

Graduate Studies for the 2025 fall Semester

*Academic Guide for
Master and Doctoral Degree
Program Students*

대 구 대 학 교 대 학 원

DAEGU UNIVERSITY GRADUATE SCHOOL

Contents

2025 Academic Calendar	4
Required Docs for New Students and Lecture Registration Information	5
Graduate School Web Site	7
Graduate School Academic Information	10
Student ID Cards	13
Guidelines for Dissertation Thesis Submission	14
Dissertation Thesis Examination	16
Graduate School Scholarships	17
Access to Library	20
Information for Legal Mandatory Education	22
Additional Information	23

2025 Academic Calendar

MON TH	SUN	MON	TUE	WED	THU	FRI	SAT	EVENT	CONTENT
2							1	8 (Mon) – 28 (Fri) 10 (Mon) – 13 (Thu) 17 (Mon) – 28 (Fri) 19 (Wed) – 21 (Fri) 21 (Fri) 25 (Tue) – 28 (Wed) 27 (Thu) – 8/7 (Fri)	- Application period for Return from absence for 2025-1st Semester - Course Registration Period for Enrolled Students for 2025-1st Semester - Leave of Absence Application Period for 2025-1st Semester - Enrollment Period for 2025-1st Semester - Graduation Ceremony - Course Registration Period for New Students for 2025-1st Semester - Master's and Doctor's Research Registration Period
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28			
3							1	1 (Sat) 8 (Mon) 4 (Tue) 4 (Tue) – 10 (Mon) 6 (Thu) – 10 (Mon) 12 (Wed) – 13 (Thu) 24 (Mon) – 4/4 (Fri)	- Independence Movement Day - Substitute Holiday (Optional Make-up Classes) - Beginning of 1st Semester - Application for Qualification Exam for Thesis (Foreign Language/Comprehensive Exam) for 2025-1st Semester - Course Adjustment (Correction) Period for 2025-1st Semester - Research Registration Fee Payment Period for Master's and Doctor's for 2025-1st Semester - Qualification Exam for Thesis (Foreign Language/Comprehensive Exam) for 2025-1st Semester
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							
4			1	2	3	4	5	7 (Mon) 14 (Mon) – 18 (Fri) 14 (Mon) – 18 (Fri) 22 (Tue) – 28 (Mon) 24 (Thu)	1/3 Mark of Instruction Days for 2025-1st Semester - Submission of Thesis Examiner Recommendation for 2025-1st Semester - Submission of Thesis Defense presentation for 2025-1st Semester - Midterm Exam Period for 2025-1st Semester 1/2 Mark of Instruction Days for 2025-1st Semester
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30					
5					1	2	3	1 (Thu) 5 (Mon) 6 (Tue) 12 (Mon) 19 (Mon) – 23 (Fri)	69th Anniversary of the University (Optional Make-up Classes) - Children's Day and Buddha's Birthday (Optional Make-up Classes) - Substitute Holiday (Optional Make-up Classes) 2/3 Mark of Instruction Days for 2025-1st Semester - Submission of Thesis Presentation Result Report for 2025-1st Semester
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
6	1	2	3	4	5	6	7	6 (Fri) 10 (Tue) – 16 (Mon) 16 (Mon) – 20 (Fri) 16 (Mon) – 20 (Fri) 16 (Mon) – 20 (Fri) 17 (Tue) 23 (Mon) 24 (Tue) – 26 (Thu) 27 (Fri)	- Memorial Day (Optional Make-up Classes) - Final Exam Period for 2025-1st Semester - Submission of Thesis supervisor Application Form for 2025-1st Semester - Submission of Thesis Proposal Review Report (Including Research Ethics Compliance Agreement) - Submission of Thesis Review Results Report for 2025-1st Semester - Summer vacation - Deadline for Final Grade Submission for 2025-1st Semester - Grade Appeal and Correction Period for 2025-1st Semester - Finalization of Grades for 2025-1st Semester
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30							
7			1	2	3	4	5	1 (Tue) – 7 (Mon)	Submission of Thesis Application Form and Final Thesis for 2025-1st Semester
	6	7	8	9	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30	31				
8						1	2	1 (Fri) – 29 (Fri) 11 (Mon) – 14 (Thu) 18 (Mon) – 29 (Fri)	- Reinstatement Application Period for 2025-2nd Semester - Course Registration Period for Enrolled Students for 2025-2nd Semester - Leave of Absence Application Period for 2025-2nd Semester
	3	4	5	6	7	8	9		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		

MON TH	SUN	MON	TUE	WED	THU	FRI	SAT	EVENT	CONTENT
	24	25	26	27	28	29	30	15 (Fri) 22 (Fri) 25 (Mon) - 27 (Wed) 27 (Wed) - 28 (Thu) 28 (Thu) - 9/3 (Wed)	- National Liberation Day - Graduation Ceremony - Enrollment Period for Enrolled Students for 2025-2nd Semester - Course Registration Period for New Students for 2025-2nd Semester - Master's and Doctor's Research Registration Period
	31								
9		1	2	3	4	5	6	1 (Mon) 1 (Mon) - 5 (Fri) 5 (Wed) - 5 (Fri) 10 (Wed) - 11 (Thu) 18 (Thu) - 10/1 (Wed)	- Beginning of 2nd Semester - Application Period for Qualification Exams (Foreign Language/Comprehensive Exams) for 2025-2nd Semester - Course Add/Drop Period for 2025-2nd Semester - Research Registration Period for Master's and Doctoral Graduates for 2025-2nd Semester - Administration of Qualification Exams (Foreign Language/Comprehensive Exams) for 2025-2nd Semester
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30						
10				1	2	3	4	3 (Thu) 6 (Mon) - 7 (Tue) 8 (Wed) 9 (Thu) 13 (Mon) - 17 (Fri) 18 (Mon) - 17 (Fri) 20 (Mon) - 25 (Sat) 22 (Wed)	- National Foundation Day (Optional Make-up Classes), 1/3 Mark of Instruction Days for 2025-2nd Semester - Chuseok Holiday (Optional Make-up Classes) - Substitute Holiday (Optional Make-up Classes) - Hangul Day (Optional Make-up Classes) - Submission of Thesis Examiner Recommendation for 2025-2nd Semester - Submission of Thesis Public Defense Application for 2025-2nd Semester - Midterm Exam Period for 2025-2nd Semester 1/2 Mark of Instruction Days for 2025-2nd Semester
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			
11							1	7 (Fri) 17 (Mon) - 21 (Fri)	2/3 Mark of Instruction Days for 2025-2nd Semester - Submission of Thesis Public Defense Results Report for 2025-2nd Semester
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30								
12		1	2	3	4	5	6	8 (Mon) - 13 (Sat) 15 (Mon) 15 (Mon) - 19 (Fri) 15 (Mon) - 19 (Fri) 15 (Mon) - 19 (Fri) 22 (Mon) 23 (Tue) - 26 (Fri) 25 (Thu) 29 (Mon)	- Final Exam Period for 2025-2nd Semester - Winter Break - Submission of Thesis supervisor Application Form for 2025-2nd Semester - Submission of Thesis Proposal Review Report (Including Research Ethics Compliance Agreement) for 2025-2nd Semester - Submission of Thesis Review Results Report for 2025-2nd Semester - Deadline for Final Grade Submission for 2025-2nd Semester - Grade Appeal and Correction Period for 2025-2nd Semester - Christmas - Finalization of Grades for 2025-2nd Semester
	7	8	9	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
1					1	2	3	1 (Thu) 2 (Fri) - 8 (Thu)	- New Year's Day - Submission of Thesis Application Form and Final Thesis for 2025-2nd Semester
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
2	1	2	3	4	5	6	7	2 (Mon) - 27 (Fri) 9 (Mon) - 12 (Thu) 16 (Mon) - 18 (Wed) 19 (Thu) - 27 (Fri) 20 (Fri) 20 (Fri) - 24 (Tue) 24 (Tue) - 25 (Wed)	- Application period for Return from absence for 2026-1st Semester - Course Registration Period for Enrolled Students for 2026-1st Semester - Lunar New Year - Leave of Absence Application Period for 2026-1st Semester - Graduation Ceremony - Enrollment Period for 2026-1st Semester - Course Registration Period for New Students for 2026-1st Semester
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		

