< Information on Application for Classes for Spring semester, 2023 >

1. Period of Application for classes

Content	Period	Confirmation of academic advisor
Application for Classes	Feb 10th(Fri) 09:00 ~ Feb 16th(Thu) 17:00, 2023	Feb 10th(Fri) ~ Mar 8th(Wed) , 2023
Commencement of Spring semester, 2023	Mar 2nd(Thu), 2023	
Application for Classes (Change)	Mar 2nd(Thu) 09:00 ~ Mar 8th(Wed) 17:00, 2023	

2. Procedure of Course registration

[Check the required credits for completion of course → Search the Class Schedule/Syllabus →Course Registration (Input the subjects into a computer) → Confirmation of academic advisor → Completion]

a. Check the required credits for completion of course

: Before application for classes, Students are required to confirm the required credits (major and research credits) of each department and to check credits earned and the courses to take. This step will not cause any problems with graduation or completion.

: Portal → Login → (New) Academic Affairs Information → Grade/Graduation → View Graduation Requirements Acquisition Status (General Graduate School)))

b. Search the Class Schedule/Syllabus

: Portal Login : (New) Academic Affairs Information → Academic Course → View Course Schedule/Syllabus

: Portal non-Login : https://mhaksa.ajou.ac.kr:30443/public.html#!/e020402

c. Course registration

: Portal → Login → (New) Academic Affairs Information → Academic Course → Course Registration → Check the Department(학과) and Major(전공) → Click 'Apply' button of the courses that you want to take → Check the 'Course Registration List' menu on the upper side.

※ Please check the required credits of major and research subjects of each department to graduate or complete the course.

d. Confirmation of Academic advisor

: Obtain the confirmation of classes from the applicable academic advisor(or dean of the department when an academic advisor is not assigned) using the AIMS portal system of faculty.

※ In the event of not obtaining the confirmation for classes from the academic advisor after the computer input, application will not be accepted successfully. So students should get the confirmation from academic advisor.

3. Application for classes Criteria and Procedure

☐ Maximum credits for application per each semester : 12 credits (including research credit)
Excess credits and grades that obtained will not be allowed and will be deleted.

☐ Application for research credit : In case of shortage in research credits, it is impossible to graduation. (It is possible to complete the course)

- Students who entered before 2014 – **Application for courses of 3 research credits in each semester for each degree course**
- Students who entered in or after 2014 – **Application for courses of 3 research credits in each semester for Master's course, and Application for courses of 3 or 6 research credits in each semester for Doctoral and Integrated courses**

* In case of applying research credits after the minimum registration semester(4 semesters), students must pay registration fee.

** In case that the criteria for completion of research credits for doctorate and integrated courses is total 9 credits, students have to apply for 3 research credits in each semester.

☐ Taking courses of undergraduate school : The application for classes for undergraduate school course is recognized for total 6 credits for master's program and doctoral program, and 12 credits for integrated program in the period of attendance at school.

- Procedure of application for undergraduate school classes : AIMS Portal Login→ 학사서비스 (Academic Information for graduate school) → 교과수업(Class Info) on the upper side → 수강신청(Course Registration) on the left side → [학부]교과구분([Undergraduate] Classification of subjects) → Check courses and click save button

* Students can only apply for the designated subjects that confirmed from Academic advisor after counseling.

☐ Taking courses from other graduate school (Collaborated graduate school) : The exchange credit to complete from the collaborated graduate schools may not exceed a total of 12 credits for each degree course within the period of attendance at school.

- Subjects : Those that are included in the graduate course but that are not offered in Ajou graduate school in this semester
- Procedure : Submit the application form for classes for the recognition of credit exchange to the department office with the signature of Professor of classes, Academic advisor in the graduate school and Dean of department.
- Collaborated graduate schools : University of Science & Technology, Kyonggi University, Kyunghee University, Kookmin University, Korea National Defense University, Dongguk University, Myongji University, Seoul National University, Sookmyung Women's University, Yonsei University(Dept. Medical Sciences), Hanyang University.

☐ Application for Alternative courses for foreign language test(English, Korean Beginning)

- Period of application and Procedure : Students can apply for alternative courses for foreign language test through the AIMS portal website within the period of application for classes (Application for classes is not allowed in the period of changing classes)
- Qualification for class taking

1) English: enrolled students and students completed with required

courses (excluding students on leave and Pharmacy students who entered after fall semester, 2012)

2) Korean Beginning : International Students

4. Note on Application for classes

☐ After application for classes, students should obtain the confirmation of classes from the applicable academic advisor or dean of department(when an academic advisor is not assigned). In the event of not obtaining the confirmation from academic advisor, application will not be accepted successfully.

