Orientation for New International Students in Graduate School

Aug. 30th, 2017

Office of International Student Services [OISS]

SUNG KYUN KWAN UNIVERSITY

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Immigration Regulations

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Visiting Immigration Office

Alien Registration Card [ARC]

- Must Report **in 90 days** to Immigration office after entering Korea
- Submit the copy of ARC to OISS

Application for ARC

- Location : Engineering Building 2 (27) 27125 Global Zone,
  Office of International Student Services
- Period : 2017. 9. 5(Tue) ~ 6(Wed), 10:00~11:30, 13:30~17:00
- Fee : 40,000won

- Required Documents
- Application form (Template #34)
- Passport-sized color photo (1 copy)
- Color copy of Passport, color copy of Visa page
- Certificate of Attendance
- Proof of Residence (Certificate of Residence in Dormitory, Lease Contract, etc.)

[Notes]
- Students must visit the immigration office to register their fingerprints during the period
  indicated by the officer in charge of international students.
- If the student leaves the country before receiving the ARC then the registration is canceled.

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IMMIGRATION OFFICE

Change of School/ Residence

- Any change of your stay in Korea such as name of your University, current address, your name, passport number etc.

- **IN 14 DAYS**

Extension of Stay

- **Application Period for Extension**

  Apply 4 months before expiration date

- **for Whom?**

  1. Enrolled Students (Bachelor, Master, Doctor)

  2. Approval of stay for foreigners who are preparing thesis after completion of regular academic program

  3. To Extend Stay for Seeking a Job after Graduation.

SUNG KYUN KWAN UNIVERSITY

LEAVE OF ABSENCE

Leave of Absence

- Visit Office of International Student Services & fill out a consultation form (D-2, F-4, F-5 visa holder)
- Submit the form to your department office
- Note that only those D-2 visa holder should leave Korea in 30 days.

Return to School

1. Apply to return to school at GLS during the application period.

2. Submit documents to obtain a 'Certificate of Admission' to the Office of International Student Services.

3. Requirements:

- Certificate of Admission Application Form

- Color Copy of Passport

- Copy of Health Insurance Registration Certificate
4. Apply for a new Student Visa (D-2) by yourself

Part time work for D-2 Visa holder

limited time per status

- Undergraduate: 25 hrs / weekdays

- Master/ Doctor: 30 hrs/ weekdays

- It is not limited during vacation and

  holidays

Procedure

- Fill out the form and get company and International office's approval

- Visit Immigration office: Passport/ ARC

Or www.hikorea.go.kr → upload files → apply

- Free of charge

- Violating, you will get fined and deported.

Appendix 5	Part-time Work of Foreign Student Confirmation Form

Part-time Work of Foreign Student Confirmation Form

Applicant	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		e-mail	
The expected place of employ-ment	Company name			
	Business registration No.		Type of industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of working		Wage (per hour)	
	Working hours	Weekday:	Sat-Sun:	

I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.

20 . . .

○ ○ The head of immigration (branch) office

Confirmation from a Uni. Official	Department and Job Position (Tel No.)	Name	(Seal/Sig)

Immigration Office Service

1345

- 20 languages are available
- Business hours 9:00 ~18:00 on weekdays only
- Choose your own language according to ARS

LANGUAGE NO.

1 Korean	2 Chinese	3 English	4 Vietnamese
5 Thai	6 Japanese	7 Mongolian	8 Malay, Indonesian
9 French	10 Bangladesh	11 Pakistan	12 Russian
13 Nepali	14 Cambodian	15 Myanmar	16 German
17 Spanish	18 Arabic	19 Philippines	20 Sri Lanka

WAY TO THE IMMIGRATION OFFICE

※ Please feel free to visit OIA for further detail.

Option 1)

Bus no. 🚌 **82-2**

Get on : SKKU
Off : Youngtong Stn.

