

Constitution of the Graduate School - Detailed Enforcement Regulations for the Graduate School (Full text after revision)

Enacted on September 9, 1976	Partially revised on March 1, 2006
Partially revised on March 1, 1977	Partially revised on September 1, 2006
Partially revised on April 1, 1981	Partially revised on March 1, 2008
Partially revised on March 1, 1988	Partially revised on March 1, 2009
Partially revised on March 1, 1990	Partially revised on September 1, 2009
Partially revised on March, 1, 1991	Partially revised on September 1, 2010
Partially revised on March, 1, 1995	Partially revised on March 1, 2011
Partially revised on September 1, 1996	Partially revised on September 1, 2011
Partially revised on March 1, 1997	Partially revised on March 1, 2012
Partially revised on September 1, 1999	Partially revised on March 1, 2013
Partially revised on March 1, 2001	Partially revised on March 1, 2014
Wholly amended on March 1, 2004	Wholly amended on March 1, 2015
Partially revised on September 1, 2005	Partially revised on September 1, 2016

Chapter 1 General Provisions

Article 1 (Purpose) The purpose of these Detailed Enforcement Regulations is to specify the matters devolved by the Korea University (hereinafter referred to as the “University”) *Constitution of the Graduate School* (hereinafter referred to as the “Constitution”) and the *Regulations of the Academic Affairs of the Graduate School* (hereinafter referred to as the “Regulations on Academic Affairs”) to the General Graduate School (hereinafter referred to as “the Graduate School”) and detailed rules that are necessary for the enforcement of such matters.

Chapter 2 Admission

Article 2 (Degree Programs) (1) The Graduate School shall offer a master’s degree program and a doctoral degree program, and an integrated master-doctoral degree program wherein a master’s degree program and a doctoral degree program are combined.

(2) A combined bachelor’s/master’s degree program wherein a bachelor’s degree program of the University and a master’s degree program of the Graduate School are mutually associated shall be offered.

Article 3 (Programs and Departments) In addition to the existing departments and programs, the Graduate School shall establish new departments and offer programs as set forth in the following subparagraphs:

1. Inter-departmental program established and administered jointly by two or more departments or programs
2. University/research institute/industry collaboration program established and administered jointly by the Graduate School and either an external research institute or an industrial enterprise based on an agreement jointly entered into
3. Joint degree or dual degree programs wherein an academic program is administered and a degree is conferred jointly by domestic or foreign universities that have entered into an academic exchange agreement with the University
4. Contracted departments established and administered based on a contract entered into with the national government, local governments or industrial enterprises in compliance with the Industrial Education Enhancement and Industry-Academia-Research Cooperation Promotion Act.

Article 4 (Eligibility for Admission) (1) To be eligible for admission, applicants must meet the conditions set forth in Article 4 of the Constitution, and have completed courses offered by

the same or similar departments or programs at their university or undergraduate program or master's degree program. However, in special circumstances, applicants who have completed courses offered by other departments or programs may be eligible for admission.

(2) Full-time faculty members of the University are ineligible to apply for a doctoral degree program.

Article 5 (Admission Screening) (1) Admission screening shall be composed of document screening and oral interviews. However, foreigners may be exempted from oral interviews.

(2) Admission screening shall be undertaken for three different periods: admission for the spring semester of the school year, admission for the fall semester of the school year, and early admission.

(3) Details of matters pertaining to document screening and oral interviews shall be specified in the bylaws of each department.

Article 6 (Application Documents) (1) Applicants shall submit the documents specified in the following subparagraphs:

1. For a master's degree program and an integrated master-doctoral degree program:

A. Admission application form

B. Bachelor's degree certificate or document confirming that status equivalent to a bachelor's degree is expected to be acquired before the date of admission (hereinafter referred to as "degree certificate")

C. Complete undergraduate degree academic transcript

D. Research plan

E. Other documents specified in the admissions guidelines

2. For a doctoral degree program:

A. Admission application form

B. Master's degree certificate or a document confirming that status equivalent to a master's degree is expected to be acquired before the date of admission (hereinafter referred to as "degree certificate")

C. Complete undergraduate and master's degree academic transcript

D. Research plan

E. Other documents specified in the admission guidelines

(2) Applicants who are graduates of foreign universities shall submit the documents specified in paragraph 1 in the manner specified in the following subparagraphs:

1. Academic transcript: English transcript, or transcript translated into Korean (or English) and notarized

2. Degree certificate: Apostille or certificate provided by a Korean consulate (or consulate of the relevant foreign country in Korea); graduates of Chinese universities shall submit degree certificates issued by a certification centre operated by the Chinese Ministry of Education)

(3) Those engaged in military service shall, in addition to the documents specified in paragraph 1, submit permission for admission from the Minister of Defense.

(4) International students applying for beyond-quota admission shall satisfy the English proficiency test score requirement specified in the internal regulations for beyond-quota admission of international students.

Article 7 (Transfer and Readmission) (1) Transfer and readmission in accordance with Articles 9 and 10 of the Constitution shall only be permissible in the event of vacancy with respect to the student quotas.

(2) Transfer students shall pursue at the University one-half of the course of study required for completing the degree program concerned.

Article 8 (Adjustment of Quota) (1) Student quotas specified in Article 5 of the Constitution shall be flexibly administered.

(2) Details pertaining to the flexible adjustment of student quotas shall be separately provided.

Chapter 3 Administration of Academic Affairs

Article 9 (Registration) (1) Registration is completed by paying tuition and enrolling in courses within the period of time specified for each semester.

(2) Completed research students should register for tutorial research every semester required for the research program.

(3) Students intending to submit a degree dissertation should apply for degree conferral in the corresponding semester.

Article 10 (Tuition) (1) Tuition fees specified by the University shall be paid within the specified period.

(2) Tuition is composed of a course fee, admission fee, experiment and laboratory fees, expenses approved by the Ministry of Education and other payments.

(3) The amount and deadline for payment of tuition fees shall be announced prior to the commencement of each semester.

(4) Tuition shall be paid in full for two years for master's degree programs and doctoral degree programs and four years for integrated master-doctoral degree programs.

Article 11 (Tuition Reduction for Non-Completers) Tuition shall be reduced to one half of the amount for students who have registered for more than five semesters and have not yet completed their Master's or Doctoral degree programs, or those who have registered for more than nine semesters and have not yet complete their Integrated Master-Doctoral degree programs when they register for 1-3 course credits, provided that they have applied for tuition reduction within the specified time period.

Article 12 (Grounds and Standards for Tuition Refund) (1) Grounds for tuition refund are set forth in the following subparagraphs:

1. Tuition paid by those ineligible for admission (including readmission and transfer) by law or no longer able to continue their degree program
2. Tuition paid by those who are admitted to a graduate school but have expressed their intent to decline their admission
3. Tuition paid by students who have voluntarily withdrawn from their degree program
4. Tuition paid by students who have been withdrawn from the program as a result of exceeding the period of temporary absence after being registered
5. Tuition paid by those who ultimately do not enter the University or fail to continue with their degree program as a result of illness, death or force majeure, or other unavoidable reasons
6. Tuition paid by students who, after having registered, apply for temporary absence

(2) Tuition shall not be refunded in the event a student is no longer able to continue with his/her degree program as a result of disciplinary action.

(3) Tuition paid shall be refunded in full in the event any of the circumstances specified in paragraph 1 occurs before the commencement of the semester (for the newly admitted, in the event any of the circumstances specified in paragraph 1 occurs before the day of admission).

(4) The admission fee shall not be refunded in the event any of the circumstances specified in paragraph 1 occurs after the commencement of the semester. Course fee shall be refunded in accordance with the standards set forth in the following subparagraphs:

1. In the event any of the circumstances specified in paragraph 1 arises within 30 days from the date of the commencement of the semester: 5/6 of the school fee shall be refunded

2. In the event any of the circumstances specified in paragraph 1 arises after the thirtieth day and within 60 days from the date of the commencement of the semester: 2/3 of the school fee shall be refunded
3. In the event any of the circumstances specified in paragraph 1 arises after the sixtieth day and within 90 days from the date of the commencement of the semester: 1/2 of the school fee shall be refunded
- (5) Tuition paid shall not be refunded in the event any of the circumstances specified in paragraph 1 arises after the ninetieth day from the date of the commencement of the semester.
- (6) Any school fee paid by students on temporary absence shall be refunded in accordance with paragraph 4, and the school fee shall be refunded in full in the event students apply for temporary absence within the specified period.

Article 13 (Time Limits for Course of Study and Reduction of Course of Study) (1) The course of study shall be at least two years for a master's degree and a doctoral degree program, and course of study shall be at least four years for an integrated master-doctoral degree program.
(2) The course of study for an integrated master-doctoral degree program may be reduced by a period not to exceed 1 year.
(3) The course of study for a combined bachelor's/master's degree program may be reduced by a period not to exceed six months.

Article 14 (Length of Studentship) (1) Studentship shall not be limited during the admissible period for submitting degree dissertations, and students whose length of studentship has elapsed shall be considered as withdrawn.
(2) The time limits for submitting degree dissertations are set forth in paragraph 1 of Article 42 of these Detailed Enforcement Regulations.

Article 15 (Courses) (1) The total number of school days shall be more than 15 weeks for each semester.
(2) Courses are offered during weekdays, and the methods of course delivery may include, in addition to the usual attendance-based in-class delivery, course delivery using information communication devices such as e-Learning as specified in university regulations.
(3) Courses shall in principle be offered at a campus to which the student's department belongs.

