

Guideline for Nonsubject Education

Graduate School in Ajou University

Outline of Nonsubject Education

Criteria of completion of Nonsubject Education based on Research Study	3
Research Ethics	4
- How to register for Online Classes of Research Ethics	5
- How to upload the certificate of completion of Online Lecture	11
Research Note Writing	12
- How to register for Online Classes of Research Note writing	13
- How to upload the certificate of completion of Online Lecture	14
Thesis Writing	15
- How to register for Online Classes of Thesis Writing	16
How to search for the completion of Nonsubject Education	19

Criteria of completion of Compulsory Nonsubject Education based on Research Study

Subject : Students who entered after 2014 (Encourage students who entered before 2014 to take classes)

※Students who entered after 2014 do not submit the Dissertation without taking Nonsubject Education as below.

Qualifications for completion

- 1) Students who take regular classes will be recognized alternatively.
- 2) Students in Ph.D program will be exempted from “Research Ethics” once and from “Research Note Writing” only in case that a student completed those classes in his/her Master’s program.

Classification	Qualification for completion	Subject of application for compulsory education	Period of Completion (Recommendation)
Research Ethics	Master’s program : at least once or more Ph.D / Integrated program : at least twice or more	Students who entered after 2014	Before submitting Thesis
Research Note Writing	At least once or more	Students who entered after 2014 (Limited in the major field of Natural Science and Engineering)	Until 2 nd semester (Recommendation)
Thesis Writing	At least once or more	Students who entered after 2014	Until 2 nd semester (Recommendation)

1) Research Ethics

Choose one of them to complete the “Research Ethics”

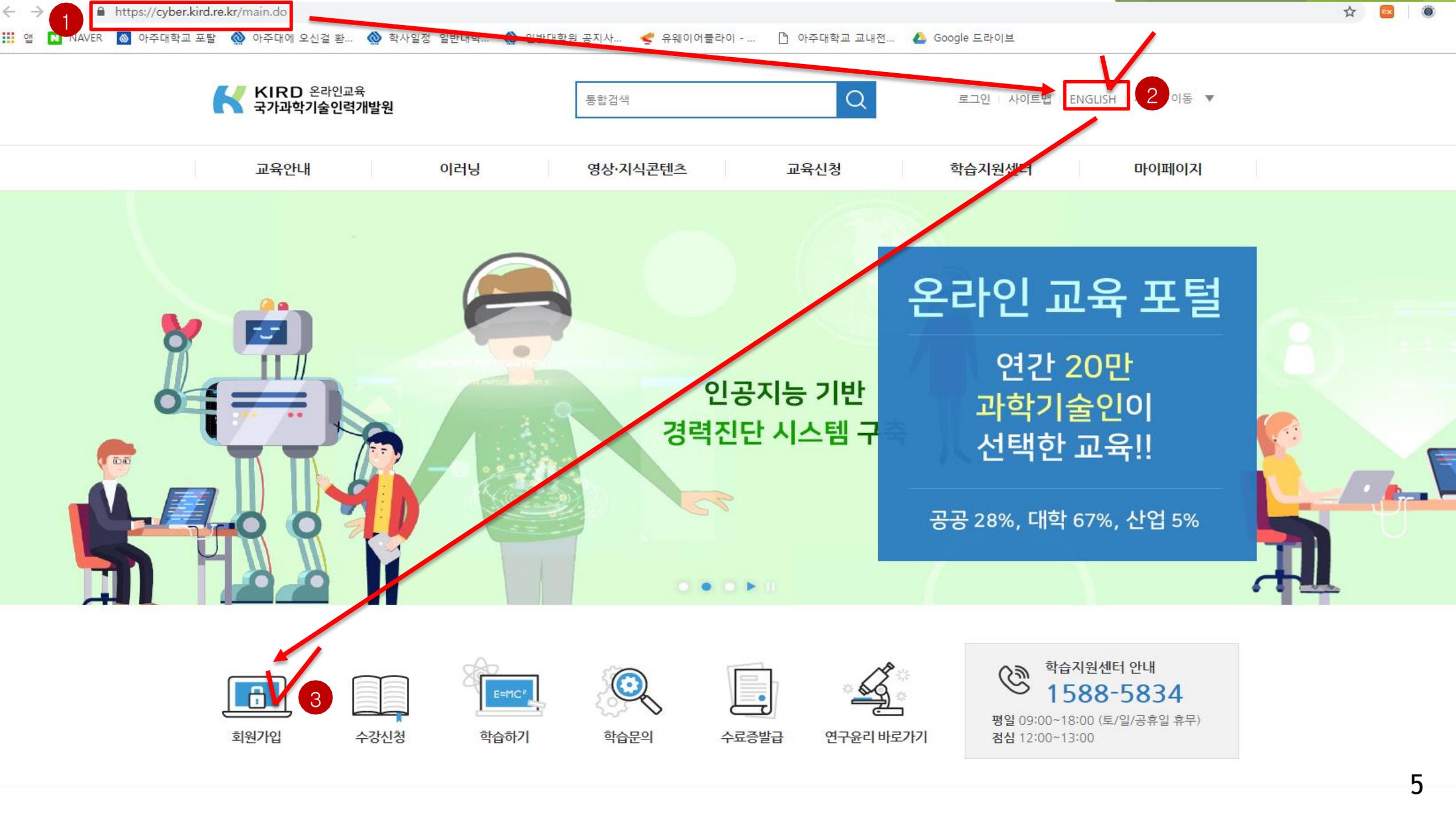
Take Regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Research Ethics	Molecular Science and Technology	Introduction to Molecular Science and Technology (Spring semester)
	NCW Engineering	NCW Seminar
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data

