

Academic Operations Guidelines of Pohang University of Science and Technology

(Undergraduate Program: September 7, 2026)

Chapter 1. Enrollment

1. Registration

- Students shall pay the prescribed tuition within the designated registration period each semester and complete course registration within the specified period.
- The tuition amount and payment period shall be announced prior to the start of the registration period.

A. Tuition Payment Standards: Semester / Amount of Payment

Classification	Semester	Tuition Payment	Remarks
Regular Semester	Up to the 8th semester	Full payment	Students who do not fall under any disqualification specified in the Scholarship Regulations shall pay only the amount remaining after deduction of any tuition reduction or exemption.
Extended Semester	9th semester and above	Partial payment based on the number of credits registered	1–3 credits: one-sixth (1/6) of the tuition for the semester 4–6 credits: one-third (1/3) of the tuition for the semester 7–9 credits: one-half (1/2) of the tuition for the semester 10 credits or more: full tuition for the semester

B. Installment Payment Application

- ① Students facing financial hardship may pay tuition in two (2) installments.

However, if additional installments are needed, the student may, with the approval of the academic advisor, apply to divide the payment into up to four (4) installments.

- ② Students wishing to apply for installment payment shall complete the online application process within the designated period.

C. Refund of Tuition

- ① This policy applies to students who have paid tuition to the University but subsequently fall under one of the following categories: those who decline admission, withdraw from the University, or are dismissed for failing to return from a leave of absence.
- ② In any of the following cases, the admission fee and tuition already paid shall be refunded in accordance with Paragraph D. Refund Criteria.
 - 1) When a student is unable to enroll (including readmission and transfer) or continue studies under applicable laws or regulations;
 - 2) When an admitted student declares an intention to forgo admission;
 - 3-1) When an enrolled student declares an intention to withdraw;
 - 3-2) When a student on leave of absence fails to return and is dismissed;
 - 4) When a student is unable to enroll or continue studies due to death, illness, natural disaster, or other unavoidable circumstances

D. Refund Criteria

- ① If the reason for a refund arises after the start date of the semester, the admission fee shall not be refunded. However, tuition (excluding the admission fee) shall be refunded according to the following standards.
- ② The amount of tuition refunded shall be determined as follows:
 - 1) Within 30 days from the start of the semester: five-sixths (5/6) of the

tuition;

- 2) From the 31st to the 60th day from the start of the semester: two-thirds ($2/3$) of the tuition;
 - 3) From the 61st to the 90th day from the start of the semester: one-half ($1/2$) of the tuition;
 - 4) After the 91st day from the start of the semester: no refund
- ③ If a student withdraws after becoming subject to dismissal under the University Statutes, or if there are other special circumstances recognized by the President, a refund may not be granted.

E. Refund Criteria for Students Exceeding the Duration of Study

- ① When a student returns to the University after paying tuition, any difference between the amount paid and the tuition corresponding to the number of credits registered upon return shall be refunded.
- ② When a student exceeding the duration of study takes a leave of absence after paying tuition, the tuition refund upon return shall be determined as follows:
 - 1) General leave of absence before the start of the semester: full refund;
 - 2) General leave of absence within one-fourth ($1/4$) of the instructional period: full refund;
 - 3) General leave of absence after one-fourth ($1/4$) but before one-half ($1/2$) of the instructional period: refund of one-half ($1/2$) of the tuition;
 - 4) General leave of absence after one-half ($1/2$) of the instructional period: no refund;
 - 5) Military leave of absence during the same semester following a general leave: full refund;

- 6) Military leave of absence: full refund
- ③ Students who withdraw during the semester shall receive a refund in accordance with the criteria specified in Section D above.

F. Prohibition of Dual Enrollment

Students of this University shall not be permitted to hold dual enrollment. However, exceptions may be granted in special cases recognized by the University.

Chapter 2. Academic Status

1. Leave of Absence and Return from Leave

A. Types of Leave of Absence

The types of leave of absence shall be as follows:

- 1) General Leave of Absence: Leave taken for reasons such as business startup (corporate establishment), illness, pregnancy, childbirth, childcare, or other unavoidable circumstances
- 2) Military Leave of Absence: Leave taken to fulfill mandatory military service obligations

B. Period for Submitting a Leave of Absence Application

Students wishing to take a leave of absence shall submit the application within the period specified below.

- 1) General Leave of Absence: Students who wish to take leave during the semester shall submit the application before three-fourths (3/4) of the instructional period has elapsed. However, leave for pregnancy,

childbirth, or childcare may be applied for until the end of the final examination period.

- 2) Military Leave of Absence: Students shall submit the application immediately upon receiving a notice of enlistment for the semester in which the enlistment date falls. However, if the enlistment date falls after the end of classes (the end of the final examination period), the student shall submit the application for military leave after the end of classes.

C. Restriction on Leave of Absence

Except for unavoidable reasons such as business startup (corporate establishment), illness, pregnancy, childbirth, childcare, or military enlistment, students shall not be permitted to take a leave of absence during their first semester after admission.

D. Procedures for Leave of Absence

- ① For a general leave of absence, the student shall complete the leave application form with a statement of reasons co-signed by the guarantor, obtain the approval of the academic advisor, and receive authorization from the President.
- ② A general leave of absence for business startup (corporate establishment) shall be permitted only when the student is registered as a corporate representative (including co-representative) or an internal director. The application shall include the business registration certificate, certified copy of the corporate registry, corporate seal certificate, and a list of shareholders, and must be approved by the academic advisor and authorized by the President.
- ③ A general leave of absence due to illness shall require submission of a medical certificate specifying a treatment period of at least four (4)

weeks, issued by a general hospital. The student shall obtain the approval of the academic advisor and authorization from the President.

- ④ For pregnancy or childbirth, a medical certificate shall be attached; for childcare—children aged eight (8) or under, or up to the second grade of elementary school—a family relationship certificate shall be attached. The student shall then obtain the approval of the academic advisor and authorization from the President.
- ⑤ A military leave of absence shall require submission of the enlistment notice, followed by the approval of the academic advisor and authorization from the President.
- ⑥ Students who are enlisted during a period of general leave or disciplinary suspension shall also submit an application for military leave of absence.
- ⑦ If a student who has taken military leave is discharged early (sent home), the student shall convert the military leave to general leave. However, if the discharge occurs within one-fourth (1/4) of the instructional period, the student may return to the University by submitting a discharge certificate.

E. Period of Leave of Absence

- ① A general leave of absence shall not exceed two (2) semesters at a time, and the total accumulated period of general leave shall not exceed four (4) semesters.
- ② Notwithstanding ①, the President may approve an additional leave of absence in any of the following cases, and such period shall not be counted toward the leave period under the stipulation outlined in ①:
 - 1) Leave of absence for business startup: up to four (4) semesters in

total

- 2) Leave of absence for pregnancy, childbirth, or childcare: up to four (4) semesters per child (provided that male students may take only up to two (2) semesters of childcare leave); in the case of multiple births, the children shall be deemed to constitute one child
- 3) Cases other than 1) and 2), where a student is unable to continue coursework due to illness, natural disaster, or other unavoidable circumstances
- ③ A military leave of absence shall be limited to the period of mandatory service prescribed by the Military Service Act and shall not be counted toward the total number of leaves of absence.
- ④ (Deleted)

F. Academic Record of Students on Leave of Absence

If a student takes a leave of absence during a semester, grades for that semester shall not be recognized under any circumstances, and all course registrations shall be automatically canceled.

G. Return from Leave of Absence

- ① See Article 25 of the University Statutes.
- ② A student who has taken a leave of absence for business startup shall return to the University in the semester during which the reason for leave ceases to exist.
- ③ Return from military service shall be permitted only within one (1) year after discharge (meaning that the student must be in enrolled status within one year of discharge). The student shall submit a copy of the discharge certificate or a certified copy of the resident registration

indicating military service details.

H. Tuition upon Return from Leave of Absence

Tuition upon return from leave of absence, based on the timing of the leave and any prior payment, shall be determined as follows:

- 1) General leave of absence before the start of the semester: full exemption;
- 2) General leave of absence within one-fourth ($1/4$) of the instructional period: full exemption;
- 3) General leave of absence after one-fourth ($1/4$) but before one-half ($1/2$) of the instructional period: payment of one-half ($1/2$) of the tuition;
- 4) General leave of absence after one-half ($1/2$) of the instructional period: full payment of tuition;
- 5) Military leave of absence during the same semester following a general leave: full exemption;
- 6) Military leave of absence: full exemption.