1 hr
1,100 won/card

Option 2)

1. 1 **SKKU Stn. -> Suwon Stn.**
2. Bus No. 🚌 **5, 7, 7-2, 310**

Get on : Suwon Stn.
Off :
Suwon Immigration Office

30 min
1,100 won/card

Option 3)

1 **SKKU Stn.**
-> **Suwon Stn.**
-> **Youngtong Stn.**

30 min
1,150 won/card

※ **T-money** holders get discount in transfer

Academic Policy

- ✓ **This academic policy guide offers only basic information based on SKKU academic system and academic administration guidelines.**

- ✓ **Standards for completing major courses and a qualification exam for submitting thesis paper are different depending on each department. Please confirm with your department administration offices.**

❖ Overview of Degree Programs

❖ Earning Credits

❖ Qualification Exam for Submitting Thesis Paper

❖ Dissertation Examination/Defense

❖ Research Ethics

❖ Safety Education

1. Standard for Completion / Graduation

Division		Master	Ph D	Combines Master & Ph D
Term of Study (Required registration)	Regular registration semester	**4 semesters**	**4 semesters**	**8 semesters (early completion is possible)**
	Research registration semester	N/A	**4 semesters**	
Credits for Completion	Total required credits	**24 credits**	**36 credits**	**51 credits**
	Major credits	12 credits	18 credits	30 credits
	Courses lectured in English	3 credits		6 credits
Standard for Completion		Term of study(required registration semester) registration, acquiring credits of completion standard, **GPA 3.0 or more**		
Dissertation Submission Qualifying Examination		Need of success in foreign language courses, major courses		
Safety education		Regular semester(1 time per semester)	Regular semester Research registration semester (1 time per semester)	Regular semester Research registration semester (1 time per semester)
Requirement For Graduation	Preliminary Dissertation Examination/Defense	Different from departments	Same standards applied	
	Standard for publish paper at academic journal			
	Final Dissertation Examination/Defense	Same standards applied		

2. Term of Study for Degrees (Required registration semester)

Division	1	2	3	4	5	6	7	8	9	10	11	12	note
Master	Regular registration				-								Regular completion
Ph D	Regular registration				Research registration				-				Regular completion
Combined Master & Ph D	Regular registration								Research registration				
	Regular registration							Research registration				-	Early completion
	Regular registration						Research registration				-		

※ Research registration
(Ph D/Combined Master & Ph D): If students acquire degree within 4 semesters after completion, the rest of research registration is exempted

1. Credits for Completion

Division	Credits for completion			
	Total credits	Major credits	English course credits (minimum)	Credits of individual research courses (maximum)
Master	24	More than 12	3	6
Ph D	36	More than 18	3	9
Combined Master & Ph D	51	More than 30	6	12

2. Allowed Credits per Semester

Division	Maximum credits per semester	Additional allowed credits for registration (not applied to transferred students)
Master	9	N/A
Ph D		1st & 2nd semester students may take 3 additional credits
Combined Master & Ph D		1st semester students may take 3 additional credits

1. Dissertation Examination/Defense (Preliminary / Final)

① Application requirements / methods

Exam	Degree	Requirements			Methods
Preliminary	Master	**More than15 credits (different standards from departments)**			
	Ph D	more than **27 credits** (check department standard)	Average (GPA) More than 3.0		• pre screening application, plan for writing paper, agreement , agreement for abiding research morals, submit paper for pre screening • pay screening fee
	combined	more than **39 credits** (check department standard)			
Final	Master	more than **24 credits** (check department standard)	• register term of study • average GPA- more than 3.0 • complete safety education • Pass thesis paper qualification exam		• main screening application, agreement for abiding research morals , safety education completion form • pay screening fee
	Ph d	More than 33 credits	• Pass preliminary exam./defense • Satisfy thesis paper publication conditions		
	combined	More than 51 credits			

② Screening Method

Exam	degree	Screening method	Screening committee		Standard for Pass
Preliminary	Master/Ph D/ combined	Open presentation and 1 time screening (check department standard)	More than 3 full time SKKU professors (including advisor professor		More than 2/3 consensus
Final	Master	• Open presentation and 1 time screening • summary presentation or total presentation	More than 3 full time SKKU professors	Including pre screening professors	More than 2/3 consensus
	Ph d/ combined	• Open presentation and 1 time screening • 1 time final presentation • total presentation	More than 5 professors		More than 4/5 consensus

※ submit screening result report to department office
※ pre and main screening cannot be conducted at the same semester: after passing pre screening, apply for the main screening for next semester

1. Research ethics education
(Compulsory education for how to write a thesis and research ethics)

① Purpose: To encourage graduates to cultivate upright research ethics and offer fundamental education on how to write a thesis correctly.

