

Guide Book for International Students In MNU graduate school



Spring semester, 2026



**MOKPO NATIONAL UNIVERSITY
GRADUATE SCHOOL**

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I. Academic Resources

1. Class(Attending) Year

A. Class Year: Master's and doctoral course: more than 2 years
 Integrated course: more than 4 years

B. Attending Year: Master's course: 4 years, doctoral degree: 5 years,
 and integrated course: 8 years
 (It does not include the breaking period.)

2. Academic Period (refer to 9p.<Appendix 1>)

- **Spring Semester: 3. 3.(Tue) ~ 6 18.(Thur), 2026. <16 weeks>**
- * **Courses run during day time and each semester are 15 weeks long at least.**

3. Course Credit Limits

- **Graduate students may enroll in up to 9 credits per semester.**
- ※ Students required to take supplementary courses may take up to 12 credits, including those courses.
- ※ For Doctoral or Integrated Master's and Doctoral students: If the previous semester's GPA is 4.3 or higher, an additional 3 credits may be taken upon the recommendation of the Department Head and approval by the Dean of the Graduate School.

4. Required Credits

A. Degree Requirements

Course (Category)	Major Core	Major Elective	Total	Remarks
Master's	0 - 9	15 - 24	24	"Thesis Research" and "Research Ethics" must be taken separately as Pass/Fail subjects.
Doctoral	0 - 12	24 - 36	36	
Integrated	0 - 12	42 - 54	54	Applies to students admitted from the 2024 academic year.

B. Take supplementary Subjects

- **Eligibility:** Students who changed their major from a previous degree or those in a Master's program who did not graduate from a general graduate school.
- **Credit Requirements:** Each department designates specific supplementary courses (Master's, Doctoral, and Integrated Programs: 9 credits or more are required).
- ※ If a student has completed subjects in a previous degree program that are identical or similar to the supplementary subjects designated by their department, those credits may be recognized toward the supplementary course requirements, subject to the approval of the Head Professor.

C. Thesis Research and Research ethics

- 1) **Thesis Research and Research ethics:** Students must complete this course under the guidance of their academic advisor. Please note that these credits do not count toward the minimum credits required for graduation, but students must be completed in order to graduate.
- 2) **Course Schedule:** The timing for these courses varies by department. Generally, students enroll in their third semester, with a workload of 15 hours per semester (1 hour per week).

5. Credit Transfer from Other Graduate Schools

- A. **Transfer of Credits:** Credits earned from other domestic or international graduate schools may be recognized if the subjects are identical or similar to the current curriculum.
- B. **Approval Process:** Credit recognition requires the recommendation of the Department Head and final approval by the Dean of the Graduate School.
- C. **Maximum Transferable Credits:**
 - Master's Program: Up to 9 credits.
 - Doctoral Program: Up to 12 credits.

6. Changing departments

- A. **Eligibility:** A change of department is permitted only once during the entire period of enrollment.
- B. **Application Process:** Students wishing to change their department must submit a Change of Department Application Form to their current department office.
- C. **Credit Recognition:** Credits already earned will be reviewed by the new department. Only courses that correspond to the new department's curriculum will be recognized.

- D. Supplementary Subjects:** Students must complete any required supplementary subjects in accordance with the regulations (refer to Section 4-B, p.2).

7. Changing Degree courses (Master's → Integrated course)

- A. Quota Availability:** Changes are permitted only within the remaining doctoral admission quota.
- B. Eligibility by Department:** This option is available only for departments (including Interdisciplinary Programs) that offer both Master's and Doctoral degrees under the same name. Applications must be submitted before the start of each semester.
- C. Qualifications (Current Students Only):**
- Must be a currently enrolled Master's student.
 - Must have completed at least one semester and earned 6 credits or more.
- ※ **Note:** Students who have already completed all required semesters are excluded.
- D. Residency and Credit Recognition:** Semesters already completed and credits already earned in the Master's program will be fully recognized and applied toward the Integrated Program.

