

2022–2nd Semester

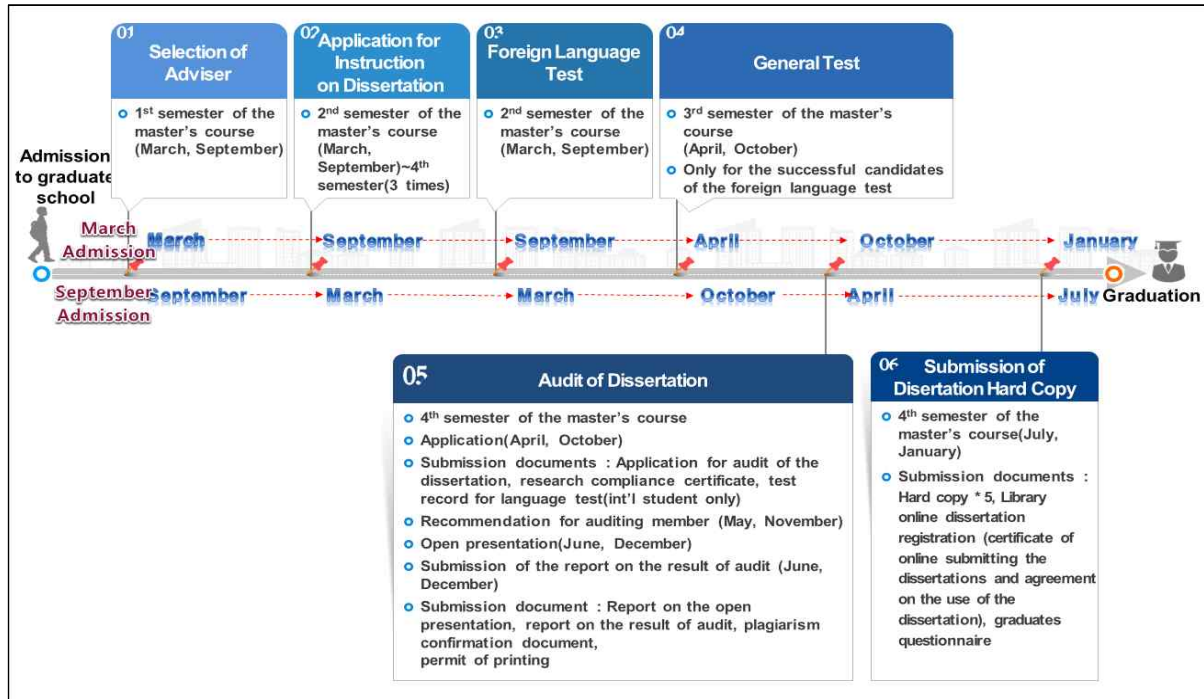
International Student Guidelines



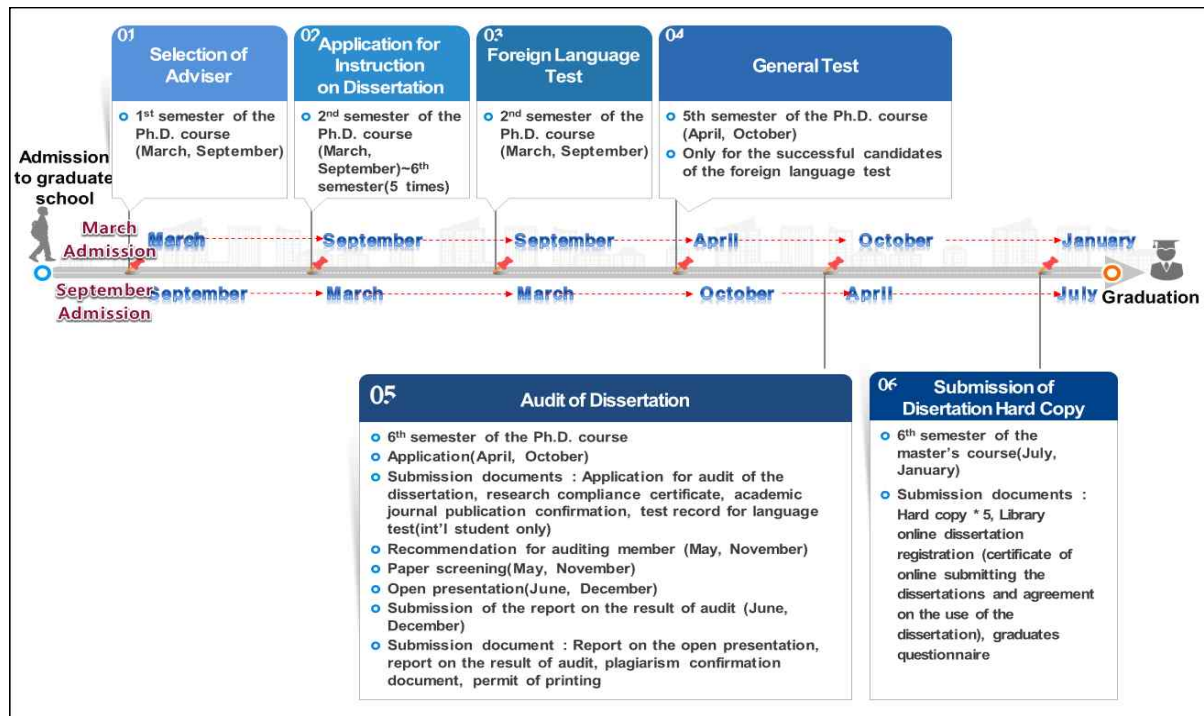
Gachon University Graduate School

The flow chart of graduate school academic affairs

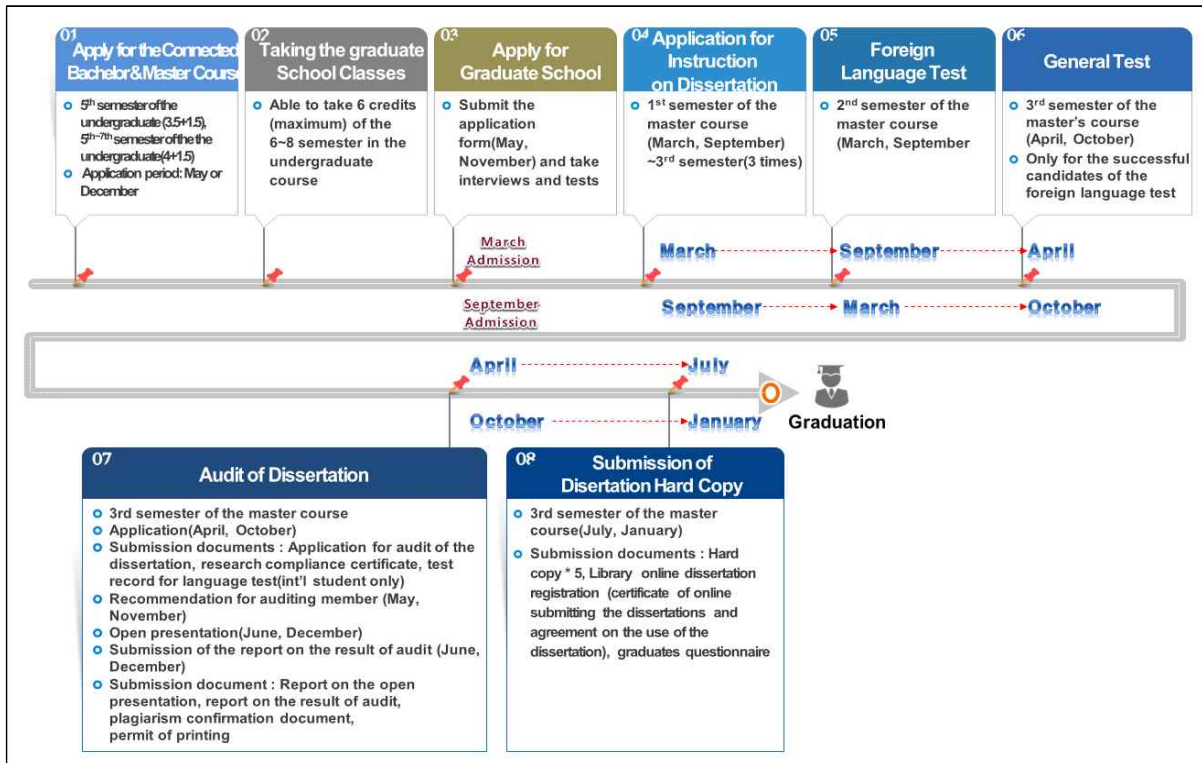
◎ Freshman for master's course



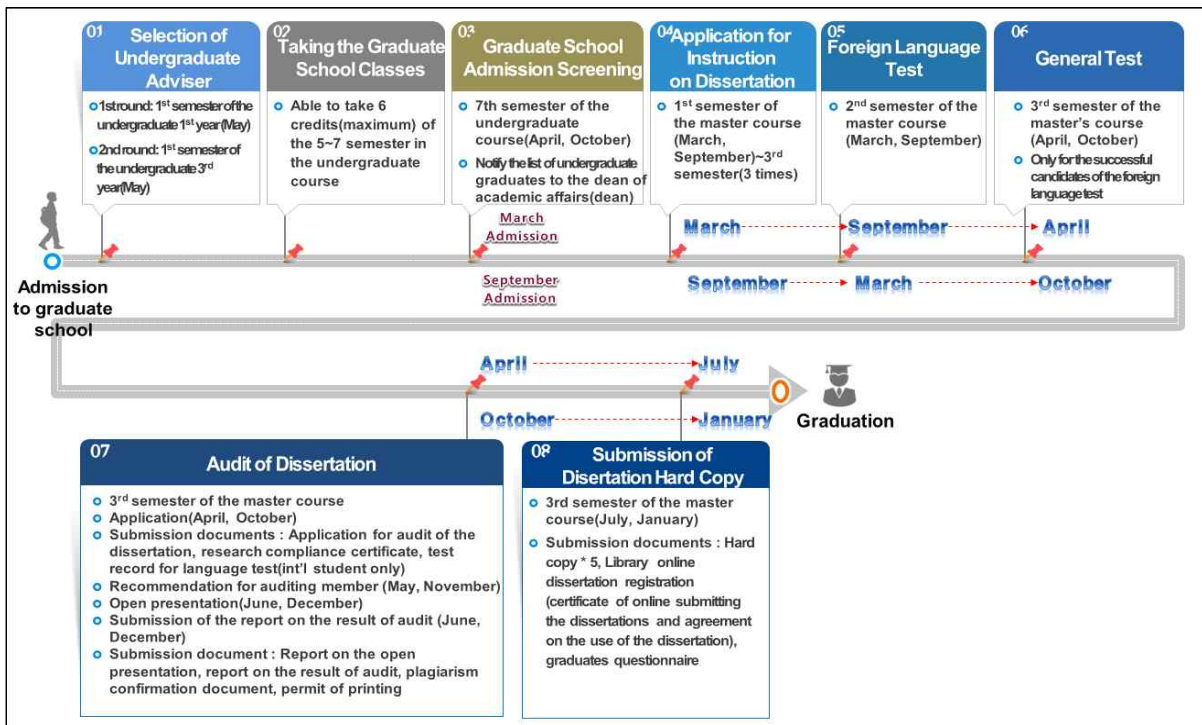
◎ Freshman for Ph.D. course



◎ Freshman for connected bachelor & master course



◎ Freshman for combined bachelor & master course



◎ Guide on the academic affairs for each semester(master's course)

■ 1st semester

1. Application for courses

- Each student shall apply for the courses using the academic administration program.
- No dual application for a course is allowed.
- After the application for course, the student shall print out the contents of application (certificate of application for courses) and check its contents before submitting it to the department administration office.
- * If a student's master major is different from his/her undergraduate major, he/she shall acquire the additional required courses(prerequisite subjects)during the normal courses. (They are not included in the subjects for application. So, the student shall get the separate classes.)
- ※ To get the additional required courses (prerequisite subjects), the student shall get the courses opened for the undergraduate students.

2. Application for student ID card

- Fill out an application prepared in the graduate school administration office and submit it to the office to get the ID card.
- If the student ID card is lost, report it to the graduate school administration office before getting a new ID card.

3. Selection of adviser

- The student in 1st semester applies for the adviser in the first semester. The adviser for dissertation is selected at the professor's meeting and then the decision is approved by the dean of graduate school.