② Who should be educated: Graduate freshmen or transfer students admitted as of 2017 who need to write a thesis.(Compulsory education; otherwise, cannot graduate)

	Academic Writing and Research Ethics 1(COV7001)	**Academic Writing and Research Ethics 2(COV7002)** **Academic Writing and Research Ethics 3(COV7003)**
Common	• Category: Major or prerequisite / • Course type: Theoretical subject / • Evaluation method: Absolute evaluation(P/F)	
Lecture style	Online lecture*	Offline lecture
Contents	How to write international thesis*	Vary by department
Operations	Graduate school policy/SKKU Convergence Administrative offices	College administration office
Mid-term/Final exam	Mid-term: replaced with report / Final: Offline exam	Run by each department

Research Ethics Board and research misconduct

① Research Ethics Committee

- Deal with rules about research ethics and operation of organization
- Deliberate and decide research misconduct

② Research misconduct

- **Making non-existent data and research results** untruthfully.
- By **manipulating research materials**, equipment and process artificially or changing or eliminating data randomly, distorting research contents or results.
- **Plagiarizing** from other creative people's research contents or results without justifying authorization or quotation(including overlapping publications).
- Unfair act of declaring a thesis's author : Not authorizing qualification to a thesis's author who has contributed his/her scientific/technical contribution to research contents or results without any valid reasons. Or authorizing qualification to a thesis's author who hasn't contributed his/her scientific/technical contribution to research contents or results as gratitude or respectful treatment.
- Distributing investigation about one's own or other people's misconducts on purpose.
- Getting out of the range recognized normally in the academic world.
- After a researcher publishes his/her work similar to or the same as his/her previous research result without any indicating sources , gaining unfair advantages such as receiving research funds or being recognized as additional research achievements.
- Judged Misconducts from research ethics board as it thinks the misconducts need investigation or prevention.

③ Report about research misconduct like thesis's plagiarism: Research Promotion Team, 031-290-5563

Institutional Life Ethics Education

① **Institutional Review Board :** An organization established in SKKU according to 「Rules of life ethics and safety」

② **e-IRB life ethics education in the school**

• Electronic system e-IRB (http://www.eirbskku.co.kr) managing SKKU IRB online

• Free online class and issuance of educational qualification after joining the website(when you apply for IRB deliberation, attach the educational qualification)

③ **Target for IRB Review**

• Research conducted by intervening materially in humans

• Research conducted by interaction such as communication or personal contact

• Research using private information

• Research which investigates and analyzes composition of human body like tissue, cell, body fluid from human body or serum, plasma, chromosome, DNA, protein separated from these.

④ **Required documents and submission method when you apply for review:**

Refer to e-IRB (www.eirbskku.co.kr) and upload required documents

⑤ **The period of application for review:** on Thursday of the 3rd week every month(the end of application for review 2 weeks before the regular date.

⑥ **Announcement of review's result: Email research leader in 10 days after determining the review.**

⑦ **Sort of review's result**

• Approval: Approve research subject

• Approval of correction: Approve it on the premise of correcting research subject partly(rapid approval)

• Supplementation: Rewrite research subject plan and review it the next regular review period.

1. Overview

① Purpose: **Prevent safety accidents** that can happen during lecture or research through safety education.

② Implementation Based on: Fire fight safety and management of legislation and public institution regulation on laboratory safety environment formation.

③ Person to be educated: **All graduates engaged in R&D of science and technology**.