8. Graduation Qualification Exam

A. Eligibility

- 1) Major Examination: Students must have earned at least two-thirds (2/3) of the total credits required for graduation.
 - Master's Program: 16 credits or more.
 - Doctoral Program: 24 credits or more.
 - Integrated Program: 36 credits or more.
 - 2) Optional Examinations: Some departments may require additional tests (e.g., Foreign Language Proficiency Test).
- ※ **Note:** Requirements for optional exams vary by department and may not be required in all cases.

B. Examination Period

- Exams are held at the beginning of each semester (April and October).
- ※ **Note:** The schedule is subject to change depending on university circumstances.

C. Examination Subjects (Major Exam)

- Master's Program: 3 or more subjects (within the Major curriculum).
- Doctoral & Integrated Programs: 4 or more subjects (within the Major curriculum).

D. Passing Criteria

- **Major Examination:** A minimum score of 70 out of 100 per subject is required to pass.

- **Retakes:** Students who fail a subject are eligible to retake only that specific subject in a subsequent semester.

9. Thesis Submission and alternatives

A. Selection of an Academic Advisor

- **Procedure:** Department Heads shall ensure that students select an academic advisor within their Second semester. Upon approval by the Dean of the Graduate School, the advisor will provide academic guidance (including course selection, thesis supervision, and other research-related matters).

B. Submission of Thesis Proposal

- **Timeline:** Students must submit their thesis proposals during the designated period:
 - Master's & Doctoral Programs: Early in the 3rd semester.
 - Integrated Program: Early in the 7th semester.
- **Consistency:** The final thesis title and content must be consistent with the approved proposal.

C. Requirements for Thesis Submission

- **Credits:** Completion of required credits
(Master's: 24+, Doctoral: 36+, Integrated: 54+).
- **Examinations:** Passing the Graduation Qualification Exam
(Major Comprehensive Exam, etc.).
- **Mandatory Courses:** Completion of Thesis Research, Research Ethics, and any required Supplementary Subjects.

D. Thesis Submission Period: To be announced (Further notice).

E. Thesis Submission Process

1) Review Version (Draft for Screening)

- Quantity: Master's (3+ copies, softcover); Doctoral (5+ copies, softcover).
- Required Documents:
 - Master's: Examination Application and Letter of Recommendation.
 - Doctoral: Examination Application, Letter of Recommendation, Dissertation Summary, and Record of Research Performance.
- Screening Method: The Chairperson of the Thesis Committee will conduct the examination.

2) Final Version (Common for All Programs)

- Quantity: 4 copies (hardcover)
- Required Forms: Thesis Copyright Agreement, Confirmation of Digital Thesis Submission, Permission to Use Dissertation Online

F. Non-Thesis Options (Thesis Substitution)

- **Eligibility:** Master’s students in departments that offer a Thesis Substitution System or a Non-Thesis Track.
 - Must have met the requirements for completion or have already completed the Master’s coursework (Refer to Appendix 2, p. 10).
 - Must have passed the Graduation Qualification Exam.
- **Application:** Requires recommendation by the Head Professor and final approval by the Dean of the Graduate School.
- **Alternative Methods:**
 - **Thesis Substitution:** (1) Publication of at least two papers as the first or corresponding author in recognized journals (KCI, SCOPUS, ISI, etc.)
(2) Meeting specific project requirements (Refer to Appendix 3)
 - **Non-Thesis Track:** Completion of at least 5 semesters of enrollment and earning a minimum of 30 credits.

