

Graduate School of Professional Studies School Regulations

Chapter 1. General Regulations

Article 1 (Objective)

The objective of this regulation is to regulate aspects regarding the educational organization and academic management for achieving educational objectives of the Sookmyung Women's University Graduate School of Professional Studies (called "GSPS" hereafter) established under the Article 5 of the School Regulations of Sookmyung Women's University.

Article 2 (Types of GSPS)

Under the GSPS, there are Graduate School of Education, Graduate School of Public Policy and Industry, Graduate School of Life Style Design, Graduate School of Clinical Pharmacy, Graduate School of International Service, Graduate School of Music Therapy, Graduate School of Traditional Culture and Arts, Graduate School of TESOL, Graduate School of Distance Learning, Graduate School of Social Education, and Graduate School of Human Resource Development for Women (called "each GSPS" hereinafter).

Article 3 (Curriculum of Each GSPS)

Each GSPS has a master's degree course as a degree course and research course as a non degree course, and it may also have an open course as a special course.

Article 4 (Major and Entrance Quota)

Majors and entrance quota of each GSPS are stated on the [Table 1].

Chapter 2. Entrance, Admission, and Re-Entrance

Article 5 (Entrance Period)

The entrance (including admission and re-entrance) period of the GSPS is before the beginning of each semester.

Article 6 (Qualifications for Entrance and Admission)

- ① Students who are willing to enter the master's courses and research courses of the GSPS should meet one of the following qualification and pass the prescribed entrance screening.
 1. Bachelor's degree holders from universities in and out of the country.
 2. Students who are recognized to have same academic qualification as number one by the law.
- ② For those students who have bachelor's degrees and finished more than a semester in graduate schools in and out of the country can be admitted through prescribed screening procedures by the GSPS. However, more than 3 semesters cannot be acknowledged.

Article 7 (Entrance Application Procedure)

Applicants of each GSPS should submit necessary documents regulated by the detailed enforcement regulations and pay the fixed entrance screening fees.

Article 8 (Entrance Screening)

- ① The entrance screening is divided and enforced into general screening with entrance application document screening, written (practical) examination, and interview and oral examination and special screening with entrance application document screening and interview.
- ② For those foreign students meeting the entrance qualification and entrusted students according to various exchange agreements can be admitted through special students according to various exchange agreements can be admitted through special screening out of the quota.

Article 9 (Entrance Permission)

Entrance is permitted by the President through the screening of the GSPS Committee.

Article 10 (Major Fields)

The major fields of each GSPS may not be same as the major fields completed in the undergraduate courses.

Article 11 (Re-Entrance)

- ① When the student who had been removed from the register as of the Item 2 and 3, Article 16 of School Regulations wants to re-enter the GSPS with the same major, it can be permitted within the range of subtracted number of the corresponding year's admission quota by the number of enrolled students, just for one time, according to the Article 9 of School Regulations.
- ② The credits of re-entered students earned before expulsion can be acknowledged.

Chapter 3. Registration, Temporary Absence from School, Returning to School, and Expulsion

Article 12 (Registration)

- ① Admitted students should submit prescribed documents and pay entrance fee and tuition by the fixed due date.
- ② Students should pay tuition for each semester by the fixed due date.
- ③ In case of registering more than 6 credit hours (7 credit hours for Graduate School of Music Therapy), tuition for each credit hour can be collected with graded scale according to the separate regulation.

Article 13 (Temporary Absence from School)

- ① Students who cannot attend school for more than 4 weeks due to illnesses and other unavoidable reasons, may temporarily absent from school with the permission from the Dean of the GSPS.
- ② In principle, the length of temporary absence is one year; however, with the permission from the Dean of the GSPS, it can be extended within a year. However, temporary absence due

to joining the armed forces is not included the absent period.

Article 14 (Returning to School)

Students willing to return to school from absent can return to school with permission from the Dean of the GSPS during the registration period.

Article 15 (Withdrawal from the School)

Students who want to withdraw from the school should submit the withdrawal application and obtain permission from the President.

Article 16 (Expulsion)

Students fell into any of the following are expelled from the school by the President through recommendation of the Dean of the GSPS.

1. Expelled students by discipline.
2. Students not returning to school after temporary absent period.
3. Students not paying tuition within the fixed period.

Chapter 4. Length of Study, Curriculum, Classes, and Credits

Article 17 (Length of Study)

- ① The length of study is 2 years and 6 months.
- ② Despite the regulation of the previous article, students meeting any of the following can shorten the length of study by one semester.
 1. Students earning more credits than the standard per semester.
 2. In special cases such as exchange agreements.
 3. The student who has been admitted to the Graduate School of TESOL after completion of the SMU-TESOL and YL-TESOL education courses of Sookmyung Women's University

Article 18 (Classes and Class Days)

In principle, the classes of the GSPS are delivered in the evening and class days are more than 15 weeks per semester. However, in principle, the classes of the Graduate School of Distance Learning is delivered through multi media remote education using the internet.