2. Withdrawal and Dismissal

A. Withdrawal

- ① See Article 26 of the University Statutes.
- ② Timing: Withdrawal may be requested at any time while enrolled; however, an application to withdraw from the given semester shall be submitted by the end of the final examination period.
- ③ Grading: Grades for a semester in which withdrawal occurs shall not be recognized under any circumstances.

B. Dismissal

- ① See Article 27 of the University Statutes.
- ② In the case of dismissal due to academic warnings, the following procedures shall apply:
 - 1) Notification and confirmation of dismissal candidates (by the department academic affairs staff, the student, academic advisor, and Department Head);
 - 2) A student who receives three (3) cumulative academic warnings shall be dismissed following deliberation by the University Administration Council;
 - 3) However, if there are extenuating circumstances and the academic advisor and Department Head petition that the student has potential for academic recovery, the dismissal may be deferred with the deliberation of the University Administration Council and approval of the President. If the student receives another academic warning after such deferment, the student shall be deemed incapable of further academic progress;
 - 4) A student who objects to a dismissal decision made by the University Administration Council under Article 27 of the University Statutes may file an appeal pursuant to Article 27-2. Appeals of the Statutes. The same petition procedures shall apply when submitting such an appeal.

C. Refund of Tuition for Withdrawn or Dismissed Students

- ① Within 30 days from the start of the semester: five-sixths ($5/6$) of the tuition
- ② From the 31st to the 60th day from the start of the semester: two-thirds ($2/3$) of the tuition

- ③ From the 61st to the 90th day from the start of the semester: one-half (1/2) of the tuition
- ④ After the 91st day from the start of the semester: no refund

3. Graduation

A. Graduation Requirements

Refer to Articles 30 and 34 of the University Statutes for graduation requirements

B. Timing of Graduation

- ① Graduation shall be held twice a year:
 - 1) Spring Commencement: Friday of the second week in February
 - 2) Fall Commencement: Friday of the second week in August
- ② Students graduating in the fall shall participate in the joint commencement ceremony held together with spring graduates.

C. Graduation Credits

The following table presents the minimum graduation credit requirements for each department, effective for students admitted in the 2026 academic year.

Department	General Education Courses		Basic Education Courses		Major Courses			Free Electives	Total
	Required	HSSE*	Required	Elective	Required	Elective	Subtotal		
Mathematics	12	18	26	5	15	33	48	16	125
Physics	12	18	26	5	27	27	54	15	130
Chemistry	12	18	26	5	30	19	49	15	125
Life Sciences	12	18	26	5	25	27	52	15	128
Materials Science & Engineering	12	18	26	5	25	32	57	10	128
Mechanical Engineering	12	18	26	5	34	25	59	9	129

Department	General Education Courses		Basic Education Courses		Major Courses			Free Electives	Total
	Required	HSSE*	Required	Elective	Required	Elective	Subtotal		
Industrial & Management Engineering	12	18	26	5	27	30	57	11	129
Electrical Engineering	12	18	26	5	28	31	59	10	130
Computer Science & Engineering	12	18	26	5	34	27	61	9	131
Chemical Engineering	12	18	26	5	30	25	55	15	131
Biomedical Engineering	12	18	26	5	23	35	58	9	128
Semiconductor Engineering	12	18	25	5	26	34	60	–	120

* HSSE: Humanities and Social Sciences Electives

D. Program Completion Requirements

- ① In accordance with Article 34 of the University Statutes, program completion may be recognized in the following cases:
 - 1) *For students admitted in 2008 or later:* when the student has not obtained the English proficiency certification
 - 2) *For students admitted in 2007 or earlier:* when the student has completed the prescribed curriculum under the University Statutes but has not achieved a TOEFL score of 550 (CBT 213, iBT 59 excluding Speaking) or higher
- ② Students wishing to apply for program completion shall fill out the Program Completion Application form, obtain approval from their academic advisor, and submit it to the Office of Academic Affairs by the degree conferment date of the relevant semester.
- ③ *Degree Conferment after Program Completion*
 - 1) *For students admitted in the academic year of 2026 or later: the degree shall be conferred at the end of the semester in which the student achieves Tier 1 placement in the English Program courses.*

- 2) *For students admitted from the academic year of 2018 to 2025:* the degree shall be conferred at the end of the semester in which the student achieves Tier 2 placement in the English Program courses.
- 3) *For students admitted from 2008 to 2017:* the degree shall be conferred at the end of the semester in which the student achieves Tier 1 placement in the English Proficiency Certification program.
- 4) *For students admitted up to 2007:* the degree shall be conferred at the end of the semester in which the student passes the TOEFL test, regardless of the period elapsed. However, if the student fails to achieve a TOEFL score of 550 or higher within one (1) year after program completion, the degree may still be conferred upon submission of a TEPS score of 680 or higher or a TOEIC score of 800 or higher.

E. English Program

To strengthen the English proficiency of undergraduate students, the University has implemented the English Program for all freshmen admitted from the 2018 academic year onward. Graduation requirements according to the year of admission shall follow the provisions in Appendix 1.

F. Korean Language Program

To enhance the Korean proficiency of international undergraduate students, the University has implemented the Korean Language Program for all freshmen admitted from the 2026 academic year onward. Graduation requirements according to the year of admission shall follow the provisions in Appendix 2.

G. Completion of STC Courses

- ① STC (Science & Technology Core) courses are designated to strengthen

students' foundational scientific and engineering competencies, thereby enhancing their advanced research and interdisciplinary capabilities. Students are encouraged to take these courses in their third semester.

- ② Graduation requirements and the list of STC courses according to the year of admission and department shall follow the provisions in Appendix 3.

H. Requirements for Graduation Thesis Review

- ① Details concerning the graduation thesis under Article 46 of the University Statutes are as follows.

Department	Category	Details	Note
Mathematics	Graduation Thesis Review or Comprehensive Graduation Examination	- Graduation Thesis: For students with outstanding academic performance in their major - Comprehensive Graduation Examination covers Basic Required and Major Required (MR) courses.	—
Physics	Graduation Thesis Review	—	—
Chemistry	—	—	—
Life Sciences	Graduation Thesis Review	LIFE402 Undergraduate Thesis (MR)	Course Completion
Materials Science & Engineering	Laboratory Report (Project Presentation) or Graduation Thesis Review	AMSE405 Integrated Design of Materials and Processes III (MR) AMSE406 Integrated Design of Materials and Processes IV (MR), or AMSE499I Senior Research Project I (MR), AMSE499II Senior Research Project II (MR)	Course Completion
Mechanical Engineering	Laboratory Report (Project Presentation)	MECH434 System Design: Capstone Design (MR)	Course Completion
Industrial & Management Engineering	Laboratory Report (Project Presentation)	IMEN331 Introduction to Smart Manufacturing (MR) IMEN431 Capstone Design (MR)	Course Completion
Electrical Engineering	Laboratory Report (Project Presentation)	EECE391 Capstone Design Project I (MR) EECE492 Capstone Design Project II (MR)	Course Completion

Computer Science & Engineering	Laboratory Report (Project Presentation)	CSED499I Research Project I (MR) CSED499II Research Project II (MR)	Course Completion
Chemical Engineering	Graduation Thesis Review	CHEB427 Chemical Engineering Capstone Design (MR)	Course Completion
Biomedical Engineering	Laboratory Report (Project Presentation)	CITE201 Convergence IT DesignI: Fundamentals (MR) CITE202 Convergence IT DesignII: Basic Design (MR) CITE301 Convergence IT DesignIII: Advanced Design (MR)	Course Completion
Semiconductor Engineering	—	—	—

4. Readmission

A. Eligibility

Refer to Article 17 of the University Statutes

B. Approval and Procedures

Applicants for readmission shall complete the Readmission Application Form, attach an official transcript, and obtain approval from their former academic advisor and Department Head prior to dismissal. The application, co-signed by the guarantor, shall then be submitted to the departmental office.

C. Academic Status

Students readmitted to the University shall retain all prior academic records, including year level, semester standing, academic history, honors, and disciplinary actions (such as academic warnings) from the point before dismissal.

D. Credit Recognition

Credits previously earned by readmitted students shall be re-evaluated.

E. Registration

Students granted readmission shall pay a readmission fee in addition to the prescribed tuition.

5. Transfer Admission

A. General Provisions

- ① *Enrollment Time Limit:* Pursuant to Article 6 of the University Statutes, the enrollment time limit shall be set at one and a half (1.5) times the remaining duration of study
- ② *Change of Major:* Transfer students shall not be permitted to change their major.
- ③ *Graduation Honors:* Transfer students shall be excluded from graduation honors.
- ④ *General Leave:* The total number of semesters of leave shall not exceed three (3) semesters for students admitted as second-year transfers, or two (2) semesters for those admitted as third-year transfers.
- ⑤ *Academic Warning:* Transfer students shall be dismissed upon receiving two (2) cumulative academic warnings.

