B. Additional documents for GPA below 2.0
- * Basic Documents
 - * Certificate of bank balance(in student's name)
 - Domestic bank balance of 11 million KRW or more issued within past month(9,000 USD or more)
 - * Hand-Written explanation of reason
 - ※ Those who have got GPA below 2.0 continuously are limited to apply for sojourn period extension
- C. Extension for thesis preparation after completion of regular academic program
- * copy of passport
 - * Alien Registration Card
 - * Application
 - * Certificate of payment of thesis instruction
 - * Transcript
 - * Professor Confirmation about the schedule of thesis instruction
 - * Certificate of completion
 - * Certificate of National health insurance payment
 - * Certificate of bank balance(in student's name)
 - Domestic bank balance of 11 million won or more issued within past month(9,000 USD or more)
 - * Fee(60,000 KRW)
- D. Permission for Activity outside of Sojourn status
- * copy of passport
 - * Alien Registration Card
 - * Application
 - * Part-time employment confirmation(available at CIR office)
 - * Transcript
 - * Certificate of enrollment
 - * Copy of business registration
 - * Copy of ID Card of business owner
 - * Standard labor contract
 - * TOPIK levelr 4 or higher
 - ※ During semester: up to 25 hours per week Monday to Friday, no time limit on weekends

- ※ Must be reported following visit to Office of Immigration at least one week before activity. According to situation, more documents can be required.

2. Applying for Courses

1) Korean for Foreigners Courses

- ☞ These courses are available from the Korean language and literature department, and students may take up to one per semester. Any interested international students should apply. (A passing grade for both courses may be used to waive the foreign language testing requirement.)

Course	Class	Eligibility
Korean for Foreigners I	01	Those possessing a basic knowledge of Korean for foreigners
Korean for Foreigners II	01	Completion of Korean for Foreigners I

☞ **Due to class size limits, availability is on a first-come, first-served basis.**

- ☞ How to Apply

Visit HNU homepage (<http://hnu.kr>) during registration period, click on **Apply for Course** > **Graduate Student Course Application** > **Department: Korean Language and Literature** > **Major: Korean Language and Literature.**

2) Important Information for Enrollment

- ☞ The **Korean for Foreigners** courses are graded on a P/F basis and do not award credits. However, attendance, homework, and class participation are all reflected in the grade, and students must comply fully with class requirements.
- ☞ Those who fail a course with a grade below 60 points are allowed to retake it once. Students who are retaking the course should first contact the graduate school office(629-7752) during the enrollment period.
- ☞ Those who fail a **Korean for Foreigners** course twice are ineligible to retake it and must receive a passing score on the Korean language examination or a Level 4 TOPIK certificate to graduate.

3) Students with Different Undergraduate and Graduate Majors (master's, integrated master's/doctoral)

- ☞ Students whose undergraduate and graduate majors differ must complete 6 or more undergraduate prerequisite credits (not included in completed credits). The total may exceed 6 credits depending on department regulations (e.g., 12 credits for Korean language and literature department).

4) Scholarships for international Students(varies with previous semester GPA)

Semester GPA	Scholarship Rate
--------------	------------------

4.0+	60% of tuition
3.5–3.99	50% of tuition
3.0–3.49	30% of tuition
Below 3.0	Not eligible for benefits

※ How to apply for scholarships: Submit grade certificate to department office upon finalization of grades for semester; the department will submit a scholarship application to the graduate school office by the prescribed date.

3. Graduation and Miscellaneous

1) Graduation Requirements

* Master: At least 24 credits / Doctoral: At least 36 credits / Integrated: At least 60 credits

* Doctoral/Integrated Master and Doctoral: Those coming from a different major must complete at least 6 prerequisite credits.

* Doctoral: Those coming from a different major must complete 6 additional credits.

