

2026

Graduate Academic Guide

(Combined 1st and 2nd semesters)



숙명여자대학교 대학원
SOOKMYUNG WOMEN'S UNIVERSITY GRADUATE SCHOOL

Table of Contents

Graduate School
Driven by
Research,
Shared Value &
Social Impact

I. Introduction	1
1. Programs	2
2. Key Offices Contact Information	4
3. Graduate School Student Council	6
II. Academic Information	8
1. Academic Timeline: From Admission to Graduation	8
2. Student Status	11
Enrollment Leave of Absence Re-enrollment	
Dismissal Readmission	
3. Courses and Grades	17
Credits Grades Supplementary Courses	
Course Registration Credit Exchange	
4. Qualification Exams	28
English Proficiency Test Comprehensive Exam	
5. Publication Requirement for Doctoral Degree	31
6. Thesis	31
III. Other Information	34
1. Library	34
2. Teaching Assistant Positions	37
3. International Student Scholarships	46
4. Student Housing	48
5. Research Ethics	49
6. Institutional Review Board (IRB)	50
7. Institutional Animal Care and Use Committee (IACUC)	51
8. Campus Amenities	53
■ Campus Map	57

I. Introduction



Motto

Modesty . Wisdom . Justice

■ Philosophy

Sookmyung was founded on the dual philosophy of advancing women's education grounded in modesty, wisdom, and justice, and promoting national education rooted in the authenticity and independence of the Korean people. The university aims to cultivate capable women who meet the needs of the times and to foster female leaders who contribute to the progress of the nation, its people, and humanity.

■ Objectives

To cultivate creative and committed professionals through the study of academic theories and their practical applications, and to contribute to social and cultural progress through scholarly pursuits.

■ Goals

1. Foster female researchers with academic depth and professional expertise.
2. Nurture female talent who contribute to national and global advancement through scholarly research.
3. To develop female leaders with creative vision to lead in the global era.

1. Programs (※ GP = General Program, CP = Cooperative Program)

		Master's	PhD
GP	Humanities & Social Science	Korean Language & Literature History & Culture French Language & Culture Chinese Language & Literature German Language & Culture Japanese Studies Library & Information Science History of Art English Language & Literature Culture, Tourism & Hospitality Management Education Family Studies Child Welfare & Studies Political Science & International Relations Public Administration Social Psychology Communication & Media Public Relations & Advertising Law Economics Consumer Economics Business Administration Global Service	Korean Language & Literature History & Culture French Language & Culture Chinese Language & Literature German Language & Culture - Library & Information Science History of Art English Language & Literature Culture, Tourism & Hospitality Management Education Family Studies Child Welfare & Studies Political Science & International Relations Public Administration Social Psychology Communication & Media Public Relations & Advertising Law Economics - Business Administration Global Service
	Natural Science	Chemistry Biological Sciences Mathematics Statistics Clothing & Textiles Food & Nutrition Pharmacy Manufacturing Pharmacy	Chemistry Biological Sciences Mathematics Statistics Clothing & Textiles Food & Nutrition Pharmacy Manufacturing Pharmacy

		Master's	PhD
GP	Engineering	IT Engineering Chemical & Biological Engineering Computer Science Electronics Engineering Mechanical Systems Engineering Data Science Applied Physics	IT Engineering Chemical & Biological Engineering Computer Science Electronic Engineering Mechanical Systems Engineering - Applied Physics
	Arts & Physical Education	Piano Orchestral Instruments Vocal Music Composition	Piano Music Vocal Music Composition
		Visual & Media Design Industrial Design Environmental Design	Design
CP	Inter-disciplinary program	Visual Art Kinesiology Dance	Visual Art Kinesiology Dance
	Inter-disciplinary program	Human Resource Development Policy - - Big Data Analysis Convergence Climate, Environment & Energy Studies -	Human Resource Development Policy East Asia Studies Health Industry - Climate, Environment & Energy Studies Culture & Arts Education
CP	University Research Industry Cooperative Program	Rural Development Administration - Korea Advanced Institute of Science & Technology(KIST) Korea Institute of Ceramic Engineering & Technology National Cancer Center	Rural Development Administration Ministry of Food & Drug Safety Korea Advanced Institute of Science & Technology(KIST) Korea Institute of Ceramic Engineering & Technology National Cancer Center

※ Interdisciplinary Program Divisions

- Human Resource Development Policy : Humanities & Social Science
- East Asia Studies : Humanities & Social Science
- Health Industry : Engineering
- Big Data Analysis Convergence : Humanities & Social Science
- Climate, Environment & Energy Studies : Natural Science
- Culture & Arts Education : Arts & Physical Education

2. Key Offices Contact Information

Regular Hours	Weekdays 9:00 ~ 17:30 (Lunch Break: 12:00 ~ 13:00)
----------------------	---

* Office hours may vary during academic breaks due to a compressed work schedule.

1) Office of Graduate School Academic Affairs

Duties	Contact
Academic Records / Credit Exchange & Recognition / Thesis / Academic Advisor / Graduation	02-2077-7928
Course Management & Registration / Qualification Exams	02-2077-7929
Admission / Student Council / Scholarships	02-2077-7999

- Website : <https://gs.sookmyung.ac.kr>
 ※ Please check the announcement board regularly for important updates on academic affairs.
- Phone: 02-2077-7263
- Location : Veritas Building 210
- E-mail : smgrad@sm.ac.kr
- Fax : 02-2077-7800

2) Key Administrative Offices

Department	Duties	Contact
Office of Faculty Affairs	Teaching assistant appointment	02-710-9724
Office of Finance & Accounting	Tuition payment	02-710-9049
Center for Student Support , Office of International Affairs	Scholarships	See p.45
Center for Student Support	Certificate issuance	02-710-9815
Shinhan Bank (Sookmyung Branch)	Student ID card issuance	02-713-6851
Main Library	Library services	02-710-9001
Parking Management (HIPARKING)	Campus parking operations (e.g., issuing parking permits)	02-710-9981
SMART	Alternative courses for the English proficiency requirement	02-2077-7703
Office of Research Development	Institutional Review Board (IRB)	02-710-9656
	Institutional Animal Care and Use Committee (IACUC)	02-2077-7021

3) Academic Departments

Department	Phone	E-mail	Location
Korean Language & Literature	02-2077-7310	km9310@sookmyung.ac.kr	Queen Sunheon Building 411
History & Culture	02-710-9367	histo-culture@sookmyung.ac.kr	Queen Sunheon Building 412
French Language & Culture	02-710-9329	french@sookmyung.ac.kr	Queen Sunheon Building 314
Chinese Language & Literature	02-710-9375	china9335@sookmyung.ac.kr	Queen Sunheon Building 311
German Language & Culture	02-710-9342	dokmun@sookmyung.ac.kr	Queen Sunheon Building 316B
Japanese Studies	02-710-9885	smjapan@daum.net	Queen Sunheon Building 310A
Library & Information Science	02-710-9373	an9377@sookmyung.ac.kr	Queen Sunheon Building 220
History of Art	02-710-9959	arthistory@sookmyung.ac.kr	College of Fine Arts 210
English Language & Literature	02-710-9376	grad-english@sookmyung.ac.kr	Veritas Building 303
Culture, Tourism & Hospitality Management	02-2077-7776	lcb@sookmyung.ac.kr	Saehim Hall 204
Education	02-710-9349	edugs@sookmyung.ac.kr	Queen Sunheon Building 922
Family Studies	02-710-9457	family@sookmyung.ac.kr	Queen Sunheon Building 323A
Child Welfare & Studies	02-710-9159	childwelfare@sookmyung.ac.kr	Queen Sunheon Building 425
Political Science & International Relations	02-710-9488	politics@sookmyung.ac.kr	Queen Sunheon Building 313
Public Administration	02-710-9499	ec9499@sookmyung.ac.kr	Queen Sunheon Building 313
Social Psychology	02-2077-7607	socpsygrad@sookmyung.ac.kr	Queen Sunheon Building 721
Communication & Media	02-710-9293	media@sookmyung.ac.kr	Saehim Hall 201
Public Relations & Advertising	02-710-9734	prad@sookmyung.ac.kr	Queen Sunheon Building 312
Law	02-710-9597	smlaw@sookmyung.ac.kr	Veritas Building 209
Economics	02-710-9507	fa9507@sookmyung.ac.kr	Queen Sunheon Building 315
Consumer Economics	02-710-9525	conecon@sookmyung.ac.kr	Queen Sunheon Building 312
Business Administration	02-710-9528	ruddudwhry@hanmail.net	Queen Sunheon Building 316A
Global Service	02-2077-7496	globalservice@sookmyung.ac.kr	Suryeon Faculty Building 507
Chemistry	02-710-9413	chem@sookmyung.ac.kr	College of Science 101
Biological Sciences	02-710-9199	life_sys@sookmyung.ac.kr	College of Science 101
Mathematics	02-710-9425	math@sookmyung.ac.kr	Center for Continuing Education 416

Department	Phone	E-mail	Location
Statistics	02-710-9437	stat@sookmyung.ac.kr	Center for Continuing Education 512
Clothing & Textiles	02-710-9463	cloth9463@sookmyung.ac.kr	Queen Sunheon Building 323B
Food & Nutrition	02-710-9470	fn9470@sookmyung.ac.kr	Queen Sunheon Building 323B
Pharmacy / Manufacturing Pharmacy	02-2077-7619	pharm9576@sookmyung.ac.kr	College of Pharmacy 205
IT Engineering	02-710-9379	ai@sookmyung.ac.kr	Myungshin Building 513
Chemical & Biological Engineering	02-2077-7469	chembioe@sookmyung.ac.kr	College of Science 463
Computer Science	02-710-9431	computer@sookmyung.ac.kr	Myungshin Building 425
Electronic Engineering	02-2077-7860	electro@sookmyung.ac.kr	Renaissance Plaza 501
Mechanical Systems Engineering	02-2077-7862	mechasys@sookmyung.ac.kr	Renaissance Plaza 501
Software Convergence	02-710-9431	software@sookmyung.ac.kr	Myungshin Building 425
Applied Physics	02-710-9407	ca9407@sookmyung.ac.kr	College of Science 209
Piano	02-710-9534	ga9534@sookmyung.ac.kr	College of Music 201
Orchestral Instruments	02-710-9559	gb9559@sookmyung.ac.kr	College of Music 201
Vocal Music	02-710-9533	gc9533@sookmyung.ac.kr	College of Music 201
Composition	02-710-9532	gd9532@sookmyung.ac.kr	College of Music 201
Music	02-710-9559	ga9559@sookmyung.ac.kr	College of Music 201
Music Therapy	02-710-9608	mtherapy@sookmyung.ac.kr	College of Music 706
Visual & Media Design (MA)	02-710-9958	smvd@sookmyung.ac.kr	College of Fine Arts 210
Industrial Design (MA)	02-710-9582	smid@sookmyung.ac.kr	College of Fine Arts 210
Environmental Design (MA)	02-710-9758	smed@sookmyung.ac.kr	College of Fine Arts 210
Design (PhD)	02-710-9958	smed@sookmyung.ac.kr	College of Fine Arts 210
Visual Art	02-710-9718	visual-art@sookmyung.ac.kr	College of Fine Arts 210
Kinesiology	02-710-9444	movement@sookmyung.ac.kr	Suryeon Faculty Building 206
Dance	02-710-9450	andyd@sookmyung.ac.kr	Veritas Building 302
Human Resource Development Policy	02-710-9315	hrd@sookmyung.ac.kr	Queen Sunheon Building 1019
East Asia Studies	02-2077-7578	globalservice@sookmyung.ac.kr	Suryeon Faculty Building 507
Health Industry	02-710-9720	health_industry@sookmyung.ac.kr	Saehim Hall 202
Big Data Analysis Convergence	02-710-9186	bigdata@sookmyung.ac.kr	Queen Sunheon Building 710
Climate, Environment & Energy Studies	02-2077-7664	climate19@sookmyung.ac.kr	Suryeon Faculty Building 204
Culture & Arts Education	02-710-9422	cultureartsedu@sookmyung.ac.kr	Queen Sunheon Building 1018

3. Graduate School Student Council

The Graduate School Student Council is an autonomous organization that represents graduate students and advocates for their rights and well-being in both academic and campus life.

- Main Activities

- Student life support : Collecting student feedback, distributing snacks during midterm and final exams, and providing free printing services.
- Academic support : Organizing and funding study groups and book purchases; managing personal library seats and lockers; hosting academic workshops (e.g., special lectures on statistics); supporting conference and paper submission fees.
- Student representation : Participating in university committees such as the University Senate, Tuition Review Committee, Special Committee on Human Rights Violations, and the Special Committee on Sexual Violence and Harassment.