☐ **Students are required to check the required credits of major and research subjects of each department for not making any problems with graduation or completion for courses.**

☐ Range of recognition of major course for each department : Recognized the related curriculum for similar major courses approved by the academic advisor

☐ The repeated course taking with the same name(including the alternative course) is not permitted and course application is not allowed. In particular, the students in doctorate program have to confirm the repetition of credit recognition from the master's program(scheduled credit recognition for new students) to ensure no difficulties in credit related issues. (In case of repetition, credits gained is not allowed)

* In the event that the contents of class and the professor in charge are different, the same name course will not be allowed to take.

☐ After applying for classes, make sure to confirm the status of class registration that there would be no case of not receiving the credits at the end of the semester due to the error in class registration.

☐ **Application for Scholarship: Only students who earned a minimum of 4 credits in the previous semester and 3.5 of GPA for each semester without a grade of 'F' in every course can apply for the scholarship**

* Students who didn't take the required credits for completion have to apply for major subject including research credit but in case that students apply for only research credits, the scholarship will not be provided.

** If students completed major courses, accumulated score will be applied regardless of acquired credits.

☐ Any course with grade "F" will be removed(deleted) from transcript by retaking for the applicable course again and getting a grade.

5. Required Credits for graduation

Classification		Total Completed Credits	Major Credits	Research Credits
Master's Course		30	24	6
(Advanced Practice in Nursing) - entered before 2015		(39)	(33)	(6)
(Advanced Practice in Nursing) - entered after 2016		(42)	(36)	(6)
(Dept. of Dependable software)		(45)	(39)	(6)
(Financial Engineering) - entered before 2013		(45)	(39)	(6)
(Financial Engineering) - entered in or after 2013		(42)	(36)	(6)
Doctorate Course	Students who entered before 2014	69	60	9
	Students who entered in or after 2014	69	**54~60**	**9~15**
	Students who entered in or after 2017	45	**30~36**	**9~15**
Integrated Course	Students who entered before 2014	63	54	9
	Students who entered in or after 2014	63	**48~54**	**9~15**

※ New graduates who entered in or after 2014 for Doctorate course and Integrated Course are required to apply for the classes after checking [Table] Required Credits for graduation for Doctorate course and Integrated Course(on page 10) for completion of courses or graduation since the research credits have been changed from 9 to 15 credits.

※ There are compulsory subjects which are specified by each departments. Students are required to check

curriculum. For more details, Please contact each departments.

[Required credits for completion for PhD Students who entered in and after 2017]

- For PhD students who entered in and after 2017, we shall state the required credits that they actually must take to complete Doctorate program in Ajou graduate school without recognizing up to 24 credits from your master's courses. (In case of financial engineering department, additional credits can be recognized up to 12 credits from master's courses.)
- Duty to take additional courses designated by academic advisor
  · Additional courses designated by academic advisor: 3 ~ 12 credits
  · Who should take these additional courses
    (1) Those who are graduated from a special (or professional) graduate school
    (2) Those whose major of Master's and Doctorate is different
  · Those who can submit a written statement of reasons for exemption confirmed by academic advisor may be exempted from the duty to take these additional designated courses(This statement shall be approved by dean of department and dean of Graduate School)
  · This duty applies to PhD students who entered in and after 2017

6. Change of the Classes

a. Students can change the classes in the period for changing classes with the confirmation from Academic advisor

b. Classes to close is changed during the period of class change

7. Credit Recognition

a. Taking courses from other graduate school(Collaborated graduate school) and credit recognition

1) Subject schools : Collaborated Graduate schools

- Collaborated graduate schools : University of Science & Technology, Kyonggi University, Kyunghee University, Kookmin University, Korea National Defense University, Dongguk University, Myongji University, Seoul National University, Sookmyung Women's University, Yonsei University(Dept.

Medical Sciences), Hanyang University

2) Application Procedure and Grade Confirmation

- Any students who wish to register for classes under the credit exchange have to make a copy of Application for classes for Credit Exchange Program and get a stamp(signature) of approval from the professor in charge of the applicable courses, then submit it to Department office in the period of application for classes after confirming from the Academic advisor and Dean of department.
- Grade Confirmation : Confirm the results from other graduate schools at the end of semester.

