

Graduate School Team

Academic Regulation and Course Registration of General Graduate School



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Academic Calendar

Month	Date	Contents	Note
2	19 (Fri) – 22 (Mon)	2021-1 Course Registration	uDRIMS
3	2 (Tue)	Semester Begins	
3	2 (Tue) – 7 (Sun)	Course Add & Drop	uDRIMS
3	10 (Wed) – 12 (Fri)	2021-1 Application for Leave of Absence (2 nd)	uDRIMS
3	24 (Wed) – 26 (Fri)	2021-1 Application for Leave of Absence (3 rd)	Visit & Register (Levy Tuition)
5	10 (Mon)	2/3 of Semester	
6	14 (Mon)	Semester Ends	

- **Academic Schedule can be subject to change .**
- **2021-1 lecture**

* 2021-1 Semester Class Operation: Face-to-face class and online class

1) Theory class: Online class (However, classes with less than 20 students can operate face-to-face class)

2) Practical classes: allows face-to-face classes

※ If both professor and student agrees, face to face class may be operated as

① 100% Online class, ② Face-to-face class + Online class simultaneously, ③ Face-to-face + Online class in one class.

Regular Courses

- Major Courses : Max. of 3 courses per semester (1 course=3 credits, total of 9 credits)
- Prerequisite Courses : Recipient for prerequisite courses may take up to 6 credits in addition to major courses
- Same course cannot be approved as a prerequisite and a major credit at the same time
- Repeating course : Courses with F grade can be repeated once
(Note that the same course opens 3~4 semesters after)
- Credit waiver is not possible for the Graduate School

Course Registration

- Course registration using the uDRIMS system
 - A. Log-in : udrims.dongguk.edu
 - B. ID : Student Number / Password : First 6 digits of Birthdate(YYMMDD)+ dg! (e.g. 801122dg!)
 - C. Click '대학원 학사' from the top menu → '교과수업' → '수강신청관리' → '수강신청' →
Check personal information and proceed with course registration

How to write a Pledge of Research Ethics and Thesis

- Mandatory Common elective course : 'How to write a Pledge of Research Ethics and Thesis' (0 credit)
 - Not counted in the max. number of credits allowed to take per semester (9 credits) and number of credits required to complete the degree
 - Online Class: Log-in to the 'E-CLASS' to watch online lectures
 - Method: Each lectures uploaded for a one semester , total of 13 lecture.
 - Grade : Based on attendance; must attend more than 4/5 of lectures (more than 11 lectures) to Pass the course
 - Must take the course before completion (Must obtain "Pass")

Types of Cross-Registration

- **Between different degree courses within the same department** (MA ⇔ Ph.D.) : 6 credits per semester
※ Course Registration through uDRIMS
- **Between different departments of general graduate school** : 6 credits per semester (Max. of 12 credits for Master's program and 18 credits for Ph.D. program in total) ※ Course Registration through uDRIMS
- **Between Graduate schools of Dongguk**
(General Graduate School ⇔ Special Graduate School, Graduate School of Digital Image & Contents)
: 3 Credits per semester(Max. of 9 credits in total) ※ Submission of application form required

Credit Exchange between other domestic/overseas universities

- Credits of major-related course achieved from other domestic/overseas universities, which signed a credit exchange agreement with Dongguk University, while enrolled in Dongguk University can be accepted as credits at the Dongguk Graduate School
- Maximum number of credits allowed to approve as credit exchange
: Maximum of **9 credits/semester**, up to **12 credits for Master's program and 18 credits for Ph.D. program**
- Approval of academic advisor and dean of the department required
- Students cannot take the same course available in the same semester at the Dongguk University from other university
- Domestic Universities allowed for credit exchange (28 Universities)
 - Kangwon National University, Kunkuk University, Gyeongsang National University, Kyunghee University, Kookmin University, Korea National Defense University, Geumgang University, Dongduk Women's University, Duksung Women's University, Busan National University, Seoul National University, Seoul University of Buddhism, University of Seoul, Sookmyung Women's University, Ajou University, Uiduk University, Chonnam National National University, Chonbuk National University, Jeju National University, Chosun University, Chungang University, Joongang Sangha University, Chungbuk National University, Pyeongtaek University, Hankuk University of Foreign Studies, Hanyang University, UST, Sungshin Women's University.
- Overseas Universities allowed for credit exchange : Overseas universities, which signed credit exchange agreement by the Center for International Relations(☎02-2260-3463~6)

Recipient for Pre-requisite Courses

- Students who entered a Master's program in a department different than that of their undergraduate major
- Students who entered a Ph.D. program in a department different than that of their Master's major
- Have been requested to take pre-requisite course(s) from the dean of the relevant department
- Transferred to a Master's program in a department different than that of their previous Graduate School major
- **Exception:** Students who entered a program in a department that is related to one of their dual-major are exempted
 - ※ Must submit graduation certificate and transcript to the General Graduate School Team by the end of March for exemption

Pre-requisite Course Registration

- Register course(s) that is marked as pre-requisite on the uDRIMS system during the course registration period in the beginning of each semester
- Courses marked as '선수' beside 교과목(Name of course)

Pre-requisite Course Exemption

- Exemption allowed if a student already earned pre-requisite courses designated by the department during his/her undergraduate or Master's program
- Application for pre-requisite course exemption
 - ① Print 'Pre-requisite Exemption Application Form' from the Graduate School Homepage
 - ② Fill out the form and visit the Department Office with an undergraduate or Master's program transcript
 - ③ Get the form and transcript checked and receive approval from the dean of the department
 - ④ Submit to the College Office
- Exception: For graduates of Special Graduate School, 2 two-credit courses will be approved as 1 three-credit course

Details of Pre-requisite Courses

- Credits: 9 credits (3 courses) **(Each department has different regulation so confirm with the department)**
- Pre-requisite courses must be taken for the status of completion and not approved as acquired credit(S)
- Grade : GPA of all pre-requisite courses taken must be over 3.0 for successful acquisition
- Must check whether the departments manage pre-requisite course

Grading System

- A+, A0, B+, B0, C+, C0, F (7th Grade) ※ No D Grade

Grade Recognition

- "F" grade is given if more than 1/3 of the classes missed
- "F" grade means fail and its credit is not included in the number of credits required to complete each degree
- "F" grade is still counted in the GPA and will be recorded in the school register
- Students cannot achieve grade for a course that is exceeding 9 credits of major courses and 6 credits of pre-requisite courses per semester
- Grade cannot be changed once it is finalized, so must check during the grade processing period for correction (Only students who have done course evaluation can check grade before finalization)

Continuation of Degree Program

- For **Ph.D. program freshmen** who graduated from Master's degree program of Dongguk University
- **Out of extra credits achieved other than minimum number of credits required for completion (24 credits)** during Master's program of Dongguk University, **up to 3 credits** can be recognized as Ph.D. credits (same affiliation only)
- Application form is not required. General Graduate Team will process credit approval automatically

Approval of Early Acquisition of Graduate School Credits

- For **Master's program freshmen** and **MA & Ph.D. Integrated program freshmen** who graduated from undergraduate program of Dongguk University
- **Out of extra credits achieved other than minimum number of credits required for graduation** during undergraduate program of Dongguk University, up to **9 credits** can be recognized as Master's (MA-Ph.D. Integrated) credits
- Benefit : Early completion of Master's program is possible if more than 6 credits are approved
 - ※ Early completion is possible for Undergraduate-Master's Integrated program students regardless of credit approval
- Application form is not required. General Graduate Team will process credit approval automatically

Credit Approval for Transfer Students

- For transfer students only
- For **transfer students** of Dongguk Graduate School, credits can be approved if the course of achieved credit is **same affiliation or same curriculum as transferred department**
 - (1) 2nd semester Transfer: 6 credits for Master's, 9 credits for Ph.D.
 - (2) 3rd semester Transfer: 12 credits for Master's, 18 credits for Ph.D.
- Required documents: Letter of credit approval request of previous university (sign of academic adviser and dean of department), Transcript of previous university
- Submission : related college administration office

Credit Approval of domestic/overseas General Graduate School

- **Master's program freshmen**, if applicable
- Out of Master's course credits achieved from domestic/overseas general graduate school before admission to Dongguk Graduate School, **maximum of 6 credits** can be approved as credit. (only for credits achieved from the same or similar courses to the major program)
- Benefit : Early completion of Master's program if more than 6 credits are approved
- Required documents: Letter of Master's program credit approval request (sign of academic adviser and dean of department), Master's program transcript of previous university
- Submission : related college administration office

Research Project Credit Recognition

Outline

- Grade Recognition system is a project to strengthen research ability and to activate research of graduate school students by allowing students to strive certain period of time to research during school year in consultation with academic advisor. Grade is given based on results of research activity.