Optional Make-up Classes for Public Holidays: The course may be conducted in a flexible manner, with the option for online (non-face-to-face) instruction.

Required Documents for New Students

1. Required Documents

- **A copy of the diploma** from the university the applicant most recently attended
 - This applies only to applicants who submitted proof of expected graduation from another university during the admissions process.
- **"Transfer Credit Application for Supplementary Unit (보충과목) Credits" form**
 - This applies only to applicants whose undergraduate or master's majors differ from their current major, or those who graduated from a special graduate school.
 - The form should be completed with guidance from the department chair, and it must be accompanied by the official transcript of the applicant.
 - For master's program applicants, attach the undergraduate transcript.
 - For doctoral program applicants, attach the master's transcript.
 - The form can be found on pages 26-27 of the academic guide or in the Graduate School's resources section on the website.

2. Submission Deadline for Supplementary Unit (보충과목) Credits" form : by **2025. 9 12.(fri)**

3. Submission Location

Graduate School Administration Office (Seongsan Hall, 11th floor)

Lecture Registration Information

1. Lecture Registration Period and Location for new students

Registration Period of new students: 2025. 8. 27.(wed) ~ 8. 28.(thu)

[General student course registration period] 2025. 8. 11.(mon) ~ 8. 14.(thu)

B. **Student ID number confirmation**: Daegu University Homepage (www.daegu.ac.kr) top right-hand corner, "종합정보시스템 (Comprehensive Information System)" → "ID 찾기 (ID Search)" → Input Name/Registration number, Select Graduate School → Click the appropriate result

♣ Student ID numbers can be checked beginning : _

Available for viewing starting the afternoon of Tuesday, August 26, 2025. _

- ♣ The default password for your account is the final seven digits of your Alien registration number. It is highly recommended that you change your password at your first login. To change your password: click "password 변경 (Password Change)" → "ID 입력 (Input Student ID number)" → "현재 비밀번호입력 (Input current password that is final 7 digits of your Alien registration number)" → "확인 (Confirm)" → "새 비밀번호 (Input your new password)" → "새 비밀번호 확인 (Reenter your new password)" → "확인 (Confirm)"
- ♣ Password Reset: Click[Password Reset] at the bottom of the login button on the login screen. Check the your Student No/Name/Cell phone No. and you will receive a temporary password by text message..

C. Lecture Registration Location

(1) On-campus: Graduate School Seminar Room (11th Floor of Seongsan Hall) or Computer labs at each department

D. Online time-table confirmation: Connect to the "종합정보시스템 (Comprehensive Information System)" → Click "강의시간표 (Course Timetable)" → Select the appropriate major and department → Review timetable(s)

2. The maximum credits to take per semester

Degree	Research Works Unit (Thesis supervision) (개별연구지도)	Major Unit (전공과목)	Supplementary Units (보충과목)	Research Ethics (연구윤리) LMS Class
Master	1 credit (registration available beginning in the second semester)	9 credits	6 credits	1 credit
Doctoral	2 credits (registration available in the second semester)	9 credits	6 credits	1 credit

♣ Minimum credits to complete one's coursework

▶ Master's degree: 24 credits, Doctoral degree: 36 credits

* Please be informed that these minimum credits do not include the credit(s) of the Research Works Unit (개별연구지도) and Research Ethics (연구윤리).

▶ Master degree students whose undergraduate majors are different from current majors must take additional 6 credits as Supplementary Units (보충과목).

▶ Doctoral degree students whose master's majors are different from current majors must take additional 12 credits as Supplementary Units (보충과목).

♣ Students cannot enroll in more than 9 credits per semester, however it is possible for master degree students to enroll in 11 credits and for doctorate degree students, 12 credits when they sign up for the Research Works Unit (개별연구지도) and the Research Ethics(연구윤리). And doctorate degree students can enroll in additional 3 credits of required units or major units in their last semester (4th semester).

♣ When students do not pass the Research Works Unit (개별연구지도) and the Research Ethics(연구윤리), they cannot complete their coursework even if they completed four semesters of study that is the term of full enrollment.

3. Lecture Registration Procedure

Daegu University Homepage (www.daegu.ac.kr) → "종합정보시스템 (Comprehensive Information System)" → Input User ID/Password → "대학원 (Graduate School)" → Locate the appropriate lecture number on the timetable → Register by either dragging the relevant lecture to your timetable or inputting the lecture number directly

(Figure 1) Daegu University Homepage (www.daegu.ac.kr) → Click on " 학생 종합정보시스템/ (Student Comprehensive Information System)" (refer to the blue box as following)

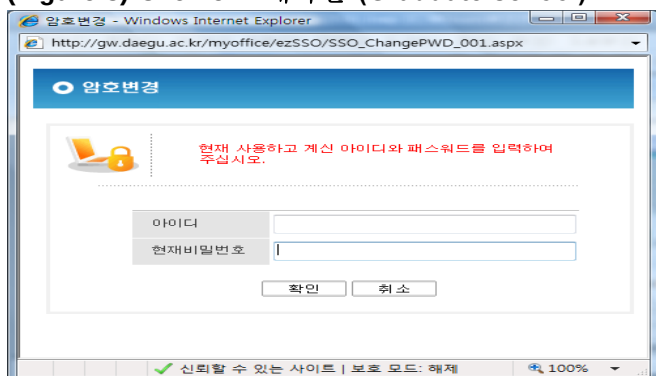


(Figure 2) Click "password 변경 (Password Change)"



(Figure 2-1) Input "아이디 (Student ID number)" → Input "현재 비밀번호 (Input current password that is final 7 digits of your Alien registration number)" → Click "확인 (Confirm)" → Click "새비밀번호 (Input your new password)" → Click "새비밀번호 확인 (Reenter your new password)" → Click "확인 (Confirm)"

(Figure 3) Click on "대학원 (Graduate school)" → Click "시간표조회 (Timetable inquiry)" that is on the



left submenus.

