

Academic Guideline

Version of 2020 fall Semester

1. Required Credits for Graduation(2014– curriculum)

Department/Course		Credits of Major courses	General Elective Course(GE)	Thesis Research	Total Credits
Business Administration	Master	27 (GE maximum is 6 credits)		3 (take in 4 th semester)	30 or above
	Doctor	30 (GE maximum is 6 credits)		6 (take in 3 rd and 4 th semester)	36 or above

※ Limitation of Course Work(수학기간): Master-2 years, Doctor-2 years

※ Limitation of Enrollment(재학기간): Master-4 years, Doctor-6 years

※ Credit System: 1 credit=15 hours per semester

※ Grading System: A+(highest point)/A0/A-/B+/B0/B-/C+/C0/C-/D+/D0/D-/F(lowest point)

※ General Elective Courses;

a) Four courses opened by the PNU Graduate Administration Office are acknowledged as General Elective Course:

- ① 'Leadership and Organization Management(리더십과 조직관리)'
- ② 'Research Design and Statistical Methods(연구 설계와 통계적 방법)'
- ③ 'Research Method(연구방법론)'
- ④ 'Writing & Presentation of English Thesis(영어논문작성 및 발표)'

b) Only 2 courses(total 6 credits) of them are allowed to be taken.

c) Those courses are offered in Korean.

※ Research Ethics and Research Management

a) You're obliged to take 'Research Ethics and Research Management(RD73601)' during the first year(Spring and Fall semester) so that you're allowed to take the 'Thesis Research.'

b) This course gives no credits and marks as S(Satisfactory) or U(Unsatisfactory).

c) Take **3 hours off-line course** in one day and complete the **6 hours on-line** by computer.

d) If you finished this course in Master program in PNU, you don't have to take it again.

e) We recommend that you take this in your **first or second semester**.

f) Online course: at <http://plms.pusan.ac.kr> (PLMS in Pusan National University)

g) Inquiry: R&D미래전략본부 연구지원실(051-510-1377)

2. Maximum Credits to take in Each Semester

1) Only Graduate Courses: 10 credits

2) Supplementary Courses + Graduate Courses: 12 credits

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3. How to register Courses

- 1) Log in to the International Student Support System: <http://onestop.pusan.ac.kr/English/>
- 2) Click the 'Courses' and 'Class Registration&Check' tab and then click the 'Graduate Course Class Registration' button.
- 3) Log in again on the pop-up page and find the course which you intend to take.
- 4) How to Check the Course Manual on the System
 - ☐ 대학원: OM전공(49111N) → Operations Management major
 - ☐ 대학원: 경영정보전공(49111K) → Management Information System(MIS) major
 - ☐ 대학원: 국제경영전공(49111P) → Global Business major
 - ☐ 대학원: 마케팅전공(49111E) → Marketing major
 - ☐ 대학원: 인사-조직전공(49111M) → Personal & Organization Management major
 - ☐ 대학원: 재무금융전공(49111O) → Finance major
 - ☐ 대학원: 관리회계전공(49111I) → Management Accounting major
(including Accounting in Master's degree)
 - ☐ 대학원: 재무·세무회계전공(49111H) → Financial & Tax Accounting major
(including Accounting in Master's degree)
 - ☐ 대학원: 대학원행정실(229800) → General Elective Courses
 - ☐ 대학원: 연구진흥실(128100) → Research Ethics and Research Management course(RD73601)

※ In case your thesis supervisor consents and the dean of department allows to do so, the credits earned in other majors provided both by Department of Administration Business and other Department are acknowledged as major credits up to a HALF of total credits to complete.

※ You should get confirmation not Afterwards, but **BEFOREHAND**.

1. Taking other majors' course provided by Department of Administration Business:

- a) Students in Doctoral Degree Program are required to submit the '대학원 타전공 및 타학과 교과목 전공인정 신청서' by due date.
- b) In case of Students in Master Degree Program, submission of application form is not required, but oral consent of thesis supervisor is required.

2. Taking a course provided by other department: All students in Master and Doctoral Degree are required to submit '대학원 타전공 및 타학과 교과목 전공인정 신청서' by the due date.

→ **Application Period:**

① 2020.09.01.(Tue)~09.07.(Mon)

② 2020.09.08.(Tue)~09.15.(Tue)

4. Important Note

- 1) Students themselves should register courses and take responsibility for their result.
- 2) Students should enter each course code and its section exactly and see if it matches to the name of subject.

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- 3) If you find any errors after the final Add/Drop Period, you can not cancel or change the course.
- 4) You cannot retake the same course on your Doctor's degree if you've already taken it on your master's degree in PNU.
- 5) Students should check it by themselves not to take the same course by confirming your master's academic transcript.
- 6) If the course title has changed by the revision of curriculum, you cannot take a course twice recognized as same in existing curriculum and new one.