B. General Transfer

- ① *Student ID Number:* The student ID number shall correspond to that of the sophomore or junior cohort of the year of transfer admission.
- ② *Credit Transfer from Previous University:* For general transfer students, credits earned at the previous university may be reviewed and recognized as credits of this University. However, the total number of recognized credits shall not exceed one-half (1/2) of the total graduation credits.
- ③ *Credit Exchange:* Up to one-sixth (1/6) of the total graduation credits

may be recognized through credit exchange programs. However, combined with transferred credits from the previous university, the total shall not exceed one-half (1/2) of the total graduation credits.

- ④ *Graduation Credits:* The same graduation credit requirements as those for newly admitted students shall apply.

C. Academic Transfer (Bachelor's Degree Holders)

- ① *Student ID Number:* The student ID number shall correspond to that of the junior cohort of the year of transfer admission.
- ② *Credit Exchange:* Up to one-third (1/3) of the total graduation credits may be recognized through credit exchange programs.
- ③ *Credit Requirements and Course Completion*
- 1) Exemption from Basic, General, and Practical General Education Courses
 - Basic, general, and practical general education courses shall be regarded as completed based on coursework completed at the previous institution.
 - If a student wishes to take general education courses, they may do so within the range of free elective credits.
 - 2) Major Course Requirements
 - Each department shall determine the required major courses and the number of major credits for transfer students.
 - If a student has completed required courses at a previous university, such courses may be exempted upon request. However, the student must replace the exempted credits with major elective or free elective courses as designated by the department.

- Exempted required courses shall not be listed on the academic transcript.

6. Selection of Major Department (Applicable to students admitted in 2018 and thereafter)

A. Eligibility: Students admitted under a single-track system may select their major department after completing three (3) regular semesters.

B. Application Period: Prior to the beginning of each semester

C. Admission Capacity by Department: No quota is imposed. ~~(However, the Department of Convergence IT Engineering is limited to 20 students per class-year, applicable from the Class of 2021.)~~

D. Prerequisite Courses and Requirements by Department: None.

7. Change of Major (Applicable to students admitted in 2018 and thereafter)

A. Definition: Refers to the change of a student's major and affiliated department.

B. Eligibility and Timing: As prescribed in Articles 20 and 21 of the University Statutes.

C. Procedures: Students shall submit a Change of Major Application Form to the Office of Academic Affairs and obtain final approval from the President.

D. Curriculum After Transfer: Students who have changed their major shall complete the courses designated by the department to which they have transferred.

8. Update of Academic Records

- ① A student whose academic record differs from the information on the resident registration shall submit a “Student Record Adjustment Form”, along with relevant documents specifying the reason for the change, to the Office of Academic Affairs.
- ② *Major items subject to change include:* Name, date of birth, and resident registration number.
- ③ Required documents: certified copy or abstract of the resident registration.

Chapter 3. Curriculum and Course Registration

1. Curriculum Operation

The curriculum is divided into the Common Curriculum and the Major Curriculum according to their characteristics and is organized as follows:

Common Curriculum				Major Curriculum		Free Electives
Foundational Grounding		Humanities Grounding				
BER	BEE	GER	HSSE	MR	ME	

All courses are classified by their characteristics: [General Education Requirements (GER); Humanities and Social Sciences Electives (HSSE); Basic Education Requirements (BER); Basic Education Electives (BEE); Major Requirements (MR); Major Electives (ME); Free Electives (FE); Minor(MN);

Double Major (DM); Research Courses (RC); Activity Based Curriculum Requirements (ABCR); Activity Based Curriculum Electives (ABCE)]

※ Courses offered under the subcategories of Common Curriculum and under the Free Elective category are classified and categorized as General Education courses.

A. General Education Requirements (GER)

These are mandatory general education courses that all students must complete. The requirements vary by class year as follows:

- ① *Students admitted in 2017 or earlier:* Students must complete a total of 14 credits, including Writing (2 credits), English Certification Program (4 credits), Physical Education (2 credits), and Integrated HASS (6 credits). [Physical Education: 2 credits in total—Physical Fitness (1 credit) and one additional course such as Kumdo (1 credit).]
- ② *Students admitted in 2018–2019:* Students must complete a total of 13 credits, including Writing (2 credits), English Program (4 credits), Physical Education (2 credits), Integrated HASS (3 credits), and Future Planning for College Life I and II (2 credits). [Physical Education: 2 credits in total—Physical Fitness (1 credit) and one additional course such as Kumdo (1 credit).]
- ③ *Students admitted in 2020 or later:* Students must complete a total of 12 credits, including Writing (2 credits), English Program (4 credits), Physical Education (2 credits), Integrated HASS (3 credits), and Future Planning for College Life I and II (1 credit). [Physical Education: 2 credits in total—Physical Fitness (1 credit) and

- ④ one additional course such as Kumdo (1 credit).]
- ⑤ *Students admitted in 2026 or later:* Students must complete a total of 12 credits, including Writing (2 credits) or the Korean Language Program (2 credits), English Program (4 credits), Physical Education (2 credits), Integrated HASS (3 credits), and Future Planning for College Life I and II (1 credit). [Physical Education: 2 credits in total—Physical Fitness (1 credit) and one additional course such as Kumdo (1 credit).]

B. Humanities and Social Sciences Elective Courses (HSSE)
(formerly General Education Elective Courses (GEE))

- ① *Students admitted in 2026 or later:* In addition to the General Education Requirements above, students must complete at least 18 credits in Humanities and Social Sciences Electives, including a minimum of 3 credits each from Humanities/Arts and Social Sciences. In addition, at least three (3) credits must be completed from 400-level courses.

C. Basic Education Courses

These serve as foundational subjects for major study and are classified into Basic Education Requirements (BER) and Basic Education Electives (BEE).

Category	2023 Entrants and After
BER	Introduction to Artificial Intelligence
	Calculus I and II
	General Physics: Mechanics & Waves or General Physics(H): Mechanics & Waves;
	General Physics: Electromagnetism & Optics or General Physics(H): Electromagnetism & Optics; General Physics Lab I
	General Chemistry I; General Chemistry Lab I
	General Life Sciences
	Programming and Problem-solving
	Exploring Major
	26 Credits

BEE	Design & Build Physics Lab; General Physics Recitation: Mechanics & Waves; General Physics Recitation: Electromagnetism & Optics; General Chemistry II; General Chemistry Lab II; General Life Sciences Lab; Departmental Introductory Course (up to two); Introduction to Programming; Entrepreneurship and Technological Innovation; Creative Value Design Studio; Freshman Research Participation; Introduction to Environmental Science
	Get 5 Credits
Total	31 Credits

**Applicable to students admitted through the Mueunjae School of Undergraduate Studies*

D. Major Requirements (MR)

MRs are mandatory courses that must be completed to satisfy the requirements of the student's major. The number of required credits varies by department. Depending on the department, major required courses may be further classified as common MRs or Designated Major Electives (DME; selective Major Required courses).

E. Major Electives (ME)

MEs refer to all major courses not designated as required. Students may select and complete these courses according to their specific area of interest within the major or with consideration for their intended field of graduate study. In some departments, certain courses offered by other departments are officially recognized as "Approved Major Courses Offered by Other Departments." Students in such departments may take those courses and have them counted as major electives.

F. Free Electives (FE)

FEs are courses that students may freely select from general education or major courses offered by other departments outside their primary major, based on their personal interests. Undergraduate students may also take

courses offered by the Graduate Institute of Ferrous Technology (a professional graduate school in the University) and have them recognized as free electives. Students who take multiple courses in a particular field and develop strong interest may, based on the courses they have completed, pursue a minor, interdisciplinary minor, or double major.

G. Activity Based Curriculum Requirements (ABCR) (Applicable only to students admitted between 2011 and 2017)

H. Activity Based Curriculum Electives (ABCE) (Applicable only to students admitted between 2011 and 2017)

I. Substitution of Required Courses

The University may, upon deliberation by the Education Committee, designate and operate substitute courses for required courses.

J. Minor and Interdisciplinary Minor Courses

Refer to the section on Minor and Interdisciplinary Minor Programs.

K. Double Major Courses

Refer to the section on Double Major Programs.