대구대학교 TIGERS+ 대학원 공통

시간표 조회

대학원 > 수업업무 > 시간표 조회

·년도: 2019 ·학기: 2학기 ·과목명: 박사과정 학생이 보충과목으로 들을 수 있는 강좌입니다.

·대학원구분: 대학원 ·과정구분: 전체

·학과: 전체 ·전공: 전체

학과	전공	구분	과목명	수강번호	학점	교수	강의실	강의시간	비고	수업계획서
----	----	----	-----	------	----	----	-----	------	----	-------

(Figure 4) After reviewing the timetable, register for lectures by either dragging the relevant lecture to your timetable or inputting the lecture number directly.

대구대학교 TIGERS+ 대학원 공통

수강신청

대학원 > 수업업무 > 수강신청

·년도: 2019 ·학기: 2학기 ·조희

·과정: 통합교과과정 ·학과: 심리학과

·전공: 전체 ·교과구분: 전체 ·수강번호:

1. 우측상단에 수강번호를 직접입력하여 수강신청할 수 있습니다.
2. *과목명: 박사과정 학생이 보충과목으로 들을 수 있는 강좌입니다.

● 개설강좌

전공	수강번호	구분	과목명	학점	영어강의	교수명	강의시간	수강인원제한	수강인원	신청	비고
공통	6132	연구	개별연구지도	1		김근환	금(13:00~13:50)	0	0	등록	
공통	6133	연구	개별연구지도	1		석동현	목(09:00~09:50)	0	0	등록	
공통	6134	연구	개별연구지도	1		박은아	목(09:00~09:50)	0	0	등록	
공통	6135	연구	개별연구지도	1		임영진	목(09:00~09:50)	0	0	등록	
공통	6136	연구	개별연구지도	2		이종구	목(11:00~12:50)	0	0	등록	
공통	6137	연구	개별연구지도	2		석동현	목(12:00~13:50)	0	0	등록	
공통	6138	연구	개별연구지도	2		김근환	목(12:00~13:50)	0	0	등록	
공통	6139	전공	고급다변량분석법	3		이종구	월(15:00~17:45)	0	0	등록	
공통	6140	전공	*고급사회심리학	3		석동현	화(15:00~17:45)	0	0	등록	
공통	6141	전공	고급심리평가	3		임영진	금(15:00~17:45)	0	0	등록	
공통	6142	전공	장고효과연구법	3		박은아	월(09:00~11:45)	0	0	등록	
공통	6143	전공	발달정신병리학	3		김근환	목(09:00~11:45)	0	0	등록	

신청가능한 일반학점 9 신청가능한 보충학점 6

신청 일반학점 0 신청 보충학점 0

일반대학원 박사(학위과정) 학생은 최종학기(4학기)에 일반학점을 12학점까지 신청할수 있음

● 수강신청강좌

순번	수강번호	구분	과목명	학점	교수	삭제
자료가 존재하지 않습니다.						

4. Supplementary Units (보충과목) Registration Procedure

for Master Degree Program Students

Incoming master degree students who have different undergraduate majors from current majors must enroll and complete Supplementary Units (보충과목) from available undergraduate units.

Access to "학생종합정보시스템 (Student Comprehensive Information System)" → Click on "수업업무 (Classes)" (top) → Click on "수강신청(Class Registration)" → Input the appropriate lecture numbers (Supplementary Units (보충과목) must be entered directly by lecture numbers)

▣ for Doctoral Degree Program Students

Incoming doctoral program students whose master's degree majors are different from current majors must enroll and complete Supplementary Units (보충과목) from available graduate units. Designated Graduate School Supplementary Units (보충과목) for each major are marked with an asterisk (*). Please be informed that when master's degree program students take lectures marked with an asterisk (*), the lectures will be considered as Major Unit (전공과목). But when the Ph.D. student applies for a major with asterisk(*) it is only recognized as a "supplementary unit(보충과목)".

5. Registration Confirmation and Add & Drop Period: 2025. 9. 3.(wed) ~ 9. 5.(fri)

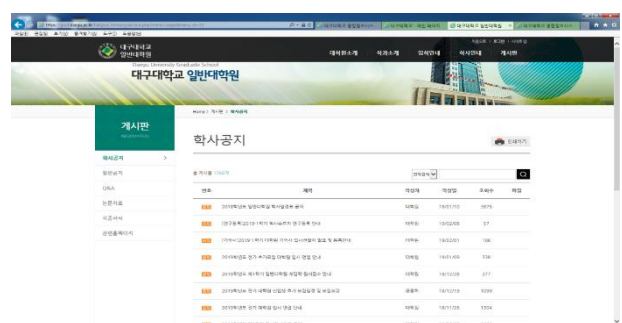
♣ Methods and procedures are the same as regular lecture registrations.

6. Students are expected to attend lectures at the time and place described in the timetable.

Building locations can be checked via Daegu University's homepage → Click on "대학안내 (University Guide)" → "캠퍼스 지도 (Campus Map)"

Graduate School Web Site

<http://grad.daegu.ac.kr/>



▣ How to connect ▣

▷ Click on "대학·대학원·기관" on Daegu University's main homepage (top) → Click on "대학원" → Click on "일반대학원" (<http://grad.daegu.ac.kr/>)

▷ "게시판 (Board)" → "각종서식 (forms), 논문자료(Thesis Forms)": Here you will find the various forms and documents required by the Graduate School including **Thesis Forms**, Requesting or Returning from Leave, Transfer Credit Application for Supplementary Unit (보충과목) Credits form and so on.

▷ For more information such as Graduate School academic rules and regulations, and thesis guidelines, please check the Graduate School homepage.

▣ All academic announcements are posted on the Graduate School website's notice board. Please make sure to check them regularly to avoid any disadvantages due to missing important information.

Graduate School Academic Information

▣ Personal academic affairs management

Students at Daegu University's Graduate School are responsible for managing their own academic affairs. If necessary, they should seek advice from the relevant departmental chair and/or thesis supervising professors. In addition, **students are expected to monitor all matters related to the following:** lecture registration, credits, and personal information changes (i.e. address, phone number, etc.). If students have any problems, students must consult with the Graduate School's administration office immediately.

1. Credits Management

Students are expected to manage their required credits per program themselves according to Graduate School academic rules and regulations related to academic affairs.

2. The maximum credits to take **per semester**

Degree	Research Works Unit (Thesis supervision) (개별연구지도)	Major Unit (전공)	Supplementary Unit (보충과목)	Research Ethics (연구윤리)
Master	1 credit (registration available beginning in the second semester)	9 credits	6 credits	1 credit
Doctoral	2 credits (registration available in the second semester)	9 credits	6 credits	1 credit

♣ Students cannot enroll in more than 9 credits per semester, **however it is possible for them to enroll for 11credits for master's courses and 12 credits for doctoral courses during the semester when they sign up for the Research Works Unit (개별연구지도), the Research Ethics(연구윤리).**

3. Required credits per degree

Master degree programs require at least 24 credits **except for the Research Works Unit (개별연구지도) and the Research Ethics(연구윤리)** while doctoral degree programs require at least 36 credits **except for the Research Works Unit (개별연구지도), and the Research Ethics(연구윤리).** To receive credit, a score of at least 70 points (letter grade C) is required in each unit of study and to complete coursework, a score of at least 80 points (letter grade B) is required.

