

The Graduate School of International Studies
Department of International Studies

Student Handbook Academic Affairs

[Master's Program]

Spring 2023



EWHA WOMANS UNIVERSITY

Inquiry

Department of International Studies
The Graduate School of International Studies
Ewha Womans University

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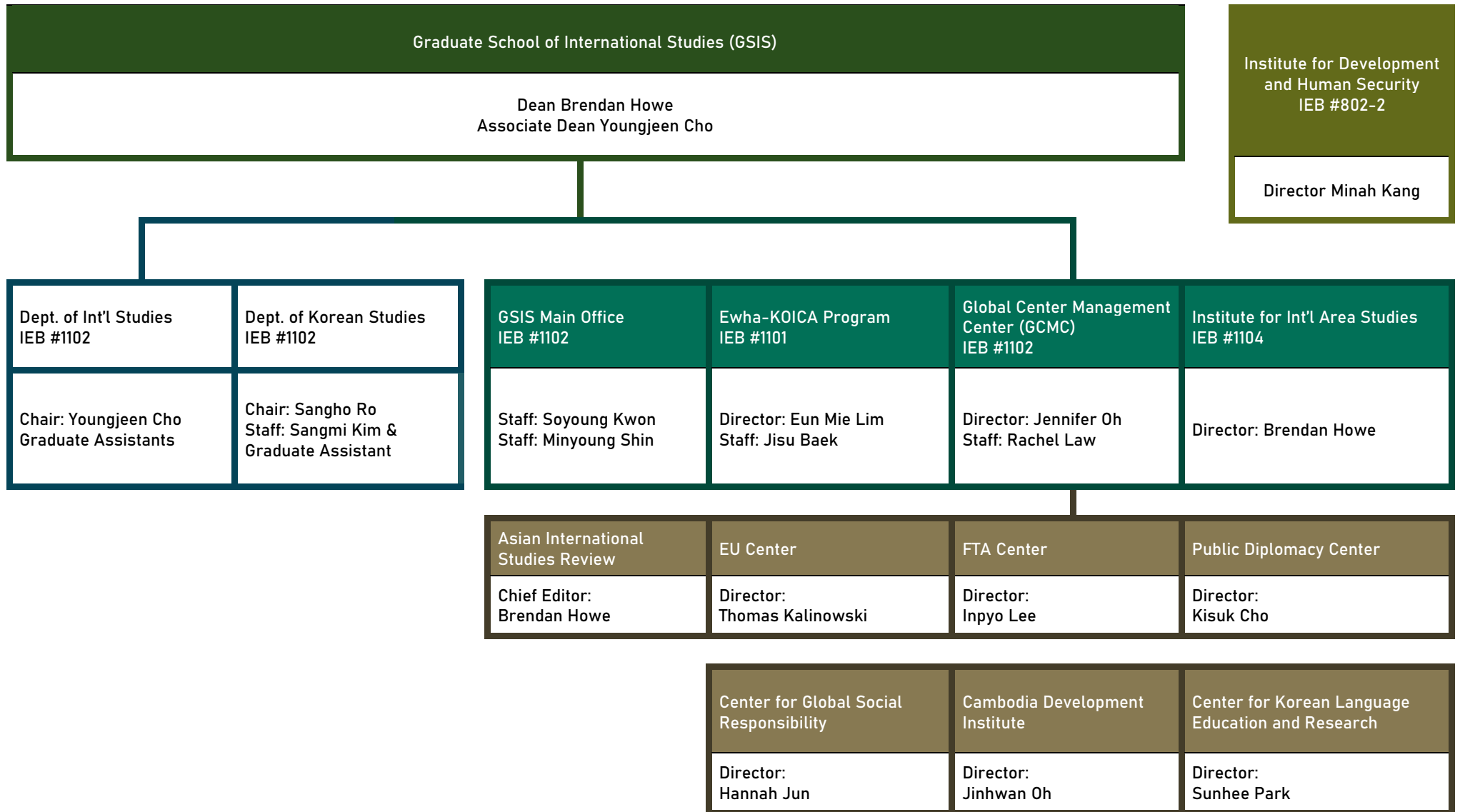
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Written by the GSIS Main Office

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1.1. GSIS Departments Organization Chart



1.2. Department of International Studies Full-time Faculty



Brendan M. HOWE
Professor

- Dean of Ewha GSIS
- Ph.D. Trinity College, University of Dublin
- E-mail: bmghowe@gmail.com
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Youngjeen CHO
Professor

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- Department Chair
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Professor

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- Former Dean of Ewha GSIS
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Professor

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Professor

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- IT Major Director
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Young Sook NAM**Professor**

- Former ROK Ambassador to Norway
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Jinhwan OH**Professor**

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- Ph.D. Cornell University
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1.3. Department of International Studies Part-time Faculty



Jang Hee YOO

Professor Emeritus

- Chairman, BBB Korea
- Former Executive Vice-President of Ewha Womans University
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Kyung-wha KANG

Distinguished Professor

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- Ph.D. University of Massachusetts
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Hae Lim CHO

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Hyekyung KIM

Invited Professor

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Eun Mie LIM

Professor for Special Appointment

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- Ph.D. University of Washington
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Suyoun JANG

Invited Professor

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Jie-Ae SOHN

Invited Professor

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Biya HAN

Invited Professor

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1.4. Department of Korean Studies Faculty



Sang-ho RO

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Assistant Professor

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Professor

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Humanities Bldg. #409



Kyong-Mi Danyel KWON
Assistant Professor
(on-campus adjunct)

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1.5. Staff Contact Information

Soyoung KWON

Administrative Staff

- GSIS Overall Management
- Faculty Affairs, Curriculum, and HQ Relations
- GSIS Finance & Budget, Scholarships
- E-mail: soyoung.kwon@ewha.ac.kr
- Office: 3277-3956 (IEB #1102)

Minyoung SHIN

Administrative Staff

- Student Affairs
- Planning and Management of Admissions (Regular/Rolling, GKS, HEAT admissions)
- Office Notice & Information
- E-mail: gsis97@ewha.ac.kr
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Jisu Baek

Ewha-KOICA Program Staff

- Ewha-KOICA Program Management
- Ewha-KOICA Student Affairs (Admissions, Orientation, Curriculum, Field Trip Planning, Scholarships, Student Counseling, Commencement)
- Ewha-KOICA Homepage
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- Office: 3277-3655 (IEB #1101)

Rachel LAW

Administrative Staff

- Global Career Management Center(GCMC)
- Special Programs (Ewha-Harvard Summer School Program, KIEP-GPAS)
- VISA
- Official Events & GSIS Promotion
- E-mail: gcmc@ewha.ac.kr
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Sangmi Kim

Administrative Staff

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Department Assistant

Administrative Assistants for

Department of International Studies

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- General Inquiries (Registration, Thesis, Student Affairs, etc.)
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2. Academic Affairs Flowchart & Regulations

2.1. Department of International Studies: Academic Affairs Summary

2.2. 한 눈에 보는 국제학과 석사학위과정 프로그램

2.3. Master's Program in a Nutshell

2.4. 국제대학원 국제학과 석사학위 취득 요건 및 Track 선택 세부 사항

2.5. Requirements for the Degree of Master of International Studies

2.1. Department of International Studies: Academic Affairs Summary

Only basic academic information is provided below. It is mandatory for students to carefully read and be well informed of the Ewha Graduate School Regulations(대학원학칙) and the Graduate School's Detailed Code of Conduct (대학원학칙시행세칙), posted on the Ewha Womans University website in Korean (www.ewha.ac.kr-이화소개-학교현황-규칙집) and any notice regarding academic information on the department website

No.	Basic Academic Information	Spring Semester	Fall Semester
1	Notification of Admittance	Late December of previous year	Late June
2	Tuition and Entrance Fee Payment for Newly Admitted Students	Mid-January	Mid-July
3	Orientation for Newly Admitted Students	Distribution of Student ID card, notification Academic Advisor	
		Late February	Late August
4	Course Registration	Mid-February	Mid-August
5	Status Check Before Registration	Before Registration, check or apply for leave of absence, return, withdrawal, and removal from registration.	
6	Semester Starts	March 2nd	September 1st
7	Confirmation and Modification of Course Registration	Course confirmation and modification / submission of petition for credit exchange (During the 1st week of the semester)	
8	Withdrawal from Registered courses	Last Week of March	Last Week of September
9	Course Evaluation	June	December
10	Notification of Grade	Minimum cumulative GPA for recognition of coursework completion/graduation: B0, 3.0 on 4.3 scale Automatic expulsion due to poor academic performance: In case of GPA below 2.50 for two consecutive semesters (re-entrance is not allowed).	
11	Vacation & Application for GSIS scholarship	Early January	Early July
12	Short-term Internship during vacation (recommended)	Submission of proposal to GCMC office before internship, and evaluation upon completion	
13	Tuition payment for current students	Late February	Late August
14	Repetition of semester flow	Items no.4~13 repeated each semester (full tuition payment for 4 semesters is essential).	
15	Application for Comprehensive Evaluation(Previously Comprehensive Exam) & Track Choice	Apply for comprehensive evaluation (Previously comprehensive exam) during the semester when a student is expected to achieve 35 credits. (Students are strongly advised to achieve 35 credits by their 3rd semester)	
16	Exam for Foreign Language (English)	During coursework, submit English Proficiency Test result to the department office during the designated period.	
17	Check coursework completion	For Master's: full time registration for 4 semesters or more and achieve (expected) 38 credits	
18	Taking 'Thesis/Dissertation Seminar' (taking additional 3 credits without thesis is available for Master's program)	Taking (submission of) thesis/dissertation seminar(s) for the semester following the passing Comprehensive Evaluation(Previously Comprehensive Exam) (on or after master's program student's fourth semester) For Master's: taking thesis seminar (Z0001) or an additional 3 credits	
19	Graduation	Please notify the GSIS office of changes in job information / contact numbers after graduation.	

2.2. 한 눈에 보는 국제학과 석사학위과정 프로그램

- 기본적인 중요사항만 안내한 자료이며, 이화여대 홈페이지-이화소개-학교현황-규칙집에 공시된 대학원학칙과 대학원학칙시행세칙 및 학과 공지문 (국제학과 홈페이지 공지 등)을 반드시 숙지하여 불이익을 받지 않도록 하여야 함. 문의: 국제학과 사무실 (학사안내, 02-3277-6612, gdis@ewha.ac.kr), 국제대학원 행정실(등록, 휴학, 졸업 문의 02-3277-3652, gsis97@ewha.ac.kr)

모든 학생은 제공되는 학사안내자료를 꼼꼼히 읽고 숙지하여야 하며, 문의사항이 있을 경우 학과로 적극적으로 사전 문의하기 바랍니다.

별도로 제공되지 않는 모든 학사관리는 본교 대학원 학칙과 규정에 의거하여 처리합니다.

석사

코스워크 수강

- **총 이수 학기/학점:** 4학기 정규등록이 필수이며, 총 41학점을 이수하여야 함:
 - ◆ 전공 38학점(수료학점) + (a) (논문 쓸 경우) 논문 세미나(3학점) 또는 (b) (논문 안 쓸 경우) 추가 3학점(총 41학점) 이수하여야 함
(필수과목은 가능한 빨리 이수할 것을 권장함)
 - ◆ 전공필수과목은 B0이상 취득하여야 함. (ex. 국제경영 전공의 경우, IS404 과목)
 - ◆ 연속 2학기 평균평점 2.5 미만인 자는 자동 제적됨. (재입학 불가)
 - ◆ 개별과제연구(R0001)은 한 학기에 3 학점, 최대 6 학점까지 졸업학점인정이 가능함.
 - 졸업에 필요한 총 학점(41학점)의 1/2(석사: 21학점) 이상을 국제학과 개설 교과목 중에서 이수해야 함.
- **매우 중요!** 논문작성자가 4학기에 논문 작성하기 위해서는 3학기까지 최소 35학점을 이수하고 종합시험에 응시할 것!
- 논문 작성하지 않는 학생은 35학점을 이수하게 되는 학기부터 종합시험 응시 가능하며, 늦어도 졸업하는 학기 내에 합격하여야 함.
- **학점 교환:** 교내 타 대학원 및 국제대학원 타 학과(한국학과) 및 학부 4학년 교과목, 국제대학원과 협약이 되어있는 9개 국제대학원 학점 교환은 한 학기에 최대 6학점, 총 12학점까지 졸업학점으로 인정 가능함. 수강신청기간 중, 학과에서 지정한 기간 내에 신청서를 제출하여 승인을 받아야 함. (자세한 사항은 GSIS 4-2, 4-3 서식의 안내사항을 참고)
 - 타 대학원 학점 교환: 입학 전 타 대학원(동일 학위과정에 한함)에서 이수한 교과목은 B-이상의 과목으로 한정하여 총 9학점까지 이전 가능하며 첫 학기말 전에 신청서를 제출하여야 함.
 - 박사과정 학점 교환: 석사과정 학생이 박사과정 수업을 수강(최대 9 학점)하고자 할 경우 교과목 담당교수의 승인을 받아야 함. (양식 4-9 제출)
- **졸업 필수 교과목 요건:**
 - (1,2) IS300/301 Distinguished Global Lecture Series I/II (각 1학점, 총 2학점 봄/가을 학기 교대로 개설)
 - (3) IS302 Short-term Internship(1학점, 2022년 3월 이전 입학생 필수 수강)
 - (4) IS318 Academic Writing and Professional Skills (2학점, 2022년 3월 이전 입학생 필수 수강)
 - (5) IS319 Academic Skills (3학점, 2022년 3월 이후 입학생 필수 수강)

전문분야실습 교과목은 졸업 필수 요건이므로, 가급적 이른 시일 내에 이수할 것을 권장함.
(모든 교과목이 매 학기 개설되지는 않을 수 있음)