5. Thesis Research

- 1) one course per one semester
- 2) Master: take at your last semester, Doctor: take at your last two semesters
- 3) You should register your supervisor's section of Thesis Research but if your supervisor is not in charge of the class due to unavoidable circumstances, other professor in related major can take charge.

6. Supplementary Course

** INTERNAL REGULATION

- ① If your major is different from your sub-degree major, you should take supplementary courses that Department Chair selects, and even if your major is not different with your sub-degree major and you didn't take those selected supplementary courses, then you should take them.
- ② Students in **Marketing, Finance, International business, Management Information System, Operations Management, Human Resource Management major**: if you didn't take 'Marketing Management'(opened in Spring Semester), 'Operations Management'(opened in Spring semester), 'Human Resource Management'(opened in Fall semester), 'Financial Management'(opened in Fall semester), 'Management Information Systems'(opened in Spring semester), 'International Business'(opened in Spring semester) in undergraduate or master degree program, you should complete at least **2 courses** of them at the PNU School of Business.
- ③ Students in **Accounting, Management Accounting major, Finance&Tax Accounting Major(2011 Curriculum~)**: if you didn't take 'Financial Accounting(I)'(opened in Spring semester), 'Management Accounting'(opened in Fall semester) in undergraduate or master degree program, you should take both of them.
- ④ Only the courses in Business Administration Department are available.
- ⑤ You should take only the courses taught by full-time faculty.
- ⑥ How to Register: please submit '**보충과목신청서(Application for Supplementary Course Registration)**' to the Business Administration Department Office and finish the online registration during the Course Registration period. You should earn **B or above** on the records.

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- Only students who submit the file CAN apply for the courses you are going to take because the administration officers need to register them to take before the Course Registration period.
- After you submit the paper, make sure that you complete to apply for those courses during Course Registration Period.

4) Note

- ① You should take the courses opened by the Business Administration Department and **those should be taught by the full-time tenure faculty**(not from part-time faculty). Please refer the attached course list.
- ② You should earn **B or above** on the records.
 - You can retake the course or may apply for the change of supplementary courses.
 - When you want to change the course, please resubmit '보충과목신청서(Application for Supplementary Course Registration)'
- ③ Please take care not to fail course registration because supplementary courses(Undergraduate) are fiercely competitive to take.
- ④ The credits of supplementary courses and their grades are **NOT** reflected on your graduation total credits and GPA as well.

5) Exemption

If you already TOOK those courses in undergraduate or master degree program, please submit the 'Academic Transcript'(in undergraduate or master degree program) and '보충과목신청서(check **Exemption**)' to the Business Administration Department Office until the due date in order to flee from the obligation to take two compulsory courses(Please **CHECK** the courses that you want to get exemption).

6) Submission Period(Taking or Exemption): 2020.09.01.(Tue)~09.07.(Mon)

7) Increase

- ① Please check the Notice at homepage(biz.pusan.ac.kr).
 - ② Only students who attend the first class and get approval from professor are able to take.
 - ③ When you submit 'Increase Confirmation' with Professor's signature, then you are automatically registered for the class.
 - ④ You can receive the result by SMS
 - ⑤ Please let us know if you get approval but don't want to take the class.
- ※ Please find the attachment file of Supplementary course list.

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7. How to withdraw the Course

- 1) Log in to the Student Support System(Korean Page is only possible): <http://e-onestop.pusan.ac.kr>
 - 2) Click the 'Classes(수업)' tab and then click the 'Course Withdraw(수강취소)' button.
 - 3) Click the 'On-line Application(웹신청)'. Then, submit the printed application paper signed by Professor to the Business Administration Department Office.
- ※ Courses from which a student withdraws do not appear on their academic transcript and are not included in their grade records, credits earned or grade point average.

8. Grade Check

Log in to the Student Support System, click 'Grades'(성적), and then click 'Grades Check'(성적조회).

9. Assignment of Thesis Supervisor

Submit '지도교수신청서(Application for Thesis Supervisor)' to the Business Administration Department Office(March, September)

☐ **Master Degree Program:** after the first semester finished

☐ **Doctor Degree Program:** during the first semester.

※ The date and detailed information will be updated on the notice of School website(biz.pusan.ac.kr).

10. Mandatory Korean Language Course for Foreign Student

- 1) Finish 2 courses among 한국어(Beginner I·II, Intermediate I·II, Advanced) during four semesters.
- 1 course per 1 semester

- These are NOT included in your credits earned for graduation.