- Natural Sciences: College of Science, College of Information and Communication, College of Software, College of Engineering, College of Biological Technology, School of Pharmacy, College of Sports Science, School of Medicine, SAINT, SAIHST, Graduate School of Medicine, Graduate School of Water Resources, SKKU Institute for Convergence.

2. How to complete safety education

Curriculum	Education Type	Hours	How to take class	Note
Education for freshmen	**Offline**	2 hrs	Participating in safety education orientation for freshmen	Only for freshmen
Regular education	**Online**	6 hrs per semester	Safety information webpage(http://safety.skku.edu) ‣ Taking all classes designated individually.	For all students

※ Failing to complete safety education could affect thesis presentation qualification exam or thesis examination

※ Please contact the Administrative Office for the curriculum, class hours, etc.

Major	Administrative Office	Contact Number
Biomedical Engineering Interaction Science Energy Science SKKU Institute for Convergence	Office of Sungkyun Convergence Institute Office of Interaction Science Office of Energy Science Office of the Graduate School Policy /SKKU Institute for Convergence	031-299-4351 031-299-4272 031-290-5703
Biological Sciences, Mathematics, Physics, Chemistry, Interdisciplinary Course of Physics and Chemistry	Office of Science / Biotechnology & Bioengineering / Sport Science	031-290-5801
Electrical and Computer Engineering, Interdisciplinary Program in Energy Systems Engineering, Interdisciplinary Program in Photovoltaic System Engineering Interaction science	Office of - Electrical and Computer Engineering - Interdisciplinary Program in Energy Systems Engineering - Interdisciplinary Program in Photovoltaic System Engineering - Interaction science	031-290-5818 /5822 031-290-5825 02-740-1882
Chemical Engineering, Polymer Science and Engineering, Advanced Materials Science and Engineering, Mechanical Engineering, Civil, Architectural and Environmental System Engineering, Architecture, Convergence Engineering for Future City, Landscape Architecture, Industrial Engineering, Management of Technology, Interdisciplinary Course of Applied Chemical Materials, Interdisciplinary Course of Mechatronics Engineering, Interdisciplinary Course of Geographic Information Systems, Service Design Interdisciplinary Major, Program of Interdisciplinary Material Science and Engineering	Office of Engineering	031-290-5841
Biotechnology and Bioengineering, Interdisciplinary Course of Biotechnology	Office of Science / Biotechnology & Bioengineering / Sport Science	031-290-5876
Pharmacy, Industrial Pharmaceutical Science, Interdisciplinary Course of Biomedical Drug Development	Office of Pharmacy	031-290-5874 /7740
Sport Science	Office of Science / Biotechnology & Bioengineering / Sport Science	031-290-5876
Nanoscience and Technology	Office of Sungkyun Advanced Institute of Nanotechnology	031-299-4113
Medicine	Office of Medicine	02-2148-9917 031-299-6021

√ Students who are admitted by English proficiency should satisfy minimum requirement of Korean language ability before thesis examination. This is.

[Application For Korean Class]
※ Total: 3terms × 40h/term = 120h
※ For this 2017 Fall semester, you can choose the first term of Korean Class.

mandatory requirement for graduation

	Schedule (10weeks × 2days × 2h=40h)	Class time
Choice 1	Class A : Every week Tue./Thu. day class Sept. 12 ~ Dec. 7	17:00-18:40
Choice 2	Class B : Every week Wed./Fri. day class Sept. 13 ~ Dec. 8	16:00-17:40

- Applicants must submit at least one of the documents below :
① TOPIK level 1 (or above)
② Certificate of completion of Korean Course in university affiliated language institute (level 1 above)
③ **Korean Proficiency Test Result issued by Sungkyunkwan Language Institute(SLI)**
④ Document that prove completion of Korean Language Course (more than 120 hours)
- Free Korean Language course for graduate school students will be provided by SLI.
※ Acceptable Range of Korean Language Course : All On-line, Off-line Korean Courses which are conducted by central/local governments, Institutions, NGOs.

SUNG KYUN KWAN UNIVERSITY

√ Scholarship for excellence international graduate students of Natural Science, Engineering, and Medicine (STEM Scholarship)

- Must be recommended by a professor at SKKU and meet with requirements.

