

1. Period of Application for classes

Content	Period	Confirmation of academic advisor
Application for Classes	Feb. 7th(Tue) ~ Feb. 13th(Mon), 2017	Feb. 7th(Tue) ~ Mar. 9th(Wed), 2017
Commencement of Spring semester, 2017	Mar. 2nd(Thu), 2017	
Application for Classes (Change)	Mar. 7th(Tue) ~ Mar. 9th(Thu), 2017	

2. Procedure of Course registration

[Check the required credits for completion of course → Search the Class Timetable/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. (You can check the required credits on page.2)

b. Search the Class Timetable/Syllabus

: AIMS Portal Login → Click 학사(대학원) (Academic Information for Graduate school) → Click 교과수업(Class Info.) on the upper side → Timetable/Syllabus search on the left side menu or connect to the website. [(Korean) <http://goo.gl/nNHaKR> / (English) <http://goo.gl/4cZcx1>]

c. Course registration

: Join the AIMS2 Portal website(<http://portal.ajou.ac.kr>) → Login → Click 학사(대학원) (Academic Information for Graduate school) → Click 교과수업(Class Info.) on the upper side → Click 수강신청 (Course Registration) on the left side → Check the Department(학과) and Major(전공) → Click the courses that you want to take → Click 저장(Save) button → Check the list on the confirmation of course registration menu on the left 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 complete the course or graduation.
 - 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.
 - Period of application for undergraduate school courses
: Feb. 7th(Tue) ~ Feb. 10th(Fri), 2017
 - Procedure of application for undergraduate school classes : AIMS Portal Login→ 학사(대학원) (Academic Information for graduate school) → 교과수업(Class Info) on the upper side → 수강 신청(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 Beginning, English Advanced, 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 Beginning·Advanced : 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
 - * For more details about foreign language test, please check page 5 to page 6.

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 no 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 completion of course

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\(on page 7\) 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 to 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 of 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 2 : 10:00 ~ 10:50
Class hour 3 : 11:00 ~ 11:50
Class hour 4 : 12:00 ~ 12:50
Class hour 5 : 13:00 ~ 13:50
Class hour 6 : 14:00 ~ 14:50

Class hour A : 09:00 ~ 10:15
Class hour B : 10:30 ~ 11:45
Class hour C : 12:00 ~ 13:15
Class hour D : 13:30 ~ 14:45
Class hour E : 15:00 ~ 16:15
Class hour F : 16:30 ~ 17:45

Class hour 7 : 15:00 ~ 15:50
Class hour 8 : 16:00 ~ 16:50
Class hour 9 : 17:00 ~ 17:50

Class hour G :18:00 ~ 19:15

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
(Jong): Jonghap Hall (Pharm): College of Pharmacy (Seong): Seongho 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 and 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
Electrical and Computer Engineering		54	15	69	30	15	45	48	15	63
Computer Engineering		54	15	69	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
Management Information System		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
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
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			
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
Education		57	12	69	33	12	45	–	–	–
Financial Engineering		60	9	69	36	9	45	54	9	63
Bio Medical Engineering		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
NCW Engineering		54	15	69	30	15	45	48	15	63
Systems Biomedical Informatics		54	15	69	30	15	45	48	15	63
Life Media		60	9	69	36	9	45	54	9	63

Application for English Language Class for Foreign Students for Spring semester, 2017

Students who take English language courses offered or submit English proficiency test score like TOEFL, TOEIC, etc, will be recognized as someone who satisfy qualification requirements for submitting dissertation(thesis). We inform you of the application for English Language Classes for foreign students for Spring semester in 2017 as below.

1. Application for classes

a. Lecture offered

A course of study	Class Title	Professor in charge	Credit /Hour	Class Time (Lecture room)
Common	English(Beginning)	Ho, Han	0/3	- On-line Lecture - Orientation : Mar.6th(Mon) 18:30 Dasan Hall B107
	English(Intermediate)	Seungjae, Mun	0/3	Mon 18:30~21:30 (Dasan Hall 506)
	English(Intermediate)	JaiHyong, Cho	0/3	Wed 18:30~21:30 (Dasan hall 205-A)

b. Period of Application : Feb. 7th(Tue) ~ Feb. 12th(Mon), 2017

(※ Application for classes is not allowed in the period of changing classes)

c. Course Registration Procedure : Login AIMS Portal website → 학사(대학원) (Academic Information for Graduate school) → 교과수업(Class Info.) on the upper side→ 수강신청 (Course Registration) on the left side → Check the courses 공통/영어(Common/English) → 저장(Save)

※ Students who completed with required courses can't apply in AIMS portal website. So they have to apply for English classes by visiting Department office or office of graduate school.

2. Qualification for class taking : Enrolled students and students completed with required courses (excluding students on leave and enrolled students in Dept. of Pharmacy) (Students in Dept. of Pharmacy who entered after Fall semester in 2012 can't apply for Alternative courses foreign language test)

3. Grade assessment : PASS & FAIL (0 credit)

※ The grade of Alternative courses for foreign language test will not reflected in GPA in applicable semester because the grade of alternative courses is only for requirements for submitting thesis.

4. Payment of Tuition Fee

a. Lecture Costs : 120,000 KRW per each semester

b. Period of Payment: Feb. 7th(Tue) ~ Feb. 12th(Mon), 2017

c. Account Number for payment : Standard Chartered Bank 632-15-000373 (아주대 일반대학원)

5. Notes

- Transfer the money with student's own name in the period of application for classes
- If students do not pay tuition fee in designated period, application for classes will be cancelled automatically.
- Cancellation of application for classes : Students who want to delete the class from the list have to submit the Form of cancellation of classes to office of Graduate school(Yulgok Hall #305) in the period of changing classes. (Mar. 7th(Tue) ~ Mar. 9th(Thu)), 2017). Only in that case, students receive a full refund. After the period of changing classes, we do not allow the cancellation and full refund of classes.

Application for Korean Language Class for Foreign Students for Spring semester 2017

1. Application for classes

a. Lecture offered

A course of Study	Class Title	Professor in charge	Credit /Hour	Class Time(Lecture room)	Remark
Common	Korean Language Beginning	GunHee, Lee	0/3	Fri E~F (Dasan Hall #108) 15:00 ~ 17:50	

b. Period of application and Procedure : Same above (Apply in the period of application for classes in each semester in the same way)

2. Qualification for class taking : Enrolled International students of General Graduate school

3. Lecture costs : Free

4. Grade Assessment : PASS & FAIL (0 credit)

5. Note on application

- Foreigners who are not English native speakers will select either English or Korean when taking Foreign Language test in English that conducted in School to meet the requirements for submitting dissertation.
- Students who take a Korean Language class offered in school and get a PASS grade will be exempted Korean Language Test. It means that students meet the requirements for submitting thesis.
- The grade of Korean Language Beginning will be reflected in GPA in applicable semester.