Academic Guide

for International Graduate Students

2023학년도 1학기 외국인 대학원생을 위한 학사안내

전남대학교 대학원
CHONNAM NATIONAL UNIVERSITY GRADUATE SCHOOL

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Schedule of Academic Affairs

• 2023 Graduate School Academic Affairs Schedule

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Submission of Dissertation for Examination	3.20.(Mon) ~ 3.24.(Fri)
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Category	Schedule (MM.DD)
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Guidelines for Academic General Affairs

1. Enrollment

Payment of Tuition

Students must complete registration procedures by paying tuition and fees before the start of every semester so that they can keep their status to study at CNU for the next semester.

- Tuition Payment Period
  - Spring semester: 2023. 2. 20. (Mon) ~ 2. 23. (Thu)
  - Fall semester: 2023. 8. 22. (Tue) ~ 8. 25. (Fri)
- Printing bill: Go to the CNU portal website → Sign in → My Academic affairs → Registration → Print Tuition Bill
- A virtual deposit account is provided for every student. Payment will be verified even if the deposit is made in another person's name.
- It is possible to pay through internet/phone banking, ATM, and at the bank counter.

Time Limit for Course of Study and Enrollment

Degree Course	Duration of Coursework	Required credits for course completion	Supplementary Classes	Length of Studentship
Master's	4 semesters	24 credits	Required credits (if necessary)	10 semesters
Ph.D.	4 semesters	36 credits		14 semesters
Integrated*	8 semesters	54 credits		16 semesters

* Integrated: Master's and PhD combined programs

- Duration of Coursework: Minimum period of registration for graduation
- Length of Studentship: The semester limits within which a Coursework must be completed. (There is no limit for submitting a Thesis/ dissertation after coursework is completed.)
- Students should earn required credits with cumulative GPA of 3.0 or higher in order to complete their degree requirements.

Students taking extra semester
(Master's and Ph.D: more than 5 semesters, Integrated program: more than 9 semesters)

- Graduate students who need to take an extra semester for course completion should pay the fee after they confirm the course registration.
- Tuition fees are calculated based on the number of credits (including supplementary courses) that the student takes.
  - 1~3 credits: Half of tuition
  - More than 4 credits: Full tuition
- Students taking an extra semester can only register during additional registration period (after completion of course registration).

Tuition Installment Payment Plan
- Application Period for Tuition Installment Payment Plan
  - Spring semester: January
  - Fall semester: July
- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → My Academic Affairs → Registration → Application for: Tuition Fee Installment → Payment Plan Application
  - ※ The application period is in late January and late July which will be notified through the notice board on the official website of the school.
  - ※ Please be aware that students who are taking an extra semester and newly enrolled students are not eligible to apply for Installment Payment.
  - ※ Please note that you will be expelled from the university in case of not paying during the designated period. In addition, you must pay the full tuition amount if you missed the first payment in February or August even if you had applied for "Installment Payment".

• Installment Payment Period

Round	Payment Period
First	During the regular payment period (same with other current students)
Second	One month after the first payment made (late March and late September)
Third	One month after the second payment made (late April and late October)
Fourth	One month after the third payment made (late May and late November)

Tuition Refunds

• All new students who wish to receive a refund of tuition fees, due to admission withdrawal, must submit an Application Form to the administration office of the department to which they have applied to, prior to the beginning of the school term (Spring semester: March 1, Fall semester: September 1) in order to receive a full refund of tuition fees.

• Tuition Refund Rules
  • Before the beginning of the semester: Full refund
  • Up to 30 days after the beginning of the semester: Refund 5/6 of tuition
  • Between 31 to 60 days after the beginning of the semester: Refund 2/3 of tuition
  • Between 61 to 90 days after the beginning of the semester: Refund 1/2 of tuition
  • More than 91 days after the beginning of the semester: No Refund

Early Completion

• The required total semester terms may be allowed to be shortened if the student has maintained a high GPA as below:

Degree Course	GPA	Required credits for course completion	Reduced term of study
Master's	4.3 or higher	24 credits	up to 2 semesters
Ph.D.	4.3 or higher	36 credits	up to 1 semester
Integrated	4.0 or higher	54 credits	up to 3 semesters

Updating Contact Information on CNU Portal

• You can manually update your contact information on the portal so that the university has the most up-to-date information.
• Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → Academic Support → My Academic Affairs → Enrollment → Student Information
  ※ Students can manually update their address, phone number, e-mail, and family contact information.

2. Course Registration

Course Registration Dates

- Course Registration Period:
  - Spring Semester: 2023. 2. 14.(Tue) ~ 2. 21.(Tue) / 2024. 2. 13.(Tue) ~ 2. 20.(Tue)
  - Fall Semester: 2023. 8. 4.(Fri) ~ 8. 11.(Fri)
- Course Add & Drop Period:
  - Spring Semester: 2023. 3.2.(Thu) ~ 3.8.(Wed)
  - Fall Semester: 2023. 9.1.(Fri) ~ 9.7.(Thu)

Course Registration Procedure

- Click on the class registration system on the website: http://sugang.jnu.ac.kr or
- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → Academic Support → My Academic Affairs → Courses → Course Application → Course Registration
  - ※ For reference, Chrome or Edge is the recommended web browser for using the CNU portal.
  - ※ Students should log in with their student ID and password. For freshmen, ID: application number, PW: yymmdd

Checklist before Class Registration

- Check the course schedule and syllabi with individual ID.
- Maximum number of Credits: 10 credits per semester for regular graduate school.
※ The following students may apply for a special exemption to take more credits:
  1) Students who had a GPA of above 4.0 (more than A in all subjects) in the previous semester: 3 extra credits.
  2) Students who register for a supplementary course: 6 extra credits.
  3) Students who entered CNU under the MOU with partner institution: 3 extra credits.
- Registration must be done by the students themselves followed by the instruction of the academic advisor or the corresponding department. (Every semester, there are cases of students who are unable to complete their coursework requirements because of carelessness or because they asked a third party to register for them.)
- Students must also confirm the results of class registration by themselves via the CNU portal system and correct any errors during the add/drop period (the schedule will be released in advance).
- PhD students cannot retake a class if they have already received credit for it as a MA student.

Class Schedule

	1	2	3	4	5	6	7	8	9
Mon Wed Fri	9:00 -9:50	10:00 -10:50	11:00 -11:50	12:00 -12:50	13:00 -13:50	14:00 -14:50	15:00 -15:50	16:00 -16:50	17:00 -17:00
Tues Thu	9:00 -10:15	10:30 -11:45	12:00 -13:15	13:30 -14:45	15:50 -16:15	16:30 -17:45			

Academic Evaluation

Grade	Score	Grade Point Average(GPA)
A⁺	95 - 100	4.5
A	90 - 94	4.0
B⁺	85 - 89	3.5
B	80 - 84	3.0
C⁺	75 - 79	2.5
C	70 - 74	2.0
D	below 69	0

※ For students of Master's course, no credit will be earned if the grade is D or lower and, for the PhD course, no credit will be earned for a grade of C+ or lower. In addition, you will be required to submit an explanatory note and a proof of bank statement ($9,000) if your GPA of the previous semester is below 2.0 when you apply for visa extension. Therefore, please maintain good grades for successful study at university.

- Attendance should be more than 75% for each class.
- Students should check their grades during the designated period. For any review of the grades, you can contact the professor only during the Grade Correction Period.
- Students who receive a C+ or below and wishes to enhance their grade in a particular course are allowed to retake the course.
- If a course is retaken, the course grade before the retake is deleted from the academic transcript. Regardless of the grade result, the last grade will remain on the transcript.

Supplementary Courses

Graduate students with a different major from a previous degree may optionally take supplementary courses depending on the departmental rules. The maximum number of credits for supplementary courses is 15 credits. Supplementary courses are mandatory credits that must be taken in addition to regular courses. They are not part of the credits required for the completion of one's major. They must submit the Supplementary Course Registration Form before Course Registration.
If the change of the supplementary subject is needed, you have to submit the "Form for Change of Supplementary Courses to be Taken".

Research Credits

Classification	Research Guidance (연구지도)	Research Training (연구연수)
Credit recognition	• Master's: 3 credits • Ph.D: 6 credits • Integrated: 9 credits	• 2~3months: 3 credits • More than 3 months: 6 credits • up to 6 credits per academic course
Including credits for degree completion	Yes	Yes
Grade Evaluation	S (Satisfactory)/ U (Unsatisfactory)	P (Pass) / F (Fail)

- The research credits are not compulsory courses.
- Research Training: The research training is for students who are currently enrolled and wish to conduct research at an any external organizations (Korea and abroad) for a period of time. The student can receive credits when the student submits a result report after undertaking research.

Course Withdrawal: Dropping classes

- Students may withdraw from a class at the designated period; which comes in March and September (normally the fourth week after the start of classes, before 1/4 of the semester has finished). The exact date will be announced through the notice board on the school's official website.

- Class withdrawal is allowed only if there is a minimum of one course remaining after the withdrawal.
- Students may not enroll in another class after dropping a class.
- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → My academic affairs → Course → Course Application → Course Drop Application
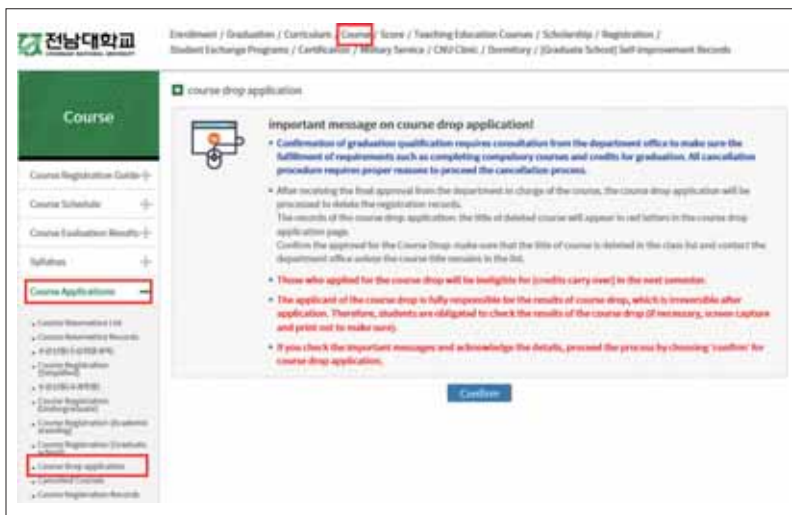
Registration for Students who have completed Coursework
(research registration / school register maintenance registration)

- Registration for students who have completed all required courses, but not their thesis, can be made after submitting application if needed (students can maintain their status as a student of CNU graduate school while conducting projects such as BK21 or external research project). The application period comes twice a year, in January and July. The exact date will be announced through the notice board on the school's official website.
- Registration Period:
  · Spring semester: 2023. 2. 1. (Wed) ~ 2. 14. (Tue)
  · Fall semester: 2023. 8. 2. (Wed) ~ 8. 16. (Wed)
- The Fee for Research Registration is subjected to 8% of the regular tuition.
- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → My academic affairs → Registration → Graduate school registration after course completion

Recognition of Credits

Category	Applicability	Criteria for Credits
Completion of graduate school course	Graduate school courses already taken at CNU during a bachelor's program (only access credits towards undergraduate graduation requirements).	9
Excess course credits acquired in graduate school	Excess course credits acquired during Master's program by newly enrolled doctoral students at CNU (minimum grade for transfer is B).	12
Credit transfers	Credit transfer courses can be taken from other graduate school (domestic or foreign) that have a credit transfer agreement with CNU.	MA: 9 PhD: 12
Earning credits at other graduate schools	Credits taken and completed at a different graduate school (domestic or foreign) before admission to CNU are accepted.	