Article 19 (Curriculum)

- ① The curriculum is organized by each GSPS. However, for subjects designated by the Dean of the GSPS or head professor can be taken at the undergraduate schools, and credits within 6 credits can be acknowledged.
- ② Major professors of each GSPS can open joint classes through mutual agreement.

Article 20 (Earned Credits)

- ① Students should earn more than 24 credits (27 credits for the Graduate School of Clinical Pharmacy, 32 credits for the Graduate School of Music Therapy, and 33 credits for the Play Therapy Major of Graduate School of Social Education)

- ② For those students who register more than the length of study and earn credits necessary for completing the master's degree courses, the GSPS acknowledges the completion of the master's degree courses.
- ③ For those students whose completion are acknowledged, the certificate of completion of the [Attached Document 2] may be conferred.

Article 21 (Completion of Supplementary Classes)

For students whom the Dean of the GSPS thinks necessary, the GSPS may order them to complete supplementary classes other than the earned credits according to the Article 20.

Article 22 (Completed Credit Hours per Semester)

- ① Students may not complete more than 6 credit hours (7 credit hours for the Graduate School of Music Therapy, 9 credits for the Play Therapy major in the Graduate School of Social Education) per semester.
- ② Despite the description in the Clause 1, the student who attends the classes of supplementary subjects, re-taking subjects, and education practicum can complete the course additionally up to maximum 10 credits.

Article 23 (Acknowledgement of Credits Earned from Another Graduate Schools)

- ① Credits earned from other graduate schools in and out of the country and each graduate school of our university can be acknowledged within 6 credit hours through the prescribed screening.
- ② Even the credits are acknowledged by the clause 1, the length of study regulated by the Article 17 cannot be shortened.
- ③ Credits earned from another graduate schools by the multiple degree agreement may be acknowledged up to 9 credits.

Chapter 5. Examinations and Grades

Article 24 (Examinations)

Each class taken in each semester can be evaluated by regular or occasional examinations. However, certain classes can be replaced by separately assigned research reports.

Article 25 (Academic Evaluations and GPA)

- ① Grades are evaluated by considering examination grades, attendance, and reports and grades, points, and GPA are marked as follows.

Grades	Points	GPA	Grades	Points	GPA	Grades	Points	GPA
A+	97~100	4.3	B+	87~89	3.3	C+	77~79	2.3
A0	94~96	4.0	B0	84~86	3.0	C0	74~76	2.0
A-	90~93	3.7	B-	80~83	2.7	C-	70~73	1.7
						F	69 or below	0.0

- ② For subjects appointed by the Dean of the GSPS, the grade may be evaluated by P(Pass) or F(Fail) without the assessment of GPA.

- ③ GPA of completion acknowledgement for each subject necessary for the completion of degree course is above C- (1.7) or S (satisfactory), and the GPA of total semesters should be above B- (2.7).
- ④ Subjects receiving F grade due to poor academic performance may be retaken. However, in case of retaken subjects, existing grades are canceled.
- ⑤ The grades of supplementary classes are not added to the GPA.

Chapter 6. Degree Conferment

Article 26 (Conferment of Degree and Types)

- ① For those students who completed required credits in each major of the GSPS and passed the qualification examination, thesis screening, and oral tests, master's degrees are conferred.
- ② Despite the regulation of the previous clause, each GSPS may confer master's degrees to students who earned additional 6 credit hours designated by the GSPS Committee, passed the degree assignment (including graduation concert, graduation performance, internship, and clerkship) screening, or passed certain examination substituting the thesis submission, and detailed items about that is executed by the Detailed Enforcement Regulation.

Article 27 (Foreign Language Examination and General Examination)

Subjects of the foreign language examination and the general examination and items related to their execution are determined by the Detailed Enforcement Regulation.

Article 28 (Thesis Submission Qualification)

Students who are qualified to submit the degree application thesis should meet the following conditions.

1. Students earned all necessary credits for completion of the degree course.
2. Students with GPA of above 2.7 for the entire semesters.
3. Students passed fixed examination determined by each GSPS.
4. Students obtained permission from advising professors and head professors.

