

Registration Guide for Graduate Students

(2020 Fall Semester)



EWHA WOMANS UNIVERSITY

Table of Contents

I. Course Registration	3
II. Completing Courses	6
III. Thesis Submission and Qualification Examination	13
IV. Abbreviations for Buildings and Classrooms	15

I. Course Registration

1. Course Registration Date

Type of Registration	Period	Remarks
Registration period	09:00 Tue., Aug. 18, 2020 – 17:00 Thr., Aug. 20, 2020	Internet Registration (http://sugang.ewha.ac.kr)
Registration confirmation and change period	09:00 Wed., Sep. 02, 2020 – 17:00 Tue., Sep. 08, 2020	Internet Registration (http://sugang.ewha.ac.kr)
Registration change period for students who registered for cancelled courses	13:00 – 17:00 Wed., Sep. 9, 2020 ※ Registration change is only allowed for cancelled courses.	Written submission at Registrar (To be informed separately)
Withdrawal period	09:00 Mon., Sep. 21, 2020 – 17:00 Fri., Sep. 25, 2020	Internet Registration (http://sugang.ewha.ac.kr)

2. Course Registration Procedure

A. Course Registration Guidelines

Students must get guidance from the head of their department before registering for courses to complete the program, and for courses run by other departments for credit exchange, undergraduate courses, and extra courses. (Students must get guidance from the head of their minor department for minor courses.)

B. Internet Registration: Course registration is possible on the Internet.

① Login

- URL: <http://sugang.ewha.ac.kr>
- Login: Enter student ID and password and click the “Login” button.
- **For new students, the password is the first 6 digits of their resident registration number. This password can be changed later by going to the Ewha homepage → EUREKA → Personal Information→ Password Modify.**

② Guide to registration menu

- View/Register for Courses: You can register for courses after searching for a specific course and viewing information such as the Graduate school, department/major, course title/course number, etc.
- Direct Input: You can register by directly entering the course number and class.
- To complete registration: **After course registration, click the “Logout” button at the right top of the window.**

C. Confirmation of registration: Students can check the results of their registration at the end of the registration period by going to Internet Registration(<http://sugang.ewha.ac.kr>) → “ⓂView Course Registration”. Courses that are not entered in the Internet Registration will not be accepted.

- D. For more information, refer to Ewha Graduate School homepage (<http://graduate.ewha.ac.kr>)
→Academics→Courses.

3. Important Notes for Course Registration

- A. Possible credits for each semester: Regular students of Master's, Doctoral, and combined Master's and Doctoral programs may register for a maximum of 12 credits per semester. If taking extra credits, students may register for up to 15 credits per semester. Research students in these programs may only register for a maximum of 6 credits per semester.
- B. Graduate students must complete at least half of the total required credits (except "extra credits") at the department(major) to which the students belong. For more information, refer to "II. Completing courses → 1. Total credits needed for graduation.
- C. Students who have completed their courses may not register for courses.
- D. Students who have not completed the Master's program for more than 4 semesters(Doctoral programs for more than 3 semesters) must apply for the thesis seminar to receive thesis guidance or thesis examination. Students who have completed their courses will be automatically enrolled once they have paid for the thesis fee.
- E. Students entering graduate programs since 2014 should complete the required research ethics course. For more information, refer to "II. Completing courses → 3. Research Ethics Courses" below.
- F. Courses are classified as major courses, extra credits, minor courses, general courses or a thesis seminar. Students can check how many credits they have completed towards their program, by visiting the following site; Ewha homepage → Eureka → My Eureka → Academic affairs → Grade → Student Credit Acquirement Enquiry.
- G. An introduction to courses offered and course syllabi can be found at the Ewha homepage → Academic Resources → Course schedule/syllabus, or Course Registration Portal (<http://sugang.ewha.ac.kr>) → Course Timetable&Planning
- H. Students who are endowed with extra credits must enter "Extra credits" as the course classification when registering for extra courses. You can switch the course classification via Course Registration Portal. Choose the course on My Course Registration and select "Extra credit", and click the "Change" button.
- I. Students who wish to take minor courses must choose "Minor" for the course classification during their minor course registration. You can switch the course classification via Course Registration Portal. Choose the course on My Course Registration and select "Minor", and click the "Change" button.
- J. Retaking courses: Students who entered after 2008 may retake courses.
- ① Recognized courses
- Students may only retake courses offered by Ewha Womans University each year or each semester, and this must be approved by the department offering the course and the department (major) to which the student belongs.