※ For more details on the credit recognition, please contact the corresponding department or graduate school.
(062-530-5916)

3. Change of Department (Major)

Any student of General Graduate School who wants to change their department/major based on their aptitude or desire.
• Eligibility: Students who are currently enrolled or expected to return to school

Application Period

• Spring semester: Early January
• Fall semester: Early July
※ The exact date will be announced through the notice board on the school's official website.

Application Procedure

Complete the Change of Major Form (attach transcript) → Submit the document to the Department Chair (desired major) → Select the qualified students → Send the result to the Office of Academic Affairs → Check the results, Pass or Fail (Notice board of CNU official website) → Submit the credit recognition from the change of department

Special Notes

• If a student has completed the course and earned credits, partial or full credits may be recognized for major courses that overlap with the curriculum of the new department (major) and electives that are closely related to the curriculum of the new department (major).

4. Change of Degree to Integrated Course

Any student, under the Master's degree course in the General Graduate School, who wants to change to the Integrated Course.
• Eligibility: Students who are currently enrolled or expected to return to school
(with the exception of students who have finished all their coursework)

Application Period

• Spring semester: Early January
• Fall semester: Early July
※ The exact date will be announced through the notice board on the school's official website.

Application Procedure

Complete the Change of the Degree to Integrated Course Form (attach transcript) → Submit the document to the Department → Select the qualified students after the faculty meeting → Send the result to the College and Graduate School → Check the results in the department.

Benefits

Contents	Master's/Doctoral	Integrated
Thesis/ Dissertation	Master's: compulsory Doctoral: compulsory	Dissertation only (Thesis exemption)
Required Credits	Master's: 24 credits Doctoral: 36 credits	54 credits
Early Graduation qualification	Master's: more than 2 semesters, GPA 4.3/4.5 or better Doctoral: more than 3 semesters, GPA 4.3/4.5 or better	More than 5 semesters, GPA 4.0/4.5 or better.

5. Leave of Absence and Returning to School

- Leave of Absence: In the case of an illness, accident, or other unavoidable circumstances, a leave of absence may be taken by the student.
- Returning to School: The student must register for the following semester during the designated period to continue their studies once the term or excuse for the leave of absence has ended.

Application Period

Category	Application Period	Notes
Leave of Absence	2023. 2. 20. (Mon) ~ 2. 23. (Thu)	For those who have yet to pay the tuition fee
	2023. 2. 20. (Mon) ~ 4. 24. (Mon)	For those who already paid the tuition fee
Returning to School	2023. 1. 2. (Mon) ~ 2. 23. (Thu)	

Duration of Leave of Absence

Unit (year)	Duration of Coursework	Period for Leave of absence
Master's Degree Program	2	2
Doctoral Degree Program	2	3
Integrated Degree Program	4	4

※ The Master's program requirement is applied to students who initially applied for the Integrated program but only completed the master's portion of the program (Students who had discontinued the Integrated program).

Leave of Absence Category

- General Leave of Absence
- Maternity Leave of Absence
  - Students can apply for maternity leave for childbirth or childcare for children under the age of 8.
  - Maternity leaves are considered as additional to the general leave of absence.
  - Students who wish to apply for a maternity leave must submit a request form and upload documentary evidence(pregnancy confirmation document or family relation certificate)
- Leave of Absence due to Illness
- Leave of Absence due to Opening enterprise

Application Procedure

- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → My academic affairs → Enrollment → Change Current Student Status

※ In the case of a leave of absence due to illness, the student should submit the supporting documents to the department office.

Special Notes

- In case a student, who already paid the tuition fees, wants to apply for a leave of absence before half of the class days of the semester have been completed, the tuition fees will be exempted when the student returns to school for the next semester.
- The leave of absence (without tuition payment) is allowed during the designated period mentioned above. After the deadline, you can only apply for the general leave of absence which requires you to pay the tuition (exceptions: illness, childbirth, pregnancy).
- Scholarship recipients must pay the tuition fee before applying for a leave of absence. Otherwise, the whole tuition fee, with no scholarships, will be notified and paid by the student when returning from the leave.
- Books checked out from the library should be returned.
- International students (D-2 visa holders) must return to their home countries during the leave of absence period. OIA will report the academic status change (from enrollment to leave of absence) to the immigration office when the leave of absence request is approved by the university. The student must leave Korea within 2 weeks from the approval date even though they have a valid staying period on their alien registration card. Otherwise, it will be regarded as an illegal residency in Korea.

- After expiration of Leave of Absence, the student must apply for reinstatement during the designated period.
- Students will be dismissed if they fail to reinstate after the expiration of their leave of absence.

6. Manual for E-Class

Individual courses will have their own protocols, one should inquire about the exact methods to the department office, or to the individual lecturers. You are also advised to log into your e-class page by March 2nd 2023, at the latest, and to check on your registered course announcements for more information.

Logging into your E-class Page

- Go to "sel.jnu.ac.kr", click SSO log-in, and log in with your student ID and PW.
- The default password is your date of birth, YYMMDD.
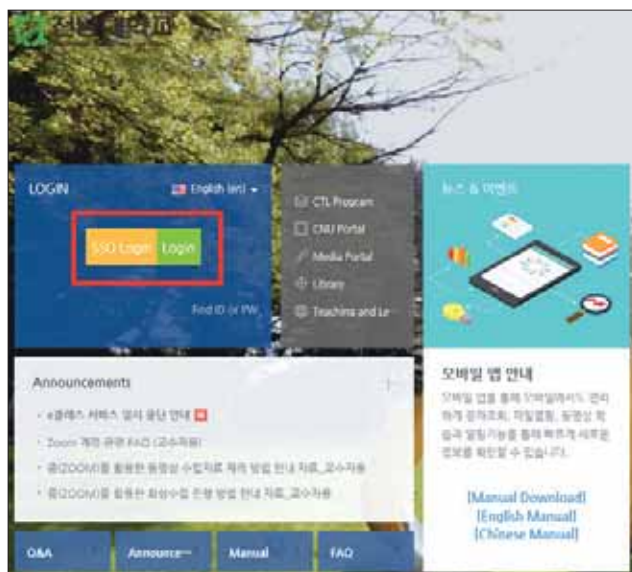
E-class Dashboard

- Click the circle box to select your language.
- All your courses for the current semester will show and you can click on the link to navigate between them. To view all courses at a time, go to Curriculum → My course.
- The bell icon signifies new announcements and learning material notification.
- The envelope icon signifies new messages from the professor or other students.

Course page

- Below "Course Summary", there are three icons:
  ① Notifications: Class announcements
  ② Course Q&A: You can ask course-related questions to the professor
  ③ Archives: Learning materials
- For online classes, you can watch the video lectures during the designated period.

Notice Board

- To view the course notice board, go to Course Home → Others → Notice board.
- To view announcements for all your courses, go to My page → Notice board.
- You can read and study the attached materials.
- You can submit assignments to the professor online or offline.
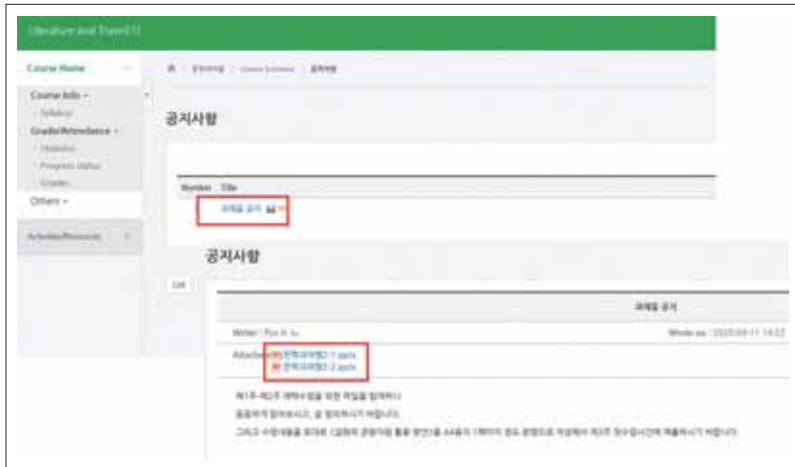
Thesis / Dissertation

1. Eligibility Exams (Foreign Language & Comprehensive Exam)

Announcement of application for exemption from Foreign language & Comprehensive exam (June, December)
→ Application (Those who are qualified/early July, early January)
→ Check the results
Application for Foreign language & Comprehensive exams (July, January)
→ Foreign language & Comprehensive exam
→ Check the results

Foreign Language Exam

- Eligibility: Any student who has completed at least one semester.
- Date of Exam: 2023. 7. 27. (Thu) / 2024. 1. 26. (Fri)
- Procedure: Fill in the application form → Submit it to the department.

Degree	Exam Subject	Timing	Passing Criteria
Master's	Select one: English, German, French, Chinese, Japanese, Chinese Character, Korean (Only foreigner)	70 minutes	60 points or higher out of the total of 100 points
Ph.D & Integrated	Select one or two (depends on department): English, German, French, Chinese, Japanese, Chinese Character, Korean (Only foreigners)		

- Notes:
- If unable to pass, re-taking the exam is possible regardless of the number of tests taken
- Please bring the pen for computer, black ballpoint pen (pencil is not acceptable), correction tapes and identification card (national ID, driver's license, passport, Alien Registration Card). If you do not have your identification card, you will be prohibited from taking the test.
- How to check the results: You can check the results (Pass or Fail) by entering the portal Login → Academic Support → My Academic Affairs → Graduation → (Graduate School) Thesis Qualification.

Exemption from the Foreign Language Exam

Students who have completed at least one semester qualify with the minimum level of exemption guidelines. They are required to submit the documents to the office of related department within the designated period.

