

2022–yil 2–smester

Yangi studentlar uchun o'quv qo'llanma



Gachon universiteti magistratura & aspirantura bo'limi

## [외국인 유학생을 위한 대학원 학사안내 : 우즈베키스탄어]

### ● Magistratura uchun o'quv qo'llanma

#### ■ Birinchi smester

1. Fanlarga registratsiya qilish
  - Universitet portal dan foydalanib har smesterda fan tanlab yangidan registratsiya qilinadi
  - **belgilangan fanlar sonidan ortiq fan tanlash mumkin emas.**
  - Fanga registratsiya qilingandan so'ng o'sha registratsiya bo'lganlik haqidagi hujjatni print qilib student O'ziga saqlab quyadi.
2. Student karta olish
  - Graduate school officega kelib ariza to'ldirib olish mumkin
  - Agar yo'qotib quyilgan taqdirda officega kelib murojaat qilinadi.
3. Ilmiy ish qilib bitiruchi studentlar: Advisor professor tanlash jarayoni
  - Advisor professor uchun professor tanlanib osha professor imzosi olinadi va o'qiyotgan departmengizga topshiriladi.
4. bakalavr–magister programmasida o'qiydigan studentlar albatta advisor professor tanlab ilmiy ish qilish kerak.

#### ■ Ikkinchi smester

1. Fanlarga registratsiya qilish
  - Birinchi smesterdagi bn bir xil.
  - Fanga registratsion qilgan student ilmiy ish rahbar/advisor professor arizasini ham topshirishi kerak.
2. Chet Tili bilish test (Ingliz tili)
  - Ikkinchi smester studentlaridan boshlab til sertifikatini bo'lishi kerak
  - Til sertifikati bolmagan studentlar universitet til programiga yozilishi mumkin uni uchun registratsiya vaqti kelganda tulov amalga oshirilib Portal system orqali registratsiyani tamomlashi mumkin.

※ Agar studentni shu sertifikatlardan biri bo'lsa(TOEFL, TOEIC, TEPS, IELTS) chet tili testidan o'tgan hisoblanadi.
3. Ilmiy ish qo'llanma ariza topshirish.
  - ※ Portal orqali 2–smesterdan boshlab biturguncha har smesterda ariza topshirilishi shart va Ilmiy ish reporti ham birgalikda o'qiyotgan departmengizga topshirilishi kerak. Magister talabalari 2–smesterdan boshlab jami 3 marta har smesterda yuqorida hujjatlarni topshirgan bo'lsagina ilmiy ish himoyasiga kira oladi.

## ■ Uchinchi smester

1. Fanlarga registratsiya qilish
  - Birinchi smesterdagi bn bir xil.
  - Fanga registratsion qilgan student advisor professor arizasini ham topshirishi kerak.
2. bitiruv imtixonini
  - 24kredit to'plagan student bitiruv imtixonini topshirishi mumkin.(o'qib turgan smesterini krediti hisobga olinadi va Imtixon topshirishi mumkin)
  - Portal orqali imtixonga registratsiya qilinadi va osha ariza print qilib departmentga topshiriladi.
  - Qatnashgan fanlardan 2tasi tanlab olib osha fanlardan imtixon topshiraladi.
3. Ilmiy ish qilish uchun reja
  - chet tili va bitiruv imtixonini topshirgan student ilmiy ish yozish rejasini yozib advisor professor imzosini quydirib departmentga topshiriladi.
4. ilmiy ish ariza: o'tgan smester bn bir xil.