3) Notes on Credit Recognition

- The exchange credit to complete from the collaborated graduate schools may not exceed a total of 12 credits for each degree course.
- The application and correction of courses in collaborated graduate schools have to be submitted in writing to this Graduate school.
- The exchange course has to be the course included in the curriculum of the Graduate school but not available in this graduate school in the applicable semester.
- The English names of courses have to be recorded on the Application for classes for Credit Exchange Program.
- For the curriculum established in this graduate school for the applicable semester, the taking of courses from collaborated graduate schools will not be permitted.

4) Compliances

- Any student taking courses from a collaborated graduate schools under the credit exchange has to comply with the School Regulations for the applicable Graduate School.

b. Credit Recognition from the Master's courses for the newly admitted students in the doctorate program(Students who entered before 2017)

1) Period of Application : Within the designated period for application in the beginning of the first semester entered

2) Scope of Recognition : Up to 24 credits confirmed by 'Admissions Committee'

3) Procedure : Fill in the application → Confirmed by a Dean and Admissions Committee (Credit

assessed by the department with the supervision of the dean of department) → Confirmed by the director of the graduate school → Confirmed by the dean of the graduate school

* In the event that the major of Master's and Doctorate is different, credits will be recognized up to 12 credits. And students will submit the form of excess recognition additionally only in case that more document for recognition is needed.

c. Recognition of credits for new students, transfer students and returning students

1) Period of Application : Within the designated period for application by submitting Credit Recognition application and Transcripts from the previous graduate school

* Up to 1/2 credits of required credits for graduation acquired in the previous graduate school are recognized for new students and transfer students.

* Total credits acquired in the past are recognized for returning students.

2) Procedure : File an application → Confirmed by a dean and the Admissions Committee (Evaluation under the supervision of a dean) → Confirmed by the director of the graduate school → Submitted to the graduate school → Approved by Graduate School Committee

d. Application for credit for special courses of lecture in Master's degree program for new students (Special students of lecture in master's course after the second semester of 2006)

1) Application period and range of recognition : Not more than 6 credits within the designated registration period at the first semester of Master Program

2) Procedure : Students have to submit the "application form for recognition of credit completion of special courses for Master's degree" to department office after confirmation from academic advisor and dean of department.

e. Credits on courses opened in Specialized Graduate School(Graduate school of Management, Graduate school of Public Policy, Graduate school of Education, Graduate school of Industrial Studies, Graduate School of Information and Communication, Graduate school of ITS, Graduate School if International Affairs, Graduate School of Public Health, and Graduate school of Law) are not recognized.

8. Further Information

a. Status of Lecture time for each class hour

Class hour 1 : 09:00 ~ 09:50	Class hour A :09:00 ~ 10:15
Class hour 2 : 10:00 ~ 10:50	Class hour B : 10:30 ~ 11:45
Class hour 3 : 11:00 ~ 11:50	Class hour C : 12:00 ~ 13:15
Class hour 4 : 12:00 ~ 12:50	Class hour D :13:30 ~ 14:45
Class hour 5 : 13:00 ~ 13:50	Class hour E :15:00 ~ 16:15
Class hour 6 : 14:00 ~ 14:50	Class hour F : 16:30 ~ 17:45
Class hour 7 : 15:00 ~ 15:50	Class hour G :18:00 ~ 19:15
Class hour 8 : 16:00 ~ 16:50	
Class hour 9 : 17:00 ~ 17:50	

b. Abbreviation for Lecture Halls

(Yul):Yulgok Hall (Da):Dasan Hall (Won):Wonchun Hall (Pal):Paldal Hall (West):West Hall

(East):East Hall (Energy): Energy Center (IUCB):Industry-University Cooperation Building

(Yeon): Yeonam Hall (Pharm): College of Pharmacy (Seong): Seongho Hall

(Hye): Hyegang Hall

c. Change of Personal Information

1) Students who modified personal information(Phone number, Address(including e-mail address, etc.) have to correct the information on the AIMS Portal website.