- Website : <https://snowe.sookmyung.ac.kr/club/graduate>

- Contact : 02-2077-7117, graduate@sm.ac.kr

- Location : Veritas Building 607

※ August 2026-Currently, the Graduate School Student Council has not been established. If you are interested in becoming a candidate, please contact the Office of Graduate School Academic Affairs at 02-2077-7999.

II. Academic Information

1. Academic Timeline: From Admission to Graduation

1) Graduation Requirements

Criteria	Program		
	Master's	PhD	Combined Master's-PhD
① Minimum enrollment period	4 semesters (Integrated BA-MA: 3 semesters)	4 semesters	6~8 semesters
② Required credits	24 credits	36 credits	54 credits
③ Supplementary courses (if applicable)	9 credits (*varies by department)	12 credits (*varies by department)	9 credits (*varies by department)
④ Cumulative GPA	Minimum 3.0/4.3		
⑤ Research Ethics and Writing Research Papers	Completed the course		
⑥ Departmental Required Courses	Completed department-designated required courses		
⑦ English proficiency test	Passed		
⑧ Comprehensive exam	Passed in accordance with departmental policy		
⑨ Publication or equivalent achievements	-	Met in accordance with departmental policy	
⑩ Thesis	Successfully defended and submitted (pdf, hwp format)		

Criteria ① ~ ⑥: Requirements for program completion

Criteria ① ~ ⑨: Eligibility for thesis submission

Criteria ⑤, ⑨: Applicable to students admitted from the 2015 academic year onward

⑦ English proficiency test:

For general international students, TOPIK Level 4 or higher is required in addition to the English proficiency requirement. For students in arts and physical education departments, TOPIK Level 3 or higher is acceptable.

If certificates were submitted at the time of admission, no additional submission is necessary. Those who did not submit it during admission may do so during the English proficiency test exemption application period. For more information, see p.28.

2) From Admission to Graduation

- For more information, please refer to the Academic Calendar and Announcements on the graduate school website.

Item	Semester	Timing	Details
Student ID issuance	The start of 1 st semester	Once school starts	- Issue your ID via the Heyoung Campus app or Shinhan SOL mobile banking app. - Visit Shinhan Bank (Sookmyung branch) to collect it once notified via text message.
Course registration	Every semester	Feb, Aug	- Search course schedule: Sookmyung Portal ▶ Academics ▶ Class Courses - Register via Sookmyung Portal. - Adjustment at the beginning of each semester.
Submission of credit recognition form for supplementary courses (if applicable)	Before the start of 1 st semester	Feb, Aug	- Check if you are subject to supplementary courses via Sookmyung Portal ▶ Academics ▶ School Register ▶ Student Information - After the department head's approval, your office will forward your transcript and course recognition certificate to Academic Affairs.
Grade check	Every semester	End of June, Dec	- View grades and submit appeals if necessary. - Sookmyung Portal ▶ Academics ▶ Grade ▶ View Grade
Academic advisor assignment	Master's: 2 nd PhD: 1 st	Mar, Sep	- Propose your area of concentration and thesis advisor. - Master's & Combined Master's-PhD: 2nd sem. - Integrated BA-MA & PhD: 1st sem.
English proficiency test	Every semester	Mar, Sep	- Held every second week of March & September - Exemption applications are accepted during the exam application period. - Must be passed before applying for thesis evaluation.
Enter research proposal	Master's: 3 rd PhD: 1 st Integrated BA-MA: 2 nd Combined Master's-PhD: 4 th	End of Mar, Sep	- Who: Students and graduates who have completed the designated semester listed on the left. (PhD students in their 1st semester must have a research area and advisor assigned.) - Sookmyung Portal ▶ Graduation ▶ Manage Thesis ▶ Enter Research Proposal
Comprehensive Exam	Every semester (start or end)	Varies	- Sookmyung Portal ▶ Graduation ▶ Manage Exams ▶ Apply Comprehensive Exam - Must be submitted before applying for thesis evaluation. - Varies by department: check with your department office for a schedule and location.

(Continued on the next page.)

Item	Semester	Timing	Details
Apply for thesis evaluation	Master's/PhD: 4 th Combined Master's-PhD: 8 th	Start of Apr, Oct	- Sookmyung Portal ▶ Graduation ▶ Manage Thesis ▶ Thesis Submission Application - Pay the thesis evaluation fee/Submit a waiver
Thesis evaluation results report	Master's/PhD: 4 th Combined Master's-PhD: 8 th	Varies	- Deadline for evaluation results: Spring early June ; Fall early December - Submit thesis file online: mid-July/January
Commencement ceremony	Master's/PhD: 4 th Combined Master's-PhD: 8 th	End of Feb, Aug	- For students who have passed the evaluation and fulfilled all graduation requirements.

※ The minimum enrollment period may be shortened by up to 6 months for students in the integrated BA–MA program, and by up to 1 year for those in the combined Master's–PhD program. (Revised on April 22, 2022)

1. Student Status

※ If your name (including the Romanized version) or social registration number has changed:

- Download and complete the Academic Record Correction Form (학적기재사항정정원) from the Document Forms section of the Graduate School website, and email it to the Office of Graduate School Academic Affairs.
- **Your Romanized name is used when writing and submitting your thesis in English. Please make sure that the spelling, spacing, and capitalization are accurate.**

1) Enrollment

① Minimum (Standard) Enrollment Period

Program	Integrated BA-MA	Master's	PhD	Combined Master's-PhD
Period	3~4 semesters	4 semesters	4 semesters	6~8 semesters

- If you are unable to complete the program or earn your degree within the standard period, you must continue enrollment as follows:

[Credit enrollment] Lack of required credits (including supplementary courses):

- * 3 credits: 1/3 of regular tuition; 6 credits: 2/3 of regular tuition; 7 or more credits: full tuition
- * 1/6 of regular tuition applies if enrolling solely to take the course 『Research Ethics and Writing』
- * Integrated BA-MA: If the program is not completed within 3 semesters, standard enrollment extends to the 4th semester.
- * Combined Master's-PhD: If the program is not completed within 6-7 semesters, standard enrollment extends to the 8th semester.

[Research enrollment] Have not passed the thesis evaluation and/or qualification exams:

- * Must pay research tuition (1/10 of regular tuition) during the enrollment period.
- * Tuition amount may vary by program and department and cannot be paid in installments.

② Maximum Enrollment Period

Program	Integrated BA-MA	Master's	PhD	Combined Master's-PhD
Period	12 semesters (6 years)	12 semesters (6 years)	20 semesters (10 years)	20 semesters (10 years)

③ Print Tuition Invoice and Request Installment Plan (Up to 4 Installments)

- How : Sookmyung Portal ▶ Academics ▶ Registration ▶ Print Tuition Invoice/Installment Plan
- Eligible : Enrolled students (**Newly admitted and readmitted students are not eligible for installments in their first semester.**)
- Failure to make the first or second installment payment on time will result in automatic cancellation of the plan and conversion to a lump-sum payment. In addition, missing any installment deadlines may restrict your eligibility for installment plans in the following semester.

④ Pay Tuition

- Payment Method : Transfer the amount to the virtual account listed on your tuition invoice. (Note: KB Kookmin Bank's mobile banking and NongHyup's ARS system are not supported due to system limitations.)
- Payment Confirmation : Visit the Sookmyung University homepage > Check Real-Time Payment Status. (Must enter your student ID, name, and virtual account number.)

※ Please Note

- * If a tuition payment is found to be related to voice phishing, the tuition must be paid again, and the student may be held civilly and criminally liable.
- * To prevent damage caused by voice phishing, students must make tuition payments directly through an authorized financial institution.

2) Leave of Absence

① Maximum Leave of Absence

Program	Integrated BA-MA	Master's	PhD	Combined Master's-PhD
Period	2 years	2 years	2 years	3 years

- Newly admitted, transferring, and readmitted students may apply for a leave of absence only after the semester begins.
- Leave of absence is available only to currently enrolled students.
- **Students in the Integrated BA-MA program cannot take a leave in their first semester.**
- **Research-enrolled students (degree candidates) are not eligible for a leave of absence.**
- Application Period: The leave of absence application period is designated in the academic calendar. (Please check the notices on the Graduate School website.)
- When your leave expires, you must apply for re-enrollment or request an extension.
 - ※ Failure to comply with the above will result in dismissal due to non-return.
- The period of leave of absence is not included in the maximum period of enrollment.

② Pregnancy, Maternity, and Parental Leave

Category	Pregnancy/Maternity	Parental
Eligibility	Currently enrolled students (Research-enrolled students are not eligible)	
Applicable Semesters	The semester including the (expected) date of birth or the following semester	During the semester in which the child is under age 12 or in 6th grade or below. (For children with physical or mental disabilities requiring long-term care, under age 16 or high school freshman or below)
Required Documents	①One of the following: 1. Medical certificate (doctor's note) with the expected date of birth, 2. Certificate of family relations, 3. Birth certificate, 4. Child's certificate of enrollment (if applicable) ②Leave of absence application (If applying more than two weeks after the semester start)	
Leave Period	* Up to 1 year per child for combined pregnancy, maternity, and parental leave → Students with two children may take up to 2 years in total, but maximum 1 year is allowed per application. * Pregnancy/Maternity/Parental leave is separate from the regular leave period. * Does not count toward the maximum enrollment period.	

③ How to Apply and What to Expect

Category	Within 2 Weeks from the Semester Start	After 2 Weeks from the Semester Start
How	Sookmyung Portal ▶ Academics ▶ School Register ▶ Request for a Leave of Absence	Submit a leave of absence application to the Graduate School Academic Affairs
Tuition	Full refund (excluding admission fee for newly admitted students)	Partial refund based on the number of days attended (※ See table below)

④ Tuition Refund Policy for Leave of Absence or Withdrawal

Date of Occurrence	Refund Amount
Within 2 weeks from the semester start	Full tuition*
From 2 weeks to less than 30 days after the semester start	5/6 of tuition
From 30 days to less than 60 days after the semester start	2/3 of tuition
From 60 days to less than 90 days after the semester start	1/2 of tuition
90 days or more after the semester start	No refund

※ For detailed tuition payment and refund policies related to leave of absence and withdrawal, please refer to the notices on the Graduate School website.

3) Re-enrollment and Early Re-enrollment

- ① Application Period : Apply during the period specified in the Academic Calendar.
(Refer to the Announcements on the Graduate School website)
 - **Re-enrollment for Fall 2025 : August 1 (Fir) ~ September 7 (Sun)**
 - Tuition payment and course registration are available after submitting your re-enrollment application.
- ② How to Apply : Sookmyung Portal ▶ Academics ▶ School Register ▶ Request to Return to School
- ③ Early Re-enrollment : Refers to returning to school earlier than planned after applying for a one-year leave of absence but returning after one semester.
- ④ **If your leave expires and you do not apply for re-enrollment, you will be considered as not returning and will be dismissed from school.**
- ⑤ If you wish to cancel your re-enrollment and extend your leave, download the Application for Cancellation of Re-enrollment and Extension of Leave of Absence from Document Forms on the Graduate School website and submit the completed form.

4) Dismissal

Grounds for Dismissal (Graduate School Regulations Article 24)	Types of Dismissal	Readmission
① Failure to earn a degree during the maximum enrollment period - Master's/Integrated BA-MA: 12 semesters - PhD/Combined Master's-PhD: 20 semesters	Dismissal due to exceeding maximum enrollment period	Not eligible
② Dismissal due to disciplinary action	Disciplinary dismissal	
③ Failure to re-enroll after the leave of absence has expired	Dismissal due to non-return	Eligible
④ Failure to pay tuition by deadline or voluntary withdrawal	Dismissal due to non-enrollment/ Voluntary withdrawal	

※ Criteria for Recognizing Semester Completion upon Voluntary Withdrawal

Eligible Students	Timing of Withdrawal	Semester Completion
Regularly enrolled	On a weekday before the final exam period begins	Semester not counted as completed
	After the final exam period begins	Semester counted as completed
Research-enrolled (have completed the standard enrollment period)	By the end of May or November	Semester not counted as completed
	After June or December begins	Semester counted as completed

- * Students who withdraw must return the full amount of the scholarship received for that semester.
- * The withdrawal process for teaching assistants (TA) is as follows:
 Department sends a TA dismissal request to the Office of Faculty Affairs > Office of Faculty Affairs approves the dismissal > Return of the TA scholarship (prorated based on the end of the semester) > Confirmation by department head > Confirmation by Center for Student Support > Confirmation by Office of Finance and Accounting > Check and return all borrowed Main library materials > Submit the withdrawal request to the Graduate School Academic Affairs
- * Graduate School website > Document Forms > Withdrawal Application Form
 Complete the form, obtain the department head's approval, and submit it directly to the Graduate School Academic Affairs.
- ※ **If you need the final grade for the semester in which you are withdrawing, you must submit your withdrawal request after grades are finalized.**

5) Readmission

If a student who has withdrawn or been dismissed wishes to be readmitted, they may be readmitted **only once**, subject to the availability of a vacancy within the department's admission quota for the relevant academic year. Students dismissed after program completion (during research enrollment) may apply for readmission regardless of seat availability. Readmission also requires the consent of all professors in the department and approval from the Dean of the Graduate School.