Article 16 (Temporary Absence) (1) Those intending to take temporary absence must submit a temporary absence form during the application period and obtain approval from the dean of the Graduate School. However, newly admitted students, transfer students, and re-admitted students may not take a leave of absence during the first semester after admission except for reasons specified in either paragraph 2 or 4.
(2) Those who are not able to attend courses for at least one-third of the total number of school days during a semester due to illness or other unavoidable reasons and wish to take temporary absence must submit a temporary absence form attaching a medical certificate in the name of the director of a general hospital or other relevant documents and obtain approval from the dean of the Graduate School.
(3) Those unable to attend courses while enrolled in a degree program as a result of military induction (including voluntary enlistment in military service) or equivalent lawful grounds may take temporary absence by submitting a temporary absence form and attaching appropriate documentation.
(4) Those intending to take maternity leave must submit a temporary absence form attaching appropriate documentation to obtain approval from the dean of the Graduate School.
(5) In the event students registered at a graduate school pass a state-run examination and must take temporary absence for a period of time that exceeds the maximum period of temporary leave specified in the Constitution to attend professional training courses, the period of temporary absence may be extended for the period designated for such

professional training upon proposal by the head of their college and approval by the dean of the Graduate School, provided that the extended period of temporary absence is within the duration for submitting degree dissertations.

Article 17 (Period of Temporary Absence) (1) Students may take temporary absence on a year or semester basis, and the maximum period of temporary absence shall be two years (four semesters) for a master's degree program, three years (six semesters) for a doctoral degree program, and three years (six semesters) for an integrated master-doctoral degree program.
(2) Periods of military service or maternity leave shall not be included in the period of temporary absence specified in paragraph 1.
(3) Period of military service means the period of mandatory military service determined by the Ministry of Defence.
(4) The period of maternity leave shall not exceed one year.
(5) With respect to readmitted students, any period of leave taken before or after their readmission shall be counted toward the maximum period of temporary absence.
(6) The period of temporary absence shall be counted toward the duration for submitting degree dissertations.

Article 18 (Return/Re-enrollment) (1) Those on temporary absence must return and re-enroll upon expiration of the period of temporary absence or cessation of the reason for the temporary absence.
(2) Those intending to return and re-enroll must submit a reinstatement form within the specified period of time.

Article 19 (Voluntary Withdrawal) Students desiring to withdraw voluntarily must submit a voluntary withdrawal form.

Article 20 (Removal from Student Register) Students falling within any of the categories set forth in the following subparagraphs shall be removed from the student register:

1. Students who have failed to return and re-enroll within the registration period notwithstanding the expiration of the reason for temporary absence
2. Students on temporary absence for military service who have failed to return and re-enroll, notwithstanding the lapse of one year from the date of their discharge
3. Students who have failed to register
4. Students who have been expelled for disciplinary reasons
5. Students who have withdrawn voluntarily
6. Students whose length of studentship has elapsed

Article 21 (Registration for Courses) (1) Students shall, within the period of time specified for each semester, register for courses they intend to take, after consulting the bylaws and curriculum of their department.
(2) Students may register for a maximum of 12 credits for each semester, or a maximum of 15 credits including the advisor designated course credits.
(3) In addition to course credits, students must register for two research guidance credits (DKK500) each semester.
(4) In accordance with the cooperative advisory system, students of the Science and Technology Cooperative Program who have completed two or more semesters, students of the KIST University/research institute/industry collaboration program and students of the Bio-Microsystems/Technology Program must register for both DKK510 (Research Guidance 1) and DKK520 (Research Guidance 2).
(5) Courses that have been enrolled in previously shall not be registered for again, and credits obtained from such courses shall not be acknowledged.
(6) Students intending to register for courses offered by domestic academic exchange schools shall register for such courses in accordance with the provisions of Chapter 9 of these Detailed Enforcement Regulations.

(7) Students may, in accordance with specified procedures, register up to 6 credits for courses offered under a credit exchange program entered into with Professional Graduate Schools established at the University. However, students may not register for credits that exceed the maximum number of credits eligible for acknowledgment, and enrollment may be restricted by the graduate school(s) offering the program.

Article 22 (Course Add/Drop) Courses may be added or dropped only during the specified time period. Further changes shall not be made thereafter.

Article 23 (Additional Course Add/Drop) Those returning/re-enrolling or re-entering after the course registration and course add/drop period and those intending to change their registration on account of cancelled courses must complete a “course registration (add/drop) form” obtained from their college’s Academic Affairs Department/Team and obtain approval from their academic advisor and department head.

Article 24 (Research Guidance) (1) Details of research guidance and matters pertaining to evaluation shall be specified in the bylaws of each department.

(2) The maximum number of students under the guidance of each individual professor shall be determined by each department.

Article 25 (Credit Acknowledgement) (1) The maximum number of credits acknowledged shall not exceed one half of 24 credits, the required credits for degree completion.

(2) The scope of the courses established jointly by a Bachelor’s degree program and a Master’s degree program shall be specified in the bylaws of each department.

(3) Credits may be acknowledged upon proposal by the student’s academic advisor and the head of his/her department and approval by the dean of the Graduate School in accordance with the following subparagraphs:

1. Combined bachelor’s/master’s degree program: a maximum of 6 credits from courses offered by a combined bachelor’s/master’s degree program acquired by an undergraduate of the University before entering a master’s degree program shall be acknowledged.

2. Credit acknowledgement for undergraduates: a maximum of 6 credits acquired by an undergraduate of the University who enters into a master’s or an integrated master-doctoral degree program in the same field as his/her undergraduate major after having taken basic common courses offered by a graduate school may be acknowledged, provided that such credits exceed the required minimum for graduation from the undergraduate program. Details pertaining to the credits acquired before admission shall be separately provided.

3. Combined Bachelor’s/Master’s degree program students: a maximum of 12 credits acquired by a student of a combined bachelor’s/master’s degree program who enters a master’s degree program after having taken a course offered by a graduate school may be acknowledged, provided that such credits exceed the required minimum for graduation from the undergraduate program.

4. Graduates of professional or specialized graduate schools: a maximum of 9 credits from courses offered by a professional or specialized graduate school acquired by a graduate of a professional or specialized graduate school before entering a master’s degree program of a graduate school shall be acknowledged, provided that such credits were acquired from courses related to his/her field of study.

5. Students newly admitted to the same degree program of a graduate school: For those who are newly admitted to the same department or to a different department within the same degree program as they are ineligible for readmission after completing a degree program or after being removed from the student register, a maximum of 9 credits for a master’s degree program and 12 credits for a doctoral degree program may be acknowledged, provided that such credits were acquired from courses related to their current field of study.

6. Students admitted to a doctoral degree program in the same field: a maximum of 6 credits acquired by a graduate of a master’s degree program of a graduate school before entering a doctoral degree program in the same field as their master’s degree program may be

acknowledged, provided that such credits exceed the required minimum for graduation from the master's degree program.

7. Graduates of a master's degree program offered by other universities: a maximum of 6 credits acquired by a graduate of a master's degree program offered by another university before entering a master's degree program of a graduate school, and a maximum of 9 credits acquired by a graduate of a doctoral degree program offered by another university before entering a doctoral degree program of a graduate school shall be acknowledged, provided that such credits were acquired from courses related to their current field of study.

8. Credit acknowledgement for transfer students: Credits acquired by students prior to their transfer to the University may be acknowledged, provided that such credits were acquired from courses related to their current field of study and that the number of credits acknowledged does not exceed one half of the required minimum for the competition of their degree program. In addition, the number of semesters completed by a student before being transferred to the University may be acknowledged, provided that the student was enrolled in the same degree program as his/her current degree program and that the number of semesters acknowledged does not exceed one half of the minimum required course of study.

9. Credit acknowledgement for academic exchange programs: Matters pertaining to the acknowledgement of credits acquired under a domestic or international academic exchange program shall be separately specified in Chapter 9 of these Detailed Enforcement Regulations.

Article 26 (Credit Acknowledgement for Readmission) With respect to those readmitted to the same degree program in accordance with Article 10 of the Constitution, credits acquired while enrolled in a previous degree program may be acknowledged upon proposal of the head of their department and academic advisor and approval by the dean of the Graduate School.

Article 27 (Acknowledgement of Registered Semesters) The number of semesters completed by a transfer student at his/her previous university may be acknowledged as set forth in the following subparagraphs:

1. For a master's or doctoral degree program: a maximum of one semester for students transferring into the second semester; a maximum of two semesters for students transferring into the third semester
2. For an integrated master-doctoral degree program: a maximum of three semesters for students transferring into the fourth semester

Article 28 (Evaluation and Grading) (1) Grades for courses shall be assigned to students who have attended at least 2/3 of the total course hours.

(2) Grading shall be undertaken in accordance with Article 11 of the *Regulations of the Academic Affairs of the Graduate School*.

(3) A grade of *I* may be converted into a maximum of grade *B*. However, in the event a grade is not issued earlier than two weeks before the commencement of the registration period for the following semester, the grade will be recorded as an *F*.

Article 29 (Advisor Designated Courses) (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 courses shall not be counted toward credits required for degree completion or GPA calculation.

Article 30 (Good Research Practice Training) (1) The definition of the term “good research practice training” is a training program providing a foundation in research ethics for students.

(2) The method of teaching shall be separately provided.