L. Writing Intensive Course in HASS (Applicable only to students admitted between 2018 and 2020)

2. Class Schedule Organization

A. Daily Class Schedule

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
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75-minute Classes	08:00– 09:15	09:30– 10:45	11:00– 12:15	12:30– 13:45	14:00– 15:15	15:30– 16:45	17:00– 18:15	18:30– 19:45
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B. Student-centered Class Scheduling

- ① Classes and laboratory sessions shall be scheduled evenly throughout the weekdays (Monday–Friday) and across class periods.
- ② Consecutive two-day classes (e.g., Monday–Tuesday, Tuesday–Wednesday) and three consecutive hours of classes in a single day shall not be permitted. However, exceptions may be granted with the approval of the Vice President of Academic Affairs in unavoidable circumstances.
- ③ Classes after 7:00 p.m. should be avoided.

C. Changes to Course Offerings

After the class schedule has been finalized, if a situation arises that requires the *addition or cancellation of a course, or a change in class time or instructor*, an “Course Change Form” must be submitted for approval by the Vice President of Academic Affairs.

D. Class Cancellations and Make-up Classes

If a class must be canceled during the semester due to unavoidable circumstances, a make-up class shall be conducted before or after the cancellation to ensure fulfillment of the instructional hours prescribed in the University Statutes.

3. Course Registration

A. Course Registration Period and Procedures

- ① Course registration period:

- *Summer/Winter Session*: 12th week of the preceding semester
- *Regular Semester*: From the 6th to the 8th week prior to the start of the semester

※ *The registration period may be adjusted as necessary for University operations.*

- ② Students shall select courses for the following semester under the guidance of their academic advisor, complete online registration within the designated period, and obtain the advisor's approval.
- ③ Students shall not be permitted to enroll in courses taught by their lineal ascendants (parents and grandparents). (Effective February 11, 2019)

B. Credits for Course Registration

- ① Students whose grade point average (GPA) in the previous semester is 3.4 or higher and who have no failing grades (F) may, with the approval of their academic advisor, register for credits exceeding the maximum credit limit.

[Credits per Semester]

Category	2000–2008 Entrants	2009 and 2010 Entrants	2011 Entrants and After
Maximum	18 credits	20 credits	22 credits
Standard	15 credits	15 credits	15 credits
Minimum	10 credits	10 credits	10 credits
Exceeding Maximum	No credit limit (applicable to students who meet the conditions specified in Subparagraph ① above)		

- ② Students who received an academic warning in the previous semester shall be limited to a maximum of 15 credits for course registration. However, with the approval of their academic advisor, they may register for up to 20 credits.

C. Course Numbers

- ① Course numbers consist of four alphabetic characters followed by three

digits. The four alphabetic characters indicate the department offering the course (however, they are categorized by area in the case of the Division of Humanities and Social Sciences), while the first of the three digits represents the academic year (level of difficulty), and the remaining two digits serve as a unique identifier.

- ② Courses in the 100 range indicate first-year level, those in the 200 range second-year, 300 range third-year, and 400 range fourth-year. Courses numbered from 500 to 800 indicate graduate-level courses.

However, course numbering does not necessarily restrict or determine eligibility for enrollment. Accordingly, a second-year student may take a 300-level course, and a fourth-year student may take a 300-level course or, with the approval of their academic advisor, a 500-level or higher course.

D. Prerequisite Courses

Some courses may have designated prerequisites, which are categorized as *(required) prerequisites* and *recommended prerequisites*. A required prerequisite is a course that must be completed prior to enrolling in another course, while a recommended prerequisite is one that is advised for better understanding of the subsequent course.

E. Course Registration Confirmation and Adjustment

- ① Course registration adjustments (adding or dropping courses) shall take place on the third day after the start of classes. No changes shall be allowed after the adjustment period; therefore, students must exercise particular caution.
- ② To modify previously registered courses, students must make the changes online and obtain approval from their academic advisor.

- ③ During the third week of the semester, students must verify through the system that all course registrations and adjustments have been correctly processed.

F. Course Withdrawal

- ① If a student wishes to withdraw from a registered course after the course registration adjustment period, the change must be entered into the system and approved by both the course instructor and the academic advisor.
- ② Courses withdrawn between the 4th and 9th weeks after the start of the semester shall be marked as “W” (Withdrawal). A “W” is excluded from both credit and grade point average (GPA) calculations.
- ③ When a student retakes and earns a grade for a previously withdrawn course, the earlier record of withdrawal shall be deleted, and the new course shall be marked “RW” (Repeated after Withdrawal) before the course classification. (If the withdrawn course is not retaken, the “W” mark remains.)

G. Course Retake

- ① A student may retake any previously completed course, regardless of the grade obtained. (This also applies to courses with a failing grade “F.”)
- ② The maximum grade that may be awarded upon retaking a course is B+.
- ③ When a student retakes a course, the original grade shall be deleted from the transcript, and only the most recent grade shall be recognized, marked with “R” (Repeated Course) before the course classification.
- ④ There is no limit to the number of times a course may be retaken.

- ⑤ However, courses graded as “S” (Satisfactory) may not be retaken.

4. Course Evaluation

- A. Course evaluations shall be carried out each semester to collect student feedback and improve the quality of instruction.
- B. For regular semesters, midterm course evaluations shall be carried out over a three-week period beginning in the 6th week of each semester, and final course evaluations shall be carried out over a two-week period beginning in the 14th week of each semester. For summer and winter sessions, course evaluations shall be carried out over a one-week period during the final week of classes for the course.
- C. All courses taken during the semester are subject to evaluation, except for courses with fewer than five enrolled students, research participation courses, and those specifically exempted by the Vice President of Academic Affairs.
- D. Course evaluations shall be carried out online, and the results are made available to all members of the University community.

Chapter 4. Grades and Credit Acquisition

1.Examinations and Grades

A. Examinations

- ① There are regular examinations (midterm and final), as well as

occasional assessments such as quizzes, reports, laboratory and practice reports, and design assignments. In addition, certain courses may have special examinations for credit acquisition.

- ② Although the timing, frequency, and grading weight of these assessments may vary by instructor, midterm exams are generally held in the 8th week and final exams in the 16th week of the semester.
- ③ Examinations for Basic Education Requirements and General Education Requirements courses take place according to the official examination schedule, while examinations for other courses shall be carried out at times and locations designated by the course instructor.

B. Grading

- ① In general, courses that include both lectures and laboratory sessions shall be graded on a letter grade basis. However, for courses such as seminars, thesis research, or project-based evaluations where it is difficult to assign precise grades, performance may be assessed as S (Satisfactory) or U (Unsatisfactory) based on the student's level of achievement.
- ② Certain basic courses designated by the President shall be graded on an S/No Record basis.
- ③ The preparation, printing, storage, and grading of examination papers, as well as the proctoring of examinations, shall be carried out under the responsibility of the course instructor, who shall also retain the answer sheets and attendance records.

C. Grade Submission and Correction Period

- ① Course instructors shall submit the final grade report within 14 days after

the completion of final examinations.

- ② If a correction to a submitted grade is required after the grade submission deadline, the instructor must submit a “Grade Correction Request Form” with supporting documentation within seven (7) days from the deadline and obtain approval from the Vice President of Academic Affairs.

D. Calculation of Grade Point Average (GPA)

- ① The grade points for each course shall be calculated by multiplying the grade point by the number of course credits. The GPA shall be obtained by dividing the total grade points earned by the total number of registered credits. The formula is as follows:

$$\text{GPA} = (\text{Grade Point} \times \text{Credits; sum of grade points earned}) \div (\text{Total number of credits from registered courses})$$

- ② When calculating the GPA, values shall be rounded to the nearest second decimal place.
- ③ Grades of S (Satisfactory) are counted as earned credits but are excluded from GPA calculations.

E. Make-up Examinations

- ① Students who are unable to take an examination due to illness or other unavoidable circumstances must submit a “Make-up Exam Request Form” with supporting documents to the course instructor prior to the start of the examination and obtain approval.
- ② For courses in which a make-up examination has been approved, a temporary grade of “I” (Incomplete) shall be assigned until the final grade is determined based on the make-up examination results. If the

student fails to take the make-up examination, the grade shall be recorded as “F.”