① **Application Period : Two months before the semester begins**

(For detailed schedules, please refer to the notices on the Graduate School website.)

② **Required Documents :** Re-admission application form (attached to the online announcement); Transcript (issued in person at the Center for Student Support or online via the Sookmyung website); Academic record (issued in person at the Student Support Center)

③ **How to Apply :** In-person at the Office of Graduate School Academic Affairs.

(For detailed application procedures, please refer to the notices for the relevant semester.)

④ **Eligibility :** Students who were dismissed from the program due to non-enrollment, non-return after leave of absence, voluntary withdrawal, failure to meet minimum GPA at time of completion, or similar reasons.

⑤ **Selection Process :**

A. The department will review the eligibility of applicants.

※ After the document screening, additional procedures such as oral interviews or practical exams may be held as needed.

B. If the number of applicants exceeds the available seats, applicants who have passed the screening will be selected based on the following priority:

※ Priority Criteria : 1. Number of credits earned, 2. Higher cumulative GPA

C. Re-admission is only permitted to the same department and semester from which the student was dismissed.

※ **Please Note**

- Students may only be readmitted once during their entire program. Students dismissed due to exceeding the maximum enrollment period or for disciplinary reasons are not eligible for re-admission.
- Once accepted, students must pay the full tuition including the re-admission fee. Those who decline or fail to register in time will not be allowed to apply again.
- Upon re-admission, previously earned credits (excluding F grades), and passed English proficiency test and comprehensive exam scores may be recognized.
- The maximum enrollment period is calculated from the original date of enrollment. Time spent on leave of absence or after dismissal is not counted toward this limit.

2. Courses and Grades

1) Credits Required for Completion (Major Credits Only)

Category	Integrated BA-MA	Master's	PhD	Combined Master's-PhD
Major	At least 24	At least 24	At least 36	At least 54
Other	See section 3) Supplementary Credit Requirements by Department			

- Master's and doctoral courses within your major may be taken interchangeably. (e.g., Master's students may take PhD-level courses and vice versa, as long as the courses are within your major field.)
- You can view the course schedule via Sookmyung Portal ▶ Academics ▶ Class Courses.

2) Credit Recognition and Grades

① Credit Recognition

Program Credits	Integrated BA-MA	Master's	PhD
Transfer Credits	-	Up to 9 credits (2 nd semester transfer) Up to 12 credits (for 3 rd semester transfer)	Up to 9 credits (for 2 nd semester transfer) Up to 12 credits (for 3 rd semester transfer)
Integrated BA-MA Credits	Up to 9 credits	-	-
Excess Credits	-	-	Up to 6 credits
Supplementary Credits	-	Refer to department bylaws	Refer to department bylaws

- Submission of Credit Recognition Form : Please refer to the announcement on the Graduate School website during the designated period in your first semester and submit the form to your departmental office.
- Integrated BA-MA Program : Up to 9 credits earned from master's-level courses taken during undergraduate studies may be recognized.
(Please note that both the credits earned and grades received will be reflected.)
- PhD Program : If you earned excess credits during your master's program, up to 6 credits may be recognized. (Students required to take supplementary courses are not eligible.)
- Supplementary Credits : The designation of supplementary credits varies depending on each department's bylaws. Therefore, the number of credits recognized also differs according to the credit requirements for completion set by each department (see p.19).
- Courses from Other Graduate Schools: If you completed courses offered by the

Sookmyung Graduate School of Professional Studies with prior approval from your department chair, the following limits apply:

- Graduate School of Professional Studies: Up to 6 credits may be recognized (including both regular courses and those cross-listed for general graduate students).

② Grades

- Minimum grade for regular credits to be recognized: C- (1.7) or above
- Minimum cumulative GPA required for graduation or completion: B0 (3.0) or above
- Minimum grade for supplementary course credits to be recognized: C- (1.7) or above
- ※ View Grades : Available via the Sookmyung Portal (Grade withdrawal is not permitted, including for supplementary courses)
- ※ **If you miss more than 1/4 of the total class hours, the final grade will automatically be recorded as an "F."**

3) Supplementary Credit Requirements by Department

Division	Department	Master's	PhD	Division	Department	Master's	PhD	
Humanities & Social Science	Korean Language & Literature	9	12	Engineering	Mechanical Systems Engineering	9	12	
	History & Culture	9	12		Data Science	9	—	
	French Language & Culture	—	—		Applied Physics	9	12	
	Chinese Language & Literature	15	24	Natural Science	Chemistry	9	12	
	German Language & Culture	9	12		Biological Sciences	9	12	
	Japanese Studies	9	—	Natural Science	Mathematics	—	—	
	Library & Information Science	9	12		Statistics	9	12	
	History of Art	15	24		Clothing & Textiles	9	12	
	English Language & Literature	9	12		Food & Nutrition	15	24	
	Culture, Tourism & Hospitality Management	6	9		Pharmacy, Manufacturing Pharmacy	9	12	
	Education	15	24	Arts & Physical Education	Piano(MA)	15	—	
		12*	18*		Piano(phD)	-	0	
		9**	12**		Orchestral Instruments	8	—	
	Family Studies	9	12		Vocal Music	6	9	
	Child Welfare & Studies	9	12		Composition	12	18	
	Political Science & International Relations	9	12		Music	Orchestral Instruments	—	6
	Public Administration	9	12			Music Therapy	—	24
	Social Psychology	9	—		Visual & Media Design	9	—	
	Communication & Media	9	12		Industrial Design	9	—	
	Public Relations & Advertising	9	12		Environmental Design	9	—	
	Law	9	12		Design	—	12	
	Economics	9	12		Visual Art	9	12	
	Consumer Economics	9	—		Kinesiology	9	12	
	Business Administration	9	12		Dance	15	24	
	Global Service	9	—		Human Resource Development Policy	—	—	
Engineering	IT Engineering	9	12		East Asia Studies	—	12	
	Chemical & Biological Engineering	—	—	Health Industry	—	—		
	Computer Science	9	12	Big Data Analysis Convergence	—	—		
	Electronic Engineering	12	15	Climate, Environment & Energy Studies	—	—		
※ The Combined Master's-PhD Program requires the same number of supplementary credits as the Master's Program. ※ For the Department of Education, supplementary credit requirements of 12 credits for Master's students and 18 credits for PhD students apply to newly admitted students beginning in the Spring Semester of				Culture & Arts Education	—	6		
				※ Supplementary credit requirements of 8 credits for Master's students in the Department of Orchestral Instruments and 6 credits for PhD students majoring in Orchestral Instruments in the Department of Music apply to newly admitted and transfer students beginning in the Fall Semester of				

the 2024 academic year. ※ For the Department of Education, supplementary credit requirements of 9 credits for Master's students and 12 credits for PhD students apply to newly admitted students beginning in the Fall Semester of the 2026 academic year. * Readmitted students are classified based on their initial year of admission.	the 2025 academic year. ※ For the Department of Composition, supplementary credit requirements of 12 credits for Master's students and 18 credits for PhD students apply to students admitted beginning in the Fall Semester of the 2025 academic year.
--	---

- **Subjects : Students who have been admitted to a different major from their previous degree program**
- **Submission of Supplementary Course Recognition Certificate :** Students subject to supplementary coursework may receive credit for courses completed during a previous degree program if the grade is above C-, and is approved by the head of their current department. To do so, students must submit the Supplementary Course Recognition Certificate along with a transcript from their previous program. These documents must be collected by the department office and forwarded to the Office of Graduate School Academic Affairs.
 - You can check whether you are subject to supplementary coursework by visiting Sookmyung Portal>Academics>School Register>Student Information after mid-February (for spring admits) or mid-August (for fall admits).
- **How to Register for Supplementary Courses:**
 - Refer to the Graduate School website Announcements to see which departments offer eligible supplementary courses.
 - If you wish to take a major course from another department as a supplementary course, you must submit the Application for Taking Supplementary Courses in Another Department
- **Notes**
 - Supplementary courses are not included in your GPA.
 - However, the courses and the grades earned will appear on your transcript.
 - From 2020 and onward, department bylaws may designate specific supplementary courses as mandatory. Please check with your department for details.

4) Credits for Course Registration

- Students may register for up to 9 credits per semester.
(*An additional 3 credits may be registered if they are for supplementary courses.)
※ PhD students may apply to register for an additional 3 credits once during their entire program with the approval of their department head.
(Must submit the Application for Additional Credits for Doctoral Program.)
- Required courses have been designated under departmental regulations since the 2020 academic year; please check with the relevant department.
- Course Schedule and Syllabus Inquiry : Available on Sookmyung Portal
- Menu: ➔ Sookmyung Portal > Academics > Class Courses

교과강의시간표 조회

검색기간
학년도: 2025학년도 학기: 2학기

과목조회

교양필수 교양선택 **학점 / 전공** 교직 공통/마이크로디그리 교수법 과목검색 담당교수 검색 학부 신선편과목 집중학기 전로/산학연계 특성화 영역별 과목 학부 신입생 수강과목

소속: 일반대학원 학과전공: 경영학과 ☐ 학부 신입생 수강과목 **검색**

강의형태	과목명	과목번호	분반	계획	동영상	교과구분	강의시간	담당교수	이수단계	학점/이론/실습	정원	신청	여석
대면	PBL I	21104739	001			전공(대학원)	월 19:00-21:50(평 신관 519)	정진혁	석사	3/3.0/0.0	20	0	20
대면	국제경영론	21020366	001			전공(대학원)	화 15:00-17:50(수 련관 200)	조수봉	석사	3/3.0/0.0	20	0	20
대면	국제경영학세미나	21021686	001			전공(대학원)	수 15:00-17:50(수 련관 800)	설원식	박사	3/3.0/0.0	20	0	20
대면	기업재무특수연구	21021680	001			전공(대학원)	수 18:00-20:50(수 련관 600)	곽승욱	박사	3/3.0/0.0	20	0	20

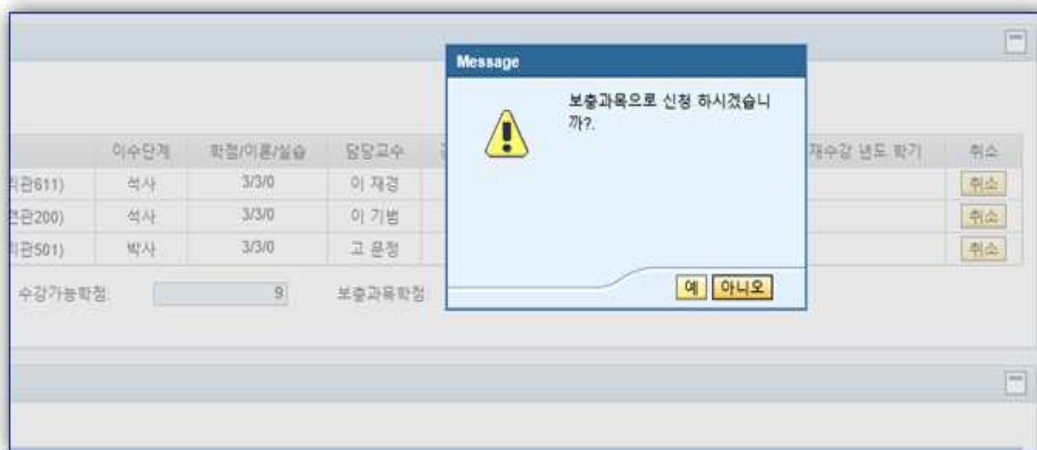
- 「 Research Ethics and Writing Research Papers 」 Course
- Mandatory Course** : Failure to complete this course will result in ineligibility for degree conferral.
- This course is a prerequisite for thesis submission and must be completed before applying for thesis evaluation.**
- Grade : Pass/Fail (Online course)
- Students who have exceeded the standard enrollment period may take the course by paying 1/6 of the regular tuition.
- Course Registration: Register via Sookmyung Portal during the course registration period each semester.
- How to take the course: Access the class through the platform Snowboard (<https://snowboard.sookmyung.ac.kr/>). More information at the online classroom.
- Class 02 restriction: Open only to Master's students in Piano, Orchestral Music, and Vocal Music majors with thesis-substitution graduation options.**
- Notes**
- * Only currently enrolled students may take this course, as registration is only available

through the regular course registration system. (Students on leave or research-enrolled students are not eligible.)