10. Conferment of Degree

A. Requirements of Course Completion

1) Required Credits for Completion

Program Course Classification	Master’s	Doctoral	Integrated	Remarks
Major core	0 - 9	0 - 12	0 - 12	Major core is optional
Major Electives	15 - 24	24 - 36	42 - 54	
Total	24	36	54	
Pass/Fail	- Subject: Thesis Research and Research Ethics - Required: 15 hours per semester prior to completion (※ Subject to change by department)			
Supplementary	- For students designated by their departments - 9 credits or more required			

2) Minimum GPA Requirements

Program	Master's	Doctoral	Integrated	Remarks
Required GPA	3.0 or higher	3.5 or higher		

B. Requirements for Degree Conferment

- **Thesis Defense:** Students must pass both the Thesis Examination and the Oral Defense.
- **Final Approval:** Degrees are formally conferred upon final review and approval by the Graduate School Committee.

11. Registration and Tuition

A. Enrollment Period

- Students are required to register for a minimum of four (4) semesters.
- Registration is considered complete only after the full tuition fee for the semester has been paid.

B. Tuition for Extra Semesters (5th Semester and Beyond)

- Students who have not completed their degree requirements within four semesters due to a lack of credits will be charged tuition based on the number of credits taken starting from the 5th semester:

Number of Credits	Tuition Fee Amount	Remarks
Up to 3 credits	50% of the standard tuition	
Over 4 credits or more	100% of the standard tuition	

C. Tuition Credit for Returning Students

- Students who paid their tuition in full before taking a leave of absence are not required to pay again upon returning to school (re-enrollment), provided the paid tuition was for the semester they are returning to.

12. Leave of Absence and Returning to School

A. Leave of Absence

- 1) **General Leave of Absence:** The cumulative period for a leave of absence may not exceed four (4) semesters. However, Doctoral students may be granted an extension of up to five (5) semesters upon approval by the Dean for valid and justifiable reasons.

2) Application Period: Applications must be submitted within the first two-fourths (2/4) of the total class days

※ Exceptions: This deadline does not apply to Military Service Leave or leave due to severe health conditions.

3) Extension of Leave: Students wishing to extend their leave must select the "Extension of Leave of Absence" option via the Integrated Academic Affairs System.

4) Application Process: Log in to the MNU Integrated Academic Affairs System → Academic Affairs → Apply for Leave of Absence → Departmental Review/Agreement → Final Approval by the Graduate School.

B. Returning to School (Re-enrollment)

1) Application Period: Must be completed within the first one-fourth (1/4) of the total class days.

2) Obligation to Return: Students must return to school upon the expiration of their leave or once the reason for the leave no longer exists.

3) Expulsion Policy: Students who fail to return by the designated deadline without a justifiable reason will be subject to expulsion (dismissal) from the university.

13. Disenrollment and Withdrawal

A. Grounds for Disenrollment (Expulsion)

- Students may be subject to disenrollment under the following conditions:

1) Exceeding the Enrollment Limit: Students who have exceeded the maximum allowable years of attendance.

2) Failure to Return: Students who fail to return to school after their leave of absence has expired.

3) Disciplinary Action: Students who are expelled by the Graduate School Committee.

B. Voluntary Withdrawal (Drop)

- Students wishing to withdraw from the Graduate School must submit an Official Withdrawal Form.

- Withdrawal is finalized only after receiving formal approval from the President of the University.

14. Scholarships

A. Eligibility: International students currently enrolled in their 2nd, 3rd, or 4th semesters.

※ Note: New/Incoming students should refer to the International Admissions Guidelines for scholarship information.

B. Funding (Benefit Amount): * Type 1: Full tuition waiver (Tuition Fee 1).
Type 2: 50% waiver of tuition (Half of Tuition Fee 2).

C. Selection Process: Recipients are selected based on recommendations from the Head Professor of each department, taking into account the student's academic performance (GPA) and financial need.

D. Inquiries: Please contact your respective Department Office.

15. Library

A. Identification and Access

- Students may access library services using their MNU Student ID card.
- ID Card Issuance: Applications are accepted at the beginning of each semester at the Shinhan Bank branch located in Plaza 60.