- Courses can only be retaken if the student was originally awarded a grade lower than C+ for that course.
 - Courses may only be retaken once
- ② Grading of retaken courses
- The original grade is deleted and excluded from calculation of the student's GPA. The course will be excluded from the student's number of completed credits.
 - The retaken course is labeled "R" (Repeated Course) on school performance records.
 - The original course is not listed on the student's transcript.
- ③ Grade limitation: The highest possible grade for a retaken course is A-.
- ④ How to register: Students must complete a "Retaking Course Registration Form(Ewha homepage → EUREKA → 게시판 → 서식모음)," have it confirmed, and submit it to the Registrar's Office.
- ⑤ Important Notes on Retaking Courses Grading of retaken courses
- The Thesis Seminar and research modules for individual subjects cannot be retaken.
 - **If the Retaking Course Registration Form is not submitted, the student's registration will not be processed as a retake.**
 - Credits for retaken courses should be within the number of credits allowed per semester.
- K. If there are identical courses within the courses to be completed for the Master's, Doctoral or combined Master's and Doctoral programs, the identical courses will be considered as being completed once only when accessing for program completion. That is, if a student completes a course as part of a Doctoral program which is also necessary for the Master's program, the course will be considered completed just for the Master's program.
- ※ Courses that will be considered as the same course: Courses with the same course number, Courses with the same titles or Courses with the similar titles and with the same course description.
- L. To take a major practice course in the College of Music, students must register the course after receiving confirmation of each academic advisor and class from the College of Music's departmental office (tel. 02-3277-2432).
- M. As there are certain courses run by the Research Institute which students in the University-Research Cooperative Program (KIST) are required to take to complete their major, students should make sure they take these courses (course numbers start with H).
- N. Notices about cancelled courses, course teachers, lecture times and classrooms can be found at Ewha homepage → Academics → Schedule/Syllabus, or ask at departmental offices.

II. Completing Courses

1. Total credits need for graduation

※ Graduate students must complete at least half of the total required credits (except “extra credits”) at the department(major) to which the students belong.

※ Sum of credits received in other departments at Ewha or other universities, and advanced standing should not exceed half of the total number of credits required for graduation (except “extra credits”).

※ A student will be academically dismissed if the student obtains grade below a 2.50 GPA(Grade-Point Average) for 2 consecutive semesters. Readmission is not permitted to students dismissed due to 2 Consecutive Academic Probations.

A. Master's Program

: Credits needed for completion (24 major credits + extra credits (if applicable) + 15 minor credits (if applicable)) + Thesis Seminar (Z0001)

B. Doctoral Program

① Students who entered after 2016

: Credits needed for completion (36 major credits + extra credits (if applicable)) + Thesis Seminar (Z0001, Z0002)

※ Credits completed during a Master's program cannot be counted towards a PhD.

② Students who entered before 2015

: Credits needed for completion (60 major credits including major credits completed during the Master's program) + extra credits (if applicable)) + Thesis Seminar (Z0001, Z0002)

※ A maximum of 27 major credits completed during a Master's program may be counted towards a PhD.

③ Combined Master's and Doctoral program

: Credits needed for completion (60 major credits + extra credits (if applicable)) + Thesis Seminar(Z0001, Z0002)

2. Thesis Seminar

Students who wish to have guidance on their thesis or to have their thesis examined must register for this course

A. Course numbers for the Thesis Seminar

Eligible Students	Thesis Seminar Course No.
• Master's Program	Z0001
• Doctoral Program • Combined Master's and Doctoral Program	Z0001, Z0002

※ In case of the Doctoral Program and Combined Master's and Doctoral Program, students can

apply for the second Thesis Seminar(Z0002) and receive the thesis examination only after completing the first Thesis Seminar(Z0001)(S: Pass).