	● 인턴십 관련: 인턴십 근무기간이 길 경우 단기 인턴십(1학점-필수)와 장기 인턴십(3-9학점, 선택)의 동시 인정이 가능하며, 인턴십을 학점으로 인정받기 위해서는 <u>반드시 인턴십 근무 시작 전 GCMC에 인턴십제안서를 제출하여 승인을 받아야 함.</u> 휴학상태에서 한 인턴십도 절차에 따라 학점인정 가능. ● 수강 철회: 교과목 수강 철회는 지정된 기간(3월 말, 9월 말)에만 가능함. ● 외국어 시험 성적표 제출: 영어 성적표 제출은 가능한 빠른 시기 안에 완료할 것을 적극 권장함.
등록	● 정규등록 학기: 정규등록 4학기가 필수이며, 4학기 이후에도 교과목을 다 이수하지 못하였을 경우 교과목등록이 필요할 수 있음. 종합시험을 합격하지 못한 경우 연구등록이 필요하며, 수료 이후 논문을 쓰고자 하는 경우 논문등록이 필요함. ● 휴학 관련: 최대 2학기 휴학이 가능하며, 임신/출산/육아 휴학은 최대 2학기 추가신청 가능. (휴학안내문 참고) ● 휴학에 따른 등록금 환불: 출력한 휴학원서를 행정실로 접수하는 날짜에 따라 등록금 반환액이 달라짐, 등록금 전액 환불은 <u>개강 후 2주 이내(3월 14일, 9월 14일)까지만</u> 가능하며, 그 이후는 차등 적용됨.
부전공	● 본교 국제대학원에 재학 중인 학생은 국제대학원 부전공 운영위원회의 허가를 얻어 <u>소속 학과 혹은 타 학과 1개 전공을 부전공</u>을 이수할 수 있음. (GSIS 14-3 서식) ● 자격요건: (1) 1학기 이상 정규 등록한(혹은 예정인) 국제대학원 재학생 (2) 신청 직전학기까지의 누계 평점이 3.0 이상인 자 ■ 신입생의 경우, 입학 전 학위과정의 최종 누계 평점을 참고하여 부전공 운영위원회가 최종 결정함. ● 기타 사항: 본 소속 전공의 수료학점을 모두 이수한 후에는 부전공 신청 불가 ● 부전공신청자는 본 소속학과 기준학점과 더불어 부전공학점을 모두 이수하게 되는 학기부터 종합시험에 응시할 수 있음. ● 수료 전 재학 중에 전공 수료요건을 모두 충족하기로 예상되는 학기까지 부전공 이수요건을 모두 충족해야함.
지도교수 결정	● 학사지도교수(Academic Advisor): 첫 학기 개시 직후 결정됨. ■ 학사지도교수는 매 학기 개강 후 2주일 이내 변경 가능함. ● 논문지도교수(Thesis Advisor/Chair): 논문세미나 수강학기 시작 후 15일 이내까지 결정하면 됨. (Form 9-1) ■ <u>관심 있는 연구 영역의 전공 교수를 만나 면담 후 결정할 것을 권장함.</u> ■ <u>가급적 석사과정 초반부에 논문지도교수를 결정할 것을 권장함.</u> ● 논문심사위원회(총 3인: 2인의 교수님+논문지도교수): 학생의 논문세미나 수강학기에 결정되며(국제학과장 검토 및 승인) 결정되고 나면 변경이 불가함.
Track 결정 (논문 작성 Track 과 교과목 3 학점 Track)	● 수료학점 38학점에 교과목 3학점을 추가 취득한 학생 혹은 석사학위청구논문을 제출한 학생은 석사학위(국제학석사) 수여 가능. ● 석사논문 작성 Track 신청: 3학기 방학 직후 양식 7-1-1-B 이용하여 교과목 3학점 혹은 석사논문 작성 Track 신청을 하여야 하며, 이와 동시에 혹은 별도로 종합시험 신청을 할 수 있음. Track 변경은 졸업예정학기의 수강철회기간(1학기 3월 말, 2학기 9월 말)에 1회에 한하여 변경신청이 가능함, 트랙변경에 따라 학기 추가학기 등록이 필요할 수 있음. ● 졸업시기 조정 방법: 졸업요건을 모두 갖추면 자동 졸업 처리되므로, Track 변경하기 위해 졸업예정시기를 늦추고자 하는 경우, 졸업요건을 모두 채우지 않도록 수강철회기간을 이용하여 교과목 조정을 통해 졸업시기를 조정하여야 함.

연구윤리 교육	● <u>모든 논문작성자는 연구윤리 교육(온라인 강의)을 종합시험 이전에 반드시 이수해야 함.</u> ■ 2014-1학기 신입생부터 학위 청구논문 제출자격요건에 연구윤리 교육(온라인 강의)이 필수로 포함됨. ● 필수과목: 연구부정행위 (Research Misconduct)																		
논문제출 자격시험 응시 <u>*논문을 쓰지 않는 경우에도 모두 통과하여야 함.</u> <u>*수료 후에도 시험에 합격하지 못했을 경우 시험응시를 위해 연구등록이 필요할 수 있음.</u>	종합시험	● <u>논문을 안 쓸 경우에도 졸업하는 학기 내에 종합시험 심사에 응시해야 함.</u> ● <u>논문작성자의 경우, 종합시험을 합격한 다음 학기부터 논문세미나 수강이 가능함.</u> ● 자격요건: 3학기 이상 등록하고, 35학점 취득 또는 취득 예정이어야 함. ■ 전공필수과목과 선택과목 중에서 최소 3 과목 이상 B0 이상을 획득하여야 함. ● 시험 시기: (1학기) 7월 초, (2학기) 1월 초에 응시 서류 제출 ● 신청 방법: 양식 7-1-1-A 이용하여 Track 신청과 동시에 혹은 별개로 신청 가능함. ■ 4학기 논문 작성하고자 하는 자는 3학기까지 반드시 35학점을 이수하고 종합시험에 동시에 합격해야 함. ■ 교과목 track 신청자는 졸업예정 학기말까지 종합시험을 합격하면 됨.																	
	외국어시험	● 제출 기간: <u>매 학기 지정된 기간</u>에 공인영어시험 성적본의 원본을 제출하며(사본 제출 시, 원본을 행정실에서 확인을 받아야 함), <u>가능한 과정 초반부에 제출 완료할 것을 적극 권장함.</u> ■ 최종논문심사를 받는 학기 혹은 졸업예정학기의 지정된 기간 내에 제출하여야 함. 등록하지 않은 학기에는 제출할 수 없음. ● <u>논문작성자의 경우, 논문세미나 수강 학기 혹은 그 전에 반드시 제출해야 함. (미 제출 혹은 점수 미달 시, 논문 제출 취소 처리)</u> ● 합격 요건: 공인영어시험(TOEFL (PBT, CBT 또는 IBT), TOEIC, IELTS 또는 TEPS)의 합격선 이상의 성적표 제출 <table border="1"> <thead> <tr> <th>시험 유형</th><th>TOEFL(PBT)</th><th>TOEFL(CBT)</th><th>TOEFL(IBT)</th><th>TOEIC</th><th>TEPS</th><th>IELTS</th></tr> </thead> <tbody> <tr> <td>최저 합격 기준 점수 (기재된 점수 이상 취득)</td><td>600</td><td>250</td><td>100</td><td>900</td><td>478</td><td>7.0</td></tr> </tbody> </table> * TOEFL(IBT)는 반드시 기관에서 국제대학원으로 발송한 원본 제출 * TEPS 기준은 2018 년 5 월 12 일 248 회 응시 성적부터 적용 (그 이전은 838 점을 기준으로 함) ● 면제 자격: 모국어가 영어인 국가 출신의 학생의 경우, 외국어시험 대체신청서(GSIS 8-1)를 학과에 제출하여 면제가 가능.					시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS	최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478
시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS													
최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478	7.0													

(Continued on next page)

학위 논문 작성 요건	● 자격요건: 종합시험 합격한 다음 학기에 논문세미나 (Z0001) 수강 가능 ■ 4학기 등록 이후에 논문 작성할 경우, 먼저 수료가 되어야 <u>논문등록금을 납부하고 논문등록이 가능함.</u> ● 제출 기간: 학과에서 공지하는 논문제출일정에 따라 논문제출을 완료하여야 함. (논문 심사비 납부 포함) ● 논문심사위원: 3인 이상으로 구성 (2인의 교수님+논문지도교수님)
*생명윤리위원회 IRB 사전 심의 필요 여부 체크 (해당자에 한함)	● 인간 연구 주제 논문 중 생명윤리위원회 IRB사전심의 체크 논문 시작 전 진행 (논문트랙 중 해당자에 한함) ● 하기 생명윤리위원회(IRB) 심의 대상 논문의 경우 사전 심의 필요 여부를 체크하고 난 후 논문 작성 추천 ● 대상 : <u>학술지에 게재 예정인 논문 중 인간 연구 주제로 일반 사람을 모집하여 인터뷰, 설문 등 상호작용을 통한 데이터 수집이 포함된 논문 (일부 학술지에서는 이러한 종류 논문에 IRB 승인 번호를 요청할 수 있으나 각 학술지별 규정이 다르고 논문 연구 시작 후 IRB 심의는 불가하므로 사전에 학술지, IRB와 확인 요망)</u> ● 절차 : 이화RECOS(https://rc.ewha.ac.kr) 온라인 접수 - 심의비 납부 - 행정 검토 - 위원회심의 -위원장 확인 - 결과통보 ● 논의 : 각 지도교수님 및 학술지, 연구윤리센터 (irb@ewha.ac.kr) ● 주의사항 : IRB 사전심의 자체가 졸업필수요건은 아님. 해당 심의 대상 여부는 논문 게재할 학술지 규정별 개인 논문별 상이. <u>논문 연구 시작 후 사후 IRB 승인 불가. 모든 학술지에서 IRB 승인번호를 해당 대상자에게 요구하는 것은 아니지만 각 학술지 별로 규정이 다르니 논문 시작 전 사전에 확인 요망</u>
수료 요건	● 자격요건: 4학기 이상 정규 등록 ■ 필수교과목을 포함하여 38학점 이수완료 (부전공 선택 시, 부전공 학점도 이수 완료하여야 수료 가능) ■ 총 평균 평점 3.0 이상(4.3 만점 기준) ● 수료 후: 수료 증명서 발급 가능함 ■ 연구등록 및 논문등록이 가능함.
학위수여 요건	● 자격 요건: 4학기 이상 정규등록이 필수이며, 졸업하는 학기에 학교에 등록 중인 상태이어야 함 ■ 연구윤리 교육 이수 (논문제출자) ■ 총평균평점 3.0 이상(4.3 만점 기준)인 경우 수료 및 졸업 가능 ■ 종합시험, 외국어시험 합격 및 수료 ■ 논문작성자의 경우, 입학 후 7년 안에 석사학위 청구논문 통과 및 제출 완료하여야 함. ■ 논문을 작성하지 않고 교과목 추가 3학점으로 졸업하는 학생의 경우 수료 후 2년 내에 교과목 이수 및 종합시험을 통과하여 졸업요건 이수 완료하여야 함.

(End)

2.3. Department of International Studies: Master's Program in a nutshell

Please note that only basic academic information is provided below. *It is mandatory for students to carefully read and be well informed of the Ewha Graduate School Regulations(대학원학칙) and the Graduate School Detailed Codes of Conduct (대학원학칙시행세칙)*(posted on the Ewha Womans University website in Korean

(www.ewha.ac.kr-이화소개-학교현황-규칙집)) and of the individual notices on the GSIS website in English.

Inquiry: Dept. of Int'l Studies office (Academic Affairs, 02-3277-6612, gdis@ewha.ac.kr)

GSIS Administrative Office (행정실) (Tuition payment, Leave of absence, Grades 02-3277-3652, gsis97@ewha.ac.kr)

All students are strongly advised to carefully read and stay informed of all information related to academic affairs.
If there are questions, please contact the department office. Academic issues not specified here will be dealt in accordance with Ewha University Regulations.

Master's Program

Coursework

- Coursework Requirement: full-time registration of 4 semester *s of 41 credits* are mandatory.
 - A student with a GPA below 2.50 (on a 4.3 scale) for two consecutive semesters will be automatically expelled from the program. (re-entrance is not allowed in such cases)
 - 41 total credits are required either composed of (a) taking 38 credits (required for recognition of 'completion of coursework') and master's thesis (3-credit) or (b) taking 38 credits plus an extra 3 credits.
- Very important! *If a student wants to write a master's thesis during her fourth semester, she must fulfill 35 credits by the end of her third semester and pass the Comprehensive Evaluation(Previously Comprehensive Exam).*
 - A student who chooses the 3-credit track can apply for the *Comprehensive Evaluation(Previously Comprehensive Exam)* when she has registered and (expects) to receive 35 credits, and it is required to be done by the semester she expects to graduate.
- Credit Requirements: Students are required to achieve at least 21 credits (more than half of the total required credits for graduation (41 credits)) from the Department of International Studies at Ewha.
- Credit Transfer: Students can take up to 6 credits per semester and up to a total of 12 credits from courses taken at other Graduate Schools at Ewha, senior courses from Ewha undergraduate program, and from our partner GSIS programs with mutual agreements. These courses can be accepted as credits for graduation.
 - To take those courses: students are required to submit the application form to the department office during the designated period (around course registration period). For more information, please refer to the guideline in GSIS 4-2, and 4-3 form.
 - Credits Earned Prior to Ewha GSIS Entrance: Up to 9 credits from other graduate schools (the same degree program only) earned prior to Ewha GSIS entrance can be transferred; Grades will not be counted toward the Ewha GSIS GPA unless B- or higher. Students need to submit the application within their first semester
 - Master's students wishing to take a doctoral course (up to 9 credits) are asked to contact the professor of the course in advance to get his/her permission. (Form: GSIS 4-9)

(Continued on next page)

Coursework (continued)	● Mandatory Courses (Professional Training Courses (Required 5 credits for graduation): (1, 2) IS300/301 Distinguished Global Lecture Series I/II (Two semesters: 1 credit/semester, Opens at spring/fall each) (3) IS302 Short-term Internship (1 Credit, Required only for students admitted before Spring 2022) (4) IS318 Academic Writing and Professional Skills (2 Credits, Required only for students admitted before Spring 2022) (5) IS319 Academic Skills (3 Credits, Required only for students admitted on and after Spring 2022) <i>Students are strongly advised to complete required courses as soon as possible since courses might not be offered every semester.</i> ■ Minimum GPA for Functional Concentration Requirements courses (e.g. IS404 for International Business Major): B0 or higher (3.0) ● Independent Study Course: R0001 Independent study: Students who are participating in a research project registered with the Ewha Office of Research can register for 3 credits per semester, up to 6 credits in total. ● Course withdrawal: This will be available during the designated period of late March and late September only. ● Credits & Internships: If a student's working hours fulfill the requirements of both the short-term and long-term internships, she can receive credit for both mandatory short-term internship (1 credit) and long-term internship (3-9 credits) from one internship institution. The student must fulfill the number of working hours required for both the short term and long-term internships—the hours cannot overlap. To receive credit for the internship, <i>she should submit a proposal to the GCMC office prior to the beginning of the Internship for pre-approval.</i> An internship during a leave of absence can also be accepted for credits with proper procedure. ● English requirement: It is advised to complete the foreign language exam (English requirement) early in the master's program.
Tuition Payment/ Registration	● Registration Period: Four semesters of full-time registration are mandatory. ■ If a student needs to take more courses after her four semesters, she may need to register as a part-time student with course-based registration. ■ If she fails the Comprehensive Evaluation (Previously Comprehensive Exam), she may need research-based registration after the completion of her coursework in her fourth semester. ■ If a student completes the coursework and wishes to write a thesis, she needs thesis-based registration. ● Leave of Absence: Master's students can take a leave of absence for up to two semesters. (Leave of absence for childbirth/maternity leave is available for an additional 2 semesters upon application) ● Tuition reimbursement according to leave of absence: tuition reimbursement rate varies depending on the date a student submits the completed application form to the GSIS office for Academic & Student Affairs. 100% tuition refund is only available within 2 weeks of the start of the semester (March 14, September 14). Refund amount will decrease after the first 2 weeks.
Minor	● All Ewha GSIS current students in every program (Master's, PhD and Combined M-D) of both departments can take one concentration as minor from their own OR the other department. (Form: GSIS 14-3) ● Eligibilities: (1) All GSIS current students who enrolled (or expected to enroll) their first semester or more (2) CGPA: 3.0 or above * For incoming students, the previous degree CGPA will be considered and their qualification will be discussed by the GSIS Minor Policy Administrative Committee. ● Other: If taking minors, completion of coursework can only be approved when the required credits of minor are fulfilled as well as the credits of majors. Students can apply for comprehensive exam only after fulfilling the required credits of their own major including minor required credits. All the required credits of minor need to be fulfilled as current students before completing the coursework of your major.
Academic Advisor /Thesis Advisor	● Academic Advisor: students will be notified of their assigned academic advisor right after the start of a new semester. ● Thesis Advisor: Students should consult the faculty member related to their thesis topic and ask him/her to be their thesis advisor. The Thesis Advisor request form needs to be submitted within 15 days from the start of Thesis research(Z0001) taking semester ● Change in Advisor: Application for Academic Advisor change is available within 2 weeks after the first day of each semester. ● <i>* Students are advised to choose their thesis advisor at the early stage of the master's program. The thesis screening committee is decided at the semester a student registers for the thesis seminar course (with department chair review & approval); after this point the committee members cannot be changed.</i>

