

# Graduate School Regulations for School Operations

## Chapter 1. General provisions

### Article 1 (Purpose)

Purpose of the detailed enforcement regulations of the school lies in ruling out details in the execution of the stipulated contents.

## Chapter 2 Admissions test

### Article 2 (Eligibility)

Following qualifications shall be met to become eligible for the graduate school admissions test.

#### ① Admissions test

##### 1. Master course, integrated master and doctoral course

- 1) Those who acquired (or is awaiting) a bachelor of arts degree or equivalent from a four years university from in and abroad.
- 2) Those recognized to be with academic ability that conforms to bachelor's degree by the Minister of Education, Science and Technology

##### 2. Doctoral course

Those who acquired or is candidate for master's degrees from graduate school in and abroad.

#### ② Admissions test for transfer students

Those who completed more than a semester from graduate schools in and abroad.

### Article 3 (Required documents from the applicant)

Applicants to the graduate school entrance examination shall prepare the following required documents.

#### ① Admissions test

##### 1. Master course, integrated master and doctoral course

- 1) Registration form
- 2) One copy of University certificate of graduation or prospective graduation certificate
- 3) One copy of University academic transcript (for the entire period)

##### 2. Doctoral course

- 1) Registration form (Including letter of recommendation)
- 2) (Prospective) One copy of Masters degree certificate
- 3) One copy of Graduate school academic transcript (for the entire courses)
- 4) One copy of Curriculum vitae and research plan (given format)

#### ② Admissions test for transfer students

- 1) Admissions registration form
- 2) One copy of University (Graduate school) graduation certificate
- 3) One copy of Certificate of graduate school enrollment
- 4) One copy of Master course transcript

#### Article 4 (Test subject and details)

① Application Phase

Application phase with school record documents from undergraduate school or graduate school is evaluated by criteria set by Graduate School Committee.

② Interview • oral test

Interview or oral test is conducted with an interview consisting of questions regarding knowledge in major of application, research capability, foreign language comprehension, and motivation toward the studies.

③ Performance test

Performance test for certain departments in field of Art and Physical Education is conducted to evaluate academic ability

#### Article 5 (Screening process for successful candidates)

① The Graduate School shall formalize the admissions guideline manual following deliberation from the graduate school committee and let this be known to head professors from respective departments. The Graduate School Committee shall determine the number of new students to be allocated to respective departments

② Admissions testing committee members shall be made up of 3 or more professors from respective courses who are to be selected by the department professor's committee.

③ (Deleted)

④ President of Graduate School finalizes admission of successful candidates after evaluation of Graduate School Committee with approval of the university president.

#### Article 6 (Inspection principles)

Inspection principles shall be set exclusively by Graduate School Committee.

#### Article 7 (Testing for special and transfer students)

Testing for exceptional cases and transfer students shall be determined following resolution by the graduate school committee.

#### Article 8 (Announcement of successful candidates)

Successful candidates shall be announced following approval by the President and certificate of acceptance shall be issued.

#### Article 9 (Admissions registration)

Successful candidates should complete registration in given period of time

#### Article 10 (Cancellation of Admission)

President may cancel the admission in case of those with illegal application including false entry or those failed to register in a given period of time.

## Chapter 3 Registration, leave of absence, re-entry and return to school

### Article 11 (Types of registration)

Students in their respective courses shall be obliged to pay tuition fees in their respective categories within a given period of time.

- ① Admissions registration: New students
- ② Reentering registration: Reentering students
- ③ School term registration: Students
- ④ Research registration: Students enrolling to acquire degrees upon completion of the course.

### Article 12 (Tuition fee for extended class term)

Tuition fee for the relevant term of students who wish to extend their term of schooling in order to acquire credits beyond their given registration terms per courses shall be counted as per the number of credits required. For example, with 3 credits, 2/3 of the tuition fees may be deducted and 6 credits shall become liable to 1/3 of tuition fee discounts.