F. Attendance Requirements

- ① Students must attend at least three-fourths (3/4) of the total class hours for each course in order to receive credit and a grade.
- ② (Deleted)

2. Credit Transfer

A. Credit Transfer with Domestic Universities

- ① **Eligibility**
 - 1) *Regular Semester:* Only students who have completed at least two (2) semesters of enrollment at the time of application are eligible to apply. Credit transfer is not permitted in the graduation semester.
 - 2) *Seasonal Semester:* Students currently enrolled at the University, including those scheduled to return to regular enrollment immediately after the seasonal semester, are eligible to apply.
- ② **Course Registration:** Students must obtain approval from their academic advisor and complete course registration during the course registration period of the University. The University shall notify the host university of the registration results.
- ③ **Course Completion:** Basic courses and General Education Requirements must be completed at the University. Courses equivalent in content to those already completed at the University may not be taken again. In principle, repeated enrollment in courses taken at the host university shall be done at that same university. However, exceptions may be made if an equivalent substitute course exists at the University.

④ Grading and Credit Recognition

- 1) Grades for courses taken at the host university shall be evaluated according to the host university's regulations. Credits and grades shall be fully recognized, recorded as earned, and included in GPA calculations. (Effective from the 2015 summer semester.)
- 2) All grades earned shall be recorded and may not be treated as "Withdrawal."
- 3) *Credit Recognition*: Credits earned through credit transfer shall initially be classified as Free Electives. To have such credits recognized as Major or General Education courses, students must complete and submit the "Application Form for Change of Course Classification of Credit Transferred from Domestic Universities", with approval from the relevant course instructor and academic advisor, to the Educational Affairs Team.
 - ※ For elective courses affiliated with Humanities and Social Sciences, confirmation by a faculty member of the Curriculum Committee at the Division of Humanities and Social Sciences is required.
- 4) *Deadline for Reclassification*: The "Application Form for Change of Course Classification of Credit Transferred from Domestic Universities" must be submitted within one-fourth (1/4) of the instructional days of the semester immediately following the completion of the credit transfer (based on the regular semester schedule).

⑤ Tuition Fees

- 1) Tuition for regular semesters shall be paid to the University, while tuition for seasonal semesters shall be collected according to the host university's fee schedule and paid directly to the host university.

- 2) Students enrolled beyond the standard enrollment period who participate in credit transfer during a regular semester shall be charged full tuition, regardless of the number of credits taken. However, if proof of course enrollment is submitted by one-half (1/2) of the instructional period, tuition may be recalculated and refunded in accordance with the tuition payment standards specified in Article I.1.A of the Tuition Payment Regulations.

B. Credit Transfer with Foreign Universities

(Applicable to participants from the second semester of 2021)

- ① **Eligibility:** Only students who have completed at least two (2) semesters at the University at the time of application are eligible to apply, including those scheduled to return to regular enrollment during the semester of participation. For seasonal semesters, students who plan to return to regular enrollment immediately before or after the semester are also eligible. Other detailed eligibility criteria shall follow the selection standards of each program.
- ② **Course Registration:** Students must receive course advising from their academic advisor on the courses they intend to take at the host university, following the same registration procedures as at the University. There is no minimum number of credits required for course registration; however, students must meet the minimum credit acquisition requirements prescribed in Subparagraph ⑤.
- ③ **Course Completion:** Students are encouraged to take major-related courses. Courses identical in content to those already completed at the University, as well as repeated courses, shall not be recognized for the University credit. Basic courses and General Education Requirements must be taken at the University. Credits earned in a seasonal semester

taken at the same university immediately before or after a regular semester may be counted toward that regular semester.

④ **Credit Recognition:**

- 1) Only official transcripts issued by the host university, including electronic official transcripts, shall be accepted.
- 2) Course titles shall be recorded on the transcript exactly as issued by the host university. Credits earned shall be recognized only after separate approval. Recognized credits shall count toward the graduation credit requirements and shall be recorded as S/U (Satisfactory/Unsatisfactory).
- 3) Grades earned may not be treated as “Withdrawal.”
- 4) Students must submit course syllabi and supplementary materials that may serve as reference documents for credit recognition.
- 5) *Credit Recognition Procedure* (Applicable from the 2018 academic year):
 - i) *Major/General Education Courses:*
 The student brings the transcript, → consults the academic advisor, → and visits the equivalent department or course instructor to request credit recognition. → The academic advisor confirms the request. → The student submits the request to the department and the Educational Affairs Team. → The Educational Affairs Team approves credit recognition and reflects the results on the student’s grade records.
 - ii) *Free Electives:*
 The student brings the transcript, → obtains confirmation from the academic advisor or a faculty member of the Curriculum Committee, → and submits the request to the department and the Educational Affairs Team. → The Educational Affairs Team

approves credit recognition and reflects the results on the student's grade records.

* The academic advisor may request the student to consult the course instructor for review when necessary to verify course equivalence.

* For Humanities and Social Sciences Elective courses, confirmation by a faculty member of the Curriculum Committee of the Division of Humanities and Social Sciences is required.

- 6) The Credit Recognition Form must be submitted within one (1) semester after returning from the overseas credit transfer program (including Summer or Winter Sessions).

⑤ Disciplinary Measures for Failure to Meet Credit Requirements

1) *Regular Semester Exchange Students:*

- i) If a student earns fewer than six (6) the University-recognized credits in total or fewer than three (3) recognized major credits, half (50%) of the scholarship awarded under the Overseas Exchange Program shall be reclaimed.
- ii) If a student earns zero (0) recognized credits or fails to submit the Credit Recognition Form within the prescribed deadline, all (100%) of the scholarship awarded under the Overseas Exchange Program shall be reclaimed.

2) *Students Taking Seasonal Semesters or Paying Tuition to the Host University:*

- i) If a student earns zero (0) credits at the host university or fails to submit the Credit Recognition Form within the prescribed deadline, all (100%) of the scholarship awarded under the Overseas Exchange Program shall be reclaimed.

⑥ Tuition Fees

- 1) Students participating in credit transfer programs must register at the University during the semester in which the credit transfer takes place. For regular semester exchange students, the University tuition shall substitute for tuition at the host university. For other types of credit transfer, tuition shall be collected according to the host university's fee schedule and paid directly to the host university.
- 2) Students enrolled beyond the standard enrollment period who participate in credit transfer during a regular semester shall be charged full tuition, regardless of the number of credits taken.

C. University-Approved Overseas Credit Transfer Programs

Special overseas credit transfer programs operated independently by a department (or division) shall follow the procedures specified in the preceding Paragraph B. Credit Transfer with Foreign Universities. However, eligibility criteria and course completion requirements shall be separately determined through consultation with the relevant administrative offices and shall be reviewed by the Education Committee.

D. University-Approved Domestic Programs

Courses taken at universities that have entered into separate agreements with the University (e.g., DGM) may be recognized as the University credits and grades.

3. Other Sources of Credits

A. Special Credit Examination

- ① The Special Credit Examination system allows students who have

already achieved sufficient proficiency in a given subject to earn credits without taking the course. This system reduces unnecessary coursework and provides opportunities to take additional subjects, thereby supporting early graduation, the completion of minors, interdisciplinary minors, double majors, and accelerated programs.

- ② There is no limit to the number of credits that may be earned through the Special Credit Examination. Students who pass the examination with a grade equivalent to B⁰ or higher shall receive a grade of S (Satisfactory), and the credits shall count toward graduation. Credits earned through this examination shall not be included in the maximum credit limit per semester, allowing students to register for additional courses equivalent to the number of credits earned.

B. Advanced Placement (AP) Credits

- ① Credits and grades earned for prerequisite courses (or AP courses) completed at any Science Academy for Gifted Students or Science High School that have concluded an agreement with the University shall be recognized as credits earned at the University.
- ② **Credit Recognition Standards**
 - 1) *Scope of Recognition:* AP courses designated by the University and the Joint AP Support Center
 - 2) *Grading Criteria:*
 - i) *Science Academy for Gifted Students:* Courses completed with a grade of B⁰ or higher
 - ii) *Science High Schools:* Courses meeting or exceeding the AP credit recognition standards established by each school
 - 3) Grades recognized through AP shall not be included in the grade point average (GPA) calculation.

③ **Credit Recognition Procedures**

- 1) *Application Method*: Students shall fill out and submit the Application Form for AP Credit Recognition to the Educational Affairs Team along with an original transcript or an official school record.
- 2) *Application Deadline*: Applications must be submitted before the end of the grade correction period of the first semester after admission.

④ **Grading**

- 1) *Science Academy for Gifted Students*: Grades received at the high school shall either be recorded as issued or uniformly marked as “S” (Satisfactory) for all recognized courses.
- 2) *Science High Schools*: Grades shall be recorded as “S.”
- 3) Courses recognized as AP credits may not be retaken. If retaken, the credits shall not be recognized.