■ 2nd semester

1. Application for courses

- The procedure for the application for courses is the same as for 1stsemester.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. Foreign language test (English)

- The graduate student who had one semester or more is eligible to take the test.
- Make payment of the application fee and log in the academic administration program of Gachon University.
⇒ Graduation control ⇒ Apply for foreign language test, save the application form and print it out ⇒ Submit it to the department administration office.
- ※ If a student has a certain score or above in the publicly recognized English test like (TOEFL, TOEIC, TEPS or IELTS), he/she is recognized to have passed the test above.

3. Application for instruction on dissertation (paper)

- How to apply the instruction for dissertation : Log in the academic administration program of Gachon University

⇒ Academic administration for graduate student ⇒ Graduation control ⇒ Apply for the instruction for dissertation, save the form and print it out. ⇒ Get the seal of the adviser on the printout and submit it to the department administration office.

- ※ The student shall submit the application for instruction for dissertation from 2nd semester of the master's course. Note that the student is eligible to get the audit of his/her dissertation only when he/she got three or more instructions for dissertation from 2nd semester (or at least one time for every semester). (So, if a student has the graduate and undergraduate connection course or is transferred from other school, he/she shall apply for the instruction for the dissertation from 1st semester.)

If a student fails to submit the application for instruction for dissertation, he/she is not eligible to get the audit at the last dissertation semester (4th) for graduation.

■ 3rd semester

1. Application for courses

- The procedure for the application for courses is the same as before.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. General test

- The student who gets 24 credits or more is eligible to take the test. (The student who gets 24 credits including the credits in the applied courses is eligible.)
- The student enters the application form using the academic administration program, saves it and prints it out before submitting it to the graduate school administration office.
- Test is conducted on two subjects which are selected by the department. (The pass is recognized for each subject.)

3. Submission for preliminary plan for dissertation

- The student who passes the foreign language test and general test shall prepare the preliminary plan for dissertation and get the approval of adviser and head professor before submitting it to the department office which shall keep it.

4. Application for instruction for dissertation : Same as in 2nd semester

■ 4th semester

1. Application for courses

- The procedure for the application for courses is the same as before.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. Open presentation of dissertation

- The student who tries to submit the dissertation for master's degree shall apply for the open presentation of the dissertation according to the department regulation and present the dissertation at the selected date and place.

3. Audit of dissertation

- The student shall apply for the audit of the dissertation within the designated date and get the audit if he/she is eligible to submit the paper.
- The student enters the application using the academic administration program, saves it and prints it out before submitting it to the graduate school administration office.
- The following documents shall be submitted.
 - 1) Application for audit of the dissertation for master's degree (it shall be printed out using the academic administration program)
 - 2) Research compliance certificate
 - 3) Recommendation for auditing member
 - 4) Test record for language test (It is limited to the international students, TOPIK Grade 4, TOEFL iBT 71, PBT 530, CBT 197, IELTS 5.5, and TEPS 600)

4. Submission of dissertation

- The student who passes the audit for dissertation shall submit the following documents within the date designated by the graduate school.
 - 1) Report on the result of audit (1standfinal)
 - 2) Permit for printing
 - 3) 5 copies of dissertations completed to the specification and form for the academic dissertation
 - 4) Certificate of online submitting the dissertations and agreement on the use of the dissertation

※ Guide on the change in the adviser

- If a student wants to change the adviser due to an unavoidable reason, it shall get the application form for the change of adviser from the graduate school. As for the cause of the change, the advisers who are old and new advisers shall fill in. Then, the student shall get the approval of advisers and submit it to the head professor of the department, who in turn submit it to the graduate school for the approval of the dean of the graduate school. (See Article 12, Paragraph 3 of Regulation on Granting Degree.)
- In this case, the student is eligible to submit the dissertation only when he/she gets the instruction on the dissertation from the new adviser for at least 1 semester.

◎ Guide on the academic affairs for each semester(doctorate course)

■ 1st semester

1. Application for courses

- Each student shall apply for the courses using the academic administration program
- ※ The correction in the application for course is possible during the specified period for correction.
- No dual application for a course is allowed.
- After the application for course, the student shall print out the contents of application (certificate of application for courses) and check its contents before submitting it to the department administration office.
 - * If a student's doctorate major is different from his/her master major(or graduated from special graduate school), he/she shall acquire the additional required courses(prerequisite subjects) during the normal courses.
- ※ They are not included in the subjects for application. So, the student shall get the separate classes.
- ※ To get the additional required courses (prerequisite subjects), the student shall get the courses opened for the master's course.