Application for Track (Thesis Track vs. Course Track)	- Students who have completed the required coursework (38 credits) and received an additional 3 credits or passed their master's thesis (3 credits) can graduate and will be conferred the degree of Master of International Studies. - Application Process: Students are required to submit their application (form 7-1-1-B) for track selection at the end of their 3rd semester; (July 10, January 10) to the department office. Students can apply for the Comprehensive Evaluation(Previously Comprehensive Exam) with their track choice application. Students may change their track only once during the withdrawal period during the semester when they expect to graduate. Therefore, students are asked to consider their track choice carefully. - Postponement of Graduation: If a student fulfills all requirements for graduation, she will be considered to have graduated. Therefore, if a student wants to postpone her graduation to change tracks (such as writing a thesis), then she needs to adjust her coursework registration so as <i>not to fulfill graduation requirements</i>. This can be done during the course withdrawal period.																		
Research Ethics Courses	Since 2014, all thesis-writing students should take Research Ethics course online before completing their Comprehensive Evaluation(Previously Comprehensive Exam). (Mandatory Course: Research Misconduct)																		
Thesis/ Dissertation qualification exam *Mandatory for all students, regardless of track choice *If a student does not fulfill Thesis/ Dissertation qualification exam after completing coursework, she may be required to register for more semester(s) to pass the exam	Comprehensive Evaluation (=Comprehensive Exam)	- Requirements: To pass the Comprehensive Evaluation(=Comprehensive Exam) screening, a student must achieve grades higher than B0 (3.0) from 3 courses of her concentration requirements and electives. - Application Date and Process: In : early July or early January, students can submit application (form 7-1-1-A) to apply for the Comprehensive Evaluation(=Comprehensive Exam) Screening during the semester when she has registered for more than 3 semesters and achieved or expects to achieve more than 35 credits valid for graduation. - Apply with form 7-1-1-A; Students can apply for the Comprehensive Evaluation(=Comprehensive Exam) with track choice/change. However, to write a thesis in the fourth semester, students should achieve 35 credits by their 3rd semester and pass their Comprehensive Evaluation(=Comprehensive Exam). Students who choose course track can apply and pass the exam during their last semester when they expect to graduate. - Students who do not write a thesis can apply for and pass the Comprehensive Evaluation(=Comprehensive Exam) until the end of the semester before expected graduation. <u>Students who will write a thesis can register for the thesis semester after passing the Comprehensive Evaluation (= Comprehensive Exam).</u>																	
	Foreign Language Exam	- Submission Due: Please submit an original copy of the English proficiency test result as soon as possible (if submitting photocopied version, please present the original to GSIS office). <u>Students who will write a thesis must submit before/during the semester that they would like to write theses and to graduate. (if not submitted with an acceptable score, thesis submission can be cancelled.)</u> - Requirements: Official English Proficiency Test result (TOEFL (PBT, CBT or IBT), TOEIC, IELTS or TEPS) <table border="1"> <thead> <tr> <th>Test</th><th>TOEFL(PBT)</th><th>TOEFL(CBT)</th><th>TOEFL(IBT)</th><th>TOEIC</th><th>TEPS</th><th>IELTS</th></tr> </thead> <tbody> <tr> <td>Minimum score (Score must be higher than)</td><td>600</td><td>250</td><td>100</td><td>900</td><td>478</td><td>7.0</td></tr> </tbody> </table> <i>* TOEFL (IBT) original transcript should be sent directly from the institution to the GSIS office (not submitted by student).</i> <i>**TEPS minimum score is applied to 248th test result, held on May 12, 2018. (Minimum score 838 applied to tests before May 12, 2018)</i> - Students whose nationality is of a country where English is the native language have two options (A or B): A. Same as other students: submit the above English score report B. Submit (form 8-1) with a copy of passport in lieu of submitting the official English proficiency test score to the department office					Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS	Minimum score (Score must be higher than)	600	250	100	900	478
Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS													
Minimum score (Score must be higher than)	600	250	100	900	478	7.0													

(Continued on next page)

Thesis/ Dissertation	Requirements	● Requirement: Students can register for Z0001 Thesis Seminar course in the semester following the successful passing of their Comprehensive Evaluation(Previously Comprehensive Exam). ● Registration: Thesis registration for the fifth semester is available when a student completes their coursework (38 credits). ● Process: Students must follow the timeline set by the International Studies Department and pay a thesis screening fee. ● Thesis Evaluation Committee: consists of <i>3 faculty members including the thesis advisor</i>
*Institutional Review Board(IRB) Pre-approval check (If applied)	Thesis students Notice	● The Institutional Review Board (IRB) recommend thesis students who write thesis including the contents below to check to get pre-approval from IRB <u>in advance before thesis starts.</u> ● <u>Applied to : Human Subject Thesis intended to be on academic journal that includes data based on interview, survey, interaction by gathering normal people</u> ● <u>(Some academic journals can require IRB approval number but it depends on each academic journal policy but approval after finishing the thesis plan is impossible and so please check in advance)</u> ● Process : EWHA RECOS(https://rc.ewha.ac.kr) – Payment – Administrative review – Full board review – Full board determination – Result notification ● Pre-discussion : The thesis advisor and Institutional Review Board(IRB) (irb@ewha.ac.kr) and the academic journal ● Notice : If you are applied to this, only pre-approval is possible and approval after the thesis start is NOT possible at all. When you plan to do paper publication of the academic journal, not all but some journal can have policy to require IRB approval number to you and so please check in advance. ● <i>This process is not mandatory requirement for thesis students graduation by itself but if you will need IRB pre-approval or not can be different depending on each academic journal policy and each individual thesis. So, please check before starting your thesis with IRB center irb@ewha.ac.kr and academic journal you will post your thesis about it.</i>
Completion of Coursework	Requirements	● Eligibility: (a) At least 4 semesters of full-time registration (b) Have taken 38 credits including required courses (if applied minor, minor credits need to be taken as well) (c) Minimum cumulative GPA: 3.0 (on a 4.3 scale) ● Outcome: (a) Certificate of Coursework completion is available (b) Research-based/Thesis-based registration is available after recognition of 'coursework of completion'
Degree Conferment	Requirements	● Requirements: ■ At least 4 semesters of full-time registration are mandatory. A student is required to be enrolled the semester she expects to graduate. ■ Minimum cumulative GPA for 'coursework completion' and thesis or extra three credits is 3.0 (on a 4.3 scale). ■ Take online Research Ethics Course (Applied to students on thesis-track) ■ Pass the 1) Comprehensive Evaluation(Previously Comprehensive Exam), 2) foreign language exam, and 3) Completion of coursework. ■ A student who chooses the thesis-track is required to pass her master's thesis submission process within 7 years from her initial entrance to GSIS. ● A student who chooses the credit-only track is required to register and achieve the extra 3 credits within 2 years of the recognition of 'completion of coursework'.

(End)

2.4. 국제대학원 국제학과 석사학위 취득 조건 및 Track 선택 안내 세부 사항

[3 학점 추가 취득 Track] or [학위청구논문 제출 Track]

1 국제대학원 석사학위 취득조건 (아래 조건을 모두 만족하여야 함)

- 가) 필수: 최소 4 학기 이상 정규등록
- 나) 필수: 3.0 이상(4.3 만점)의 이상의 총 평균평점
- 다) 필수: 영어시험, 종합시험 심사 합격
- 라) **선택 1: 논문 Track**
 - ① 필수과목을 포함하여 38 학점 이수(수료 요건) + 연구윤리과목 이수
 - ② 석사학위청구논문 작성 (Z0001 thesis seminar (3 학점)) (총 41 학점 이수)
- 마) **선택 2: 교과목 Track**
 - ① 필수과목을 포함하여 38 학점 이수 (수료 요건) 및 교과목 3 학점 추가 이수
 - ② (총 41 학점 이수)
 - ③ 부전공 선택 시, 부전공 학점도 이수 완료하여야 수료 가능

2 교과목 (3 학점 추가 취득) Track 과 논문 Track 의 선택

- 가) 취득 요건: 국제대학원에서는 수료학점 38학점과 더불어
 - ① 교과목 3학점을 추가 취득한 학생 또는
 - ② 석사학위청구논문을 제출하여 심사에 합격한 학생에게 석사학위를 수여할 수 있음.

3 논문제출 또는 3학점 추가취득 선택 방법

- 가) 신청기간: 3 학기 학기말 방학 중 (1 학기: 7 월/2 학기: 1 월)
- 나) 신청방법: 3 학점 추가취득, 논문제출 중 택일→해당서식 작성→ 학과사무실로 제출
- 다) 신청 서식: 7-1-1-B 양식 이용 (종합시험과 동시 혹은 별도로 신청 가능)

4 Track 과 4 학기 교과목 수강신청

- 가) **논문 Track** 신청시: 3 학기까지 35 학점을 이수하고 종합시험에 합격 시 4 학기에는 논문+3 학점 이수 가능함 (+영어시험 성적표 제출). 연구윤리 과목 이수 필수.
- 나) **교과목 Track** 신청시: 3 학기까지 35 학점을 이수하고 종합시험에 합격 시 4 학기에는 교과목 6 학점 이수 가능함 (+영어시험 성적표 제출)

5 Track 의 변경

- 가) 신청 횟수: Track 의 변경은 1회에 한하여 신청가능 가능함.
- 나) 신청기간: 4 학기의 수강신청 철회기간 (3 월말, 9 월말)과 동일함 (7-1-1-B 양식 제출 필요)
- 다) Track 변경이 허가된 자는 4 학기 수료 후 5 학기를 등록할 필요가 있을 수 있음.
- 라) Track 변경 시에는 아래의 <3. 각 track 별 교육과정 비교표>의 **학위취득연한**을 반드시 유념하여야 함.

<예시>

- ① 논문 Track 을 신청하고 총 41 학점(이상)을 이수하던 학생이 4 학기 수강철회기간 중에 교과목 Track 으로 변경 신청하는 경우:
- 교과목 41 학점으로 졸업요건을 완료하면 4 학기 말에 졸업 가능함
 - 학생이 논문세미나를 수강하다가 논문을 완성하지 않고 졸업하면 논문세미나의 성적은 성적표에 F(Fail)로 표시됨 (논문세미나는 수강철회가 불가함).
- ① 교과목 Track 을 신청하고 총 41 학점(이상)을 이수하던 학생이 4 학기 철회기간 중에 논문 Track 으로 변경 신청하는 경우
- 41 학점을 이수하였음에도 불구하고 논문 track 을 신청하였으므로 졸업이 아닌 수료로 확정됨
 - 5 학기에 논문등록 (2020 년 기준 약 100 만원+논문심사비 약 16 만원)을 하고 논문을 제출한 뒤 졸업할 수 있음.

***Track 변경은 반드시 학생의 4 학기 이수 중 수강철회기간에 1 회만 가능하며 변경된 Track 을 절대로 되돌릴 수 없으므로 신중히 결정하여야 함.**

6 각 track 별 교육과정 비교표

구분	3 학점 추가취득 Track	논문 Track
학위취득연한	● 수료일 기준 2 년 내에 교과목 이수(졸업요건) 완료하여야 함	● 입학연도로부터 7 년 이내 석사학위청구논문 제출 완료하여야 함
학위취득요건 (각 항의 요건을 모두 충족)	● 4 학기이상 정규 등록 ● 총 41 학점 이상 이수 ■ (필수과목을 모두 포함하여 38 학점 이수 시 수료인정) ● 영어시험, 종합시험 심사 합격 ● 총 평균평점 3.0 이상(수료요건)	● 4 학기이상 정규 등록 ● 필수과목을 포함하여 총 38 학점 이상 이수(수료인정) 및 논문 제출 ● 영어시험, 종합시험 심사 합격 ● 연구윤리과목 (온라인 과목) 수강 ■ (3 학기 내 이수완료) ● 총 평균 평점 3.0 이상(수료요건) ● 석사학위청구논문 심사 통과 및 제출
수료 후 등록	● 교과목등록 또는 연구등록	● 논문등록 또는 연구등록
종합시험 합격시점	● 35 학점을 취득했거나 취득이 예상되는 학기에 신청 ■ (수료일 기준 2 년 내에 교과목 이수 완료하여야 함, 졸업예정학기 내에 합격)	● 3 학기 이상 등록하고, 35 학점을 취득했거나 취득이 예상되는 학기에 신청 ● 논문수강 직전학기에 반드시 종합시험에 합격해야 함(4 학기에 논문 작성하고자 할 경우 3 학기까지 반드시 35 학점 이수 및 종합시험 합격)
외국어시험 합격시점	● 졸업예정 학기까지 지정된 기간에 반드시 제출	● 제출하지 않을 시 논문제출이 불가함. ● 졸업 예정 학기까지 지정된 기간에 반드시 제출

****인간 연구 주제 논문 중 생명윤리위원회 IRB사전심의 체크 논문 시작 전 진행 (논문 트랙 중 해당자 한함)**

- **하기 생명윤리위원회(IRB) 심의 대상 논문의 경우 사전 심의 필요 여부를 체크하고 난 후 논문 작성 추천**
- **대상 : 학술지에 게재 예정인 논문 중 인간 연구 주제로 일반 사람을 모집하여 인터뷰, 설문 등 상호작용을 통한 데이터 수집이 포함된 논문 (일부 학술지에서는 이러한 종류 논문에 IRB 승인 번호를 요청할 수 있으나 각 학술지별 규정이 다르고 논문 연구 시작 후 IRB 심의는 불가하므로 사전에 학술지, IRB와 확인 요망)**
- **절차 : 이화RECOS(<https://rc.ewha.ac.kr>) 온라인 접수 - 심의비 납부 - 행정 검토 - 위원회심의 -위원장 확인 - 결과통보**
- **논의 : 각 지도교수님 및 학술지, 연구윤리센터 (irb@ewha.ac.kr)**

***주의사항 : IRB 사전심의 자체가 졸업필수요건은 아님. 해당 심의 대상 여부는 논문 게재할 학술지 규정별 개인 논문별 상이. 논문 연구 시작 후 사후 IRB 승인 불가. 모든 학술지에서 IRB 승인번호를 해당 대상자에게 요구하는 것은 아니지만 각 학술지 별로 규정이 다르니 논문 시작 전 사전에 확인 요망**

2.5. Requirements for the Degree of Master of International Studies

[Additional 3 credits Track] or [Master's Thesis Track]

- 1 Requirements for the Master's Degree (Students must fulfill all requirements) Mandatory:
 - 가) Mandatory: At least 4 semesters of full-time registration
 - 나) Mandatory: Minimum cumulative GPA: 3.0 (on a 4.3 scale)
 - 다) Mandatory: Complete the Foreign language (English) exam, pass the Comprehensive Evaluation(Previously Comprehensive Exam)
 - 라) Option 1: Thesis Track - Complete the required coursework (38 credits) + Take online Research Ethics course + Pass Master's Thesis (Z0001 thesis seminar 3 credits) (Total 41 credits)
 - 마) Option 2: Additional 3 credit Track - Complete the required coursework (38 credits) and receive an additional 3 credits (Total 41 credits)

*If applied minor, minor credits need to be taken as well

- 2 Choice of Master's Thesis Track and Additional 3 credits Track
 - 가) A student who has completed the required coursework (38 credits) and (a) achieved additional 3 credits or (b) passed Master's thesis (3 credit) screening can graduate and will be conferred the degree of Master of International Studies.
 - 나) Track choice of master's thesis track or additional 3 credits track
 - ① Application period: by the end of students' 3rd semester (Spring: July/ Fall: January)
 - ② Application Process: select Additional 3 credits or Master Thesis -> Fill out the form -> Submit the application form to the Dept. of Int'l Studies office
 - ③ Application form: Form 7-1-1-B (Students can apply for the Comprehensive Evaluation(Previously Comprehensive Exam) with or without track choice/change)
 - 다) Course enrollment with track choice
 - ① Master's thesis track: 35 credits by the third semester + Comprehensive Evaluation(Previously Comprehensive Exam) + thesis & 3 credits in fourth semester (+ English proficiency test result) + Take online "Research Ethics" course
 - ② Additional 3 credits track: achieve 35 credits by third semester + Comprehensive Evaluation(Previously Comprehensive Exam) + 6 credits in fourth semester (+ English proficiency test result)
 - 라) Track change
 - ① Change of track is available only once. Application period is the same as the course withdrawal period (late March/September) in students' fourth semester. During this period, students may submit the paper application (Form 7-1-1-B) for track change. Please refer to the cases below.
 - ② A student who is changing tracks may need to register for a 5th semester (after completion of coursework by fourth semester) and complete the requirements to graduate.
 - ③ Students who wish to change track should refer to the table below (3. Curriculum of each track).