### Article 13 (Leave of absence)

- ① Leave of absence is permitted only within prescribed period of schooling and those admitted on integrated course for bachelor of arts degrees are not eligible to take the leave of absence on their first semester.
- ② Students going on leave of absence following given days following start of a term are obliged to make payment on the given amount of tuition fees.

### Article 14 (Transfer from other schools)

- ① Term recognition for transfer students shall not exceed 3 terms for master's courses and 4 terms for doctoral courses.
- ② Credit recognition for transfer students shall not exceed 12 credits for master's courses and 18 credits for doctoral courses.

### Article 15 (Return to school)

Students whose period of leave of absence has expired should submit to the graduate school application for return to school through the head professor during the given registration period of a term and complete registration of a term.

## Chapter 4 Curriculum and Classes

### Article 16 (Completion of courses)

- ① Students falling under the following course categories shall complete the corresponding curriculum.
  1. Master course
    - 1) Common subjects: 6~9 credits
    - 2) Major subjects: 15~18 credits

2. Doctoral course Major subjects: 36 credits
3. Integrated master and doctorate course
  - 1) Common subjects: 6~9 credits
  - 2) Major subjects: 51~54 credits
- ② When deemed necessary by the advisory professor, up to 6 credits for master courses and 9 credits for doctoral courses may be replaced with subjects set up at other departments. However completion of similar integrated subjects will be considered an exception.
- ③ Subjects completed as per academic exchanges agreement from in and abroad will be considered equivalent to those completed from the relevant department.
- ④ At least 1/2 of the credits necessary for completion of the respective degree courses shall be completed with subjects set up at the concerned department within Sookmyung University Graduate School. (Newly established 2006.1.1)

#### Article 17 (Courses set up and change)

Subjects are set up by the Graduate School committee following deliberation by the department professors' meeting and the established subjects cannot be changed within a period of three years.

#### Article 18 (Endowment of courses academic registration numbers)

Selected courses shall be endowed with academic registration numbers as per the following rules.

1. Master course 00001~19999
2. Doctoral course 20000~39999

#### Article 19 (Supplementary courses)

- ① Students admitted to the master course who changed his/ her field of major from the undergraduate program shall complete 15 credits from supplementary courses in the relevant fields of study on top of the credits necessary for courses completion and among courses completed prior to admission and acknowledged completed as supplementary courses by the relevant department may be considered exceptions.
- ② Students admitted to the doctoral courses who fall under one of the below categories shall complete additional credits for completion of the master's courses on top of those credits already completed. Courses acknowledged completed as supplementary subjects among those completed prior to admissions by the relevant departments may be considered exceptions
  1. Master's degree holders from the Graduate School of Professional Studies
  2. Those entering with a changed major from the master's degree course.

#### Article 20 (Designation of supplementary courses and registration procedure)

Students required to complete supplementary subjects shall register to the applicable subjects following guidance from the head professor within the registration period and as per subjects recognized as supplementary subjects from the department head professors (restricted to subjects from major in cases where no specific subjects have been announced), letter of recognition for supplementary subjects shall be submitted to the Graduate School.

#### Article 21 (Completion period for supplementary courses)

Supplementary courses shall be completed within given period by respective courses.

#### Article 22 (Criteria for courses closing)

Whenever there are less than two students registering, the course should in principle be closed down. However when it is deemed necessary to set up the course for unavoidable reasons, it shall be approved by the Graduate School dean.

#### Article 23 (Applying for registered subjects and timing)

- ① Those registering for courses shall fill up the registration form for the courses with guideline from the advisor or head professors.
- ② Grades achieved other than those from registered courses will not be acknowledged.
- ③ Courses allotted during the same hours cannot be registered in duplication.

#### Article 24 (Change of class registrations)

Changes to registered courses may be permitted only during the prescribed period of changes.