- * **For students admitted in Spring 2015 or later, this course is a mandatory requirement** for completion and thesis submission. It is recommended to complete it in the first or second semester.

5) Supplementary Course Registration

Category	Master's	Bachelor's
	Major-level	Undergraduate-level
PhD	A pop-up will ask whether to enroll the course as supplementary : Choice 1. Yes → Supplementary course Choice 2. No → Major course	X
Master's	Registered as a major course (supplementary credit X)	O (Automatically counted as supplementary credit)
Combined Master's-PhD	Registered as a major course (supplementary credit X)	O (Automatically counted as supplementary credit)



- ※ Undergraduate-level courses can only be retaken if the original grade was an F. The maximum grade achievable when retaking the course is **A-**.
- ※ Once a course is completed, supplementary credits cannot be reclassified as major credits. Therefore, **students taking supplementary courses must carefully review their course registration records** to avoid any disadvantages.

6) Course Registration Timeline and Details

Announcements	▶ When : Early February, Early August ▶ Where : Graduate School website > Announcements
Before Course Registration	▶ Check the course schedule: Available on the Graduate School website or Sookmyung Portal ▶ Review: Graduate School regulations, enforcement rules, department bylaws, comprehensive exam subjects, mandatory courses by department, etc.
Course Registration Around February / Around August	▶ When : Around the third week of February and August ▶ How : Sookmyung Website>Course Registration Quick Link or log into Sookmyung Portal>Academics>Course Registration ▶ Notes: · Students may register for up to 9 credits per semester. (An additional 3 credits may be added for supplementary courses.) ※ PhD students may apply for an additional 3 credits once during their program with approval from the department head. (Application for Additional Credits for Doctoral Program must be submitted.) · Course schedules and syllabi are available via the Graduate School website or Sookmyung Portal. · 「Research Ethics and Writing Research Papers」 is a mandatory course. Failure to complete this course will result in ineligibility for degree conferral. (This course is a prerequisite for both thesis submission and graduation.) - Grade : Pass/Fail. Recommended to take in the first semester. - If taken after the standard enrollment period, 1/6 of regular tuition must be paid
Course Adjustment First week of the semester	▶ Sookmyung Portal>Academics>Course Registration (Same method as regular course registration)
Course Withdrawal Fourth week of the semester	▶ Download the Course Withdrawal Form from the Graduate School website ▶ Document Forms. Submit the completed form to the Office of Graduate School Academic Affairs * This also applies to the withdrawal of supplementary courses.

※ Things to Note After Course Registration/Adjustment/Retake/Withdrawal

- 1) After registering, adjusting, or withdrawing from a course, check your course registration status on the Sookmyung Portal to confirm that the changes have been made.
- 2) PhD students required to take supplementary courses **must check whether the course has been registered as a supplementary or major course.** ★ Once you take the course, the credit type (supplementary ↔ major) cannot be changed.
- 3) Courses in which an F grade was received can be retaken only once, and only with the same course.
If the F grade was received in a mandatory course, the course may be retaken additionally with the approval of the department head and the Dean of the Graduate School. (In such cases, a Course Retake Application must be submitted.)
- 4) Students who attended a course by **manually signing the attendance sheet without official registration confirmed are not eligible to receive credit** for the course.
- 5) Students who do not formally withdraw from a course and simply stop attending will receive an F grade.

※ Sookmyung Portal System Menu

- Portal Address : <https://portal.sookmyung.ac.kr/irj/portal>
- ID: Your student number
- PW: SM (uppercase)+date of birth(yymmdd)+! (e.g., SMyyymmdd!)
 - For security reasons, please set a new password after your first login.

Menu	Category	Subcategory	Note
Academics	School Register	Student Information	Contact/Address/Bank Account Number
		Request to Return to School	
		Request for a Leave of Absence	
	Class Courses	Class Courses	
		Class Evaluation	During weeks 13~14 of the semester
	Course Registration	Course Registration	Course Registration, Course Adjustment
		Search for (Registered) Classes	Check and confirm registration history
		Course Schedule	
		Menu for Summer/Winter Sessions	
	Grade	View Grade for Current Semester	
		Satisfaction/Counseling Survey	
		View Grade for Entire Semesters	
	Graduation> Graduation Review	Completion Review Results	
		Graduation Review Results	
	Graduation> Exam Management	Menu for Comprehensive Exam	
		Menu for English Proficiency Test	
		Menu for English Lectures	
	Graduation> Apply Thesis	Enter Research Proposal	
		Apply for Thesis/Projects/Exams	
		Thesis Evaluation Fee/Degree Eligibility	
		Waiver for Thesis Submission Application	Must be submitted during designated period.
		Application for Thesis Title Change	
	Credit Exchanges	Evaluation Results/Title Inquiry	
		Apply for Domestic Exchange	
	Registration	Print Tuition Invoice/Installment Plan	
		View Tuition Payment Records	
		Print Tuition Payment Receipt	
	Scholarships Status	Scholarship Certificate	
Other	Apply for a Mobile ID		

7) Credit Exchange

Program Category	Master's/ Integrated BA-MA	PhD	Combined Master's-PhD	How to Apply
Other Universities' Graduate Schools	Up to 9 credits (3 per semester)	Up to 12 credits (3 per semester)	Up to 18 credits (3 per semester)	Submit application
Other Departments within Sookmyung Graduate School	Up to 6 credits	Up to 9 credits	Up to 15 credits	Via Sookmyung Portal (Seperate application not required)
Sookmyung Graduate School of Professional Studies	Up to 6 credits			Submit application
Sookmyung Graduate School of Business	Up to 6 credits			Submit application
Total	Up to 12 credits	Up to 18 credits	Up to 27 credits	

- ※ At least half of the credits required for completion must be earned from your home department.
- ※ Credits earned through credit exchange or credit transfer may be recognized only as major credits and cannot be recognized as supplementary credits.
- ※ The following courses are not eligible for credit exchange : 0-credit courses, pass/fail courses, supplementary courses, and courses offered by Sookmyung Graduate School in the same semester.
- ※ Students in their fourth semester or later in a Master's or PhD program, or their eighth semester or later in a Combined Master's–PhD program, are not eligible to apply for credit exchange. However, in exceptional and unavoidable circumstances—such as participation in government-funded or externally funded projects—an application may be submitted with the approval of the Dean of the Graduate School.
- ※ First-semester incoming students may have difficulty applying for credit exchange due to differences in academic calendars between Sookmyung and partner universities.

① How to Apply for Credit Exchange at Other Graduate Schools

- Check the credit exchange announcement for the upcoming semester during the academic break (January or July) on the Graduate School website. ([➔Graduate School website>Academics>Class Courses>Credit Exchange](#)) → Select a course in consultation with your academic advisor. → Complete the Credit Exchange Application Form via Sookmyung Portal, print it, obtain approvals from your advisor and department head, and submit it to the Office of Graduate School Academic Affairs.

■ Eligible Schools for Credit Exchange (38 total)

Kangwon National University, Kyungnam University, Kyungpook National University, Kyung Hee University, Korea University, University of Science & Technology, Kwangwoon University, Korea National Defense University, Daegu University, Dongguk University, Dong-A University, Pukyong National University, Sahmyook University(only for Pharmacy majors), Seoul National University of Science & Technology, Seoul National University, University of Seoul, Seoul Women's University, Sungkyunkwan University, Soongsil University, Ajou University, Andong National University, Yeungnam University, Incheon National University, Inha University, Jeonbuk National University, Jeju National University, Chung-Ang University, Chungnam National University, Chungbuk National University, Pohang University of Science and Technology, Korea Advanced Institute of Science and Technology, Korea National University of Arts, Hankuk University of Foreign Studies, Korea National Sport University(only for Global Service majors), Korea Aerospace University, Hallym University, Hanyang University, Hongik University

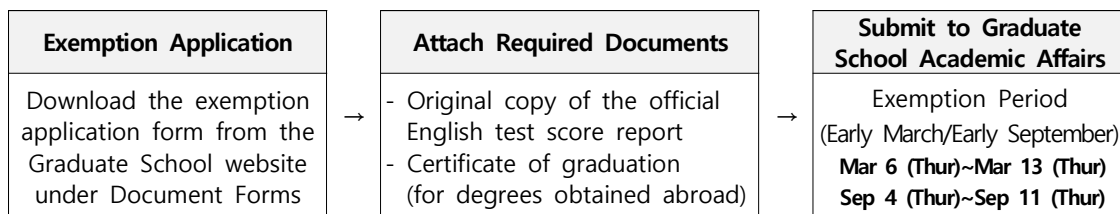
- ② Registering for Courses in Other Departments within the Graduate School : After consulting with your academic advisor, register directly through the Sookmyung Portal during the designated course registration period.
- ③ Credit Exchange with the Graduate School of Professional Studies and the Graduate School of Business
 - Check the credit exchange announcement during each vacation period (February, August) on the Graduate School website.
 - Application Period: During **the course adjustment period** early in the semester.
 - Decide on the courses to take after consultation with your advisor.
 - Complete the Credit Exchange Application Form (for Graduate School of Professional Studies/Graduate School of Business) and submit it to the Office of Graduate School Affairs.
 - Credit Exchange Application Form: Download from the Graduate School website under Document Forms.
 - Submit the completed form after being approved by the instructor of the exchange course, your academic advisor, your department head, and the Dean of the Graduate School of Business.
 - After submission, check your final course registration status on the Sookmyung Portal.

4. Qualification Exams

※ Students must pass both the English Proficiency Test and the Comprehensive Exam in order to apply for thesis evaluation.

1) English Proficiency Test

- ① Eligibility : Currently enrolled students, students on a leave of absence, or in research enrollment after having completed their standard coursework.
- ② Subject : English
- ③ Schedule
 - Application Period : Two days at the beginning of each semester
Fall 2025 : September 2 (Tue) ~ September 3 (Wed)
 - Test Date : Once per semester
Fall 2025 : September 12 (Fri)
 - Check the Graduate School website Announcements for more details. (e.g., test fee)
- ④ Passing Score : 60 out of 100 or higher
- ⑤ Past Test Questions : [➔Graduate School website>Academics>Graduation>English Test>Past Test Questions](#)
- ⑥ Exemption Application : [➔Graduate School website>Academics>Graduation>English Test>Test Exemption](#)
 - Students with valid official English proficiency test scores that meet the exemption criteria (Expired scores will not be accepted)
 - Graduates with a bachelor's degree or higher from a university in a country where English is the official language
 - Those who are eligible for exemption may submit the exemption application during the designated period.



※ English Proficiency Test Exemption Criteria

Language	Test Type	General			Int. Students	Note
		Liberal Arts & Social Science	Science / Engineering	Arts & Phys. Ed	All Divisions	
English	TOEIC	790 or higher	750 or higher	690 or higher	-	Expired scores are not accepted
	TOEFL PBT	550 or higher	530 or higher	500 or higher	530 or higher	
	TOEFL CBT	213 or higher	197 or higher	173 or higher	197 or higher	
	TOEFL IBT	80 or higher	71 or higher	61 or higher	71 or higher	
	IELTS	Band 6 or higher	Band 5.5 or higher	Band 5 or higher	Band 5.5 or higher	
	TEPS	660 or higher	640 or higher	620 or higher	600 or higher	
	NEW TEPS	361 or higher	349 or higher	337 or higher	326 or higher	
	CEFR	-	-	-	B2 or higher	
Korean*	TOPIK	-			LV 4 or higher LV 3 or higher (Arts & Phys. Ed)	

* International students enrolled in the Korean track are only required to meet the Korean language proficiency requirements.

⑦ English Proficiency Test Alternative Course

- Pass the designated alternative course (Course Title : General Graduate School Alternative English Course for Graduation) → The English proficiency requirement will be considered fulfilled starting from the following semester. (e.g., If you complete the course in Spring or Summer 2025 and apply for exemption, the requirement will be waived from September 2025.)
- Course Fee : 340,000 KRW (as of Spring 2026)

Category	Attendance	Assignments	Final Exam
Online lecture	20%	40%	40%

- Passing Score : Attendance + Assignment + Final Exam
A minimum total of 74 out of 100
(Missing class more than twice or failing to submit assignments will result in an automatic fail regardless of total score.)
- You can check your pass/fail status on the Sookmyung Portal. (Students who have been dismissed are not eligible to pass the course.)
- You may register for the course while enrolled, on a leave of absence, or in research enrollment after completing your standard coursework.
- Students who plan to submit their thesis in the current semester are not eligible to take the course.
- Inquiries : SMART Administrative Office 02-2077-7730 / smart-office@sookmyung.ac.kr

2) Comprehensive Exam

① Eligibility

- You must meet the following credit requirements at the time of application, including credits you are expected to earn during the current semester :

Category	Beginning of the semeste	End of the semester
Master's Program	Students who have completed at least 18 credits	Students expected to complete at least 18 credits
PhD Program	Students who have completed at least 24 credits	Students expected to complete at least 24 credits
Combined Master's-PhD Program	Students who have completed at least 42 credits	Students expected to complete at least 42 credits

- * If you fail to meet the credit requirement by the end of the semester in which you apply, your exam results will be considered failed.
- The exam is open to currently enrolled students, students on a leave of absence, and students registered for research enrollment after completing their standard coursework.