- Exemption Criteria: The type of language test and passing grade is different for every department. Please check the criteria on the notice board of the graduate school website. The period of validity is based on 2 years from the acquisition date of the language test score.
- Procedure: Fill in the application for exemption → Submit it to the department with original copy of language examination score certificate (original copy will be returned after confirmation, if needed) within the designated period.
- Application Period
  · Spring semester: Early January
  · Fall semester: Early July

Comprehensive Exam

- Eligibility:
  · Master's students who have acquired a minimum of 18 credits with recommendation from the academic advisor.
  · Doctoral students who have acquired a minimum of 27 credits with recommendation from the academic advisor.
  · Integrated students who have acquired a minimum of 45 credits with recommendation from the academic advisor.

Degree	Exam Subjects	Timing
Master's	Two subjects or more	70 minutes / subject
Ph.D & Integrated	Three subjects or more	

- Date of Exam: 2023. 7. 26. (Wed) / 2024. 1. 25. (Thu)
  ※ Specific Information about the date of the exam will be announced by Department Office, and the schedule may be modified depending on the situation.
- Passing Criteria:
  · The passing grade average is at least 70 points out of 100. Students must acquire more than 50 points out of 100 in every subject.
  · If a student fails part of the comprehensive exam, the student can retake the corresponding subject within one year. For partial passing, a student's average should be at least 70 out of 100.

- Notes:
  - The contents of the Comprehensive Exam will be determined by each department.
  - If students who enrolled in the Integrated Course want to get only a Master's degree, they will be held to the standard of the comprehensive examination for a Master's degree. In the case of students who applied for changing courses from Master's to Integrated course, they will be held to the criteria of the comprehensive examination for the Ph.D course.
  - For more details about the comprehensive examination, please contact the concerned department's office.

Exemption from the Comprehensive Exam

- Eligibility: A student who completed a minimum of 18 credits for Master's, 27 credits for Doctoral and 45 credits for Integrated degree respectively with recommendation from the academic advisor.
- The Exemption Criteria:
  - CGPA of 4.2 or higher or
  - Students who have published at least one research paper as the lead author in a publication list at the National Research Foundation of Korea or SCI(E), SSCI. (Papers scheduled for publication are excluded.)

    The Department of Mathematics & Statistics (Major of Mathematics), Department of Education, Department of English Education, Department of Wood Science and Landscape Architecture, Department of Rural and Bio-systems Engineering, Program of East Asian Studies will a credit of corresponding author be allowed.
    - ※ The exemption criteria of comprehensive exams do not apply to every department. Some departments ask students to take the comprehensive exam unconditionally. Please check the internal regulations of the department for detailed information.
- Procedure: Fill in the application for exemption → Submit it to the department with official transcript or research paper within the designated period.
- Application Period
  - Spring semester: Early January
  - Fall semester: Early July

2. Thesis/Dissertation Proposal Submission

A student must submit a Thesis/Dissertation Proposal to the Head of the Department at least 6 months prior to the submission of a Thesis/Dissertation for examination, or at any specific deadline that the department assigns. Students can submit a graduate thesis/dissertation after one semester with guidance from their advisors.

Application Procedure

Fill out a Thesis/Dissertation Proposal Form(download from Graduate School) ☒ Get approval on the Thesis/Dissertation Proposal Form from the academic advisor ☒ Submit the approved copy to the department.

※ If the title of a Thesis/Dissertation is changed, then the Thesis/Dissertation title change form is required to be submitted to the department.

Period of Submission

- Spring Semester: 2023. 4. 3.(Mon) ~ 4. 7.(Fri)
- Fall Semester: 2023. 10. 10.(Tue) ~ 10. 13.(Fri)

3. Thesis/Dissertation Examination Schedule

Contents	Person in Charge	Ph.D.	Master's	Notes
		Due Date		
Submission of Required Documents for Thesis/Dissertation Examination	Student	2023. 3.20.(Mon) ~ 3.24.(Fri)	2023. 3. 27.(Mon) ~ 3. 31.(Fri)	Draft of the thesis/dissertation MA: 3 copies Phd: 5 copies
Payment of Thesis/Dissertation examination fee	Student	~ 2023. 3. 24.(Fri) 300,000won	~ 2023. 3. 31. (Fri) 100,000won	Kwangju Bank 074-107-437304 Chonnam National University (Examination Fee)
Selection of Examination committee members	Head of department	~ 2023. 3. 24.(Fri)	~ 2023. 3. 31.(Fri)	
Thesis/Dissertation Examination	Chair of the Examination Committee	At least three examinations	At least two examinations	Including the Oral Defense
		2023. 4. 3.(Mon) ~ 6. 16.(Fri)		
Oral Defense with a public audience	Head of department	During the Thesis/Dissertation Examination period		
Originality Report (Turnitin or Copykiller Program)	Student	During the Thesis/Dissertation Examination period		Library homepage
Submission of Requirements on Examination results	Each department	2023. 6. 19.(Mon) ~ 6. 23.(Fri)		
Online upload of the thesis/dissertation	Student	2023. 7. 6.(Thu) ~ 7. 14.(Fri)		Library homepage
Submission of final bound copies of Thesis/Dissertation	Student	Gwangju	PhD 2023. 7. 17.(Mon) ~ 7. 18.(Tue)	Complete bound version
			MA 2023. 7. 19.(Wed) ~ 7. 21.(Fri)	
		Yeosu	2023. 7. 17.(Mon) ~ 7. 18.(Tue)	
Graduate School Committee	Graduate School	Sometime in August 2023		Final Approval of Thesis/Dissertation

※ The schedule is subject to change. Students should check out the announcements from their department office.

4. Thesis/Dissertation Examination and Procedures

Eligibility Requirements to Submit Dissertation for Examination

- Students who passed the qualification examinations (foreign language/ comprehensive exam).
- Students who completed the online training course for Research ethics produced by KIRD.
- Students assigned to take supplementary courses must have the acquired credits.
- Students who have finished coursework and current students who are expecting to complete their coursework within the current semester.
- Students who have qualified in the specific departmental requirements.

Submission Deadline for Thesis/Dissertation Examination

Category	Master's degree	Doctoral degree
Spring Semester	2023. 3. 27.(Mon) ~ 3. 31.(Fri)	2023. 3. 20.(Mon) ~ 3. 24.(Fri)
Fall Semester	2023. 10. 2.(Mon) ~ 10. 6.(Fri)	2023. 9. 25.(Mon) ~ 10. 2.(Mon)

※ All documents and theses/dissertations should be submitted to the corresponding department office.

Submission of Required Documents for Thesis/Dissertation Examination

- Application for Thesis/Dissertation examination form.
- Thesis/Dissertation for examination (three copies for Master's, five copies for PhD).
- Research Ethics Compliance Statement.
- Recommendation for Thesis/Dissertation Examination Committee (written by the head of department)
- Certificate of Completion of Research Ethics Education(operated by KIRD: Korea Institute of Human Resources Development)
- Payment of examination fee:
  - Account information for Examination Fee Payment:
    Kwangju Bank 074-107-437304 Chonnam National University (Examination Fee)
  - Examination Fees (Master's: 100,000 won, PhD: 300,000 won) must be wire-transferred to the designated bank account together with the sender's student ID during the submission period of Theses/Dissertations for the examination.
  - ※ All forms for submission of thesis/dissertation can be downloaded from the Graduate School website.

Members of the Thesis/Dissertation Examination Committee and Qualifications

- Members of the Thesis/Dissertation examination committee shall be recommended by the candidate's academic advisor and appointed by the dean of the candidate's college and shall report directly to the president of the university concurrently.
- A Thesis/Dissertation examination committee will be composed of at least three members for master's degree programs and at least five members for doctoral degree programs. All committee member of qualifications are either CNU professors, honorary professors or other outside professionals.
- Whether to include outside professionals or the limitation number will be decided in the departmental rules.
- Besides the candidate's academic advisor, the chair of the examination committee shall be selected from among the committee members. The committee chair is appointed by the head of the department.
- A member of Thesis/Dissertation examination committee cannot leave Korea due to overseas business trip or secondment during the examination period. However, when obtaining President's approval, it is the exception to the rule.
- In the event of the conditions specified in paragraph 5 of this Article, the member of the committee shall submit the examination plan.

Thesis/Dissertation Examination

- Examination shall be led by the committee chair and must be performed three times or more for a doctoral degree and twice or more for a master's degree including oral defense.
- The oral defense with a public audience should be scheduled anytime during the examination period. Oral defense with a public audience should be held under the supervision of the Dean of the college. When submitting the final examination form, the dean of relevant college shall report the final examination results to the president of the university.
- Theses/Dissertations are accepted upon approval by 2/3 of the examination committee members for a master's degree, and 4/5 of the examination committee members for a doctoral degree.
- Students who were admitted under the MOU with a foreign university, can proceed with the examination procedure overseas.
- The abstract will be included in both Korean and English.

Submission Requirements after Examination Results

- Submission period: 2023. 6. 19.(Mon) ~ 6. 23.(Fri) / 2023. 12. 18.(Mon) ~ 12. 22.(Fri)
- Required Documents:

Master's degree	Doctoral degree
• Signed Examination Approval Form from each examiner (three copies in total) • Signed Thesis Examination Result Report from each examiner (three copies in total) • One copy of the Originality Report of Turnitin or Copykiller (plagiarism check) Program	• Signed Examination Approval Form from each examiner(five copies in total) • Signed Dissertation Examination Result Report from each examiner(five copies in total) • One copy of the Dissertation Examination Schedule • Three copies (or more) of the Interim Examination Reports • One copy of the Dissertation Examination Report in Summary • One copy of the Originality Report of Turnitin or Copykiller (plagiarism check) Program

※ If the title of a Thesis/Dissertation is changed, then the Thesis/Dissertation Title Change Form is required to be submitted to the department.

Submission of PDF version of Thesis/Dissertation

- Submission period: 2023. 7. 6.(Thu) ~ 7. 14.(Fri)
- Procedure:
  - Library Homepage (http://lib.jnu.ac.kr) → Main Page → Library Service → Thesis Submission

- Log in first and click the submit tab and then click on "Manual of Submission"
- Follow the guideline of the manual and upload the thesis/dissertation.
- Check that the candidate information is properly completed and correct any errors if necessary.
- Ensure all remaining steps are reviewed and completed in full.

● Notes:
- Within 24 hours after uploading, be sure to check whether the status of the thesis/dissertation has been approved by the administrator.
- After confirmation, print out the "Author Permission Agreement"(Copyright and License Agreement) on the approval notice screen and submit it separately.
- * Confirmation sheet: A master's thesis requires a confirmation signature or seal from the three members of the Thesis Examination Committee and a doctoral requires one from all five members.