* Semester registration: Master: 4+ semesters, Combined bachelor/master: 2+ semesters, Doctoral: 4+ semesters, Integrated master/doctoral: 8+ semesters

* Passing scores on foreign language and general (major) examinations

▶ Foreign Language Examination Substitution (one of two following conditions met)

Requirement	Details
Test of Proficiency in Korean (TOPIK)	(international student) Level 4 or higher
Foreign language testing substitution course	Korean for Foreigners I · II (Korean students: Graduate School English)

* Thesis/dissertation advising: Master and combined bachelor/master – 2+ semesters, doctoral and integrated master/doctoral – 3+ semesters

* Final copy of thesis/dissertation following interim announcement and thesis/dissertation examination

2) Dormitories

* Application through department following dormitory announcement during breaks each year

* Inquiries: Dormitory Office (☎ 629-0301)

* Homepage: www.nurihall.co.kr

V. Contact Information (042-629-****)

DEPARTMENTS	CONTACT NO.	DEPARTMENTS	CONTACT NO.
Korean Language & Literature	7311	Chemistry	8810
Literary Creative Writing	7800	Biological Science and Biotechnology	8768
English Language & Literature	7320	Food Science	8788
Children's English	7320	Mathematics Education	8548
Japanese Language & Literature	7338	Computer Engineering	7864
Library & Information Science	7353	Multimedia	8271
Christian Studies	7377	Electrical & Electronic Engineering	7261
Education	8025	Architectural Engineering	8008
Korean Education	7405	Civil & Environmental Engineering	7165
English Education	7410	Inf. & Communi. Engineering	8547
History	7383	Industrial Engineering	7989
Business Administration	7673	Advanced Materials & Chemical Engineering	8853 / 8834
Economics	7602	Mechanical Engineering	8043
Accounting	7589	Photonics & Sensors	7455
International Trade	7596	Cosmetic Science	8825
Management Information Systems	7611	Fine Arts	8392
Public Administration	7676	Fine Arts(Painting)	8392
Law	7635	Fine Arts(Sculpture)	7431
Politics, Communi. & International Studies	7650	Fine Arts(Industrial Art)	7367
Child Development and Guidance	7437	Sports Science	7499
Social Welfare	7302	Archives Management	7383
Criminology	8319	Counseling	8045
MICE·Hotel&Toursm	7576	Global Business	8501
Mathematics	7447	Business of Art & Culture	7367
Global Economics & Commerce	8050		

Applying for Courses

2022-1st semester starts March 2

1. Applying for Graduate Courses (☞ See graduate school homepage for course schedule.)

→ Visit HNU admission page (<http://hnu.kr>), select **Apply for Courses** and **Graduate Student Course Application**

▷ Currently enrolled and returning students: **February 14-18, 2022**, 10 am–9 pm

▷ Incoming students: **March 2-8, 2022**, 10 am–9 pm

▷ Undergraduate prerequisite registration: : **March 2-8, 2022**, 10 am–6 pm

▷ Drop/add period: **March 2-8, 2022**, 10 am–9 pm

▷ Once course selection has been finalized, students must print out a **Course Application Confirmation Form**, verify their identity, receive the seals of their faculty advisor and department chair, and submit to the department by **Thursday, March 10, 2022** (processed by department).

For all courses in other departments except for **Graduate School English/Korean for Foreigners I and II**, students must print out a copy of the **Course Application Confirmation Form for Other Departments**, verify their identity, receive the seals of their faculty advisor and department chair, and submit to the department by **Thursday, March 10, 2022** (department assistant will submit directly to the **academic team** by **Friday, March 11, 2022**).

2. Course Applications for Students Coming from Different Majors

A. Applying for Undergraduate Prerequisites for Master and Integrated Master/Doctoral Program

→ Visit HNU homepage (<http://hnu.kr>) and select **Apply for Courses**, followed by **Undergraduate Student Course Application**.

▷ **March 2-8, 2022**, 10 am–6 pm

▷ Students in master and integrated master/doctoral program **must complete the corresponding credits**.

(Admission prior to 2019: at least 9 prerequisite credits, Admission in 2019 or later: at least 6 prerequisite credits)

※ Applying during undergraduate drop/add period; in the event that classes are full, contact the department office by telephone.

B. Doctoral students coming from different majors: **No duplicate coursework allowed for master's courses with credits acknowledged by department** → Credits not recognized for enrollment.