※ **Students who are not enrolled may not register for Thesis Seminar nor receive thesis guidance or submit their thesis for evaluation.**

- B. Students in the Master's program(Z0001), Combined Master's and Doctoral program(Z0001, Z0002), and Doctoral program(Z0002) can register for the Thesis Seminar the semester after they pass the comprehensive exam.
- C. Students can register for the first Thesis Seminar(Z0001) of the Doctoral program if they have completed the credits required by the program or from the semester that they will have completed. If students do not complete the coursework in a semester in which they register for Thesis Seminar(Z0001), the credit of the seminar course will not be acknowledged.
- D. The Master's program should be completed in 1 semester. The Doctoral program and Combined Master's and Doctoral program should be completed in more than 2 semesters.
- E. **Students of the Master's program who have not completed the required courses and have been enrolled for more than 4 semesters (Doctoral program over 3 semesters) must register in person for Thesis Seminar on the Internet.**
- F. Students who have completed their required coursework and have paid for Thesis Seminar Registration, are automatically entered.

※ **Students who are not enrolled may not register for Thesis Seminar nor receive thesis guidance or submit their thesis for evaluation.**

3. Research Ethics Courses

- A. Students entering graduate programs since 2014 should complete the required research ethics course before taking qualifying exams (preferably by the end of the second semester after admission).
- B. Course Registration Procedure
 - ① Register for research ethics courses on the Ewha Cyber Campus homepage (<http://cyber.ewha.ac.kr>), not through the University Registration system.
 - ② Certificates can be printed after completing research ethics courses.
 - ③ Grades will be given by the university register after the semester.
 - ④ New students can register after receiving their student identification number.
 - ⑤ Students should complete the required research ethics course during regular spring (March-May) or fall semesters (September-November). In case students complete the requirement during summer or winter break, the grade will be given in the following regular semester in which they are registered.
 - ⑥ More information is available in the course syllabi or on the Graduate School homepage (<http://graduate.ewha.ac.kr>).

C. List of Research Ethics Courses

“Research Misconduct” is the required research ethics course. Students can choose optional courses related to the subject of the Master’s thesis or Ph.D. dissertation.

Course Title		Class
1	Research Misconduct	Required
2	Data Management and Laboratory Notebook	Optional
3	Human Participant Research	
4	Use of Human Material in Research	
5	IRB Protocol Review	
6	Animal Use and Care in Research	

4. Undergraduate Course Registration

- A. Students in the “Master’s Program” or the “Combined Master’s and Doctoral Program (applicable to 1st ~ 3rd semester students)” can register up to 6 credits from 4th year undergraduate course and above as their major credit. If the course is not from 4th year undergraduate course and above, the course classification shall be extra credits only.
- B. Refer to undergraduate Course Timetable and register for courses by searching course or direct input.
- C. Prior to registration, students should submit their undergraduate transcript to the head of their department for advice on undergraduate course registration.

5. Completing Credit Exchange Courses

- A. Students may take up to half of the credits needed for their degree program.
 ※ The sum of credits received in other departments at Ewha or other universities, and advanced standing should not exceed half of the total number of credits required for graduation (except “extra credits”).
- B. Students may register for a maximum of 6 cross-credits per semester.
- C. Students cannot register for the same course that they had already taken. Check and receive guidance from the advisor and department head.
- D. Course Number for other Universities courses

Credit Exchange Graduate School	Course No.
Korea National Defense University	B0 + its own course number
Sogang University	S0 + its own course number
Seoul National University	N0 + its own course number
University of Seoul	C0 + its own course number
Yonsei University	Y0 + its own course number

Credit Exchange Graduate School	Course No.
Korea Institute for Advanced Study(KIAS)	X0 + a number of seven digits
Korea Institute of Science and Technology(KIST)	H0 + a number of seven digits
University of Science & Technology(UST)	Q0 + its own course number

E. Students can cross-credit courses run by the Graduate Schools of Ewha Woman's University, Yonsei University, and Sogang University.

① How to register

- (a) Students who wish to register for credit exchange courses should register online after confirming the course and course number from the "3 Graduate Schools Credit Exchange Courses Schedule" with guidance from their Head of Department. Class times and classrooms for these courses can be found on the homepage of the graduate school offering the course(same as registering for Ewha courses).
 - (b) The courses that can be viewed at the homepage of the graduate school offering the course, but not displayed at the Ewha registration are not subject to exchange of credits.
- ② Confirmation of and withdrawal from registered courses: same as conformation for and withdrawal from registered courses for Ewha courses.
- ③ Only students who are taking credit exchange courses from Yonsei and Sogang Universities may use the library at the school running their credit exchange courses, and only in the semester(s) for which they are registered.

