Academic Guideline

1. Required Credits for Graduation(2014-2018 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 4th semester)	30
	Doctor	30 (GE maximum is 6 credits)		6 (take in 3rd and 4th semester)	36

※ 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)

Academic Guideline

2. Maximum Credits to take in Each Semester

1) Only Graduate Courses: 10 credits

2) Supplementary Courses + Graduate Courses: 12 credits

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(49111J)　→ International Business major

　□ 대학원: 마케팅전공(49111E)　→ Marketing major

　□ 대학원: 인사·조직전공(49111M) → Human Resource Management major

　□ 대학원: 재무관리전공(49111F)　→ 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(229900)　→ General Elective Courses

　□ 대학원: R&D미래전략본부(607200) → Research Ethics and Research Management course

※ 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 2018.08.01.(Wed)~08.02.(Thu)

　② 2018.08.21.(Tue)~08.23.(Thu)

Academic Guideline

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.
3) If you find any errors after the final Add/Drop Period, you can not cancel or change the course.

5. Supplementary Course

1) 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.

2) Students in **Accounting, Management Accounting major, Finance&Tax Accounting Major**: 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.

3) How to register: please submit '보충과목신청서(**Application for Supplementary Course Registration)**' to the Business Administration Department Office and <u>finish the online registration</u> during the course registration period. You should earn **B or above** on the records.
-> Submission Period:
 ① 2018.08.01.(Wed)~08.02.(Thu)
 ② 2018.08.21.(Tue)~08.23.(Thu)

▷▷▷ a) 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.
　 b) After you submit the paper, make sure that you complete to apply for those courses during Course Registration Period.

▷▷▷ 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).

Academic Guideline

▷▷▷ You should take the courses opened by the Business Administration Department and **those should be taught by the <u>full-time tenure faculty</u>**(not from part-time faculty). Please refer the attached course list.

▷▷▷ <u>Increase the number of maximum number of the course</u>: During 2018.09.03.(Mon)~09.07(Fri), please come to department office and ask for this. 5 seats of each course are for graduate students by order of arrival. However, as it exceeds 5 people, you should attend its first class and get a confirmation from the professor on the provided form. After that, you should come back to the office and make sure to register for classes and then check whether they are in it or not. We can not take any responsibility of the aftermath by the neglection of result.

※ Supplementary Courses for 2018 fall semester

Code	Section	Subject	Professor	Schedule	in English	Note
DB30932	001	재무관리	김태혁	월수 10:30(75) 514-313-1	E	
DB30932	002	재무관리	김태혁	금 10:00-13:00 514-313-1	E	
DB30932	003	재무관리	김무성	화목 10:30(75) 514-313-1		
DB30932	004	재무관리	고광수	화목 13:30(75) 514-213		
DB30932	005	재무관리	이장우	화목 15:00(75) 514-311	E	
DB30932	006	재무관리	강상훈	월수 13:30(75) 514-311	E	
DB30932	007	재무관리	강상훈	월수 15:00(75) 514-311	E	
DB30932	008	재무관리	김진우	월수 09:00(75) 514-311	E	
DB30933	001	인적자원관리	김종관/송경렬	화목 10:30(75) 514-311		Team teaching
DB30933	002	인적자원관리	전경주	월수 13:30(75) 514-216-1	E	
DB30933	003	인적자원관리	전경주	월수 15:00(75) 514-216-1	E	
DB30927	001	관리회계	이찬호	월수 13:30(75) 514-216		
DB30927	002	관리회계	이찬호	월수 15:00(75) 514-213		

6. 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 your thesis supervisor 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.

7. Grade Check

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

Academic Guideline

8. Thesis Research

1) one course per one semester
2) The course taught by your own thesis supervisor is only allowed.
3) a. Master: take at your last semester.
   b. Doctor: take at your last two semesters.

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 Internatioal 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.

Academic Guideline

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.
   (This is applied to the students who entered PNU since 2015. Students who entered before
   2015, class of 2014 or below, should pass 4 courses)
  • 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 foe 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
 - 2018 Fall semester: 2018.10.15.(Mon)~2018.10.16.(Tue)
 - You can find more information in the notice board at http://biz.pusan.ac.kr

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

1) Completion of the Degree Program

☐ 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.

Academic Guideline

☐ 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).