(Continued on next page)

<Cases>

- ① A student who is on the master's thesis track and is taking 41 (or more) credits wants to change to the 3-credit track
 - If she fulfills other graduation requirements (except thesis), she can graduate with 41 credits at the end of the semester. However, the thesis seminar grade will be shown as "Fail" on her transcript if she was enrolled in Z0001 and failed to complete it, even if she changes her track (Course withdrawal from Z0001 thesis seminar is not possible). If she does not change track (is still on the thesis track) and completes 41 credits she will be required to complete her thesis in a 5th semester.
- ② A student who is on the Additional 3-credit track and is taking 41 (or more) credits wants to change to the thesis track
 - Graduation is not permitted even though a student completed 41 (or more) credits. Instead, completion of coursework is acknowledged.
 - She must register as a thesis-based registration for her fifth semester (about 1,000,000KRW for thesis registration tuition and 160,000 KRW for thesis screening fee as of 2020).
 - Graduation will be permitted only after she submitted and passed the thesis screening.

*Change of track is available only once, during course withdrawal period of student's 4th semester only. Once a track is changed, it cannot be withdrawn.

****Institutional Review Board(IRB) Pre-approval check before starting Thesis (if applied)**

- The Institutional Review Board (IRB) recommend thesis students who write thesis including the contents below to check to get pre-approval from IRB in advance before thesis starts.
- Applied to : Human Subject Thesis intended to be in an academic journal that includes data based on interview, survey, interaction by gathering normal people
- (Some academic journals can require IRB approval number but it depends on each academic journal policy but approval after finishing the thesis plan is impossible and so please check in advance)
- Process : EWHA RECOS(<https://rc.ewha.ac.kr>) – Payment – Administrative review – Full board review – Full board determination – Result notification
- Pre-discussion : The thesis advisor and Institutional Review Board(IRB) (irb@ewha.ac.kr) and the academic journal
- Notice : If this applies to you, only pre-approval is possible and approval after the thesis start is NOT possible at all. When you plan to do paper publication of the academic journal, not all but some journal can have policy to require IRB approval number to you and so please check in advance.

**This process is not mandatory requirement for thesis students graduation by itself but if you will need IRB pre-approval or not can be different depending on each academic journal policy and each individual thesis. So, please check before starting your thesis with IRB center irb@ewha.ac.kr and academic journal you will post your thesis about it.*

(Continued on next page)

3. Curriculum of Each Track (continued on consecutive page)

	Additional 3 credits Track	Master's Thesis Track
Period of degree acquisition	Additional 3 credits must be earned <u>within 2 years of the completion of the coursework.</u>	Master's thesis submission process must be completed <u>within 7 years of initial entrance to GSIS.</u>
Requirements for the degree (Students have to fulfill all requirements)	- At least 4 semesters of full-time registration - Total credits for graduation: 41 credits (completion of coursework: 38 credits including all mandatory courses) - Passing grade on the foreign language exam, pass the Comprehensive Evaluation(Previously Comprehensive Exam). - Minimum cumulative GPA: 3.0 (4.3 scale)	- At least 4 semesters of full-time registration - Achievement of 38 credits including all required courses (completion of coursework: 38 credits) - Take online "Research Ethics" course (within 3 semesters) - Passing grade on the foreign language exam, pass the Comprehensive Evaluation(Previously Comprehensive Exam). - Minimum cumulative GPA: 3.0 (4.3 scale) - Pass the Master's Thesis evaluation
Registration After Coursework Completion	Course-based registration or research-based registration	Thesis-based registration or research-based registration
Comprehensive Evaluation (=Comprehensive Exam)	Students must submit a form to apply for the Comprehensive Evaluation(=Comprehensive Exam) Screening and pass in the semester when they have registered for more than 3 semesters and achieved or expect to achieve more than 35 credits valid for graduation (Students should pass the exam within 2 years from the recognition of completion of coursework, or by the last semester when they expect to graduate).	- Students must submit a form to apply for the Comprehensive Evaluation(=Comprehensive Exam) Screening in the semester when she has registered for more than 3 semesters and achieved or expects to achieve more than 35 credits valid for graduation. - Students must pass the Comprehensive Evaluation(=Comprehensive Exam) before the semester in which they will submit their Master thesis (If a student wishes to write a thesis in her fourth semester, she must earn 35 credits and pass the Comprehensive Evaluation(=Comprehensive Exam) by her third semester).
Foreign Language Exam (English)	If a student does not submit the official English proficiency test score report, graduation is not permitted even though she has fulfilled all other requirements (Should submit the score report during the designated period in the semester when she expects to graduate).	If a student does not submit the official English proficiency test score report, she cannot submit her thesis and graduation is not permitted even though she has fulfilled all other requirements (Students should submit the score report during the designated period in the semester when they expect to submit their thesis).

3. Frequently Asked Questions (FAQ)

3.1 학교생활에 반드시 필요해요!
(국제학과, 한국학과 공통)

3.2 Maximize your experience at Ewha GSIS!
(Applicable to both departments – GDIS, GDKS)

3.3 국제대학원 국제학과 석사학위과정 기준

3.4 Graduation Requirements for the Master of
International Studies degree

3.1. 학교생활에 반드시 필요해요! (국제학과, 한국학과 공통)

No.	질문:	답변:	관련양식/참고
1	나의 소속은 어딘가요?	● 국제대학원 국제학과 _____전공 혹은 국제대학원 한국학과 _____전공 (분류: 전문대학원)	
2	나의 학번은 무엇인가요?	● (예: 162SIS01) 학번을 사용해 이화포털에 로그인하고, 학교생활에서 학생의 정보를 관리 가능	
3	학생증은 어디에 쓰나요?	● 발급 방법: 신한은행(ECC Gate 3) 체크카드로 발급 가능 ● 사용 방법: 학교 도서관 출입, 도서 대여, 열람실 출입 시 필요 ■ 이화여자대학교 App 에서 Mobile 학생증도 사용 가능 ● 분실 시: (a) 은행에 바로 신고하여 체크카드 기능 정지하고 이화포털에서 분실신고 후 ■ (b) 이화포털 서식모음게시판에서 [이화다기능카드재발급신청서] 작성해서 ◆ ECC 학생서비스센터 방문	
4	이화 유레카 포털이란 무엇인가요? (http://portal.ewha.ac.kr)	● 사용 방법: 본인 학번 및 포털비밀번호 입력 후 재학생/졸업생이 본인의 학적관리(등록/휴학 등)하고, 수강내역확인, 교과목철회, 성적확인, 등록금납부확인서 출력 등 가능 ● 비밀번호 분실 시: 행정실(3277-3652 혹은 gdis97@ewha.ac.kr)로 문의하여 주세요.	
5	Cyber Campus 가 뭔가요? (http://cyber.ewha.ac.kr)	● Cyber Campus 에 접속하여 본인 학번 및 포털비밀번호 입력 후 나의 강의실로 입장하면 해당 학기에 등록된 강좌 열람 가능 ● 교수님들께서 수업 자료 및 과제 안내 등 다양한 용도로 활용하시니 꼭 이용해야함. ● Cyber Campus 에 나타나지 않는 강좌는 교수님께서 Cyber Campus 강좌 개설하지 않으신 것임.	
6	이화메일 말고 이화 유레카 포털에 일반메일을 입력할 수 있나요?	● 학교계정으로 청하는 ewhain 이메일 외에 다른 이메일은 입력 불가 ● 이화메일을 개인메일로 전달받는 방법: 포털메일 > 환경설정 > 자동재전송기능을 이용 ● 교수님들이 이메일을 통하여 연락하는 경우가 많으니, 꼭 이화 유레카 포털에서 이화메일계정을 만들어야함.	
7	Email 문의/답변은 어디로 하나요?	● Email 문의/답변은 학과 Email 로 회신 ● 행정실에 등록된 Email 로 중요한 공지가 보내지기 때문에 자주 체크하시고, 핸드폰번호나 Email 이 변경되면 반드시 학과 Email 로 알려주세요. 이화 유레카 포털 로그인 후 개인정보에서 변경도 해주세요!	국제학과 gdis@ewha.ac.kr 한국학과 korea@ewha.ac.kr

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8	공지사항은 어디서 확인하나요?	● 확인 방법: (a) 국제대학원 홈페이지에 오면 중간에 학과별 홈페이지로 연결되는 버튼이 있음. (b) 학과에서 공지하는 게시물은 학과 홈페이지 Notice/공지사항에서 확인 바람. * 공지사항은 자주 체크하는 것을 권장함!	
9	개강은 언제인가요?	● 1학기 개강 날짜: 3월 2일 ● 2학기 개강 날짜: 9월 1일 ■ 수업은 보통 월-금까지 있습니다.	
10	조기졸업이 가능한가요?	● 학점을 4학기 전에 다 이수해도 4학기 정규등록은 반드시 해야함. ● 대학원학칙에 의하여 석사과정은 정규등록 4학기, 박사과정은 정규등록 4학기+논문세미나 1/2 각 1학기 수강이 필수입니다.	
11	휴학은 몇 학기 할 수 있나요?	● 석사 재학 중 휴학 가능 기간: 최대 2학기 ● 박사 재학 중 휴학 가능 기간: 최대 4학기 ● 신청방법: 학기별로 신청해야 함. ● 기타사항: 휴학 기간이 다 끝난 후에도 복학하지 않으면 미복학제적이 됨. *임신-출산-육아 휴가는 최대 2학기 추가로 신청 가능 ** 중대한 질병으로 인한 휴학의 경우, 일반 휴학 연한을 모두 사용한 자만 한 학기 단위로 신청 가능	
12	등록금 납부는 언제 어떻게 하나요?	● 등록금 납부 기간: 매년 2월중순, 8월중순 ● 납부 방법: (a) 행정실에서 미리 홈페이지에 등록기간 공지 (b) 등록금은 본인명의로 가상계좌로 해당기간에 송금 ● 전액장학금 수혜자 or 0 학점등록자의 경우: 반드시 등록금고지서를 출력해서 구내 신한은행에 가서 등록처리를 해야 함.	
13	등록금 분할 납부나 카드결제가 가능한가요?	● 카드결제 납부 방법: 삼성카드 사용하여 등록금을 납부 가능 ● 분할납부 방법: 등록금 전체 금액을 4회에 걸쳐서 납부 가능 (정확한 일정은 학기별 등록금 안내문 참조)	
14	성적증명서/재학증명서 발급은 어디서 하나요?	● 발급 위치 및 방법: (a) ECC Gate 1에 있는 자동화기기에서 출력 (장당 500원) (b) 이화 홈페이지 오른쪽 하단 인터넷증명발급 요청하면 집에서 프린트 가능 ● 해당 학기 성적이 포함된 성적증명서는 보통 방학 중(7월말, 1월말)에 출력 가능	

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15	장학금 신청은 어떻게 하나요?	● 장학금 공지 기간: 국제대학원 장학금은 1 월초, 7 월초에 공지 ● 조교근무를 해야 하는 장학금도 있음. ● 교내 각 부서에서도 근로조교(A 급/B 급조교)모집을 학기초/학기말에 수시로 공지하니 이화 홈페이지 공지사항도 수시로 확인 바람.	Form 10-1 (국제대학원 장학금신청서) Form 10-2 (A/B 급 조교신청서)
16	취업/인턴십 정보는 어디서 보나요?	● 확인 방법: (a) 국제대학원 GCMC 홈페이지 (http://gsis.ewha.ac.kr/gcmc/) 에서 확인 가능 (b) 이화 경력개발센터 홈페이지는 학번으로 로그인하여 확인 가능	
17	학과 사무실과 행정실 위치는 어딘가요?	● 행정실 위치: 국제교육관 1102 호에, GCMC 는 1102 호, IIAS 는 1104 호 ● 행정실 연락처: 국제학과 - 전화번호: 3277-6612, 이메일: gdis@ewha.ac.kr 한국학과 - 전화번호: 3277-2106, 이메일: korea@ewha.ac.kr ● 학생들은 소속학과 사무실을 통해 공지사항과 문의사항을 처리하고, 행정실은 양 학과의 업무를 총괄하여 담당합니다.	
18	교수님들 연락처는 어디서 찾나요?	● 학사 안내집, 국제대학원 홈페이지 그리고 학과 홈페이지에서 보실 수 있습니다.	
19	학과장님은 누구신가요?	● 학과장님은 학과 업무를 총괄하고 주요한 사항들을 결정하십니다. ● 국제학과장님은 조영진 교수님, 한국학과장님은 노상호 교수님입니다. ● 국제대학원장님은 Brendan Howe 교수님, 부원장님은 조영진 교수님입니다.	
20	지도교수님과는 무엇을 의논하나요?	● 지도교수님은 입학 시 배정되고 수강신청, 각종 신청서 서명, 그리고 본인의 진로에 대해서도 논의해보세요, Email 로 면담 약속을 잡으실 수 있습니다.	
21	학생회가 있나요?	● 국제학과 학생회가 있습니다. (이메일 주소: ewha.gdis.sc@gmail.com)	
23	교내 무선인터넷 사용은 어떻게 하나요?	● 교내 무선 네트워크 이름: WiFi 설정 메뉴에서 무선 네트워크 이름 (SSID)를 EWHA 로 선택 ● 사용방법: ID 는 학번, 비밀번호는 이화 유레카 포털 정보시스템 비밀번호를 입력	
24	컴퓨터 사용은 어디서 하나요?	● 사용 위치 및 시간: 국제교육관 901 호 개방실습실, 오전 9 시 - 오후 5 시 ● 컴퓨터를 사용한 출력 방법: 컴퓨터실 프린터기로 인쇄 후 신용/체크카드로 직접 결제	
25	노트북 대여는 가능한가요?	● 대여 위치: IT 센터(ECC Gate 1/B205 호) ● 대여 방법 및 기간: 학생증 말긴 후 1 일대여 (오후 5 시까지) 가능	