Details

Category	Details	
Qualification	<ul style="list-style-type: none"> Master's and Ph.D.(MA & Ph.D. Integrated program) students May apply within the maximum number of credits allowed to take per semester(9 credits) Submit research plan during the designated period(Application) Recognized as grade of the relevant academic year (Retroactive recognition not allowed) Application allowed within the regular course of study only (Credit registration not allowed) 	
Research Works	<ul style="list-style-type: none"> Plan a research project in consultation with academic advisor Submit 'Research Project Plan' Perform research with academic advisor <p>Ex) Conduct activities Presenting at an academic conference, publishing a thesis on academic journal, and performing industry-university research for certain period of time(more than 90 hours) under the guidance of the academic advisor with a goal such as</p>	
Credit Recognition	<ul style="list-style-type: none"> Research Project credit system : over 90 hours under guidance of academic advisor (Max 8 hours for a day, no more than 40 hours per week, except weekend) Research Project term system : over 270 hours under guidance of academic advisor (Max 8 hours for a day, no more than 40 hours per week, except weekend) 	
Grade Recognition	Students	<ul style="list-style-type: none"> Submit 'Research Project Result Report' Included in the max. # of credits allowed to take per semester(9 credits) and # of credits required for completion(Master's : 24 credits, Ph.D. : 36 Credits)
	Professor	<ul style="list-style-type: none"> Research project advisor evaluates 'Research Project Result Report' for a grade Pass grade is 70 out of 100
Grade Report	<ul style="list-style-type: none"> ' Research Project' 3 credits, 'Research Project a Semester' 9 credits are given to the grade of the related academic year 	

Credit Requirements for Completion

Program	Enrollment	Credits	GPA
Master's	More than 4 semesters	24	Over 3.0
Ph.D.	More than 4 semesters	36	Over 3.0
MA-Ph.D. Integrated	More than 8 semesters	54	Over 3.0

- Pre-requisite course recipients must take required pre-requisite courses to complete
- Video lecture for Research Ethics and Writing thesis method are mandatory
- For the MA-Ph.D. Integrated students, details will be reinstruct due to the change of credits for completion (60 → 54)
- For the better academic performance, 6~9 credits for Master degree, and 9 credits for Ph.D are recommended.

Early Completion

- Requirements (Not applicable to transfer students or Ph.D. students)

Program	Condition	Note
Master's	<u>Earned graduate program credits during undergraduate program on top of credits required for graduation and have more than 6 credits approved as graduate program credits when entering school, or have more than 6 approved credits taken from the previous graduated school among the freshmen who has completed a courses in other graduate school</u>	Shorten 1 semester
MA-Ph.D. Integrated	Earned more than 54 credits for 6 semesters, GPA over 3.5	Shorten up to 1 year

- Master's : Submit 'Letter of early acquisition of graduate program credit approval request' (1st semester) → Submit 'Early completion application form' (3rd semester)
- MA-Ph.D. Integrated : For those who wish for early completion, submit 'Early completion application form' to the related college administration office (6th or 7th semester)

Difference between completion and Graduation

- Completion : Completed the entire regular degree course required for graduation and earned required credits (24 credits for Master's, 36 credits for Ph.D., 54 credits for MA-Ph.D. Integrated) with GPA over 3.0
 - ※ Pre-requisite course recipient must obtain all required pre-requisite courses
- Graduation : Successfully passed completion criteria, Foreign Language Examination & Comprehensive Examination and passed a thesis evaluation

Leave of Absence

- Apply on Udrims during the application period each semester.
- Students may pay a portion of tuition fee when they apply for leave of absence after the semester starts.
- General Leave of Absence is allowed up to 4 semesters for Master's and Ph.D. program and up to 6 semesters for MA-Ph.D. integrated program (may use consecutively)
- For medical leave of absence, more than 4 weeks medical certificate issued by a general hospital must be submitted to the related college administration office (considered as general leave of absence)
- Pregnancy Leave of Absence : Submit birth certificate or medical certificate, 1 year each and up to 2 years(not considered as general leave of absence)
- Childcare Leave of Absence : Up to 1 year of leave of absence is allowed for nurturing of a child under the age of 8 (not considered as general leave of absence)
- Venture Leave of Absence : 1 year each and up to 2 years (not considered as general leave of absence)
- Inquiry : Administrative office of each college

Leave of Absence

Category	Types	Term	Application Period	Application Method	Tuition refund / levy
Regular Application	<ul style="list-style-type: none"> • General (including extension) • Venture • Research • Military 	1 st	2020.7.20.(Mon) 10:00 ~2020.7.23.(Thu) 17:00	uDRIMS	-
		2 nd	2020.9.7.(Mon) 10:00 ~2020.9.9.(Wed) 17:00	uDRIMS	-
		3 rd	2020.9.23.(Wed) 10:00 ~2020.9.25.(Fri) 17:00	General Graduate School Office Visit & Apply	* Refund : 5/6 of tuition * Levy : 1/6 of tuition
All-time Application	<ul style="list-style-type: none"> • Military • Medical • Pregnancy/Childcare 	-	All-time	uDRIMS (1 st and 2 nd terms) or General Graduate School Office Visit & Apply	Comply with refund/levy policy

Reinstatement

- Apply via uDRIMS on a designated period before semester begins.
- Students who took a leave of absence due to the military service should return to school in 1 year from discharge

Drop out

- Submit 'Drop-out Application form' to the related **college administrative office** and get approval (For foreigners : to Center for International Students)

Re-admission

- When expelled or dropped-out, students of Dongguk Graduate School who wish to re-admit to the same major or same department
- Re-admission will be allowed within the limit of vacancy during related semester (Apply to the related **college administrative office** during the application period)

Disenrollment

- Students who did not return to school after termination of leave of absence period
- Students who did not register during the designated period in the beginning of each semester
- Students who acquired double degree from other graduate school while enrolled in Dongguk Graduate School (Exception of special graduate school)
- Students who cannot proceed with study due to illness or other reasons
- Students who are subjected to disciplinary action due to his/her actions on campus, which are disruptive or violating the school rules and regulations

Change of Major

- Change of major is not allowed in principle but may be allowed once if absolutely necessary during the first, second semester(in same category)
- Excludes new students in the linked-degree course, student who receives scholarship in specific majors, and students who receives conditional scholarship
- Apply is available in every end of May, November, and approve from related college

Change of Academic Advisor

- Academic advisor can be changed for unavoidable reasons with approval of the dean of the college (e.g. change of major or thesis topic, long-term business trip or retirement or death of an academic advisor)
- Submit an application form to the related college administration office

Regular Registration

- Master's program: 4 semesters, Ph.D. program: 4 semesters, MA-Ph.D. integrated program: 8 semesters

Credit Registration

- Credit Registration : Students who have not achieved required number of credits for completion within the regular enrollment period
 - 1~3 credit s: $\frac{1}{2}$ of tuition of the registered semester
 - More than 4 credit s: Full tuition of the registered semester
- Credit registration for pre-requisite course : Recipient of pre-requisite course who earned all the credits required for the regular curriculum but did not earn all required re-requisite credits
 - 10% of the interrelated course tuition per course

Tuition Refund

- Tuition will be refunded based on refund policy. Registered students only.
(Office of Finance : 02-2260-3086)

Research Registration(A)

- Research registration is required consecutively up to 2 semesters for Ph.D. completion students(including MA-Ph.D. integrated students) until he/she receives degree
- Eligibility : Ph.D. and MA-Ph.D. integrated students
- Fee : 15% of the full tuition fee that applies in that year
- Semester : Max. of 2 semesters
- Notes
 - Research leave of absence is allowed for up to 2 semesters(exemption of research registration)
 - **Reinstatement is automatically done by the General Graduate Team once leave of absence period is over after 1 semester (Except for students who applied for extension of leave of absence)**
 - Students who did not register research are not able to receive thesis guidance, are **not allowed to apply for the qualification exam, and are not allowed to submit thesis**

Research Registration(B)

- Purpose : To maintain status as research student of Dongguk Graduate School and to participate in researches
- Eligibility : MA-Ph.D. integrated program completion student who is participating in nation research and development (국가연구개발과제).
 - ※ Students who are taking Ph.D and MA-Ph.D integrated program : Only if they have completed 2 Research Registrations (A)
- Fee : 5% of the full tuition fee that applies in that year
- Semester: within graduation year
- Office number: 02-2260-3641

Foreign Language (English, Korean)

1. Eligibility : Students who have registered (or will be) for more than 2 semesters. Completion students of Ph.D (MA-Ph.D. integrated) program who have completed research registration
*Disqualified if not enrolled in the applicable semester after applying for an exam
2. Pass Criteria : Score higher than 70 out of 100 (applicable to Master's, MA-Ph.D. integrated, and Ph.D. program)
3. Dates : Every March and September (twice a year)
4. Subject : English(4 questions each, no division of affiliation)
※ International students may write English or Korean language exam in consideration of their major
(must check with the department)
5. English language exam is based on English reading textbook(TriggersⅢ) published by the Graduate School
(only available at the on-campus bookstore)
Korean language exam is based on a textbook (Basics of academic writing) selected by the Graduate School (available at any bookstores)
6. Qualification for Foreign Language Exemption(if one of the following condition is satisfied)
 - (1) Students with Official Language Exam score
 - English : Score at least TOEIC 700, TOEFL 207(CBT), 76(IBT), TEPS 600 (NEW TEPS 327), IELTS 5.5 , G-TELP LEVEL3 85(LEVEL2 64), OPIC IM2, TOEIC Speaking 140
 - Korean : TOPIK level 5 or higher
 - Evidential Documents : Valid original certificate of official language exam result
 - (2) Students who passed the Foreign Language Examination from other general graduate school and completed/acquired the same degree
 - Evidential Documents : Certificate of completion or degree of the previous graduate school
(If submitting a certificate of completion, result of the foreign language exam must be indicated)
 - (3) Transfer students who passed the foreign language exam from the previous graduate school
 - Evidential Documents : Any documents that can prove success of the Foreign language exam such as transcript of the previous graduate school

