

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 DKK600-0 0
(Title: Tutorial Research after Completion of Course Work)
- 2) All completed research students in the semester for tutorial research after course work are required to pay the tuition fee, which is 7% of general graduate school division's tuition. The tuition fee for those who are in the semester for thesis submission and examination is 12% of general graduate school division's tuition.

Classification (Semester)	Amount of Tuition	Name of Tuition	Note
Semester for Tutorial Research	7% of general graduate school division's tuition	Tuition after Completing Course Work	2014-1 New
Semester for Thesis Examination	12% 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. Implementation of measures to improve fairness in course registration and grading for children of professors

In order to identify when a faculty's child enrolls in his/her parent's course and to ensure fairness in the operation of the course, measures to improve fairness in course registration and grading between professor and child will be implemented from the second semester of 2021 by the department and school headquarters. Therefore, if a faculty's child is enrolled in a course of his or her parent, please report to the department head after registration is confirmed.

A. Regulations of the Academic Affairs of the Graduate School Article 16–2 (Course registration between faculty and child)

1) If a faculty's child takes a course that he/she is in charge of, the faculty shall inform the department head immediately after the course registration is confirmed.

2) The faculty who has reported that their child is taking their course must submit evidence of evaluation criteria to the department head when the final grade is given.

3) The faculty who falls under the preceding paragraphs shall keep records related to their child's attendance and grading for the period prescribed in Article 76-2 (3) of the Regulations for the Operation of Bachelor's Degree.

4) In regards to faculty violating the obligations prescribed in paragraphs (1) to (3), necessary measures may be taken in accordance with the 「Regulations Concerning Faculty Members」.

4. 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: Administration Office (02-3290-1453)

C. Unable to register for classes if the number of students assigned to graduate schools is full

D. Credit (Hours): 3credits (6hours)

E. This Korean Language program is not considered as a way to pass the Korean Language Examination for graduation of Graduate School.

F. Classes in Sejong Campus (Course Number/Number of Class/Credit(Hours))

〈Inquiry: Sejong Institute for General Education (044-860-1901)〉