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26	사물함이 있나요?	● 신청 공지: 국제대학원에서 보유한 사물함은 매 학기 초 학과별 신청 공지에서 확인 가능 ● 이용 방법: 무료로 졸업 시까지 사용 가능 자리가 없으면 대기리스트에 이름을 올려놓으세요. ● ECC 나 중앙도서관 사물함 신청은 이화 공지사항 확인 후 온라인 신청 혹은 행정실 방문신청으로 이용 가능	
27	도서관 이용은 어떻게 하나요?	● 학교 중앙도서관 방문하거나, 도서관 웹사이트(http://lib.ewha.ac.kr/) 통해서 검색하고 대출 신청하세요! 분관대출(신학도서관)으로 신청하면 국제교육관 바로 옆 신학도서관에서 편하게 받아볼 수 있습니다! 반납도 신학도서관에서 하시면 된답니다.	
28	졸업 후에도 도서관 자료이용 가능한가요?	● 중앙도서관 자료실 및 자유열람실 이용 시 본인 주민등록증만 있어도 이용 가능하고, 자료대출을 원하시면 예치금 20 만원으로 중앙도서관 2 층 반납대에서 대출증을 받아야합니다. ECC 자유열람실을 이용하기 위해서는 동창회에서 발급하는 '이화동창도서관 출입증'이나 도서관에서 발급하는 '대출증'이 있어야 합니다. 이화동창도서관 출입증은 동창회 사무실로 문의(3277-3386~7)하시고, 이용에 관한 자세한 안내는 도서관 홈페이지 - [도서관 이용안내 - 도서관 출입 - 휴학/수료/졸업생의 도서관 이용]을 참고하세요.	
29	스터디룸 이용은 어떻게 하나요?	● 학교 도서관, ECC 열람실에서 개별적으로 공부하거나, 혹은 이화포털-Eureka-공간사용신청 메뉴에서 사용 최소 3 일전에 ECC(이화캠퍼스복합단지) 강의실을 예약해서 그룹 스터디 가능합니다.	
30	학교 셔틀버스가 있나요?	● 무료셔틀버스(29 인승)이 있습니다. 운행노선은 2 개로, 이대 정문 혹은 경복궁역 1 번출구에서 타실수 있습니다. 방학기간 포함 월~금 운행하며, 운행시간과 상세노선은 이화여대 홈페이지 공지사항과 이화포털 게시판을 확인하세요	
31	교내 정기주차권 구매 가능한가요?	● 이화포털-게시판-서식모음에 가면 석사과정/박사과정 학생 모두 [대학원생용(박사, 석사과정) 정기주차권 발급신청서]를 이용해서 정기주차권을 살 수 있습니다. 학과 홈페이지에도 양식이 올라가 있습니다.	
32	교내 운동할 장소가 있나요?	● ECC 지하 4 층에 휘트니스센터, 학생문화관에 체력단련실에서 헬스, 요가, 스쿼시, 방송댄스 등 수업 등록이 가능해요, 이화 홈페이지 공지사항 참고하세요.	
33	교내 대학건강센터 이용은 어떻게 하나요?	● 등록금납부시 건강공제회비(학기당 25,000 원 정도, 선택사항임)을 납부한 학생은 교내 대학건강센터 이용 가능해요. 생활환경관 지하 1 층에 있고, 홈페이지 예약을 통해 간단한 진료, 약처방, 치과치료 등을 받을 수 있습니다. (http://euhs.ewha.ac.kr/).	

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34	교내 편의시설은 어떤 것이 있나요?	● 생활환경관 지하 1 층에 우체국, 여행사가 있고, ECC 지하 4 층에 편의점, 신한은행, 베이커리, 커피전문점, 꽃집, 교보문고, 문구점 등이 있습니다. 학생문화관 지하 1 층에 옷수선집(알뜰사)가 있고, 중앙도서관 가는 길 헬렌관 아래 [블루포트] 옆에 구두수선집도 있습니다.	
35	교내 복사는 어디서 할 수 있나요?	● ECC 지하 4 층에 후지제록스 인쇄점(Gate 4)이 있어서 복사, 출력, 칼라출력 가능하합니다.	
36	잃어버린 물건은 어디서 찾나요?	● 학과사무실에 방문하시거나, 학생복지센터 게시판(이화포털-게시판-분실물/습득물) 확인하시고 ECC B2 층 학생서비스센터 사무실 방문하세요	
37	식사는 어디서 하나요?	● 생활환경관 학생식당, 진선미관 식당, 헬렌관 학생식당 등 그 외에도 학교 정문/후문앞에 다양한 맛집들이 있습니다.	
38	외국인인데 한국어를 배울 수 있나요?	● 학기 중에 본교 언어교육원에서 별도의 비용 없이 한국어수업을 제공합니다. 2 월/8 월 수강 신청 시 신청 가능합니다.	

(End)

3.2. Maximize your experience at Ewha GSIS!

(Applicable to both departments – GDIS, GDKS)

No.	FAQ	Answers for you	More
1	What's my affiliation?	● *** _____Major, Department of International Studies, GSIS or ● *** _____Major, Department of Korean studies, GSIS	
2	How can I use my Student ID number?	● (e.g., 162SIS01) You can log into the Ewha-portal site with your Student ID number. Your ID number is used in order to manage your information.	
3	How do I use my student ID card?	● At the Library: When you access the library, enter reading rooms or rent books, you need a student ID card. ● Debit Card: It also works as a check card connected your Shinhan Bank account. If you lose your student ID card, first, you need to report your loss to Shinhan bank ASAP and Ewha's "Eureka". You should fill out the application for multi-functional card reissuance from the Ewha-portal, board for forms then visit Student Service Center (ECC). ● Mobile ID card: Access it through the '이화여자대학교' Application (Both available on Apple Store and Android)	
4	What is Ewha-portal/Eureka? (http://eportal.ewha.ac.kr)	● How to use it: Ewha-portal/Eureka is a website Ewha uses to manage information. In the Ewha-portal site, you can manage your school register (registration/leave of absence), check course details, request course withdrawal, check grades, and print out a receipt of tuition payment. ● Forgot Password: If you lose your password, you can ask for it at the GSIS Main Office.(3277-3652, gsis97@ewha.ac.kr)	
5	What is Cyber Campus?	● Cyber Campus is an online platform where students can access information about classes they are currently taking, and receive materials from their professors and classmates. ● How to log in? You can log on at http://cyber.ewha.ac.kr with your student ID number and password and go to the "English" page. ● What to do? Then you will be able to enter 'My classroom'. You can manage your academic work on-line. Professors often upload the class materials and give homework here. If you can't see some of your classes that means that your professor didn't open cyber campus for that class.	

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6	Can I input a regular e-mail address instead of the Ewha e-mail address?	- No. You can't input e-mail addresses other than the Ewha e-mail address. - Alternate Setting: However, you can receive your e-mails at your own regular e-mail account when you use the setting-automatic forwarding function. This setting sends any mail you receive directly to your other email account. Please create your Ewha email account at Ewha Portal. Professors contact individual students listed on the Ewha system (Ewha email).	
7	How do I ask questions and get answers through e-mail?	- How? You can send e-mails to the department account. Since you will get important notices through the e-mail address that you gave to the department office, it is your responsibility to check e-mails regularly. - If you change your cell phone number or e-mail address, please let your department know and change it at the Ewha-portal (personal information).	GDIS:gdiss@ewha.ac.kr GDS:korea@ewha.ac.kr
8	Where can I find the Notice Board?	- Where? When you visit the GSIS homepage, there are tabs for department homepages at the top right. You can click the "Notice" on the department homepage in order to find posts from your department. * You should check your department homepage regularly in order not to miss important information!! (http://gdiss.ewha.ac.kr)	
9	When does school begin?	- The spring semester begins on March 2nd. - The fall semester begins on September 1st. - Lectures are usually held Monday through Friday.	
10	Is early graduation possible?	- Based on Ewha Graduation School regulations, Master's program students must register full time for 4 semesters, and doctoral program students must register for 4 full time semesters + Dissertation Seminars 1 and 2 (one seminar per semester). - Even if you complete all the requirements earlier than 4 semesters, you must register as a full-time student for 4 semesters.	
11	How long am I allowed to take the leave of absence?	- Duration: You can leave school for up to <u>2 semesters for the Master's program</u> and up to <u>4 semesters for the Doctoral program</u> (<u>6 semesters for the Combined program</u>). If you don't come back after your leave of absence is over, you will be removed from the register. - Application Period: You should apply for a leave of absence every semester. *Leave of absence for pregnancy/childbirth/childcare is available for an addition 2 semesters upon application. ** Critical illness-leave: Only students who used up total semesters for leave of absence can apply	

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12	How do I pay tuition?	● Period: Every year in the middle of February and middle of August, you will pay tuition. The GDIS office will announce the period of registration on the website. ● Payment Process: Each student is assigned an individual virtual account to make their payment to and should send money to their account during the payment period. ● When receiving full scholarship or taking 0 credits: you must still print out the tuition bill and ask about the registration process at the Shinhan Bank in school (ECC Building).	
13	Can I pay tuition partially or pay tuition by credit card?	● Yes. You may pay tuition by credit card if you are a Samsung card holder. ● Partial Payment Process: Students who are paying the full tuition amount may divide their tuition payment into 4 portions. Please refer to tuition payment information before each semester.	
14	I need a transcript, certificate of studentship, certificate of enrollment!	● Location & Cost: You can print it out from the certificate issuing machine at the ECC Gate 1 (₩500 per page). ● Online: You can also print it out at home when you request it through Link Services which is at the bottom right of Ewha homepage. You will be able to check and print out the transcript of the preceding semester during vacation (end of July, end of January).	
15	How do I apply for scholarship?	● Notification Period: You will be notified around the beginning of January or the beginning of July. ● Other Options: There are assistantships available. There are many departments in Ewha that recruit assistants (A/B level) either at the beginning or end of the semester. ● Check the Ewha main homepage→ Notice for more information.	[GSIS 10-1] Application for GSIS Assistantship Program [GSIS 10-2] Ewha A.B level Assistantship
16	Where can I find information about jobs and internships?	● You can check at the GCMC homepage. http://gcmc.ewha.ac.kr/	
17	Where are the department and administrations office?	● Location: IEB #1102(Tel: 3277-6612, gdis@ewha.ac.kr) is for GDIS students and IEB #1102(Tel: 3277-2106, korea@ewha.ac.kr) is for GDKs students. GSIS office for Academic & Student Affairs is in #1102, GCMC office is in #1102, and IIAS is in #1104.	
18	Where do I find professors' contact information?	● You can find it at the GSIS department homepage. ● You can also find it in this Student Handbook.	

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19	Who are the Chairs of the departments?	● They manage the overall department tasks and are responsible for important decision-making regarding our department affairs: ● Professor Youngjeen Cho is the Chair of Dept. of International Studies ● Professor Sun Hee Park is the Chair of Dept. of Korean Studies. ● The Dean of GSIS is Professor Brendan Howe, and the Associate Dean is Professor Sunhee Park.	
20	What do I discuss with my advisor?	● When? Your advisor will be assigned after the new semester starts. ● What to discuss? You can discuss your career and receive advice. You can contact them by e-mail them to make appointments.	
21	Do we have student council?	● We have a GDIS student council. You can contact them at ewha.gdis.sc@gmail.com.	
22	How can I use wireless internet on campus?	● How? Choose Wi-Fi > SSID (connect to Wi-Fi <i>EWHA</i>). ● ID & Password (ID: Portal ID, Password: Portal Password). ● Make sure your ID is all in capital letters (ex: 123SIS01 <i>NOT</i>123sis01)!	
23	How can I use wireless internet on campus?	● How? Choose Wi-Fi > SSID (connect to Wi-Fi <i>EWHA</i>). ● ID & Password (ID: Portal ID, Password: Portal Password). ● Make sure your ID is all in capital letters (ex: 123SIS01 <i>NOT</i>123sis01)!	
24	Where can I use computers?	● Location & Period: You can use computers at the computer lab located in IEB #901. (9 A.M-5 P.M) ● How to Print: There is a printing machine at the computer lab. You can use credit card/check card to pay.	
25	Can I rent laptop computers?	● Location: If you need a lap-top, you should go to the IT center (ECC Gate 1, #B205) and leave your student ID card. ● Duration: You can use it for a day (9AM - 5 PM).	
26	Are there lockers available?	● GSIS Lockers: There are lockers that belong to GSIS. You can check the notice for application at the beginning of every semester. You can apply for the locker at the GSIS main office free of charge. If there are no vacant lockers, you may put your name on the waiting list (Visit GSIS Office for Academic & Student Affairs, #1102) ● ECC or Main Library Lockers: You can apply for a locker at ECC or the Ewha main library. See Ewha notice and apply for more information.	

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27	How do I use the library?	● Procedure: You can visit the main library, or you can search and apply for rental resources through the library website. ● How to borrow books? You can borrow books through the branch library (Shinhak library) which is located right next to IEB, so you can get books fast and easy. You may return books to Shinhak library even if you borrowed them from a differed library on campus.	
28	Can I access library resources after I graduate?	● Yes. ● Renting Process: But if you want to rent resources, you should deposit 200,000 and get a library card. If you want to use the ECC reading room, you need an Ewha-alumni entrance permit or a permit from the library. If you need a Ewha-alumni entrance permit, you can request one at the alumni office (3277-3386). If you need more detailed information, you can visit the library homepage- {library information-entrance-leave of absence/course completion/information for graduates}.	
29	How do I use the study room?	● Location & Process: You can study at the library or in an ECC reading room. You can also make a group and study. You can reserve an ECC lecture room through the Ewha Portal-Eureka- facility request form, at least 3 days before you use the room.	
30	Can I use the campus shuttle?	● Size: We have a free shuttle (up to 29 people). ● Route: There are two routes; one from the Ewha Main Gate and one from the Gyeongbokgung subway station exit 1. You can use it Monday through Friday including vacation. You can check the driving schedule and detailed routes at the Ewha homepage & Portal, Notice board.	
31	Can I buy a semester-based parking permit?	● Parking Permit Forms: When you visit the Ewha-portal board for forms, you can fill out the parking permit application for graduate students (Master's and Ph.D.) and buy a permit. Our department homepage has uploaded the form.	
32	Are there places to work out and exercise?	● You can register at the Fitness center in ECC and take classes at the gym in Student Union Building. You can learn weight training, squash, tennis, dance, etc.! Please refer to the Ewha homepage-notice.	
33	How do I use the health clinic in school?	● Payment Option: When you pay tuition, you may also pay the optional health service center fee. (23,200 won per semester). ● Benefits: If you pay the fee, you can use the health center. It is located at B1 in the Human ecology building. You can make an appointment through the homepage (http://euhs.ewha.ac.kr/) and receive brief diagnosis, pills, dental treatment, etc. You can also pay at the health service center.	

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34	What kind of school facilities are available?	● There is a post office and travel agency in B1 in the Human Ecology Building. At B4 in ECC has the GS25 convenient store, Shinhan Bank, Bakery, coffee shop (Starbucks), flower shop, Kyobo bookstore, stationery store, etc. At B1 in the Student Union building students may take clothing to be mended or altered (Altteulsa). Under Helen Hall (next to Bluepot) on the way to main library, there is a shoes repair shop. ● Please check the Ewha Homepage for detailed directory.	
35	Where can I make copies?	● Location: You can make copies, print out papers and print with color at the Fuji Xerox Store at ECC (Gate 4).	
36	Where is the lost and found?	● Location: You can come to the department office or check the Student Service Center board (Ewha-portal, board, lost and found) then visit the Student Service Center office at ECC B2.	
37	Where do I eat?	● School cafeterias are located in the Human Ecology Building, Helen hall, and Jinseonmi-gwan. You can also try various restaurants around the front gate and back gate.	
38	I want to learn Korean language.	● Period & Center: During spring & fall semester, Ewha Language Center offers Korean Language Courses for international students, free of charge. Students can register during the course registration period (February & August).	