Submission of final printed Thesis/Dissertation

● Submission period:

Category	Gwangju Campus	Yeosu Campus
Master's degree	2023. 7. 19.(Wed) ~ 7. 21.(Fri)	2023. 7. 17.(Mon) ~ 7. 18.(Tue)
Doctoral degree	2023. 7. 17.(Mon) ~ 7. 18.(Tue)	

- Time for submission: 9AM ~ 6PM (Except lunch hour: Noon~1PM)
● Hardcopy composition: Outer Cover (including Cover Spine) → Inner Cover Ⅰ → Inner Cover Ⅱ (Confirmation Sheet) → Table of Contents → English Abstract → Body → References → Korean Abstract → Appendix (if applicable) → Author Permission Agreement
● Number of copies to be submitted: Three copies (Department of Law: Five copies).
● After the examination is completed, the final printed thesis/dissertation should be submitted to the Central Library by the given date. One of the submitted copies should be attached with the 'Confirmation sheet' containing seals of all members of the Thesis/Dissertation Examination Committee. The other two copies of the thesis/dissertation could be attached with duplicates of the original signed copies.

• Place of Submission (Gwangju Campus):
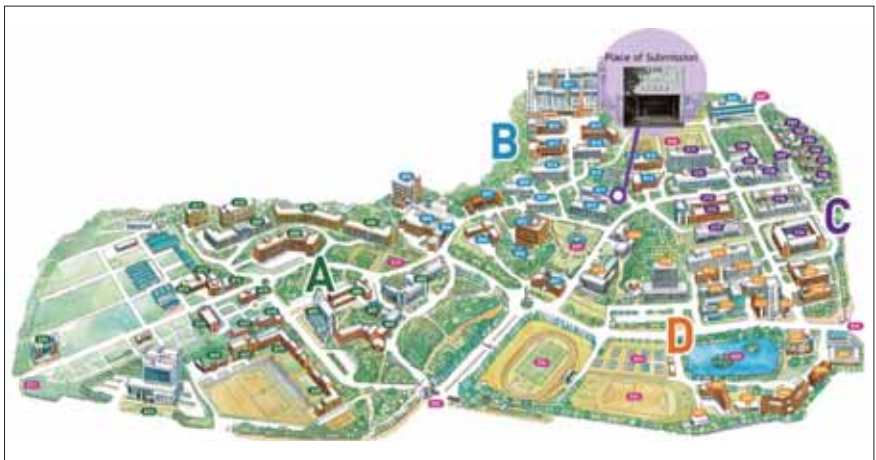
Graduate School Committee

• Date: August 2023
• Agenda: Final approval of Theses/Dissertations

5. Plagiarism Check Procedures

How to Check Plagiarism in Turnitin

- Go to the school library website https://lib.jnu.ac.kr/ → Sign in → Educational Research Support → Turnitin Use → Check the Manual for Students → Click the Button "Go to Turnitin"

How to Check Plagiarism in CopyKiller

- Go to the school library website https://lib.jnu.ac.kr/ → Sign in → Choose the language in "KOR" → 교육연구지원(Educational Research Support) → 논문작성 지원 → CopyKiller → Check the English Manual → Click the Button "Copy Killer"

6. Degree Conferral Criteria

Master's Degree

- Credit requirements: Students who have completed at least 24 credits (completed credits). Students may be prohibited from receiving the degree even after successfully defending their degree theses if they do not meet the credit requirement for degree completion. (e.g. credits not acknowledged as completed due to an inadequate grade, such as an F)
- Cumulative GPA: Students with a cumulative GPA of 3.0/4.5 or higher.
- Qualification Examination: Student who have passed the foreign language and comprehensive examinations.
- Semesters enrolled: Students who have enrolled in at least 4 semesters (those who have taken directed research for more than 1 semester with guidance from a thesis advisor after submitting a thesis proposal and being approved).
- Students whose graduate thesis has been approved by the examination committee.
- Students who have not exceeded 10 semesters (registered) since the date of admission (Note: Periods of leave of absence are not included in the registered semesters).

Doctoral Degree

- Credit requirements: Students who have completed at least 36 credits (completed credits).
- Cumulative GPA: Students with a cumulative GPA of 3.0/4.5 or higher.
- Qualification Examination: Student who have passed the foreign language and comprehensive

examinations.
- Semesters enrolled: Students who have enrolled in at least 4 semesters (includes those who have taken directed research for more than 1 semester with guidance from an advisor after submitting a dissertation proposal and being approved).
- Students whose graduate dissertation has been approved by the examination committee.
- Students who have not exceeded 14 semesters (registered) since the date of admission (Note: Periods of leave of absence are not included in the registered semesters).

Integrated Degree

- Credit requirements: Students who have completed at least 54 credits (completed credits).
- Cumulative GPA: Students with a cumulative GPA of 3.0/4.5 or higher.
- Qualification Examination: Student who have passed the foreign language and comprehensive examinations.
- Semesters enrolled: Students who have enrolled in at least 8 semesters (includes those who have taken directed research for more than 1 semester with guidance from a thesis advisor after submitting a thesis proposal and being approved).
- Students whose graduate dissertation has been approved by the examination committee.
- Students who have not exceeded 16 semesters (registered) since the date of admission (Note: Periods of leave of absence are not included in the registered semesters).

Education Support

1. Scholarship

Scholarship for New-incoming Students

• Applicable students: Graduate students who applied under international admissions.

Name of Scholarship	Benefits	Eligibility
Global Scholarship	Exemption of entire tuition for the first semester	Both admission and scholarship award evaluation will be conducted automatically and simultaneously. You do not need to submit a special application form for this scholarship.
Strategic Researcher Scholarship (SRS)	Exemption of entire tuition for the first semester	However, for SRS, you should have a prospective academic advisor at CNU to be considered as a candidate.
Topik Level 6 Scholarship	Exemption of entire tuition for the first semester	Please submit a valid TOPIK Level 6 certificate when you apply for admission.

* These scholarship benefits are only for the first semester after enrollment.
* Double Scholarship Restrictions: It is not possible to receive more than one of the scholarshiOps mentioned above at the same time.

Scholarship for New-incoming Students

Name of Scholarship	Benefits	Eligibility
Graduate School-President Honorary Fellowship (GS-PHF)	Exemption of entire tuition for the course of study (8 semesters)	GPA from the previous school of 3.75/4.5 or higher and pass a departmental review processes among Integrated(Master's and PhD combined) program candidates. Maintain the GPA over 4.0/4.5 for each semester & Meet the departmental criteria.

Scholarship for Integrated Undergraduate/Graduate

• Applicable students: selected for integrated Master's degree (combines a Master's with a Bachelor) and recommended by a prospective advisor.
• Benefits: 1,000,000won/semester(max. 3 semesters)
• Selection period: March, September.

Internal & External Scholarship

Name of Scholarship	Benefits	Eligibility
Academic Excellence Scholarship	Partial exemption of tuition	Selected every semester in accordance with scholarship/ college guidelines without making separate requests from each student.
Teaching Assistant (Work Scholarship)	2,400,000won/ semester	Recommended by the academic advisor. Needs to provide practical help (25hours/month) related to academic instruction or practicum.
Research Assistant (Work Scholarship)	1,800,000won/ semester	Recommended by the academic advisor. Needs to provide research assistance (20hours/month).
Global Assistant (Work Scholarship)	2,400,000won/ semester	Recommended by the academic advisor. Needs to provide practical help (25hours/month) related to international affairs in college or department
BK21 Plus	• MA: 1,000,000won/month • PhD: 1,600,000won/month	BK21 Plus participating graduate students.
Korea Government Scholarship Program	Tuition, airfare, monthly allowance, Korean Language Training Costs	Corresponding international students only (Contact: Ms. Yena OH, 062-530-1277).
Samsung Global-Hope Scholarship	3,500,000won ~ 5,000,000/ semester	International students recommended by the academic advisor who have outstanding academic records and performance.

2. CNU Learning Resources

Academic Conference Participation Grant

- Eligibility: Graduate students (including students who have completed coursework but are still registered) who present a paper at professional conferences as first author (oral and poster presentations).
- Benefits: Grant amount will depend on the location of the conference.

| Type of Support	Benefits	Number of times
Domestic academic conference	Gwangju/ Yeosu: 50,000won Other cities: 100,000won	Up to twice a year
International academic conference	Asia: 400,000won Australia/ Eastern Russia: 600,000won Other destinations: 800,000won	Once a year
On-line	100,000won (if less, actual expenses)	Up to twice a year

* Support will not be provided if the student is already receiving support from a different organization or entity.

- Application Procedure:
  ① CNU graduate school website(https://webgs.jnu.ac.kr) login → Research Support 연구지원 → Application for Program or

  ② CNU portal login → My academic affairs → [Graduate School] Self-improvement Records → Application for Program
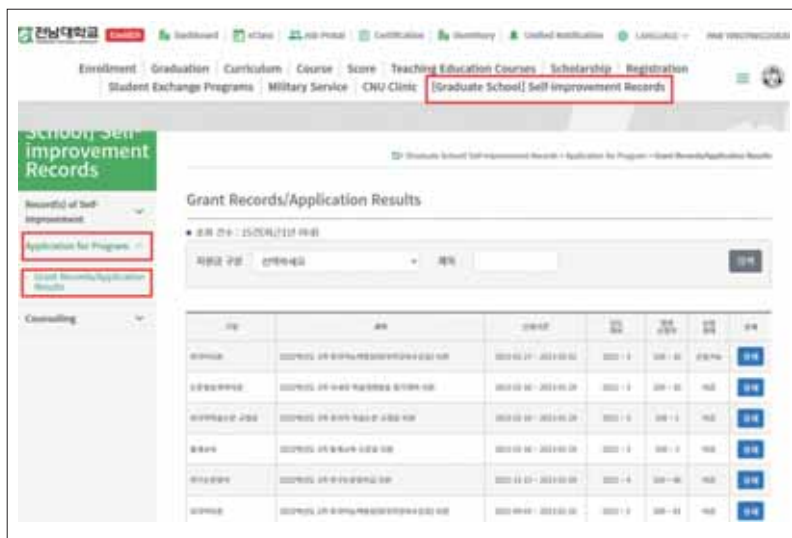
- Submission Deadline: Student needs to attach all the following documents within 30 days.
  - Application form
  - Results report
  - Proceeding book
  - Photos at conference when presenting
* For more questions, please contact the Office of Graduate School at 062-530-5917.

Incentive for Publications in Academic Journals

- Eligibility: Graduate students (including students who have completed coursework but are still registered) when they publish offline articles as the first author.
- Recognition range and Benefits : once per year (Mar 2023 ~ Feb 2024)

Area	Type of publication	Benefits	Number of times
Humanities and Social Sciences	SSCI, A&HCI, SCI(E)	600,000 won	Students are eligible for only one research grant per academic year.
	Journals listed (or under consideration) in the Korean Research Federation's list of recognized publications	400,000 won	
	SCOPUS Journals		
Natural or Applied Sciences	SCI, SCIE Journals within 10% of JCR ranking	600,000 won	
	Other SCI(E), SSCI Journals	400,000 won	

* How to check JCR Ranking?