  - Recommendation letter of Academic advisor, Confirmation letter for supported living cost (above 600,000 KRW per month)

- Up to 100% of the tuition fee can be provided as a scholarship depending on the result of the applicant's scholarship evaluation conducted by the department (college).

- [expected] Research-enrolled students could apply STEM scholarship from March 2018

* Students who were chosen for this scholarship when admission cannot change their scholarship to 'SKKU Scholarship (merit-based scholarship for International student)'. Also, STEM scholarship cannot be combined with 'SKKU Scholarship' either.

■ **STEM Scholarship maintenance conditions**
○ The STEM Scholarship student who satisfies one of the conditions below will be able to maintain the scholarship qualification.
[Merit based scholarship after enrollment]
* Based on previous semester's GPA: 4.2 or above: 100% / 3.8 or above: 70% tuition waiver
[Research performance]
* SCI research paper (during the period of attendance in SKKU):
- lead author: 100% tuition waiver (granted from next semester after publishing paper until completion of attendance semester)
- co-author (within 3 co-authors) : 70% tuition waiver (only during next semester after publishing paper)
[Recommendation of academic advisor]
* Based on previous semester's GPA: 3.8 or above - 100% tuition waiver
- GPA 3.8 or less: granted based on registered students' graded level that was determined by each College's scholarship committee

Campus Life

In SKKU

Notice

√ Personal Information update

GLS → Academic Status/Personal Area → Academic Status/Personal Information → Check and Change of Contact Address

√ Alien Registration Card

Application Period : 2017. 9. 5(Tue) ~ 6(Wed), 10:00~11:30, 13:30~17:00

√ Document submission complete

Certificate of Expected Graduation -> Certificate of Graduation

√ Make sure the personal Health Insurance

It's simple when you register every semester, just pay for it

Campus Life

2017 Fall Semester Academic Schedule

Date	Events
2017. 8. 28(Mon)	Semester Start
2017. 8. 28(Mon) ~ 9. 1(Fri)	Course Changes
2017. 10. 23(Mon) ~ 10. 27(Fri)	Mid Term Exam
2017. 12. 18(Mon) ~ 12. 22(Fri)	Final Exam
2017. 12. 23(Sat) ~ 2018. 2.28(Wed)	Vacation

SUNG KYUN KWAN UNIVERSITY

Office of International Student Services

- **Website: http://oiss.skku.edu/**
- **Facebook:www.facebook.com/skkuintlstudents**