② Schedule : At least once per semester; dates varies by each department bylaws. (Please check with your department for details.)

③ Subject Guide by Department :

→ [Graduate School website>Academics>Graduation>Comprehensive Exam>Subject Guide](#)

④ Passing Criteria : A minimum score of 70 out of 100 is required for each subject.

- If taking multiple subjects, you may take exams for each subject separately.
- Partial passing is recognized by subject.
- There is no limit to the number of retakes for failed subjects.

⑤ You can check your comprehensive exam results, including those from previous semesters, via Sookmyung Portal>Graduation>Comprehensive Exam Results.

⑥ Notes

- The comprehensive exam is a prerequisite for applying for thesis evaluation (including thesis substitutions). Therefore, **even if the written exam is replaced by other methods—such as an oral exam, publication in a journal, or course grades—you must still apply for the comprehensive exam and receive an official grade.**
- **Without submitting an application for the comprehensive exam, you will not be permitted to take the exam, nor will alternative methods such as oral exams, journal publications, or coursework be accepted as substitutes.**
- **Other eligibility requirements and procedures for the comprehensive examination are determined by each department's internal regulations; please check with the relevant department.**

5. Publication Requirement for Doctoral Degree (or Equivalent Achievements)

※ **Effective to all PhD students (including combined Master's-PhD students and transfer students) admitted from Spring 2015 and onward**

- ① The journal and the article must be relevant to your field of study.
- ② The term "lead author" includes both the first author and the corresponding author.
- ③ Only articles published after admission to the PhD program (including combined Master's-PhD programs and transfers) and that clearly state your affiliation with the Graduate School are recognized.
- ④ When submitting your article you must also submit a printed copy, a certificate of planned publication, or a certificate of acceptance to the Graduate School.
- ⑤ Equivalent achievements or exceptions to the journal publication requirement must be approved by the department faculty council.
- ⑥ Additional requirements may vary by department. Please refer to your department's bylaws for details.

※ Departmental Standards : Graduate School Website - [Academics] - [Graduation] - [Graduation Review] - [Journal Publication and Equivalency Requirements]

6. Thesis

1) Thesis Advisor/Area of Concentration/Research Proposal

Program Category	Integrated BA-MA	Master's	PhD	Combined Master's-PhD	Method
Declare Area of Concentration	1 st sem.	2 nd sem.	1 st sem.	2 nd sem.	Department Office
Propose Thesis Advisor	1 st sem.	2 nd sem.	1 st sem.	2 nd sem.	Department Office
Submit Research Proposal	2 nd sem.	3 rd sem.	1 st sem.	4 th sem.	Sookmyung Portal

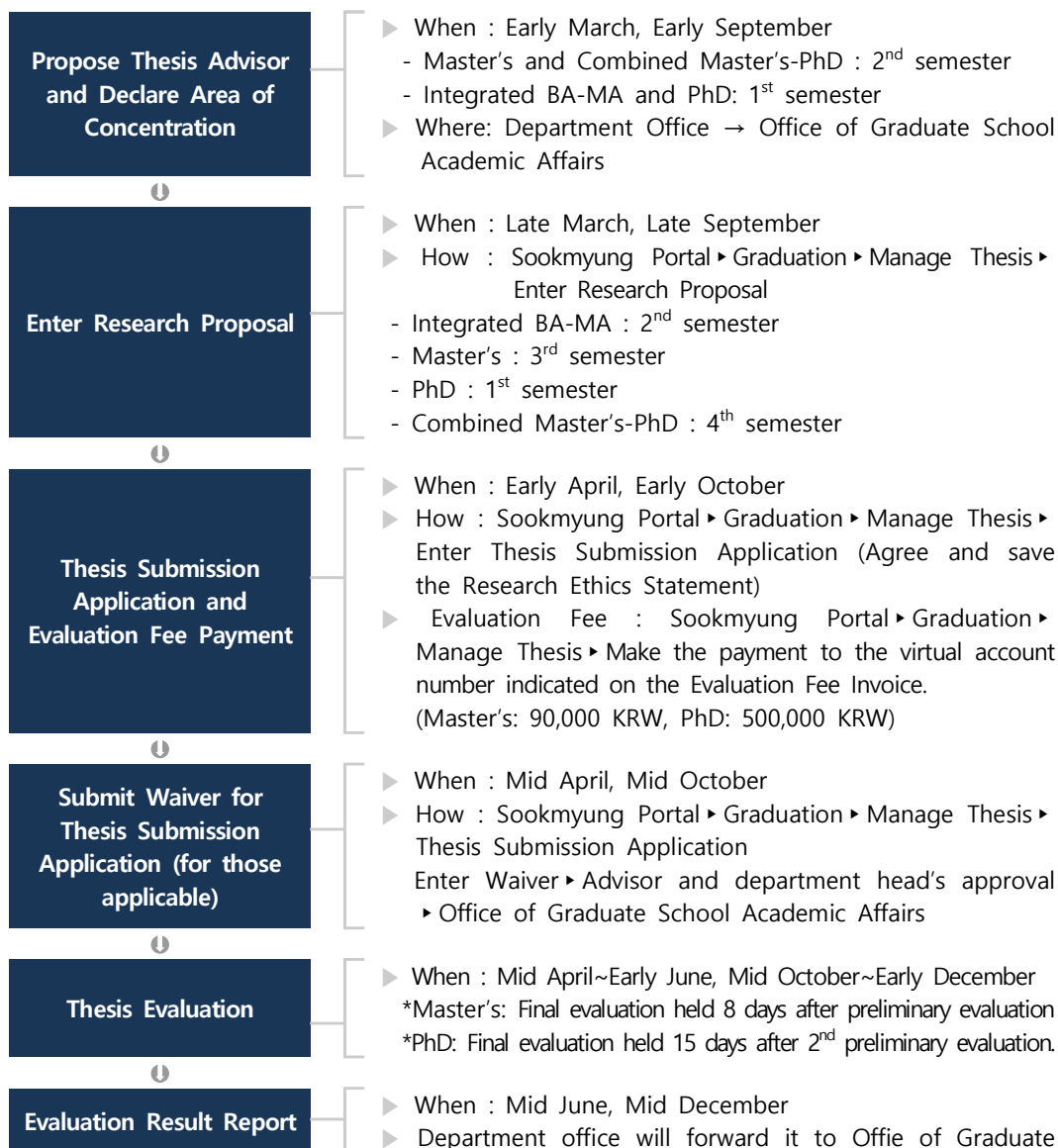
2) Eligibility

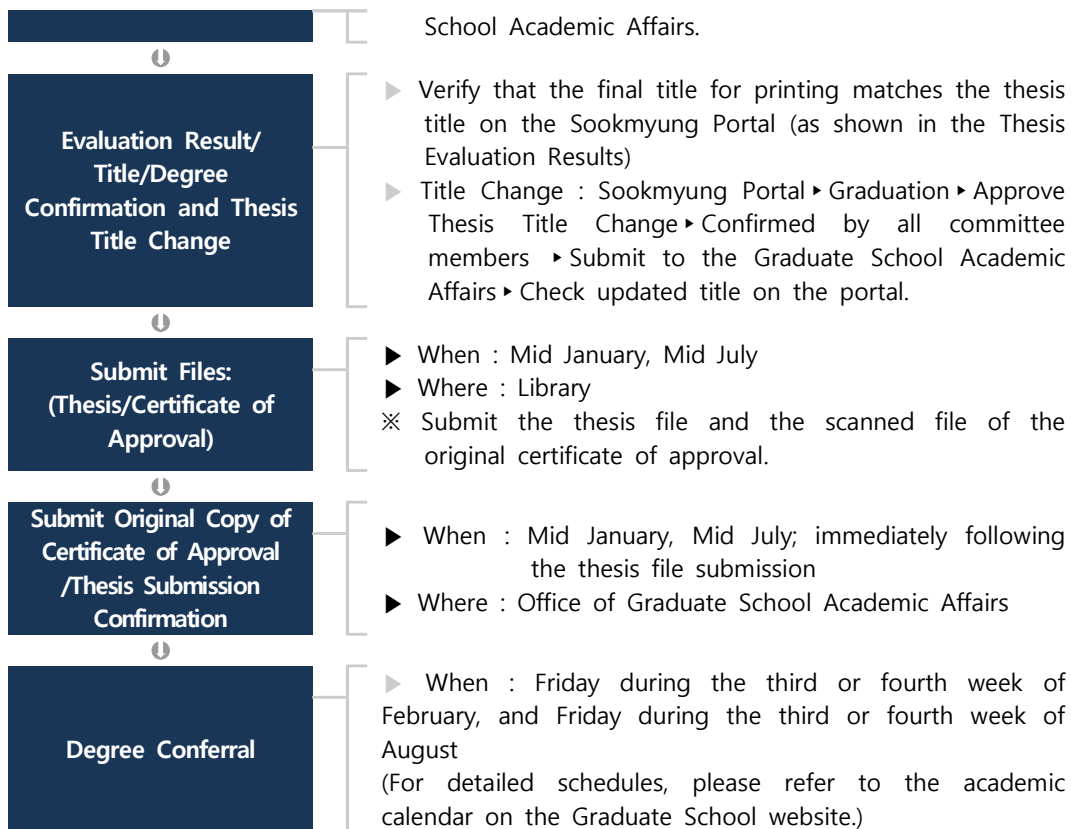
※ **Applicants must satisfy all of the following conditions.**

- ① Have completed at least the minimum enrollment period; earned (or are expected to earn by the end of the current semester) all credits required for graduation; and have a cumulative GPA of B0 (3.0) or higher.

- ② Have passed both the English Proficiency Test and the Comprehensive Exam.
- ③ Have completed the course "Research Ethics and Writing Research Papers."
(applicable to students admitted or transferred in Spring 2015 and onward)
However, eligibility may be limited to students who have completed the required coursework (excluding students expected to complete it), in accordance with departmental regulations.
- ④ PhD Program: Have published a journal article or fulfilled equivalent requirements as stipulated in the departmental bylaws.

3) Thesis Submission Process





III. Miscellaneous Information

1. Library

1) Operating Hours

Category	Location	In Session		During Break	
		Weekdays	Saturday	Weekdays	Saturday
Main Library	1F~5F	9:00 ~ 22:00	9:00 ~ 17:00	9:00 ~ 19:00	9:00 ~ 13:00
Specialized Law Library	Veritas Building 101,102	9:00 ~ 21:00	Closed	9:00 ~ 17:00	Closed
Music Library	College of Music 205	9:00 ~ 19:00		9:00 ~ 17:00	

- Main Library 6F Reading Room: Open 24 hours (Closed only on Seollal and Chuseok)
- Main Library 5F (Resting Area): Open 24 hours (Closed only on Seollal and Chuseok)

2) Request for Purchase of Desired Materials

- ① Annual Limit per Student: Up to 400,000 KRW
 - ② Library website ▶ Service ▶ Using Materials ▶ Purchase of Books ▶ Application Inquiry
- ※ Inquiries: Technical Services & Administration Team
(Book: 02-710-9121, E-Book: 02-710-9117)

3) Borrowing Books

- ① Quantity and Period: Up to 30 Books for 30 days
- ② Loan Renewal: Up to 2 extensions allowed, each for half of the original loan period, based on the date of the extension request.
Library website ▶ My Library ▶ Using Materials ▶ Loan/Renewal/Reservation

4) Inter-library Loan : Library Website ▶ Service

Copy Request	• Eligible Materials: Materials not available in our library • Service Method: Copies provided through requests to domestic and international partner institutions
Book Lending	• Eligible Materials: Books not available in our library • Service Method: Request and borrow books from domestic and international partner libraries

5) Using E-Resources : Library Website ▶ Search ▶ E-Resources

Articles	· Search domestic and international electronic resources by article title
Databases	· Search by database name or browse the A–Z list
E-Journals	· Search by journal title or browse the A–Z list
E-Books/Audiobooks	· Search by title or browse the A–Z list
E-Learnings	· Browse and take available video courses

6) Library Research Education : Library Website ▶ Research ▶ Research Education

※ It is highly recommended that students complete both regular and specific training before the semester in which they begin writing their thesis.

