

2023 FALL

Graduate School Freshmen Guidebook



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Academic Affairs – Road to Graduation

1. Enrollment (Mar/Sep)

2. Selecting Major and Adviser (Mar/Sep)

Selecting Major and Adviser must be done by the 1st semester of enrollment.

3. Submitting Research Plan (Mar/Sep)

Research Plan has to be written and confirmed by adviser and the head of department, then submitted to the office of each major department.

4. Foreign Language (English) Exam (Mar/Sep)

Foreign Language(English) Exam can be taken from the 1st semester(Criteria: above 70/100)

5. Qualification Test (Apr/ Oct)

- Master: acquire more than 15 credits, cumulated GPA above 3.0
- Ph.D/Joint: acquire more than 48 credits, cumulated GPA above 3.0
- ※ subjects and test criteria depend on the internal rules of each department

6. Course Completion (Apr-May/Oct-Nov)

Credits required for Course Completion

- **Master:** acquire courses more than 24 credits, research courses more than 8 credits
- **Ph.D:** acquire courses more than 60 credits, research courses more than 8 credits
- **Joint:** acquire courses more than 60 credits, research courses more than 16 credits

7. Applying for Thesis pre/final Evaluation (Apr-May/Oct-Nov)

Thesis Pre-Evaluation must be taken 1 semester in advance of Final-Evaluation

- Ph.D must be qualified with Foreign Language Exam, Qualification Test, and Research Courses

Thesis Final-Evaluation

- Eligible for those who passed below

- 1) Thesis Pre-Evaluation
- 2) Foreign Language Exam and Qualification Test
- 3) took Research Courses more than 8 credits(Masters only)
- 4) meet with Course Completion

※ *if 3 years(Master) or 8 years(Ph.D/Joint) had been passed after completing the course, thesis cannot be submitted. Yet, one-time redemption can be made and thesis must be submitted within 3 years.*

8. Submitting Result of Thesis pre/final Evaluation (Jun/Dec)

8. Submitting Completed Final Hardcopy Thesis (Jul/JAN)

9. Graduation (Feb/Oct)

Registration

- 1 (Regular) Registration:** Master/Ph.D: 1st ~ 4th semester, Joint: 1st ~ 8th semester
- 2 Research Registration:** after course completion to graduation

- Tuition

Degree	Research Registration 1 (1/10 of tuition)	Research Registration 2 (1/20 of tuition)
Master/Ph.D	5 th ~ 8 th	From 9 th
Joint	9 th ~ 12 th	From 13 th

* Its tuition must be paid, or one's status will be remained as '영구수료미졸업'-course completed w/o degree/graduation.

* Once it is paid, one-time redemption can be made.

Course Enrollment

1 Registering credits for semester

Degree	Full/Part	Course Credits per Semester	Remarks
Master	-	Max 12 credits	-
Ph.D/Joint	Full-Time	Max 12 credits	Must submit 건강보험납부확인서
	Part-Time	Max 9 credits	Must submit 건강보험납부확인서

* Research Courses must be registered EVERY semester during Regular Registration period
 >> Total 8(Master/Ph.D) or 16(Joint) credits until Course Completion<<

2 Registering Schedule

가. **Period:** the last week of every Feb and Aug

나. **Alternation:** the first week of every Mar and Sep

* no alternation can be made after the designated period

다. **Withdrawal:** no later than 4th week of semester

* fill out 수강신청 취소원 > get the signature from adviser and instructor > submit to 대학원 행정실

3 Enrollment

대학원홈페이지(<http://grad.kau.ac.kr/index/main.php>) > '수강신청' > punch in ID & PW

* ID and PW are same as 종합정보시스템



Courses and Classes

1 Regular Courses(Enrolling Duration)

Degree	Regular Course	Remarks
Master	2 YEAR(4 Semesters)	-Regular Course is a minimum Enrolling Duration to earn every degree. ※Maximum Enrolling Duration cannot be exceeded 2 times of Regular Course period
Ph.D	2 YEAR(4 Semesters)	
Joint	4 YEAR(8 Semester)	

2 Acquiring Course Credits

Degree	Course Credits per Semester	Min. Credits for Course Completions
Master	Max 12 credits	24 credits
Ph.D	Max 12 credits *Max 9 credits for the Part-Time	60 credits (including credits earned form Master's) * Joint: 60 credits

