

Guide Book for International Students In MNU graduate school



Spring semester, 2024



**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. 4.(Mon) ~ 6. 20.(Thur), 2024. <16 weeks>**
 * **Courses run during day time and each semester are 15 weeks long at least.**

3. Credit Limit per Semester

- **The credit limit for Graduate School students is 9 or less per semester.**
 (※ Only Graduate students who changed major in master's or doctoral course may take up to 12 credits per semester.)

4. Required Credits

- A. Students must earn 24 credits or more for a master's course, 36 credits or more for a doctoral course and 54 credits or more for an integrated course.

sort courses	General Education Courses	Elective Major Courses	Total	Remarks
Master's	0~9	15~24	24	"Paper research" and "research ethics" should take separately as the pass subject.
Doctoral	0~12	24~36	36	
Integrated	54		54	From students entering 2024 school year

B. Take supplementary Subjects

- Object: Students who did not take the same major in their previous degree program or who are not from general graduate school in master's course.
- Credits: Each department designates the supplementary subjects.
 master's and doctoral(Integrated) course: more than 9 credits

- ※ Credits earned from previous degree programs can be recognized as designated supplementary subjects with the approval of the principal professor.

C. Pass the Paper Research and Research ethics

- 1) "Paper research" should be taken as the course to guide by the supervisor professor which does not include the required credit for graduation.
- 2) "Research ethics" also should be taken as the course which does not include the required credit for graduation.
- 3) The taking semester is different in each department. Generally, the students take these subjects third semester with 15 hours (1 hours per week) per semester.

5. Credit Recognition from other Graduate Schools

- The received credits from domestic or foreign graduate school can be recognized by chief professor of department and dean of graduate school when those credits are same or similar subjects.
(Master's course: by 9 credits; Doctoral course: by 12 credits)

6. Changing departments

- Only once will be allowed for all semester
- The students who want to change the department should submit the apply form of changing department to their department office.
- Credits already earned are determined by the changed department only by examining the subjects corresponding to the curriculum of the changed department.
- Taking supplementary subjects according to regulations(refer 4-B(p.2)).

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

- Permission within the vacancy of the admission quota for doctoral course
- Possible only for departments(and Interdisciplinary Program) in which master's and doctoral course are established under the same name, and change them by applying before the start of each semester.
- Qualification (Excluding those who have completed all semesters)
 - Master's course students
 - Finished more than one semester and earned more than 6 credits
- Attending years: Admitted the semesters finished and credits earned.

8. Graduation Qualification Exam

A. Qualification

- 1) Foreign Language Test: Students who earned 12 credits or more for a master's course, 18 credits or more for a doctoral course, 30 credits or more for an integrated course.
- 2) Major Test: Those who received more than 2/3 credits
(Master's course: more than 16 credits and third semester,
Doctoral course: more than 24 credits and fourth semester)

B. Test Period: Beginning of each semester (April, October)

- ※ The schedule is subject to change as appropriate

C. Test Subject

- 1) Foreign Language Test: Choose one language among Korean, English, Chinese, Japanese, French, German (In case of Foreigners: Foreign Language except their own language)
- 2) Major Test
 - a) Master's Course: over 3 subjects (Major Courses)
 - b) Doctoral Course(integrated course): over 4 subjects (Major Courses)

D. Pass Criterion

- 1) Foreign Language Test: Over 60 out of 100(Foreign language test replaceable)
- 2) Major Test: Over 70 out of 100 each subject
(Students may retake the failed subject on the next semester.)

9. Thesis Submission and alternatives

A. Selection of the Supervisor Professor

- The chief professor of department should ask the students select their supervisor professor within the first semester. With the agreement by the dean of graduate school, the supervisor professor guide the school works for the students(The role of supervisor professor: receiving credits, guide the thesis, other things related in studying).

B. Submit the Plan of Thesis

- The students should submit their plan of thesis by the designated period:
master's course: the early of third semester; doctoral course: the early of fourth semester, integrated course: the early of eighth semester.
The content and title of thesis should be match their plan.

C. The Requirement to Submit the Thesis for the Degree

- 1) Students who passed the completed credits(Master's course: over 24 credits, Doctoral course: over 36 credits, Integrated course: over 60 credits).
- 2) Students who passed the test for the graduation qualification Exam (major comprehensive tests etc.)
- 3) Students who earned the paper research, research ethics and supplementary subject.