Article 29 (Thesis Screening)

- ① The screening of the thesis and oral examination are executed by 3 people appointed by the President through the deliberation of the GSPS Committee among faculty of major departments or related departments of in and out of the university or authorities of the academic circle, and when two thirds of the screening committee members give more than 70 points, the thesis is considered passed.
- ② The items related to the screening of the degree application thesis are regulated by the Detailed Enforcement Regulation.

Article 30 (Types of Degree and Certificate of Degree)

The types of degree conferred by each GSPS are same as the [Table 1]. However, degrees are conferred with marking of major fields and the certificate of degree is same as the [Attached Document 1].

Chapter 7. Students Guidance and Scholarship

Article 31 (Students Guidance)

Students should observe this school regulations and be under the guidance of the Dean of the GSPS, head professor, and thesis advising professor.

Article 32 (Discipline)

- ① When a student violates this regulations and acts against student's position, the President may discipline the student through the consultation and decision of the GSPS Committee.
- ② The types of discipline are divided into disciplinary confinement, suspension of attendance for a definite period, suspension of attendance for an indefinite period, and expulsion from school.

Article 33 (Scholarship)

Students meeting any of the following items can receive fixed scholarship according to the GSPS scholarship payment principle.

1. Students showing excellent academic grades
2. Current elementary and middle school teachers and public servants in office
3. Students entered by various exchange agreements
4. Students give merits to the development of the GSPS

Chapter 8. Open Classes and Research Students

Article 34 (Open Classes)

- ① Open Classes may be opened at the GSPS under the objective of knowledge and skills acquirement for culture, research, and jobs.
- ② When opening the open classes, detailed items such as subjects of the classes, duration, and capacity are determined by the Dean of the GSPS.
- ③ Open classes can be delivered through remote classes.

Article 35 (Research Students)

- ① The GSPS may select research students through screening.
- ② For research students, research achievement certificate according to the [Attached Document 3] can be issued based on their achievements.
- ③ Detailed items about screening of research students and tuition are determined by the President.

Chapter 9. Organization of the GSPS

Article 36 (Organization)

The organization of the GSPS is separately determined by the President.

Article 37 (Faculty Organization)

- ① In each GSPS, head professors for each graduate school or major are appointed.
- ② Major professors administer general academic affairs according to this school regulations and detailed enforcement regulations, and take charge in assigning students' major assignments and other study guidance.

Chapter 10. GSPS Committee

Article 38 (Organization of Committee)

- ① To deliberate on matters about operating the GSPS, the GSPS Committee is installed.
- ② Committee members are organized with deans of each graduate school, deans of each department, the Dean of the Academic Affairs, the Dean of the Planning Affairs, and Dean of the Office of External Cooperation, and the Dean of the GSPS becomes the Chair of the Committee.

Article 39 (Functions of Committee)

The GSPS Committee deliberates on the following matters and decides them.

1. Matters related to entrance, completion, and degree conferment
2. Matters related to installation and abolition of majors and entrance quota
3. Matters related to creating, changing, and abrogating various rules and regulations about the operation of the GSPS
4. Other important matters related to the operation of the GSPS

Article 40 (Calling the Committee)

The Chair calls the GSPS Committee when necessary and become the Presiding Chair. Unless there are special regulations, this committee opens with attendance of the majority, decide matters with majority of attendees, and when a vote is a tie, the Chair has the right to decide.

Chapter 11. Graduate School of Distance Learning Operating Committee

Article 41 (Organization of Committee)

1. To promote the efficiency of the operation of the Graduate School of Distance Learning (GSDL), the GSDL Operating Committee is installed.
2. Committee members are consisted of the Dean of the Academic Affairs, the Dean of the Information and Communications Affairs, the Director of the School of Continuing Education, the Director of the Center for Teaching and Learning, and head professors of each major of the GSDL, and the Dean of the GSDL becomes dean of the Operating Committee.

Article 42 (Functions of Operating Committee)

The GSDL Operating Committee deliberates on the following matters.

1. Issues on the education projects of Graduate School of Distance Learning
2. Issues on the course and curriculum installed in the Graduate School of Distance Learning
3. Other major issues related to the operation of the GSDL

Article 43 (Calling the Committee)

The Chair calls the GSDL Operating Committee when necessary and become the Presiding Chair. Unless there are special regulations, this committee opens with attendance of the majority, decide matters with majority of attendees, and when a vote is a tie, the Chair has the right to decide.

Chapter 12. Supplementary Rules

Article 44 (Applying Rules)

The provision of the Sookmyung Women's University Regulations shall apply in case of items not regulated in this regulations.

Article 45 (Detailed Enforcement Regulations)

Detailed regulations for executing this regulations are separately fixed by the GSPS Committee.

Additional Clauses

Article 1 (Date of Enforcement)

This regulations are enforced from January 30, 2001.