3. Thesis/Dissertation Research Enrollment (corresponding students must enroll and receive passing grade to graduate)

▷ Master's program → Master's Thesis Research (3rd semester) / Master's Thesis Research II (4th semester)

▷ Doctoral program

Admission prior to 2019: Doctoral Dissertation Research I (4th semester)/Doctoral Dissertation Research II (5th semester)/Doctoral Dissertation Research III (6th semester)

Admission in 2019 or later: Doctoral Dissertation Research I (2nd semester)/Doctoral Dissertation Research II (3rd semester)/Doctoral Dissertation Research III (4th semester)

▷ Integrated Program: Doctoral Dissertation Research I (6th semester)/Doctoral Dissertation Research II (7th semester)/Doctoral Dissertation Research III (8th semester)

※ Verify course schedule on graduate school homepage and **confirm faculty advisor student availability for corresponding Thesis/Dissertation Research course before applying**.

4. Applying for Courses to Substitute for Foreign Language Examination Requirement (same period as graduate school course registration; first-come, first-served basis)

A. Graduate School English (maximum of 40 students): Those seeking to substitute for English language testing requirement

B. Korean for Foreigners I & II (maximum 15 students per class): International student from incoming class of 2010 or later who are seeking to substitute for Korean language testing requirement (may not be taken in reverse order).

▷ Incoming class of 2010: Either I or II / Incoming class in 2011 or later: Must complete both courses

▷ **Courses for foreign language examination requirement substitute require payment of 100,000 KRW in tuition fees per course.**

Submit payment to HNU bank account at Kookmin (KB) 710401-00-006135. ※ **Please indicate applicant's name or student ID number.** ※)

※ Payment deadline: **Tuesday, March, 15, 2022, 4 pm** (enrollment will be cancelled for students who do not submit payment by deadline)

※ No tuition refunds for students who drop course after **Tuesday, March, 15, 2022.**

5. Deadline for Dropping Courses

▷ **Monday, March, 14 – Tuesday, March, 15, 2022, 9 am–5 pm**

[Complete application to drop course(s), receive seals of department chair/faculty advisor, and submit to graduate school office. **Courses may only be dropped, not added.**]

※ Applications to drop courses are available in the department office and with the graduate school office.

▣ **For other questions about course application, contact the corresponding department or the graduate school office. (☎042-629-7752)**

Hannam University Graduate Student Bill of Rights

The Hannam University Graduate Student Bill of Rights was established to ensure that all universal freedoms and rights applicable to graduate students are protected as part of the dignity, values, freedoms, and rights that graduate students possess as individuals as guaranteed by the Constitution and laws of the Republic of Korea; that they are not subjected to prejudicial and irrational treatment against their will; that the cornerstone is laid for the develop of all graduate school members as an intellectual community; and that the rights and freedoms that graduate students possesses as students in the master's and doctoral programs and as researchers and assistants are universally recognized and effectively honored.

Section 1: General Rules

Article 1 (Purpose) This Bill of Rights is intended to affirm the rights and responsibilities of those associated with the Hannam University Graduate School and to contribute to the realization of human dignity and value by protecting and elevating basic human rights.

Article 2 (Basic Rules) ① Graduate students have the right to be respected as fellow members of an intellectual community with faculty and staff.

② Graduate students must have the right to study, conduct research, and otherwise work in a safe environment free from any physical, verbal, and sexual abuse.

③ Graduate students shall not suffer discrimination on the basis of gender, academic history, nationality, ethnicity, age, disability, religion, pregnancy/childbirth, and any personal or political orientation.

④ Matters of graduate students' dignity and value as human beings shall take precedence over achievements in terms of scholarship and research.

Article 3 (Definitions) ① For the purpose of this Bill of Rights, the term "graduate student" refers to a student currently enrolled in a degree-granting program at the Hannam University Graduate School.

② "Scholarship and research" refers to coursework and research activity executed during the period of study for a degree.

③ "Research publication" refers to any publication issued during the period of graduate school enrollment, including academic papers and books.

④ For any basic terminology not defined herein, the definition specified in the law or school rules or the prevailing social definition will be followed.

Section 2: Graduate Student Rights

Article 4 (Right to Self-Determination) Graduate students shall have freedom of privacy, which is to be guaranteed in all circumstances except those in which it is absolutely necessary for the purposes of scholarship and research.