#### Article 25 (Resignation from registered classes)

If it is necessarily impossible to continue with registered classes, application for abandonment with approval of the professor, academic adviser, and head professor within 5 weeks from the start of semester

#### Article 26 (Professor in charge of subjects)

Professor in charge of subjects at graduate schools shall fall under one of the below categories.

- ① Associate professors or higher from in and outside schools
- ② Full time lecturers or higher from in and outside schools with Ph.D
- ③ Those with 3 years or more research experience as research fellow from various research institutions upon acquiring Ph.D
- ④ Those who do not fall under the above categories ①, ②, ③ but has been recommended in full consensus by the entire faculty of professors at the department.

#### Article 27 (Setting up subjects and nomination of professor in charge)

- ① Number of subjects to be set up per term shall in principle be 10 (6 subjects for departments with only master courses) and when deemed necessary, number of subjects to be set up may be adjusted upon approval from the Graduate School dean.
- ② Head professors shall confirm the courses to be set up along with professors in charge of the respective subjects by end of December during the preceding year and June for 1st and 2nd semesters respectively for submission to the Graduate School.
- ③ Head professors shall accompany relevant curriculum vitae in nominating new lecturers as responsible professors for a subject.

#### Article 28 (Limitations in the number of responsible courses)

A single professor may not become responsible for more than two subjects. However additional one subject is allowed for courses from other departments or in cases where professors from Art or Physical Fitness are caring for practical tests.

#### Article 29 (Submission of courses syllabus)

Professors in charge of given subjects shall type in the courses syllabus for the relevant subjects into the school's computer network prior to courses registration completion on the relevant term.

### Chapter 5 Testing and Evaluation

#### Article 30 (Submission of course transcript)

The professor in charge of the course should enter test results at the end of June for the 1st semester, and the end of December for the 2nd semester online.

#### Article 31 (Announcement of scores and correction)

- ① Test results shall be announced within 4 weeks after the completion of final term.
- ② Students with objection to the test result may file a formal objection in verbal or document form within a certain period.
- ③ The professor who received a formal objection regarding the test result may correct the score within a certain period provided that the rationale is valid.
- ④ Scores shall never be corrected after given amount of period for correction. However, it can be corrected if the correction is to be made according to valid reasons including errors in data processing, by submitting application for correction with certification such as test paper, which shall be corrected with approval of head professor and the dean of academic affairs.
- ⑤ The professor in charge of courses shall keep materials which scores are based on including test paper or assignment reports for 1 year, while attendance sheet is to be submitted to academic assistance department to be kept for the same amount of time.

#### Article 32 (deleted)

#### Article 33 (Re-selection)

Subjects which earned an F in the grade assessment can be re-attended with a same course for a maximum of once.

- ② Course scores obtained prior to re-selection shall be deleted, and not be taken into account for grade point average calculations.
- ③ In case in which identical course to be re-selected is not open during the semester in which it is required to take the course, credits shall be substituted by courses that are approved by head professor and academic advisor of the department, and courses with scores of F may be deleted.

#### Article 34 (Issuing certificate of completion)

Students who acquired all necessary credits for completion of respective courses within a given period of schooling following regular registration shall be issued certificate of completion.

#### Article 35 (Acknowledgement of credit)

Credits which fall under one of the below categories shall be approved following approval by the Head Professor.

1. If undergraduate student earns credit from undergraduate · graduate school affiliate courses (master's · doctor's affiliate programs included) in addition to required credits for graduation or completion, up till 6 credits may be acknowledged to be taken in graduate school.
2. Up to 6 extra credits may be acknowledged when the master course student has completed integrated courses of the under and master schools. However duplicated usage shall be forbidden for those who acquired these credits while in school for the undergraduate courses.
3. Up to 6 extra credits may be acknowledged when more than 24 credits have been earned during the master course.
4. Up to 9 credits for master and 12 credits for doctoral courses shall be acknowledged for subjects completed from graduate schools from in and abroad as per the academic exchanges agreement. However clause no.5 shall be applicable for dual major exchange students
5. In case of transfer students, up to 12 credits for master's courses and 18 credits for doctoral courses may be acknowledged.
6. Up to 6 credits may be acknowledged upon entering the master course following completion of the research course (1 year) from a relevant field.
7. If a student who has completed master's · doctor's affiliate programs has taken courses from master's degree program, up till 9 credits may be acknowledged.
8. If a student participating in master's · doctor's degree program take courses of specialized graduate school of Sookmyung University with approval of major head professor in advance, up till 6 credits may be acknowledged.