* Research Courses must be registered EVERY semester during Regular Registration period
>> Total 8(Master/Ph.D) or 16(Joint) credits until Course Completion<<

Credits & Certificate Requirements

1 Credits : Ph.D's credit authorization for previously earned Master's

Type	Authorized Credits
Equivalent Major	Maximum 24 Course credits *KAU Master's graduate can be authorized up to 30 credits
Non-Equivalent Major	Maximum 12 Course credits *Business Administration and Aviation Management can be authorized up to 15 credits

2 Certificate Requirements

Type	내 용
Foreign Language (English) Exam	- Eligibility: can be taken from 1 st semester - Criteria: above 70/100 *Accredited English Test result can be substituted(TOEFL, TOEIC, TEPS)
Qualification Test	- Eligibility: More than 15 credits(Master) or 48 credits(Ph.d) had to be earned, cumulated GPA above 3.0 *Subjects and test criteria depend on the internal rules of each department
Mid-Qual Test (Joint ONLY)	- Eligibility: More than 15 credits, cumulated GPA above 3.0 *Subjects and test criteria depend on the internal rules of each department

Thesis (1)

1 Pre-Evaluation

Degree	Eligibility
Master	<ul style="list-style-type: none"> - Must be taken 1 semester in advance of Final-Evaluation * Paper published at in/out-of-Korea conference can be substituted
Ph.D	<ul style="list-style-type: none"> - Must be taken 1 semester in advance of Final-Evaluation - Must pass both Qualification and Foreign Language Test - Regularly registered more than 4 semesters(Ph.D), or 8 semesters(Joint) - More than 8 credits(Ph.D) or 16 credits(Joint) of Research Courses ※ related criteria depend on internal rules of each department

2 Final-Evaluation

Degree	Eligibility
Master	<ul style="list-style-type: none"> - Must pass both Qualification and Foreign Language Test - Regularly Registered more than 4 semesters - Must be taken courses more than 24 credits, research courses more than 8 credits - Must pass Pre-Evaluation - Must pass 연구윤리강좌
Ph.D	<ul style="list-style-type: none"> - Must be taken courses more than 60 credits - Must pass Pre-Evaluation - Must pass 연구윤리강좌 - Must complete 교수법

Thesis (3)

3 Research Ethics(연구윤리 교육)

- **ALL** the graduates writing thesis **MUST** take Research Ethics
- Required Submitting Papers
 - * 『연구윤리준수서약서』 has to be submitted in appliance with Final-Evaluation
 - * 『연구윤리강좌 수강증』 has to be submitted in appliance with reporting the result of Final-Evaluation

※Registering online Research Ethics

- * 국가과학기술인력개발원 홈페이지 과학기술인 알파캠퍼스(<https://alpha-campus.kr>)
 - 탐색 > 공통역량 > 윤리, 책임 > 온라인 교육수강(대학원생을 위한 연구윤리(학과 계열 선택)
또는 참여 연구원을 위한 연구윤리 검색 수강
 - *Please borrow some hands from colleagues for the process
- Certification will be issued once course is completed

※ **Final-Evaluation cannot be made without taking online Research Ethics.**

Recommend to take at the 1st semester.

Scholarships

1 Eligibility: Full-time, Regular Registered, cumulated GPA above 3.0

***Receivers must submit 건강보험득실확인서, 건강보험납부확인서**

EVERY semester to the office of department!!!

2 Types

Type	Criteria	Amount
Foreign	<ul style="list-style-type: none"> Born as a foreigner & Parents are foreigner Full-time & Regular registered ONLY 	50% of tuition
RA	<ul style="list-style-type: none"> Head of department designate its receivers and amount TA can be duplicated Full-time & Regular registered ONLY 	Less than 40% of tuition
TA	<ul style="list-style-type: none"> Assistants for lectures RA can be duplicated Full-time & Regular registered ONLY 	Less than 20% of tuition
연구장려장학	<ul style="list-style-type: none"> Full-time & Regular registered ONLY - SCI 500,000KRW, - Korean Publishers(publicly registered) 300,000KRW * 1 paper=1 time grant (regardless of first or correspond author) 	
논문게재료 지원	<ul style="list-style-type: none"> Full-time & Regular registered ONLY * first author will be granted within 400,000KRW at the actual expense of publishing fees * Cannot be duplicated with 산학협력단 논문게재료 	