C. Recognition of Credits from MOOC (Massive Open Online Course)

① **Credit Recognition Standards**

- 1) *Recognized Credits*
 - i) *Credits per Course*: Courses with at least fifteen (15) hours of learning shall be recognized as one (1) credit per course.
 - ii) *Credits per Semester*: A maximum of four (4) credits may be recognized per semester. Courses completed during military service shall also be recognized up to four (4) credits per semester.
 - iii) *Credits toward Graduation*: Up to four (4) credits may be counted toward graduation. However, students participating in the Off-Campus Semester Program may receive an additional four (4) credits, for a maximum of eight (8) credits.
- 2) *Course Classification*
 - i) Recognized as Major Elective or Free Elective.

- ii) May not be recognized as Major Requirement, General Education Requirement, or Humanities and Social Sciences Elective.
- iii) The classification shall be determined by the student's department upon approval of course registration.
- iv) Students seeking recognition of credits from MOOCs as Major Electives for a minor or double major must obtain additional approval from the respective department.

3) *Grading Basis:* S/U (Satisfactory/Unsatisfactory)

4) *Notes*

- i) Courses previously completed at a university may not be retaken through a MOOC.
- ii) If the number of recognized credits exceeds the maximum number of credits countable toward graduation, the excess credits shall be recorded on the transcript only and shall not be included in the total credits required for graduation.
- iii) MOOC courses used as part of regular classroom instruction shall not be recognized as MOOC credits.
- iv) Online courses established as part of the University's regular curriculum shall not be included in MOOC credit recognition.
- v) Only students on a leave of absence for military service may apply for credit recognition for MOOC courses completed during their military service period.

② **Course Completion and Credit Recognition Procedures**

- 1) Students must obtain departmental approval for the MOOC Study Plan and the course syllabus before registering the course.
- 2) Upon completion of the course, students shall submit the approved MOOC Study Plan, certificate of completion, payment receipt, and

completion report to the Innovation Center for Education.

- 3) Courses completed during military service must be submitted for credit recognition collectively in the semester immediately following the student's reinstatement, together with proof of military service (such as a Certificate of Military Service or Proof of Service).
- 4) After final confirmation by the Innovation Center for Education, the Educational Affairs Team shall process the recognition of MOOC credits.

③ **Timing of Credit Recognition**

- 1) *Spring Semester (May)*: For courses completed between December of the previous year and May of the current year (applicable to students returning in the spring semester)
- 2) *Fall Semester (November)*: For courses completed between June and November (applicable to students returning in the fall semester)
 - * Credits shall not be recognized retroactively outside the designated recognition periods
 - * However, courses completed during military service may be recognized retroactively, and the credits earned shall be applied to the semester of the student's reinstatement. (This does not affect the minimum or maximum credit registration limits or tuition calculation.)

D. Credits from Distance Learning during Military Service

- ① Students on a leave of absence for mandatory military service may take distance-learning courses to earn credits.
- ② **Recognized Credits**
 - 1) Up to six (6) credits may be recognized per semester.

- 2) A maximum of twenty-four (24) credits may be recognized over the entire period of military service (up to twelve (12) credits per year).

③ **Course Registration**

- 1) Students must follow the designated registration period and procedures. If one's date of discharge or release from the army falls within a distance-learning semester, the credits shall be recognized if the student completes all remaining courses. However, students whose discharge or release date falls before one-fourth (1/4) of the instructional period in the semester shall not be permitted to enroll.
- 2) Courses completed prior to the leave of absence for military service may not be retaken during the period of service.
- 3) Tuition for registered courses shall be paid based on the per-credit tuition rate for the summer or winter session of the relevant year.

④ **Grading**

- 1) Courses completed shall be recognized as summer or winter session grades immediately following course completion.
- 2) If the course instructor finds it difficult to assign an exact grade due to the student's military service conditions, the course may be evaluated on an S/U (Satisfactory/Unsatisfactory) basis.

E. Credits Earned at a Previous University

- ① For newly admitted students, credits they earned at their previous university shall not be recognized under any circumstances.
- ② However, if a student who was previously dismissed from the University is readmitted as a new student, credits earned from regular courses completed at the University prior to dismissal may be recognized as the University credits, upon the student's request. (Credits earned through

exchange programs are excluded.)

- ③ **Credit Recognition Procedures:** The student applies for the credit recognition. → The Department (or Division) Head submits a petition.
→ The Educational Affairs Team reviews and determines the courses for credit recognition (a special committee may be convened if necessary).
- ④ **Scope of Credit Recognition:** Shall follow the standards stipulated in Article 29-2 of the University Statutes.

4. Undergraduate Programs

A. Definition: An undergraduate program refers to a non-degree elective curriculum consisting of a prescribed set of courses that constitute a minimum academic unit (between nine (9) and fifteen (15) credits) eligible for certification upon completion.

B. Operation of Undergraduate Programs

- ① The establishment or modification of an undergraduate program shall require deliberation by the Education Committee and approval by the President.
- ② Upon fulfillment of the program requirements, the completion of the program may be recorded on the student's official transcript.

Chapter 5. Internships

1. **Period:** Summer or winter session and regular semesters

2. Eligible Participants

- Enrolled or on-leave students (not available during the graduation semester)
- Specific details shall follow the basic procedures prescribed for each respective program.

3. Internship Courses Eligible for Credit Recognition

- *University-Level Internship Courses*

Course Code	Course Title	Grading	Type	Remarks
INTN300	Internship Program	S/U	Credit	-1–12 credits -1 credit per 4 weeks -Maximum of 4 credits may count toward graduation.
INTN301	Start-up Internship Practicum	S/U	Credit	-1–12 credits -1 credit per 120 hours per semester -Maximum of 4 credits may count toward graduation (separately from Internship Program).
INTN302	Start-up Practicum	S/U	Credit	—

- *Department-Level Internships:* In addition to the above, departments may, through a resolution of the Education Committee, establish separate field training courses suited to their specific academic characteristics, which may also be recognized for credit.

4. Course Enrollment Guidelines

- In principle, students shall participate in general field training through enrollment in the Internship Program (INTN300). Students may participate in long-term field training during a regular semester if their department offers it as a course.
- For programs utilizing separately designated courses, students shall follow the procedures prescribed by the respective program.

5. Recognition and Use of Internship Credits

- All credits earned through internship courses eligible for credit recognition shall be recorded on the student's transcript.
- The course classification for field training courses and the scope of credits that may be counted toward graduation shall follow the standards established by each department. A combined total of up to nine (9) credits may be recognized.
- Credits earned through field training completed during a leave of absence shall be recognized in the semester of reinstatement and shall not affect the minimum or maximum course registration limits or tuition calculation.

6. Internship Credit Approval Procedures

- For SES and entrepreneurship-related programs, the respective program's internal procedures shall apply.
- For department-operated programs, students shall submit the Internship Participation Certificate and Internship Evaluation Form to the department for approval and grade recognition by the Educational Affairs Team. If specific procedures are prescribed for a particular program, those procedures shall apply.
 - * All internship credit recognition procedures must be completed within the semester immediately following the end of the internship (or in the semester of reinstatement for students on leave).

7. Tuition Payment

- Students enrolled during a regular semester shall pay tuition in accordance with the University's standard tuition payment policy.

Chapter 6. Seasonal Semester

1. Seasonal Semester

A. Period

The seasonal semester shall be offered during the summer or winter vacation period.

B. Eligible Students

- ① The following students are eligible to enroll in the seasonal semester:
 - 1) Enrolled students
 - 2) Students scheduled to return to regular enrollment immediately after the seasonal semester
- ② If graduating students earn credits during the seasonal semester following their final regular semester, those credits shall not be counted toward the graduation requirements of that academic year.

C. Tuition Payment and Refunds

- ① Tuition for the seasonal semester must be paid within the prescribed payment period.
- ② Paid tuition shall not be refunded except under the following circumstances:
 - 1) Overpayment.
 - 2) Course withdrawal prior to the start of the seasonal semester.
 - 3) Other unavoidable circumstances, subject to the approval of the Vice President of Academic Affairs.

D. Course Withdrawal

- ① A student who wishes to withdraw from a registered course shall obtain approval from both the course instructor and the academic advisor and submit an Application Form for Course Withdrawal.

E. Grade Processing

- ① Grades earned during the seasonal semester shall be counted toward graduation credit requirements.
- ② Grades from the seasonal semester shall not affect academic actions such as semester honors or academic warning.

Chapter 7. Minor and Double Major Programs

1. Minor**A. Purpose**

The minor program is designed to broaden students' academic perspectives and enable them to respond effectively to a changing society by completing prescribed courses in a secondary discipline in addition to their primary major.