Foreign Language (English, Korean)

(4) Acquired degree from a country using English as an official language(Korea in case of Korean language exam) or if it can be proved that lectures or the degree-seeking process were in English in case of a non-English-Speaking country (Korea in case of Korean language exam)

- Evidential Documents: Certificate of degree conferment or any evidential materials of relevant graduate school

(5) If published an English thesis on the SCIE level journal as a lead author

- Evidential Documents: Copy of a thesis on the SCI(E) level journal

▶▷ Submit evidential documents to the Graduate Team during the Foreign language exam application period if one of the condition between (1)~(5) is satisfied

(6) If passed a course conducted by the Graduate Team, which can replace the Foreign Language Examination(English) – Course available during the summer/winter break

- **Master's and Ph.D. students enrolled in more than 4th semesters(MA-Ph.D. integrated students enrolled in more than 6th semesters)** and **completion students** are allow to take

(7) IF passed the International Summer School program conducted by the Center for International Relations

- Enrolled students and completion students may take this program, only available in summer)

Foreign Language Examination for Ph.D. Program

- Applicable departments: Buddhist Studies, Seon Studies, Indian Philosophy, Korean Language & Literature, History, Art History, Theater Film(Film), Interdisciplinary Studies of Korean Buddhism
- Subjects: German, French, Japanese, Chinese, Classical Chinese, Sanskrit, Turkish, etc.
- Dictionary may be used if the department allows
- Application Period: Same as the Comprehensive Examination application period
- Exam Date: Set by the department during the Comprehensive Examination period

Comprehensive Examination

- Exam Date : Every March, September (Twice a year)
- Master's program

Qualification	Registered (will register) for more than 3 semesters, earned more than 18 credits, GPA higher than 3.0
# of Subjects	Less than 2 subjects chosen by the department (common elective and major subjects)
Pass Criteria	Higher than 70 from each subjects (each subjects will be approved as pass)
★ If published a thesis in a well-known domestic/overseas journal before the thesis submission, as described in the <Reference 1>, the comprehensive examination will be recognized as pass.	

- Ph.D.
 - Must publish a thesis in a well-known domestic/overseas journal before the thesis submission instead of writing a comprehensive exam. Refer to the <Reference 1> for the requirement of each department
 - If unable to publish a thesis in the journal, register for the comprehensive exam and pass it with a permission of academic advisor and head professor of a department.

Qualifi- cation	Ph.D.	Registered (or will register) for more than 4 semesters, earned more than 27 credits, GPA higher than 3.0
	MA-Ph.D. Integrated	Registered (or will register) for more than 5 semesters (more than 3 semesters for the 3 rd semester enroller), GPA higher than 3.0
	Completion	Students who completed a research registration
# of Subjects		Less than 3 subjects chosen by the department (common elective and major subjects)
Pass Criteria		Higher than 70 from each subjects (each subjects will be approved as pass)

- If taken courses directly related to the comprehensive exam and received the grade higher than or equal to A0, while attending school, comprehensive examination will be considered as pass. (※ Only applicable to certain departments)

Comprehensive Examination

<Reference 1>

Group	Department	Master's	Ph.D.
Group I	Buddhist Studies, Indian Philosophy, Seon Studies, History, Ethical Culture, Korean Language & Literature, Japanese Language & Literature, Chinese Language & Literature, Law, Korean Language Education, History Education, Geography, Art History, Interdisciplinary studies of Korean Buddhism, Multicultural Studies	Publish 1 thesis in a well-known domestic academic journal	Publish 2 thesis in a well-known domestic academic journal * Korea Language Education : Publish 3 thesis in a well-known domestic academic journal (From 2020 admission)
Group II	Philosophy, English Language & Literature, Political Science, Public Administration, North Korean Studies, Economics, International Trade, Sociology, Journalism and Mass Communication, Police Administration, Food Industrial Management, Business Administration, Accounting, Information Management, Education, Home Economics, Advertising & PR, Environmental consulting, Pharmacy(Social pharmacy)	Publish 1 thesis in a well-known domestic academic journal	Publish 2 thesis in a well-known domestic academic journal * Police Administration : Publish 4 thesis in a well-known domestic academic journal (From 2016 admission)
Group III	Mathematics, Statistics, Biological and Environmental Science, Computer Engineering, Information & Communication Engineering, Civil Environmental Engineering, Mechanical Engineering, Architectural Engineering(phD - SCI), Industrial and Systems Engineering, Mathematics Education, Multimedia Engineering, New Renewable Energy Engineering, Robotics System Engineering, Technology Entrepreneurship, Fintech and Blockchain, Intelligence, Medical Device Business	Publish 1 thesis in a well-known International academic journal A	Publish 1 thesis in a well-known International academic journal A
Group IV	Physics, Chemistry, Semiconductor Science, Life Science, Medical Biotechnology, Food Science & Biotechnology, Electronics and Electrical Engineering, Biochemistry Engineering, Intelligent Light and Display, Information and Nano Technology, Fusion Energy and New Materials Engineering(co-author is available), Convergence Standards, Regenerative Medicine&Bioengineering	Publish 1 thesis in a well-known International academic journal A	Publish 2 thesis in a well-known International academic journal A
Group V	Physical Education, Arts, Theater, Cultural Service, Film Studies	Publish 1 thesis in a well-known domestic academic journal	Publish 2 thesis in a well-known domestic academic journal
Group VI	Pharmacy(Other than Social Pharmacy Major)	Publish 1 thesis in a well-known International academic journal A	Publish 2 thesis in a well-known International academic journal A
Medicine (Clinical)	Medicine, Korean Medicine, Korean Life Science(Interdisciplinary program)	Publish 1 thesis in a well-known International academic journal A	Publish 2 thesis in a well-known International academic journal A
Group VII	Counseling and Coaching	Publish 1 thesis in a well-known domestic academic journal	Publish 1 thesis in a well-known domestic academic journal
Group VIII	Sports Science Convergence, Beauty Art care	Publish 1 thesis in a well-known domestic academic journal	Publish 2 thesis in a well-known domestic academic journal or Publish 1 thesis in a well-known International academic journal A,B
Group IX	Autonomous Things Intelligence	Publish 1 thesis in a well-known domestic academic journal or Publish 1 thesis in a well-known International academic journal A	Publish 1 thesis in a well-known International academic journal A

※ Well-known domestic academic journal : KCI – level journal, Well-known International academic journal : According to each Department regulation