Journal Citation Reports (JCR) is an annual publication by Clarivate Analytics.

1.Go to the JCR website: https://jcr.clarivate.com/ , input the journal name you want to search.

※ Here takes "Energy" as an example, click search button.

2. This journal belongs to two categories. Click the journal name to check more detailed information.

3. Scroll down this page to check the Rank by Journal Impact Factor in each category

• Notice: Do not be confused with Rank by Journal Citation Indicator

JCR (%) = Current Journal Ranking / Total Number of Journal × 100

In the first category "ENERGY & FUELS":

JCR (%) = 24 ÷ 119 × 100=20.17%

In the second category "THERMODYNAMICS":

JCR (%) = 3 ÷ 63 × 100=4.76%

4. Pick the most advantageous ranking for you. In the present case, journal Energy's JCR ranking is 4.76%.

- Application Procedure:
① CNU graduate school website login → Research Support 연구지원 → Application for Program or
② CNU portal login → My academic affairs → [Graduate School] Self-improvement Records → Application for Program
* For more questions, please contact the Office of Graduate School at 062-530-5917.

Overseas Research Support Program

- Overview: Provide graduate students with the opportunity to cultivate their ability to meet the global challenges, and to conduct on-site field research abroad in a wide variety of fields.
- Eligibility: Graduate students
- Benefits:

Region	Per month	Period
Asia	1,200,000	two months ~ six months
Russia, Japan and Eastern Europe	1,500,000	
Europe, Canada, USA, South America, Australia and other destinations	2,000,000	

* The size of funding is subject to change.
* International students should not choose one's country of origin for destination of the study abroad grant.
  - The student could receive credits (research training) when the student submit an outcome report after undertaking research.
- Documents to be submitted: application form, CV, research plan, recommendation letter (by academic advisor)
  ※ A letter of invitation from an university or institution abroad should be submitted before the day of departure.
- Application Procedure: CNU graduate school website login → Career → Career Development
- Selection Criteria: Suitability for qualification, excellence of research plan, and growth potential (research performance within two years, language qualification, etc.).
- Responsibilities: Submission of a result report within one month of the end of the program.
- Credit recognition:

No.	Course Code	Title of Course		Credits
		Korean	English	
1	GR23476	연구연수1	Research Training 1	3 credits (training period: 2~3months)
2	GR23477	연구연수2	Research Training 2	6 credits (training period: more than 3 months)

Academic Research Individual/Group Project (G-KIRI)

- Eligibility: Individual or Research group formed among graduate students who are currently enrolled or have recently completed coursework
- Benefits: 500,000won ~ 3,000,000won per team.
- Application Procedure: Submission of application to the relevant department office → Screening → Selection.
- Responsibilities: Submission of achievement (choose one) with result report
  - Publishing a thesis
  - Patent application
  - Conference presentation
  - Competition
  - Exhibition

Thesis Proofreading and Editing

- Eligibility: Master's/Doctorate/Integrated course students (including students who have completed coursework but are still registered) who write a thesis in a foreign language.
- Benefits: 500,000won or less per person (if less, actual expenses).
- Thesis writing in a foreign language (English, French, Japanese, Chinese, German).
  - ※ In case of international students, no support for thesis written in their native language.
  - ※ No support for translation (eg. Korean → English) .
- Application Procedure:
① CNU graduate school website login → Research Support 연구지원 → Application for Program or
② CNU portal login → My academic affairs → [Graduate School] Self-improvement Records → Application for Program

Korean Language Classes

- Eligibility: Graduate students who wish to learn Korean language.
- Benefits: CNU OIA supports tuition fee up to two times for graduate students.
  The course has a wide range of levels including Hangul (Korean alphabet) class for beginners and free discussion class for advanced learners. This special course meets one hour a day (Monday-Friday) for 7 weeks (total 35 classroom hours).
- Application: Notice from OIA via e-mail → Online application.
* For more questions, please contact the Office of International Affairs at 062-530-1276.
- If you paid for talking Korean Language Classes (Special Course) at LEC, you can apply for Foreign Language improvement. (p.41)

Graduate Writing Center

- CNU graduate writing center offers free online 1:1 English writing and speaking coaching service. Students can get individual coaching and receive feedback from native English teachers.
- Eligibility: Graduate students (including students who have completed coursework but are still registered))
- CNU graduate writing center website: http://gwc.jnu.ac.kr
- Application:
  CNU graduate writing center login → click 1:1 coaching service button(1:1 코칭 접수하기) → apply for the service you need

* For more questions, please contact the Language Education Center at 062-530-3638.

Statistics Education Support

- Eligibility: Graduate students (including students who have completed coursework but are still registered) who take an statistics course.
- Benefits: Total 300,000won or less, actual expense (Twice per degree)
- Application field: inside and outside of university.
- Application Procedure:
① CNU graduate school website login → Research Support 연구지원 → Application for Program or
② CNU portal login → My academic affairs → [Graduate School] Self-improvement Records → Application for Program
※ Online education is recognized.

Foreign Language Improvement

- Eligibility: Students who are enrolled and students who have completed coursework but are still registered
- Recognition range:

Type	Category	Benefit	Number of times
Tuition for Language Education Center, CNU	Foreign Language Programs	actual expense	Up to twice a year

Tuition for Foreign language programs at LEC: English conversation classes, Test Preparation Courses, Foreign language programs and Korean programs(Special course)
- Application Procedure:
① CNU graduate school website login → Research Support 연구지원 → Application for Program or
② CNU portal login → My academic affairs → [Graduate School] Self-improvement Records → Application for Program

3. GradGrow Programs (비교과)

The Office of Graduate School provides various career development programs to graduate students. These programs aimed to help students improve their research and language skills for academic and professional growth. Also, Graduate Schools conducts many seminars and lectures for mental health of graduate students that have struggles in their daily life. Moreover, there are programs where students can receive useful information related to their future employment.

How to Participate Graduate Grow Programs

- Go to the graduate school website https://webgs.jnu.ac.kr/IndexMain.aspx → Sign in → 학생성장지원 → GradGrow(비교과) → Check Available Programs and Click → Fill in Your Personal Information → Click the Apply Button "신청하기"

GradGrow (비교과) G-PLUS

Intensive research camp for Thesis Writing

- Overview: expert coaching program that allows students to learn and practice a series of thesis writing processes such as research topic selection, international academic journal selection, prior research analysis, and international journal submission strategies during the two-night and three-day training period
- Eligibility: graduate school student (including students who have completed coursework but are still registered), researchers, research professors, instructors etc. Total 60 participants (Science

and engineering major 30 person / Humanities and social science major 30 person)
- Period: on winter vacation
- Benefit: accommodation, food, transportation, seminar participation, 1:1 thesis consulting, etc.

Academic English Writing Program

- Eligibility: Graduate students (including students who have completed coursework but are still registered) who wish to improve their English academic writing skills.
- Benefits: Graduate school support class tuition fee for students who apply for the program and pass the selection process.
- Program Details: The program is organized twice a year (Winter and Summer vacation period) in cooperation with Chonnam University Language Education Center. It is a month intensive course (dates are approximate and are subject to change each term). The program offers specialized classes for students in the Humanities and Social Science field and Science and Engineering field.
- Application Procedure: Announcement in the Graduate School Homepage (Career Development Program). Visit Graduate School Homepage → Login with PORTAL ID → Go to Career/Career Development Program → Select the related program → Fill the required data → Press Apply [신청하기].

※ Further details about dates and classes are published in June and December at the Graduate School Homepage.

English for Presentations at Conferences Program

- Eligibility: Graduate students (including students who have completed coursework but are still registered) who wish to improve their English communication skills for academic presentations and conferences
- Benefits: Graduate school support class tuition fee for students who apply for the program and pass the selection process.
- Program Details: The program is organized twice a year (Winter and Summer) in cooperation with Chonnam University Language Education Center. It is a month intensive course (dates are approximate and are subject to change each term).
- Application Procedure: Announcement in the Graduate School Homepage (Career Development Program). Visit Graduate School Homepage → Login with PORTAL ID → Go to Career/Career Development Program → Select the related program → Fill the required data → Press Apply [신청하기].

※ Further details about dates and classes are published in June and December at the Graduate School Homepage.

Graduate Employment Camp: Employment A through Z

- Overview: employment experts have prepared a graduate student employment camp that explains portfolio coaching and recruitment trends.
  In addition, we provide self-introduction documents for graduate students, PT interview feedback, and job counseling.
- Period: on vacations

Graduate Student International Seminar Capacity POWER UP (1:1 Online meeting)

- Eligibility: 30 graduate students and new researches from general graduate schools
- Selection: If there are more applicants than selected candidates, we will evaluate the motivation to apply.
- Notes: Cambly online meeting platform available for two months 700 minutes.
  If you take less than 200 minutes in a month, the account will be transferred to the prospective passer-by from next month.
- Lecture method: Online real-time lectures using Cambly's own system (1:1 video tutoring, 24 hour selection)
- Lecture field: English conversation/business/career development/test preparation

Individual psychological counseling for international graduate students

- Overview: Chonnam National University Graduate School conducts Individual psychological counseling for international graduate students to adapt to school life. If you are facing any psychological difficulty that is hard to solve alone during your abroad life, you can share your problems with psychological counselors on a 1:1 basis and improve your self-understanding and adapt to daily life.
- Individual Psychological counseling Area:
  - Self-understanding
  - Personal relationships(department life, partner, family, etc.)
  - Emotional issues(depression, anxiety, insomnia, etc.)
  - Career(career path or future career concerns)
  - Study stress and Adaptation
- Procedure:
  1. Intake interview(Face-to-face) & Psychological Tests(Available language: English, Chinese, Vietnamese)
  2. Assign counselor(English or Korean)

3. Individual psychological counseling online or face-to-face(50-minutes per week, up to 10 sessions)
- Period: as needed(all year round)

Mind-care Seminar

- Overview: This program's goal is to support the mental health of graduate students in Chonnam National University. The counseling psychologist's "psychological education for stress management" and "making bouquets incorporating fragrance therapy" activities are conducted. Each student can make a bouquet of flowers, so you can have a small healing time during the semester.
- Eligibility: graduate students (Korean and International)
- Lecture topic: - stress management psychological training
                        - understanding of fragrance therapy: creating a bouquet
- Period: During the semester

Research technologies and equipment lectures

- Overview: Every year, Graduate school provides special lecture to help students enhance their research skills. Graduate students and researches can participate in the seminars with lectures about the technology and equipment used during research.
- List of technology and equipment:
  · SEM
  · XRD
  · FT- NMR
  · XPS(X-ray Photoelectron Spectroscopy)
  · ICP-OES
  · XRF
  · Confocal MicroScopy
  · FE-EPMA

4. International Graduate Students Support Program

Buddy Program

- Eligibility: Graduate students that has been studying in the university for more than a semester and wish to help new coming international students with school and daily life matters.
- Activity Support: 250,000 KWR.
- Program Details: Graduate Students that has been studying for at least one semester are paired with freshmen international graduate students to help them to adapt to the university life.
- Application Period: February, August

※ Application procedure will be announced before the beginning of every semester on the Graduate School website.