Article 31 (Curriculum) (1) Matters pertaining to curricula as referred to in Article 24 of the Constitution are set forth in the following paragraphs:

1. The minimum number of registered students for each course offered shall in principle be at least three students.
2. The number of courses offered for each field of study must not exceed five courses.
3. The number of courses instructed by each professor shall in principle be one course.
4. Duplication of similar courses in a department must be avoided, and courses of a similar nature offered by different departments must be integrated.
5. The same course shall, in principle, not be offered consecutively.
6. The curriculum shall in principle be revised every two years.

Article 32 (Credits Required for Each Program) (1) The minimum number of credits required for degree completion shall be 24 credits for a master’s degree program, 36 credits for a doctoral degree program and 54 credits for an integrated master-doctoral degree program. With respect to every program, in addition to course credits, two research guidance credits shall be acquired for each semester.

(2) The minimum GPA of the credits acquired for degree completion is 3.0.

(3) Any additional matters necessary for degree completion shall be specified separately in the bylaws of each department.

Article 33 (Change in Field of Study) (1) Change in field of study may be undertaken within the same department.

(2) Those intending to change their field of study must, before completing their program and during the student registration modification period at the commencement of each semester, submit the documents specified immediately below to obtain approval from the dean of their college:

1. Change in field of study form
2. Academic Transcript

(3) Matters pertaining to the acknowledgment of course credits acquired before the change in field of study shall specified in the bylaws of each department.

Article 34 (Appointment of Academic Advisors) (1) Upon admission of students, the dean of the admitting college shall, upon consideration of student preference, appoint an academic advisor who falls within any of the categories set forth in the following subparagraphs:

1. Faculty member of the University who has published, within the last three years before the date of appointment, at least one research paper as the lead author or co-author in internationally renowned journals listed in the Science Citation Index (SCI) or publications of the National Research Foundation of Korea as well as expanded publications (If not a science major).
2. Faculty member with achievement similar to those specified in paragraph 1 may be eligible upon approval by the dean of the college and the dean of the Graduate School in accordance with the bylaws of the admitting department

(2) Academic advisors shall in principle be selected from among the faculty members of the admitting department. However, faculty members from other departments of the University may be appointed upon the decision of the department administration committee.

Article 35 (Cooperative Academic Advisor) The dean of the admitting college may appoint one collaborative academic advisor upon the request of the academic advisor.

Article 36 (Changing of Academic Advisors) (1) Students intending to change their academic advisor must submit a “change of academic advisor form” to obtain approval from the dean of their college.

(2) In the event when students desire to change their academic advisor but the academic advisor disapproves, or in the event when academic advisors are no longer able to provide guidance for their students, an explanation of the rationale for changing the academic advisor must be submitted to the department head. In the event the department administration committee or the graduate school academic committee determines that the explanation is reasonable, a new academic advisor may be appointed upon approval by the dean of the college concerned.

(3) A new academic advisors shall in principle be appointed in the event an academic advisor is no longer able to provide guidance for at least one year as a result of resignation, temporary retirement or other reason.

Article 37 (Extension of Appointment of Academic Advisors) (1) Students may extend the term of appointment of retiring academic advisors by requesting the dean of their college within one semester before the date of retirement.

(2) In the event the academic advisor is appointed as an emeritus professor within one semester after retirement, a formal request for extension of the term of academic advisors is not necessary.

Chapter 4 Degree Dissertations

Section 1 Qualifying Examinations for Degree Dissertations

Article 38 (Foreign Language Examination) (1) Foreign language examinations required for qualifying students to submit their degree dissertation may be taken from the first semester onward of each program.

(2) Students must take a foreign language examination in one of the following: English, German, French, Chinese, Russian, Japanese, Spanish, Korean or Chinese writing. Doctoral degree program students must take an English exam and second foreign language exam in any of the above languages. The same applies to students in integrated master-doctoral degree programs.

(3) International students shall not take a foreign language examination in their native language. They must take a Korean language exam.

(4) Students intending to take a foreign language examination in a language other than those specified in paragraph 2 or in classical Chinese must obtain approval from dean of the Graduate School upon applying for an exam.

(5) Foreign language examinations shall be prepared by two or more members appointed by the dean of the Graduate School.

(6) English exams shall be undertaken a predetermined number of times each year under the supervision of the Korea University Institute of Foreign Language Studies. Exams in other languages shall be undertaken only once each semester under the supervision of the Graduate School.

(7) Dictionaries (except for electronic dictionaries and digital organizers) are permissible in exams in languages other than English.

(8) Foreign language examinations may be replaced by the “Foreign Language Courses for Foreign Language Exam Acknowledgement” offered by the Korea University Institute of Foreign Language Studies.

(9) The passing grade for foreign language examinations shall be specified (the minimum grade students must acquire from the Foreign Language Courses for Foreign Language

Exam Acknowledgement offered by the Korea University Institute of Foreign Language Studies is *B*).

(10) Students falling within any of the categories set forth in the following subparagraphs may be exempted from taking a foreign language examination (except for English):

1. Students who have acquired a grade of *B* or above from the Foreign Language Courses for Foreign Language Exam Acknowledgement offered by the Korea University Institute of Foreign Language Studies

2. With respect to the Korean language exam, students who have acquired a grade of *B* or above from a regular Korean language course (of level 2 or above) offered by the Korea University Institute of Foreign Language Studies or the Sejong Institute of International Affairs and Education, or students who have acquired level 4 or above in the S-TOPIK test.

3. With respect to languages other than English, students who have acquired a score as specified in <Table 1>

4. Domestic students of a master's or a doctoral degree program at the University who have acquired a minimum of a bachelor's degree from a university in a country whose native language is one of the languages specified in paragraph 2; however, those who have acquired a minimum of a bachelor's degree from a university in a country whose native language is not one of the languages specified in paragraph 2 may be exempted, provided that the Graduate School Committee accepts the request for exemption submitted by their department

5. With the exception of those enrolled in the programs offered in Department of Law, Korean Language & Literature, English Language & Literature, Chinese and Japanese Language & Literature, Russian Language & Literature, French Language & Literature, German Language & Literature, Spanish Language & Literature, History, Sociology, Linguistics, Philosophy, Korean History, Comparative Literature & Comparative Culture Program, Visual Culture Program, Home Economics, Geography and Cultural Heritage Studies Program, doctoral degree program students shall be exempted from taking a second foreign language examination

(11) Students falling within any of the categories set forth in the following subparagraphs may be exempted from taking an English exam:

1. Students who have acquired a grade of *B* or above from the foreign language courses for Foreign Language Exam Acknowledgement offered by the Korea University Institute of Foreign Language Studies

2. Students who have an official TOEFL score of at least 213 on the CBT, 80 on the IBT or 550 on the PBT, a TEPS score of at least 660, an IELTS score of at least 6.0, and a TOEIC score of at least 800 acquired within two years prior to the date of application for exemption; however, official records submitted upon admission are recognized only if they were acquired within two years prior to the date of submission of the admission application form

3. Students falling under subparagraph 4 of paragraph 10 of this Article

(12) Students intending to be exempted from taking foreign language examinations pursuant to paragraphs 10 and 11 must submit an exemption application form and their academic transcripts, in accordance with announced procedures.

Article 39 (Comprehensive Exams) (1) Students who have acquired at least 18 course credits in a master's degree program, 27 course credits in a doctoral degree program or 45 course credits in an integrated master-doctoral degree program, and received a GPA of at least 3.0 shall be eligible to take the comprehensive exam.

(2) Comprehensive exams shall be undertaken annually in April and October.

(3) Comprehensive exams shall be undertaken in either a written or an oral form and the examination results shall be recorded in the evaluation log.

(4) Comprehensive exams shall be administered by each department, and the examination results shall be immediately submitted to the dean of the relevant college who shall assess the results and report them to the dean of the Graduate School. The list of those who have passed the exam shall be announced in accordance with predetermined procedures.

(5) Each department must submit to its academic affairs department all examination results and materials relevant to the administration of the comprehensive exam. The academic affairs department of each college shall retain the examination results and materials.

(6) Details of other matters shall be addressed by the dean of each college upon consideration of the particular circumstances of each department, provided that they are specified in the bylaws of the department concerned. In the event a department intends to change its bylaws regarding comprehensive exams, it must report to the dean of the Graduate School prior to the semester in which the department intends to implement the revised rules.

Section 2 Examination of Degree Dissertations

Article 40 (Composition of Advisory Committee) (1) The dean of each college shall have a detailed operation plan regarding the composition of an advisory committee established to provide guidance with respect to each student's courses and research.

(2) After a student acquires 9 credits after admission, the dean of the college may, upon consideration of the preferences of the student and his or her academic supervisor, appoint three professors from the relevant field of study including the academic supervisor to form the student's advisory committee. If necessary, professors from other universities or outside professionals may be appointed as committee members.

(3) A detailed operation plan for the composition of advisory committees may be established and implemented in each department upon approval by the dean of the Graduate School.

Article 41 (Research Plan) (1) A student must submit a comprehensive research plan for the completion of a degree program to the student's academic advisors or advisory committee and approved by the dean of the relevant college.

(2) To modify an approved research plan, a student must submit a modification request to the student's academic advisor or advisory committee and get approval by the dean of the relevant college.

Article 42 (Deadline for Dissertation Submissions) (1) Dissertations for degree conferral may not be submitted, for master's degree candidates, 6 years after admission; for doctoral degree candidates, 10 years after admission; and, for integrated master-doctoral degree candidates, 12 years after admission.