Appointment of a thesis advisor

- Within 2 semesters



Submission of a research plan for thesis and a pledge of research ethics

- Within 3 months after a thesis director appointment



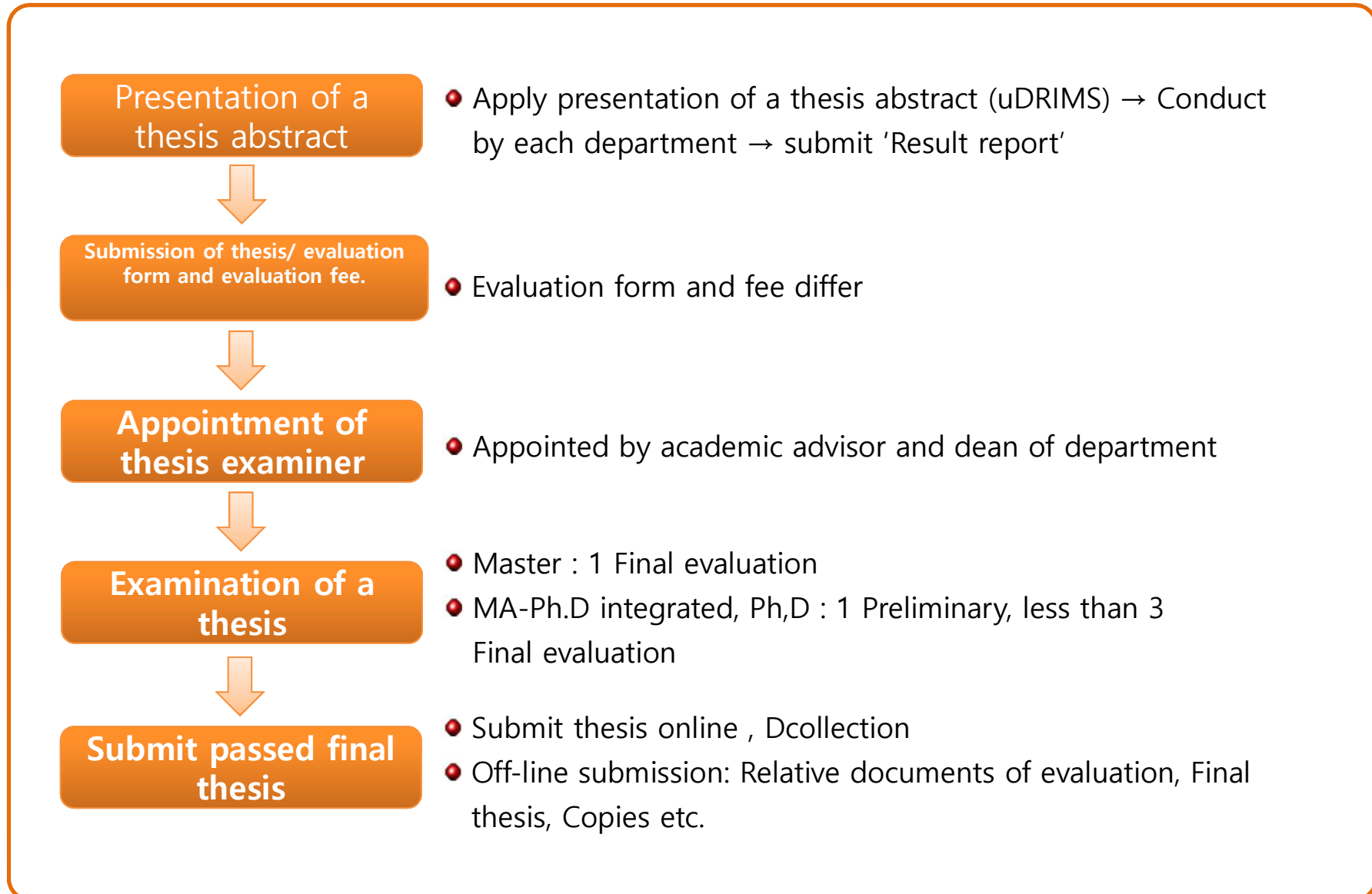
Acquisition of thesis submission qualification

- Satisfy completion criteria + Pass the Foreign Language Exam and Comprehensive Exam
- Ph.D. Students must meet the following criteria

Program	Research Achievement	Note
Ph.D	<ul style="list-style-type: none"> • Humanities and Social Science (including dept. of Home Economics): More than 1 publications in KCL-level journal • Arts and Physical Education: More than 1 publications in KCL-level journal (including candidate journals) • Natural Sciences/Engineering/Pharmacy/Medical: More than 2 publications in SCIE/SOOPUS-level journal 	<ul style="list-style-type: none"> • Lead author/corresponding author only • Publication finalized thesis is acceptable

※ If the specific standard is set as the by laws of the department, they shall be in accordance with that standards.

※ Students in the condition to publish "at least two KCI cases" in the Medical, Engineering, Pharmacy fields will be chosen after deliberation by the Committee of General Graduate Schools.



Alternative policy (Master degree)

- For Master degree, it is possible to designate alternative means that correspond to submitting thesis.
 - ※ Policy differs from departments. (Refer to policy of each department)
- ① project report (case study, clinical trial, creation etc.)
 - ② publish thesis on well-known domestic/overseas academic journal
- ※ Details on web-page

Submission Period

- General Graduate School students enrolled after the year 2013:
 - Master's : Within 6 years after the day of admission
 - Ph.D.(MA-Ph.D. integrated) : Within 10 years after the day of admission
 - ※ Period of leave of absences due to the military service.
- If thesis is not submitted with the period given, period may be extended by submitting permission letter.
 - Permission letter need approval of academic advisor and dean of department, and submit to general graduate school team.
 - ※ Extension is allowed only one time.

Academic Journal Publication Grant

- Qualification : Students of General Graduate School (enrolled, on leave of absence, completion)(No more than three thesis per year and No more than three years as of the completion date)
- Exception : SRD1, SRD2, Global excellent personnel training Scholars, Student whom receives bachelor-master linked degree

Affiliation	Overseas academic journal					Domestic Academic Journal	Note
	A&HCI, SSCI	SCIE				KCI	
		In the top 25% of JCR(Q1)	In the top 50% of JCR(Q2)	In the top 75% of JCR(Q3)	In the top 100% of JCR(Q4)		
Humanity· Social Science· Arts	2,000,000 KRW	1,000,000 KRW	900,000 KRW	600,000 KRW	500,000RW	500,000RW	
Natural Science· Engineering· Medicine	2,000,000 KRW	(*1,100,000KRW **1,200,000KRW)	900,000 KRW	600,000 KRW	500,000RW	Not applicable	

- Thesis requirement: Publication as a lead author(**Except when acknowledgement belongs to other organization**)
- Lead author recognition criteria
 - (1) Publication as a lead author & co-author is Full time professor
 - (2) Can't apply If co-author belongings to other organization
 - (3) lead author must belongs to graduate school of dongguk university
 - (4) 50% of grant is given for thesis publication If do not have co-author or co-author is part time professor, other professor of dongguk university
- A full-time professor of Dongguk as a corresponding author must be stated
- Application period: Within 3 months of journal publication
- Application: Apply through uDRIMS, print application form and submit with copy of thesis
- Place for application : General Graduate School Team
- For more information, visit the Graduate School Homepage(<http://gs.dongguk.edu>)

Things to check from the Graduate School Homepage

- Graduate School Homepage address: <http://gs.dongguk.edu>
- Academic and Registration related Information : Academic Information (학사정보)
- Various forms and application forms : 학사정보 - 양식함
- Completion and Thesis related Information : 수료/논문
- **Various notices regarding future academic schedules**

Change of Personal Information(Address, phone number, e-mail, name, etc)

- uDRIMS → 학적 → 학적기본관리 → 학적정보등록
- Important notices may be informed by SMS or e-mail so enter correct personal e-mail address and cell-phone number
- **Please check and enter the correct English name in the uDRIMS since the English name will be marked on the certificates and diploma**

Use of 'Dong-al-ee'

● What is 'Dong-al-ee(동알이)'?

Application based EMS(e-mailing), PUSH(pop-up messaging service), and SMS service of Dongguk University. Important notices and various information are being sent to all members of Dongguk University from the administration department

● Installation of application

- Google Android: Search "동국대 동알이" and install
- Apple IOS: Search "동알이" and install

● User Authentication

- uDRIMS user : Use uDRIMS ID and Password for authentication
- uDRIMS can be linked with cell phone so must edit from the uDRIMS beforehand

Issuance of Certificates

- In-person / Issuing machine : 500KRW/certificate (Certificate available in Korean/English)
Online issuance: 1,000KRW for the 1st issuance and 500KRW from the 2nd issuance
- Office : Main Hall(본관), Student CS Center (02-2260-8661~4)
 ※ During vacation 10:00~17:00, During school year 09:00~17:00
- Request for issuance by fax from any office of Dong (Inquiry: 02-2260-8680~1)
- Issuance from the homepage of Dongguk University (Inquiry : 02-1544-5973)
- Use of Issuing machine (Culture Hall B1F, Social Science Building 3F, Central Library Entrance)

General Graduate School Office and BMC campus office number

- 02-2260-3036 : register, course, grade
- 02-2260-3038 : Admission, Scholarship
- 02-2290-1785 : extracurricular, graduation, qualification exam, thesis

College of Bio-system	College of Pharmacy	College of Oriental Medicine	College of Medicine	Research Institute For Integrative Regenerative Biomedical Engineering
031-961-5104	031-961-5203	031-961-5824	054-770-2826	031-961-5632

International Affairs – Office of International Admissions

Guidance for General Graduate School International Students



Change visa to D-2

- ❖ **Application Period** : Must change visa to D-2 **by February 28th, 2021**
- ❖ **Required Documents**
 - Application form (available at the Office of International Student Services), Passport, Alien registration card, Certificate of admission (obtain from the Office of International Admissions), Certificate of tuition fee payment, Certificate of residence(Housing contract paper, confirmation letter of dorm residence, etc.), Certificate of Korean language course Enrollment including attendance rate (Only for D-4 visa holders), Certificate of applicant's bank balance with at least 20,000,000KRW in a Korean bank account (Only for D-4 visa holder whose Korean language course attendance rate is lower than 70%), Processing fee 130,000KRW
 - ※ F1~5, D-6 holders not required to change visa to D-2
- ❖ D-2 holders must report change of school or change of degree program (undergraduate → graduate, Master's → Ph.D. etc.) to the immigration office (by February 28th, 2021)
- ❖ **Visit Reservation must be made via online before visiting immigration office(www.hikorea.go.kr)**

Permission for Part-time Job

- ❖ D-2(Study abroad) holders must get permission from the immigration office before the first day of part-time job
- ❖ **Required documents** : Passport, alien registration card, application form(available at the Center for International Students), recommendation letter for part-time job, transcript(if required)
- ❖ **Working hours** : Master's and Ph.D. program – up to 30 hours a week (no limit on weekends)

Address Change

- ❖ Must report address change within 14 days of move-in at the City hall/District office/Gu office or immigration office
- ❖ Required documents : Passport, alien registration card, application form form(available at the Office of International Student Services), real estate or contract paper (or certificate of residence)

Insurance for International Students

- ❖ Coverage Period : All the International Students will be compulsory subscribed to the local subscriber scheme of the National Health Insurance starting from March, 2021.
- ❖ Benefits : Same coverage will be applied as Korean citizens.
- ❖ Who are not pay the insurance fee will not be allowed to extend one's visa.