(End)

3.3. 국제대학원 국제학과 석사학위과정 기준

분류	No.	질문있어요!	답변드립니다!	관련양식/참고
학과	1	나의 소속은?	● 국제대학원 국제학과 _____전공 (분류: 전문대학원) ● 전공명: 국제통상/국제경영/개발협력/국제관계	
	2	국제학과 학과 사무실은 어디에 있나요?	● 위치: 국제대학원 행정업무는 국제교육관 1102 호 국제학과 조교에게 오세요! ● 전화번호: 3277-6612, 이메일: gdis@ewha.ac.kr	
	3	학과장님은 누구신가요?	● 조영진 학과장님은 국제학과의 전체 업무를 총괄하고 국제학과의 주요한 사항을 결정하십니다.	
	4	국제학과 각종 양식들은 어디서 다운받나요?	● 위치: 국제학과 홈페이지 공지사항 게시물에 첨부된 양식을 사용 혹은 ● 학과홈페이지 BBS-Forms 게시판에서 다운받으세요! (http://gdis.ewha.ac.kr)	BBS-Forms
	5	지도교수님 변경할 수 있나요?	● 신청기간: 지도교수님 변경신청은 학기초 2 주 내에 ■ 신청방법: 원래 지도교수님/새로 신청하는 지도교수님과 상의하시고 서명을 받아 학과사무실로 제출하여 주세요.	GSIS 3-5 (학사/논문지도교수변경신청서)
	6	Curriculum 표를 어떻게 보나요?	● 분류별로 1/2/3/5 는 나열된 과목 모두 필수, 4 에서 4 과목 선택 수강, 그리고 6-10 까지는 모두 선택입니다.	국제학과 커리큘럼(석사)
커리큘럼	7	Required Courses (필수 전공수업)는 어떻게 수강하나요?	● 국제통상/국제경영 필수 전공수업: IS202 수업 수강 ● 개발협력/국제관계 필수 전공수업: IS203 수업 수강	
	8	Concentration Requirements 수강 방법?	● 수강 방법: 각 전공별로 필수로 설정된 과목(1 과목)을 수강하세요, 개발협력전공은 IS410 과목을 이수해야 합니다. (예: 국제경영전공학생은 IS404 필수). *참고로, 이 교과목은 반드시 B0 이상 성적이 나와야 합니다.	

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커리 컬럼	9	Concentration Electives 수강 방법?	● 각 전공별 카테고리 안에 있는 교과목 중 4 과목(12 학점)을 수강하면 됩니다.	
	10	6-10 은 선택 사항	● Certificate Program, Long-term Internship (3-9 학점), Research (Independent study), Languages, Thesis (논문)은 모두 선택사항입니다.	
	11	Certificate Program 을 받고 싶어요!	● 선택사항이며 총 9 개의 field 가 있습니다. ● 수강 방법: 카테고리 중 1 개 이상의 분야를 선택하여 최소 9 학점 이상 수강해야 합니다. 최소 1 과목은 각 카테고리 안(국제학과에서 개설하는 교과목)에서 반드시 수강하세요. 그 외 2 과목은 학점교환 또는 인정 신청서 제출시 해당 과목으로 신청하시면 됩니다. ● 신청 방법: 그리고, 졸업하는 학기에 Certificate Program 신청서를 제출하셔야 합니다. 학기말에 국제학과 홈페이지에 신청 공지가 나가니 신청서를 제출하여 주시면, 졸업 시 Certificate 을 받으실 수 있습니다.	GSIS 11-3 (Certificate Program 신청서)
	12	Professional Training Courses 는 모두 필수인가요?	● 필수입니다. (1,2) IS300/IS301(학기당 1 학점씩 총 2 학점), (3) IS302(1 학점, 2022 년 3 월 이전 입학생 필수 수강) (4) IS318(2 학점, 2022 년 3 월 이전 입학생 수강) (5) IS319 (3 학점, 2022 년 3 월 이후 입학생 수강) 총 최소 5 학점을 이수해야 합니다. 총 최소 5 학점 전문분야실습 교과목은 졸업 필수 요건이므로, <u>가급적 이른 시일 내에 이수할 것을 권장합니다.</u>	입학년도별 본인 해당 과목 모두 수강해야 졸업 가능
	13		● IS300/IS301 Distinguished Global Lecture Series I/II- 1 학기에 10 번정도, 매주 금요일 오후 특강에 참석합니다. 총 2 학기 수강, 총 2 학점 취득해야 합니다.	
	14		● IS302 Short-term Internship(1 학점)- 2022 년 이전 입학생 필수 수강 과목입니다. 신청 방법: 근무시간에 따라 장단기 인턴십의 동시 학점인정이 가능하니, GCMC 홈페이지 통해서 양식 확인하고, 인턴십을 한 다음 수강 신청해서 Pass 성적 받으셔야 합니다. 인턴십은 반드시 근무 시작 전에 GCMC 의 승인을 먼저 받아야 학점으로 인정됩니다. 질문은 gcmc@ewha.ac.kr/3277-3651 으로 보내주세요!	GSIS 13-1(국제대학원 인턴십 제안서), 13-2(이화여자대학교 국제대학원 인턴과정 평가표(영문)), 13-3(이화여자대학교 국제대학원 인턴과정 평가표(국문))
	15		● IS318 Academic Writing and Professional Skills (2 학점, 2022 년 3 월 이전 입학생 수강) ● IS319 Academic Skills (3 학점, 2022 년 3 월 이후 입학생 수강)	

수강	16	수강신청인원이 꼭 찾어요	● 해당교수님께 문의하여 교수님께서 과목을 열어주시면 수강신청이 가능합니다.	
	17	필수과목은 개설되는 시기가 정해져 있나요?	● 학과의 상황에 따라 필수과목이 개설되지 않는 학기도 있습니다. 그러므로, <u>필수과목들은 가능한 일찍 수강하는 것을 권장</u>드립니다.	
	18	보통 학기당 몇 학점 듣나요?	● 학기당 9~12 학점 정도 들습니다. ● 온라인수강신청 페이지 통해서 최대 12 학점까지 신청가능한데, Professional Training Course 중에서는 최대 3 학점까지 추가할 수 있습니다 ● 학점 추가 신청 방법: 수강신청변경기간마감일(3 월초, 9 월초)까지 온라인 신청서를 제출하세요. <u>3 학기까지 반드시 최소 35 학점 이상을 이수할 것을 적극 권장합니다.</u>	국제대학원 홈페이지 > Students > Campus Life & Facilities > Forms > 4-1 PTC 추가 등록 온라인 신청서 작성.
	19	학부 교과목을 수강할 수 있나요?	● 가능합니다. 학부 4 학년 교과목은 신청서를 작성해서 제출하면 승인여부에 따라 수강하고 졸업학점으로 인정받을 수 있습니다. 하지만 학부 4 학년과목 외에 다른 과목은 수강신청 시 [보충과목]으로 넣고 수강할 수 있지만, 졸업학점에서는 제외됩니다. 다만 GPA 에 모두 포함되어 계산되니 신중하세요! ● 수강 방법: 수강신청 기간에 수강신청 사이트를 통해서 신청하고 신청서 4-3 을 수강신청 마감일 3 일 전까지 제출하여 주십시오.	GSIS 4-3 (학점인정신청서 (교내일반/전문대학원, 학부 4 학년과목, GSIS 타전공과목))
	20	학과나 전공을 변경할 수 있나요?	● 학과는 변경할 수 없습니다. 다만 국제학과 내에서 1 회에 한하여 전공변경은 가능해합니다. ● 전공변경 방법: 입학 후 3 번째 학기의 수강신청변경기간 마감일 3 일전까지 신청서 제출하여 주십시오.	GSIS 3-1 (전공변경신청서)
	21	다른 대학원 수업을 수강할 수 있나요?	● 국제대학원 국제학과 외에 교내의 타 대학원이나, 교외 다른 국제대학원 수업은 첫 학기부터 신청할 수 있습니다. ● 학점인정 및 신청방법: GSIS 국제학과에서 개설한 과목 외에 다른 수업을 수강하면, 학기당 최대 6 학점, 총 12 학점까지만 졸업학점으로 인정 가능합니다. 국제학과 졸업학점으로 인정받을 때 필수과목으로는 특수한 사유가 아니면 인정이 안되고, 유사분야의 선택과목으로만 인정 가능합니다. 신청서 제출해서 승인 받아야 합니다.자세한 사항은 GSIS 4-2, 4-3 서식의 안내사항을 참고해주세요.	GSIS 4-2, 4-3 (학점교환신청서(타대학교), 학점인정신청서(교내))

수강	22	교내 다른 대학원 수업을 들으면 GPA 포함되나요?	● 교내 타 대학원 및 학부 4 학년과목 수업은 수강신청기간에 수강신청사이트에서 수강 신청해야 하고, 수강철회기간에 철회 가능하며, GPA 도 모두 포함되어 계산됩니다. 다만 승인을 받지 않고 수강하면 졸업학점으로 인정받을 수 없습니다. 수강신청변경기간 마감일 이를 전까지 신청서 제출해서 승인 받으셔야 합니다.	GSIS 4-3 (학점인정신청서 (교내))
	23	교외 다른 대학원의 수업은 어떻게 들나요?	● 국제대학원과 협약이 되어 있는 학교 수업만 인정 가능합니다. ● 신청 방법: 학교명단은 수강신청안내문에 포함되어 있습니다. 수강신청변경기간 마감 이를 전까지 신청서 제출해서 승인 받으셔야 합니다. ● 학점 인증: 승인 후 수강하시면 취득학점은(3 학점) 그대로 인정되고 성적(A+, F 등)은 성적표에 표시되며, 총 GPA 에도 포함됩니다. 성적표에는 방학 중에 반영됩니다.	GSIS 4-2 (학점교환신청서 (타대학교))
	24	입학 전 다른 대학원에서 받은 학점 인정받을 수 있나요?	● 신청 방법: 학점이전신청서를 첫 학기말 전까지 학과사무실에 제출하시면 됩니다. B- 이상의 총 9 학점까지 인정 가능합니다. 다만, 동일 학위과정의 학점 이전만 가능하며 정규등록학기는 4 학기로 변함이 없습니다.	GSIS 4-5 (학점이전신청서)
	25	국제학과 내의 다른 전공 개설교과목을 수강하고 제 전공 선택학점으로 인정받을 수 있나요?	● 공통필수과목(1 과목), Professional Training Courses(5 학점), 본인 전공 필수 과목(1 과목)과 전공 선택과목(4 과목)은 최소한으로 요구되는 학점을 반드시 수강하고, 그 이후에 나머지 학점은 졸업에 필요한 학점(41 학점)에 맞추어 자유로이 수강하시면 됩니다.	
	26	포털 시스템에 이수학점구분이 다르게 표시되어 있어요!	● 포털에 표시되는 구분은 전산문제로 실지 구분과 다르게 적용되니, 걱정하지 않으셔도 됩니다. 커리큘럼 표 기준으로 본인의 전공에 따라 수강하시면 됩니다.	
	27	다음 학기 시간표는 언제 나오나요?	● 시간표 확정 기간: 2 월초, 8 월초에 확정되어 국제학과 홈페이지에 공지 ● 수강신청기간: 2 월 중순, 8 월 중순 ● 수강신청변경기간: 3 월 초 약 1 주일, 9 월 초 약 1 주일 간 ■ 학과공지사항을 꼭 확인해주세요!	

수강 및 수강 철회	28	재수강이 가능한가요?	교과목을 다시 수강 신청하는 것은 가능합니다만, 이전에 수강했던 과목은 성적표에 그대로 남아있고, GPA 도 포함되어 계산됩니다. 동일한 학수번호의 교과목을 두 번 수강할 경우, 졸업사정시 1 회만 학점을 취득한 것으로 인정됩니다.	
	29	제대로 학점이수를 하고 있는지 체크하고 싶어요!	- 행정실에서 2 월, 8 월 중 신입생 OT 를 통한 학사안내를 실시합니다. - 개별상담은 행정실 1102 호로 방문하여 주세요.	
	30	박사과정 교과목을 수강해도 되나요?	<u>석사과정이 박사과정 과목을 수강하려면 해당 교과목 담당 교수님께 직접 사전 허가를 받으시고 과목 수강 전 사전에 양식 4-9 신청서를 제출하셔야 합니다. 승인을 받지 않고 수강하면 졸업학점으로 인정받을 수 없습니다.</u> - 해당 과목은 석사 전공과목으로 인정되지는 않고, 그냥 국제학과 내의 과목을 수강하신 것으로 인정되므로, 전공필수/선택 학점이 다 채워졌는지 확인한 후에, 추가로 수강하는 것이 바람직할 것입니다. 석사 커리큘럼에 표시되지 않은 IS900 반대 과목은 박사과정 과목입니다. 최대 9 학점까지 수강 후 학점인정 가능합니다. 학점인정신청은 양식 4-9 를 사용하시면 됩니다.	GSIS 4-9 국제학과 석사과정생 박사과목 수강신청서
	31	모든 과목을 수강 철회할 수 있나요?	- 수강철회 기간: 3 월말, 9 월말 - 모든 과목 수강 철회는 불가능하오니 최소 1 과목은 수강하셔야 합니다. - 기타사항: 논문세미나 과목은 수강철회가 안됩니다. 철회기간 이후에는 철회가 불가능합니다.	
성적	32	"I" 성적이 뭔가요? 어떻게 해야 하나요?	- 교수님께서 성적확정을 못하시는 경우 부여하는 임시 성적입니다. - 받는 경우: I(Incomplete)성적을 받으면, 교수님께 바로 연락 드려서 make-up paper 등 교수님과 논의 하셔야 합니다. 해당학기 방학 중(1 월 15 일/7 월 15 일)까지 교수님이 공식 성적을 입력 하셔야 하고, 성적이 나오지 않으면 자동으로 F 로 처리됩니다.	
	33	성적은 어떻게 확인하나요?	- 확인 방법: 성적은 이화 유레카 포털에서 확인 가능합니다. 방학직후부터 교수님이 입력하시면 바로 확인 가능하세요! <u>다만 강의평가를 한 과목이라도 하지 않으면 지정된 날짜까지 성적확인이 불가합니다.</u> - 성적문의 방법: 성적에 문의가 있으면 교수님께 즉시 연락 드리세요.	