D. The Period of Thesis for Graduation: further notice

E. Submission of Thesis

- 1) Screening version
 - a) Amount: Master's course: more than 3 copies (soft cover),
Doctoral course: more than 5 copies (soft cover)
 - b) Required documents
 - Master's course: Examination paper and Letter of recommend
 - Doctoral course: Examination paper and Letter of recommend, Summary of dissertation, and research performance
 - c) Method of screening the dissertation: The chairman of the screening committee will examine the dissertation.
- 2) Final version (All courses are same)
 - a) Amount: 4 copies (hard cover) of thesis
 - b) The copyright consent form of thesis
 - c) The confirmation form of thesis file submission
 - d) The copyright consent form of thesis file

F. Alternatives of submitting Thesis

- 1) Qualification: Master's degree student in the department which runs a substitution system for submitting thesis or a thesis-free degree system.
 - a) Students who meets the requirements for completion of master's course or are the completion of master's course.(refer to 10p.<Appendix 2>)
 - b) Students who passed the graduation qualification Exam (major comprehensive tests etc.)
- 2) Application: Approval by the principal professor of each department and final approval by the dean of graduate school.

3) The method of alternatives

a) Substitution way for submitting thesis

- (1) Issued more than two papers as the main or corresponding authors
(Academic journals with KCI, SCOPUS, ISI grades)
- (2) Met the requirements <Appendix 3> for the project

b) Thesis-free degree system

: register more than 5 semesters and earn more 30 credits

10. Conferment of Degree

A. Requirements of Completion of the Course

1) Credits for Completion

course Subjects	Master's	Doctoral	Integrated	Remarks
General Majors	0 ~ 9	0 ~ 12	54	-
Elective Majors	15 ~ 24	24 ~ 36		
Total	24	36	54	
Pass	- Paper research, Research ethics - Run 15 hours for one semester before Completion (※ It may vary by departments)			
Supplementary	- Students who desinated by major departments - More than 9 credits			

2) GPA for Completion

course Note	Master's	Doctoral	Integrated	Remarks
GPA Avg.	More 3.0	More 3.5	More 3.5	

B. The Requirements for the Granting the Degree

- 1) Those who completed two tests(oral test and pass the examination of dissertation).
- 2) Those who grant from the committee of Graduate School

11. Registration

A. Students are to register 4 semesters. Registration is deemed complete after tuition fee are paid each semester.

B. After 4 semesters, students who have not complete the degree due to lack of credits may vary a tuition fee according to the number of credits taken from the 5th Semester.

Number of Credits	Amount of Tuition Fee	Others
up to 3 credits	50% tuition fee	
over 4 credits	100% tuition fee	

C. Students who paid the tuition fee before leave of absence need not pay when going back to school.

12. Leave of Absence and Returning to School

A. Leave of Absence

- 1) General Leave of Absence: The aggregate term of absence cannot exceed four semesters. However, students in a doctoral course may take 5 semesters with the approval of the dean with the acceptable reasons.
- 2) Period to apply Leave of Absence: Within 2/4 Class Dates [\(Until 4. 25.\)](#)
(Except in the case of the Military Service Leave of Absence and severe health problems.)
- 3) Extension of the Leave of Absence: The students can extend their leaving of absence to select "extension of leave of absence" on the Integrated Academic Affairs System.
- 4) Process of Leave of Absence:
 - ※ Log in the MNU Integrated Academic Affairs System → Academic Affairs → Apply the Leave of Absence and agreement by the department → Approval by graduate school

B. Returning to School

- 1) Period: Within 1/4 Class Dates [\(Until 3. 28.\)](#)
- 2) The students should return the school in case of expiration of leave of absence or dissipation of the reason. If they don't returned the school without the special reason, they will be expelled from the school.

13. Disenrollment (Drop)

A. Objects of Dis-enrollment

- 1) Students are over the attending year
- 2) Students do not return the school after expiration of leave of absence

- 3) Students are expelled from the committee of Graduate School
- B. Drop: If students want to drop the graduate school, submit the dropping form to the graduate school. And the Students should get the permission to the president of university.