TB Screening for Foreign Registration

- ❖ Must register as a foreigner within 90 days of entry, must bring 'TB Screening Result' issued by Korean Public Health Center(보건소) on the day of foreign registration to the immigration office

Inquiry for International Students

- ❖ Office of International Student Services(Hyehwa-hall 6F, 02-2260-4944, Email : scf@dongguk.edu)

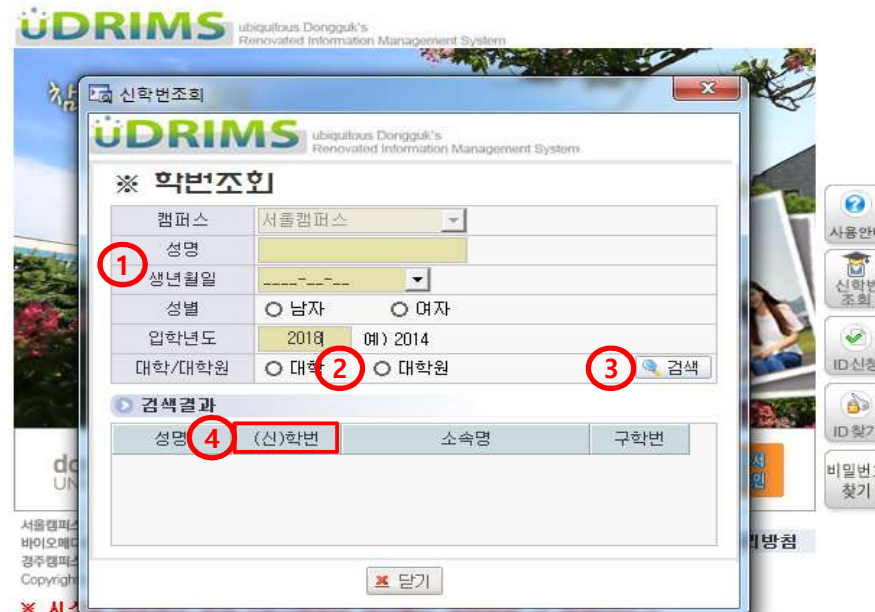
Searching for Student Number

Log in to uDRIMS, <http://udrims.dongguk.edu>



- Access to uDRIMS (<http://udrims.dongguk.edu>)
- Click "신학번조회(①)" button on the right side of the screen

Searching for Student Number



※ 시간
- 정기점검 : 매일 07시 ~ 09시, 12시~13시(정상처리시 20분 소요) - 비정기점검 : 00시 ~ 07시, 20시 ~ 21시
※ 마이디신청 혹은 비밀번호 찾기를 한 후 "사용자가 존재하지 않습니다!"라는 메시지가 나오면
유드림스를 종료한 후 다시 실행시켜 로그인 하시기 바랍니다.
* 학부생 정규학기(1,2학기) 수강신청 : <http://udrims.dongguk.edu/sugang> 에서 하시기 바랍니다.
폐강대체신청은 유드림스에서 하시기 바랍니다.
* 홈페이지 : <http://www.dongguk.edu> * 포탈(인증서관리) : <http://portal.dongguk.edu>
* 미클래스 : <http://eclass.dongguk.edu> * 인터넷증명발급 : <http://dongguk.certpia.com>
※ 교직원은 중요정보보호를 위하여 인증서로 로그인하여야 합니다.
※ ID/비밀번호는 email을 제외하고는 uDRIMS ID/비밀번호를 사용하시면 됩니다.

- Enter name, birthday, gender, admission year(①) and click on Graduate School(②).
Then click "Search(③)" button
- Student number will be shown in the result page under the "(new)student number"(④) column

Course Registration

차세대 통합정보시스템(uDRIMS, <http://udrims.dongguk.edu>) 로그인



- Enter ID(①) and PASSWORD(②), then click Login button
- At first, ID is set as a student number and password is set as the first 6 digits of user's date of birth(YMMMDD) + dg! (e.g. 910101dg!)
- Graduate Students register course through uDRIMS
- Any error on installing uDRIMS :
02-2260-8877~8

After Log-in



UDRIMS (서울1_3) 49분59초후 로그아웃 HOME | PASSWORD | LOGOUT

원스탑 학사정보 **대학원학사** 행정정보 연구정보 부속기관 대관신청

개인설정

원스탑-개인설정 메인화면

현재 권한은 "학생(대학원)" 입니다.

[권한변경 관련 설명]
 대표권한을 선택 후 "임시변경" 또는 "저장" 버튼을 눌러 대표권한을 변경할 수 있습니다.
 변경된 권한에 맞춰 uDRIMS 시스템 메뉴 및 구성이 새로 구성됩니다.

"대표권한이란"
 uDRIMS 시스템 로그인 시, 처음 적용되는 권한입니다.
 uDRIMS 통합정보시스템은 사용자의 권한(직원권한, 교원권한, 학생권한, 졸업생권한 등)
 에 맞춰 최적화된 서비스를 제공합니다.
 대표권한을 선택하시면, 로그인 시에 프로그램 사용권한 및 시스템 메뉴 맞춤 설계의
 서비스를 받으실 수 있습니다.

변경가능한 권한

권한코드	권한명	캠퍼스	사용자구분	개인번호/학번	대표권한여부
GS0001	학생(대학원)	서울캠퍼스	학생		<input checked="" type="checkbox"/>

[건수:3]

임시변경 저장

* 각종 공지사항(학사, 장학, 취업, 연구 등)은 홈페이지(http://www.dongguk.edu)를 참조하시기 바랍니다. 홈페이지바로가기

<연락처 변경 방법 안내>
 각종 학사, 행정, 연구 등의 공지가 SMS 및 email을 통해 안내되오니 변경시 수정하여 주시기 바랍니다.
 - 학부생 : 학사정보 > 학적 > 학적기본관리 > 학적부열람및수정
 - 대학원생 : 대학원학사 > 학적 > 학적기본관리 > 학적정보등록
 - 교원 : 행정정보 > 교원인사 > 개인정보관리 > 개인정보수정

- When successfully log-in, a screen shown above will appear
- Most frequently used menu : "Graduate School(대학원학사)"(Red box)

Check-up for pre-requisite course status



UDRIMS (서울1_3) 49분58초후 로그아웃 HOME | PASSWORD | LOGOUT

원스탑 학사정보 대학원학사 행정정보 연구정보 부속기관 대관신청

② 학적 교과수업 성적 장학 등록 교직 졸업 통합상담 학생

학적 학적정보등록 대학원학사 > 학적 > 학적기본관리 > 학적정보등록

학번/성명

학적기본

학번	성명 / 법령	대학원학기	1학기/2학기
대학원	과정	학과	
전공	학생구분/특기구분	입학년도/학기	2017
학적상태	최종학적변동	휴학학기수	0 연락처
미수학기수	도서대출유무	교적유무	N
최종등록일자/등록학기	직장명	직장부서명/직위	