Degree	Research Works Unit (Thesis supervision) (개별연구지도)	Research Ethics (연구윤리)	Minimum credits for coursework completion	Supplementary Units (보충과목)
Master	1 credit	1 credit	24 credits	6 credits
Doctoral	2 credits	1 credit	36 credits	12 credits

♣ Students must complete the Research Works Unit (개별연구지도), the **Research Ethics(연구윤리)*** and Required Units (전공과목). *Research Ethics classes will be conducted by onlie Lectures(LMS), must take each lectures by every week during the course period.

♣ Students whose undergraduate or master's majors are different from current majors must take additional 6 credits for master's degree program and 12 credits for doctoral degree program.

♣ Elective Units (선택과목) refer to units that can be taken by students from other similar majors. Please refer to the Graduate School Office or each department office for more information.

♣ When students do not pass the Research Works Unit (개별연구지도), and the Research Ethics(연구윤리), they cannot complete their coursework even if they completed four semesters of study that is the term of full enrollment (The Research Works Unit (개별연구지도) and the Research Ethics(연구윤리) will be marked on a pass or fail basis).

♣ Students must register per credit(학점단위등록) if they do not complete the course due to inadequate credits for graduation or failure of Research Works Unit (개별연구지도) and the Research Ethics(연구윤리) up to 4 semesters.

[Payment Regulations]

Article 3 (Registration per credit, 학점단위등록) Tuition fees for students who surpass the Term of full enrollment (four semesters) will be charged as follows according to the credits they are enrolling in. Disabled students who are recognized by the President of Daegu University, however, can register per credit that they are enrolling in (except for the credits related to social volunteering).

2. Master's and Doctoral degree program

A. 1 credit to 3 credits: 50% of tuition

B. More than 4 credits: Full tuition

4. Term of full enrollment

Students must be fully enrolled for two academic years (four semesters).

5. Term of coursework

- Master degree program: 3 years

- Doctoral degree program: 5 years

♣ Students must complete their coursework within the above-mentioned periods.

6. Grading System

Letter Grade	Scores	Grade Point Average (GPA)
A	90 ~ 100	4.0
B	80 ~ 89	3.0
C	70 ~ 79	2.0
F	69 and below	0

♣ Credit will not be granted if students are absent for one-third of coursework in a semester without appropriate reasons.

7. Completion of Supplementary Units (보충과목)

A. Students must check if they should complete Supplementary Units (보충과목) using the "학적조회 (Academic record reference)" in the "종합정보시스템 (Comprehensive information system)."

(1) If incoming master degree students are from different undergraduate majors from their current majors, they must obtain at least 6 undergraduate credits as designated by the Graduate School Office.

(2) If incoming doctoral students are from different master degree majors or from the Special Graduate School or Professional Graduate School with related majors, they must obtain at least 12 credits from designated Supplementary Units (lectures marked with an asterisk) in their department curriculums.

* the terms "Special Graduate School" and "Professional Graduate School" refer to those graduate schools falling outside the scope of each university's regular graduate school.

B. Recognition of Supplementary Unit (보충과목) credits

If you have completed units from your previous education that are similar to the Graduate School's Supplementary Units (보충과목), you can submit a "Transfer Credit Application for Supplementary Unit (보충과목) Credits" form. In this case, a maximum of 6 credits for master degree programs and 12 credits for doctoral degree programs can be transferred.

♣ Submission period of "Transfer Credit Application for Supplementary Unit (보충과목) Credits" form: **until 2025.**

9 12.(fri)

♣ Submit to: Graduate School Office (11th Floor, Seongsan Hall)

C. Completion time

(1) Master programs: Except for recognized transfer credits, students must acquire all required undergraduate unit credits before the completion of the degree program.

(2) Doctoral programs: Except for recognized transfer credits, students must acquire all required designated Supplementary Unit (보충과목) credits from the available designated supplementary units for Doctoral Degree Program students before the completion of the degree program.

✍ Designated Graduate School Supplementary Units (보충과목) are marked with an asterisk (*).

✍ Doctoral Degree Program students must obtain at least 12 credits of supplementary units

D. **Maximum credits to take:** Credits for enrollment in each semester cannot exceed 6.

E. Credit recognition: Credits for Supplementary Units (보충과목) are not included when calculating students' GPA (grade point average).

F. Other

- (1) **Students must complete all applicable Supplementary Units (보충과목) prior to graduation.**
- (2) If incoming students have submitted a "Transfer Credit Application for Supplementary Unit (보충과목) Credits" form, they should check the status of their application online. Visit the Daegu University website and click "종합정보시스템 (Comprehensive Information System)" → "대학원 (Graduate School)" → "성적조회 (Results Inquiry)".
- (3) **Students** can earn up to 12 credits for master's courses and 18 credits for doctorate courses offered by other departments. **Students** have to apply for a course under the guidance of their professors.

8. Information for taking or returning from a leave of absence

- A. Application submission period: Refer to the annual academic calendar
- B. The duration of a single leave cannot exceed 2 semesters and total leave cannot exceed 4 semesters.
- C. When the leave period is finished, students must submit an application to return from leave during the designated period in each semester.
- D. Students who are willing to extend their leave without returning must submit an "휴학연기원서 (Application for Leave Extension Form)" and get approval from the Graduate School dean.
- E. Students who are willing to take a leave for pregnancy, birth delivery, and nurturing need to submit an "육아휴학 (leave for nurturing)" and should submit relevant document (duration : within 1 year, the period not included in the general leave of absence)
- F. Applications can be made through "종합정보시스템 (Comprehensive Information System)" → "대학원 (Graduate School)" → "휴학/복학/자퇴 (leave of absence/return from leave/drop out of school)".

9. Registration of changes to personal information and contact information

If there have been changes related to your personal and contact information such as residential address, occupation, phone numbers, etc, you should change them on the "종합정보시스템 (Comprehensive Information System)".

※ Keeping your contact information up-to-date is essential for doctoral degree program students. Doctoral students are required to register for research study after completion of their coursework. In order to receive a tuition bill for research study, students must ensure that their contact information is up-to-date. Research study is charged at about 5% of regular tuition and must be completed at least once and to a maximum of four times.

10. Guidelines for Research Registration

- **Eligibility:** Graduates who have completed the required course duration and earned the necessary credits
- **Registration Process:** Submit the "Research Registration Application Form 연구등록 신청서" and complete the registration within the registration period
- **Registration Fee:** 1/20th of the tuition for regular enrollment in the 4th semester

*This covers procedures related to the submission of the thesis, library usage and book loans, use of laboratories and practice rooms, participation in graduate student academic research groups, and the issuance of student IDs

- If research registration is not completed, thesis work cannot proceed. Therefore, graduates must complete research registration before proceeding with their thesis.
- **For International Students:** During the research registration period, international students are required to enroll in Daegu University's international student insurance. Please pay the insurance fee indicated on the research registration invoice.