(Online) Admissions Ambassador

- Eligibility: Graduate students who wish to serve as Online Ambassadors for the Graduate School and the International Application process.
- Activity support: 250,000 KRW
- Ambassador Duty: Graduate International Students selected as ambassador will promote CNU Graduate School abroad using SNS platforms and their connections with their home country. Also, they are required to help prospective students with the application process.
- Application Period: Beginning of Spring and Fall Semester.

※ Application procedure will be announced in the beginning of every semester on the Graduate School website.

Graduate Networking Night

- Purpose: The Office of Graduate School hosts a global event for CNU Graduate students in order to encourage networking and collaboration between students from different departments. The goal of this event is to provide opportunities to students to present about their ongoing research and also to receive information about research topics from other faculties. Also, this gathering will be a great opportunity for students to meet global friends from other countries in our campus.
- Eligibility: Korean and International Graduate Students, Researchers
- Programs: Introduction GradGrow Programs, Sharing cultural diversity, Dinner, Icebreaking, Individual Research Topic Presentation(small Group Activity)
- Period: one Friday on vacation

CNU International Day

- Organizers:
  CNU Office of International Affairs
  CNU Graduate School in cooperation
  CNU International Student Association (CISA)
- International Day Purpose:
  - Promote mutual understanding by providing a platform for cultural exchange between local members of the community and international students.
  - Provides the opportunity for international students to become active member in the community and to show their culture through various types of activities.
- International Day Activities:
  International Day included many cultural activities such as international food stands, experience zone to try traditional costumes and make handcrafts, drawing events, games, and music.

CNU International Students Association

- Eligibility: Graduate International Students studying at Chonnam National University.
- How to be member: Students can contact any of the CISA representatives.
- Representative of CISA

Name	Position	Email
Fatima Alkhadire	Advisor of CNU Students	fatoomkh93@hotmail.com
Khan Md Ishtiaq Hossain	Advisor of CNU Bangladesh	khankousik6@gmail.com

Name	Position	Email
SHERBUTAEV ELDOR ERGASH UGLI	Advisor of CNU Uzbekistan	eldorsherbutaev@gmail.com
Li Aoding	Advisor of CNU China	moializeea@gmail.com
Nguyen Cong Hanh	Advisor of CNU Vietnam	conghanh_1994@jnu.ac.kr
Ajay Kumar	Advisor of CNU India	ajay15december@gmail.com
Omidoyin Kehinde Caleb	Advisor of CNU Nigeria	218275@jnu.ac.kr

5. Portal Personal Information

How to Modify Personal Information

- To receive important notices from CNU, you should keep up to date your mobile number and e-mail information accurately.
- Go to the CNU portal website http://portal.jnu.ac.kr → Sign in → My academic affairs → Enrollment → Student Information → Personal Information → Modify Necessary Information → Click "Information Edit" Button
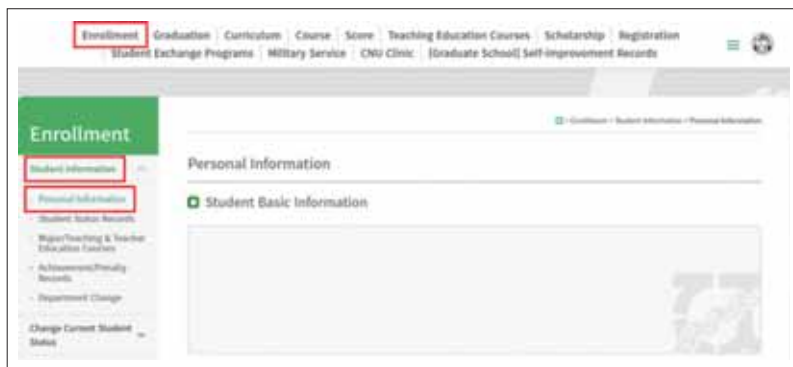
- Students Can manually update their address, phone number, e-mail and family contact information.

6. Family Resources

Balancing your life as a scholar and as a parent in graduate school may get challenging. CNU is committed to supporting graduate students with children and strives to provide resources and the support necessary to help graduate student parents thrive in their time at CNU.

Pregnancy and Parental Leave of Absence
- Maternity leave could start at any date.
- Cumulative leave totals: In case where pregnancy, delivery, taking care of babies would not be included in the Period for Leave of absence.
- Documents to be submitted: Certificate of pregnancy, delivery or family relationships.

On-campus University Housing
Students with family members have the option of on-campus apartments with two bedrooms (Residence hall 7). This category of campus housing includes specialized housing for graduate married students and students with children. Graduate students spend a great deal of time on campus, so it helps to be close. Family-friendly housing is important to many students with children to facilitate managing their family life and education.
- Document to be submitted: Certificate of Family Relationships.
- Procedure: Document submission to the corresponding department office → Official request to the residence office → Screening → Result Announcement
- Rental: 450,000won/month

On-campus Daycare Center
One benefit CNU offers is a childcare program for faculty, staff and graduate students. CNU has affiliations with CNU Daycare Center on campus. They provide a safe environment for toddlers and children aged between twelve months and six years, and the fun activities that each child needs.
- Procedure: Application submission in early November to the Daycare center.

Contact Information

Website

- Please check the Gradaute School website regularly for the latest information.
  ① Website address: https://webgs.jnu.ac.kr

② CNU portal login ➝ Click the above tab "대학원"

- **Instagram: @cnu_grad**

- **Youtube: 전남대 대학원 https://youtube.com/@user-wz4zp5ux4z**

Office Contact Information

■ Office of Graduate School

Academic Affairs for Int'l Students/GA Scholarship	yrcho@jnu.ac.kr	062-530-5916
Foreign Language and Comprehensive Exam RA/TA Scholarship		062-530-5902
Dissertation/Thesis, Graduation and Course Completion		062-530-5905
Learning resources		062-530-5917
Career Development		062-530-5918

• Location: Room 209 in University Administration (D18)

■ Office of International Affairs(OIA): Gwangju Campus

Team Manager	eunjee@jnu.ac.kr	062-530-1267
Graduate Admissions	internia@jnu.ac.kr	062-530-5952
General Affairs, Korean Class	dbkang@jnu.ac.kr	062-530-1276

• Location: Room 214 in Global & Research Hub (G&R Hub, B25)

■ Office of Global Education Center: Yeosu Campus

General Affairs	diet@jnu.ac.kr	061-659-7023

• Location: Room 307 in Humanities and Social Sciences Building(F14)

■ Other Departments

Academic Affairs	Leave of absences, Re-enrollment, Expulsions, Readmissions, Changing major	062-530-1050
	Document Issuance	062-530-1054
	Course Registration	062-530-1063
Financial Affairs	Tuition Payment, Installment payment	062-530-1207
Health Service Center	(Gwangju) Medical Check-up, Medication, Examination and Treatment	062-530-3602
	(Yeosu) First-aid, Health consultation	061-659-6235
General Administration	On-campus Car parking permit registration	062-530-1162