Information Literacy Training (Regular)	· Library orientation, how to search library materials, and how to use academic databases · Apply individually
Class Support (Subject-specific)	· Database search and academic literature usage training tailored to each major · Apply through the course professor (in-class training available)
Small Group Training (Subject-specific)	· Customized training for small groups of 10 or more students in the same major · Apply at least two weeks prior to the desired training date

※ Inquiries : Academic Services & Digital Library System Team
(02-710-9120, service@sookmyung.ac.kr)

7) Statistical Analysis Consulting Service: Library Website ▶ Research & Learning Support ▶ Research Support ▶ Sookmyung DSS Center

Statistical Data Planning and Collection	Guidance on methods for collecting statistical data and survey research data related to research topics
---	---

**Statistical Data
Analysis and
Utilization**

Guidance on analyzing and utilizing research data using statistical software

※ Inquiries : Sookmyung DSS Center (02-2077-7738-9, smdss@sookmyung.ac.kr)

2. Teaching Assistant Positions (Inquiries: Office of Faculty Affairs ☎ 02-710-9724)

Q. I want to work as a teaching assistant. How can I apply?

A. Teaching assistants are selected independently by each department, division, or administrative office. You may apply by directly visiting or calling the office you're interested in, or by checking on-campus job postings via the school website ▶ SNOWE ▶ left-side menu.

Q. When can I apply for a teaching assistant position?

A. Paid teaching assistant positions are filled on a rolling basis as openings become available. Scholarship assistantships are appointed each semester. Please refer to the assistantship schedule as mentioned above and contact the department or office of interest. Most positions open in January–February and July–August.

1) Qualifications for Appointment as a Teaching Assistant (TA)

- ※ Appointment will be canceled if you do not meet the required qualifications.
- ※ Recipients of TA scholarships may not be eligible for tuition support from external foundation scholarships or research grants. Please check for any possible duplication in advance.
- ※ According to Article 5 of the Teaching Assistantship Regulations, paid teaching assistants are not permitted to hold additional positions at other institutions. Scholarship teaching assistants may hold other positions with the approval of the head of the institution, provided it does not interfere with their TA duties.
(Dual appointments are only allowed in the following cases: [Teaching Assistant B + 1 Course Lecture Assistant], [2 Courses Lecture Assistant])

-	Type	Qualifications (*All listed qualifications must be met for each position.)
Paid	Administrative Assistant (paid)	1) Must hold a bachelor's degree or higher. 2) Must be able to work full-time. (09:00–17:30) ※ Appointments are made on a one-year basis and are recommended to begin on the 1st or 15th of the month. (Dismissals occur on the last day of the month.) ※ Cannot switch to a scholarship TA position during the one-year contract period.
Scholarship	TA Type A TA Type B TA Type C Research Assistant	1) Must be a currently enrolled graduate student. (Graduate School, Graduate School of Professional Studies, or Graduate School of Education) Students on leave of absence are not eligible. 2) For department-based positions, students from the department are prioritized. - If there are no applicants from the department, students from other departments may be selected.
	Lecture Assistant (large class)	Appointments are made according to the announcement by the Office of Academic Affairs (Tel: 710-9015) at the end of February and August . ※ Eligible courses : Large lectures (150+ students), Online lectures
	BK Research Assistant	Assigned to full-time faculty members participating in the BK21 Project phase 4. Must publish at least one article as the lead author in an international academic journal (SCIE or SCOPUS) before graduation.
Work Term Limits	● Paid TA : May work for up to 2 years ● Scholarship TA : May work throughout enrollment (not eligible during leave of absence)	

2) TA Assignment Criteria / Scope of Work / Working Hours

※ Scholarship assistants do not have set working hours. They assist with the faculty member's research and/or teaching activities, with the specific scope and details of support determined through consultation with the faculty member.

① Academic Departments

TA Type	Assignment Criteria	Scope of Work	Working Hours
Administrative (paid)	• One per department or major	• Teaching, research, and administrative work in the department	Full time, 5 days a week (9:00 ~ 17:30)
TA Type A*	• One per department or major - The number of students in each department or major is taken into consideration each semester. However, if the number is fewer than 150, a TA Type B will be assigned instead of Type A.	• Support the department head and major chairs' overall academic activities	Consult your department head ※ Scholarship assistants do not have set working hours. They assist with the faculty member's research and/or teaching activities, with the specific scope and details of support determined through consultation with the faculty member.
TA Type B*	• One per full-time tenure-track faculty member - However, department heads, major chairs, members of the Academic Affairs Committee, and faculty on sabbatical or leave are not eligible for assignment.	• Support the faculty's teaching and research activities	
TA Type C*	• One per full-time tenure-track faculty member	• Support the faculty's teaching and research activities • Manage labs	
Dual Appointments	• TA Type B recipients may also serve as a lecture assistant for one course. • A lecture assistant may assist in up to two courses simultaneously. ▶ Dual positions are permitted only in the following cases: TA Type B+Lecture Assistant or Lecture Assistant+Lecture Assistant - However, recipients of the following scholarships are not eligible to receive additional compensation for holding a teaching assistant position: • Myungjae Graduate Scholarship (formerly Outstanding Alumni Scholarship) • Integrated BA-MA Scholarship • Combined Master's-PhD Scholarship • Global Regional Talent Scholarship (for international students whose both parents are non-Korean nationals)		

* TA Type A, B: Humanities & Social Sciences, Arts & Phys. Ed. / TA Type C: Natural Science, Engineering

② Graduate School of Professional Studies

TA Type	Scope of Work	Workplace	Working Hours
TA Type A	• Support the department head and major chairs' overall academic activities • Assist academic affairs in the major	Department office	Consult your department head
	• Assist work related to open lectures	Open lecture office	
TA Type B	• Support the tenure-track faculty's teaching and research activities - However, major chairs, members of the Academic Affairs Committee, and faculty on sabbatical or leave are not eligible for assignment. ※ TA Type B recipients may also serve as a lecture assistant for one course.	-	

③ Research Institutes, Affiliated Organizations, Academic Affairs Committee Members

Category	TA Type	Scope of Work	Working Hours
Academic Affairs Committee Members; Administrative Offices	TA Type A	• Support overall academic affairs of colleges, graduate schools, and affiliated institutions, as well as their respective heads.	Consult your department head
Institutes	Research Assistant	• Support research activities • Assist with general operational tasks	

3) Appointment Priority

※ Priority is given to outstanding alumni and students with disabilities when departments or divisions select candidates for teaching assistant positions.

Subject	Compensation	Details
Outstanding Alumni	Myungjae Graduate Scholarship (formerly Outstanding Alumni Scholarship)	▶ <u>Criteria for Selecting and Awarding Outstanding Alumni:</u> Refer to the following: - Appendix 「Criteria Guide for Teaching Assistant Outstanding Alumni Scholarship」 - Center for Student Support Website 「Scholarship Regulations」 ▶ <u>Eligibility Check for Outstanding Alumni, Integrated BA-MA, and Combined Master's-PhD Scholarships:</u> It is automatically verified through the student number linked to your resident registration number when applying via the SAP system. ▶ <u>Outstanding Alumni Payment Details:</u> The additional scholarship amount will change following the new teaching assistant categorization.
	Integrated BA-MA or Combined Master's-PhD Scholarship	
Student with disabilities	Paid assistant	▶ Priority is given to persons with disabilities under the Act on the Employment Promotion and Vocational Rehabilitation of Persons with Disabilities. ▶ Students with disabilities receive priority in department/team TA appointments. ▶ Submit relevant certification documents when applying.

4) Teaching Assistant Appointment Schedule

※ Appointment within the department/division:

① New recruitment with a public announcement ② Reappointment of current TA.

※ **Draft appointment applications must be received by the Office of Faculty Affairs within the designated application period (based on the date of receipt, not the submission date). Submissions after the deadline will be considered for the next cycle.**

※ **Tuition Reduction vs. Direct Payment**

① **Advance Tuition Reduction (for continuing students):** The scholarship amount is deducted in advance from the semester's tuition bill.

▶ Do not pay any amount listed on the bill (e.g., medical insurance fees) before the scholarship is applied.

▶ Students must register after the reduced bill is issued.

② **Direct Payment (for incoming students each semester):** The scholarship is deposited directly into the student's bank account after tuition payment is completed.

5) Applying for TA Position (Refer to the 「Teaching Assistantship Program Manual」)

Category		Application Period	Subject	Compensation Method
1st Application (Graduate School, Graduate School of Professional Studies, Graduate School of Education) ▶ Advance Tuition Reduction (On Bill: Aug 7 (Thur) 4:00)		Mid-January / Mid-July	Enrolled students (※Installment plans are only available if you apply during 1 st period.) (New, readmitted, and returning students are not eligible.)	▶ Advance Tuition Reduction •Register this semester after the reduced tuition bill is issued. (Do not pay until the scholarship is applied to the bill, including medical insurance fees.)
2nd Application (Graduate School, Graduate School of Professional Studies, Graduate School of Education)	▶ Advance Tuition Reduction (On Bill: Sep 1 (Mon) 4:00)	Early February / Early August	Returning students & students who did not apply during the 1 st period	•(After scholarship is applied) Pay the remaining balance or zero
	▶ Direct Payment : In order of application date starting from late September.		New and readmitted students for Fall 2025	▶ Direct Payment •Be sure to check your bank account in Sookmyung Portal before applying for appointment.
Lecture Assistant Application (large/online lectures) ▶ Direct Payment : In order of application date starting from late October		During March / During September	All students (enrolled, new, readmitted, returning) (Includes students appointed mid-semester)	•Lecture assistants will be appointed based on an official notice from the Office of Academic Affairs in late August.
Details	※ Application Period for Students in Excess Semesters: Early March / Early September (tuition invoice must be attached) [Apply for Advance Reduction]: Regardless of their graduate school affiliation, applicants are eligible only for advance tuition reduction. Please note that this does not apply to incoming students each semester or students appointed during the semester, and submit your recommendation accordingly. ▶ When applying for advance reduction, tuition payment is prohibited until the scholarship is reflected in your bill (including medical insurance fees). → Register after the reduction is applied (On bill : 1st – Aug 7 (Thur), 2nd – Sep 1 (Mon)) → If you receive full tuition coverage, you must complete "0 KRW registration" ▶ TAs who receive advance tuition reduction are unable to be dismissed (appointment revoked/resignation) for the current semester. → Once advance reduction is received, switching to direct payment is not allowed. ▶ Current and returning students (excluding freshmen) may only receive advance reduction. New students may apply for direct payment. [Apply for Direct Payment] ▶ Make sure your account number is entered in Sookmyung Portal (student number login) to receive scholarship (Student Information > Bank Account). ▶ Must repay student loan after receiving scholarship if it was for current semester. ▶ Those who were appointed in the previous semester and are scheduled to be reappointed → Request for reappointment without resigning. ▶ If a scholarship assistant resigns within the full tuition refund period the scholarship will not be paid. (full refund)			

- ▶ **No changes allowed in assistant type/affiliation within same semester.**
 ▶ **No replacement/new appointment for scholarship assistants after 3 months from semester start.**

*Scholarship Assistant: TA Type A,B,C; Research Assistant; Lecture Assistant; BK Research Assistant