[Table] Required Credits for graduation for Doctorate course and Integrated Course

- Students who entered in or after 2014

Department	Doctorate course (entered from 2014 to 2016)			Doctorate course (entered in and after 2017			Integrated Course		
	Major	Research	Total	Major	Research	Total	Major	Research	Total
Mechanical Engineering	60	9	69	36	9	45	54	9	63
Industrial Engineering	60	9	69	36	9	45	54	9	63
Chemical Engineering	54	15	69	30	15	45	48	15	63
Material Engineering	54	15	69	30	15	45	51	12	63
Environmental Engineering	54	15	69	30	15	45	48	15	63
Civil Systems Engineering	54	15	69	30	15	45	48	15	63
Transportation Engineering	54	15	69	30	15	45	48	15	63
Architecture	54	15	69	30	15	45	54	9	63
Architectural Engineering	54	15	69	30	15	45	54	9	63
Systems Engineering	54	15	69	30	15	45	48	15	63
Urban Development	54	15	69	30	15	45	54	9	63
Smart Convergence Architecture	-	-	-	30	15	45	48	15	63
Electrical and Computer Engineering	54	15	69	30	15	45	48	15	63
Semiconductor Engineering	-	-	-	30	15	45	48	15	63
Computer Engineering	54	15	69	30	15	45	48	15	63
Cybersecurity	-	-	-	30	15	45	48	15	63
Artificial Intelligence	-	-	-	30	15	45	48	15	63
Military Digital Convergence	-	-	-	30	15	45	48	15	63
Digital Media	54	15	69	30	15	45	48	15	63
Mathematics	54	15	69	30	15	45	48	15	63
Physics	54	15	69	30	15	45	48	15	63
Chemistry	54	15	69	30	15	45	48	15	63
Biological Science	54	15	69	30	15	45	48	15	63
Business Administration	60	9	69	36	9	45	54	9	63
Business Analytics	60	9	69	36	9	45	54	9	63
Global Management	60	9	69	36	9	45	54	9	63
Korean Language and Literature	60	9	69	36	9	45	54	9	63

Department		Doctorate course (entered from 2014 to 2016)			Doctorate course (entered in and after 2017			Integrated Course		
		Major	Research	Total	Major	Research	Total	Major	Research	Total
English Language and Literature		57	12	69	33	12	45	54	9	63
French Language and Literature		60	9	69	36	9	45	54	9	63
Cultural Contents		-	-	-	36	9	45	54	9	63
Economics		60	9	69	36	9	45	54	9	63
Psychology		60	9	69	36	9	45	54	9	63
Applied Sociology		54	15	69	30	15	45	54	9	63
Political Science and Diplomacy		54	15	69	30	15	45	54	9	63
Public Administration		54	15	69	30	15	45	54	9	63
Law		60	9	69	36	9	45	54	9	63
Medical Sciences		60	9	69	36	9	45	54	9	63
Biomedical Sciences		60	9	69	36	9	45	54	9	63
Nursing Sciences		57	12	69	33	12	45	-	-	-
Pharmacy	entered in 2014	57	12	69	-	-	-	51	12	63
	entered from 2015 to 2016	54	15	69	-	-	-	48	15	63
	entered from 2017	-	-	-	30	15	45			
BioHealth Regulatory Science		-	-	-	30	15	45	48	15	63
Energy Systems Research		54	15	69	30	15	45	48	15	63
Molecular Science and Technology		54	15	69	30	15	45	48	15	63
AI and Data Science		-	-	-	30	15	45	48	15	63
Education		57	12	69	33	12	45	-	-	-
Financial Engineering		60	9	69	36	9	45	54	9	63
Convergence Healthcare Medicine		54	15	69	30	15	45	48	15	63
Space Electronics and Information Engineering		54	15	69	30	15	45	48	15	63
Applied Bio Technology		54	15	69	30	15	45	48	15	63
D.N.A. Convergence		-	-	-	30	15	45	48	15	63
Network Centric Warfare		54	15	69	30	15	45	48	15	63
Artificial Intelligence Convergence Network		-	-	-	30	15	45	48	15	63

Department	Doctorate course (entered from 2014 to 2016)			Doctorate course (entered in and after 2017			Integrated Course		
	Major	Research	Total	Major	Research	Total	Major	Research	Total
Systems Biomedical Informatics	54	15	69	30	15	45	48	15	63
Life Media	60	9	69	36	9	45	54	9	63
Science and Technology Policy	-	-	-	36	9	45	54	9	63
Digital Humanities	–	–	–	36	9	45	54	9	63