- From 2015, Students who take courses of ‘Methodology for Biomedical Research 1,2’ or ‘Analysis and utilization of biomedical data’ will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

Students have to take courses before submitting the thesis for degree.

Take Online Lecture for Research Note Writing : Login the website (KIRD, <https://cyber.kird.re.kr/main.do>) - Online Education -Take Courses - Print out the certificate of completion - Upload the certificate of completion on AIMS2 portal Website



1

https://cyber.kird.re.kr/main.do

ENGLISH

2

3



회원가입



수강신청



학습하기



학습문의



수료증발급



연구윤리 바로가기

학습지원센터 안내
1588-5834
평일 09:00~18:00 (토/일/공휴일 휴무)
점심 12:00~13:00

통합회원가입

- 원도우10 엣지브라우저에서는 회원가입이 불가능하오니, IE11 또는 크롬을 사용해 주시기 바랍니다.
- 회원으로 가입하셔서 기관과 이력님의 더 많은 서비스를 이용해 보세요.



일반회원
(14세 이상 내국인)

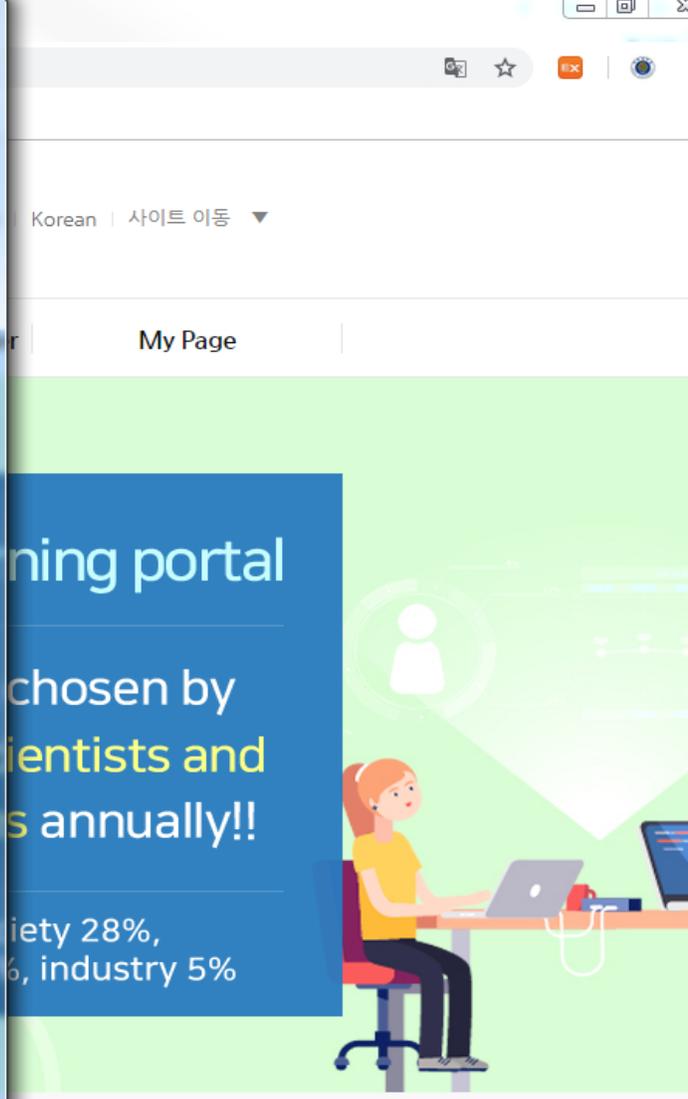
가입하기

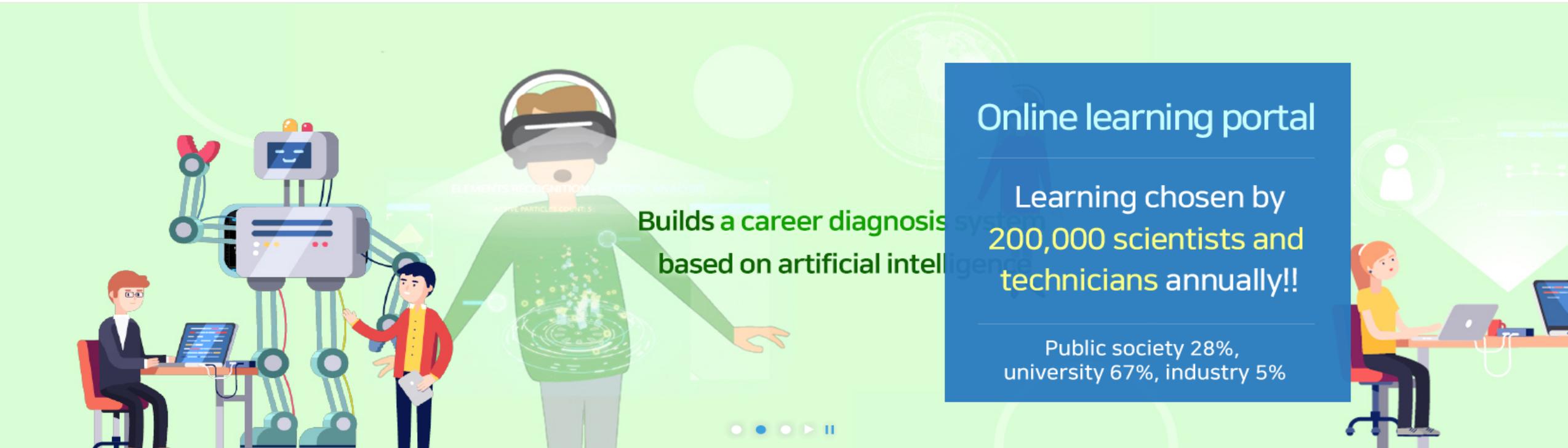
**내국인
해외거주자**

가입하기

Foreigner

Sign up





1  Join

2  Apply Enrollment

 Learning

 Study Inquiry

 Issue Certificate

 Go to Research Ethics

 Learning Support Center Information
1588-5834
Weekdays 09:00~18:00 (Close on Saturday, Sunday and Public Holidays)
Lunch 12:00~13:00

Application of Online Education

Application of Online Education

Application of Online Education > Application of Online Education

Application of Online Education

R&D역량			<input type="button" value="Reset"/>
리더십역량			
공감역량			

Education Type: Competency:

Course:

Course Name	Enrollment Term	Educational Term	Education Time	Preview
 <p>Research ethics course for research manager (Humanities & Social Sciences) 연구윤리, 도덕성</p>	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28		
 <p>Research ethics course for research manager (Science & Engineering) 연구윤리, 도덕성</p>	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28	2	<input type="button" value="Preview"/>

1. Online Education
2. Take Courses
3. Print out the certificate of completion
4. Upload the certificate of completion on AIMS2 portal Website

2 OR

Choose 'one' Session according to your major

Application for approval of nonsubject completion : In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on AIMS portal when you want to apply for approval of completion for nonsubject education.