B. Opening Hours:

Section	During Semester (Mon-Fri)	During vacation (Mon-Fri)	Closed
Main Collections	09:00 ~ 20:00	09:00 ~ 17:30	Sat/Sun, National Holidays & School anniversary
Reading Rooms	06:00 ~ 24:00*	06:00 ~ 24:00*	Same as above

* Note: Reading rooms are open 24 hours during mid-term and final examination periods.

※ Web DB Access: Please visit the Serials Section on the 1st floor of the library for assistance with electronic resources.

※ Inquiries: 061-450-2893

II. Course Registration

A. Course Registration Period (Spring Semester): **February 16.(Mon) ~ February 18.(Wed), 2026**

B. Course Add/Drop Period (Confirmation & Changes): **March 3.(Tue) ~ March 9.(Mon), 2026**

C. Registration Guide for Freshmen ([Semester Starts: March 3](#))

1) Pre-Semester Registration: Log in to the Freshmen Portal → Student Services → Course Registration.

※ ID: Test Number, P/W: Date of Birth (6digits)

2) Post-Semester Registration: Log in to the MNU Integrated Academic Affairs System (IAAS) → Course → Apply for Courses.

※ IAAS URL: Please check the Graduate School homepage.

※ First-time users must register as new members to access IAAS.

D. Important Notes

1) Consultation: Students must consult with their Department Head before registering for courses.

2) Credit Limits: Students may register for up to 9 credits per semester (or up to 12 credits if including supplementary subjects).

3) Changes/Cancellations: Course registration can be modified or canceled online during the first week of the semester.

4) How to Verify Registration:

a) IAAS → Student Services → Class → Registration → Check Schedule (Top Right)

b) IAAS → Student Services → Class → Print Class Schedule

5) Attendance Verification: If your name does not appear on the official Class Roll (Attendance Sheet), please contact your professor or the Department staff immediately.

6) Tuition Forfeiture: Failure to register for courses after paying tuition without a valid reason (e.g., Leave of Absence, Withdrawal, or Course Completion) may result in the forfeiture of the paid tuition.

7) Attendance Requirement: Credits will not be recognized for subjects where the student has missed one-fourth (1/4) or more of the total class hours.

8) Grade Requirements: Credits are awarded for grades of C0 or higher; however, courses with a grade of C+ or lower are eligible for retake.

E. Inquiries: Department office

<Appendix 1 >

Academic Calendar of MNU, 1st semester of 2026

Description	Date	Contents
1st Semester, 2026	· 2026. 3. 3.(Tue)	· Spring semester Begins
	· 2026. 3. 3.(Tue) - 3. 9.(Mon)	· Course Registration Check & Change Period
	· 2026. 3. 27.(Fri)	· 1/4 of Semester [Deadline for Re-enrollment]
	· 2026. 4. 23.(Thur)	· 2/4 of Semester [Deadline for leave of absence]
	· 2026. 5. 21.(Thur)	· 3/4 of Semester
	· 2026. 6. 8.(Mon) - 6. 10.(Wed)	· Makeup class for holidays (See table below)
	· 2026. 6. 19.(Fri) - 8. 31.(Mon)	· Summer Vacation
	· 2026. 7. 10.(Fri)	· Final Dissertation Submission Deadline
	· 2026. 8. 10.(Mon) - 8. 14.(Fri)	· Course Registration for Fall 2026 (Except Freshmen)
	· 2026. 8. 20.(Thur)	· Commencement Ceremony (Spring 2026)
· 2026. 8. 24.(Mon) - 8. 28.(Fri)	· Tuition Payment Period for Fall 2026	

<< Makeup class for holidays >>

Description	Date of Makeup class	Holidays	Others
1st Semester, 2026	·2026. June 8.(Mon)	· Buddha's Birthday (May 25)	
	·2026. June 9.(Tue)	· Children's day (May 5)	
	·2026. June 10.(Wed)	· National Assembly Election (June 3)	

◦ The schedule above is subject to change. Any updates will be announced on the graduate school website.