## ■ To'rtinchi smester

1. Fanlarga registratsiya qilish
  - Birinchi smesterdagi bilan bir xil.
  - 24 kreditni toplagan va shu smesterda ilmiy ish bn bitirmoqchi bo'lgan student ilmiy ish uchun ariza topshirib va ilmiy ish uchun baho professor tomonidan qo'yiladi. Shu ikkala hujjatni departmentga topshiriladi.
2. Ilmiy ish prezintatsiya
  - Bitiruv malakaviy ishini prazintatsiya qilish uchun ariza topshiriladi va belgilangan joyda Ilmiy ishi prezintatsiya qilinadi.
3. Ilmiy ish ko'rib chiqilishi
  - Ilmiy ishni topshirib bitirishni xohlagan student ilmiy ish ko'rib chiqilishi uchun ariza topshiriladi.
  - Portal orqali ariza topshirilib print qilib department officega topshiriladi
  - Qoshib topshiriladigan hujjatlar:
    - 1)Diplom darajasini olish uchun dissertatsiyani tekshirish uchun ariza (portaldan registratsiya qilinib olinadi) ilmiy ish ko'rib chiqilishi uchun ariza
    - 2) Tasischilar tavsiyanomasi: ilmiy ishni korib chiqadigan hakamlar ma'lumot bolgan ariza
    - 3) Tadqiqot etikasiga muvofiqligini tasdiqlanganlik haqidagi hujjat
    - 4) Til sertifikatini aniq topshirilishi kk!!!
4. Ilmiy ishni chop etish
  - Ilmiy ish tekshirishdan muvaffaqiyatli o'tgandan so'ng topshiriladigan hujjatlar
    - 1) Natija hisoboti (1, yakuniy): ko'rib chiqilganlik haqida report

- 2) Chop etish uchun ruxsatnoma
- 3) Dissertatsiya spetsifikatsiyalari va shakllariga muvofiq to'ldirilgan dissertatsiyaning besh nusxasi: ilmiy ish 5ta kopya
- 4) Diplom ishini onlayn yuborishni tasdiqlash va foydalanishga rozilik

※ Advisor professor almashtirish uchun ma'lumot

- Juda muhim sabablarga ko'ra advisor professorni almashtirish kerak bo'lib qolganda ariza to'ldirilib va avvalgi va yangi advisor professorlarning ham til xati olinadi.
- Bunday holatda yangi advisor professor bn kamida 1 smesterdan ortiq birga ilmiy ish ustida shug'illangan bo'lishi kerak.

## ◎ PhD Doktorantura uchun o'quv qo'llanma

### ■ Birinchi smester

#### 1. Fanlarga registratsiya qilish

- Universitet portal dan foydalanib har smesterda fan tanlab yangidan registratsiya qilinadi
- **belgilangan fanlar sonidan ortiq fan tanlash mumkin emas.**
- Fanga registratsiya qilingandan so'ng o'sha registratsiya bo'lganlik haqidagi hujjatni print qilib student O'ziga saqlab quyadi.

#### 2. Student karta olish

- Graduate school officega kelib ariza to'ldirib olish mumkin
- Agar yo'qotib quyilgan taqdirda officega kelib murojaat qilinadi.

#### 3. Ilmiy ish uchun Advisor professor tanlash jarayoni

- Birinchi smesterdan dissertatsiya yozish uchun maslahatchi/ilmiy rahbar professor tanlanib osha professor imzosi olinadi va o'qiyotgan departmengizga topshiriladi.

### ■ Ikkinchi smester

#### 1. Fanlarga registratsiya qilish

- Birinchi smesterdagi bn bir xil.
- Fanga registratsion qilgan student ilmiy ish rahbar/advisor professor arizasini ham topshirishi kerak.

#### 2. Chet Tili bilish test (Ingliz tili)

- Ikkinchi smester studentlaridan boshlab til sertifikatini bo'lishi kerak
- Til sertifikati bolmagan studentlar universitet til programiga yozilishi mumkin uni uchun registratsiya vaqti kelganda tulov amalga oshirilib Portal system orqali registratsiyani tamomlashi mumkin.

※ Agar studentni shu sertifikatlardan biri bo'lsa (TOEFL, TOEIC, TEPS, IELTS) chet tili testidan o'tgan hisoblanadi.

3. Ilmiy ish qo'llanma ariza topshirish.

※ Portal orqali 2-smesterdan boshlab bitirguncha har smesterda ariza topshirilishi shart va Ilmiy ish reporti ham birgalikda o'qiyotgan departmentga topshirilishi kerak. PhD studentlari 2-smesterdan boshlab har smesterda bittadan jami 5 marta yuqoridagi hujjarlarni topshigan bo'lsagina Dessertatsiya himoyasiga kira oladi.

### ■ Uchinchi smester

1. Fanlarga registratsiya qilish

- O'tgan smester bn bir xil.

2. Ilmiy rahbarlikka ariza berish har smesterda qilinadigan ish portaldan print qilib o'qiyotgan departmentga topshiriladi.