2. Application for student ID card

- Fill out an application prepared in the graduate school administration office and submit it to the office to get the ID card.
- If the student ID card is lost, report it to the graduate school administration office before getting new ID card.

3. Selection of adviser

- The student in 1st semester applies for the adviser in the first semester. The adviser for dissertation is selected at the professor's meeting and then the decision is approved by the dean of graduate school.

■ 2nd semester

1. Application for courses

- The procedure for the application for courses is the same as for 1stsemester.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. Foreign language test (English)

- The graduate student who had one semester or more is eligible to take the test.
- Make payment of the application fee and log in the academic administration of Gachon University.
 - ⇒ Graduation control ⇒ Apply for foreign language test, save the application form and print

it out ⇒ Submit it to the department administration office.

※ If a student has a certain score or above in the publicly recognized English test like (TOEFL, TOEIC, TEPS or IELTS), he/she is recognized to have passed the test above.

3. Application for instruction on dissertation

- How to apply the instruction for dissertation : Log in the academic administration of Gachon University

⇒ Academic administration for graduate student ⇒ Graduation control ⇒ Apply for the instruction for dissertation, save the form and print it out. ⇒ Get the seal of the adviser on the printout and submit it to the department administration office.

※ The student shall submit the application for instruction for dissertation from 2nd semester of the doctorate course. Note that the student in doctorate courses is eligible to get the audit of his/her dissertation only when he/she got five or more instructions for dissertation from 2nd semester(or at least one time for every semester). If a student does not apply for the instruction for dissertation, he may not be eligible for submission of dissertation for degree.

■ 3rd semester

1. Application for courses

- The procedure for the application for courses is the same as for 1stsemester.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. Application for instruction for dissertation : Same as in 2ndsemester(2ndsemester~5th semester)

■ 4th semester

1. Application for courses

- The procedure for the application for courses is the same as before.
- In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.

2. General test

- The student who gets 36 credits or more is eligible to take the test. (The student who gets 36 credits including the credits in the applied courses is eligible.)
- The student enters the application form using the academic administration program, saves it and prints it out before submitting it to the graduate school administration office.
- Test is conducted on four or more subjects which are selected by the department. (The pass is recognized for each subject.)

3. Submission for preliminary plan for dissertation

- The student who passes the foreign language test and general test shall prepare the

preliminary plan for dissertation and get the approval of adviser and head professor before submitting it to the department office.

4. Application for instruction for dissertation : Same as in 2ndsemester(2ndsemester~5thsemester)

■ 5th semester

1. Application for courses (within 9 credits)
 - The procedure for the application for courses is the same as before.
 - In application for courses, the student shall submit the application for instruction for dissertation to the department administration office
2. Application for instruction for dissertation : Same as in 2ndsemester(2ndsemester~5thsemester)

■ 6th semester

1. Application for courses
 - In application for courses, the student shall submit the application for instruction for dissertation to the department administration office.
2. Open presentation of dissertation
 - The presentation shall be conducted at the place designated by the department regulation.
 - The student who passes the presentation is granted with the credit for instruction for dissertation from the adviser and submits the result to the graduate school.
 - If the student does not submit the dissertation after passing the presentation, the open presentation is invalidated.
3. Audit of dissertation
 - The student shall apply for the audit of the dissertation within the designated date and get the audit if he/she is eligible to submit the paper.
 - The student enters the application using the academic administration program, saves it and prints it out before submitting it to the graduate school administration office.
 - The following documents shall be submitted
 - 1) Application for audit of the dissertation for master's degree (it shall be printed out using the academic administration program)
 - 2) Research compliance certificate
 - 3) Recommendation for auditing member
 - 4) Academic journal publication confirmation
 - 5) Test record for language test (It is limited to the foreign students, TOPIK Grade 4, TOEFL iBT 71, PBT 530, CBT 197, IELTS 5.5, and TEPS 600)