F. Completing Seoul National University Credit Exchange Courses

① How to register

- (a) View the guide to registration and syllabi at the Seoul National University homepage (<http://my.snu.ac.kr>) → Guide to Registration.
- (b) Students who wish to take SNU courses must submit the "Registration Form for Exchange Courses at Seoul National University" to the Registrar's Office (Eureka → My Eureka → Academic affairs → Course → Registering at SNU), after getting guidance from their department head.
- (c) Receive a temporary student ID number from Seoul National University (announced on the bulletin board), and sign up in person for courses through Seoul National University's course registration system (<http://sugang.snu.ac.kr>- Students must also register online through Ewha's internet registration system during Ewha's registration period.

※ If the contents of the two schools' internet registration systems do not correspond, the registration can be cancelled.

- (d) Confirming and withdrawal from registered courses: **Cancel courses on both the Ewha and SNU internet registration systems** during the registration change period

② Limits to registration

- (a) Selected by each college within 10% of the full number of the department's students or considering available classrooms and facilities. (There may be no student selected.)
- (b) Colleges will select candidates for credit exchange courses based on their major or GPA, etc.
- ③ Students accepted will be issued credit exchange courses ID and it can be used in school's facilities, such as the library, labs, etc. (The ID can be picked up at the office of the college/department offering the course.)

G. Completing Korea National Defense University Credit Exchange Courses

- ① How to register
 - (a) Check the syllabi at the KNDU homepage(<http://www.kndu.ac.kr/ndmc>).
 - (b) Students who wish to take KNDU courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.
 - (c) Register through Ewha's registration system during Ewha's registration period.
※ If the contents of the two schools' internet registration systems do not correspond, the registration can be cancelled.
- ② Confirming and withdrawal from registered courses: Students can withdraw from courses through Ewha's online registration system in the same period as Ewha's registration confirmation and change period. Changing courses is not allowed (only withdrawal is possible)

H. Completing University of Seoul Credit Exchange Courses

- ① How to register
 - (a) Check the syllabi at the UOS homepage (<http://uos.ac.kr>)
 - (b) Students who wish to take UOS courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.
 - (c) Getting an exchange student number: search an exchange number at '학번/교번 찾기' in the UOS Portal(<http://portal.uos.ac.kr>) and register department(major) as '교류학과' when signing up(An error occurred when registering the corresponding department).
 - (d) Students who wish to take UOS courses must apply for enrollment directly at 서울시립대학교 대학행정정보시스템(<http://wise.uos.ac.kr>) with the exchange student number.
 - (e) Register through Ewha's registration system during Ewha's registration period.
※ If the contents of the two schools' internet registration systems do not correspond, the registration can be cancelled.
- ② Confirming and withdrawal from registered courses: **Cancel courses on both the Ewha and UOS internet registration systems** during the registration change period. Changing courses is not allowed (only withdrawal is possible).

I. Completing University of Science & Technology Credit Exchange Courses(UST)

① How to register

- (a) Check the syllabi at the UST homepage (<http://www.ust.ac.kr>)
- (b) Students who wish to take UST courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.
- (c) Getting an exchange student number: Temporary student ID from UST will be notified individually and students who wish to take UST courses must apply for enrollment directly at UST 통합정보시스템(<http://edu.ust.ac.kr>).
- (d) Register through Ewha's registration system during Ewha's registration period.

※ If the contents of the two schools' internet registration systems do not correspond, the registration can be cancelled.

- ② Confirming and withdrawal from registered courses: **Cancel courses on both the Ewha and UST internet registration systems** during the registration change period. Changing courses in not allowed (only withdrawal is possible).

6. Courses offered by Professional Graduate School and Special Graduate Schools

- A. Master's program students can register for a maximum of 12 credits and Doctoral program students for a maximum of 18 credits from courses offered by Professional Graduate Schools (International Studies, Translation and Interpretation, Business, Medicine, and Law) and Special Graduate Schools(Education, Design, Social Welfare, Theology, Policy Sciences, Performing Arts, Clinical & Public Health Convergence, Clinical Dentistry, and Teaching Foreign Languages) or by other departments, with the guidance of their Head of Department.