Article 2 (Abolition Rule)

Existing regulations of Graduate School of Education, Graduate School of Business Management, Graduate School of Public Policy, Graduate School of Design, Graduate School of Clinical Pharmacy, Graduate School of International Service, Graduate School of Music Therapy, Graduate School of Information and Communications, Graduate School of Traditional Culture and Arts, and Graduate School of TESOL are abolished, and items regulated by the existing each GSPS regulations are considered being regulated by this regulations.

Article 3 (Interim Measures)

- ① If a student has any disadvantages due to the abolition of the old regulations according to the Article 2 of the Additional Clauses of the Regulations, the old regulations are applied.
- ② The Article 26, clause 2 of this Regulations is applied starting with the entering students of March 1999. However, even the students entered prior to 1999 are governed with this Regulations if they are returned to school after 1999.

Article 4 (GSDL School Regulations)

The Regulations of the GSDL (Distance Cosmetic & Beauty, Distance Education Engineering) installed within the GSPS are separately fixed and executed due to its special circumstances.

Additional Clause

(Date of Enforcement) This revised Regulations are enforced from April 9, 2001.

Additional Clause

Article 1 (Date of Enforcement)

This revised Regulations are enforced from September 17, 2001.

Article 2 (Abolition Rule)

Existing Regulations of the GSDL (Distance Cosmetic & Beauty, Distance Education Engineering) are abolished, and items regulated by the existing regulations are considered being regulated by this regulations.

Additional Clause

(Date of Enforcement) This revised Regulations are enforced from December 16, 2002.

Additional Clause

(Date of Enforcement) This revised Regulations are enforced from September 29, 2003.

Additional Clause

(Date of Enforcement) This revised Regulations are enforced from April 12, 2004.

Additional Clause

Article 1 (Date of Enforcement)

This revised Regulations are enforced from May 31, 2004.

Article 2 (Interim Measures)

For students majoring in majors abolished by this revised regulations, names of the old regulations are applied for their majors, specialized fields, and degree types.

Additional Clause

Article 1 (Interim Measures)

- ① The Article 4 of this revised regulations is applied starting with the entering students of 2005 academic year.
- ② For students entered prior to the enforcement date of this revised regulations, names of their majors, specialized fields, and degree types are applied with names of the time when they entered.

Article 2 (Date of Enforcement)

This revised Regulations are enforced from March 1, 2005.

Additional Clause

Article 1 (Date of Enforcement)

This revised Regulations are enforced from June 13, 2005.

Additional Clause

Article 1 (Date of Enforcement)

The revised School Regulations shall be applied to the student admitted from the academic calendar of 2006.

Additional Clause

Article 1 (Interim Measures)

- ① The Article 4 of this revised regulations is applied starting with the entering students of 2006 academic year.
- ② For students entered prior to the enforcement date of this revised regulations, names of their majors, specialized fields, and degree types are applied with names of the time when they entered.

Article 2 (Date of Enforcement)

This revised Regulations are enforced from September 26, 2005.

Additional Clause

Article 1 (Interim Measures)

- ① The Article 4 of this revised regulations is applied starting with the entering students of 2007 academic year.
- ② For the students in the majors being abolished who had admitted before the effective date of the revised School Regulations, the names of Graduate School, Major, Specialized Field, and Degree Type shall be applied with the names of the admitted time.

Article 2 (Date of Enforcement)

This revised Regulations are enforced from October 23, 2006.

Additional Clause

Article 1 (Date of Enforcement)

The revised School Regulations shall enter effectiveness as of April 23, 2007.

Additional Clause

Article 1 (Date of Enforcement)

The revised School Regulations shall enter effectiveness as of April 21, 2008.

Additional Clause

Article 1 (Date of Enforcement)

The revised School Regulations shall enter effectiveness as of June 15, 2009.

Additional Clause

Article 1 (Date of Enforcement)

The revised School Regulations shall enter effectiveness as of November 12, 2010.

<Table 1> Courses, Majors, Specialized Fields, Degrees, and Entrance Quota of Each GSPS