(2) Periods of military service, maternity leave or other leave of absence permitted upon deliberation by the Graduate School Committee shall not be counted toward the periods specified in paragraph 1.

(3) The deadline for submitting degree dissertation for re-admitted students shall be calculated from the date of their initial admission.

Article 43 (Requirements for Submitting Master's Degree Dissertations) (1) To be eligible to submit a master's degree dissertation, students must meet all of the requirements set forth in the following subparagraphs:

1. Students must have acquired or be expected to acquire at least 24 credits from courses related to their field of study with a GPA of at least 3.0.

2. Students must have acquired or be expected to acquire at least 8 research guidance credits; however, with respect to transfer students, research guidance credits acquired during acknowledged semesters shall not be counted toward the number of research guidance credits required for the submission of their master's degree dissertation.

3. Students assigned to take advisor designated courses must have acquired or be expected to acquire credits from such courses.

4. Students must have passed a foreign language examination and comprehensive exam.

5. Students must have not been enrolled for more than six years.

Article 44 (Requirements for Submitting Doctoral Degree Dissertations) (1) To be eligible to submit a doctoral degree dissertation, students must meet all of the requirements set forth in the following subparagraphs:

1. Students must have acquired or be expected to acquire at least 36 credits from courses related to their field of study with a GPA of at least 3.0.
2. Students must have acquired or be expected to acquire at least 8 research guidance credits; however, with respect to transfer students, research guidance credits acquired during acknowledged semesters shall not be counted toward the number of research guidance credits required for the submission of their doctoral degree dissertations.
3. Students assigned to take advisor designated courses must have acquired or be expected to acquire credits from such courses.
4. Students must have passed an English exam and second foreign language examination (English exam only for students of science-related departments) and comprehensive exam.
5. Students must have not been enrolled for more than 10 years.
6. Students must have published at least one research paper as the lead author or a corresponding author in an internationally renowned journal listed in the Science Citation Index or in the publications or expanded publications (non-science journals) list of the National Research Foundation of Korea (however, in unavoidable circumstances, this requirement may be replaced by other achievements similar to publishing a research paper as specified in the bylaws of the department concerned upon approval by the dean of the relevant college and the dean of the Graduate School)

Article 45 (Additional Requirements) Additional requirements for submitting dissertations for a master's, doctoral or integrated master-doctoral degree program may be specified in the bylaws of individual departments. Such additional requirements shall be enforced upon approval by the Graduate School Academic Committee of the relevant college.

Article 46 (Additional Requirements for Students of the College of Medicine) Students of the Department of Medicine must pass the preliminary examination at least one semester prior to the semester in which their dissertations are actually submitted.

Article 47 (Dates for Submitting Dissertations) Dissertations for each program must be submitted by the last day of April for the spring semester and the last day of October for the fall semester.

Article 48 (Documents to be Submitted) (1) Dissertation for examination (temporarily-bound dissertation):

1. Three copies for a master's degree program (four copies for a university/research institute/industry collaborative program)
2. Five copies for a doctoral degree program (six copies for a university/research institute/industry collaborative program)

(2) Documents to be submitted:

1. Master's degree program:
 - a) Request for dissertation examination and approval for submission of dissertation
 - b) Letter of recommendation from a member of the dissertation examination committee
 - c) Dissertation examination report
 - d) List of external examiners of the dissertation examination committee
 - e) Certificate of Good Research Practice
2. Doctoral degree program:
 - a) Request for dissertation examination
 - b) Approval for submission of dissertation
 - c) Letter of recommendation from a member of the dissertation examination committee
 - d) Dissertation examination report
 - e) List of external examiners of the dissertation examination committee
 - f) Certificate of Good Research Practice

(3) Examination fee

Article 49 (Length of Dissertations) The length of a dissertation shall not be limited.

Article 50 (Paper Type and Size of Dissertations Submitted for Examination) In principle, dissertations shall be printed on white paper with a size of 4x6 (approximately 257x188mm).

Article 51 (Submission of Abstracts and Translated Version) (1) An abstract of approximately 2,000 characters shall precede the table of contents.

(2) A doctoral degree dissertation written in Korean must include an abstract in a foreign language. A doctoral degree dissertation written in a foreign language must include an abstract in Korean, and a Korean version of such dissertations must also be submitted. However, such requirements may not apply in the event dissertations involve studies on foreign languages and literature, or in the event meeting such requirements is not possible due to the nature of the field of study.

Article 52 (Members of the Dissertation Examination Committee) (1) Members of the dissertation examination committee shall be recommended by the candidate's academic advisor and appointed by the dean of the candidate's college upon deliberation of the graduate school academic committee of the college concerned.

(2) A dissertation examination committee for master's degree programs shall be composed of at least three members including the candidate's academic advisor. If necessary, one professor from another university holding a doctoral degree or one outside professional may be appointed as a committee member upon recommendation of the academic advisor.

(3) A dissertation examination committee for doctoral degree programs shall be composed of at least five members including the candidate's academic advisor. At least one but no more than two professors from other universities or outside professionals must be appointed as committee members upon the recommendation of the academic advisor.

(4) In the event the conditions specified in paragraphs 2 and 3 of this Article are not met in the constitution of the dissertation examination committee, approval by the dean of the Graduate School following deliberation of the graduate academic committee of the college concerned must be obtained.

(5) The chair of the examination committee shall be selected from among the committee members. The head of the examination committee shall report to the dean of the relevant college.

(6) Each member of the committee shall have equal authority in evaluating dissertations.

Article 53 (Examination) (1) Examination shall be composed of both dissertation examination and oral examination.

(2) Dissertations are accepted upon approval by 2/3 of the examination committee members for a master's degree, and 4/5 of the examination committee members for a doctoral degree.

Article 54 (Supplementary Examination) If necessary, a dissertation examination committee may cease the examination process to instruct the candidate to revise the dissertation. A supplementary examination may be undertaken once thereafter.

Article 55 (Number of Examination of Doctoral Degree Dissertations) In principle, examination of a doctoral degree dissertation must be undertaken at least three times.

Article 56 (Re-examination) Dissertations that have failed to pass on account of a need for revision shall be revised under the instruction of the candidate's academic advisor and may be re-submitted within six months.

Article 57 (Reporting of Examination Results) (1) Dissertation examination committees shall complete their examination procedure within a specified period of time and provide the final decision of pass or fail.

(2) The head of an examination committee must report the result of the examination to the dean of the relevant college through the submission of a dissertation examination report.

Article 58 (Language) (1) Dissertations shall in principle be written in Korean. However, they may be written in a foreign language upon approval by the candidate's academic advisor.

(2) A dissertation written in a foreign language must be submitted together with a Korean version of the dissertation. However, this requirement need not be applied in the event dissertations are for studies on foreign languages and literature, or in the event meeting such requirements is not possible due to the nature of the field of study.

(3) A dissertation written in a foreign language must include an abstract in Korean.

Article 59 (Online Uploading of Dissertations) Prior to submitting a hard bound copy of their dissertation, students shall upload their full version of a dissertation and abstract to the digital archive of the University Library website and submit a copyright consent form.

Article 60 (Submission of Bound Copies of Dissertations) (1) Dissertations that have passed an examination shall be printed and bound in the form specified by the Graduate School. A specified number of copies of dissertations shall be submitted to the designated office within a specified period of time.

(2) Students shall retain the original copy of their dissertation bound in a black hardcover with the seals of the examination committee members including the head of the committee.

(3) Three copies of a master's degree dissertation (four for dissertations written by medical department students) shall be bound in black hardcover. The remainder of the copies (except for dissertations written by medical department students) shall be bound as a paperback publication with a white or gray cover.

(4) All copies of a doctoral degree dissertation shall be bound in black hardcover with gold-leaf imprinting.

Article 61 (Paper Type and Size of Bound Dissertations) Dissertations shall be printed on 80lb 4x6 vellum paper.

Article 62 (Binding) The binding of the cover and inner pages are set forth in the "Standards for Dissertation Binding" attached as an annex.

Article 63 (Letter Size) (1) The font size of the title of a dissertation should be 30 pts when less than 10 letters, 28 pts when less than one line, and 21 pts when exceeding two lines.

(2) The font size of the school name (such as Graduate School, Korea University) shall be 20 pts when the font size of the dissertation title is 28 pts or larger, and 18 pts when the font size of the dissertation title is 21 pts.

(3) The font size of the date and seal shall be 14 pts.

(4) Other items (such as department, student's name, academic advisor's name, master's degree dissertation, submitted..., completed...) shall be printed in 16 pts font size.

(5) The alignment of letters shall be as indicated; in the absence of contrary instruction, letters shall be center-aligned.

Article 64 (Format and Page Order) The format of a dissertation shall conform to the "Standards for Dissertation Binding" attached as an annex, and the page order shall be as follows:

1. The cover of a dissertation shall conform to [Annex Form 3] or [Annex Form 4].

2. A separate white sheet of paper must be inserted behind the cover, followed by the title page in a form that conforms to the description in [Annex Form 5].

3. A page with the examination completion seal in a form conforming to [Annex Form 6] follows the title page. Only two copies of the examination completion seal (three copies for dissertations written by medical department students) shall be printed.

4. A page with the table of contents in a form conforming to [Annex Form 7] follows the page with the examination completion seal printed on it.

5. A separate white sheet of paper must be inserted following the table of contents page. The main text commences as described in [Annex Form 8]. The main text must be in the order of introduction, main section and conclusion.