※ The sum of credits received in other departments at Ewha or other universities, and advanced standing should not exceed half of the total number of credits required for graduation (except "extra credits")

※ Since 2020 Spring, students can register courses offered by Special Graduate Schools as their major credit via Course Registration Portal. Check and receive guidance from the department Head.

7. Individual Subject Research

- A. The Individual Subject Research course counts for a maximum of 6 major credits required for completing the Master's program, and 12 credits for the Doctoral and Combined Master's and Doctoral programs.

※ The research project period should be at least 3 months long during the semester (1st semester: ~31st May, 2nd semester: ~30th November).

- B. Students who wish to register for 'Individual Subject Research' must be a participant of a research project registered at the Ewha Office of Research/ Ewha University – Industry Collaboration

Foundation. After registering for this course (course no. R0001) online, students must complete the “Form for Confirming Individual Subject Research Project” with the professor in charge of the project (Ewha homepage → EUREKA → My Eureka → Academic affairs → Course → Form for Confirming Individual Subject → 「Research Project」 Click → Apply → Print) and submit it to the Registrar’s Office during the registration period. If the registered project is cancelled during the semester, this course cannot be counted towards major credits.

- C. The person responsible for the research project in the “Form for Confirming Individual Subject Research Project” should be the professor of the course. Retired professor and students cannot apply for a research project as the person in charge.

8. Graduate General Courses (Optional)

- A. Graduate School has offered the following general courses related to basic statistics and academic writing in English since 2014 to help graduate students strengthen the research capacity.
- B. List of Graduate General Courses

Course No.	Course Title	Class
G90004	Statistics for Graduate Students 1	1.5/1.5
G90005	Statistics for Graduate Students 2	1.5/1.5
G90007	Academic Writing in English for Liberal Arts and Social Science	1.5/1.5
G90008	Academic Writing in English for Natural Science and Engineering	1.5/1.5

- C. The above courses are categorized as ‘regular and general courses’ and therefore their credits are not counted as major courses nor credits for completion.
- D. When students register for both regular and general courses, the total credits per semester cannot surpass 12.

9. Minor Courses

- A. Only applicable for master’s Program students. (Optional)
- B. Students taking minor courses must complete over 15 credits from their minor course (students who take interdisciplinary programs as their minor can include credits from other department courses which have been pre-approved for completing their minor course). Credits from major courses and minor courses cannot be dually recognized.
- C. Certain departments may require additional completion requirements. Please check and receive guidance from the head of the minor course department prior to registration.
- D. When students register for minor courses, the total credits per semester cannot surpass 12.

III. Thesis Submission and Qualification Examination

1. **Foreign Language Exam: Master's, Doctoral and Combined Master's and Doctoral program students may submit their report card at any time from their first semester until their thesis evaluation**

※ Foreign language exam for **International Students** is changed since 2018 spring semester.

		Before	After
Essential	English Examination	English only	English or <u>Korean</u>
Additional	Second Foreign Language Examination	Second Foreign Language	Choose one among; Second Foreign Language, <u>English</u>, <u>Korean</u>

* Essential and additional language should be the different language.

- A. English Examination (International Students: English or Korean Examination): Choose either (1) or (2)

- ① Qualification through an official language proficiency test

- (a) "Official language proficiency test"

A. Domestic students: TOEFL, TOEIC, TEPS, and IELTS test. (IELTS only applies to certain departments)

B. International students Only: TOPIK

- (b) Students must submit to their departmental office a report card with a score higher than the acceptance score determined by that department.

- (c) Report cards for official language proficiency tests for the fall semester, 2020 must be submitted between **Monday, November 23 and Friday November 27, 2020**

- (d) Official language proficiency test scores must have been gained within the last 2 years.

* **Valid scores for the fall semester, 2020: Exams taken after January 1, 2019**

- (e) Official language proficiency test scores will be verified with the awarding organization, and, if found inconsistent, the student will be subject to disciplinary action.

- ② Recognition through passing the Graduate School English course at Ewha Language Center

- (a) Passing standards for the "Graduate School English" examination will be determined by students' department.