③ 학적기본관리

④ 학적상세

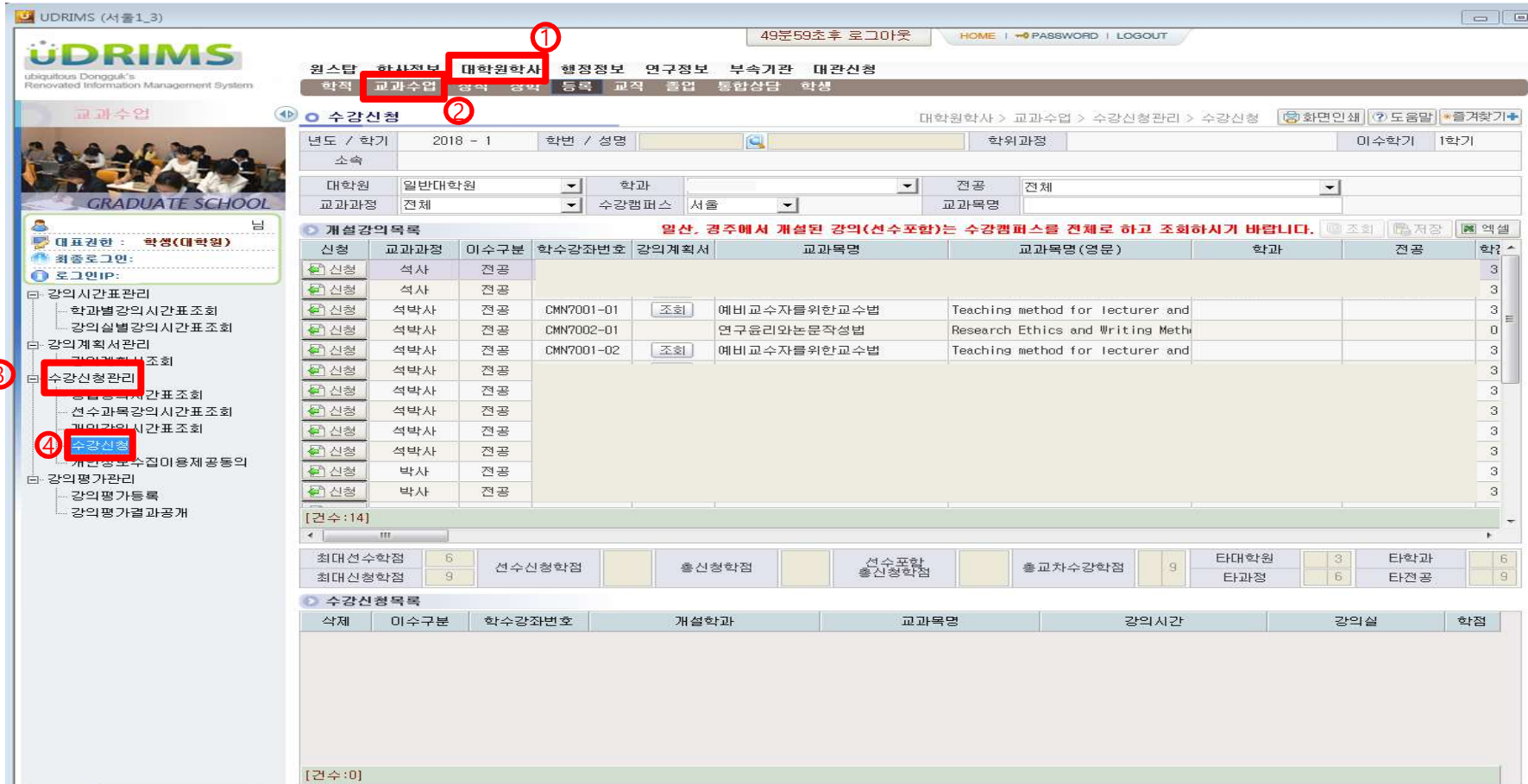
⑤ 기본

⑥ 선수대상여부

- uDRIMS Log-in (※ ID = student number, Password = first 6 digits of alien registration number + dg!) Ex) Student born in January 1, 1991, password will be 910101dg!
- [Graduate School(①) → School Register(②) → Basic Information → Edit School Register(③)]
- "Details of school register(④)" - "Basic(⑤)" Tab – Look at the "Recipient(⑥)"
 - (1) If checked, recipient of pre-requisite course(must take pre-requisite courses),
 - (2) If not checked, not a recipient of pre-requisite course

Course Registration

Course Registration

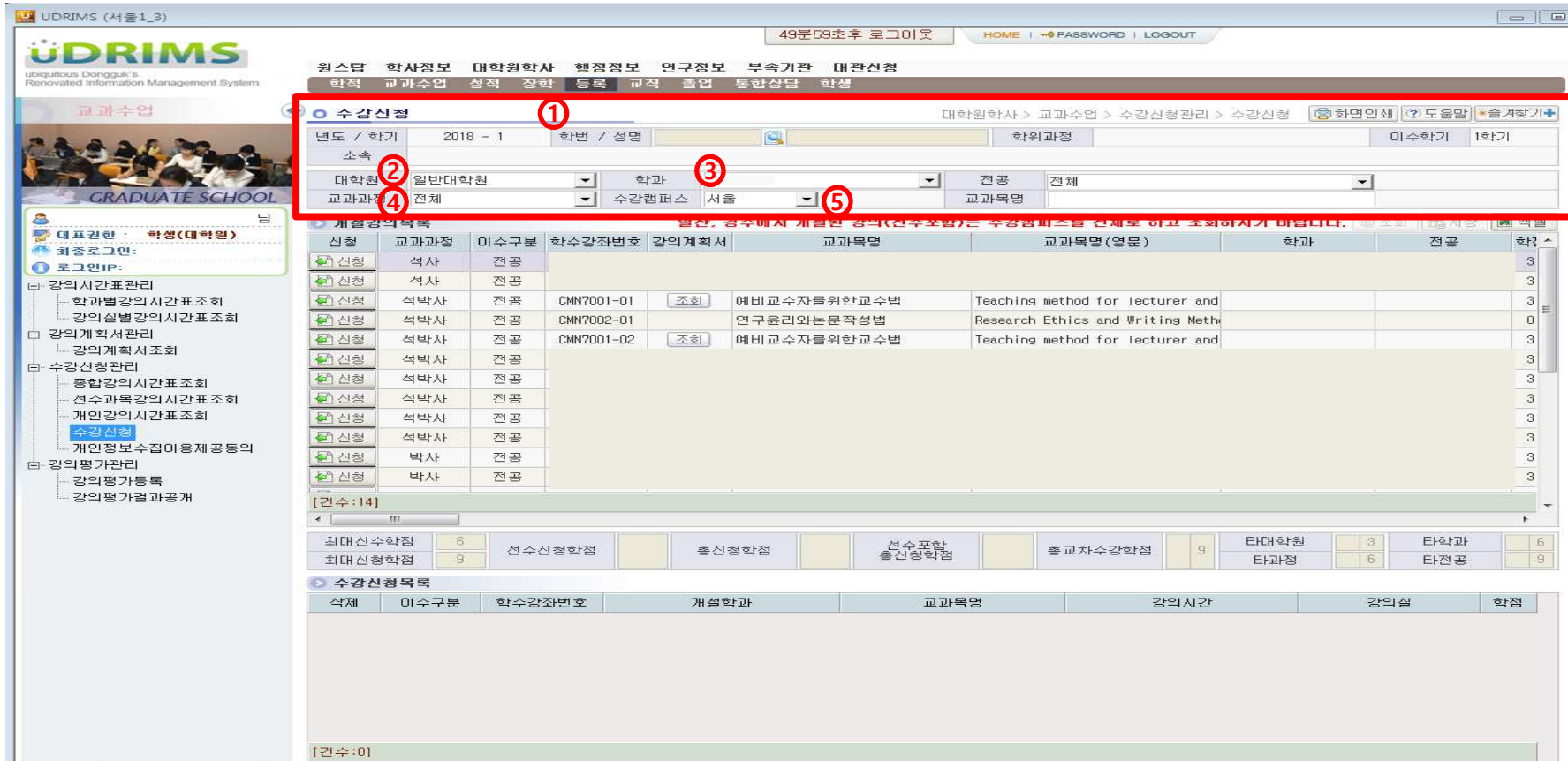


The screenshot shows the UDRIMS (Ubiquitous Dongguk's Renovated Information Management System) interface. The top navigation bar includes '원스탑 학사정보 대학원학사 행정정보 연구정보 부속기관 대관신청' and '학적 교과수업 강의 장학 등록 교직 졸업 통합상담 학생'. The left sidebar menu is expanded to show '교과수업' (Courses) and '수강신청관리' (Course Registration Management). The main content area displays a form for course registration with fields for '년도 / 학기' (2018 - 1), '학년 / 성명', '학위과정', and '이수학기' (1학기). Below the form is a table of '개설강의목록' (Open Course List) with columns for '신청' (Apply), '교과과정' (Course), '이수구분' (Credit Type), '학수강좌번호' (Course ID), '강의계획서' (Syllabus), '교과목명' (Course Name), '교과목명(영문)' (Course Name in English), '학과' (Department), '전공' (Major), and '학점' (Credits). The table lists several courses, including '예비교수자를위한교수법' (Teaching method for lecturer and...) and '연구윤리와논문작성법' (Research Ethics and Writing Meth...). At the bottom, there are summary statistics for '최대선수학점' (Maximum Credits), '최대신청학점' (Maximum Applied Credits), and '수강신청목록' (Course Registration List).

- Click "Graduate School(① 대학원학사) → Courses(② 교과수업)" from the top menu(refer to the red box)
- Click "Course Registration(③ 수강신청관리) → Course add/drop(④ 수강신청)" from the low menu

Course Registration

Course Registration



The screenshot shows the UDRIMS (Ubiquitous Dongguk's Renovated Information Management System) interface for course registration. The top navigation bar includes '원스탑 학사정보 대학원학사 행정정보 연구정보 부속기관 대관신청' and '학석 교과수업 성적 장학 등록 교석 졸업 통합상급 학생'. The main content area is titled '수강신청' (Course Registration) and includes a search bar and a list of courses.