Location: 27125, Engineering Bldg #2

031-290-5025/5026

intlgrad@skku.edu

SUNG KYUN KWAN UNIVERSITY

CAMPUS MAP
Natural Sciences Campus

OISS

Dormitory

Samsung Library

Welfare Center

Student Center

실외주차장 셔틀버스정거장
회수권판매

SUNG KYUN KWAN UNIVERSITY
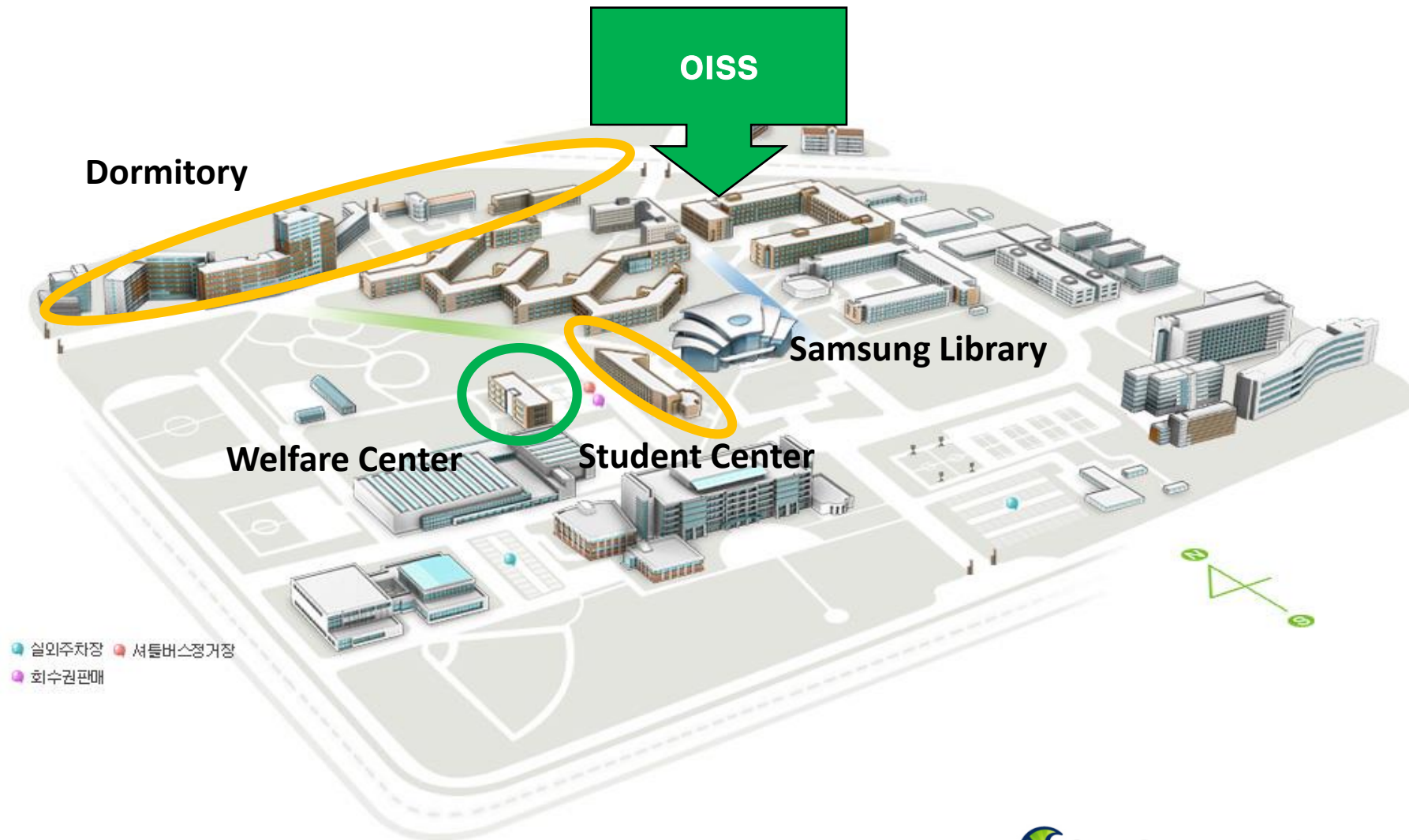
Sexual Harassment Prevention

Purpose

To understand what actions may be considered as sexual harassment/Prohibited Sexual Conduct

To know how to respond to sexual harassment/Prohibited Sexual Conduct, including what procedural measures can be taken in a case of sexual harassment

To understand your role and responsibility in preventing possible sexual harassment/Prohibited Sexual Conduct