#### Article 36 (Punishment for cheating during exams)

Those found out for cheating during examinations shall be punished as per the following.

- ① Grades achieved for the entire courses during the term shall be made void: Those who have been hired or requested for false representation on tests
- ② Grades achieved for the particular course during the term shall be made void: For cheating during tests or in failure to abide by the Supervisor's directions

### Chapter 6 Guidance on School Affairs

#### Article 37 (Department head professor)

Departmental head professors' positions for master's courses are held additionally by the deans of relevant departments or by the major chief and head professors' positions for doctoral courses are appointed by the President upon nomination by the Graduate School dean upon recommendation by the professors' committee from relevant departments. However in cases where relevant department doesn't exist at the school the Head Professor for an integrated Graduate School department shall be appointed among professors from the relevant departments by the President upon recommendation by the Graduate School dean.

#### Article 38 (Tenure and responsibilities of a department head professor)

Head professor's tenure shall be 1 year for a master courses and 2 years for doctoral courses. Reappointment can be done. Responsibilities of the head professor shall be as follows.

- ① Manage various school procedures per respective courses
- ② Summoning and residing over departmental professors' committee
- ③ Nominate academic adviser or review committee members for a degree thesis
- ④ Other matters relating to implementation of inter-department regulations

#### Article 39 (Department professors' meeting)

- ① Make-up: Department professors' committee shall be made up of an entire professors faculty belonging to the department.
- ② Responsibilities
  1. Matters relating to enactment, alterations and implementation of department regulations
  2. Other necessary agendas
- ③ Summoning meetings: Summoning of the department professor's meeting shall be done by the department's head professor upon request by the graduate school or the member professors.
- ④ Resolution: Resolution by department professors' committee will be approved only with support from a majority of enrolled students. However clause 1 of article (2) shall require approval from more than 2/3 of those enrolled.
- ⑤ Report process: Head professors from respective departments shall provide the Graduate School dean with resolutions relating to responsibilities from respective courses following affixation of seal from every concerned professors.
- ⑥ Department regulations: Department professors' committee shall announce the following as internal regulations depending on characteristics of the department
  1. Matters relating to completion of subjects per degree courses
  2. Matters relating to the general test subjects
  3. Matters relating to implementation of the admission test
  4. Other necessary agendas
- ⑦ Revision of department regulations: Department regulations are not liable to change within three years of its public announcement.

### Chapter 7 Selection of Beyond Quota Students

#### Article 40 (Selection process)

Testing for beyond quota students may be done through documents screening and oral testing. However the testing method shall be determined by the Graduate School Committee.

### Chapter 8 Research Fellows

#### Article 41 (Selection committee members and process)

Selected number of students among those eligible for admissions to respective courses shall be



selected following the selection tests and the testing committee members shall be among the relevant department's admissions committee members.

**Article 42 (Necessary documents for research fellows)**

Necessary documents in applying for the research fellowship in respective courses shall be the application form and the certificate of the latest academic achievements.

**Article 43 (Research period and course selection for research fellows)**

- ① Research period for research fellows cannot exceed one year.
- ② Research fellows may attend up to 2 subjects every term

**Article 44 (Registration of research fellows)**

Upon being admitted, research fellows will be expected to pay research attendance fee within a given period of time

**Article 45 (Issuance of accomplishments certificate for a research fellow)**

When deemed necessary, certificate of accomplishment for research on courses shall be issued for research fellows and matters related to general academic affairs shall be handled as per processes for regular mainstream students.