<Appendix 2>

<Departments Offering Alternatives to Thesis Submission>

Department	Category	
	Thesis Substitution Track	Non-Thesis Track:
Korean Language and Literature	<input type="radio"/>	<input type="radio"/>
Japanese Language and Literature	<input type="radio"/>	
History	<input type="radio"/>	<input type="radio"/>
Archaeology Ethnology	<input type="radio"/>	
Education		<input type="radio"/>
Urban & Regional Development		<input type="radio"/>
Law	<input type="radio"/>	<input type="radio"/>
Land Administration		<input type="radio"/>
Economics		<input type="radio"/>
Business administration,		<input type="radio"/>
Finance & Insurance	<input type="radio"/>	<input type="radio"/>
Tourism Management		<input type="radio"/>
Physics	<input type="radio"/>	
Biology	<input type="radio"/>	
Horticulture		<input type="radio"/>
Marine & Fisheries Resources		<input type="radio"/>
Child		<input type="radio"/>
Fashion		<input type="radio"/>
Nursing Science	<input type="radio"/>	<input type="radio"/>
Food Engineering	<input type="radio"/>	<input type="radio"/>
Computer Engineering	<input type="radio"/>	<input type="radio"/>
Architectural Engineering	<input type="radio"/>	<input type="radio"/>
Electrical Engineering	<input type="radio"/>	<input type="radio"/>
Civil Engineering		
Environmental Engineering	<input type="radio"/>	<input type="radio"/>
Advanced Materials Science & Engineering	<input type="radio"/>	<input type="radio"/>
Architecture		<input type="radio"/>
Fine Arts	<input type="radio"/>	
Music	<input type="radio"/>	
Leisure Sports	<input type="radio"/>	<input type="radio"/>
International Tea Culture		<input type="radio"/>
Culturology in Islands & Sea	<input type="radio"/>	<input type="radio"/>
Korean Language Education		<input type="radio"/>
Information & Protection	<input type="radio"/>	
New Material System Engineering	<input type="radio"/>	<input type="radio"/>
Creative Arts Therapy	<input type="radio"/>	<input type="radio"/>
Art Management	<input type="radio"/>	<input type="radio"/>
Environment Education	<input type="radio"/>	<input type="radio"/>

* Please refer to <Appendix 3> for the Thesis Substitution System for Fine Arts and Music.