Gender Equality Center

인문사회과학캠퍼스

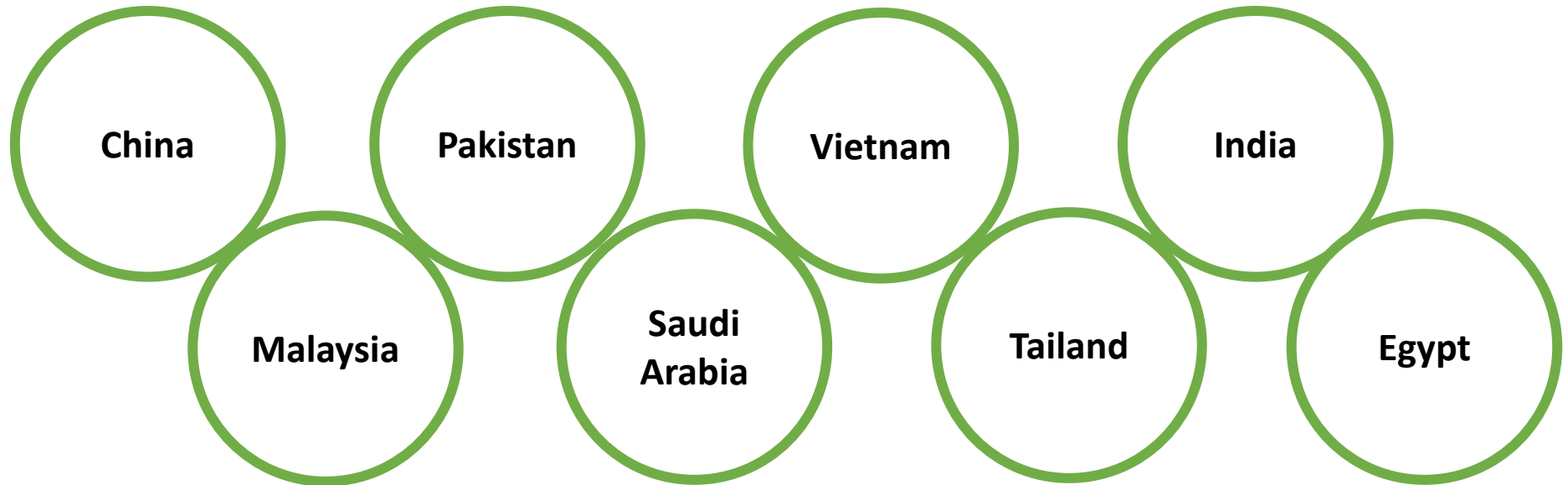다산경제관 1층 카운슬링 센터 내 Tel. 02)760-1299

자연과학캠퍼스

복지회관 3층 카운슬링센터 내 Tel. 031)290-5682

Introduction of International Students Community

International Student Communities

China   Pakistan   Vietnam   India

Malaysia   Saudi Arabia   Tailand   Egypt

* If your nationality is not one of countries above and want to make your own community, please contact OISS.

What to do
 - Regular Meeting with OISS
 - Mediator of the own nation's students with OISS

Contact Information

QQ Group：11364374

Email：**skkunssu@gmail.com**

Microblog：成均馆大学华人学生会

Wechat public account：SKKU自然校区留学生会

Wechat group: Full members！Invitation Needed!

You can send individual application to our wechat public account！

SUNG KYUN KWAN UNIVERSITY

Chinese Student Union in SKKU Nature Science Campus

Members

President：

Jieling QIN-Chemical Engineering

Learning Guidance Group：

Hai XUE- Electrical and Computer Engineering，

Hao ZENG- Department of Systems Management Engineering，

Xianghong JIN-Department of Software

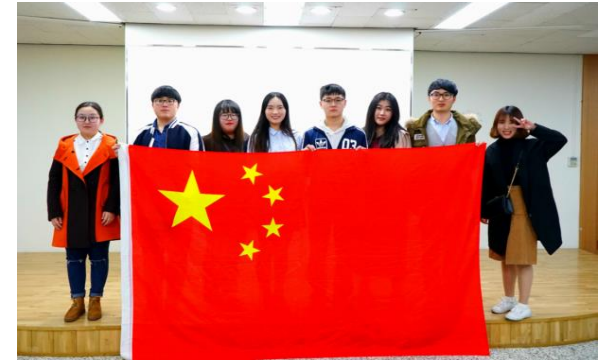**Living Information Group**

Cheng SU- Electrical and Computer Engineering,

Zhaoyuwei CHEN- Department of Food Science and Biotechnology

Planning & Publicity Group

Nan LIN-Department of Biological Sciences,

Leyi SHANG- Department of Advanced Materials Science &Engineering

Notice

Chinese Freshmen Orientation

In order to help our Chinese students to adapt the overseas life well, **Chinese student union in SKKU Nature Science Campus** will hold **Chinese Freshmen Orientation** at the beginning of semester. We will post the details on our **wechat public account**, please subscribe it!

Welcome!

SUNG KYUN KWAN UNIVERSITY

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