- 2) Evaluation: S(Satisfactory: 60 points or more) / U(Unsatisfactory: below 59 points)

- 2) Exemption:

- ☐ Obtain 70 points or above at the exemption test held by the PNU International Language Institute(It will be held just before every semester begins. The level is similar to TOPIK 4.) or;
- ☐ Submit original documents proving that you take Korean Education 800 hours or more to administrative office in PNU International Language Institute before the above test starts.
- ☐ Obtain TOPIK 4 or above level and submit the original transcript to administrative office in PNU International Language Institute.

- 3) If you enroll the doctoral degree under the same major and in the same graduate school of Master degree program, Korean Language Course qualification is exempted.

- 4) Inquiry: PNU International Language Institute(051-510-3305)

※ The exemption of Foreign Language Test for Graduation Test and the exemption of Mandatory Korean Language Course are DIFFERENT cases.

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11. Graduation Test and Thesis

1) Graduation Test

- ☐ **Overall Test:** If you took a half of your credits for completion, you can apply. (apply online first)
 - Master Degree Program: you should pass 3 courses among which you've taken in the major.
 - Doctor Degree Program: you should pass 4 subjects you've taken in the major.
- ☐ **Foreign Language Test:** International students can choose English or Korean.
It can be waived under the certain condition such as possessing TOEIC score,
but substitute course of PNU International Language Institute is not allowed in our department.
 - Application: apply online first
 - Exemption
 - a) apply online first
 - b) submit the necessary documents(exemption form, score record, ID picture) within due date.
- ※ Specific deadline and further details are notified in the notice board at <http://biz.pusan.ac.kr>
- ※ The exemption of Foreign Language Test for Graduation Test and the exemption of Mandatory Korean Language Course are DIFFERENT cases.

2) Thesis:

- ☐ In order to submit the thesis for degree, you should pass the graduation test and be qualified with all necessities for degree completion including credits.
- ☐ Student in Doctor Degree Program should publish or proceed at least 1 thesis at the registered journal or candidate journal(등재후보지 이상) before the main presentation.
This rule is applied to the student who has entered since 2011.
- ☐ Student in Doctor Degree Program has to make a pre-presentation a semester prior to the main presentation.
- ☐ Application for thesis examination
 - period: every early April or October
 - 2020 fall semester: 2020.10.12.(Mon)~2020.10.13.(Tue)
 - Application is available on your last semester of after completion of all graduation credits.
 - Submit application form and thesis for evaluation pay its fee.
(Master: 100,000 won / Doctor: 300,000 won)
 - Doctor Pre-Presentation: submit application form(No fee).
 - Delay: after application, you can delay only one semester (No need to repay the fee).
 - If you register for supplementary courses or Research Ethics and Research Management on your thesis examination semester, please be careful not to be cancelled of your pass due to grade C+ or below and U.

12. Checking Your Graduation (You should check yourself on a regular basis)

1) Completion of the Degree Program

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- ☐ Receive above C0 in each course(If you got below C+, you can retake the course).
- ☐ G.P.A 3.0 and above
- ☐ Complete graduation credits(Doctor: 36 credits, Master: 30 credits)
- ☐ Take 2 Supplementary courses(grade should be B0 or above) or receive exemption.
- ☐ Take 'Research Ethics and Research Management' course.
- ☐ Take 'Thesis Research Course'(Doctor: 6 credits, Master: 3 credits).
- ☐ Take 2 Korean language courses or receive exemption.
- ☐ Check the credits earned in other major inside of Business Administration Department or other major department don't exceed HALF of required credits for graduation.
- ☐ Ph.D. candidate: check whether you take a same course which already had taken in Master Degree Program.

2) Graduation

- ☐ Satisfy Degree Program Completion requirements which were mentioned above.
- ☐ Pass Graduation Test(both subject test and foreign language test).
- ☐ Pass Graduation Thesis

13. Limitation in Course Completion

- 1) You can not retake the course in Doctoral degree program that you've already taken in Master's degree in PNU. If you did, it will not be admitted.
- 2) You are required to confirm thoroughly by checking with your academic transcript of Master degree.

14. Application for approval of the Exceed Credits obtained in Master Degree

- 1) The person who proceeds his doctoral degree after finishing the master degree program with over 30 credits, under the same major in the PNU graduate school can apply for approval of the exceed credits which are obtained in the Master Degree. Submit an 'Academic Transcript' to the Business Administration Department office in the end of March or the end of September.
- 2) In the above case, the course you have already taken in the Master degree program is not allowed to be registered in the Doctoral degree program. If so, that course will not be acknowledged in the doctoral degree program as credits.
- 3) In that case, you may complete the doctor degree program in 3 semesters.

15. An Academic Degree

- 1) Master: Master of Arts in Business Administration (경영학 석사)
- 2) Doctor: Doctor of Philosophy in Business Administration(경영학 박사)

16. Checking Notice board

Please check notice board of School of Business on a regular basis(<http://biz.pusan.ac.kr>).