## **Chapter 9 Foreign Languages Testing**

**Article 46 (Test subjects, hours and contents)**

- ① Test subject for master course will be English alone and test period will be 100 minutes.
- ② Test subjects for doctoral course will be in English and 2nd foreign languages. Test period will be 100 minutes each. Second foreign languages may be selected among French, German, Mandarin, Chinese characters and Japanese.
- ③ Questions for the foreign languages tests shall be to assess its general comprehension ability required in order to research the required field of studies
- ④ (Deleted)

**Article 47 (Test period and number of trials)**

Foreign language tests are given during March and September. There shall be no restrictions in the number of applications and the students will be able to attend to tests every term during their enrollment.

**Article 48 (Examination fee)**

Applicants to the foreign languages tests will be subject to an examination fee.

**Article 49 (Testing committee members)**

- ① English test examiners for masters and doctoral courses shall be chosen among professors with relevant foreign language majors and from different sectors and is set up by the graduate school dean.

- ② 2nd foreign languages test examiners for doctoral courses shall be made up of two professors with relevant foreign language majors and is set up by the graduate school dean.

#### **Article 50 (Acceptance criteria)**

Earning 60 or more (out of 100) will be considered passing by adding up scores marked by two examiners per courses.

- ② Those who acquired passing mark as in the aforementioned clause in English from the admissions test will be exempt from the English test.
- ③ Students who has completed English courses for Graduate School level from International Language Institution may be exempt from English test. Evaluation of students who has completed English courses for Graduate School level from International Language Institution shall be either pass or fail.
- ④ Students who has achieved over bachelor's degree in foreign university may be exempt from English test and second foreign language test
- ⑤ Foreign students may be exempt from foreign language tests.

## **Chapter 10 General Tests**

#### **Article 51 (Eligibility)**

Eligibility to take general test is limited to those who achieved over 18 credits for master's degree, over 24 credits for doctor's degree, and over 42 credits for master's and doctor's integrated program. However those liable to completing the supplementary courses may register only following completion of the courses.

#### **Article 52 (Test subjects, hours and contents)**

- ① General test subjects for master courses shall be 2 common subjects and 1 major subject designated by the department and tests shall be for 80 minutes per every course.
- ② There shall be 4 major subjects of general testing for doctoral courses which are designated by the department and each test shall run for 80 minutes. One among the four subjects of major may be replaced by different majors within a department or with courses from the different department.
- ③ General test questionnaire shall be made up of contents with which to test the level of knowledge capable of carrying out independent researches in the field of major
- ④ General test subjects shall be determined as part of internal regulations by the department professors' committee and announced publicly at the Graduate School handbook.

#### **Article 53 (Test period and number of applications)**

General tests shall be given once every semester and there shall be no limitations on the number of applications.

#### **Article 54 (Examination fee)**

Applicants to the general tests shall be liable to paying the prescribed examination fee.

#### Article 55 (Examination committee members and questions)

Examination committee members should in principle be made up of professors responsible for particular subjects. Examination committee members are to be set exams in one course each, while it may be two courses if president of graduate school approves it.

- ③ Examination committee members shall be selected by the department professors' committee.

#### Article 56 (Testing and scoring)

General testing and scoring shall be conducted at a designated location by the graduate school.

#### Article 57 (Acceptance criteria)

Acceptance criteria per respective subjects shall be at least 70 out of 100.

### Chapter 11 Degree Thesis

#### Article 58 (Degree thesis director)

Degree thesis directors for the master as well as the integrated master and doctoral courses shall be nominated by the department's head professor within 1 month of the relevant student's registration during Term 2 for master courses and an integrated master and doctoral courses and within 1 month of the relevant student's registration during Term 1 for doctoral courses and appointed by the Graduate School dean.

- ① If it is acknowledged to be necessary for effective guidance for thesis of Academy · Research · Industry Cooperation Program, students may select two academic advisor at the same time with approval of president of graduate school.