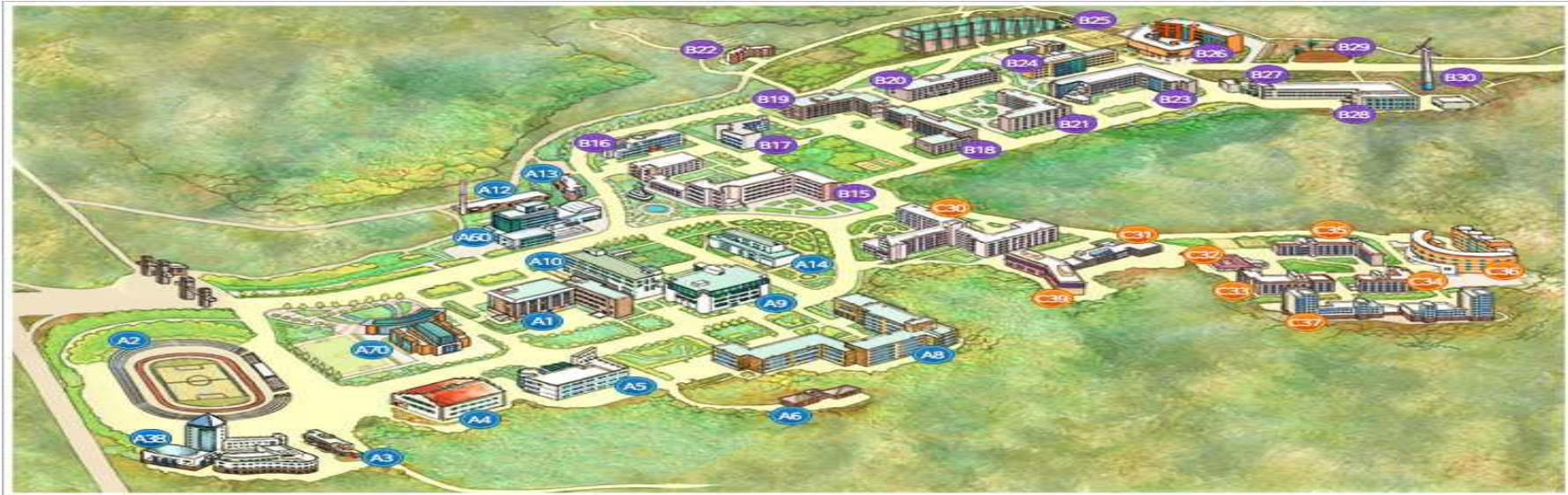
<Appendix 3>

<Non-Thesis Track: Project-Based Degree>

Category	Fine arts	Music
Project name	Individual exhibition.	Concert (Recital)
Schedule	Within 3 months from the start of the final semester	Within 3 months from the start of the final semester
Venue & Duration	Minimum 5 days at an accredited institution	Minimum 1 performance at an accredited institution
Project Contents	<p>- General: More than 10 works (regardless of field)</p> <ul style="list-style-type: none"> ◦ Painting: Total size of 800-ho or more (including 3+ works of 100-ho or larger) ◦ Design: Flat surface A1 (\$594 \ times 841\$ mm) or equivalent ◦ 3D/Installation: Approx. 30cm or more on at least one side ◦ Video: Approx. 3 minutes 	<p>- General: Over 40 minutes (excluding conducting)</p> <ul style="list-style-type: none"> ◦ Piano/Orchestral/Percussion: Solo (30+ min), Chamber music (up to 8 members) ◦ Vocal: Solo (20+ min), Ensembles (up to 5 members) ◦ Composition: 15+ min for world premiere; other works may be revivals ◦ Conducting: 5+ min at an official concert (must submit video/audio records)
Paper Summary	Over 10,000 characters; must include the theoretical background of exhibition works and the graduate course	Over 8,000 characters; must include concert program notes and musical analysis

<Appendix 4>

<Mokpo National University Campus Map>



CAMPUS LIST

[A1] Main Head Office	[A2] Main Stadium	[A3] ROTC Training Corps	[A4] Gymnasium
[A5] University Museum	[A6] Dormitory(National Exam Prep Students)		
[A8] College of Social Sciences / College of Business Administration	[A9] Library	[A10] Information Center	
[A12] Central Supply Office	[A13] Student Amenities	[A14] Student Center	[B15] College of Humanities
[B16] Joint Experimentation & Practice Building	[B17] Faculty Center		[B18] College of Engineering 1
[B19] College of Engineering 2	[B20] College of Engineering 3		[B21] College of Engineering 4
[B22] Professors Apartment	[B23] College of Human Ecology	[B24] External Cooperaton Hall	
[B25] Sport Center	[B26] College of Engineering 5	[B27] Auxiliary Factory	
[B28] Entrepreneurship Development Center	[B29] Auxiliary Farm	[C30] College of Natural Sciences 1	
[C31] College of Natural Sciences 2	[C32] Dormitory_Administration Building	[C33] Dormitory_Garam Hall	
[C34] Dormitory_Darae Hall	[C35] Dormitory_Haetgwi Hall	[C36] Dormitory_Hanul Hall	
[C37] Dormitory_Maru Hal l/Dasom Hall	[A38] College of Music, Fine Arts, and Physical Education		
[C39] College of Pharmacy	[A60] Plaza 60	[A70] 70 Memorial Hall	