6. A separate blank white sheet must be inserted following the last page of the main text, followed by the reference page(s). Reference data must be in the order of appendix, bibliography and index.

7. An abstract in a foreign language must, if applicable, be attached in a form conforming to [Annex Form 9].

Section 3 Degree Conferral

Article 65 (Evaluation of Degree Conferral) The dean of the Graduate School shall submit to the Graduate School Executive Committee the results of a foreign language examination, comprehensive exam and dissertation examination (including oral examination) to evaluate the appropriateness of a conferral of a master's or doctoral degree.

Article 66 (Degree Conferral) A master's or doctoral degree shall be conferred upon approval by the President following evaluation by the Graduate School Executive Committee.

Article 67 (Revocation of a Degree) In the event a degree was acquired through false or illegitimate means, the President may revoke the degree following evaluation by the Graduate School Executive Committee.

Chapter 5 Completed Research Students

Article 68 (Completed Research Students and Course Completed Students) (1) The term completed research students refers to students who have completed a degree program and are registered for each semester for a tutorial research course.

(2) Course completed students are students who have completed the required courses for a degree program but have not met the requirements to be designated as completed research students.

Article 69 (Registration) Completed research students shall pay a specified registration fee for each semester until they acquire a degree. The period of time designated for payment of the registration fee shall be the same as the period of time designated for payment of the tuition fee.

Article 70 (Permanent Research Completion Status) Students who fail to submit their dissertation within the designated period of time for submitting their degree dissertation (enrollment duration) after completing their degree program will be given permanent research completion status and no longer have the opportunity to submit their dissertation.

Article 71 (Rights of Completed Research Students) (1) Completed research students may submit a dissertation under the guidance of their academic advisor.

(2) Completed research students shall be given an opportunity to participate in research activities.

(3) Completed research students may use research facilities (libraries and labs).

(4) Completed research students may receive medical aid by paying a designated medical fee.

(5) Completed research students may obtain a Certificate of Completion of Research attached as an annex.

(6) Completed research students may obtain a Certificate of Program Completion.

(7) Completed research students who are registered may be re-issued with a student identification card.

Article 72 (Management of Completed Research Students) Management of completed research students shall be undertaken separately.

Article 73 (Application) Matters not specified in this Chapter shall be regulated by the Constitution or relevant provisions elsewhere in these Detailed Enforcement Regulations.

Chapter 6 Integrated Master-Doctoral Degree Program

Article 74 (Integrated Master-Doctoral Degree Program) An integrated master-doctoral degree program (hereinafter referred to as “integrated program”) wherein a master’s degree program and a doctoral degree program are combined, enabling students to acquire a doctoral degree without acquiring a master’s degree.

Article 75 (Establishment) (1) Departments offering both a master’s and a doctoral degree program will establish an integrated program in the event a combined degree program is deemed necessary.

(2) In the event a department intends to establish a program wherein students are eligible to enter the program in the third or fourth semester, the department may establish an integrated program after it has offered a doctoral degree program for a minimum of three years.

Article 76 (Quotas) Quotas for integrated programs shall be set at a specified ratio within the admission quota for the doctoral degree program of each department.

Article 77 (Field of Study) (1) The field of study sought by those applying for an integrated program shall be the same or similar to those completed by the applicants for their undergraduate or master’s degree program. Those who have completed a different field of study may be eligible for admission in the event their academic competence is acknowledged by the department administration committee of the department concerned.

(2) Those who have completed a different field of study and entered a graduate school of the University shall take additional courses designated by the head of their department.

Article 78 (Selection) (1) Selection of students entering the first semester of an integrated program shall be undertaken through the graduate school entrance examination for the spring and fall semester of each year. Applicants shall have graduated or be expected to graduate from a domestic or foreign university (including those who have completed their primary, secondary, and university-level education) or have been acknowledged by law as having an equivalent academic status.

(2) Selection of students entering the third semester of an integrated program shall be undertaken in January and July every year. Eligible applicants are students in a master’s degree program offered by the University who have completed 2 semesters (including the acknowledged semesters for transfer students) and acquired at least 12 credits.

(3) Selection of students entering the fourth semester of an integrated program shall be undertaken in January and July every year. Eligible applicants are students in a master’s degree program offered by the University who have completed 3 semesters (including the acknowledged semesters for transfer students) and acquired at least 18 credits.

Article 79 (Selection Process and Standards) Standards, procedures and ratios related to the selection of students shall be set forth in the bylaws of the department establishing the integrated program. Such standards, procedures and ratios shall be implemented upon approval by the Graduate School Executive Committee.

Article 80 (Course of Study and Credit Acquisition) (1) Course of study for an integrated program shall be at least four years, and students participating in an integrated program shall acquire

54 course credits and 16 research guidance credits (12 research guidance credits in the event the course of study is reduced).

(2) Students who have acquired at least 54 course credits and at least 12 research guidance credits may apply for a reduction in the time requirement for their course of study by a period not to exceed one year.

(3) The course of study time requirement may be reduced as set forth in the following subparagraphs:

1. The course of study time requirement may be reduced by either one year or one semester. Application for reduction shall be undertaken at the commencement of the sixth semester for reduction by one year, and at the commencement of the seventh semester for reduction by one semester.

2. Students who have acquired a GPA of at least 4.0 after having been enrolled for either 6 or 7 semesters shall be eligible to apply upon recommendation by their academic advisor.

Article 81 (Deadline for Dissertation Submission) Dissertations for degree conferral may not be submitted after 12 years from the date of admission. However, periods of military service, maternity leave or other leaves of absence permitted by the Graduate School Executive Committee shall not be counted toward this time limit.

Article 82 (Mid-course Withdrawal and Disqualification) (1) Students voluntarily intending to withdraw from the program shall submit a request for withdrawal during the student registration modification period at the commencement of the semester from which the students seeks their withdrawal to take effect.

(2) Students may be disqualified when deemed by their department as lacking the competence to complete their degree program. The disqualification processes shall be undertaken by the college concerned during the student registration modification period of each semester, and any additional, necessary details thereof may be specified in the bylaws of the department.

(3) Withdrawn or disqualified students may once again register for a master's degree program offered by their department.

(4) Acquisition of a master's degree by withdrawn or disqualified students shall be governed *mutatis mutandis* by the provisions of the Constitution and these Detailed Enforcement Regulations on the acquisition of master's degrees.

Article 83 (Requirements for Submitting Degree Dissertation) (1) In order to submit a dissertation for an integrated program, students must meet all of the requirements set forth in the following subparagraphs:

1. Students must have acquired or be expected to acquire at least 54 credits from courses related to their field of study with a GPA of at least 3.0.

2. Students must have acquired or be expected to acquire at least 16 research guidance credits; however, with respect to transfer students, research guidance credits acquired during acknowledged semesters shall not be counted toward the number of research guidance credits required for the submission of their degree dissertation.

3. Students assigned to take advisor designated courses must have acquired or be expected to acquire credits from such courses in addition to the 54 credits specified in subparagraph 1.

4. Students must have passed an English exam and second foreign language examination (English exam only for students of science-related departments) and comprehensive exam.

5. Students must have not been enrolled for more than 12 years since their admission.

6. Students must have published at least one research paper as the lead author or a corresponding author in an internationally renowned journal listed in the Science Citation Index (SCI) or in a publication or expanded publications (non-science journals) list of the National Research Foundation of Korea (however, in unavoidable circumstances, this requirement may be replaced by other achievements similar to publishing a research paper upon approval by the dean of the relevant graduate school or the dean of the Graduate School, whomever is specified in the bylaws of the department concerned)

(2) To be eligible to submit a dissertation for an integrated program with a reduced course of study, students must meet all of the requirements set forth in the following subparagraphs:

1. Students must have registered for at least six semesters.
2. Students must have acquired or be expected to acquire at least 54 credits from courses related to their field of study with a GPA of at least 4.0.
3. Students must have acquired or be expected to acquire at least 12 research guidance credits.
4. Students assigned to take advisor designated courses must have acquired or be expected to acquire credits from such courses in addition to the 54 credits specified in subparagraph 1.
5. Students must have passed an English exam and second foreign language examination (English exam only for students of science-related departments) and comprehensive exam
6. Students must have been recommended by their academic advisor (there is no separate recommendation form).

Article 84 (Others) Administrative matters additionally deemed necessary for the administration of an integrated program may be specified elsewhere in bylaws or guidelines.

Chapter 7 Combined Bachelor's/Master's Degree Program

Article 85 (Combined Bachelor's/Master's Degree Program) A combined bachelor's/master's degree program (hereinafter referred to as "combined program") is a program wherein a bachelor's degree program offered by a department at the University and a master's degree program offered by the Graduate School are associated.

Article 86 (Establishment) Departments currently offering a bachelor's and a master's degree program will establish this combined program as deemed necessary.

Article 87 (Quotas) Quotas for a combined program shall in principle be set at 30% of the total admissions quota for master's degree programs in each department. A specific quota shall be set by the dean of the Graduate School.

Article 88 (Selection) Students in an undergraduate program offered by the University who have registered for at least 4 semesters with a GPA of at least 3.5 and have met all requirements set by the relevant department shall be eligible for selection.

Article 89 (Selection Process and Standards) Standards, procedures and quota related to the selection of students shall be set forth in the bylaws of the department establishing the combined program. Such standards, procedures and quota shall be implemented upon approval by the Graduate School Executive Committee.