성적	34	F 가 나왔는데도 졸업할 수 있나요?	● 성적표에 F 가 나와도 졸업할 수 있습니다. 그러나 P/F 로 성적이 나오는 일부 과목 외에 모든 과목은 C-이상 점수가 나와야 학점을 취득한 것으로 인정됩니다. <u>다만 Concentration Requirements 과목은 반드시 B0 이상을 받아야 합니다.</u>	
	35	GPA 가 너무 낮는데 괜찮나요?	● 성적불량 제적처리 기준: 연속 2 학기 학기의 GPA 가 2.50 이하로 나오면, 성적불량 제적처리 됩니다. 그런 경우에는 재입학을 하실 수가 없습니다. ● 수료 기준: 총 GPA 가 3.0(4.3 기준)이상이 되어야 합니다.	
연구	36	연구에 참여할 수 있나요?	● 네, 관심 있는 분야 연구를 진행하는 교수님께 문의하세요. ● 본교 연구처/산학협력단에 등록되어 있는 과제에 참여하는 학생은 석사과정은 R0001 Independent Study 과목을 학기당 3 학점, 최대 6 학점까지 신청하고 수료에 필요한 학점으로 인정받을 수 있습니다.	GSIS 4-8 (개별연구과제신청서)
논문	37	논문을 꼭 써야 하나요?	● 석사과정은 논문이 선택 사항입니다. 논문을 4 학기에 쓰시고자 하시는 분은, 3 학기 내에 35 학점을 이수하고 종합시험에 응시해서 합격한 다음학기부터 논문세미나(Z0001) 등록할 수 있습니다.	
	38	논문세미나(Z0001) 과목은 수업을 수강하는 건가요?	● 논문지도를 받거나, 논문제출을 할 때는 반드시 수강 신청해야 합니다. 따로 수업이 열리는 건 아니기 때문에 논문지도는 논문지도교수님을 지정하셔서 미리 논의를 시작하시기 바랍니다.	
	39	논문을 쓰다가 중간에 포기할 수 있나요?	● 논문세미나는 다른 교과목과 달리 수강철회가 허용되지 않습니다. 논문을 제출 못하면 최종 논문 성적은 F(Fail)학점으로 성적표에 계속 남게 됩니다. 대신 교과목을 41 학점까지 수강했으면, 교과목이수만으로도 졸업은 가능합니다. <u>논문심사비를 납부했으나 논문심사를 받지 않은 학생은 해당 학기 내에 심사비 반환신청 가능합니다.</u> 논문등록금(약 100 만원) 취소 시 취소날짜에 따라 등록금이 반환됩니다.	유레카 신청 및 서류 접수
	40	논문제출자격 재부여신청은 무엇인가요?	● 무엇인가요? 학위청구논문 제출 연한(석사 입학 후 7 년)이 초과되어 영구 수료된 수료자 중 외국어시험, 종합시험에 합격했던 사람은 다시 논문제출신청을 하여 석사 2 년 내, 박사 3 년 이내에 제출하면 학위수여 받을 수 있습니다. ● 신청 횟수: 승인여부에 관계없이 1 회만 신청 가능합니다. (유효한 외국어시험(영어)를 소지한 사람도 신청 가능합니다)	GSIS 2-2 (논문제출자격재부여원서)

등록	41	4 학기 이후에도 학점을 더 이수해야 해요.	● 정규등록 4 학기가 끝나고도 학점을 더 이수해야 하면, 교과목등록이나 논문등록을 할 수 있습니다. ● 등록금 납부: 교과목등록은 3 학점까지는 정규등록금 반액이고, 4 학점 이상은 정규등록금과 동일한 금액을 납부하여야 합니다. 논문세미나만 수강할 경우에는 논문등록(약 100 만원)하셔야 합니다. 그 외에 종합시험이나 학교시설이용을 위한 연구등록제도도 있는데, 방학 중 등록금납부안내와 연구등록 전환신청공지를 확인해 주세요!	
등록금 납부	42	등록금은 언제 어떻게 납부하나요?	● 납부 기간: 매년 2 월 하순, 8 월 하순에 등록금 납부를 하게 되며, 행정실/학과에서 미리 홈페이지에 등록기간 공지를 합니다. ● 납부 방법: 등록금은 본인명의의 가상계좌로 해당기간에 송금하도록 하고 있으며, 전액장학금 수혜자나 0 학점 등록자도 반드시 등록금고지서를 출력해서 구내 신한은행에 가서 등록처리를 해야 합니다.	
장기 인턴십	43	장기인턴십은 어떻게 하나요?	● 학점 인증: 장기인턴십은 여러 번 해도 최대졸업인정학점은 10 학점으로 한정되어 있습니다. 휴학중 인턴십도 학점 인정 가능합니다. ● 필수 사항: 다만 휴학 전/근무 시작 전 GCMC 의 승인을 받아야 합니다. 상세내용은 GCMC 로 문의하여 주세요(3277-3651, gcmc@ewha.ac.kr)	GSIS 13-1(국제대학원 인턴십 제안서) GSIS 13-2(이화여자대학교 국제대학원 인턴과정 평가표(영문)) GSIS 13-3(이화여자대학교 국제대학원 인턴과정 평가표(국문))
TRACK 신청	44	3 학점 추가 이수나 논문제출 Track 신청은 언제 하나요?	● 신청 기간: 38 학점(수료요건)에 3 학점 추가이수를 하거나 석사학위 청구논문제출(3 학점)할 경우 졸업이 가능하며, track 선택은 3 학기 방학직후에 신청하면 됩니다. ● Track 의 변경은 졸업예정학기의 수강철회기간에 1 회에 한하여 신청가능 합니다. 또한, 종합시험과 함께 신청(4 학기 논문작성 예정자는 3 학기 35 학점 이수하고 함께 신청)하거나 별도로 신청(교과목 졸업 예정이고 3 학기 35 학점 미 이수자)가능합니다. Track 변경 시 필요에 따라 교과목 수강철회나 학기 추가등록이 필요합니다.	Form 7-1-1-B (국제학과 석사과정 Track 신청서)

졸업	45	Comprehensive Evaluation(종합시험) 이 뭔가요?	● 논문을 쓰는 학생, 쓰지 않고 교과목만 이수하는 학생 모두에게 필수과정입니다. ● 신청 자격: 3 학기 이상 등록하고, 35 학점을 이수했거나 이수하게 되는 학기에 신청 가능합니다. 3 학기까지 35 학점을 이수하고, 3 학기말에 국제학과 홈페이지 공지사항 확인하고 신청서 제출해주시요! 교과목 41 학점으로 졸업하고자 하시는 분은 졸업예정학기 내에 신청하시면 됩니다. ● 합격요건: 종합시험 합격하려면, 각자 전공의 Concentration Requirements 와 Concentration Electives 과목 중 3 과목을 B0 이상 받아야 합니다.	Form 7-1-1-A (국제학과 석사과정 종합시험신청서)
졸업	46	영어시험이 무엇인가요?	● 학기마다 공지되는 기간에 유효한 공인영어성적표(원본 제출 원칙, 사본은 원본 지참 시 제출 가능)를 제출하십시오. 등록한 학기에만 제출이 가능하며, 모든 학생에게 졸업 필수사항입니다. 모국어로 영어를 사용하는 국적의 학생은 8-1 양식 대체 신청서를 제출하세요. 제출된 성적표는 시험주최 기간에 성적 조회 됩니다.	GSIS8-1(국제대학원 학위논문 제출자격을 위한 외국어 시험 대체 신청서(모국어))
	47	졸업하기 위해 총 이수 학점이 어떻게 되나요?	● 총 이수 학점: 4 학기 이상 정규등록과 총 41 학점 ● 논문을 쓸 경우에는 교과목 38 학점+논문세미나(Z0001, 3 학점) ● 논문을 안 쓸 경우에는 교과목만 41 학점 이수 완료 ● 총 GPA 가 3.0(4.3 만점)이 넘어야 수료 및 졸업 가능합니다. 이외에 종합시험과 외국어시험(영어)의 pass 가 필요합니다.	
	48	졸업하고 나서 논문을 쓸 수 있나요?	● 졸업하고 나면 논문을 쓰기 위해 다시 등록할 수 없습니다. ● 졸업요건을 모두 이수하는 학기에는 졸업이 자동적으로 처리되며, <u>졸업을 늦추고자 할 경우, 수강철회기간(3 월말, 9 월말)을 이용하여 교과목수강내역을 조정하시어 졸업요건에 맞지 않도록 조정하시기 바랍니다.</u>	
	49	조기졸업이 가능한가요?	● 학점을 먼저 다 이수해도 정규등록학기를 단축하는 것은 불가능합니다. ● 석사과정은 정규등록 4 학기, 박사과정은 정규등록 4 학기+논문세미나 1/2 각 1 학기 등록이 필수입니다.	
	50	학위명은 어떻게 나오나요?	● 전공명 표기: [예: 국제학석사(개발협력)] 이렇게 각자의 전공 명이 표시되어 나옵니다. 영어로는 Master of International Studies (Development Cooperation)입니다.	

	51	졸업증명서(성적증명서, 재학증명서 등)는 어떻게 발급받나요?	● 학위기(Diploma)는 졸업식 때 1 번만 한글로 발급받습니다. ● 졸업/성적증명서는 ECC 자동화기기나 이화여대홈페이지 인터넷증명발급/포털로그인 통해 여러 번 발급받을 수 있습니다. 성적증명서/졸업증명서는 국문/영문 모두 발급됩니다.	
	52	수료한 다음에 휴학할 수 있나요?	● 수료를 한 이후에는 휴학하는 것이 아니고, 등록을 하지 않는 것입니다. ● 다만 논문작성시에는 입학 후 7 년 내에, 그리고 논문을 쓰지 않고 교과목(3 학점)이수로 졸업을 할 때에는 수료 후 2 년 이내에 절차를 완료하고 졸업해야 합니다. 그렇지 못하면, [영구수료]로 처리됩니다.	
기 타	53	Dual Degree 는 어떻게 하나요?	● 협약 학교: Elliott School of International Studies, George Washington University ● 지원 방법: Dual Degree 지원은 학생이 직접 GW 측에 합니다. 안내문과 필수서류, 연락처는 국제대학원 홈페이지-Academics-outreach 부분에 소개되어 있습니다. 참고로, 이화 GSIS 졸업 후 3 년 내에도 GW 측에 Dual degree 프로그램 지원이 가능합니다. ● 학점 인정 및 이전 방법: 보통 이화에서 3 학기, GW 에서 2 학기 수강하게 되고, 이화에서 35 학점까지 수강하고 4 학기에 GW 에서 수강한 과목을 6 학점까지 이전하면, 이화는 4 학기 만에 졸업하고, GW 는 1 학기 더 다닌 후 졸업하면 됩니다. (이전할 수 있는 학점은 학기당 최대 6 학점, 전체 졸업요건 중 교내/외 대학원에서 인정받은 수업을 모두 합하여 최대 9 학점에 한합니다). ● 등록금 납부: 참고로, 이화는 4 학기 정규등록이 필수이기 때문에, 4 학기에 GW 에 갈 경우에는 이화와 GW 양쪽에 모두 등록금을 납부하여야 합니다. 4 학기에 졸업하면 5 학기에는 GW 측에만 등록금 납부하시면 됩니다.	

	54	교환학생 갈 수 있나요?	● 협약 학교: (a) Elliott School of International Studies, George Washington University (b) International University of Japan ● 신청방법: 교환학생자리는 해당학교와 학생을 번갈아 파견하기 때문에, 학과에서 공지가 났을 때에만 학과사무실에 신청이 가능합니다. ● 등록금 납부: 교환학생을 가면 등록금은 본교에만 납부하는 것이고, 기타 비용은 본인 부담입니다. ● 학점 이전: 이전할 수 있는 학점은 학기당 최대 6 학점, 모두 합하여 최대 9 학점에 한합니다.	
	55	재입학은 뭔가요?	● 휴학 후 미복학제적 혹은 스스로 자퇴했을 경우에, 해당 과정의 잔여 정원이 있으면 1회에 한하여 재입학이 가능합니다. 다만, 석사 재학연한이 7 년이기 때문에, 재입학을 하고 나서도 제적기간을 제외하고 7 년 이내에 전 과정을 이수/졸업하여야 합니다. (휴학기간은 재학연한에 포함되어 계산됩니다.) 재입학 하시면 전에 다닐 때 이수한 학점을 모두 인정받을 수 있습니다. ● 기타사항: 성적불량이나 징계 사유, 혹은 7 년 이내에 졸업하지 못하여 제적되는 경우는 재입학 신청이 불가합니다.	GSIS 2-1 (재입학원서)

(End)

3.4. Graduation Requirements for Master of International Studies Degree

Category	No.	I have a question!	Answers for you	More
Division	1	Where do I belong?	● _____Major, Department of International Studies, GSIS ● Four majors: International Trade, International Business, Development Cooperation, and International Relations	
	2	Where is the Dept. of International Studies office?	● Location: 11th floor of the International Education Building, Suite # 1102 (Tel. 3277-6612, E-mail: gdis@ewha.ac.kr). ● All the administrative work is done here!	
	3	Who is the Chair of our department?	● Prof. Youngjeen Cho is the IS Department Chair. ● She manages the overall department tasks and is responsible for important decision-making regarding our department affairs.	
	4	Where can we download all the forms from?	● Webpage: A student can download all the necessary forms from the <u>Dept. of International Studies Homepage Notice</u> or <u>BBS-Forms Category</u> for other specific forms.	http://gdis.ewha.ac.kr
	5	Are we allowed to change faculty advisors?	● Yes, but students must discuss this with both her current and desired faculty advisor before she applies for Faculty Advisor Change. ● Application Process & Period: She must fill out the application form, get both advisors' signatures and submit the form to the Dept. of International Studies office within 2 weeks of the beginning of the semester.	GSIS 3-5 (Change of Academic or Thesis/Dissertation Advisor)
Curriculum	6	How do I interpret the Curriculum Chart (in the back of this handbook)?	● Classification 1/2/3/5 are all required. A minimum of four courses must be taken from 4 and 6-10 are optional.	GSIS M.I.S Curriculum
	7	Which of the courses in section one are required?	● IT/IB major students are required to take IS202. ● DC/IR major students should take IS203.	

(Continued on next page)

Curriculum	8	What are the Requirements for the Concentration courses?	● Each of the four majors requires a different concentration course. ● E.g.) DC major should take IS410 as the concentration requirement course. IB major should take IS404 as their mandatory course. ● Please note that students <u>should get B0 grade or higher for this concentration requirement course.</u>	
	9	Concentration Electives Registration	● Students should take the minimum of 4 courses (12 credits) from the electives listed for her major.	
	10	6-10 as optional courses	● 21st Century Program, Internship (Long-term), Research (Independent Study), Languages, and Thesis are all optional courses.	
	11	Requirements for Certificate Program	● The Certificate Program is optional, offering students an opportunity to earn certificates from nine different categories. ● Requirements: Students <u>must take at least 9 credits from the category</u> to earn a certificate. ● E.g.) To get a certificate from the Global Women's Studies category, student should take at least three out of six classes listed under the category. ● Credit Transfer: Students are allowed to take 2 courses through the Credit Exchange Program to meet the requirement but at least 1 course must be taken at Ewha (course set up by Dept. of International Studies). Students can transfer credits after submitting their Credit Acknowledgement Application forms. ● Application Process: Certificate application form should be submitted in the final semester when the student wishes to graduate. A notice is made on the Department website at the end of every semester. Students can get the certificate upon the graduation ceremony.	GSIS 11-3 (Application Form)

(Continued on next page)

Curriculum	12	Professional Training Courses	● Students are required to achieve minimum 5 credits from this category. Course number IS300/301 (1 Credit, two semesters), IS302(1 Credit, Required for students admitted <u>before 2022</u>) and IS318(2 Credits, For students admitted <u>before 2022</u>) and IS319(3 Credits, For students admitted <u>on and after 2022</u>) are required for graduation.	Students need to take all applied courses depending on their admission year in order to graduate.
	13		● IS300/301 Distinguished Global Lecture Series I/II is a series of approximately 10 lectures presented by the guest speakers. The lectures are held on Friday afternoons. Students must take this course for 2 semesters. Detailed information on the lectures will be posted on the Department website notice board. Information about the lecturers is also posted on the notice board.	
	14		● IS302 Short-term Internship (1 credit) is a mandatory course only for students admitted before 2022. If a student's working hours fulfill both the Short-term and Long-term internship requirements, she can receive credit for both the short term internship (mandatory 1 credit) and long term internship (3 credits to 9 credits, optional) from the same internship institution. You have to <u>submit a proposal to GCMC before the internship starts</u>. Please check the related forms from GCMC Homepage. After students fulfill the internship hours, register on-line for credit. For questions, please send e-mails to gcmc@ewha.ac.kr/or call 3277-3651.	GSIS 13-1 (GSIS Internship Proposal Form), 13-2 (Internship Evaluation Form (in English)), 13-3 (GSIS Internship Evaluation Form (in Korean))
	15		● IS318(2 Credits, For students admitted before 2022) ● IS319(3 Credits, For students admitted on and after 2022) ● As PTC courses are required for graduation, we recommend you to take Professional Training Courses as early as possible.	
Course	16	Exceeding Capacity for Courses	● If a student cannot register for a certain class due to it being full, she should consult with the professor of the class. If the professor makes a revision to increase the class capacity, she will be able to register.	
	17	Are required courses available every semester?	● Required courses may not be offered every semester. ● Therefore, <u>we advise students to take them as early as possible.</u>	