Graduate School	Courses	Majors	Specialized Fields	Degree Types	Entrance Quota
Graduate School of Education	Master's Degree	Early Childhood Education Primary Education Counseling Education Educational Psychology Education Administration Korean Language Literature Education Chinese Education English Education French Education German Education History Education Social Science Education Mathematics Education Chemistry Education Physics Education Biology Education Computer Science Education Home Economics Education Nutrition Education Physical Education Music Education Arts Education	Early Childhood Education Primary Education Counseling Education Educational Psychology Education Administration Korean Language Literature Education Chinese Education English Education French Education German Education History Education Social Science Education Mathematics Education Chemistry Education Physics Education Biology Education Computer Science Education Home Economics Education Nutrition Education Physical Education Music Education Arts Education	Master in Education	220
Graduate School of Public Policy and Industry (Combined the Graduate Schools of Public Policy and of Techno Business Management)	Master's Degree	Culture and Art Administration Social Welfare Policy Consumer Economics e-business	Culture and Art Administration Social Welfare Policy Consumer Economics e-business	Master in Culture and Art Administration Master in Social Welfare Policy Master in Consumer Economics Master in e-business	43
Graduate School of Life Style Design (Renamed the Graduate School of Design)	Master's Degree	Fashion Coordination Design Floral Art and Design Living Style Design	Fashion Design Floral Art and Design Living Style	Master in Design	46
Graduate School of Clinical Pharmacy	Master's Degree	Clinical Pharmacy Social Pharmacy	Clinical Pharmacy Social Pharmacy	Master in Clinical Pharmacy Master in Social Pharmacy	32
Graduate School of International Service	Master's Degree	International Public Relations International Organization and Human Security Sports Diplomacy	International Public Relations International Organization and Human Security Sports Diplomacy	Master in International Service	30
		French Culture Management	French Culture Management	Master in Culture Management	
Graduate School of Music Therapy	Master's Degree	Clinical Music Therapy Healing Music Ministry	Clinical Music Therapy Healing Music Ministry	Master in Music Therapy	50
Graduate School of Traditional Culture and Arts	Master's Degree	Traditional Dancing Traditional Music Traditional Dietary Life Food	Traditional Dancing Traditional Music Traditional Dietary Life Food	Master in Traditional Culture and Arts	60
Graduate School of TESOL	Master's Degree	Teaching English to Speakers of Other Languages Computer Assisted Language Learning	Teaching English to Speakers of Other Languages Computer Assisted Language Learning	Master in TESOL	40
Graduate School of Distance Learning	Master's Degree	Cosmetic & Beauty Distance Education & Technology Infant & Child Education Information	Cosmetic & Beauty Distance Education & Technology Child Education Information	Master in Cosmetic & Beauty Master in Education Master in Early Childhood Education	200
		Business Administration for Elderly	Business Administration for Elderly	Master in Business Administration for Elderly	
		Creative Industry for Children	Creative Industry for Children	Master in Creative Industry for Children	
Graduate School of Social Education	Master's Degree	Play Therapy Leadership Education Eurhythmics Piano Pedagogy Golf Management Beauty Art	Play Therapy Leadership Eurhythmics Piano Pedagogy Golf Management Beauty Art	Master in Play Therapy Master in Leadership Master in eurhythmics Master in Piano Pedagogy Master in Golf Management Master in Beauty Art	62
Graduate School of Human Resource Development for Women	Master's Degree	Human Resource Development for Women	Human Resource Development for Women	Master in Human Resource Development for Women	20
Total		11 Graduate Schools			803

[Annexed Form 1]

PG No.

Degree Certificate

○ ○ ○
D. O. B

Major :

This is to certify that the person above mentioned has completed the Master's Course in the Graduate School of ○○, Sookmyung Women's University and has acquired the qualification for the Master of ○○ Studies (Specialized Field:)

MMM DD, YYYY

Dean of the Graduate School of ○○, Sookmyung Women's University
(Degree Name) ○○○ (Seal)

The Master's Degree in ○○ Studies (Specialized Field:) is conferred
as per the above certification.

MMM DD, YYYY

President of Sookmyung Women's University
(Degree Name) ○ ○ ○ (Seal)

Degree Registration #: SMWU (M)

[Annexed Form 2]

PG No.

Certificate of Completion

Name: ○ ○ ○
D. O. B

This Certificate is conferred on the person above mentioned, who has completed the prescribed courses of the ○○ Major (Specialized Field:) in the Master's Degree Course, Graduate School of ○○○○, Sookmyung Women's University.

MMM DD, YYYY

Dean of the Graduate School of ○ ○, Sookmyung Women's University
(Degree Name) ○ ○ ○ (Seal)

President of Sookmyung Women's University
(Degree Name) ○ ○ ○ (Seal)

Master's Degree Registration #:

[Annexed Form 3]

PG No.

Certificate

Name: ○ ○ ○
D. O. B

This is to certify that the person above mentioned has attained the satisfactory accomplishment in the research for years months in the Master's Degree Course of the Graduate School of ○○, Sookmyung Women's University.

MMM DD, YYYY

Dean of the Graduate School of ○ ○, Sookmyung Women's University
(Degree Name) ○ ○ ○ (Seal)