Application Procedure : Login AIMS2 portal - Nonsubject - ① Application for approval of Nonsubject completion - Check the courses - ② Click the Application button - Write down the details of Program that you took - ③ Upload the certificate of completion of Online Lecture (Please upload the file after closing your file (certificate of completion)) - ④ Click the Application for Completion button (Participate in the survey in case of Survey Program) - Approval of completion from Office of Graduate school

비교과 이수인증신청

대학원학사 > 비교과 > Web > 비교과 이수인증신청

프로그램 개설 내역

년도	학기	이수구분	비교과 프로그램명	이수인증신청기간	상세	구분
2014	2학기	필수	연구윤리교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청
2014	2학기		연구노트작성법교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청

[건수: 2 건]

이수인증 신청 내역 (교과과목명:연구윤리교육)

년도	학기	신청번호	신청일자	참여프로그램명	진행상태

이수인증 신청 × 5Mb 이하 파일만 등록 가능합니다.

이수구분	필수	진행상태	
신청일자		신청자	
참여프로그램명			
증빙서류(필수)		업로드	다운로드
참여상세내역 [교육기간/장소등]			

이수신청 이수신청 취소

※ 이수신청절차 : ① 비교과프로그램참여 => ② 증빙서 첨부 후 이수신청 => ③ 설문조사프로그램은 설문참여 => ④ 관리부서 확인 후 이수승인

2) Research Note Writing

Choose one of them to complete the “Research Note Writing”

Take regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Research Note Writing	Molecular Science and Technology	Introduction to Molecular Science and Technology(Spring Semester)
	NCW Engineering	NCW Seminar
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data

* From 2015, Students who take courses of ‘Methodology for Biomedical Research 1,2’ or ‘Analysis and utilization of biomedical data’ will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

Students have to take courses before submitting the thesis for degree.

Take Online Lecture for Research Note Writing : Login the website (KIRD, <http://cyber.kird.re.kr/main.do>) - Online Education -Take Courses - Print out the certificate of completion - Upload the certificate of completion on AIMS2 portal Website

Application of Online Education ✓

Application of Online Education

Application of Online Education > Application of Online Education

Application of Online Education

R&D역량			Reset
리더십역량			
공감역량			

Education Type: - all - Competency: - Select - Reset

Course: 1 laboratory notebook Search

[View All E-Learning Courses](#) New Lecture All 1 Cases 10

Course Name	Enrollment Term	Educational Term	Education Time	Preview
 Laboratory Notebook 연구노트, 데이터관리	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28	2	Preview

1. Online Education
2. Take Courses
3. Print out the certificate of completion
4. Upload the certificate of completion on AIMS2 portal Website

Application for approval of nonsubject completion : In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on AIMS portal when you want to apply for approval of completion for nonsubject education.

Application Procedure : Login AIMS2 portal - Nonsubject - ① Application for approval of Nonsubject completion - Check the courses - ② Click the Application button - Write down the details of Program that you took - ③ Upload the certificate of completion of Online Lecture (Please upload the file after turning your files (certificate of completion) off) - ④ Click the Application for Completion button (Participate in the survey in case of Survey Program) - Approval of completion from Office of Graduate school

대학원학사 > 비교과 > Web > 비교과 이수인증신청

비교과 이수인증신청

프로그램 개설 내역

년도	학기	이수구분	비교과 프로그램명	이수인증신청기간	상세	구분
2014	2학기	필수	연구윤리교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청
2014	2학기		연구노트작성법교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청

[건수: 2 건]

이수인증 신청 내역 (교과목명:연구윤리교육)

년도	학기	신청번호	신청일자	참여프로그램명	진행상태

이수인증 신청 ※ 5Mb 이하 파일만 등록 가능합니다.