11. Language Requirements for the graduation of international students

- International students should qualify one of the following requirements before graduation.

- A. To pass TOPIK(한국어능력시험) Grade 4 or above (Grade 3 for the division of Art and Physical Education)
- B. To take the Korean Language Course designated by the graduate school and provided by the Office of International Affairs

*When there are such unavoidable reasons granted by Daegu University President

12. Other

- A. Timetables will not be distributed individually and can only be checked at the Graduate School Homepage.
- B. To enroll in Supplementary Units (보충과목), students must submit a "Recognition of Supplementary Unit (보충과목) Credits" form. Approved transfer credits will be deducted from total credits required.
 - ✍ For example, if 3 credits are approved and recognized as supplementary transfer credits in a master degree program students then just 3 credits remain to be completed.
- C. For more detailed information about thesis writing, please refer to Graduate School thesis regulations as well as the general thesis writing guidelines at the Graduate School homepage.

Student ID Cards

1. Application period: 2025. 9. 1.(MON) ~

2. Application method: After completing the "Student ID Card Application" form (check student ID number at the "종합정보시스템 (Comprehensive Information System)"), students must submit their application to the Daegu Bank branch located on the 1st floor of Seongsan Hall.

3. Required materials: "Student ID Card Application" form, 1 photo (3×4cm), student's Daegu Bank account number

4. Processing period

- Beginning of the semester: Minimum 4 weeks
- Middle of the semester: approximately 2 weeks

(The Graduate School Office will send text message to students' mobile phones to those whose student card is ready to pick-up.)

5. Application procedure

☐ Daegu Bank account holders

Complete and submit the "Student ID Card Application" form to the Daegu Bank branch located on the 1st floor of the Main Administration Building, Gyeongsan Campus → Confirmation of issuance through mobile phone text message → Pick up your student ID card at the Graduate School Office

☐ Non Daegu Bank account holders

You must have a Daegu Bank account to receive your student card. If you do not have a Daegu Bank account, you can open one at the Daegu Bank branch located on the 1st floor of the Main Administration Building (You should bring your ID). → Complete and submit the "Student ID Card Application" form to the Daegu Bank branch → Confirmation of issuance through mobile phone text message → Pick up your student card at the Graduate School Office.

✍ In the event that you lose your student card, you must report the loss to Daegu Bank.

✍ When reissuing your student card and changing the picture on your card, please write "사진변경 (replacement of picture)" in red ink on the right side of the picture.

6. Lending books during the student ID card processing period

- Required documents for borrowing
 - Identification card (Alien Registration Card or Passport)
 - Student ID Number

Guidelines for Dissertation Thesis Submission

1. Nomination of thesis supervising professor

- A. Thesis supervising professors must be selected within 6 months from admission to graduate school (prior to the end of their first semester).
- B. The change of thesis supervising professor is impossible. Ensure that you make your selection carefully and with discretion.

2. Foreign language examination and Comprehensive examination

In order to have a thesis considered for master or doctoral degrees, students must pass both the foreign language examination and comprehensive examination. For more information pertaining to these exams, please refer to the Graduate School academic regulations as well as the general thesis writing guidelines at the Graduate School homepage.

A. Foreign language examination

- Eligibility: Students who have completed at least one regular semester of enrollment
- The exam is conducted in English. However, foreign students from English-speaking countries take the exam in Korean, and non-English-speaking foreign students may take it in either English or Korean.
- Students with excellent scores in TOEIC, TEPS, TOEFL, IELTS, or TOPIK may be exempted from the exam if they meet certain criteria. However, only scores obtained within two years prior to the exemption application date are accepted.

Department	TOEIC	TEPS	TOEFL IBT	IELTS	TOPIK	SKA
Humanity and Social Science	750	594	85	6.0	4	중급2 이상
Natural Science	700	555	79	5.5	4	중급2 이상
Engineering	650	520	74	5.5	4	중급2 이상
Arts & Design and Health Science	550	450	63	5.0	4	중급2 이상

* TOPIK (Test of Proficiency in Korean) is applicable to international students except for overseas Korean residents and Korean-Chinese.

Those who have completed a special foreign language lecture offered by a graduate school do not need to

take a Foreign language examination.

B. Comprehensive examination

(1) Eligibility

- Master degree program: Students who have completed at least two thirds of credits (a minimum of 16 credits) required for graduation with a GPA of 3.0 (grade B) and higher
- Doctoral degree program: Students who have completed at least two thirds of credits (a minimum of 24 credits) required for graduation with a GPA of 3.0 (grade B) and higher

(2) Tested subjects

- Master degree program: Students select 2 types of Major Units (전공과목) from the courses that they have already taken. Students can apply for up to 1 units from the same professor.

- Doctoral degree program: Students select 3 types of Major Units (전공과목) from the courses that they have already taken. Students can apply for up to 2 units from the same professor.

3. Eligibility of submitting degree requesting thesis

For more information please refer to the Graduate School homepage ("주요학사안내 (Main Academic Information).")

- **Master's/Doctoral Program:** Students who are expected to graduate or have registered for research after completion
- **Master's and Doctoral Integrated Program:** Students who are expected to graduate or have registered for research after completion. However, for students who have withdrawn but have met the requirements for a master's degree, they will be considered under the master's program.
- Students with a cumulative GPA of 3.0 or higher
- Students who have passed the foreign language exam and the comprehensive exam
- Students who have successfully presented and passed the thesis defense