#### Article 59 (Eligibility for a degree thesis director)

Degree thesis director shall fall under one of the following categories

- ① Teaching staff with an associate professor or higher qualifications from in and outside the school with a same field of studies with the relevant student
- ② Teaching staff who is an associate professor and possesses Ph.D from the same field of studies with the student.
- ③ A person with academic experience for studies over 5 years with doctor's degree of the same department with the student's
- ④ A person besides from previous clauses but with nomination from 2/3 of department faculties

#### Article 60 (Change of a degree thesis director)

- ① When degree thesis directors need to be changed for unavoidable circumstances, one should acquire consent by the relevant advisor and head professors and get approval by the Graduate School dean.
- ② Thesis director cannot make changes after relevant semester for master's degree and after semester prior to thesis submission for doctor's degree, except necessary cases approved by president of graduate school including illness, long-term business trip, retirement, death.

- ③ If there happens to be reasons for changes of current thesis director, head professor of the department should recommend new thesis director to president of graduate school within a week.

**Article 61 (deleted)**

**Article 62 (Format and size of a degree thesis)**

Details of formats and size for each degree thesis should follow the “Sookmyung University Graduate School Degree Thesis System” set by Graduate School Committee.

**Article 63 (Qualifications for submission)**

Degree thesis applicants should fall under one of the below categories.

- ① Those who acquired necessary credits for completion of respective courses with a grade point average of BO(3.0) or better
- ② Those who passed the foreign languages and general tests.

**Article 64 (Eligibility for submission of degree thesis)**

- ① Those in their 3rd and 1st terms for master's and doctoral courses respectively shall submit their research plan to their degree thesis director at the beginning of the term to get advise.
- ② Submission of a degree thesis shall be made within the given period accompanying the following necessary papers with review fee and upon approval by the advisory and head professors.
  - 1. one copy of Application for degree requisition thesis
  - 2. 3 copies of thesis for review (5 copies needed for doctoral courses)

**Article 65 (Setting up a degree thesis evaluation committee)**

- ① Thesis Evaluation Committee should be constituted by 3 professors including academic advisor in case of master's degree and by 5 professors including academic advisor in case of doctor's degree, and 3 of the 5 members of evaluation committee for doctor's degree should be bearers of doctor's degree. Here, in case of Academy · Research · Industry Cooperation Program, one committee member can be added.
- ② Each chief of evaluation committee of degree thesis are selected from members besides academic advisor.
- ③ Each head professor of department should recommend potential candidates for degree thesis evaluation committee and the chief of the committee to president of graduate school with eligibility in case there is a thesis submitter in the department.
- ④ The chief of the committee carries the same right with the other members in voting processes.

**Article 66 (Eligibility for a degree thesis evaluation committee member)**

Eligibility for degree thesis evaluation committee membership shall be restricted to advisory professors only.

**Article 67 (Eligibility for a degree thesis evaluation committee member)**

- ① Eligibility for degree thesis evaluation committee membership shall be restricted to advisory professors only. Here, if the member can be replaced in case where the president of graduate school approves, including severe illness, long-term business trip, retirement, death.

- ② In case in which assessment member was to be replaced, head professor should recommend new member to president of graduate school within 5 days.
- ③ In necessary case in which replacement of member should be made but is impossible, the member to be replaced shall be excepted from assessment with the approval of president of graduate school. In this case, the excepted member should be limited to one member.

#### Article 68 (Pre-assessment method for a degree thesis)

- ① Head professor of a master's and doctoral courses shall submit the degree thesis to the respective evaluating committee members immediately upon its receipt, notify the candidate on its evaluation time period and proceed with the pre-assessment process.
- ② Preliminary evaluation of the master's degree thesis shall in principle be conducted once in the presence of every members and the preliminary assessment for a doctoral degree thesis shall in principle be conducted at least twice in the presence of at least 4 out of 5 evaluation committee members. But, for once out of twice of pre-assessment of doctor's degree thesis, the thesis submitter shall openly present the thesis.
- ③ Evaluators may ask from thesis applicants to submit copies, translated versions, models and other related materials necessary for the preliminary evaluation and the applicant shall answer to evaluators' questions relating to the thesis.
- ④ When an overall revision or update is deemed necessary from the thesis, the assessment committee member may request delay in the main evaluation process.