### ■ To'rtinchi smester

1. Fanlarga registratsiya qilish

- O'tgan smester bn bir xil.
- Ilmiy rahbarlikka ariza berish har smesterda qilinadigan ish portaldan print qilib o'qiyotgan departmentga topshiriladi.

2. bitiruv imtixonini

- 36kredit to'plagan student bitiruv imtixonini topshirishi mumkin. (o'qib turgan smesterini krediti hisobga olinadi va Imtixon topshirishi mumkin)
- Portal orqali imtixonga registratsiya qilinadi va osha ariza print qilib departmentga topshiriladi.
- Qatnashgan fanlardan 4tasi tanlab olib osha fanlardan imtixon topshiriladi.

4. Ilmiy ish qilish uchun reja

- chet tili va bitiruv imtixonini topshirgan student ilmiy ish yozish rejasini yozib advisor professor imzosini quydirib departmentga topshiriladi.

5. ilmiy ish ariza : o'tgan smester bn bir xil.

### ■ Beshinchi smester

1. Fanlarga registratsiya qilish

- O'tgan smesterlar bilan bir xil
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2. ilmiy ish ariza : O'tgan smesterdagidek bir xil

### ■ Oltinchi smester

1. Fanlarga registratsiya qilish
  - O'tgan smesterdagidek bir xil
  - 36kredit to'plagan studentgina bitiruv malakaviy ish himoyasiga ariza topshira oladi
2. ilmiy ish ariza : o'tgan smester bn bir xil.
3. Ilmiy ish prezintatsiya
  - Bitiruv malakaviy ishini prazintatsiya qilish uchun ariza topshiriladi va belgilangan joyda Ilmiy ishi prezintatsiya qilinadi.
  - Prezintatsiya qilishdan muvaffaqiyatli o'tgan student ilmiy ishiga ilmiy rahbar/advisor professor bahosi qo'yiladi va departmentga topshiriladi.
3. Ilmiy ish ko'rib chiqilishi
  - Ilmiy ishni topshirib bitirishni xohlagan student ilmiy ish ko'rib chiqilishi uchun ariza topshiriladi.
  - Portal orqali ariza topshirilib print qilib department officega topshiriladi
  - Qoshib topshiriladigan hujjatlar:
    - 1) Ilmiy ish ko'rib chiqilishi uchun ariza
    - 2) ilmiy ishni korib chiqadigan hakamlar ma'lumot bolgan ariza
    - 3) Tadqiqot etikasiga muvofiqligini tasdiqlash
    - 4) Akademik jurnallarni qayta tasdiqlash
    - 5) til sertifikatini aniq topshirilishi kk!!!
4. Ilmiy ishni chop etish
  - Ilmiy ish tekshirishdan muvaffaqiyatli o'tgandan so'ng topshiriladigan hujjatlar
    - 1) Natijalarni ko'rib chiqish hisoboti (1, 2, yakuniy): ko'rib chiqilganlik haqida report
    - 2) Chop etish uchun ruxsatnoma
    - 3) Prezintatsiya natijalari hisoboti
    - 4) Dissertatsiya spetsifikatsiyalari va shakllariga muvofiq to'ldirilgan dissertatsiyaning besh nusxasi: ilmiy ish 5ta kopya
    - 5) Diplom ishini onlayn yuborishni tasdiqlash va foydalanishga rozilik
- ※ Advisor professor almashtirish uchun ma'lumot
  - Juda muhim sabablarga ko'ra advisor professorni almashtirish kerak bo'lib qolganda ariza to'ldirilib va avvalgi va yangi advisor professorlarning ham til xati olinadi.
  - Bunday holatda yangi advisor professor bn kamida 1 smesterdan ortiq birga ilmiy ish ustida shug'illangan bo'lishi kerak.

## ● Immigration Information

※ Visit <http://www.hikorea.go.kr> for more information.

### 1. About Stay

#### a. General Information on Stay

##### 1) Foreigner Registration

- Foreigners staying over 90 days from the entry date shall have foreigner registration at Korea Immigration Service in your area or local office.