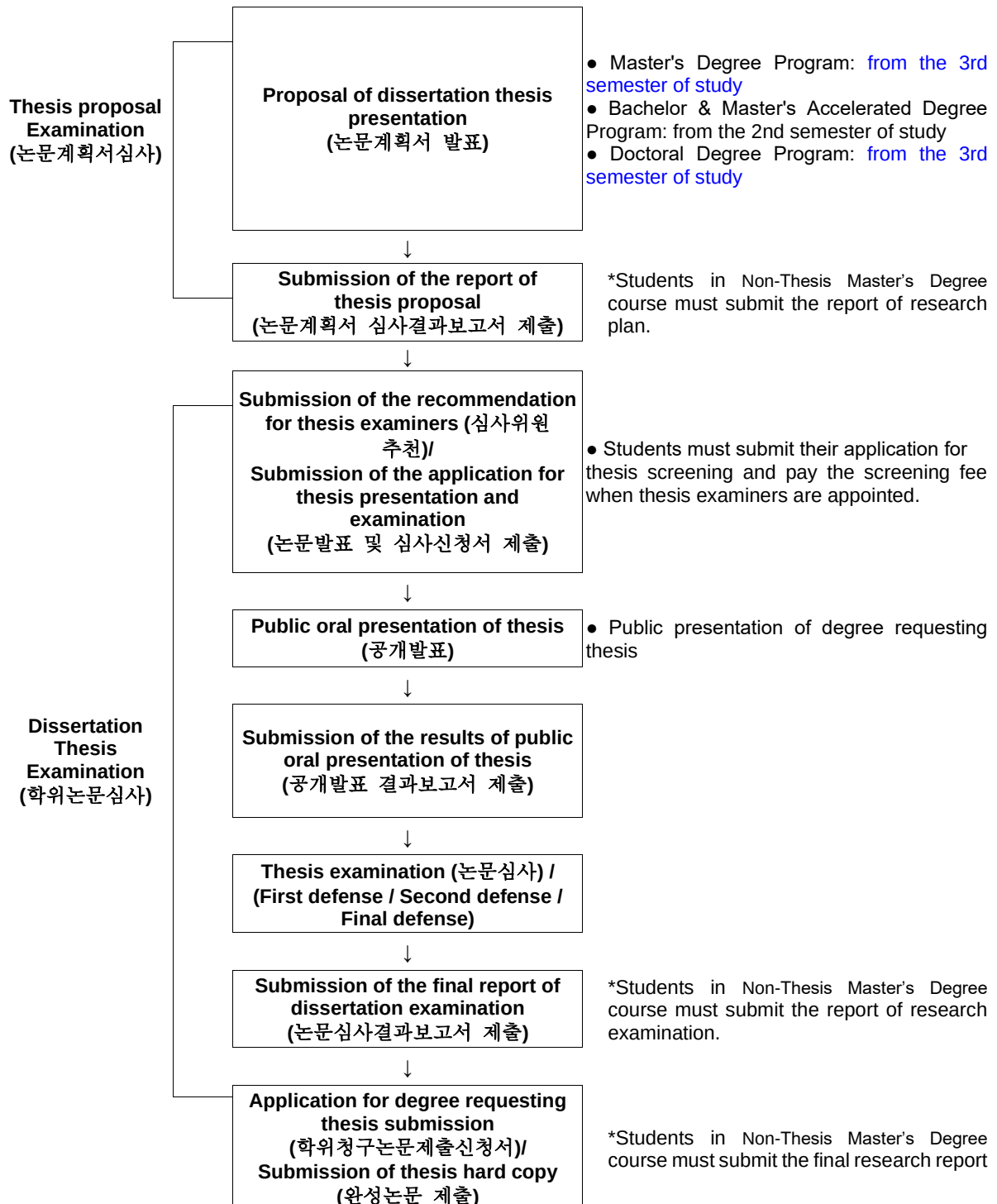
※ Students must successfully complete the thesis screening procedure **in order to obtain master or doctoral degrees**. As such, students must be well aware of the rules and regulations related to theses. These rules and regulations are posted on the Graduate School homepage under 학칙·규정·논문작성지침 (Academic rules·regulations·Thesis writing guidelines).

※ **Master's degree non- thesis course** (specified departments only)

1. Research report (project results equivalent to master's thesis, exhibition presentation results for art and sports departments, etc.) and 6 additional credits for major courses;
2. Presentation of at least one thesis as a main author (a first author or correspondent) of a renowned domestic journal (Candidates for registration of the Korea Research Foundation or higher) or international academic journal (SCIE, SCI, SSCI, A&HCI, SCOPUS)
3. For more information, check the guidelines for replacing the thesis on a master's degree of graduate school (checked the graduate school website)



Dissertation Thesis Examination



※ In order to obtain a Master's or Doctoral degree, you must complete the degree thesis review process. Please make sure to review the relevant information carefully.

※ Thesis Substitution Requirements for Non-Thesis Master's Programs (Applicable to designated departments only)

1. Completion of an additional 6 credits of major coursework
2. Publication of at least one paper as the lead author (first or corresponding author) in a reputable domestic academic journal (at least KCI-candidate level) or an international journal (SCIE, SCI, SSCI, A&HCI, SCOPUS)
3. For further details, please refer to the guidelines on the substitution of the Master's thesis, available on the Graduate School website.

Scholarships for Graduate Students

1. Daegu University Scholarships

(*The scholarships can be changed according to the University Budget)

A. Scholarship for international students

1) At the First Semester of study

* Eligibility and amount of tuition reduction

- Students who qualify one of the following requirements receive a tuition reduction accordingly.
- Students whose mother or official language is English, only TOPIK and DU TOPIK scores are applicable.
- This tuition reduction does not apply to the Korean Government Scholarship students.

* If students are eligible for more than two classifications of tuition reduction, they should choose one of them.

Classi- fication	TOEIC	TOEFL IBT	TEPS	IELTS	KOREAN			Amount of Tuition Reduction
					TOPIK (한국어 능력시험)	DU TOPIK	SKA	
A	800 and above	91 and above	637 and above	6.5 and above	Level 5	-	고급1이 상	60% of tuition
B	700 and above	79 and above	555 and above	6.0 and above	Level 4	-	중급2이 상	50% of tuition
C	650 and above	74 and above	520 and above	5.5 and above	Level 3	Students who pass the DU TOPIK.	중급1이 상	40% of tuition

- The scholarship will be awarded based on the applicant's proficiency in Korean or English. (However, for those whose native or official language is English, only TOPIK or the DU Korean Language Proficiency Test will be considered.)

- Applicants who are confirmed to be eligible for enrollment will receive the Research Encouragement Scholarship.

2) From the Second Semester to the Fourth semester of study

* Eligibility and amount of tuition reduction

- Students whose GPA of the previous semester are at least 70 points are eligible for the above-stated tuition reduction.

* If students are eligible for more than two classifications of tuition reduction, they should choose one of them.

*Scholarships cannot exceed tuition fees or be received in combination, except for the Academic Research Achievement Scholarship, Teaching Assistant Scholarship, Special Scholarships, and External Scholarships, which can exceed tuition fees and be received in combination.

B. Research Achievement Scholarship

1) Eligibility

- Students who are enrolled in Master or Doctoral program and publish articles in their major field of study within 2 years of study; Students who are enrolled as part-time or completed their coursework are excluded.
- Students who are enrolled in Master or Doctoral program majoring in Art and Physical Education and who are awarded in international/domestic competitions in their major field of study within 2 years of study; Students who are enrolled as part-time or completed their coursework are excluded.

2) Research Achievement Grade and Scholarship amount

- Grade A: Publishing articles in SCIE, SSCI or A&HCI Journals/ less than 1,200,000 Korean Won (KRW)
- Grade B: Publishing articles in SCOPUS journals or academic journals accredited by the Korea Student Aid Foundation (KOSAF)/ less than 500,000 KRW
- Grade C: Publishing articles in academic journals in the process of accrediting assessment by KOSAF, awarded in accredited international competitions, or awarded Special Selection Awards in the Korea National Art Competition or Korea Industrial Design Competition/ less than 400,000 KRW or less
- Grade D: Publishing articles in international general academic journals or journals presented by academic associations registered in KOSAF or the Korean Association of Academic Societies, or awarded a prize in nation-wide competitions/ less than 250,000 KRW or less
- Grade E: Awarding a Prize or Listing articles in proceedings of international academic conferences of which researchers' nationalities are more than two countries or in conference proceedings of the academic associations registered in KOSAF or the Korean Association of Academic Societies/ less than 200,000 KRW or less

3) Research Achievement Recognition

- The research achievement published in journals until the end of semester is recognized. For those who are enrolled in their final semester and who submit certificate of anticipating article publication, the research achievement published before graduation is recognized.
- When there are co-author(s) of articles or more than one participant of the competition award, the scholarship will be divided by the number of the participants (participants - one supervising professor).
- For articles published in the international general academic journal, its editors' group and board of directors should be composed with people who come from more than three different countries. And articles should be published in foreign languages.
- The research achievements which fall in the categories of Grade A, B, C, and D are recognized up to two times for each semester.
- The research achievement which belongs to Grade E is recognized once for each semester in the case that the upper Grade A, B, C, and D are not recognized.
- Scholarships should be provided within the budget of each fiscal year and the payment of Grade C, D, and E can be reduced when there are excessive applicants.