전남대학교 캠퍼스 안내

CHONNAM NATIONAL UNIVERSITY
CAMPUS GUIDE MAP

광주캠퍼스

Digital Library

Main Li

A

Cafeteria/Prayer Room/Int'l Students' Meeting Room

Office of Int'l Affairs

Library

B

C

D

University Administration

Office of Graduate School

비상벨 위치
Emergency Bell
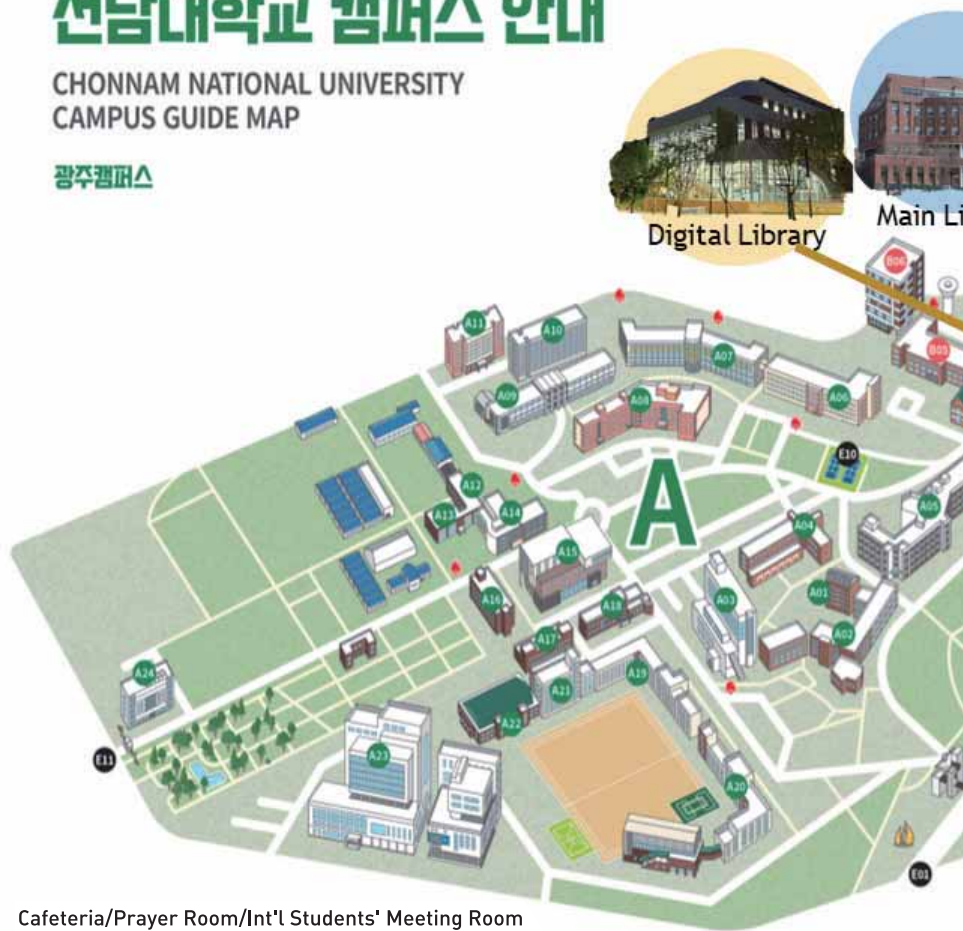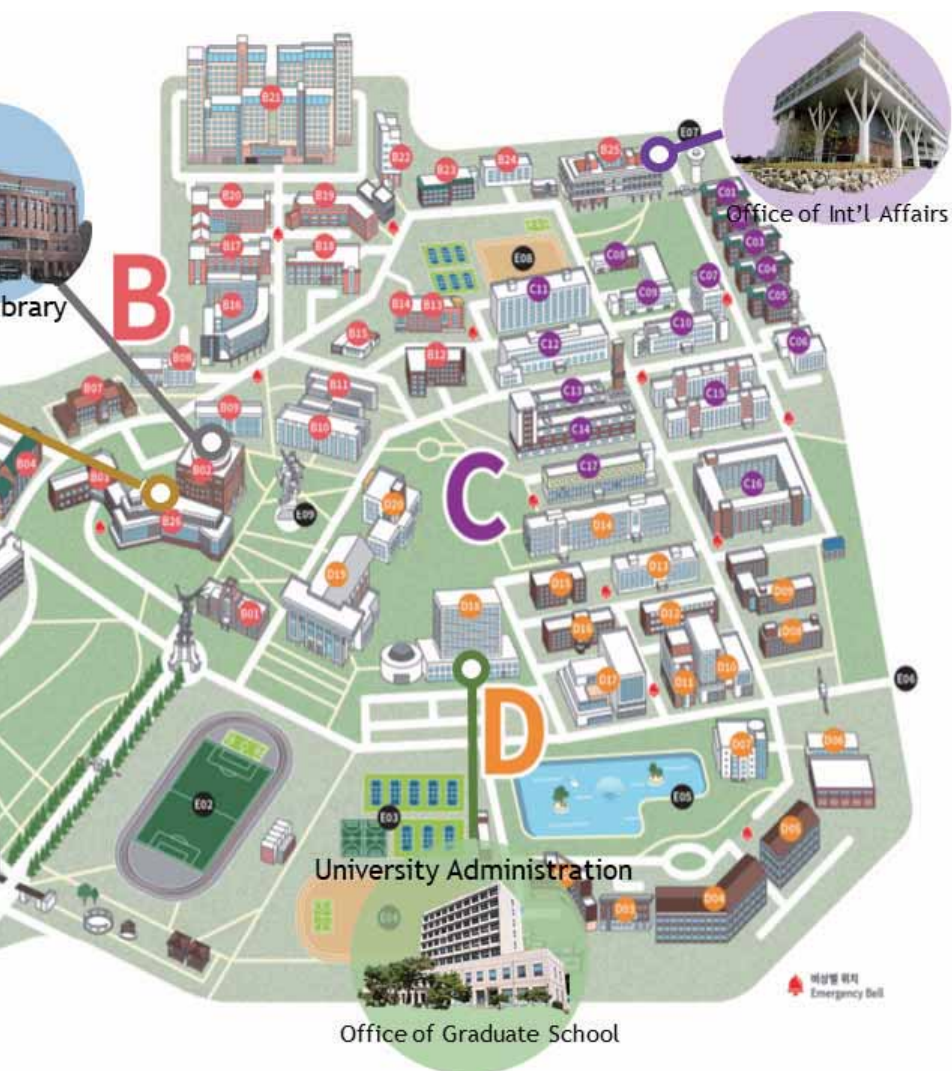
No.	Contents	No.	Contents
A01	Prime Hall	B01	Yongbong Building
A02	Law School 1	B02	Main Library
A03	Law School 2	B03	College of Humanities 3
A04	Student Union 2	B04	College of Administration 1
A05	College of Social Sciences	B05	College of Administration 2
A06	College of Agriculture and life Sciences 3	B06	Jinli Building
A07	College of Agriculture and life Sciences 2	B07	College of Humanities 1
A08	College of Agriculture and life Sciences 4	B08	College of Humanities 2
A09	College if Agriculture and life Sciences 1	B09	College of Education 1
A10	Residence Hall 8	B10	Library Annex
A11	Residence Hall 7	B11	Library Reading Room
A12	Agribusiness Incubation Center	B12	University Computing Center
A13	Agro-Bio Industry Technical Support Center	B13	Changjo Building 1
A14	College of Agriculture and life Sciences 5	B14	Changjo Building 2
A15	Veterinary Teaching Hospital	B15	Reserve Officers Training Corps
A16	College of Veterinary Medicine 1	B16	Convergence Education Building
A17	Experimental Animal House	B17	College of Arts 1
A18	College of Veterinary Medicine	B18	College of AI Convergence
A19	CNU High School	B19	College of Arts 2
A20	CNU Middle School	B20	College of Arts 3
A21	CNU High School Residence Hall	B21	Residence Hall 9
A22	CNU High School Sports Center	B22	Sculpture Building
A23	School of Dentistry Clinical Dental Education Building	B23	Industry-Academic Cooperation Center 3
A24	Environment Agriculture Laboratory	B24	Industry-Academic Cooperation Center 2
		B25	G&R HUB Global & Research Hub

No.	Contents	No.	Contents
B26	Digital Library	D08	College of Pharmacy 2
C01	Residence Hall	D09	College of Pharmacy 1
C02	Residence Hall	D10	Basic Science Specialization Building
C03	Residence & Facilities Management	D11	Center for Research Facilities
C04	Residence Hall	D12	College of Natural Sciences 3
C05	Residence Hall	D13	College of Natural Sciences 2
C06	Power Plant	D14	College of Natural Sciences 1
C07	Industry-Academic Cooperation Center 1	D15	Korea Basic Science Institute
C08	Engine Test Laboratories	D16	College of Natural Sciences 4
C09	Mechanical Engineering Research Building	D17	Yongji Hall
C10	Automotive Engineering Building 1	D18	University Administration
C11	College of Engineering 6	D19	University Auditorium
C12	College of Engineering 2	D20	Student Union 1
C13	College of Engineering 4	E01	Main Gate
C14	College of Engineering 7	E02	Sports Ground 1
C15	College of Engineering 3	E03	Tennis Court 1
C16	College of Engineering 5	E04	Sports Ground 2
C17	College of Engineering 4	E05	Youngji
D01	Korea Dinosaur Research Center	E06	East Gate
D02	School of Dentistry Basic Dental Education Building	E07	North Gate
D03	Daycare Center	E08	Tennis Court 2
D04	College of Human Ecology	E09	5·18 Square(Bongji)
D05	College of Education 5	E10	Tennis Court 3
D06	Sports Center	E11	West Gate
D07	University Museum		

Hakdong Campus
Map
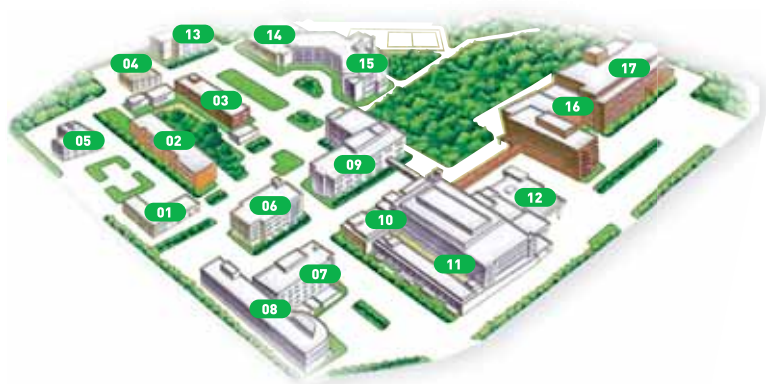
No.	Contents	No.	Contents
01	Medicine Museum (College of Medicine Building 1)	10	Ward 2
02	College of Medicine Building 2	11	Ward 1
03	College of Medicine Building 3	12	Funeral Parlor
04	Medicine lecture Building	13	Animal Barn
05	College of Nursing	14	Namgang Hall
06	Ward 5 (Professors' Research Building)	15	Student Union
07	Ward 3	16	Ward 7
08	Parking lot	17	Emergency Medical Center
09	Children's Hospital		

Hwasun Campus
Map
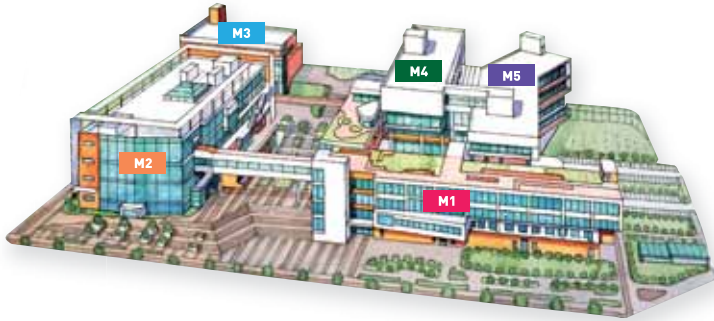
No.	Contents
M1	Biomedical Education & Information Building
M2	Biomedical Convergence Research Building
M3	Animal Facility
M4	Basic Medical Research Building
M5	Basic Medical Research Building

Yeosu Campus
Map

No.	Contents	No.	Contents
F01	Culture Education Center	F13	Physical Science Center
F02	Administration (Headquarter Yeosu)	F14	Humanities and Social Sciences Building
F03	Library	F15	Main Gate
F04	Dunduk Gate	F16	1st Engineering Building
F05	University-Industry Research Center	F17	2nd Engineering Building
F06	Residence Hall	F18	3rd Engineering Building
F07	Residence Hall	F19	Chungram Hall
F08	Fisheries and Ocean Sciences Building	F20	Gymnasium
F09	Sports Park	F21	Tennis Court
F10	South Field	F22	Power Plant
F11	Main Stadium	F23	Student Building
F12	Engineering Training Center	F24	Experimental Center for Coastal & Harbor Engineering