	Scholarship Assistant*	Paid Assistant					
Docu- ments	① Resume (free form) ② Scholarship Assistant Service Agreement (must be signed by hand) ③ Scholarship Assistant Application Documents (must be signed by hand) A. Application for Appointment as a Scholarship Assistant B. Teaching Assistant Security Pledge C. Agreement on the Collection and Use of Personal Information D. Teaching Assistant Dual Appointment Regulations Compliance Pledge E. Outstanding Alumni Scholarship Application Form (*if applicable) (Must be submitted with documents below) <table><tr><td>Bachelor's Alumni</td><td>a. [Bachelor's] Graduation Certificate, Transcript b. [Master's] Transcript</td></tr><tr><td>Master's Alumni</td><td>a. [Master's] Graduation Certificate b. [PhD] Transcript</td></tr><tr><td>Integrated BA-MA / Combined Master's-PhD</td><td>a. [Current Degree Program] Transcript</td></tr></table> ♦ For new students, a certificate of expected graduation can be submitted in place of a graduation certificate. ♦ Transcripts must include grades from the most recent semester. ※ For reappointment, only documents ②-③ are required if there are no changes to the resume. ※ Documents must be submitted for both new appointments and readmissions. ① Resume (free form) ② Final Degree Graduation Certificate ③ Copy of Shinhan Bank Account (no other banks accepted) ④ Paid Assistant Application Documents (must be signed by hand) A. Application for Appointment as a Paid Assistant B. Consent Form for Sexual Offense Background Check C. Teaching Assistant Security Pledge D. Agreement on the Collection and Use of Personal Information E. Teaching Assistant Dual Appointment Regulations Compliance Pledge ※ For reappointment, submit only item ④[Paid Assistant Application Documents](A-E) if there are no changes. ※ Submt all items for both new appointments and readmission. ※ If you are transitioning from a scholarship assistant to a paid assistant, prepare and submit all documents as a new appointment.	Bachelor's Alumni	a. [Bachelor's] Graduation Certificate, Transcript b. [Master's] Transcript	Master's Alumni	a. [Master's] Graduation Certificate b. [PhD] Transcript	Integrated BA-MA / Combined Master's-PhD	a. [Current Degree Program] Transcript
	Bachelor's Alumni	a. [Bachelor's] Graduation Certificate, Transcript b. [Master's] Transcript					
Master's Alumni	a. [Master's] Graduation Certificate b. [PhD] Transcript						
Integrated BA-MA / Combined Master's-PhD	a. [Current Degree Program] Transcript						
Apply	1. Login to SAP Program using department ID (starts with p) 2. [Scholarship Assistant] ZHRM034 [HR] Teaching Assistant Appointment Program ※ Refer to [2025-2 SAP Program Scholarship Assistant Appointment Manual]. ※ All manuals and required forms can be downloaded through the following three methods: ① From the attachments in the TA appointment and application announcement ② Groupware > Posting > Shared Archives > Office of Faculty Affairs ③ Office of Faculty Affairs Website (https://faculty.sookmyung.ac.kr/faculty/index.do) > Bulletin Board > Archives, Download Forms 1. Login to SAP Program using department ID (starts with p) 2. [Scholarship Assistant] ZHRM040_2 [HR] Teaching Assistant Appointment Program ※ Refer to [2025-2 SAP Program Paid Assistant Appointment Manual].						

6) Teaching Assistant Compensation (Salary or Scholarship) Details

TA Type	Compensation (Salary or Scholarship)	Myungjae Graduate Scholarship (formerly Outstanding Alumni Scholarship) / Integrated BA-MA & Combined Master's-PhD Scholarship	Outstanding Alumni Scholarship	Sookmyung Alumni Scholarship
		General	Professional Studies	Education
Administrative Assistant (paid)	₩2,278,000 per month (base salary 2,031,000₩, fixed meal allowances ₩200,000 and four primary social insurances)	No additional benefit from Outstanding Alumni Scholarship		
TA Type A	Scholarship (full tuition)	Additional Scholarship (₩300,000 per month)	Additional Scholarship (₩300,000 per month)	Additional Scholarship (₩500,000 per semester if eligible)
TA Type B	Scholarship (₩1,797,000)	Scholarship (full tuition)	-	
TA Type C	Scholarship (full tuition)	Additional Scholarship (₩300,000 per month)	Additional Scholarship (₩300,000 per month)	
Research Assistant	Scholarship (₩2,556,000)	Scholarship (full tuition)	-	
Lecture Assistant	Scholarship (₩1,205,000)	Scholarship (full tuition)	-	
BK Research Assistant	Scholarship (full tuition + ₩300,000 per month)	No additional benefit from Outstanding Alumni Scholarship		
Notes	- Scholarships for dual TA positions (TA Type B + Lecture Assistant or Lecture Assistant + Lecture Assistant) are calculated as the combined amount of both positions. - The Myungjae Graduate Scholarship and Integrated BA-MA & Combined Master's-PhD Scholarships are available only to students in the General Graduate School. - Additional scholarships for students in the Graduate School of Professional Studies and the Graduate School of Education will be awarded separately based on distinct criteria. Please contact the respective Office of Faculty Affairs for details. - If a Graduate School of Business student is appointed as a TA Type A or C (positions eligible for full tuition scholarships), tuition for the General Graduate School's Liberal Arts division will be applied (KRW 4,974,000 per semester as of 2025). - If a student from another department is appointed as a TA Type A or C in the Graduate School of Business, full tuition for the student's own department will be applied. ※ Teaching assistant scholarships (excluding the monthly fixed additional scholarship) are granted within the tuition fee.			

7) How to Receive Teaching Assistant Compensation (Salary or Scholarship)

Refer to the Teaching Assistant Appointment Application Manual.

※ Failure to enter your bank account information will result in non-payment.

-	Bank Account (Salary/Scholarship)	Contract Term	Payment History and Notes
Paid	- Payment made on the 25th of each month to your Shinhan Bank account. - The account must be under your name. / Other banks are not available.	• A year or less ※ May work up to 2 years at maximum.	• Salary is calculated based on the period from the 1st to the last day of each month. • <u>Actual Salary</u>: The stated amount (₩2,231,000=base salary ₩2,031,000+fixed meal allowance ₩200,000) minus individual contributions for the four major insurances (National Pension, Health Insurance, Workers' Compensation Insurance, and Employment Insurance), resident tax, and income tax.
Scholarship	Payment transferred to you bank account ① Log in to Sookmyung Portal and enter bank information (other banks accepted) ② If entering your account through the SAP Appointment Program, a Shinhan Bank account must be used.	• Counted by semesters (6 months, including breaks) : Start of sem. - Last day of sem.	• If you resign after the semester begins but within the tuition refund period, no scholarship will be granted. • Students receiving a full scholarship (e.g., International Student Scholarship) are not eligible for additional scholarships through TA positions. • If you have taken out student loans for the current semester, you will be required to repay them upon receiving your scholarship. (This does not apply to advance payments or fixed monthly additional scholarships.)

8) Teaching Assistant Dismissal Request

① Types of Dismissal

Type	Contents	Note
Dismissal	Termination upon expiration of contract period	- No dismissal request is required if you are scheduled to be reappointed at another institution after your current term ends. - If a person scheduled for reappointment submits a dismissal request for their current position, the reappointment and associated scholarships will not be granted. - Changing the type or affiliation of a teaching assistantship is not allowed during the contract period. - It is recommended that the dismissal date be set as the last day of the month (30th or 31st).
Resignation	Termination mid contract due to personal reasons	

② How to Request TA Dismissal (Resignation) : Refer to the TA Dismissal Program Manual

Subject	Dismissal Process
Assistant Planning for Dismissal (Resignation)	1) Notify your department head of your intention to leave at least one month in advance. 2) Prepare for a proper handover of duties. 3) Submit a "letter of resignation" and get confirmation from the department head.
Teaching Assistant HR Officer	1) <u>For paid assistants, dismissal requests must be submitted to the Faculty Affairs Team by the 15th of the month.</u> 2) For scholarship assistants, dismissal requests must be submitted to the Office of Faculty Affairs immediately upon receiving notice of resignation.

※ All manuals and documents are available anytime at
Groupware > Posting > Shared Archives > Office of Faculty Affairs

③ TA Compensation (Salary and Scholarship) Return

	Compensation (Salary and Scholarship) Return
Paid	● In case of resignation: - If the request is submitted before the 15th of the month, salary will be paid only for the days worked. - If submitted after the 15th the full monthly salary will be paid, but the excess amount will have to be returned the following month and must be reimbursed to the university. (negative salary)
Scholarship	● In case of resignation: - You will be required to prorate your scholarship and return an amount equivalent to the remaining days of the month (calculated based on a 31-day month). - Once the dismissal request is processed, you will be notified of the amount to be returned and the account information for deposit. -The resignee must confirm with the department, major office, or administrative office that the resignation request has been fully processed, and ensure that the resignation date requested matches the official date recorded on the form. ※ In the case of resignation due to a leave of absence, the scholarship must be returned before the leave of absence can be approved. The entire dismissal process, including scholarship return, takes approximately two weeks, so please check the tuition refund schedule and submit your dismissal request in advance. (The university is not responsible for any issues related to tuition refunds or leave of absence caused by late submission. Please notify your department promptly and submit your request as early as possible.) ※ If you submit a dismissal request during the full tuition refund period (by Monday, September 15), you will be required to return your full scholarship. [Scholarship Return Inquiries] - Graduate School: Center for Student Support Scholarships (710-9144) - Graduate School of Professional Studies: Academic Affairs (710-9083) - Graduate School of Education: Academic Affairs (2077-7887)

3. International Student Scholarships

(1) Entrance Scholarship (1st semester) - Global Regional Talent Scholarship

- A. Eligibility : Students admitted through the international admissions process whose parents are both non-Korean nationals, and have been selected as Global Regional Talent Scholar.

Grade	Award	TOPIK	Global Language & Culture Institute	TOEFL (iBT)	IELTS
A	70% tuition waiver	Level 6	-	Over 110	Over 8.0
B	50% tuition waiver	Level 5	Completed Lv.6	100~109	7.0~7.5
C	40% tuition waiver	Level 4	Completed Lv.5	80~99	6.0~6.5
D	30% tuition waiver	Level 3	Completed Lv.4	60~79	5.5

B. Evaluation Subject : Language Proficiency (100%)

C. Notice

- ① Entrance scholarships are awarded automatically without separate applications. The <Sookmyung Alumni Scholarship> and <Sookmyung Visiting Exchange Student Scholarship> can be awarded in conjunction with the Global Regional Talent Scholarship. However, if you receive both scholarships, the admission fee will be waived only once.
- ② Scholarship status can be checked upon announcement of admission results.
- ③ Admission and tuition fees are based on the tuition rate for the individual's semester and major.
- ④ Additional support (e.g., housing, airfare) may be available upon review.
- ⑤ If the applicant is a citizen of a country where English is the native or official legal language, and has obtained (or is expected to obtain) a bachelor's or master's degree in that country, the language proficiency will be considered equivalent to a TOEFL score of 100–109 unless a separate English language test score is submitted. However, for countries with more than one official language including English, documentation must be submitted to verify that coursework was conducted in English.
- ⑥ Students who have completed a bachelor's, master's, or doctoral degree in Korea, or who have graduated from an overseas university majoring in Korean, will be considered to have a TOPIK level 4 equivalent, unless separate Korean language scores are submitted.

(2) Entrance Scholarship (1st semester) - **Sookmyung Alumni Scholarship**

- A. Eligibility : Graduates (expected) from Sookmyung degree programs
 B. Award : Admission fee waiver

- (3) Entrance Scholarship (1st semester) - **Sookmyung Visiting Exchange Student Scholarship**
- A. Eligibility : Students who have completed (or are planning to complete) their studies in our exchange programs
 - B. Award : Admission fee waiver

- (4) Student Scholarship (Regular Semester : within 4 semesters for both master's/PhD

- A. Eligibility is based on the university's international student scholarship criteria.

Previous Semester Grade	Award
4.0~4.3	50% tuition waiver
Under 3.7-4.0	30% tuition waiver
U 3.5-3.7	20% tuition waiver

※ Selection is automatic and based on previous semester grades without separate applications.

- B. Full tuition support may be awarded upon publication of an article in an internationally recognized academic journal that meets the following conditions: student is the first author, a full-time Sookmyung faculty member is the corresponding author, and the article have been published in the past 6 months. To be considered, eligible students must apply by email to the International Student Services Office (studyabroad@sm.ac.kr) within the designated period.
- C. Regulations for Scholarship Eligibility and Payment
 - ① Students must have earned at least 6 credits, excluding Pass/Fail courses, during the semester of enrollment.
 - ② Scholarships are awarded up to the standard enrollment period (4 semesters for master's, 4 semesters for PhD programs).
 - ③ Supplementary courses are not included in overall GPA calculations.
(※Students who take only supplementary courses will not receive a GPA and will not be eligible for the scholarship.)
 - ④ A GPA of 4.3 is used as the conversion standard, and calculation is based on the previous semester's grades.
 - ⑤ Students must hold valid health insurance to be eligible.
 - ⑥ All other matters will follow the university's scholarship regulations.

4. Student Housing

(1) International House

- A. Eligibility : International freshmen whose parents are both non-Korean nationals
 - B. How to Apply : Via Sookmyung website (more details after admission results)
 - C. Application Period : Every January (for spring semester) and August (for fall semester) (more details after admission results)
 - D. Dormitory Fee (per semester, 4 months): To be announced
Fees vary depending on the dormitory type, and dormitory use during vacation periods requires separate application and payment
 - E. Inquiries : +82-2-6325-3100 / inhouse@sookmyung.ac.kr /
<http://e.sookmyung.ac.kr> → Life on Campus → Housing
- ※ If the number of applicants exceeds capacity and you are not selected, you must arrange off-campus housing on your own.
 - ※ Please note that the above information is subject to change. Make sure to check the Sookmyung Residence Hall website at the time of application.