Article 5 (Scholarship and Research Rights) ① Graduate students shall not be unfairly denied the scholarship and research opportunities guaranteed to them, and they shall have the right to have their scholarship suspended on unjust grounds until such time as they have completed their period of degree study.

② Graduate students have the right to professional scholarship, research, training, and mentorship as it pertains to their major and research field.

③ Graduate students have the right the right to use campus research spaces and support facilities necessary for scholarship and research in accordance with legitimate procedures.

④ The level of progress made by a graduate student toward attaining a master's or doctoral degree must be evaluated according to objective standards, and evaluation results must be shared in writing or in person.

Article 6 (Intellectual Property Rights) ① Graduate students have the right to be listed as co-authors on research publications to which they have contributed through the suggestion of a research idea, participation in the research process, etc.

② The intellectual property rights of graduate students shall be guaranteed as they pertain to any research results based on original ideas in which they played a leading role.

Article 7 (Right to Fair Evaluation) ① Graduate students have the right to fair evaluation of the results of their scholarship and research.

② Evaluation areas must be concrete and objective; the process must be conducted transparently and fairly; and the results must be provided.

③ Graduate students are entitled to raise objections with their evaluator with regard to assessments of the results of their scholarship and research, and the evaluator will have the responsible to provide adequate explanation thereof.

Article 8 (Right to Participation in Decision-Making) ① Graduate students have the right to participate in processes that embody the rights specified in this Bill of Rights.

② Graduate students have the right to establish and operate independent graduate school organizations and participate in the activities thereof.

Article 9 (Rights of Teaching/Research Assistants) ① Graduate students have the right to concrete information about the conditions and methods of teaching/research assistant selection, and they have the right to receive a fair employment review.

② When a graduate student is hired as a teaching assistant or researcher, information about working hours, specific duties, and wage payment standards shall be provided and complied with.

Article 10 (Right to Refuse Unfair Demands) Graduate students have the right to refuse to comply with unfair demands that are unrelated to their scholarship and research and/or are contrary to prevailing social notions of acceptability.

Article 11 (Right to Replace Faculty Advisor) ① A faculty advisor must advise his/her student in good faith, contributing a significant role in terms of thesis/dissertation and research guidance.

② A student is entitled to replace his/her faculty advisor in the event that the advisor is not capable of advising the student due to sabbatical, dispatching to a different location, or other grounds.

③ In the event that a student wishes to replace his/her faculty advisor for unavoidable grounds other than those stated in ②, he/she may replace his/her faculty advisor by submitting a **Faculty Advisor Replacement Application** to his/her department, contingent upon the existing faculty advisor granting approval and the dean of the graduate school (department chair et al.) recognizing the grounds as legitimate.

Article 12 (Resolution Procedures) ① Graduate students have the right to receive information about the procedures for officially complaining in the event that their rights as specified in this Bill of Rights are violated.

② Graduate students must not suffer any disadvantageous treatment as a result of their providing notification about any violations.

③ The principle of nondisclosure shall be guaranteed when a committee or other dispute resolution body convenes, and the graduate student shall be free to submit evidence and select witnesses.

Article 13 (Other Rights) Other rights of graduate students shall not be disregarded on the grounds that they are not stated in this Bill of Rights.

Section 3: Graduate Student Obligations

Article 14 (Research and Scholarship Obligations) ① Graduate students are responsible for expending adequate time and effort to degree attainment and research results.

② Graduate students shall bear appropriate responsibility for any damage that occurs due to failure to comply with a faculty member's direction during the degree acquisition and research execution process.

③ Graduate students are responsible for adequate prior knowledge of the requirements for degree acquisition.

④ Graduate students are responsible for complying with research ethics during the degree acquisition and research execution process.

Article 15 (Facility Use and Safety) Graduate students must be responsible in their use of campus research space and support facilities necessary for scholarship and research and comply diligently with campus safety guidelines.

Article 16 (Role as University Constituent) ① As constituent members of Hannam University, graduate students must comply with campus rules and procedures and work to ensure that the graduate school's reputation and assets are not compromised.

② Graduate students are responsible for ensuring that no human rights violations occur among constituent members of the university.

③ Graduate students are responsible for treating other constituent members of the university respectfully as fellow members of an intellectual community.