B. Application Procedures

- ① Students are required to complete several major courses from the intended minor department one semester prior to application.
- ② When applying for a minor, students must obtain approval from their

academic advisor, the Department Head of their minor, and the Vice President of Academic Affairs.

C. Credit Requirements

- ① Students must complete at least twenty-one (21) credits in accordance with the minor completion guidelines established by each department.
- ② In departments that have designated specific minor courses, students shall follow those requirements. In departments without such designations, students shall complete the courses systematically under the guidance of the Department Head.
- ③ Credits earned for the same course shall not be double-counted toward both the major and minor requirements.

2. Double Major

A. Purpose

Pursuant to Article 39 of the University Statutes, this provision stipulates matters necessary for the implementation of double majors.

B. Application Procedures

- ① Students are encouraged to complete several major courses from the intended double-major department one semester prior to application.
- ② When applying for a double major, students shall attach an official transcript and obtain approval from their academic advisor, the Department Head of the double-major department, and the Vice President of Academic Affairs.

C. Credit Requirements

- ① Students must complete at least thirty-five (35) credits in accordance with the double-major completion guidelines established by each department. If the Major Requirement courses in the double-major department total thirty-five (35) credits or more, students shall complete all the MR courses. If they total fewer than thirty-five (35) credits, students shall complete all MR courses and additional major-elective courses (including courses from other departments recognized as major electives by the student's home department).
- ② Credits earned for the same course may be double-counted toward both the major and double-major requirements.

D. Degree Conferment

- ① Even if a student completes all required credits for the double major, the double-major degree shall not be conferred unless the student also satisfies the graduation requirements of the primary major.
- ② A double-major degree shall be conferred only when the graduation requirements for both the primary and double majors are fulfilled simultaneously, and the diploma shall be awarded together with the degree for the primary major.

3. Interdisciplinary Minor and Double Major

A. Purpose

Pursuant to Article 39-2 of the University Statutes, this provision stipulates matters necessary for implementing interdisciplinary minor and double major programs, which enable students to complete multidisciplinary and

integrative curricula.

B. Application Procedures

- ① When applying for an interdisciplinary minor or double major, the student shall obtain approval from the academic advisor, the faculty member in charge of the relevant program, and the School Head of Convergence Science and Technology, followed by final approval from the Vice President of Academic Affairs.

*For interdisciplinary minors operated by departments outside the School of Convergence Science and Technology, the student shall obtain approval from the academic advisor, the Department Head of the administering department, and the Vice President of Academic Affairs.

- ② The completion of prerequisite courses or other preparatory requirements shall follow the internal regulations of each program.

C. Credit Requirements

- ① Students must complete at least twenty-one (21) credits for an interdisciplinary minor and at least thirty-five (35) credits for an interdisciplinary double major, in accordance with the completion guidelines established by each program.
- ② Credits earned for the same course may be double-counted toward major, minor, double major, or interdisciplinary program requirements.

D. Degree Conferment

- ① A double major degree shall be conferred upon completion of thirty-five (35) or more credits of designated courses prescribed in the

interdisciplinary double major guidelines.

* A double-major degree shall be conferred only when the graduation requirements for both the primary major and interdisciplinary double major are fulfilled simultaneously, and the diploma shall be awarded together with the degree for the primary major.

Chapter 8. Off-Campus Semester Program

1. Definition

The Off-Campus Semester Program allows undergraduate students to spend one regular semester engaging in self-directed activities of their choice at any domestic or overseas location while concurrently taking the University's online courses.

2. Program Period: Regular semester

3. Eligibility

Students who have completed at least one (1) semester after declaring their major are eligible to apply and participate as of the first day of the intended semester. This includes students scheduled to return from a leave of absence and those expecting to graduate. Additional eligibility requirements shall follow the criteria established by each department.

4. Application Period and Procedures

A. Application Period

The application period shall be during the 14th (14th) week of each semester.

B. Procedures

- ① After consultation with the academic advisor, the student shall submit an activity plan and participation application through the online system.
- ② The department staff, academic advisor, and Department Head shall review and approve the application.
- ③ Upon review and confirmation by the relevant administrative offices, the Educational Affairs Team shall grant final approval.

5. Reporting Period and Procedures

A. Reporting Period: Within seven (7) days from the end of the assigned semester.

B. Procedures

- ① The student shall submit a final report through the online system.
- ② The department staff, academic advisor, and Department Head shall review and approve the report.
- ③ Upon review and confirmation by the relevant administrative offices, the Educational Affairs Team shall grant final approval.

C. Required Documents: Final report and supporting materials as required by the University.

6. Course Enrollment Guidelines

A. The same procedures and methods for course registration and grade assignment used at the University shall apply.

B. The University may establish and operate dedicated courses for the Off-Campus Semester Program.

- ① Only students participating in the Off-Campus Semester Program may register for the program, and they must complete course registration before the start of the semester.
- ② Course operation and evaluation criteria shall follow the policies and standards set by the offering department and the academic advisor. Final grades shall be assigned directly by the academic advisor.
- ③ Dedicated courses shall be graded on an S/U basis and may be taken for up to six (6) credits as Free Electives, of which a maximum of three (3) credits shall count toward graduation.

C. Students participating in the Off-Campus Semester Program may add up to four (4) MOOC credits earned during the program with their registered credits for the semester. General criteria for MOOC credit recognition shall follow the relevant provisions of these guidelines.

D. The added credits referred to in Paragraph C shall be considered only for determining the main program completion and scholarship reimbursement conditions and shall not apply to other academic matters, such as calculating tuition for extended enrollment.

7. Support for the Program and Disciplinary Measures for Unsatisfactory Performance

A. If a student participating in the program completes the semester through overseas residence and activities lasting three (3) months or longer, the University may provide financial support in the form of scholarships to assist the student's activities.

B. Scholarship Reimbursement Conditions

If a student's participation results fall under any of the following conditions, the University may reclaim the scholarship provided for the program, either in part or in full.

① Full (100%) Reimbursement

- 1) The student earns fewer than six (6) credits during the assigned semester, or takes a leave of absence or is dismissed during the semester.
- 2) The student fails to submit the final report within the prescribed period (within seven (7) days from the end of the assigned semester) without a valid reason after returning from the program.
- 3) The final grade for the dedicated Off-Campus Semester Program course is a failing grade (U).
- 4) The University determines that the final report submitted by the student is insufficient to evaluate the content or outcomes of the activities.
- 5) The University determines that the student's activities or results do not align with the intent and purpose of the program.

② Half (50%) Reimbursement

- 1) All other conditions are met, but the student earns fewer than twelve (12) credits while earning at least six (6) credits during the semester.

- ③ Notwithstanding Subparagraphs ① and ②, if the student has received support through another University-affiliated program, penalties may be imposed in accordance with the regulations of that program.

C. Matters concerning scholarship eligibility and payment criteria not specified above shall follow the University's Scholarship Regulations and the guidelines of the relevant administrative offices.

Chapter 9. Awards and Disciplinary Actions

1. Awards

A. Awards

- ① Awards shall be classified into semester awards, granted at the end of each semester, and graduation awards, granted upon graduation.
- ② Semester awards shall be recorded in the student's academic record, and graduation awards shall be recorded in both the academic record and the diploma.

B. Award Criteria

- ① Semester Awards: Refer to Article 47 of the University Statutes and Article 3 of the Regulations on Honors and Disciplinary Measures
- ② Graduation Awards: Refer to Article 48 of the University Statutes and Article 4 of the Regulations on Regulations on Honors and Disciplinary Measures

2. Disciplinary Actions

A. Academic Warning: Refer to Article 49 of the University Statutes and Article 9 of the Regulations on Honors and Disciplinary Actions

Chapter 10. Support for Students with Disabilities

The University shall actively support teaching and learning for students with disabilities. Detailed matters shall be prescribed separately.

Chapter 11. Instructional Support for Reserve Forces Training

1. No Disadvantages Due to Reserve Forces Training

A. Guarantee of Learning Rights

- ① In accordance with Article 6 of the Reserve Forces Act, course instructors shall not treat students participating in reserve forces training unfavorably in matters such as attendance, grading, or the provision of learning materials during the training period.
- ② When a student misses class sessions due to reserve forces training, the course instructor shall take appropriate measures—such as providing make-up classes or equivalent learning opportunities—to ensure the student's right to learning is protected.

Chapter 12. Issuance of Certificates

1. Issuance of Certificates

A. Issuance Methods

Students may obtain certificates through the on-campus automatic certificate issuing machine, the online certificate issuance service, or by applying via postal mail or fax.