#### Article 69 (Assessment for a degree thesis)

Assessment shall be conducted within 1 week after completion of pre-assessment in case of master's degree thesis, and within 2 weeks after completion of pre-assessment in case of doctor's degree thesis, with all the members being present at sight.

- ② Assessment should assess the correction and complement made regarding parts pointed out in pre-assessment, and check if it is flawless as a degree thesis in respect of contents and systems.
- ③ Assessment shall be conducted with questions and answers in verbal test after careful consideration of the contents and systems.

#### Article 70 (Degree thesis passing assessment)

- ① A master's degree thesis shall be accepted when it has earned 70 points or more out of 100 in its main assessment as well as the oral tests respectively by more than 2/3 of the evaluators.
- ② A doctoral degree thesis shall be accepted when it has earned 70 points or more out of 100 in its main assessment as well as the oral tests respectively by more than 4/5 of the evaluators.
- ③ Passing assessment should be over 70 points out of 100 points from both assessment and verbal tests from all the members of the committee except ones that are to be substituted, according to the third clause of Article 67.

#### Article 71 (Submission of degree thesis evaluation result)

- ① Evaluation committee should complete evaluation of thesis within the given amount of time by graduate school.
- ② Evaluation committee chairman shall summon results from every members of the committee

upon completion of the process to prepared report on the outcome of the degree thesis assessment result, have it signed by all the committee members and submit it to the Graduate School dean.

#### Article 72 (Re-evaluation of a degree thesis)

Those who failed from thesis evaluation and those missed submission of printed copy of thesis may apply for re-trial for once, according to 3<sup>rd</sup> clause of Article 73. Re-evaluation shall be re-submitted within the schooling term after revising and correcting the degree thesis following the given term.

#### Article 73 (Submission of printed version of a degree thesis)

- ① Students who submit thesis should submit printed copy of thesis and online document in a given format within a month after passing evaluation of thesis, and one printed copy of thesis must be signed by all members of the committee.
- ② Members of thesis evaluation committee should sign the printed copy of thesis that is approved with evaluation.
- ③ If the submission of printed copy of thesis within the given amount of time, the evaluation acceptance may be invalidated.

#### Article 74 (Public announcement of a degree thesis)

Doctoral degree thesis must be made public to the academic circles within a year of its acceptance.

## Chapter 12 Exchange of Credit

#### Article 75 (Credit exchange curriculum)

Credit exchange courses are to be defined by courses that are open during the semester, of other graduate schools, and it is not to be approved to register for courses of other graduate school in case of courses that are open during the semester in Sookmyung University Graduate School.

#### Article 76 (Exchange credits for completion)

Exchange credits which may be completed from other graduate schools cannot exceed 3 credits every term and in total no more than 9 credits.

#### Article 77 (Acknowledgement of grades)

Grades from courses taken from other graduate schools as per credit exchange programs shall be construed as those acquired from the Sookmyung University Graduate School.

#### Article 78 (Courses registration)

Students who wish to register for courses from other graduate school based on credit exchange system shall proceed with following procedures.

- ① Students who wish to register for courses from other graduate school should make a decision with approval of academic advisor and head professor of Sookmyung University Graduate School, which can be achieved by submitting two copies of application to Sookmyung University

Graduate School.

- ② When changes or cancellation to the registered courses are deemed unavoidable, 2 copies of the application forms should be filled in during the given period and submitted to the Sookmyung University Graduate School.
- ③ Upon completion of the courses registration, the students shall attend classes at the graduate schools where the courses have been set up.