4) Disqualification

- Research Achievements conducted through government grants or outside research contract of the supervising professor or co-researchers
- Research Achievements on which students are not listed as Daegu University students

- c) Exhibitions and presentations conducted in Daegu University
- d) Research Achievements of which scholarship application is not submitted within two years of fully enrolled study

5) Required Documents

- a) Application form for "학술연구실적장학금 신청서 (Academic Research Achievement Scholarship)"
- b) A hardcopy of the article or a copy of article together with the cover and table of content of journal *Those who are enrolled in their final semester should submit certificate of anticipating article publication including the information on research participants' post and position.
- c) Original copies of pamphlet and relevant evidencing materials such as recorded tapes, slides, photos, relevant documents, trophies, or medals.

6) Research Encouragement Scholarship

Eligibility: All enrolled students

Master's: Up to 30% of tuition fees, up to 40% for new students who graduated from the university
Doctoral: Up to 30% of tuition fees, additional payment of admission fees for new students who graduated from the university

Access to Library

1. Opening Hours

구분		학기중		방학중	
		평일	토요일	평일	토요일
- 창파도서관	1~4F 자료실	09:00 ~ 21:00	휴관	09:00 ~ 17:00	휴관
	5F 자유열람실	06:00 ~ 23:00 (설, 추석 당일만 휴무)			
- 대구분관		09:00 ~ 21:00	휴관	09:00 ~ 17:00	휴관

도서관 휴관일

- 국경공휴일
- 개교기념일(5월 1일)
- 장서점검일(별도공고) 및 창파도서관장의 별도 공고

☞ Archives are open from 09:00 to 17:00 during Vacation Period.

☞ Days Library will be closed (limited to the archives).

- National holidays ■ University Foundation Day (May 1)
- Days to allow for the taking of general inventory (separate notice will be given)
- Library opening hours may change if necessary.

Library (Changpa Library) Guide

<Materials Lending>

- **Number of Items and Lending Period:** 15 books for 30 days (with 1 extension)
- **Reservation and Renewal**
 - You can check the current status of materials and extend the lending period through the "My Library" section (Lending/Reservation/Renewal) on the library website.
 - If all the materials you wish to borrow are "currently checked out," you can reserve them.
- **Late Fees:** Lending will be suspended for a period equal to the number of days the item is overdue.
- **Compensation:** If you lose or damage a borrowed book, you must compensate for it with the same book. If you cannot provide the same book, you must compensate with cash according to the library's compensation regulations (Article 5, Section 24).

<Electronic Resources>

- **Access:** Log in to the library website → go to the "Electronic Resources Search" page → use the integrated search (Discovery), academic databases, and electronic journals to search and access full-text materials.
- **Integrated Search (Discovery):** Supports integrated search for owned materials, electronic resources (academic databases, electronic journals, e-books), and free internet academic journals.
- **Electronic Journals:** Access full-text papers from domestic and international journals.
- **Academic Databases:** Search and access indexed and full-text information for papers published by domestic and international academic societies, publishers, and research institutions.
- **E-books:** Access various e-books from Kyobo Bookstore, YES24, and other platforms on PC, smartphones, etc.
- **Video Courses:** Free video courses for civil service exams, certification exams, and more.

- **Theses (Full Text):** Access full-text of graduate theses (master's and doctoral theses) from Daegu University.

<Library Services (Changpa Library)>

- **Interlibrary Loan (ILL) Service**
 - This service allows you to request materials that are not available in the library from domestic and international partner libraries.
 - **How to Apply:**
 1. Go to the library website → "Library Services" → "Interlibrary Loan" → "Search Request" tab → select materials → enter additional details → submit the application.
 2. Register as a personal member on RISS (set Daegu University Library as your affiliated library) and request materials directly from RISS. Once processed, you can visit the library to pay the fee and receive the materials.
 3. If applying through FRIC (Free Foreign Journal Support Center), go to the FRIC website → "Search" → "RISS Copy/Loan Request" → "Document Copy Request".
 - **Receiving Materials:** You will be notified via SMS and phone once the materials are ready. You can pick up the materials at the "International Periodicals Room" on the 2nd floor of the library after paying the fee (cash payment).
 - **Contact Information:** Library 3rd floor Literature Room (053-850-5475), Daegu Branch (053-650-8033)
 - **Fees and Processing Time:** Fees vary depending on the providing institution's DDS policy, and processing time may vary based on the circumstances.
- **Document Copy Service**
 - This service allows you to request copies of materials not owned by the library from domestic and international partner libraries.
 - **How to Apply:**
 1. Go to the library website → "Library Services" → "Document Copy" → "Search Request" tab → select materials → enter additional details → submit the application.
 2. Register as a personal member on RISS (set Daegu University Library as your affiliated library) and search directly for materials on RISS. Once processed, you can visit the library to pay the fee and receive the materials.
 3. If applying through FRIC, follow the same steps as above.
 - **Receiving Materials:** You will be notified via SMS and phone once the materials are ready. You can pick them up at the "International Periodicals Room" on the 2nd floor of the library after paying the fee (cash payment).
 - **Contact Information:** Library 2nd floor International Periodicals Room (053-850-5463-4), Daegu Branch (053-650-8033)
 - **Fees and Processing Time:** Fees and processing time may vary based on the providing institution's DDS policy.

2. Telephone Directory

Changpa Library (Academic Information Center)	Daegu Branch Library
---	----------------------

☎ general affairs			
☎ organization, dCollection	850-5451~2, 5458		
☎ a loan/return/creative fusion plaza	850-5455~6		
☎ continuous publications/references/academic DB/user training	850-5472~4	☎ Integrated data room	650-8031~2
☎ a social science/literary library/carriage	850-5463~4	☎ On-call room	650-8025
☎ Humanities, Science, Technology and Arts	850-5466, 5475	☎ FAX	650-8039
Archive User education/book delivery	850-5457, 5476~7		

Information for Legal Mandatory Education

Legal Mandatory Education

- 1) Education to prevent violence (sexual harassment, sexual violence, prostitution, domestic violence)
- 2) Education to improve awareness of the socially disabled.

All graduate students must take the Legal Mandatory Education

You must complete each course once a year after logging in to the SMAR LMS(스마트 LMS) on the Daegu University website (Details will be guided through the bulletin board of the graduate school website at the beginning of each semester).