이수구분: 필수 진행상태: 신청일자: 신청자:

참여프로그램명:

증빙서류(필수): 업로드 다운로드

참여상세내역 [교육기간/장소등]:

이수신청 이수신청 취소

※ 이수신청절차: ① 비교과프로그램참여 => ② 증빙서 첨부 후 이수신청 => ③ 설문조사프로그램은 설문참여 => ④ 관리부서 확인 후 이수승인

3) Thesis Writing

Choose one of them to complete the "Thesis Writing"

Take Regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Thesis Writing	NCW Engineering	NCW Seminar
	Molecular Science and Technology	Full Cycle Research Methodology(Fall semester)
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data
	Nursing	Nursing Research
		Dissertation Seminar

* From 2015, Students who take courses of 'Methodology for Biomedical Research 1,2' or 'Analysis and utilization of biomedical data' will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

- 1)Period : Lecture will be opened every semester
- 2)Lecture Type : Online Lecture (Take online lecture through 아주Bb of AIMS portal)
- 3)How to apply for courses : AIMS portal Login - 대학원학사(Academic Information for Graduate school) - 비교과(Nonsubject)
 - 수강신청(Application for classes)
- 4)Management of Attendance & Completion : Only in case that students take all chapters of each classes completely, it will be recognized as completion.(Fast forward will not be recognized) The completion of online lecture for thesis writing will be recognized en bloc by office of graduate school at the end of each semester in every year.

The screenshot displays the Aju University portal interface. At the top, there are navigation links for '학사서비스' (Academic Services), '아주Gmail', '아주Bb', '전자출석부', '연구', '커뮤니티', and '주요사이트'. The main content area is divided into several sections:

- 학생정보 (Student Information):** Shows the last login date as 2019.03.06.
- 공지사항 (Notices):** A list of recent notices with dates from 2019.03.06, including topics like '캠퍼스리크루팅' and '2019학년도 1학기 수강신청'.
- 맞춤공지 (Custom Notices):** A list of personalized notices, including '2019-1학기 일반대학원 수강신청'.
- 학사일정 (Academic Calendar):** A table showing the schedule for the 2019 academic year, with columns for months from March to September. Key dates include the start of the 1st semester (02.11) and the end (03.11).
- 교내전화번호 (Institutional Phone Numbers):** A list of contact numbers for various departments, such as '아주대 대표전화' (031) 219-2114.
- 아주칼린더 (Aju Calendar):** A calendar view for March 2019.
- 아주광장 (Aju Plaza):** A section for announcements, including '학교 식당 메뉴 관련'.

How to register for Online classes for Thesis Writing

- Procedure : AIMS2 Portal Login - ① 비교과 (Nonsubject) - ② 비교과수강신청 (Application for Nonsubject education)
- Confirm the classes opened - Application(신청)

- The list of classes that you applied : You can check the list of classes you applied from bottom table, and you can cancel it by clicking the cancellation button.



비교과 수강신청

대학원학사 > 비교과 > Web > 비교과 수강신청

비교과 교과목 개설 내역

년도	학기	이수...	비교과 교과목명	정원	수강신청기간	교육기간	구분	상세
2019	1학기	필수	(인문사회계)논문작성법(한국어강의)	100	2019/08/01 ~ 2019/08/31	2019/08/01 ~ 2019/08/31	신청	상세보기
2019	1학기	필수	(인문사회계)논문작성법(영어강의)	100	2019/08/01 ~ 2019/08/31	2019/08/01 ~ 2019/08/31	신청	상세보기
2019	1학기	필수	(이공계)논문작성법(한국어강의)	100	2019/08/01 ~ 2019/08/31	2019/08/01 ~ 2019/08/31	신청	상세보기
2019	1학기	필수	(이공계)논문작성법(영어강의)	100	2019/08/01 ~ 2019/08/31	2019/08/01 ~ 2019/08/31	신청	상세보기