The Bill of Rights for Graduate Students

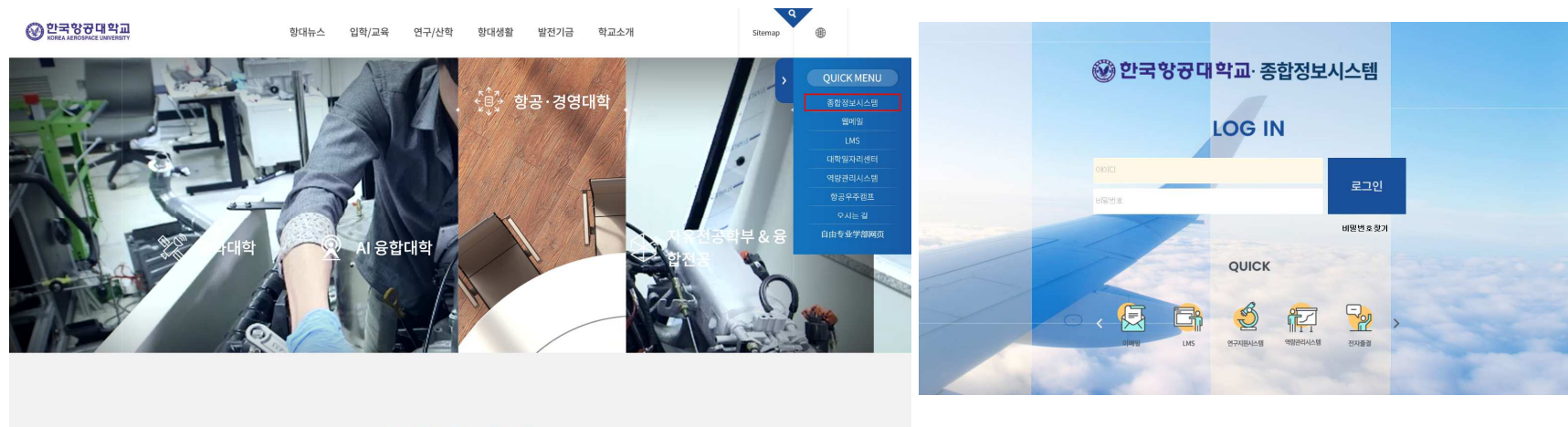
1 KAU Bill of Rights

Principles	Rights to be respected as a member of community Rights to be studying and working in safe and sound environment free from abuse of physical, verbal, sexual violence Rights not to be discriminated from gender, education, nationality, age, political inclination
Student Rights	Rights of self-determination Rights of study and research Copyrights Rights for impartial evaluation Rights to participate in decision making Rights of research/teaching assistance Rights to know financial affairs
Rights	Rights to refuse unfair Rights to change adviser Rights to be informed with proposing issues when rights is infringed
How to resolve?	Human Rights Committee is in charge when student raise issue. Undisclosed is guaranteed. Student can freely choose evidence and witness.

Others

1 종합정보시스템

- <http://www.kau.ac.kr> > QUICKMENU '종합정보시스템'



- ID: student number
- Initial PW: student number(10 digits)+birthday(6 digits, YYYYMMDD)

2 ID Card

- Check out the Graduate School Website(<http://grad.kau.ac.kr>) for details
- Woori Bank collectively issues and distributes the plastic ID Cards for freshmen
 - ※ Mobile ID Card: download 한국항공대학교 모바일 학생증(KAU ID) from Play/App store
 - ※ Both Plastic and Mobile Cards are REQUIRED!

A signpost with two green signs. The top sign is tilted upwards and contains the word 'QUESTIONS' in white, bold, sans-serif capital letters. The bottom sign is horizontal and contains the word 'ANSWERS' in white, bold, sans-serif capital letters. The signpost is a light-colored metal pole with brackets holding the signs. The background is a solid, clear blue sky.

QUESTIONS

ANSWERS

한국항공대학교 캠퍼스 현황

- 중앙도서관
- 대학본관 (대학원행정실 111호)
- 학생회관
- 기계관
- 과학관
- 연구동
- 학군단
- 국제은익관
- 항공우주센터
- 강의동
- 창업보육센터
- 제2생활관
- 전자관



수색비행교육원



한국항공대학교역 (화전역) 2번 출구



관제소



서울



The Office of Graduate School

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