(Figure 1) Daegu University Homepage (www.daegu.ac.kr) → Click on " SMAR LMS(스마트 LMS)" (refer to the Red circle as following)

logging in to the SMAR LMS(스마트 LMS)

(Figure 2)click to the 비정규과목(Non-regular Subjects)

The screenshot displays the Daegu University Smart LMS interface. At the top, there's a navigation bar with '교육현황', '커뮤니티', and '소개'. The main content area features a calendar for February 2022, a list of courses under '수강과목' (Enrollment Course) with '비정규과목' (Non-regular Course) highlighted, and a 'Quick Menu' with options like '수강과목', '마이페이지', '청강신청', 'FAQ', and '비교과 관리시스템'. The OCW section shows a list of courses with a video thumbnail.

Additional Information

1. Certificate Issuance

- **Daegu Campus:** Daegu Campus Administration Office on the 1st floor of the Main Building, and self-service issuance machine.
- **Gyeongsan Campus:** Academic Affairs Team (Seongsan Hall, L floor), Graduate School Administration Office (Seongsan Hall, 11th floor), East Welfare Building 1st floor, Changpa Library 1st floor, Career Support Center 1st floor, Biho Dormitory Administration Office 1st floor issuance machine.
- **Online Issuance:** Visit Daegu University website (www.daegu.ac.kr), go to the "Student Services" menu → "Certificate Issuance" → "Online Certificate Issuance."

2. Health Clinic Services

To manage the health of students and staff, prevent illnesses, and respond promptly to emergency medical cases on campus, the Health Clinic is available for your use.

- **Location and Contact Number:** 1st floor of the 2nd Student Union Building (☎ 053-850-4119)
- **Office Hours**
 - During the Semester: Monday to Friday, 09:30 AM - 05:00 PM (Lunch Break: 12:00 PM - 01:00 PM)
 - During Vacation Periods: On designated days, 09:30 AM - 05:00 PM
- **Services:** The on-duty staff provides emergency care for patients, and emergency medication is available free of charge.

3. Daegu University Insurance for students

A. Accidents on/off-campus in connection with classwork may be covered by Daegu University Insurance. For more detailed information, please contact the graduate school office.

- The insured: Undergraduate and graduate Students enrolled in Daegu University
- Maximum coverage
 - Medical treatment: two million won per person per accident
- Accidents covered by insurance

- Accidents on/off-campus in connection with classwork
- Accidents which happen on campus

B. Students studying at Daegu University must subscribe to Daegu University Student Insurance each semester (Please refer to the tuition bill or Research Registration bill)

4. Other campus facilities

A. Daegu Bank

- Location: 1st floor, Seongsan Hall
- ATM: You can find several ATMs on campus that are located on the 1st floor of the Seongsan Hall, Student Union Building 1 and 2, Ungji-gwan, Dormitory Administration Office Building, Main Gate, the Institute of Computer & Communication, and etc.

B. Post Office, Travel Agency, Book Store, Photocopy Center, Stationery Store (Art Supplies), Optical Store, Convenience store

- Location: 1st floor, Student Union Building 1, 2 and East community center

5. Others

- A. Students are expected to keep abreast of important dates related to their respective programs.
- B. For other inquiries please contact the Graduate School Office (Location: 11th floor, Seongsan Hall).
- C. Websites
 - Daegu University: <http://www.daegu.ac.kr>
 - General Graduate School: <http://grad.daegu.ac.kr>

6. Departmental Directory

- Registration/ Scholarships ☎ 053-850-5033
- Thesis / Foreign language and comprehensive examination / Dormitory ☎ 053-850-5036
- Budget ☎ 053-850-5034
- Admissions / Classes/ Foreign Student/ Certificates ☎ 053-850-5037/ ☎ 053-850-5038

Credit Transfer Application for Supplementary Unit Credits (보충과목 학점 인정원)

Degree Program	Master () Doctoral ()	Department		Major		Student ID #	
Name		Phone # Mobile Phone #		Admission year	Academic Year: - 1st Semester () - 2nd Semester ()		
Previous Education	Please write the information on your university from which transfer credit is requested (Name of University, Graduate School (if applicable), Department, and Major)						

The above stated person has majored in a different department from the current major or has come from a Special Graduate School or Professional Graduate School. As such he/she is required to complete the supplementary units at this Graduate School.

Please approve this request for 'credit transfer for the supplementary units' on the credits that are achieved from the previous schools as follows.

Classification	Previously completed units and credits		Requested Units and credits for recognition as supplementary units		Approved (Yes / No)
No.	Name of unit	Credits	Name of unit -Master degree : choose from curriculum of the undergraduate programs -Doctorate degree : choose from curriculum of the Graduate School with “*”	Credits	
1					
2					
3					
4					
5					
7					
8					
Total					

◆ For master degree programs up to 6 credits may be transferred while for doctoral degree programs up to 12 credits may be transferred.

◆ Required credits from the supplementary units for completion of coursework: 6 credits for Master degree programs and 12 credits for Doctoral degree programs

Attachment : 1. Official transcripts

2. 보충과목 학점인정 심사 의견서 (filled out by the department)

20 . . .

Applicant: (Signature)

Department Chair: (Signature)

To the Dean of Graduate School

담당	실장	원장

Daegu University Graduate School

보충과목 학점 인정원

과 정		학과		전공		학번	
성 명		연 락 처 휴대폰번호		입학년도		학년도 (전기 . 후기)	
출신학교	대학(교) 대학원 학과 전공						

위 학생은 비동일학과 또는 특수대학원 출신자로서 대학원에서 보충과목을 이수하여야 하는 바,

하위과정에서 취득한 학점을 아래와 같이 대학원 보충과목학점으로 인정받고자 하오니 승인하여 주시기 바랍니다.

구 분	기 이수과목 및 학점		보충과목으로 인정받고자 하는 과목 및 학점		인정 여부 (O/X)
	이 수 목 명	학 점	인 정 과 목 명 - 석사과정생 : 학부 교육과정 참고 - 박사과정생 : 대학원 교육과정 참고 (*가 있는 교과목만 인정)	학 점	
1					
2					
3					
4					
5					
6					
7					
계					

- ◆ 입학원서에 기재된 최종학력 성적만 인정
- ◆ 석사과정은 6 학점까지, 박사과정은 12 학점까지 인정
- ◆ 수료에 필요한 보충과목 학점 : 석사 6 학점, 박사 12 학점

첨부 : 1. 성적증명서(입학지원시 제출한 증명서) 1부.
2. 학점인정 심사 의견서 1부.

년 월 일

신 청 인 : (인)

학 과 장 : (인)

대 학 원 장 귀 하

담 당	실 장		원 장

보충과목 학점인정 심사 의견서

소 속			
학 번		성 명	

▶ 반드시 교육과정 내용을 기재하여 주시기 바랍니다.

기 취 득 내 용	본 대학원 학점인정 내용	
교과목명 및 교과목 내용	인정 교과목명 및 교과목 내용	인정 사유(학과 의견)

교과목명 : 내 용 :	교과목명 : 내 용 :	

위와 같이 보충과목 학점인정 심사 의견서를 제출합니다.

년 월 일

신 청 인 : (인)

학 과 장 : (인)

대 학 원 장 귀 하