Article 90 (Requirements for Selection) Undergraduate students recommended by their academic advisor to enter a master's degree program in their last semester may advance to the master's degree program upon acquiring their bachelor's degree. Those entering the master's degree program may not apply for temporary absence for the first semester of the program.

Article 91 (Course of Study and Credit Acquisition) The course of study for combined programs shall be at least two years. However, students who have acquired at least 24 course credits and at least six research guidance credits may apply for a reduction in the time required for their course of study by a period not to exceed six months.

Article 92 (Deadline for Dissertation Submission) Students are ineligible to submit a dissertation for degree conferral once six years have passed after their entrance into the master's degree program.

Article 93 (Administration of Academic Affairs) (1) Matters pertaining to the administration of academic affairs such as curriculum and submission and examination of degree dissertations shall be governed *mutatis mutandis* by the provisions of the Constitution and these Detailed Enforcement Regulations on the administration of master's degree programs.

(2) Credits acquired from graduate school courses during undergraduate study shall be counted toward credits required for graduation. However, such credits shall not be acknowledged twice in both undergraduate and master's degrees.

Article 94 (Foreign Language Examination) (1) Commencing from their first semester, students who have entered a combined program may take a foreign language exam required for degree acquisition.

(2) Details of other matters shall be governed by the provisions of Article 38 of these Detailed Enforcement Regulations.

Article 95 (Comprehensive Exams) (1) Students who have acquired at least 18 course credits and received a GPA of at least 3.0 shall be eligible to take a comprehensive exam.

(2) Other matters shall be governed by the provisions of Article 39 of these Detailed Enforcement Regulations.

Article 96 (Requirements for Submitting Degree Dissertations) (1) To be eligible to submit dissertations for a master's program, students must meet all of the requirements set forth in the following subparagraphs:

1. Students must have acquired or be expected to acquire at least 24 credits from courses related to their field of study with a GPA of at least 3.0.
2. Students must have acquired or be expected to acquire at least six research guidance credits.
3. Students assigned to take advisor designated courses must have acquired or be expected to acquire credits from such courses in addition to the 24 credits specified in subparagraph 1.
4. Students must have passed a foreign language examination and comprehensive exam.
5. Students must have not been enrolled for more than six years since their admission.

Article 97 (Others) Matters not specified in this Chapter shall be regulated by the relevant provisions of the Constitution or elsewhere in these Detailed Enforcement Regulations. Administrative matters additionally necessary for the operation of a combined program may be specified in bylaws or guidelines.

Chapter 8 Contracted Departments

Article 98 (Contracted Departments) Contracted departments are established based on a contract entered into with the national government, local governments or industrial enterprises in compliance with the Industrial Education Enhancement and Industry-Academia-Research Cooperation Promotion Act. Contracted departments are categorized as follows:

1. Those established through contract for the granting of financial aid on condition of employment
2. Those established for employee re-education, vocational enhancement or career exploration

Article 99 (Curriculum) The curricula of existing departments shall be utilized for the curricula of a contracted department. However, the curricula of contracted departments may be organized upon consideration of the nature of contracted departments.

Article 100 (Budget for Department Operations and Student Payment) (1) Responsibility for the budget necessary for the operation of contracted departments shall be specified in the contract.

(2) Payments borne by students of a contracted department shall not exceed 50/100 of the budget necessary for departmental operation.

Article 101 (Department Operations Committee) An operations committee composed of participating professors and the staff of contracting counterparts may be established to ensure the proper functioning of contracted departments.

Article 102 (Operation Period and Protection of Registered Students) (1) The period of operation of a contracted department shall be as specified in the contract. However, the period shall exceed the minimum period required for degree conferral.

(2) In the event a contracted department is abolished prior to the date set for its establishment and operation as a result of contract revocation, matters pertaining to the operation of the academic affairs of the contract department shall comply with the contract. Except for cases where the revocation of the contract is due to reasons attributable to students, contracting parties must cooperate to ensure that grades are conferred on the students.

Article 103 (Application) Matters not specified in this Chapter shall be regulated by the relevant provisions of the Constitution or elsewhere in these Detailed Enforcement Regulations

Chapter 9 Exchange Students

Section 1 Domestic Exchange Students

Article 104 (Courses) Exchange students shall only take courses instructed by full-time professors. However, students are not permitted to take identical or similar courses simultaneously offered at their graduate school and an exchange graduate school.

Article 105 (Course Registration) Exchange students intending to register for courses shall comply with the procedures specified in the following subparagraphs:

1. Students intending to register for courses offered at an exchange graduate school must obtain approval from their academic advisor and department head.
2. Upon determining their courses, students must submit a course registration form to obtain approval from the professor instructing the course at the exchange graduate school. Approval by the dean of the graduate school concerned also must be obtained.
3. Students intending to add or drop courses must submit a course add/drop form during the course add/drop period.

Article 106 (Notification of Course Registration) The dean of the Graduate School must notify the dean of the exchange graduate school of course registration details, course add/drop and course cancellation concerning exchange students.

Article 107 (Grading) (1) Grades assigned at an exchange graduate school must be recorded in numeric format.

(2) For each semester, a maximum of three credits acquired at an exchange graduate school shall be acknowledged. The total number of credits acknowledged shall be six for master's degree programs and 12 for doctoral degree programs.

Article 108 (Compliance) Students attending courses at an exchange graduate school must abide by the regulations of the exchange graduate school.

Section 2 International Exchange Students

Article 109 (International Exchange Students) International exchange students are graduate school students exchanged under the “Exchange Student Program” established on the basis of an academic exchange agreement entered into between the University and a foreign university.

Article 110 (Exchange Term) The term of exchange shall in principle not exceed one year. However, in the event exchange students request extension of their exchange term, the exchange term may be extended by a maximum of two semesters upon approval by the President following the deliberation of the International Academic Exchange Committee.

Article 111 (Registration) Exchange students shall pay a registration fee to the University during their exchange term to maintain their affiliation with the University as a registered student (or research completed student).

Article 112 (Notification of Exchange Students) For the administration of student affairs and acknowledgement of acquired credits, the office administering exchange programs must notify the college concerned of the list of exchange students. The college must report the list to the academic support office of the Graduate School.

Article 113 (Scope of Credit Acknowledgement) (1) For course credits acquired from exchange programs to be acknowledged, students shall, immediately upon their return to Korea, specify in a credit acknowledgement form the method of credit acknowledgment and summary of the courses attended and translation thereof. The credit acknowledgement form attaching an academic transcript acquired from the exchange graduate school shall be reviewed by the students' academic advisor and department head and approved by the dean of the Graduate School.

(2) Courses attended and credits acquired at the exchange graduate school shall be treated in accordance with the standards of the curricula of the University.

(3) Grades assigned by the exchange graduate school indicated by the letters *A*, *B*, *C*, *D* and *F* will be acknowledged as given. In the event grades are indicated by the letters *A*, *B*, *C*, *D* and *F* with modifying plus or minus symbols, an *A+* shall be acknowledged as an *A+*, and *A* or *A-* shall be acknowledged as *A*. In the event the grading scale of the exchange graduate school significantly differs from that of the University, grading shall be decided by the department (in the cooperative program) where the courses are offered.

(4) In principle, only those credits acquired from courses offered during regular semesters under an exchange program established on the basis of an academic exchange agreement may be acknowledged. The maximum number of credits that may be acknowledged shall be nine for a master's degree program and 18 for a doctoral degree program.

(5) In the event students who have participated in other exchange programs offered by specialized graduate schools request acknowledgment of credits acquired through the program, such credits may be acknowledged upon deliberation by the Graduate School Executive Committee, provided that the exchange program is operated with a university approved by the President.

(6) In the event students intend to complete their required courses by having credits acquired from their exchange programs acknowledged, the procedure for credit acknowledgement must be completed before the date of deliberation of coursework completion. In the event the credits acquired are not acknowledged by that time, determination as to coursework completion shall be postponed until the next semester.

Chapter 10 Dual and Joint Degree Programs

Article 114 (Scope of Application) The purpose of this program is for students intending to acquire a joint or dual degree by participating in a program and student exchange operated jointly by the University and an exchange graduate school.

Article 115 (Definitions) (1) The term “dual degree” means a degree conferred on students meeting the requirements for graduation for both the University and an exchange graduate school by completing, within a given period of time, a program offered by the two schools upon the understanding that credits acquired from the courses are mutually acknowledged. In a dual degree program, a degree is granted by each graduate school.

(2) The term “joint degree” means a degree conferred on students meeting the requirements necessary for acquisition of a degree from both the University and an exchange graduate school by completing a program established jointly by the two schools. In a joint degree program, one degree is granted jointly by the two graduate schools.

(3) The term “exchange student” refers to students from the University and an exchange graduate school attending each school to acquire a dual or joint degree. Exchange students are categorized into those from the University (hereinafter referred as “KU students”) and those from the exchange graduate school (hereinafter referred to as “counterpart school students”).

Article 116 (Agreement) (1) Exchange graduate schools eligible to participate in a dual or joint degree program shall be internationally renowned schools assessed and approved by an accreditation agency recognized by the state where such schools are established.

(2) An agreement is entered into upon deliberation of the Graduate School Executive Committee and approval by the President. The field of study with respect to whether a joint or dual is conferred must be specified in the agreement.

Article 117 (Degree Conferral) A joint or dual degree shall be conferred upon satisfaction of the requirements specified in the academic exchange agreement between the University and the exchange graduate school and the requirements for degree completion required by each graduate school.

Article 118 (Agreement) (1) The University and the exchange graduate school shall draft an agreement with respect to the program.