14. Scholarships

- A. Eligibility: 2nd, 3rd, and 4th Semester for the current International Students
(New student may find information on the guideline for admissions.)
- B. Funding: Tuition Fee 1 or the half of tuition 2
- C. Selection: The students who Recommended by the principal professor of each department in consideration of grades and economic conditions.
- D. Inquiries: Department office

15. Library

- A. Users may use school ID card issued by MNU. (the beginning of every semester you can apply for school IDs / Shinhan Bank in Plaza 60)
- B. Opening Hours

Room	During Semester (Mon~Fri)	During vacation (Mon~Fri)	Close
Collections	09:00 ~ 20:00	09:00 ~ 17:30	Sat/Sun, Holidays, school anniversary
Reading Room	06:00 ~ 24:00 (Open for 24 hours during test period)		

- ※ Use for Web DB ☞ Library Serials (1st Floor)
- ※ Inquiries: 061-450-2893

II. Course Registration

- A. Period to register the courses(**1st Semester**): **2. 21.(Wed) ~ 2. 23.(Fri), 2024.**
- B. Period to Check the course registration and Change: **3. 4.(Mon) ~ 3. 8.(Fri), 2024.**

- C. How to register courses for freshmen ([The date of starting semester: 3. 4.](#))

- 1) Before starting semester: Freshmen Portal Log-in → Student Service → Course Registration
- ※ ID: Test Number, P/W: Date of Birth (6digits)

2) After starting semester: MNU Integrated Academic Affairs System(IAAS) → Login in IAAS → Course → Apply for the Course

- ※ The address for the freshmen IAAS: Check at the Homepage of Graduate School
- ※ For logging in IAAS, registration for new members required.

D. Note

- 1) Apply for the course after consulting by the chief professor
- 2) You can register for 9 credits basically or 12 credits including supplementary subjects.
- 3) You can cancel or change the course registration within the first week through online.
- 4) How to check your course registration

a) Log in IAAS→Student Service→Class→Registration→Check the schedule above the right

b) Log in IAAS→Student Service→Class→Print out the schedule

- 5) Check out your attendance: If your name is not on the roll book, Ask your professor or T.A. of your department.
- 6) If you don't register the course after paying tuition fee without any reason, your tuition fee will be disappeared(Reasonable reason: leave of absence, drop, complete the required course).
- 7) Students are not allowed to take more 9 credits for master's course and 15 credits for doctoral course from one professor for all semesters.
- 8) Students who missed a quarter of class for the semester, the subject will not be recognized the credits.
- 9) Subjects earned more than C^o can be recognized credits(C⁺ or less can be retaken).

E. Inquiries: Department office

<Appendix 1 >

Academic Calendar of MNU, 1st semester of 2024

Description	Date	Contents
1st Semester, 2024	· March 4 (Mon)	· Beginning the Spring semester
	· March 4 (Mon) ~ 8 (Fri)	· Check out the course and change
	· March 28 (Thur)	· A quarter of class date {Deadline the returning the school}
	· April 25 (Thur)	· Two quarter of class date {Deadline the leave of absence}
	· May 14 (Tue) ~ June 27 (Thur) * tentative	· Applying for the Spring semester of 2024
	· May 24 (Fri)	· Three quarter of class date
	· June 10 (Mon) ~ 13 (Thur)	· Makeup class for holidays (Refer to the table below)
	· June 21 (Fri) ~ August 31 (Sat), 2024	· Summer Vacation
	· July 12 (Fri), 2024	· Submission the final dissertation for gradation of Fall, 2024
	· August 6 (Tue) ~ 9 (Fri), 2024	· Period to register the courses for students (except freshmen)
	· August 20 (Tue) ~ 26 (Mon), 2024	· Period to pay of tuition for students
	· August 22 (Thur), 2024	· Fall Degree ceremony of 2024

<< Makeup class for holidays >>

Description	Holidays	Date of Makeup class	Others
1st Semester, 2024	· Children's day (May 5)	· June 10 (Fri)	
	· Election of the National Assembly (April 10)	· June 11 (Tue)	
	· Buddha's Birthday (May 15)	· June 12 (Wed)	
	· Memorial Day (June 6)	· June 13 (Thur)	