Numbered callouts in the image point to the following fields:

- ①: Year and Semester (2018 - 1)
- ②: University (일반대학원 - General Graduate School)
- ③: Department (학과)
- ④: Curriculum (전체)
- ⑤: Campus (수강캠퍼스 - 서울)

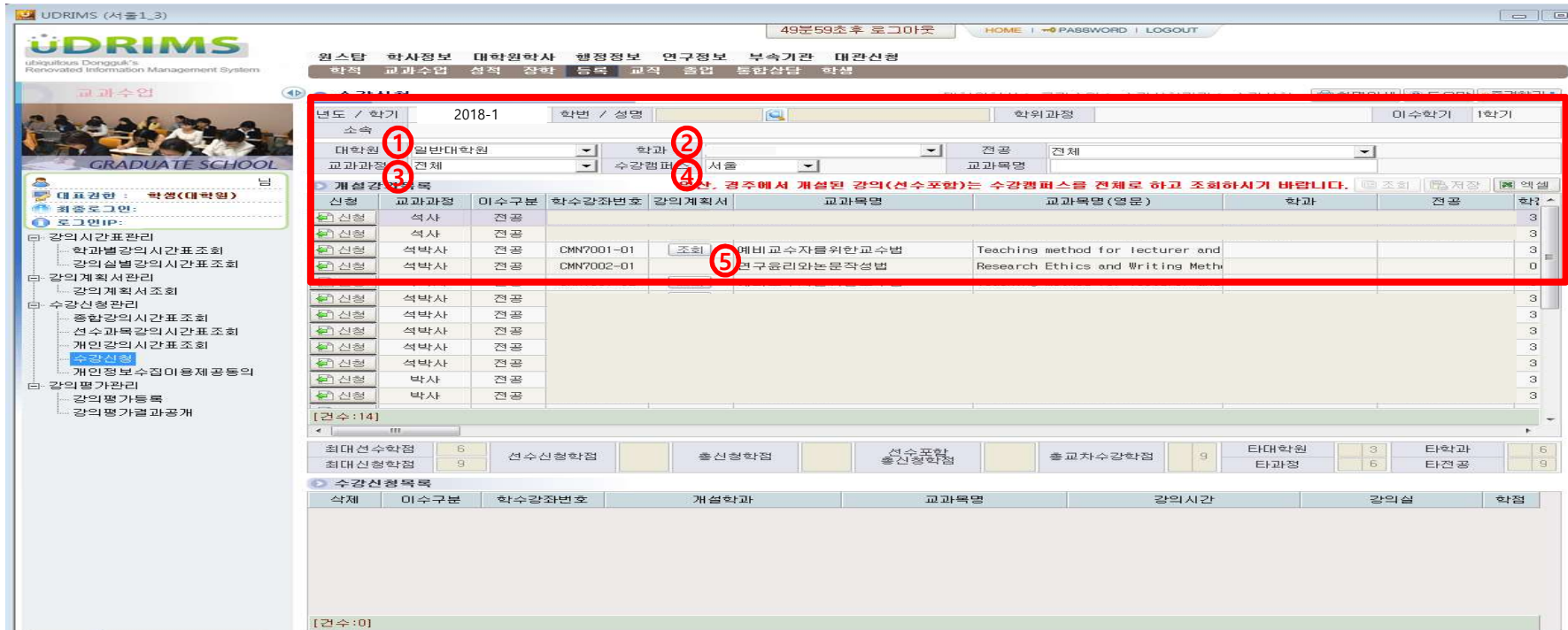
Below the search bar, there is a table of available courses with columns for '신청' (Application), '교과과정' (Course), '이수구분' (Credit Type), '학수강좌번호' (Course ID), '강의계획서' (Syllabus), '교과목명' (Course Name), '교과목명(영문)' (Course Name in English), '학과' (Department), '전공' (Major), and '학점' (Credits).

신청	교과과정	이수구분	학수강좌번호	강의계획서	교과목명	교과목명(영문)	학과	전공	학점
신청	석사	전공							3
신청	석사	전공							3
신청	석박사	전공	CMN7001-01	조회	예비교수자를위한교수법	Teaching method for lecturer and			3
신청	석박사	전공	CMN7002-01		연구윤리와논문작성법	Research Ethics and Writing Meth			0
신청	석박사	전공	CMN7001-02	조회	예비교수자를위한교수법	Teaching method for lecturer and			3
신청	석박사	전공							3
신청	석박사	전공							3
신청	석박사	전공							3
신청	석박사	전공							3
신청	석박사	전공							3
신청	박사	전공							3
신청	박사	전공							3

At the bottom, there is a summary table for '수강신청목록' (Course Registration List) with columns for '학제' (System), '이수구분' (Credit Type), '학수강좌번호' (Course ID), '개설학과' (Offering Department), '교과목명' (Course Name), '강의시간' (Lecture Time), '강의실' (Lecture Room), and '학점' (Credits).

- Top part shows student's basic information(①) and the following information is shown based on student's information; "Program(②), Department(③), Curriculum(④), Campus(⑤)"

Course Registration



UDRIMS (서울1_3) 49분59초후 로그아웃 HOME | PASSWORD | LOGOUT

원스탑 학사정보 대학원학사 행정정보 연구정보 부속기관 대관신청
학칙 교과수업 성적 장학 등록 교직 졸업 통합상담 학생

교과수업

년도 / 학기 2018-1 학번 / 성명 학위과정 이수학기 1학기

소속 ① 대학원 ② 일반대학원 ③ 교과과정 전체 ④ 수강캠퍼스 서울 ⑤ 교과목명 전체

개설강좌 목록

신청	교과과정	이수구분	학수강좌번호	강의계획서	교과목명	교과목명(영문)	학과	전공	학점
신형	석사	전공							3
신형	석사	전공							3
신형	석박사	전공	CMN7001-01	조회	예비교수자를위한교수법	Teaching method for lecturer and			3
신형	석박사	전공	CMN7002-01		연구윤리와논문작성법	Research Ethics and Writing Meth			0
신형	석박사	전공							3
신형	석박사	전공							3
신형	석박사	전공							3
신형	석박사	전공							3
신형	석박사	전공							3
신형	박사	전공							3
신형	박사	전공							3

[견수:14]

최대선수학점 6 선수신청학점 출신청학점 선수포함 출신청학점 출교차수강학점 9 타대학원 3 타학과 6
최대신청학점 9 타과정 6 타전공 9

수강신청목록

삭제	이수구분	학수강좌번호	개설학과	교과목명	강의시간	강의실	학점
[견수:0]							

- Set search condition to look for course openings
- Graduate School(①), Department(②), Curriculum(③), Campus(④) Courses will appear based on student's register and if necessary, enter course name to search for course openings
- Teaching plan(⑤): May look for course information entered by related professor

Course Registration

Course Registration

수강신청

대학원학사 > 교과수업 > 수강신청관리 > 수강신청

화면인쇄 | 도움말 | 즐겨찾기

년도 / 학기: 2020 - 1 학번 / 성명: 학위과정: 석사과정 이수학기: 1학기

소속: 대학원: 일반대학원 학과: 법학과 전공: 전체

교과과정: 전체 수강캠퍼스: 서울 교과목명:

개설강의목록 **일산, 경주에서 개설된 강의(선수포함)는 수강캠퍼스를 전체로 하고 조회하시기 바랍니다.** 조회 저장 엑셀

신청	교과과정	이수구분	학수강좌번호	강의계획서	교과목명	교과목명(영문)	학과	전공	학점
	석사과정	전공							3
	석사과정	전공							3
	석사과정	전공							3
	석사과정	전공							3
	박사통합과정	전공	CMN7002-01		연구윤리와논문작성법	Research Ethics and Writing Meth			0
	박사통합과정	전공	CMN7001-01	조회	예비교수자를위한교수법	Teaching method for lecturer and			3
	박사통합과정	전공	CMN7001-02	조회	예비교수자를위한교수법	Teaching method for lecturer and			3
	박사과정	전공							3
	박사과정	전공							3
	박사과정	전공							3
	박사과정	전공							3

[건수:25]