Appendix: Courses in English

Code	Professor	Credit	Campus	Type	Subject
GR80235	양승갑	3	Yeosu	English 100%	Seminar in British and American Poets Before 20th Century
GR25208	김승원	3	Gwangju	English 100%	ARVR
GR25297	강의혁	3	Gwangju	English 100%	Boundary-crossing Literature and Culture
GR24985	박진수	3	Gwangju	English 30%	Interfacial Fluid Mechanics
GR24524	윤민석	3	Yeosu	English 100%	Advanced Research methodology
GR00866	김지민	3	Gwangju	English 30%	Advanced Organic Chemistry(I)
GR24189	장한승	3	Yeosu	English 30%	Advanced Mobile Communication Systems
GR23747	함유근	3	Gwangju	English 30%	Advanced Wave Dynamics
GR24032	Yasuyuki Arakane	3	Gwangju	English 100%	RNAi-based Functional Study of Gene in Insect
GR81441	김광준	3	Yeosu	English 100%	broadband network
GR23429	강지훈	3	Yeosu	English 30%	Photosensor Applications for Medical System
GR01472	이재서	3	Gwangju	English 30%	Oral Radiology
GR15400	류재영	3	Gwangju	English 30%	Current Topics of Oral and Maxillofacial Surgery
GR15401	김 영	3	Gwangju	English 100%	Immunopathology of Oral Cavity
GR15413	오민희	3	Gwangju	English 30%	Team Approach of Cleft Lip and Palate
GR01560	장우형	3	Gwangju	English 30%	Modern Removable Partial Denture
GR21468	BROWN ALAN DIXON	3	Gwangju	English 30%	Case Studies on International Development
GR22098	정종민	3	Gwangju	English 100%	International Conflicts and Peace Movement
GR22100	이수진	3	Gwangju	English 100%	International Migration and Women
GR23817	고봉균	3	Gwangju	English 30%	machine learning
GR23817	정희용	3	Gwangju	English 100%	machine learning
GR21697	임창균	3	Yeosu	English 100%	Advanced in Machine Learning
GR01799	김진철	3	Gwangju	English 100%	Advanced Course of Instrumental Analysis
GR30701	김동일	3	Gwangju	English 100%	Functional Cellular physiology

Code	Professor	Credit	Campus	Type	Subject
GR31145	김은희	3	Gwangju	English 100%	Management of Technology
GR23592	이귀숙	3	Gwangju	English 30%	Current topics of basic medical science
GR23604	정지훈	3	Gwangju	English 100%	Climate Modelling and Prediction
GR24025	한연수	3	Gwangju	English 30%	Climate Change
GR24026	한연수	3	Gwangju	English 30%	Climate Change Pest Physiology
GR20157	이동원	3	Gwangju	English 30%	Nano process and measurement
GR25339	홍세운	3	Gwangju	English 100%	Topics in Agricultural Facilities and Environment
GR20452	김길용	3	Gwangju	English 100%	Seminar in Agricultural Chemistry 2
GR25364	김도원	3	Yeosu	English 30%	Brain-Computer Interface
GR31125	전태일	3	Gwangju	English 30%	Metabolic and Signaling Pathway
GR16964	임현필	3	Gwangju	English 30%	Ceramic Restoration
GR23455	김성학	3	Gwangju	English 30%	Advanced animal functional genomics
GR23263	선상수	3	Gwangju	English 30%	Animal Welfare Topics
GR24495	윤진현	3	Gwangju	English 100%	Advanced Biosecuirty in Animal Production
GR02526	김성학	3	Gwangju	English 30%	Advanced Animal Biotechemistry
GR16730	이준호	3	Gwangju	English 100%	Advanced Animal Genetic Engineering I
GR30537	문창배	3	Gwangju	English 100%	Advanced dynamics
GR15418	임영관	3	Gwangju	English 100%	Theory of Craniofacial Pain
GR20658	신우열	3	Gwangju	English 30%	Digitalmedia & Society
GR24256	유석봉	3	Gwangju	English 100%	Digital Video Processing
GR25355	김도원	3	Yeosu	English 30%	Digital Healthcare Seminar
GR30536	고성영	3	Gwangju	English 100%	Advanced Robotics
GR22063	유승환	3	Gwangju	English 30%	Topics in Water-Energy-Food Nexus
GR23964	김성훈	3	Gwangju	English 100%	(Trans)nationalism in Multi-ethnic Literatures of the US
GR03147	나운성	3	Gwangju	English 30%	Viral Immunology
GR30248	이재원	3	Gwangju	English 30%	Topics in Biorefinery
GR21499	정석희	3	Gwangju	English 30%	Bioenergy Seminar
GR20711	나운성	3	Gwangju	English 30%	Companion Animal Virus Infectious Disease

Code	Professor	Credit	Campus	Type	Subject
GR80779	양승환	3	Yeosu	English 100%	AdvancedCultureEngineering
GR30683	이종숙	3	Gwangju	English 100%	Battery Materials Science
GR17309	김경백	3	Gwangju	English 100%	Distributed Object System
GR21222	조영창	3	Gwangju	English 30%	Molecular Toxicology
GR03524	박희세	3	Gwangju	English 30%	Molecular Cell Biology
GR25260	석영웅	3	Gwangju	English 30%	Molecular diagnostics and instruments
GR80254	유한내	3	Yeosu	English 100%	ComparativeLiterature
GR25277	유선용	3	Gwangju	English 30%	Big data system
GR15112	이향범	3	Yeosu	English 100%	Advanced Industrial Microbiology
GR81452	Toyohiko Nishizawa	3	Yeosu	English 100%	Introduction of Bioinformatics
GR80068	박병인	3	Yeosu	English 30%	PerformanceManagementSeminar
GR20167	김동일	3	Gwangju	English 100%	Cell Membrane Biolology
GR24924	문병산	3	Yeosu	English 100%	Cell Signaling Special Discussion
GR21614	김하정	3	Gwangju	English 100%	Small animal critical care medicine
GR24905	방도연	3	Gwangju	English 100%	Advanced soft robotics
GR17808	윤광식	3	Gwangju	English 30%	Watershed Environmental Modeling
GR04715	김한용	3	Gwangju	English 30%	Advanced Rice Culture
GR80376	강소영	3	Yeosu	English 30%	Principles of Fisheries Drug
GR16539	홍순욱	3	Gwangju	English 30%	Application of Hydrogen Energy
GR14545	김경만	3	Gwangju	English 100%	Receptor Pharmacology
GR20713	박상익	3	Gwangju	English 30%	Veterinary Alimentary Pathology
GR04822	이창민	3	Gwangju	English 30%	Veterinary Clinical Diagnostics
GR25351	정영진	3	Yeosu	English 30%	Time Series Analysis
GR24031	Yasuyuki Arakane	3	Gwangju	English 100%	Integrated Plant and Grain Pest Insect Management
GR30531	이향범	3	Gwangju	English 100%	Advanced Plant Diseases
GR30194	심재성	3	Gwangju	English 30%	Topics in plant biotechnology
GR16731	이옥란	3	Gwangju	English 30%	Advanced Plant Genetic Engineering

Code	Professor	Credit	Campus	Type	Subject
GR24027	김철수	3	Gwangju	English 30%	Advanced Plant Environmental Hormone
GR17830	진구복	3	Gwangju	English 30%	Advanced Meat Processing
GR05110	김두운	3	Gwangju	English 30%	Advanced Food Microbiology
GR23581	김두운	3	Gwangju	English 30%	Advanced Food Chemistry
GR05124	은종방	3	Gwangju	English 30%	Food Ingredient Technology
GR24942	조성준	3	Gwangju	English 100%	Renewable energy and IP
GR17001	김권섭	3	Gwangju	English 100%	Signal Transductions
GR81436	김태훈	3	Yeosu	English 100%	Real-time system
GR16960	장훈상	3	Gwangju	English 30%	Esthetic Dentistry
GR05550	김규동	3	Gwangju	English 30%	Advanced Pharmaceutical Manufacturing Chemistry II
GR25247	윤창훈	3	Gwangju	English 30%	Advanced Quantum Mechanics
GR80351	오명주	3	Yeosu	English 30%	Fish Virology
GR80240	오관영	3	Yeosu	English 100%	EnglishPhonology
GR06242	오세종	3	Gwangju	English 30%	Dairy Chemistry and Physics
GR06323	허기준	3	Gwangju	English 100%	Advanced Course of Applied Mathematics
GR20438	길영우	3	Gwangju	English 100%	Advanced applied petrology
GR21259	김형주	3	Gwangju	English 100%	The Philosophy of Human rights
GR30513	김옥경	3	Gwangju	English 100%	Clinical Nutrition Therapy 2
GR81148	김민용	3	Yeosu	English 100%	AdvancedLowPhysicalPropertiesEngineering 2
GR30540	박찬진	3	Gwangju	English 100%	Electrochemical Energy Conversion and Storage
GR14656	장민철	3	Gwangju	English 100%	Conducting Polymers
GR25398	박현재	3	Gwangju	English 100%	Strategic Management Theories
GR14745	John Gerard Fisher	3	Gwangju	English 100%	Electronic Materials
GR17313	김경윤	3	Gwangju	English 100%	Topic in Intelligent Systems
GR23139	고일상	3	Gwangju	English 100%	Knowledge Management and Artificial Intelligence
GR07806	정기호	3	Gwangju	English 30%	Community Dental Health
GR25278	이영우	3	Gwangju	English 30%	Specialized design for next-generation semiconductor testing

Code	Professor	Credit	Campus	Type	Subject
GR24128	김진술	3	Gwangju	English 30%	Special Topic in Next Generation Software Engineering Application
GR21379	황인태	3	Gwangju	English 100%	Next Generation Intelligent?Information and Communication Engineering
GR14652	박종진	3	Gwangju	English 30%	Natural Polymers
GR25004	문 걸	3	Gwangju	English 100%	Ultra-precision Measurement Physics 1
GR08090	나경수	3	Gwangju	English 30%	Catalytic Chemistry
GR25300	박태준	3	Gwangju	English 30%	Cybersecurity Trends
GR08208	이빈나	3	Gwangju	English 30%	Cell Biology in Dentistry
GR08225	박 찬	3	Gwangju	English 30%	Current Topics of Dental Materials
GR08240	고정태	3	Gwangju	English 30%	Biology of Dental Hard Tissue
GR21214	정우진	3	Gwangju	English 100%	Advanced Environmentally-Friendly Agriculture
GR30760	정호영	3	Gwangju	English 100%	Eco-Energy Storage Systems
GR08420	박정훈	3	Gwangju	English 30%	Advanced Soil Chemistry
GR08564	전인수	3	Gwangju	English 100%	Fracture Mechanics
GR17333	박정훈	3	Gwangju	English 30%	Waste Management Seminar
GR30528	전창주	3	Gwangju	English 100%	Advanced Site-specific Drug Targeting
GR16802	김광용	3	Gwangju	English 30%	Seminar in Marine Ecology I
GR19833	강훈승	3	Gwangju	English 100%	Nucleic Acid Biochemistry
GR15484	오민희	3	Gwangju	English 30%	Mixed Dentition Treatment
GR24493	정우진	3	Gwangju	English 100%	Applied Environment Agriculture
GR09678	이창호	3	Gwangju	English 100%	Theory of Deformation for Soils
GR24613	양형정	3	Gwangju	English 100%	Project for AI Convergence
GR23049	염민호	3	Gwangju	English 100%	NGO Administration and Management
GR81538	김대익	3	Yeosu	English 30%	VLSI Digital Signal Processing Systems

Academic Guide

for International Graduate Students

Academic Guide
for International Graduate Students

2023학년도 1학기 외국인 대학원생을 위한 학사안내