<Appendix 2>

<The departments which run the Alternatives of submitting Thesis>

Department	Sort	
	substitution system for submitting thesis	Thesis-free degree system
Korean Language and Literature	○	○
Japanese Language and Literature	○	
History	○	○
Education		○
Urban & Regional Development		○
Land Administration		○
Economics		○
Business administration,		○
Finance & Insurance	○	
Tourism Management		○
Physics	○	
Biology	○	
Horticulture		○
Marine & Fisheries Resources		○
Nursing Science	○	○
Advanced Materials Science & Engineering	○	○
Architectural Engineering	○	○
Architecture		○
Environmental Engineering	○	○
Child		○
Fine Art	○	
Leisure Sports	○	○
International Tea Culture (Interdisciplinary Program)		○
Information & Protection (Interdisciplinary Program)	○	
Creative Arts Therapy (Interdisciplinary Program)	○	○



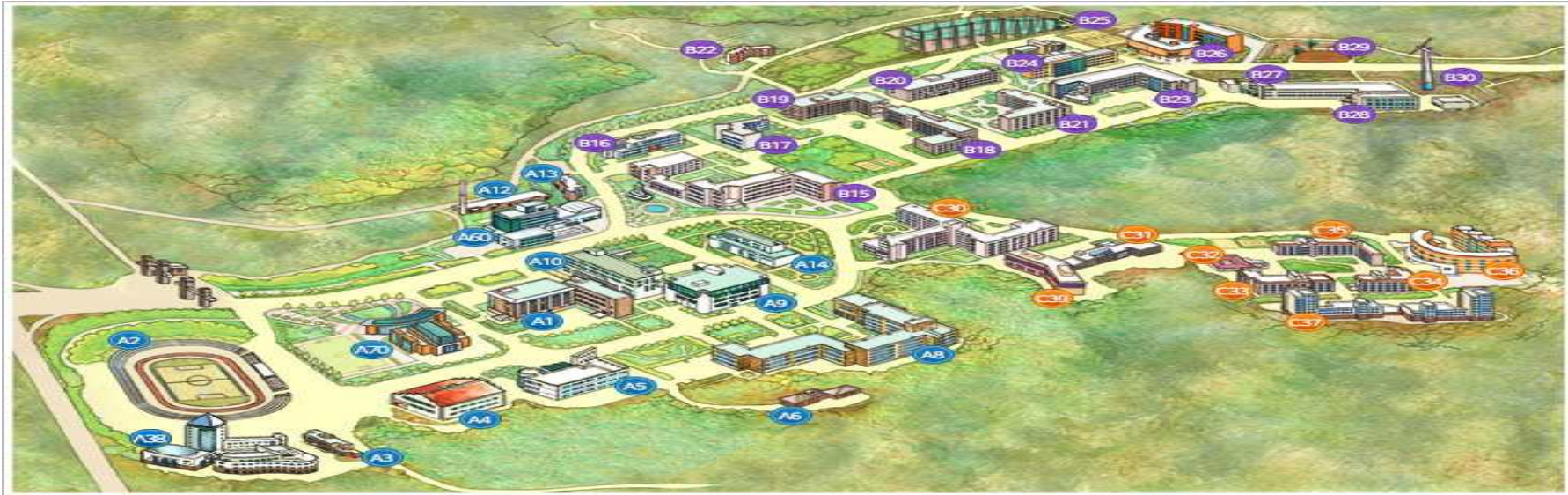
<Appendix 3>

<Degree course for Alternatives of submitting Thesis: Project>

Department	Project name	Period for display	Place and period
Fine art	Individual exhibition.	Within 3 months from the start of the last semester	For more than 5 days at an accredited institution
Scale of the display works		Summaries for paper	
<ul style="list-style-type: none"> ○ The number of work: regardless of the field, more than 10 works ○ Picture: A total of 800 or more, including 3 works for No. 100 or more. ○ Design: Flat surface A1 (594×841 mm) or corresponding designs ○ Three-dimensional and installation: about 30cm on one side.: about 30cm on one side. ○ Video: Around 3 minutes 		<p>More than 10,000 characters as a theory of works related to works produced in the exhibition and graduate school course.</p>	

<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	