최대선수학점: 6 선수신청학점: 출신청학점: 선수포함신청학점: 총교차수강학점: 9 타대학원: 3 타학과: 6

최대신청학점: 9 타과정: 6 타전공: 9

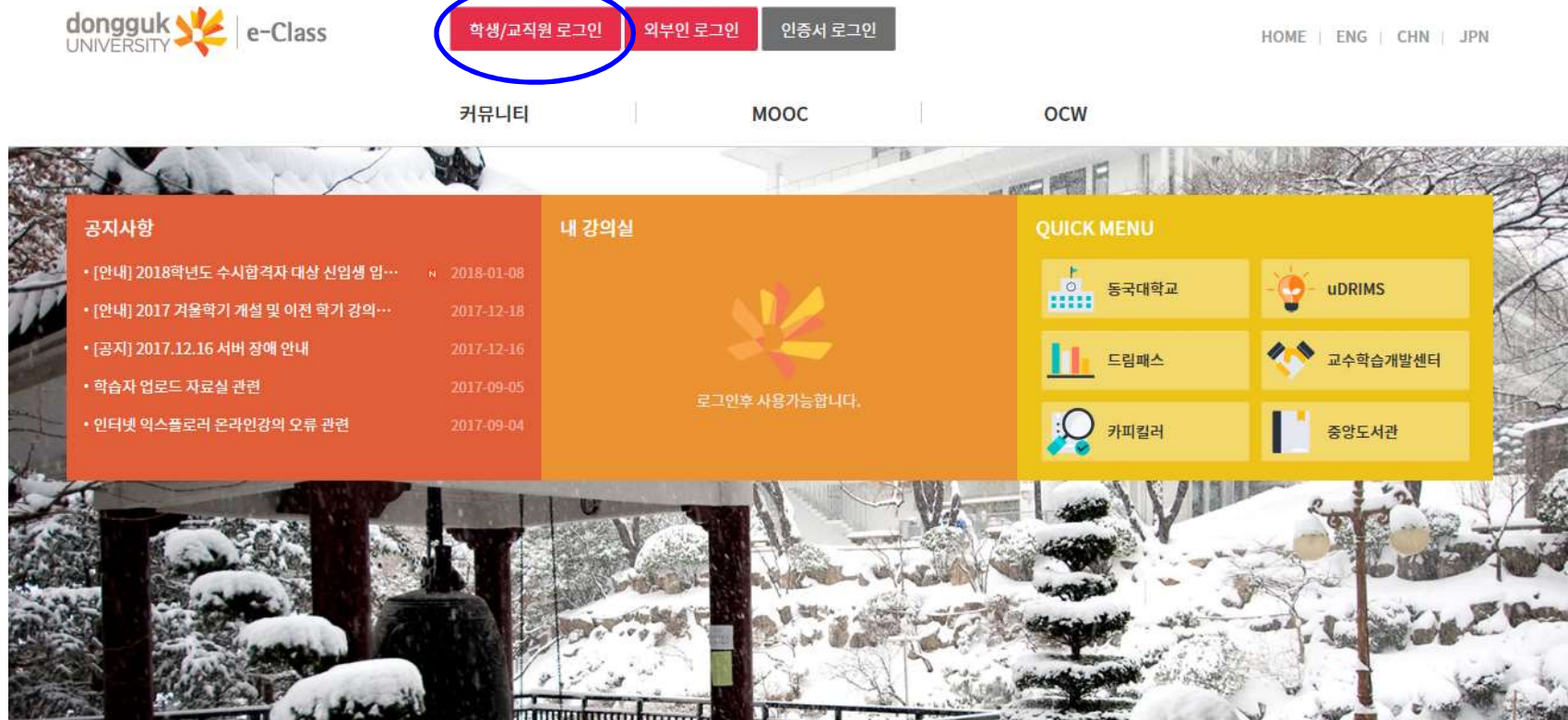
수강신청목록

삭제	이수구분	학수강좌번호	개설학과	교과목명	강의시간	강의실	학점
	전공	CMN7002-01		연구윤리와논문작성법			0

[건수:1]

- Click 신청(①) to add course that students want to take
- Students can check added courses at the below
- Click 삭제(②) to drop the course.

E-Class(<http://eclass.dongguk.edu>) Log-in



- Click '학부/교직원 로그인' button → After entering ID and PASSWORD, click Login Button (Same as uDRIMS)
- At first, ID is set as a student number and password is set as the first 6 digits of user's date of birth(YMMMDD) + dg! (e.g. 910101dg!)

Course Evaluation



원스탑 학사정보 대학원학사 행정정보 연구정보 부속기관 대관신청
 학적 교과수업 성적 장학 등록 교직 졸업 통합상담 학생

강의평가등록

강의년도 2017 강의학기 평가차수 강의평가 학번

학적기본

학번	성명 / 별명	대학원	과정	대학원학기	1학기
대학원	일반대학원	과정	박사과정	학과	학과
전공	학생구분/특기구분	입학년도/학기		2017	
학적상태	재학	최종학적년동		휴학학기수	0 연락처
이수학기수	1	도서대출유무		교직유무	
최종등록일자/등록학기	/ 1	직장명		직장부서명/직위	

학부 선수과목을 수강하는 대학원생은 선수과목을 강의평가 하지 마시기 바랍니다.
 학부생은 학사정보>교과수업>강의평가>강의평가등록및조회에서 강의평가 하시기 바랍니다.

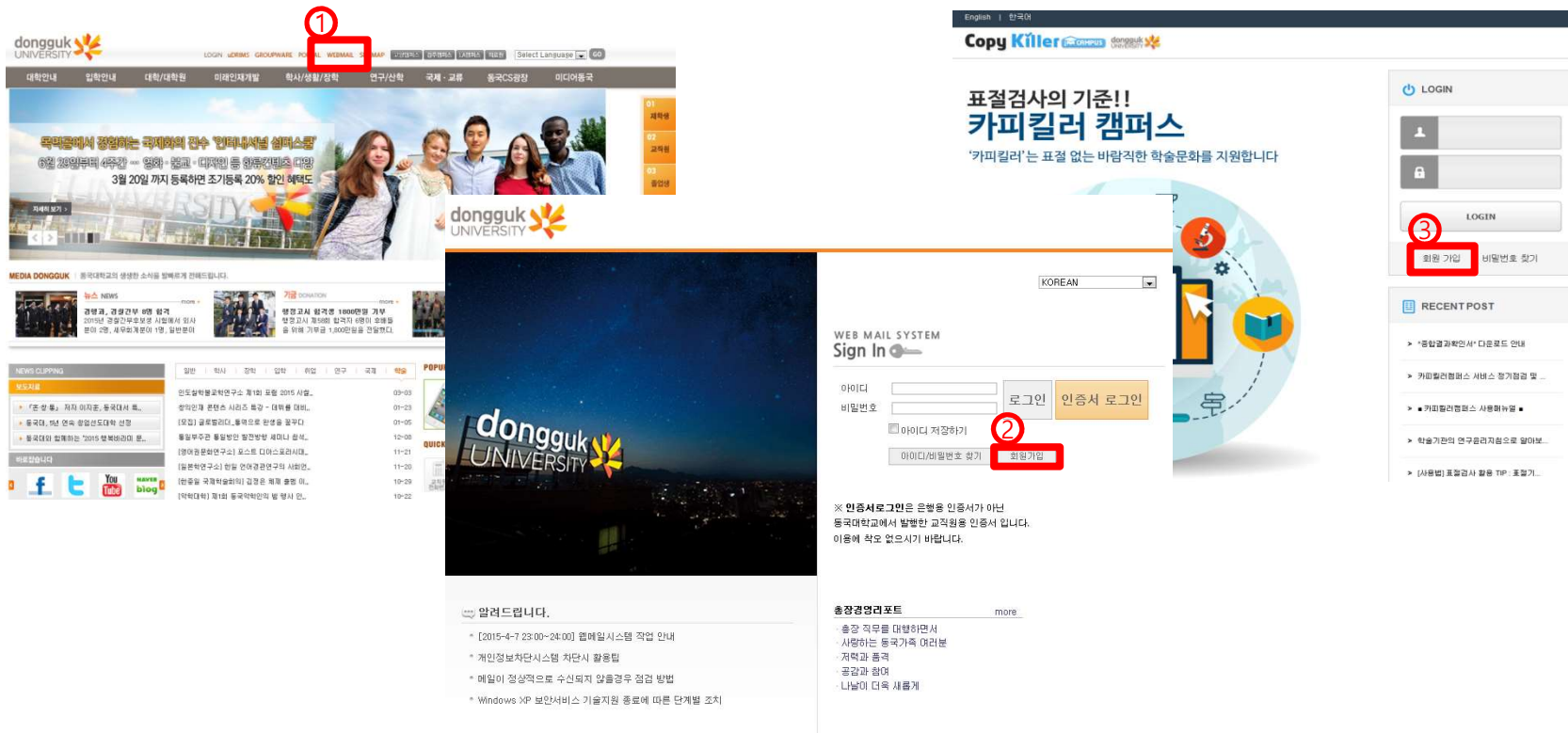
강의평가 강의목록

학수강좌번호	교과목명	담당교원	강의평가유형	강의평가제외여부	강의평가여부
		박	공통		등록
		윤	공통		등록
		조	공통		등록

- uDRIMS → Graduate School(대학원학사) → Courses(교과수업)(①) → Course Evaluation(강의평가관리) → Course Evaluation & Confirmation(강의평가등록 및 조회)(②)
- Check required courses from uDRIMS (not all courses are being evaluated)
- Evaluate all courses as described above

Manual for Copykiller Campus Sign-up

How to **sign** up for the website : <http://dongguk.copykiller.co.kr>



The image displays two web pages side-by-side. The left page is the Dongguk University homepage, with a red circle and the number '1' highlighting the 'WEBMAIL' link in the top navigation bar. The right page is the Copykiller Campus sign-up page, with a red circle and the number '2' highlighting the '회원가입' (Sign Up) button. To the right of the sign-up page is a separate login form with a red circle and the number '3' highlighting the '회원 가입' (Sign Up) button.

- Visit Dongguk Webmail (Click ① or visit "http://mail.dongguk.edu")
 - Become a member(Sign in / Create Dongguk webmail account)(②)
 - Visit Website of Copykillercampus(<http://dongguk.copykiller.co.kr>)
 - Sign up with your Dongguk Webmail Account(③)

Congratulations on your admission to Dongguk University

Dongguk University Homepage : www.dongguk.edu

Graduate School : <http://gs.dongguk.edu>