- (b) While students are encouraged to take the Ewha Language Center's "Graduate School English" examination during the semester of their course, if a student receives a passing score without registering for the course due to unavoidable circumstances, the student must register for the course within 4 semesters in order for their score to be recognized.

* **Valid scores for the fall semester, 2020: Exams taken after January 1, 2019**

- (c) Students must attend more than 80% of the total class days and register for the exam during the exam registration period.
- (d) If a student fails the exam, Graduate School English may be retaken, for which the student must attend more than 80% of the total class days, and reapply for the exam.
- (e) Graduate School English is offered 4 times a year, in spring, summer, fall and winter semesters). For details, refer to the Ewha Language Center homepage (<http://elc.ewha.ac.kr>).

B. Second Foreign Language Exam: Limited to certain departments. For questions on the type of exam and the passing standards, contact the departmental office.

① Departments

Program	Departments with Separate Language Requirements
Doctoral and Combined Program	Korean Language & Literature(Students admitted before the Fall semester of 2019), English Language & Literature, French Language & Literature, German Language & Literature, History(Students admitted since the spring semester of 2017), Philosophy, Christian Studies, History of Art, Political Science & International Relations(Students admitted before the Spring semester of 2018), Music(Students admitted before the Fall semester of 2020), Law

- ② Languages required are designated by each department, e.g. Chinese, French, German, Chinese writing, Japanese, or Korean/English (International students ONLY.)
- ③ Period: April and October

2. Comprehensive Exam

- A. Qualifications for sitting the exam: The credits required by your degree program must be completed during time of registration, which is a minimum of 3 semesters for the Master's program (2 semesters for the undergraduate and graduate program), 3 semesters for the Doctoral program, and 6 semesters for the Combined program.
- B. Period: June and December
- C. Exam subjects: determined by the department
 - ① Master's program: minimum of 2 subjects.
 - ② Doctoral and Combined Program: minimum 3 subjects.
- D. Important Notes: Students who have passed the comprehensive exam but failed to earn the necessary credits for completion will be disqualified.

※ Combined Program Qualification Exam

- ① Prerequisites: Registration for a minimum of 3 semesters and completion of all 24 credits or within the 4th semester since admission with the stated prerequisite (must pass within 4 semesters).

- ② Period of exams: June and December
- ③ Students who have failed the exam must follow certain procedures and transfer to a Master's program. These students can obtain a Master's degree by following below procedures.
 - i. If not completed extra credits, must complete extra credits and pass the comprehensive exam.
 - ii. Pass the Master's degree thesis examination.

IV. Abbreviations for Buildings and Classrooms

Abbreviations	Building or Classroom	Abbreviations	Building or Classroom
SINSEGAE	Ewha-Shinsegae Building (Business)	TELE	Ewha-SK Telecom Building
ENG-A	Asan Engineering Building	TELE-B01	Convention Hall
ENG-B	New Engineering Building	ART-A	Arts & Design Building A
ENG-AUD	Auditorium	ART-B	Arts & Design Building B
EDU-A	Education Building A	ART-C	Arts & Design Building C
EDU-B	Education Building B	SCI-A	Science Building A
S-EDU	Ewha-Samsung Education Culture Building	SCI-B	Science Building B
CHURCH 301	Ewha Womans University Church 3 rd floor chapel	SCI-C	Science Building C
I-EDU	International Education Building	D	Science Building Hyundai Motor
MAGOK	Esther Building	PHY-A	Physical Education Building A (Thomas Hall)
LAW	Law Building	PHY-B	Physical Education Building B (Gibson Hall)
MAIN	Pfeiffer Hall (Main Hall)	PHY-C	Physical Education Building C
ECOL	Human Ecology Building (Morris Hall)	PHY-C HIII	Physical Education Building C Hall III
PHM-A	Pharmaceutical Science Building A (Appenzeller Hall)	ECC	Ewha Campus Complex
RESEARCH	Research Cooperation Building	POSCO	Ewha-POSCO Building (Social Sciences)
MUSIC	Music Building	HAK	Hak-gwan
MUSIC B119	Audiovisual Room	ROTC	ROTC Building
MED-A	Medical Science Building A	HELEN	Helen Hall (Nursing Science)
MED-B	Medical Science Building B	R.H.	Recreation Hall
Alumnae	Alumnae Building		