4. Submission of dissertation

- The student who passes the audit for dissertation shall submit the following documents within the date designated by the graduate school.
 - 1) Report on the open presentation
 - 2) Report on the result of audit (1st,2nd,3rd,4thandfinal)
 - 3) Permit for printing
 - 4) 5 copies of dissertations completed to the specification and form for the academic dissertations
 - 5) Certificate of online submitting the dissertations and agreement on the use of the dissertation

※ Guide on the change in the adviser

- If a student wants to change the adviser due to an unavoidable reason, it shall get the application form for the change of adviser from the graduate school. As for the cause of the change, the advisers who are old and new advisers shall fill in. Then, the student shall get the approval of advisers and submit it the head professor of the department, who in turn submit it to the graduate school for the approval of the dean of the graduate school. (See Article 12, Paragraph 3 of Regulation on Granting Degree.)
- In this case, the student is eligible to submit the dissertation only when he/she gets the instruction on the dissertation from new adviser for at least 1 semester.

◎ Appendix

■ The documents for issuing the alien registration card

1. Passport, copy of the passport
2. Application form (in immigration office)
3. Color photo (white ground)
4. Certificate of registration form
5. Issuing fee 30,000 won (If you want to order the parcel service, need to pay 3,000 won more)

※ A student can issue the certificate of registration from using the certificate issuing machine which is located near the student service center, vision tower B.

■ Issuing the student ID card

Visit the graduate school administration office (Office #102) with one color photo(or the JPG file of the color photo) ⇒ fill in the application form ⇒ Submit the application form and color photo to a staff ⇒ issue a student ID card

■ Gachon University Graduate School Consultant

Tel : 031-750-5669 / E-mail : suechoi@gachon.ac.kr

◎ Foreign Language test & General Test Guidline for International Students

1. Foreign Language Test

- a) Qualification for application : A student who completes 1 semester can apply for the foreign language test.(Master, Ph.D., Combined Master & Ph.D.)
- b) Test day : March, September (Application date : Early of March and August)
- c) Test subjects : English (Time : 50 minutes, Pass score : above 60)
 - * If a student's native language is English, he/she may take Korean language test as a substitution.)
- d) Foreign language test exemption score
 - TOFEL ▶ PBT 520 (above CBT 190, iBT 68, TOEIC ▶ above 700)
 - TEPS ▶ above 600, IELTS ▶ above 5.5, TOPIK ▶ above grade 5(expiration date : 2 years)
- e) Foreign language test substitution program (One who completes over 1 semester may apply)
 - Main contents of the Program : 45 hours TOEIC classes are open 2 items in a year(summer & winter) as a foreign language test substitution.
 - Pass score : Attendance(above 80%) + Self-TOEIC test + Class quiz = Above average grade B (score 80)
 - Course open criteria : More than 15 applicants
 - Class tuition fee : 300,000 won / per person(applicant pays)
 - Management Department : International Language Center
- f) Method of application : Credit a designate account ⇒ Academic administration for graduate student ⇒ Graduate control ⇒ Thesis / Test control ⇒ Apply for the foreign language test, save and print it out ⇒ Submit the printed document to the graduate school office

2. General Test

- a) Test date : April, October (Application date : Early of April and October)
- b) Qualifications and subjects

■ Master's course

Qualification	- One who passes the foreign language test and obtains more than 24 credits(average credit above 3.0) or one whose total obtained credits and registered credits are more than 24 credits
Number of Subjects	- 2 subjects
Pass Criterion	- Above score 80(each subject)

■ Ph.d. course

Qualification	- One who passes the foreign language test and obtains more than 36 credits(average credit above 3.0) or one whose total obtained credits and registered credits are more than 36 credits
Number of Subjects	- 4 subjects
Pass Criterion	- Above score 80(each subject)

c) Method of application

Gachon University Home page ⇒ Academic administration ⇒ for graduate student ⇒ Graduate control ⇒ Apply for the general test ⇒ Choose subjects ⇒ Save ⇒ print it out and get the seal of the adviser and head professor on the printout and credit and account, then submit it to the graduate school office.

d) Cancellation

If a student cannot obtain the registered credits in the semester, his/her general test result will be failed although he/she passes the general test

※ All the scholarship requires above 3.0 average credit per semester.

● 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">- passport, 3x4 size colored photo (1), fee (20,000 Won)- application form (appendix 34) |
|---|

※ 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">- passport, alien card, residence proof document- application form (appendix 34) |
|---|

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.