[건수: 4 건]

수강신청 내역

년도	학기	비교과 교과목명	신청일자	진행상태	반려사유	구분	상세

[건수: 건]

김중화(herron)

대표권한 학생(대학원)

- 비교과 수강신청
- 비교과 이수인증신청
- 학술및기타활동관리
- 설문참여하기
- 비교과 이수내역조회

사이트맵 바로가기

Choose 'one' session for students with Liberal Arts & social sciences major

Choose 'one' session for students with Natural major science & engineering major

3 Choose 'one' session

Take Online Lecture for Thesis Writing (AIMS2 portal - 아주Bb)

학생정보 마지막 접속일자 : 2019.03.06

메일함 신분변경 | 사진변경 | 내정보

수업시간표

월	화	수	목	금	토
조회된 데이터가 없습니다.					

내 캘린더 - 03.06 (수)

< 2019. 03 >

메일함 받은메일 (304/2312)



공지사항

공지사항 | Ajou News | 세미나/포럼 | 교내소식

- [캠퍼스리크루팅] 삼성엔지니어링 채... 2019.03.06
- [캠퍼스리크루팅] 삼성전자 네트워크... 2019.03.06
- [캠퍼스리크루팅] 삼성전자DS 기흥/... 2019.03.06
- 콘텐츠 크리에이터를 찾습니다 - 아우... 2019.03.06
- [학생상담소] 3월 집단심리검사 참여... 2019.03.06
- [국제학부] 한국학 전공필수 과목 안내 2019.03.06
- 2019학년도 1학기 사물함 3차 추가... 2019.03.06
- [중앙도서관] 아리진 14-1호 뉴스레... 2019.03.05

맞춤공지

- 2019-1학기 일반대학원 수강신청 정... 2019.03.04
- 2019학년도 1학기 재학생 등록금 고... 2019.02.19
- 2019학년도 1학기 수료생 등록 고지... 2019.02.19
- 2019-2020 중국 정부 초청 장학생 선... 2019.02.18

아주광장

학교에 바란다 | 자유게시판

- 학교 식당 메뉴 관련 2019.03.05

학사일정

3월	4월	5월	6월	7월	8월	9월
• 2019학년도 1학기 수강지도...		02.11 (월) ~ 03.11 (월)				
• 삼일절		03.01 (금) ~ 03.01 (금)				
• 2019학년도 1학기 외국어시...		03.01 (금) ~ 03.31 (일)				
• 2019학년도 1학기 개강일		03.04 (월) ~ 03.04 (월)				
• 1학기 수강정정기간		03.07 (목) ~ 03.11 (월)				

더보기

교내전화번호

이름

아주대 대표전화	031) 219-2114
산학협력단	031) 219-1754
발전기금	031) 219-1646-9
중앙도서관	031) 219-2126

AJOU SCHOLAR

도서검색

대출도서목록

조회된 대출 도서 목록이 없습니다

• 대출도서 • 연체도서

공지사항 | 도서관과 친해지기 2탄: 신

열람실 현황 | 시설예약

마이페이지

통지 대시보드

나의 코스

현재 어느 코스에도 학생으로 등록되어 있지 않습니다.

Qwickly



+ Submit Assignment (학생용-과제 제출)

나의 조직

참가자 (으)로 있는 커뮤니티

[일반대학원생] (이공계)논문작성법(한국어강의)

[일반대학원생] (인문사회계)논문작성법(한국어강의)

Thesis Writing(Liberal Arts & Social Sciences)

Thesis Writing(Natural Science & Engineering)

필독

공통 1. 학기 설정 방법 (동영상 보기)

공통 2. 코스메뉴가 안보인다면?