#### Article 79 (Regulations to abide by)

Students attending to courses offered by other graduate schools shall abide by the school regulations of the respective graduate school.

#### Article 80 (Credit exchanges for foreign university exchange students)

Details regarding credit exchanges for foreign university exchange students shall be separately determined.)

### Addendum

- ① The revised school regulations for operations will be put into effect as of May 1, 1992. (Progressive measures) 1. The old school regulations for operations instead of Article ④ of Chapter 11, Chapter 12, Article ③ of Chapter 13, Chapter 21, Article ② of Chapter 22 and Chapter 23 shall be applied to those who entered school prior to 1st May 1992.
- 2. Article ①, Clause 1 of Chapter 17 among regulations from common subjects shall be applicable from those who entered school after March 1, 1992.
- ③ The revised school regulations for operations shall be enforced from December 23, 1992,
- ④ The revised school regulations for operations shall be enforced from September 8, 1993,
- ⑤ The revised school regulations for operations shall be enforced from December 13, 1993,
- ⑥ The revised school regulations for operations shall be enforced from April 26, 1994,
- ⑦ The revised school regulations for operations shall be enforced from October 26, 1994,
- ⑧ The revised school regulations for operations shall be enforced from January 6, 1995,
- ⑨ The revised school regulations for operations shall be enforced from April 17, 1995,
- ⑩ The revised school regulations for operations shall be enforced from June 12, 1995,
- ⑪ The revised school regulations for operations shall be enforced from October 16, 1995,
- ⑫ The revised school regulations for operations shall be enforced from May 14, 1996,
- ⑬ The revised school regulations for operations shall be enforced from January 9, 1997,
- ⑭ The revised school regulations for operations shall be enforced from September 1, 1997,
- ⑮ The revised school regulations for operations will be put into effect as of May 1, 1998. (Progressive measures) Articles ①, ②, ④ from Chapter 35 of the revised school regulations for operations shall be applicable to those who entered after the 2nd semester of 1998,
- ⑯ The revised school regulations for operations will be put into effect as of 1st March 1999. (Progressive measures) Article ② from Chapter 50 of the revised school regulations for operations shall be applicable to those who entered school from the 1st semester of 1999.

- ⑰ The revised school regulations for operations will be put into effect as of March 8, 1999.
- ⑱ The revised school regulations for operations will be put into effect as of July 21, 1999.
- ⑲ The revised school regulations for operations will be put into effect as of September 1, 2001.
- ⑳ The revised school regulations for operations will be put into effect as of June 3, 2002.
- ㉑ The revised school regulations for operations will be put into effect as of September 1, 2002.
- ㉒ The revised school regulations for operations will be put into effect as of December 23, 2002.
- ㉓ The revised school regulations for operations will be put into effect as of April 21, 2003.
- ㉔ The revised school regulations for operations will be put into effect as of May 24, 2004.
- ㉕ The revised school regulations for operations will be put into effect as of September 6, 2004.
- ㉗ The revised school regulations for operations will be put into effect as of January 1, 2006.
- ㉘ The revised school regulations for operations will be put into effect as of May 7, 2007.
- ㉙ The revised school regulations for operations will be put into effect as of June 25, 2007.
- ㉚ The revised school regulations for operations will be put into effect as of October 1, 2007.
- ㉛ The revised school regulations for operations will be put into effect as of November 5, 2007.
- ㉜ The revised school regulations for operations will be put into effect as of December 3, 2007.
- ㉝ The revised school regulations for operations will be put into effect as of May 19, 2008.
- ㉞ The revised school regulations for operations will be put into effect as of December 15, 2008.
- ㉟ The revised school regulations for operations will be put into effect as of December 7, 2009.
- ㊱ The revised school regulations for operations will be put into effect as of December 3, 2010.  
But, revised article 25 will be put into effect as of March 1, 2011.
- ㊲ The revised school regulations for operations will be put into effect as of May 2, 2011.