5. Research Ethics

1) Types of Research Misconduct

Category	Details
Falsification	The act of fabricating, recording, or reporting non-existent research materials, data, or results.
Tampering	The act of distorting research content or results by intentionally manipulating research materials, equipment, or processes, or by arbitrarily modifying or deleting research materials or data.
Plagiarism	Using another person's original ideas or work that are outside of commonly known information without proper citation, misleading others into believing they are one's own.
Unfair Authorship	Failing to grant authorship to someone who has made a legitimate contribution to the research, or granting authorship to someone who has not contributed, for reasons such as courtesy or prestige.
Duplicate Publication	Receiving unfair academic or financial benefits (e.g., research funding or credit for separate work) by publishing content identical or substantially similar to their previously published work without proper citation.
Obstruction of Investigation into Research Misconduct	Deliberately interfering with an investigation into one's own or others' misconduct, or harming the whistleblower.
Other	Any other acts that are seriously inconsistent with accepted norms and standards in the relevant academic field.

2) Committee on Research Integrity

Established for fair and systematic verification of the truth in the event of research misconduct. (Relevant regulations: Sookmyung 「Committee on Research Integrity Regulations」 and Ministry of Education Directive No.263 「Guidelines for Securing Research Ethics」)

※ Inquiries : Committee on Research Integrity sm_ethics@sookmyung.ac.kr

3) Relevant Websites

Center for Research Ethics Information

(affiliated with National Research Foundation of Korea) <https://cre.nrf.re.kr/>

4) Relevant Course

「Research Ethics and Writing Research Papers」 : Mandatory for all students admitted from the Spring 2015 semester onward (including new, transfer, and readmitted students in all degree programs). This is a requirement for program completion and thesis submission.

6. Institutional Review Board (IRB)

1) Introduction

- ① This board operates in accordance with the 「Bioethics and Safety Act」 to ensure the ethical treatment and safety of human subjects in research involving human participants and human-derived materials conducted at the university.
 - ② All research involving human subjects or human derivatives conducted by researchers affiliated with the university is subject to Institutional Review Board (IRB) review, and **★must receive the review before the research begins.★**
- ※ Inquiries : Office of Research Development irb@sookmyung.ac.kr / ☎ 02-710-9656

2) Subject of Review

- ① Human Subjects Research
 - Research involving physical intervention or environmental manipulation with human participants (e.g., clinical trials, food intake, exercise, etc.)
 - Research involving interaction or communication with individuals (e.g., surveys, interviews, recorded observations, etc.)
 - Research that collects or uses personally identifiable information (e.g., name, residence registration number, email address, phone number, hospital ID number)
- ② Research on Human Derivatives.
 - Research that directly investigates or analyzes human biological materials, such as tissues, cells, blood, body fluids, or substances derived from them, including serum, plasma, chromosomes, DNA, RNA, and proteins. (Such research falls under the scope of the Bioethics and Safety Act.)

3) Precautions When Applying for Review

- ① In principle, IRB review and approval must be obtained before the research begins. (Applications cannot be accepted once the research has already begun.)
- ② The deadline for new applications is the second Tuesday of each month, and IRB reviews are held once a month. Applicants are advised to submit their application at least two months before the intended start of the research.
- ③ For more detailed instructions, refer to [Research Ethics for Graduate Students.pdf].

4) Types of Reviews and Application Deadlines

Category	Regular Review	Expedited Review
Deadline	Every second Tuesday of each month	Every first Thursday of each month
Schedule	Last week of each month (Once a month)	Irregular
Review Subject	① New review ② Re-review (e.g., after revisions)	① Confirm exemption from review ② Review of changes and continuation ③ Re-review (conditional approval) ④ Review of study termination reports

Q. Is IRB review mandatory for theses?

- A. Under current law, research that falls under the Bioethics and Safety Act must receive IRB approval from the institution prior to the start of the research. However, a master's thesis is considered a research product with both academic and educational purposes, and the decision to require IRB review is made autonomously by each department.
- Master's : The student should consult with their advisor and independently decide.
 - PhD : IRB review is recommended. Not undergoing IRB review may result in difficulties when publishing in domestic and international journals, and may lead to disadvantages in future academic publishing.

7. Institutional Animal Care and Use Committee (IACUC)

1) Introduction

- ① This committee operates in accordance with the 「Animal Protection Act」 to ensure and promote the ethical treatment and welfare of animal subjects used in research conducted at the university.
 - ② Experiments, research, teaching, and training involving animals or animal tissues, conducted by researchers affiliated with the university, are subject to IACUC review and **★must receive prior approval before the research begins.★**
- ※ Inquires: Office of Research Development iacuc@sookmyung.ac.kr / ☎ 02-710-9656

2) Subject of Review

- ① Research, teaching, or training involving animal testing conducted at the university
- ② Experiments or research involving animal specimens, including live animals or animal tissues

3) How to Apply

- ① In principle, IRB review and approval must be obtained before the research begins.
- ② The application deadline is the third Thursday of each month, and reviews are held once a month.
- ③ Register on the Institutional Animal Care and Use Committee System:
iacuc.sookmyung.ac.kr
- ④ Complete IACUC Training
 - All researchers must complete both the IACUC ethics training and system user training, and obtain a completion number.
- ⑤ Fill out the review application form and upload all required documents.
 - Applications and supporting documents must be submitted at least one month prior to the planned start date of the research.

4) Types of Reviews and Application Deadlines

Category	Regular Review
Deadline	Every third Thursday of each month
Review Subject	① New review ② Review of continuation for previously approved research (for multi-year studies, re-apply in one-year cycles) ③ Review of changes to previously approved research ④ Re-review ⑤ Review of study termination reports

8. Campus Amenities

1) Graduate Student Reading Room : Veritas Building 601

2) Parking

Parking Management Office: Located on the 1st floor of the Administration Building parking lot / Tel. 02-710-9981

- Regular Parking Permit Registration: 1 per person / Visit the management office for application or extension
 - Hours: Weekdays 08:00~18:00 / Closed on weekends and holidays
 - ※ To support students applying for parking permits, the Parking Management Office will operate with extended hours early in the semester.
 - * Fall 2025: September 1, 2025 ~ September 5, 2025 with extended hours from 08:00 to 21:00
- Required documents: Automobile Registration Certificate + Student ID(**Mobile ID allowed**)
 - For family vehicles, additional documentation to prove the family relationship between the owner and the graduate student is required (resident registration copy, family relationship certificate, etc.)
 - ※ Rented (leased) vehicle: An additional rental (lease) agreement required at permit registration
 - ※ Corporate (company) vehicles: Proof of employment or business card with company name required.

	Parking Fee (KRW)		Note
Graduate Student	Month	37,500	-
	Semester	151,500	-
TA	Month	25,500	Submit Employment Certificate (Via Office of faculty Affairs)
	Semester	101,500	
Researcher	Month	16,000	
	Semester	68,000	

- Parking Fee : Sookmyung Webpage ▶ Life on Campus ▶ Facilities ▶ Parking Fee
 - Regular vehicle: ₩2,000 for 30 minutes (standard) / ₩600 for every 10 minutes / ₩1,000 for every 10 minutes if 2 hours passed / ₩30,000 daily limit (0:00~24:00)
- Parking Lot Open Hours and Height Restrictions

	Gate	Open Hours	Height
1 st campus	GATE 1 (Administration Building underground parking lot entrance)	24/7	Up to 2.0m
	GATE 2 (Myungshin Building Ground Level Entrance)	8:00~20:00	Up to 3.0m
2 nd campus	GATE 3 (underpass entrance)	24/7	Up to 2.1m
	GATE 4 (Center for Continuing Education Entrance)	7:00~19:00	Up to 2.1m

· On-campus Electric Vehicles Charging Stations

	Location	Station	Note
1 st campus	Administration Building Parking Lot 1F	Rapid(50kW) 1	In front of parking management office
	Administration Building Parking Lot B2F	Slow(7kW) 5	-
2 nd campus	2 nd Foundation Campus Parking Lot B3F	Slow(7kW) 5	In front of Centennial Hall
	2 nd Foundation Campus Parking Lot B3F	Slow(7kW) 6	In front of College of Music exit
Other	Saebit Hall Parking Lot Ground Floor	Slow(7kW) 2	-

3) Other Facilities

① Dining and Cafes

Type	Name	Menu	Location	Hours
Dining	Myungshin Building Cafeteria	Korean, ricebowl, pork cutlet, noodles	Myungshin Building B1F	10:00~18:00 (Last order: 17:40) (Not available during vacation periods)
	Queen Sunheon Building Cafeteria	Korean	Queen Sunheon Building B1F	11:20~14:00 (in session) 11:20~13:30 (on break)
Cafe	SNOW Cafe	Drink(coffee), sandwich	Myungshin Building B1F	10:00~15:00
	IL MAZZIO	Drink(coffee), quick meals, salad, etc.	Queen Sunheon Building B1F	09:00~16:00
	Starbucks	Salad, bakery, cafe	Prime Complex Lobby	Check the brand's website
	The BAKE Sookmyung	Bakery	Student Union Building 1F	08:00~20:00 (Weekday)

② Convenience Facilities

Catergory	Name	Contact	Location	Hours
Convenience Store	GS25	1644-5425 1644-5037	Student Union Building 109	24 hours (self-service)
POD Center copy, print, bind theses, posters. design & edit	Print with Design (디자인을 품은 인쇄)	02-2077-7080 010-5008-5558	Student Union Building 112 and other self-service printers	08:30~19:00 (in session) 09:00~17:00 (on break)
		[Self-service Printers (colored print available)] Main Library 2F/4F, Renaissance Pazza 4F, Prime Complex 2F, College of Science 1F, College of Pharmacy B1F, Music Library, Student Union Building 3F, Myungshin Building Lounge, Queen Sunheon Building 2F, Sookmyung Residence Hall 4F		
Health & Fitness Center		02-710-9647	Prime Complex B104	08:00~20:00 (in session) * Vacation hours: To be announced

4) Campus Wi-Fi

- ID : Choose "SMU" from the Wi-Fi list and enter your student number
- PW : Your phone number (The number registered in Sookmyung Portal. Type in only numbers without the "-")
- Inquires : Office of Digital Infrastructure 02-710-9945

5) Heyoung Campus Sookmyung

- This is the university's main mobile application, integrating essential campus services such as mobile student ID, electronic attendance, academic administration, library seat reservations, quick access to key websites, and push notifications.
- The app can be downloaded by searching "Heyoung Campus" on the App Store or Google Play Store.
- How to download the user manual:
Sookmyung website → Life on Campus → IT Service → Smart Campus
(available on the Korean version of the website)
- Inquiries : Office of Data Strategy 02-710-9911

■ Campus Map



제1캠퍼스

- 1 순환관(본관) Queen Suncheon Building
- 2 수련교수회관 Suryeon Faculty Building
- 3 행파교수회관 Haengpa Faculty Building
- 4 진리관(대학원관) Veritas Building
- 5 명신관(서관) Myungshin Building
- 6 지혜문(서문) Wisdom Gate(West Gate)
- 7 새힘관 Saehim Hall
- 8 행정관 Administration Building
- 9 평화문(제1캠퍼스 정문) Peace Gate(1st Campus Main Gate)
- 10 학생회관 Student Union Building
- 11 창업보육센터 Sookmyung Business Incubation Center
- 12 명재관(기숙사) Sookmyung Residence Hall
- 13 원형극장 Arena Theater

부속건물

- 28 백로국제관 Baerogro International House
- 29 매화국제관 Maehwa International House
- 30 숙명인재관 Sookmyung Professional Center
- 31 세빛관 Saebit Hall
- 32 구국관 Guguk Hall

제2캠퍼스

- 14 르네상스홀러지 / 숙명여자대학교박물관 Renaissance Plaza, Sookmyung Women's University Museum
- 15 음악대학 College of Music
- 16 사회교육관 Center for Continuing Education
- 17 약학대학 College of Pharmacy
- 18 미술대학 College of Fine Arts
- 19 백주년기념관 Centennial Hall
- 20 자유문(제2캠퍼스 정문) Freedom Gate(2nd Foundation Campus Main Gate)
- 21 미래창조관 Innovation Hall
- 22 중앙도서관 Main Library
- 23 과학관 College of Science
- 24 다목적관 Multicomplex Hall
- 25 프라임관 Prime Complex
- 26 눈꽃광장 Snowflake Square Hall
- 27 눈꽃광장 Snowflake Square
- 33 크로스캠퍼스 창파 CROSS Campus Cheongpa
- 34 국제5관 International House 5
- 35 국제6관 International House 6
- 36 국제7관 International House 7