(2) Matters specified in these Detailed Enforcement Regulations and details of matters pertaining to its implementation shall be specified in the agreement. The agreement shall in principle be written in duplicate in both Korean and English.

Article 119 (Application) Matters not specified in this Chapter shall be regulated by the relevant provisions of the Constitution or elsewhere in these Detailed Enforcement Regulations.

Section 1 KU Students Attending a Foreign University

Article 120 (Eligibility for Application) KU students may apply to attend an exchange graduate school after completing the first semester after admission to a graduate school established at the University. Details of matters pertaining to application for admission and approval thereof, registration and accreditation acknowledgment shall conform to the agreement between the University and the exchange graduate school.

Article 121 (Period of Attendance and Scope of Credit Acknowledgement) (1) In principle, the period of attendance required for conferral of a joint or dual degree shall be divided equally between the two graduate schools, and details thereof shall be separately provided for in the agreement.

(2) The period of attendance may be extended if the possibility of extension is specified in the agreement and such extension is permitted by the President. However, KU students must have attended courses offered at the University for a minimum of two semesters for a master’s or a

doctoral degree program and a minimum of 3 semesters for an integrated master-doctoral degree program.

(3) Acknowledgement of credits acquired from the exchange graduate school shall be undertaken in accordance with paragraph 1 of Article 25 of these Detailed Enforcement Regulations. However, KU students must have acquired from a graduate school established at the University a minimum of 12 credits for a master's degree program, a minimum of 18 credits for a doctoral degree program, and a minimum of 27 credits for an integrated master-doctoral degree program.

Article 122 (Examination of Dissertations) (1) A dissertation examination committee shall be composed of members selected in accordance with Article 52 of these Detailed Enforcement Regulations and include at least one full-time faculty member from the exchange graduate school.

(2) Members from the exchange graduate school shall be selected in accordance with the agreement or the regulations of the exchange graduate school concerned.

(3) Examination of dissertations shall be as set forth in the relevant provisions of these Detailed Enforcement Regulations. However, examination by members selected from the foreign exchange graduate school may be replaced by a written evaluation.

Section 2 Counterpart School Students Attending the University

Article 123 (Eligibility for Application) Counterpart school students intending to attend a graduate school established at the University shall registered at the exchange graduate school and have completed at least one semester of the program they are affiliated with.

Article 124 (Application and Studying) All matters pertaining to application and academics shall be as set forth in these Detailed Enforcement Regulations and the agreement between the University and the exchange graduate school.

Article 125 (Period of Attendance and Scope of Credit Acknowledgement) (1) In principle, the period of attendance required for the conferral of a joint or dual degree shall be divided equally between the two graduate schools, and details thereof shall be separately provided for in the agreement.

(2) Courses offered by a graduate school established at the University shall meet the requirements for degree completion.

(3) Acknowledgement of credits shall be undertaken in accordance with paragraph 1 of Article 25 of these Detailed Enforcement Regulations.

Article 126 (Examination of Dissertations) (1) Examination of dissertations shall be as set forth in the regulations of the exchange graduate school on degree conferral.

(2) Separate from a dissertation examination committee established at the exchange graduate school, the University shall establish a dissertation examination committee to examine dissertations. Members of a dissertation examination committee established at the University shall include, for a master's degree program, at least one full-time faculty member of the University including the candidate's academic advisor, and, for a doctoral degree program, at least three full-time faculty members of the University including the candidate's academic advisor.

Chapter 11 Department Head and Committee

Article 127 (Department Head) Each department (collaborative program) may have one department head. However, the Department of Medicine shall have a head of section, provided that matters pertaining to them are determined separately by the Department.

Article 128 (Graduate School Executive Committee Composition and Operation) (1) The Graduate School Executive Committee shall be composed of a maximum number of 11 members (including ex officio members) appointed by the dean of the Graduate School and the President.

(2) The ex officio members referred to in paragraph 1 refer to the Dean of the Graduate School, Vice President for Academic Affairs, Vice President for Academic Affairs-Sejong campus, and the Associate Dean of the Graduate School.

(3) The term of office of the ex officio members shall be the term of office of their current position.

(4) The Graduate School Executive Committee shall be convened by the head of the Committee who shall serve as the Chair.

(5) Unless otherwise specified, the Graduate School Executive Committee shall be convened when two-thirds of the members of the Committee are present. Deliberation of the agenda items shall require approval from at least two-thirds of the members present.

Article 129 (Graduate School Academic Committee of Each College) (1) Each college shall establish a graduate school academic committee to facilitate the fulfillment of the duties concerning academic affairs delegated by the graduate school to the college. Graduate school academic committees shall be composed in conformity with the following subparagraphs:

1. Graduate school academic committees shall be composed of the dean of the college concerned and the head of each department in charge of graduate school affairs. The dean of the college shall serve as the head of the committee. However, in the event the college is composed of less than three departments, the committee shall be composed of the dean of the college and each department administration committee member.

2. The head and members of graduate school academic committees shall be appointed by the dean of the Graduate School upon approval by the President.

3. The term of office of the head and members of graduate school academic committees shall be the term of office of the dean of the college and head of the department (or department administration committee member).

4. Heads of graduate school academic committees may appoint an assistant administrator to manage the administration of the committee.

(2) Graduate school academic committees shall be responsible for the deliberation of matters delegated by the dean of the Graduate School and submitted by the department administration committee of each college as set forth in the following subparagraphs:

1. Matters pertaining to entrance examinations (excluding matters handled by the Graduate School Executive Committee)

2. Matters pertaining to academic advisors

3. Matters pertaining to the curriculum administration and credit acquisition

4. Matters pertaining to comprehensive exams

5. Matters pertaining to degree dissertations (excluding matters concerning completion and graduation that are handled by the Graduate School Executive Committee)

6. Matters pertaining to adjustments in quotas (excluding final deliberation, which is handled by the Graduate School Executive Committee)

7. Other matters delegated by the dean of the Graduate School

(3) Graduate school academic committees shall be convened when two-thirds of the current members of the committee are present. Deliberation shall require approval from at least two-thirds of the members present.

(4) Graduate school academic committee shall keep the minutes of all meetings.

Article 130 (Department Administration Committee) (1) An administration committee shall be established within each department to facilitate the proper functioning of the academic affairs of the departments of the Graduate School. An administration committee shall be composed in conformity with the following subparagraphs:

1. The administration committee of each department shall in principle be composed of at least three members including the head of the department. However, an exception may be granted

upon deliberation of the Graduate School Executive Committee upon consideration of the unique circumstances of each department. However, only one member may come from any single field of study.

2. Members of administration committees shall be appointed by the dean of the Graduate School upon the recommendation of the head of the department concerned.

3. The head of administration committees shall be the head of the department concerned.

4. The term of office of members of administration committees shall be one year. However, they may serve consecutive terms, and the term of office of members appointed to fill a vacancy shall be the remaining term of office of their predecessors.

(2) Administration committees shall be responsible for matters delegated by the dean of the Graduate School as set forth in the following subparagraphs:

1. Matters pertaining to adjustments of quotas and the establishment, cancellation and modification of departments

2. Matters pertaining to comprehensive exams

3. Matters pertaining to the establishment of courses and reorganization of curricula

4. Matters pertaining to the appointment and changing of academic advisors

5. Other matters delegated by the dean of Graduate School

Article 131 (Admissions Committee) (1) Each department shall establish and operate an admissions committee in charge of matters pertaining to the entrance examination of each department.

(2) Admissions committees shall in principle be composed of a maximum of three members. The head of admissions committees shall be the head of the department.

(3) Members of admissions committees shall be appointed by the dean of the Graduate School upon the recommendation of the head of the admissions committee.

(4) The terms of office of members of admissions committees excluding the head of the committee shall be six months. They may serve consecutive terms.

Chapter 12 Other Provisions

Article 132 (Application and Compliance) Students shall apply and abide by the regulations of the University and be supervised by the dean of the Graduate School.

Article 133 (Scholarships) (1) Scholarships may be awarded to students with excellent entrance examination results and to registered students with high academic performance.

(2) Details of matters pertaining to the awarding of scholarships shall be separately provided.

Article 134 (Student Government Association) (1) A self-governing body for students, the Student Government Association, shall be established.

(2) Details pertaining to the operation of the Student Government Association shall be specified separately in the regulations of the Association.

Article 135 (Open Lectures) (1) Open lectures may be established for those seeking to obtain knowledge and skills for work, culture or research, provided that such lectures do not hinder regular classes offered at the Graduate School.

(2) Details pertaining to the subject, title, period, student quota and location of open lectures shall be determined and announced by the dean of the Graduate School.

Article 136 (Research Students) (1) Those who have acquired a bachelor's degree or who are acknowledged by the Minister of Education as having an equivalent academic status and intend to take courses on special classes or projects may enter a program as research students upon approval by the dean of the Graduate School.

(2) An examination of the qualifications of candidates applying for a research student position may be undertaken.

(3) The research period of a research student shall be one year.

(4) A Certificate of Research Accomplishment [Annex Form 2] may be issued to research students demonstrating satisfactory research accomplishments.

Supplementary Provisions

Article 1 (Date of Enforcement) These Detailed Enforcement Regulations shall enter into force on March 1, 2004. However, paragraph 2 of Article 37 shall enter into force on September 1, 2004.

Article 2 (Interim Measures) (1) Provisions concerning integrated master-doctoral degree programs that are already in effect before the date of entry into force of these Detailed Enforcement Regulations shall be regarded as having entered into force in accordance with these Detailed Enforcement Regulations.