B. Issuance Hours

Certificates issued through the on-campus machine and online service are available 24 hours a day, while those requested by postal mail or fax are processed only during business hours.

C. Types of Certificates

Certificate of Enrollment, Certificate of Registration (Leave of Absence, Suspension), Certificate of Dismissal, Certificate of Expected Graduation (Degree), Certificate of Graduation (Degree), Transcript, Certificate of Course Completion, Certificate of Research Performance (for research students after completion of Ph.D. coursework), Tuition Invoice Confirmation, Certificate of Scholarship, and Certificate of Tuition Payment (Korean).

*For detailed information on certificate types, please refer to the University website—Academics, Resources—Certificate Request.

D. Fees

All Korean and English certificates are issued free of charge. However, fees

charged by external agencies—such as service fees or electronic document generation fees—may apply.

[Appendix 1]**English Program**

Based on the placement test results administered prior to admission, each student is assigned a proficiency level within the English Program. Students may progress to the next level upon completing the required courses for their assigned level under the prescribed conditions. Students who complete all designated level courses specified for their year of admission shall be granted the English Proficiency Certification for Graduation. The detailed completion requirements for each admission year are as follows:

1. General Guidelines**① Grading**

- All English courses shall be graded on an S/U basis.
- However, for students admitted between 2018 and 2025, Tier 1 courses shall be graded on a letter-grade basis.

② Course Completion

- Students who receive a grade of U in a course shall not be permitted to register for the next-level course.
- In principle, students shall complete courses sequentially, starting from the level initially assigned based on the placement test. However, in exceptional cases, students may apply for a Level Advancement Test.

**Eligibility for the Level Advancement Test:* Students who have demonstrated significant improvement in English proficiency through overseas credit exchange, language study abroad, or

KATUSA military service may, in consultation with the English Program Coordinator, undergo an assessment to determine eligibility for enrollment in the next-level course.

③ **English Proficiency Certification for Graduation**

- Students who complete all designated level courses shall be granted the English Proficiency Certification for Graduation, and four (4) credits shall count toward graduation requirements.
- Upon receiving the certification, the notation the “English Proficiency Certification for Graduation” shall be recorded on the student’s academic transcript.

2. Details on the English Program by Year of Admission

① **For 2026 Entrants and After:** The English Proficiency Certification for Graduation shall be granted upon completion of Tier 1.

- Courses within Tier 3 may not be taken concurrently.
- Courses within Tier 1 and 2 may be taken concurrently; however, students must complete one course each from the Writing and Speaking categories, respectively.

Placement		Course Title	Note	
			Required/ Elective	Alternative English Test Scores Accepted for Level Placement
Tier 3	Speaking +Writing	GEDU111 Basic English I GEDU112 Basic English II	Both required Cannot be taken concurrently	TOEFL iBT: 4.5 (4.5+ in both Speaking and Writing) IELTS: 7 (7+ in Speaking and 6.5+ in Writing)
Tier 2	Speaking	GEDU121 Intermediate Listening and Speaking GEDU127 Campus Everyday English GEDU128 Intermediate Academic Discussion	Choose one	TOEFL iBT: 5.0 (5.0+ in both Speaking and Writing) IELTS: 7.5 (8+ in Speaking and 7+ in Writing)
	Writing	GEDU126 Practical Grammar GEDU131 Intermediate Writing GEDU132 Intermediate Reading	Choose one	
Tier 1	Speaking	GEDU134 Advanced Academic Discussion GEDU137 Advanced Listening	Choose one	TOEFL iBT: 5.5 (5.5+ in both Speaking and Writing) IELTS: 8

		and Speaking		(8.5+ in Speaking and 7.5+ in Writing)
	Writing	GEDU136 Advanced Reading GEDU141 Thesis GEDU142 Advanced Writing	Choose one	

*Deadline for submission of alternative English test scores for level recognition is **right before the start of the third (3rd) semester**. To apply the updated level, scores must be submitted no later than seven (7) days prior to the beginning of the Course Registration Confirmation and Add/Drop Period.

**Approved Alternative English Tests*

Test	Note
TOEFL iBT	a) "My Best Score" is not accepted. b) TPO (TOEFL Practice Online): Only tests administered by POSTECH are accepted. *When TPO sessions are held for incoming freshmen, current students may be allowed to participate on a space-available basis.
IELTS	-

[Appendix 2]**Korean Language Program**

This program applies to international undergraduate students admitted from the 2026 academic year onward. Students who successfully complete all four sequential courses—*Korean Language and Culture I–IV*—shall be granted the Korean Proficiency Certification for Graduation. The detailed completion requirements are as follows:

1. General Guidelines**① Grading**

- All Korean language courses shall be graded on an S/U basis.

② Course Completion

- Courses must be taken sequentially from D Level through A Level. Students who receive a grade of U shall not be permitted to register for the next-level course.

③ Korean Proficiency Certification for Graduation

- Students who complete all designated level courses shall be granted the Korean Proficiency Certification for Graduation, and two (2) credits shall count toward graduation requirements.
- Completion of the Korean Language Program may substitute for the two (2) credits required for the General Education Required course “Writing”.

- Upon receiving the certification, the notation “Korean Proficiency Certification for Graduation” shall appear on the student’s academic transcript.

2. Details of the Korean Language Program

Course Code	Course Title	Alternative Test Scores Accepted for Level Placement
GEDU171	KLC–Korean Language and Culture I	TOPIK I – Sublevel 1 (Score 80–139)
GEDU172	KLC–Korean Language and Culture II	TOPIK I – Sublevel 2 (Score 140–200)
GEDU173	KLC–Korean Language and Culture III	TOPIK II – Sublevel 3 (Score 120–149)
GEDU174	KLC–Korean Language and Culture IV	TOPIK II – Sublevel 4 (Score 150–189)

*The deadline for submitting alternative TOPIK scores for level recognition is **before the start of the third (3rd) semester**. To apply the updated level, scores must be submitted **no later than seven (7) days prior to the beginning of the course registration or add/drop period**.

**Approved Alternative Korean Test:* TOPIK (Test of Proficiency in Korean).

[Appendix 3]

List of Science and Tech Core (STC) Courses (Course Completion Requirements)

1. 2018 Entrants and After:

Completing **15 credits or more** from among the courses listed below—
regardless of the offering department or division—shall satisfy the requirement.

Department	Course Code	Course Title
Mathematics	MATH200	Differential Equations
	MATH203	Applied Linear Algebra
	MATH210	Applied Complex Variables
	MATH230	Probability and Statistics
	MATH231	Statistics for Experimental Research
	IMEN272	Probability and Statistics for Engineering
	MATH261	Discrete Mathematics
Physics	PHYS201	Introduction to Quantum Physics
	PHYS202	Introduction to the Theory of Relativity
	PHYS203	Mechanics
Chemistry	CHEM221	Organic Chemistry I
	CHEM231	Introduction to Nanochemistry
	CHEM243	Chemical Analysis
	CHEM261	Chemistry for Medicine and Life
Life Sciences	LIFE217	Cell Biology
	LIFE218	The Principles of Life Sciences
	LIFE219	Convergence of Biology and Engineering
Materials Science and Engineering	AMSE201	Fundamentals of Materials Science and Engineering
	AMSE208	Structure of Materials (For 2021 Entrants or After)
	AMSE211	Materials Design
	AMSE412	Nanoscience and Nanotechnology (For 2020 Entrants or Before)

Department	Course Code	Course Title
Mechanical Engineering	MECH240	Solid Mechanics
	MECH250	Thermodynamics
Industrial and Management Engineering	IMEN203	Financial Accounting
	IMEN260/ IMEN261	Operations Research I Introduction to Operations Research
Electronics and Electrical Engineering	EECE231/ DISU231	Circuit Theory Electric Circuits
	EECE233	Signals and Systems
	EECE236	Introduction to Electrical Engineering via Programming
Computer Science and Engineering	CS211	Introduction to Computer Systems
	CS232	Principles of Software Construction
	CS233	Data Structure
Chemical Engineering	CHEB201	Physical Chemistry for Chemical Engineering I
	CHEB206	Organic Chemistry for Chemical Engineers I
	CHEB208	Fundamentals in Engineering Biology
	CHEB214	Energy and Environmental Engineering
Biomedical Engineering	CITE241	Introduction to Biomedical Engineering
Semiconductor Engineering	SEMI202	Physics for Semiconductors
	SEMI203	Semiconductor Devices I
	EECE211	Semiconductor Electronics I
	SEMI206	Introduction to Semiconductor Materials