- Required Documents

- |   |
|---|
| <ul style="list-style-type: none"><li>- passport, 3x4 size colored photo (1), fee (20,000 Won)</li><li>- application form (appendix 34)</li></ul> |
|---|

※ In case you have lost the alien card, please apply for re-issuance within 14 days.

- Passport, 3x4 size colored photo (1), loss statement
- Application form (appendix 34)

##### 2) Registration of Change in Residence

- The registered foreigners who moved one's residence shall register change in residence within 14 days from the date of moving-in at the City Hall/District Office/Gu Office or to Korea Immigration Service (local office) in the new residence area.

- Required Documents

- |   |
|---|
| <ul style="list-style-type: none"><li>- passport, alien card, residence proof document</li><li>- application form (appendix 34)</li></ul> |
|---|

##### 3) Alien Card Return

- If one has no plan of re-entering the country within the allowed period, one shall return alien card to immigration staff at the airport or port.

##### 4) Re-entry approval

Within the allowed period, if one wishes to depart and re-enter the country again, one should receive re-entry permit before the departure at local Korea Immigration Service office or Immigration office at airport or port on the date of departure. One should re-enter the country within the permitted period.

- Re-entry period is approved within the allowed period stay. For multiple re-entry permit which allows one to depart and re-enter the country for many times, it can only be processed at Korea Immigration Service in one's location.

- Required Documents

- passport, alien card
- application form (appendix 34)

- If one cannot re-enter the country within the permitted period after departure due to unavoidable reasons, one can extend the re-entry period up to 60 days at discretion of the head of a diplomatic mission abroad.
- If missed the re-entry period due to reasons such as one's negligence, one can only enter the country by issuing the Visa again.

## b. Extension of Stay

Extension of stay can be processed at Korea Immigration Service Seoul Office from 2 months before the Visa expiration date to the expiration date.

- Required Documents

- passport, alien card, 60,000 Won tax stamp
- application form (appendix 34)
- certificate of attendance, tuition fee payment receipt (or scholarship receipt), transcript
- exemption of financial status proof document(except students below C score)
- residence proof document

- Restriction on extension of stay Extension of stay for the following reasons may be restricted;

- Trying to earn stay fee such as school fee from working in Korea.
  - Purpose of stay is to find a job rather than studying.
  - International students on leave due to lack of attendance or any other personal reasons (parental leave disapproved) International students who have stopped the school (ex. due to not enough course credit)
- However, exceptional approval for extension of stay is made for those who are considered to have unavoidable reasons such as disease, accident, etc.

※ Students on leave shall apply for the Visa in the same process for the new students.

## c. Activity Permit Except Stay Qualification

If one wishes to participate in activities other than permitted by one's stay qualification, one shall apply for permit at local Korea Immigration Service in advance.

### 1) Requirement

Students who have recommendation from supervisor (above full-time lecturer) and completed at least one academic semester.



- ※ For those who have changed from another stay qualification to overseas study (D-2) qualification, when they require part-time employment, their language study period before the change in stay qualification or period stay are considered as regular academic period.

## 2) Allowance

### Allowed Working Hour and Period

- Less than 30 hours every week during the school term  
(no limit during official holidays (including Saturday) and vacation)
- Limited to maximum 2 different places for part-time job
- Allowed for 1 year within the permitted stay period (this can be extended continuously)
  - ※ If continuously registers school terms at school

### • Allowed Work Field

- Field that is recognized to have a close relationship with the major
- Work that is socially accepted to be done by students in general
- Work other than one is employed for.  
(But one should have qualifications defined by the related field regulations)
- Foreign language instructions in educational institution such as private institution, etc  
(shall be qualified for speaking lecturer)
- ※ But personal tutoring is not allowed.

## 3) Required Documents

- passport, alien card, application form (appendix 34)
- fee (10,000 Won)
- certificate of attendance
- recommendation letter by supervisor (form attached)

- Penalty of international students who violated regulations for part-time job permit
  - 1st violation: no permission for working part-time job for 1 year from the date of notification
  - 2nd violation: no permission for working part-time job during the study period from the date of notification.
  - 3rd violation: disqualification from studying from the date of notification.
  - ※ If found from working without part-time working permit or employment in full-time condition, illegal employment regulations are applied.
- Others  
In case of moving the location of part-time job by changing the employer during the permit period, one shall apply for approval of activity permit except stay qualification.