(2) Exchange students dispatched to foreign countries before the date of entry into force of these Detailed Enforcement Regulations shall be governed by the existing Detailed Enforcement Regulations.

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into force on March 1, 2005 (subparagraphs 4 to 6 of Article 37 newly established; subparagraphs 1 to 3 of Article 37 revised).

Supplementary Provisions

(1) (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on May 1, 2006 (subparagraph 7 of paragraph 1 of Article 15 newly established; Table 1 revised).

(2) (Interim Measures) Requirements for exemption from the German exam specified in Table 1 conforming to these regulations but already in effect before the date of enforcement of these revised Detailed Enforcement Regulations shall be regarded as having entered into force in accordance with these Detailed Enforcement Regulations.

Supplementary Provisions

(1) (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on September 1, 2006.

(2) (Interim Measures) Article 49 (Comprehensive Exams), and Article 78 (Registration) and Article 79 (Temporary Absence) of Chapter 8 Research Completed Students" shall enter into force on March 1, 2007.

Supplementary Provisions

(1) (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on March 1, 2008.

(2) (Interim Measures) Subparagraph 5 of paragraph 1 of Article 101 (Requirements for Submitting Degree Dissertations) shall enter into force commencing with the second semester of the 2006 academic year.

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into force on March 1, 2009.

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on September 1, 2009. However, Article 28 (Advisor Designated Courses) and Article 30 (Appointment of Academic Advisors) shall apply commencing with students entering the University in March 2010. Article 54 (Requirements for Submitting Doctoral Degree Dissertations) and Article 101 (Requirements for Submitting Degree Dissertations) shall apply commencing with students entering the University in September 2009.
2. (Interim Measures) Article 18 (Tuition Refund) and Article 48 (Foreign Language Examination) shall enter into force on September 1, 2008.

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on March 1, 2010 (Articles 15, 30, 54, 78 and 101 revised; Article 82 deleted, Chapter 11 (Dual and Joint Degree Programs) newly established; Articles 111 to 124 newly established; chapter number of Chapter 12 and article number of Articles 125 to 129 revised).
2. (Interim Measures) (1) Article 54 (Requirements for Submitting Doctoral Degree Dissertations) and Article 101 (Requirements for Submitting Degree Dissertations) shall apply commencing with students entering the University in September 2009.
(2) Chapter 11 (Dual and Joint Degree Programs) shall enter into force on March 1, 2009.

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on March 1, 2010 (Articles 6, 15, 30, 48, 54 and 101 revised).
2. (Interim Measures) Article 54 (Requirements for Submitting Doctoral Degree Dissertations) and Article 101 (Requirements for Submitting Degree Dissertations) shall apply commencing with students entering the University in September 2009.

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into force on September 1, 2010 (Articles 89 and 92).

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into force on March 1, 2011. However, Article 28 bis 2 (Good Research Practice Training) shall apply commencing with students entering the University in March 2011.
[Article 28 bis 2; paragraph 3 of Article 92, subparagraph 4 of Article 53, subparagraph 4 of Article 54, subparagraph 4 of paragraph 1 and subparagraph 4 of paragraph 2 of Article 101 newly established; Articles 15, 18, 19, 48, 52-54, 58, 89, 98, 99 and 101 revised]

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on September 1, 2011 (paragraph 3 of Article 32 newly established; Articles 15, 21, 32, 48, 96 and 98 revised).
2. (Interim Measures) Credit exchange with the Professional Graduate School of Management of Technology as specified in paragraph 7 of Article 15 shall apply from the spring semester of 2011.

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on March 1, 2012 (paragraph 2 of Article 28 bis 2 and subparagraph 2 of paragraph 10 of Article 48 revised; subparagraph 4 of Article 53, subparagraph 4 of paragraph 1 of Article 54 and subparagraph 4 of paragraph 1 of Article 101 deleted).
2. (Interim Measures) Subparagraph 2 of paragraph 10 of Article 48 shall apply commencing with students entering the University in September 2012.

Supplementary Provisions

1. (Date of Enforcement) These revised Detailed Enforcement Regulations shall enter into force on March 1, 2013 [subparagraph 4 of paragraph 2 of Article 101 deleted; Article 130 newly established].
2. (Interim Measures) Revisions of the requirements for submitting degree dissertations following the reduction in the course of study of an integrated program shall apply from September 1, 2012.

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into force on March 1, 2013 (paragraph 7 of Article 15, paragraph 5 of Article 62 and paragraph 2 of Article 67 revised; paragraph 3 of Article 49 newly established).

Supplementary Provisions

The revised Detailed Enforcement Regulations shall enter into force on March 1, 2014 (paragraph 4 of Article 4 and Articles 103 to 116 newly established).

Supplementary Provisions

1. These revised Detailed Enforcement Regulations shall enter into force on September 1, 2014.
2. (Interim Measures) (1) March 1, 2014: Articles 77, 78 and 79 and subparagraph 1 of paragraph 4 of Article 96 revised; paragraph 2 of Article 83 and Article 84 deleted; paragraph 2 of Article 133 revised; paragraph 2 of Article 137 newly established
(2) September 1, 2014: paragraph 2 of Article 19, paragraph 1 of Article 21, subparagraph 2 of Article 53, subparagraph 2 of Article 54, paragraphs 2 and 3 of Article 92, and subparagraph 2 of paragraph 1 of Article 101 revised; Article 2 bis 1, paragraph 4 of Article 21 and Article 25 bis 1 newly established

Supplementary Provisions

These revised Detailed Enforcement Regulations shall enter into on March 1, 2015.

<Table 1> Internationally Recognized Foreign Language Proficiency Exams and Standards for Exemption

Language	Program	Type of Exam	Supervision	Passing Standard (Level/Score)
German	Master/ Doctor	ZMP	Goethe Institute Korea	Approved by Department of German Language and Literature and other departments
		TestDaf (TDN-3)	German Government	Approved by Department of German Language and Literature and other departments (Level 3 or above)
French	Master/ Doctor	DELF DALF	French Government	DELF B2 or above
Chinese	Master/ Doctor	HSK (漢語 水平 考試)	Chinese Government (Government of Taiwan: HSK/ Applicability must be determined at faculty meeting of Department of Chinese and Japanese Language and Literature)	Previous HSK Level 6 or above New HSK Level 5 or above
Spanish	Master/Doctor		Spanish Government	Students who have scored at least 70% for “NIVEL Superior” of DELE and acquired a diploma
Russian	Master/Doctor		Russian Government	Grade 3 or 4 of TORFL supervised by the Russian Government (within last 3 years)

*<Table 1> The passing standard (level/score) for a foreign language proficiency exam shall be determined through consultation between the Graduate School and each foreign language department.

Certificate of Completion of Research

Name:

Date of Birth:

This is to certify that the above individual has completed the Master's/Doctoral degree program at the Graduate School of Korea University and has been successful in research in the field of () for () years and () months.

Month/Date/Year

Dean of Academic Affairs (seal)

Korea University

Certificate of Research Accomplishment

Name:

Date of Birth:

This is to certify that the above individual has successfully researched for () years and () months in the Master's/Doctoral degree program at the Graduate School of Korea University.

Month/Date/Year

Dean of Academic Affairs (seal)

Korea University

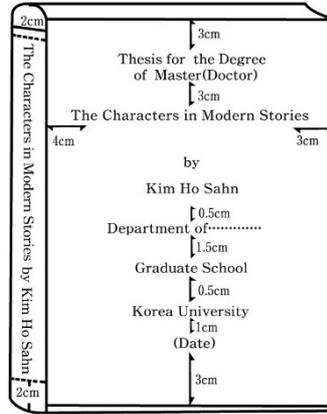
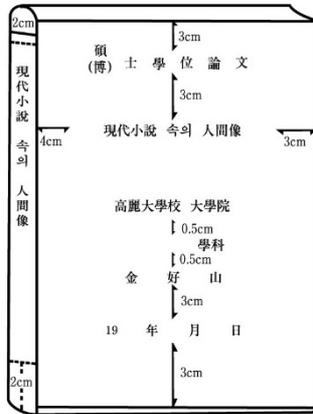
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[Annex Form 3]

[Annex Form 4]

Cover Format (Korean)

Cover Format (English)

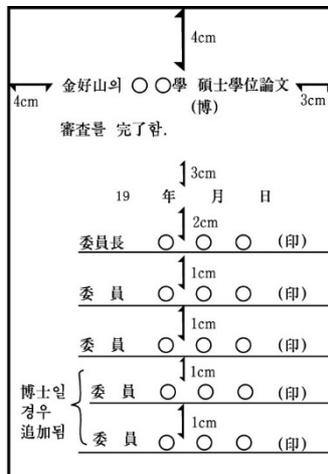
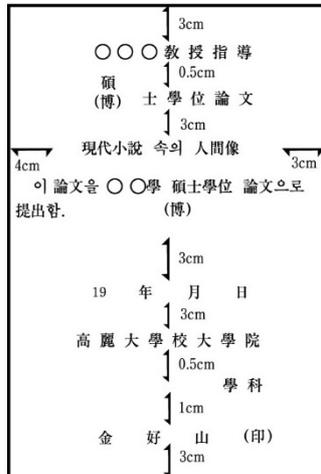


[Annex Form 5]

[Annex Form 6]

Title Page Format

Examination Completion Seal



[Annex 7]

[Annex 8]

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Main Text Format