교수 3. SMS 발송 메뉴 안내

교수 4. 조교등록 방법

교수 5. 청강생 등록시 주의사항

교수 6. 모바일 앱(교수) - Blackboard Instructor

교수 7. 강의노트 등록 방법 - 업적평가 반영 (클릭)

학생 8. 과제제출시 주의사항 - 제출한 과제는 수정,삭제 불가능

학생 9. 모바일 앱(학생) - Blackboard app

학생 10. 수강 정정 후 다음날 시스템 반영

학생 11. 사이버강의 수강 시 유의사항

도구

공지사항

캘린더

나의 성적

이메일 보내기

개인 정보

Application Authorization

Bb SUPPORT

교수용 가이드(PDF)

Hello 아주Bb 교육 자료(기초)

Hello 아주Bb 교육 자료(중급)

학생용 가이드(PDF)

과제제출 방법 안내

1page Quick Guide(한국어)

1page Quick Guide(English)

연락처: 031-219-1865, 3608

교수 - 질의응답(Q&A) 바로가기

학생 - 질의응답(Q&A) 바로가기

교수용 FAQ

학생용 FAQ

Choose 'one'
session for students with Liberal
Arts & social sciences major

Choose 'one'
session for students with Natural
major science & engineering major

ly+ 연동 안내 (18.02.20)

개선사항 안내(18.02.20)

단일화 공지 및 교육일정 안내

5. Qwickly 연동 안내 (교수자, 조교 기능)

6. Dropbox 연동 안내

Take Online Lecture for Thesis Writing (AIMS2 portal - 아주Bb)

The screenshot displays the AIMS2 portal interface. On the left is a dark navigation menu with the following items: Thesis Writing(Liberal Arts & Social Sciences), Home Page, Class Notice, Video Lectures (highlighted with a red box and a red circle containing the number 1), Online Attendance, 게시판, Q&A, Tools, and Help. A red arrow points from this menu item to the main content area. The main content area is titled "Video Lectures" and features a folder icon and the text "Thesis Writing(Liberal Arts & Social Sciences) 1" (highlighted with a red box and a red circle containing the number 2). Below this, it states "The period of attendance is from March 4, 2019 (Mon) to June 30, 2019 (Sun)." The main content area also shows a list of video lectures under the heading "Thesis Writing(Liberal Arts & Social Sciences) 1":

- XIN - 1.How to Write an Analytical and Empirical Research Paper in Social Sciences 1 1 / 2019-03-04 00:00 ~ 2019-06-30 23:59
- XIN - 2.How to Write an Analytical and Empirical Research Paper in Social Sciences 1 2 / 2019-03-04 00:00 ~ 2019-06-30 23:59

A red arrow points from the second lecture title to a video player. The video player shows a title card with the Korean text "논문작성법" (Thesis Writing Method) and "인문사회계열" (Humanities and Social Sciences), along with a play button and the text "영어강의" (English Lecture). A small user profile icon for "ajou.jay09" is visible in the bottom right corner of the video player.

How to search for the completion of Nonsubject Education

How to search for the completion of Nonsubject Education (AIMS2 portal)

How to search for the completion of nonsubject education : You can find the subject title, how to complete the education and the Period of completion through AIMS2 portal website.

- Procedure : AIMS2 portal - Nonsubject - ① Search for the completion of nonsubject education - ② Click “search” button

The screenshot shows the AIMS2 portal interface. On the left, there is a navigation menu under the heading '> Web'. The menu items are: '비교과 수강신청', '비교과 이수인증신청', '학술및기타활동관리', '설문참여하기', and '비교과 이수내역조회' (labeled with a red box and the number 1). Below the menu is a button labeled '> 사이트맵 바로가기'. At the top of the main content area, there is a header with the title '비교과 이수내역' and user information '포토폴리오출력' and '조회'. Below the header is a table with the following columns: '이수구분', '대상과목명', '이수여부', '이수방법', '이수년도', '이수학기', and '이수과목명'. The table contains two rows of data:

이수구분	대상과목명	이수여부	이수방법	이수년도	이수학기	이수과목명
필수	논문작성법	미이수				
필수	연구윤리	미이수				

In the top right corner of the table area, there is a search button labeled '조회' (labeled with a red box and the number 2).

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a clean white space where the text is placed.

Thank you :)

Graduate School in Ajou University