Course	18	Average credits taken for each semester	● On average, students take 9-12 credits per semester. ● A total of 12 credits can be processed through on-line registration. ● Additional Credits: If a student wishes to exceed the 12 credits, they are allowed to sign up for up to 3 credits of Professional Training Courses in addition to their other classes. To do this, she must submit <u>online</u> Form 4-1 by the course modification due date (March/September). ● <u>Please note that it is strongly advised that students acquire at least 35 credits by their third semester.</u>	GSIS website>students> Campus Life & Facilities>Forms> Submit online GSIS 4-1 (Adding Extra Credits for PTC Courses)
	19	Registration for Undergraduate Studies Courses	● Students can register for the undergraduate course at the webpage along with other GSIS courses ● Registration Forms: Students must submit the Application Form 4-3. After submitting Form 4-3, she will be notified whether the department will be approving or rejecting the course. If the department does not approve the course, she should drop the course and register for a different one during the course modification period. Only the senior-level undergraduate courses will be officially credited. Registering for undergraduate courses without the department's approval, they will be categorized as [Supplementary Courses] and will be factored into the student's GPA but will not be counted towards the graduation requirements. ● Registration Period: Register during the registration period on Sugang site and submit the form 4-3 at the GSIS office at least 3 days before the end of registration period.	GSIS 4-3 (Application form for Credit Acknowledgement)
	20	Change of Department/ Major	● Students cannot change their department, but they may switch majors within their department once. ● Change Process: To change their majors, students must fill out and submit Form 3-1. Applications are due 3 days prior to the termination of the course modification period. Students may apply for this until the beginning of their 3rd semester.	GSIS 3-1 (Application Form for Change of Major)

Course	21	Registration for Other Ewha Graduate Schools' Courses	● Registration for other Ewha Graduate Schools' courses or courses from other Universities' GSIS departments (Yonsei, Sogang, etc.) is allowed starting from the student's first semester. ● Credit Transfer: For this type of class, students may take up to 6 credits per semester and a total of 12 credits are acknowledged towards the graduation requirements. ● Registration Form: Students must fill out Form 4-2 or 4-3 and get approval prior to registration. These courses will be recognized as electives in a student's field but not as mandatory courses without acceptable reasons. For more information, please refer to guideline in GSIS 4-2, and 4-3 form.	GSIS 4-2 (Application form for Credit Exchange) GSIS 4-3 (Application form for Credit Acknowledgment)
	22	GPA Inclusion for Other Ewha Graduate Schools' Courses	● GPA Inclusion: All grades from the courses will be calculated into the student's GPA. ● Without Approval: However, if students take the courses without approval, they will not be acknowledged as graduation requirements. ● Registration: Students should register for courses offered by other Ewha Graduate Schools online (http://sugang.ewha.ac.kr) and can be withdrawn from these courses during the course withdrawal period. Students must submit the required form no later than two days before the last day of the course modification period and receive approval.	GSIS 4-3 (Application form for Credit Acknowledgment)
	23	Taking Courses from Other Graduate Schools outside of Ewha	● It is possible to take courses from other graduate schools but only from Ewha partner institutions. ● List of Partner Institutions: The list of those institutions is available on the course registration guide. ● Registration Forms: To take a course from a different graduate school, students must submit Form 4-2 no later than two days before the end of the course modification period to get approval. ● Credits and Grades: Credits and grades will be shown on the student's transcript and the grade point will be calculated into her cumulative GPA. The grade will be shown on transcript until the summer/winter vacation period following the semester. (Jan./Jul.)	GSIS 4-2 (Application form for Credit Exchange)

(Continued on next page)

Course	24	Acknowledgment of Credits from other graduate schools prior to admission	● Form Submission: Students can fill out the Credit Transfer Application Form until the last week of their 1st semester and submit it to the Dept. of International Studies Office. ● Credit Acknowledgement: Up to 9 credits will be acknowledged for B- and above grades. (The same degree program Credits can only be transferred) ■ *Even if a student has more credits than required with additional credits from transfers, 4 semesters of full-time registration is mandatory.	GSIS 4-5 (Application form for Credit Transfer)
	25	Credit Acknowledgement for Concentration Elective Courses	● Required courses (1 course), Professional Training Courses (5 credits), and Concentration Requirements (1 course) are mandatory and must be taken at Ewha. ● Concentration Electives (4 courses for each major) may be transferred in and other courses can be taken freely based on the graduation requirements.	
	26	Course Misclassification Problems on Ewha Portal	● Students do not need to worry about misclassifications for the courses because the automated computer operating system does classification differently from the actual one. Please refer to the curriculum and your major requirements.	
	27	Class Schedule for New Semesters	● Notice Period: The class schedule will be confirmed and posted on the Notice board in our department website around early Feb./Aug. ● Registration period starts in the middle of Feb./Aug. and the Course Modification period will be during early Mar./Sep.	
	28	Re-taking courses	● Students are allowed to retake the courses that they took before. ● However, <u>both the grades of the previous and the repeated course will be calculated into their GPA.</u> In the case of retaking the exact same course, it will be credited only once based on graduation requirement policy.	
	29	Academic Information	● Distribution Period: Academic Information is given during orientation for incoming students in February/August. ● Other Inquires: Students may also visit the GSIS office for Academic & Student Affairs to check if they are on the right track.	

Course	30	Can I take Ph.D. Courses?	● If Master's program students wish to take Ph.D. courses, they <u>need to ask pre-approval from the professor of the course and submit the form 4-9 before taking the course. If not, they will not be acknowledged as credits for graduation.</u> ● <u>PhD courses will not be acknowledged as Master's program major courses but will be acknowledged as the credits took in GDIS.</u> Thus, we recommend that students finish taking courses that are mandatory for their major first and then take Ph.D. courses. IS900 courses which are not listed on Master's curriculum are doctoral courses. ● <i>Credit transfer: Students can take Ph.D. courses up to 9 credits: to be accepted credits as Master's graduation credits, please submit form 4-9 at the beginning of the semester.</i>	GSIS 4-9 Application Form for Ph.D. only courses
	31	Is withdrawal possible for all the courses?	● Withdrawal periods are during late March and late September. ● Other: Students need to take at least 1 course per semester. Students are allowed to withdraw from any course except for Thesis/ Dissertation Seminar (Z0001, 2, 3).	
Grade	32	Incomplete Grades (I)	● "I"(Incomplete) will be shown on students' score reports on the Eureka Portal <u>when their professors have not made a decision about certain students' grades.</u> ● What to do? In this situation, a student should contact her professor directly and discuss the possibility of make-up papers or any other options as substitutes. ● Deadline: Final report of the grades must be made by the professors by Jan.15/July15. If the grade is not reported after the due date, "I" will turn to "F".	
	33	How can I check my grades?	● How? Students can check their grades through Ewha Portal right after the vacation when professors input them. However, if she did not complete her course evaluation during course evaluation period, she cannot see her grades until the last day of the grading period. ● Grade Inquiries: If a student has any inquiries regarding her grades, she should contact her professors directly.	

Grade	34	Can I still graduate with "F" on the score report?	● Students can still graduate with an "F" on their transcript. ● A student must retake any required course that she fails, receive the prescribed number of credits for graduation, and maintain an acceptable GPA (see the next item) in order to graduate. Students must earn C- or above to receive credit for courses they take. Please note that Students are required to maintain a B0 or above for their concentration requirement course.	
	35	Is low GPA okay?	● If a student has a GPA of 2.50 or below for 2 consecutive semesters, she will be expelled for poor grades. In this case, she will not be able to apply for readmission. ● Minimum GPA: To complete and graduate from the M.I.S program, a student's cumulative GPA should be 3.0 or above (on a 4.3 scale). Please note that Students are required to earn a B0 or above for their concentration requirements.	
Research	36	Can I participate in the research project?	● If a student is interested in participating with a research project, please contact the GDIS faculty who is working in a research area which she is interested. ● Credits: If a student joins a project enrolled with the Ewha Office of Research, a Master's student can receive 3 credits per semester and 6 credits in total (R0001 Independent Study) and those credits can be accepted for graduation.	GSIS 4-8 Application for Independent Study
Thesis	37	Is a master's thesis mandatory?	● No, it is not mandatory. A student who wishes to write a Master's thesis in her fourth semester must have taken 35 credits by the end of her 3rd semester. Then, she needs to take and pass the Comprehensive Evaluation (Previously Comprehensive Exam) to register for the Thesis Seminar (Z0001) in the following semester.	
	38	Is Thesis Seminar (Z0001) a class?	● There are no regular classes for the Thesis Seminar but students must register for this course in order to write their thesis. If a student wants to receive advice on her thesis, she should consult with her thesis advisor to prepare her thesis.	
	39	Withdrawal of Thesis / Dissertation Seminar (Z0001, 2, 3)	● Withdrawal is not possible for the Thesis / Dissertation Seminar. Once registered, if a student does not submit her thesis by the given date, "F"(Fail) will remain on her transcript. However, if she has taken 41 credits by then, even though she hasn't finished the thesis seminar course, she will still be able to	On Eureka or form submission

			graduate without a thesis (In this case, it would be necessary for the student to submit a track change application before graduating. Please see Item 44). ● Reimbursement: Students who paid the thesis screening fee but have not submitted a thesis for screening can be reimbursed for the screening fee within the semester by submitting form 9-13. If a student cancels thesis-based registration, thesis-based registration tuition fee will be reimbursed according to the cancellation date.	
	40	Re-authorization of Thesis/ Dissertation Submission Eligibility	● Eligibility: This applies to a student who has been unable to receive her degree due to the expiration of her thesis submission period (7 years from initial entrance year) but who has passed the thesis submission eligibility exam (Foreign language exam and Comprehensive Evaluation (Previously Comprehensive Exam)). ● Application Process: Students can only apply for this one time, regardless of whether their request is granted or rejected. Students must submit, or previously have submitted, a valid official English proficiency test score to apply. ● Afterwards, once re-authorization is granted, a student should be enrolled with thesis-based registration every semester until she has completed her thesis and must submit her thesis within 2 years.	GSIS 2-2 (Application form for the Re-authorization of Thesis/Dissertation Submission Eligibility)
Registration	41	Lack of credits after fourth semester	● Additional Semester: If a student has not met the graduation requirements by her fourth semester, she may register for regular courses and for the Thesis Seminar simultaneously. ● Tuition: Students should pay half tuition for up to 3 credits and full tuition for 4 or more credits from the fifth semester. If taking the Thesis Seminar only, around ₩1,000,000 KRW will be charged. In addition, research-based registration is available for Comprehensive Evaluation (Previously Comprehensive Exam) and Research activities for school facility use. For more detail, please check the announcement board of our homepage and see the tuition payment guide.	

Tuition Fee	42	When & How to pay the Tuition Fee	● Payment Period: Around mid-February/August, students must pay their tuition. Related information will be posted on our homepage. ● Payment Method: Students may make payments to their individually assigned virtual accounts during the payment period. Students who received full-tuition scholarships or enroll in 0 courses must print out their tuition bills and bring them to the Shinhan bank on campus to confirm registration.	
Long-term Internship	43	Long-term internship	● Credits: The maximum number of internship credits a student may receive for graduation is 10. Internship during leave can also be counted as credits. Please note that <u>you need to submit a proposal prior to your leave and the beginning of the internship</u>. For details, send inquiries to GCMC (3277-3651, gcmc@ewha.ac.kr).	GSIS 13-1 (GSIS Internship Proposal Form) GSIS 13-2 (Internship Evaluation Form (in English)), GSIS13-3 (GSIS Internship Evaluation Form (in Korean))
Track Choice	44	Choice of Master's Thesis Track or Additional 3 credits Track	● Eligibility: A student who has completed the required coursework (38 credits) and received an additional 3 credits or passed her master's thesis (3 credits) can graduate and will be conferred the degree of Master of International Studies. Track choice can be done with or without application for Comprehensive Evaluation (Previously Comprehensive Exam) screening. ● Decision Period: Students are asked to apply for their track (thesis or extra 3 credits) right after their third semester ends (early July/early January). ● Track change: This is available <u>only once</u> during the course withdrawal period of the semester in which student expects to graduate. Students may need to withdraw from courses or register for an additional semester accordingly.	Form 7-1-1-B (Application Form for Track Choice for Master's Program)
Graduation	45	Comprehensive Evaluation (Previously Comprehensive Exam)	● Comprehensive Evaluation (Previously Comprehensive Exam) is mandatory for all students to pass whether they write a thesis or not. ● Application Requirements: Students can apply for the Comprehensive Evaluation (Previously Comprehensive Exam) Screening in the semester when she has registered for more than 3 semesters and achieved or expects to achieve more than 35 credits valid for graduation. To write a thesis in her fourth semester, a	Form 7-1-1-A (Application Form for Comprehensive Evaluation (Previously Comprehensive Exam) Screening)

			student must have taken a total of 35 credits by her 3rd semester and applied for the Comprehensive Evaluation (Previously Comprehensive Exam). ● Registration: To register, fill out and submit the application form after reading the notice from the website. ● Passing Requirements: To pass, the student must get B0 or higher grades for at least 3 courses from her concentration requirements and concentration electives. Students who choose the [additional 3 credit track] should pass the exam within 2 years of the recognition of the 'completion of coursework', or by the last semester when she expects to graduate.	
Graduation	46	Foreign Language Exam (English)	● The Foreign Language Exam is mandatory for all students. ● Submission Period: During coursework, students should send an official certificate (or a copy after presenting the original) which is valid by the announced due date. ● Exceptions: If a student is a native English speaker, she should fill out and submit the application form to be exempt from this requirement. Submitted score reports will be confirmed by authority.	GSIS 8-1 (Application Form for English Test Replacement (Native Language))
Graduation	47	Total Credit to Fulfill Graduation Requirements	● Credit Requirements: A total of 41 credits are required for graduation. Students writing a thesis need 38 credits from courses + the Thesis Seminar (Z0001, 3credits). Students who do not wish to write a thesis must complete 41 credits from course work. ● GPA Requirements: Cumulative GPA must be 3.0 or above on a 4.3 scale. Additionally, students must pass the foreign language exam (English) and Comprehensive Evaluation (Previously Comprehensive Exam).	
	48	Can I write a thesis after graduation?	● After graduation, a student cannot register for the Thesis Seminar course. <u>If a student wants to postpone her graduation by track change, then she needs to adjust her coursework arrangement so that she does not fulfill the graduation requirements. This can be done by withdrawing from courses during the withdrawal/modification period. Once a student earns 41 credits, they must graduate.</u>	

	49	Possibility of Early Graduation	● Early graduation is not permitted. For the M.I.S. program, the regular curriculum runs for 4 semesters, whereas the Ph.D. course demands 4 semesters of course work + Dissertation Seminars 1 and 2 (one semester or more for each course). Students are not allowed to shorten the length of their program even if they have completed the requirements early.	
	50	Title of Degree	● Title of Degree on a student's Certificate of Graduation will be written as the department followed by her major. ● [Example: Master of International Studies (Development Cooperation)].	
	51	Certificate of Graduation (and Transcript, enrollment)	● Diploma: Students receive their diploma only once at the graduation ceremony. The diploma is issued in Korean. ● Certificate of Graduation, Certificate of Enrollment and Official Transcripts can be issued at the Student Service Center in ECC by the automated machine or through Ewha Portal. Certificates of graduation and transcripts can be issued both in <u>Korean</u> and <u>English</u>.	
	52	Can I apply for a leave of absence after completion of coursework?	● After students complete their coursework (credits), the term "leave of absence" no longer applies and it is no longer necessary to register for a "leave of absence" if planning to be gone for a semester. ● <u>However, if a student chooses the thesis track, her thesis must be completed within 7 years from the admission year. In the case of the [extra 3 credit track], she must finish her courses and graduate within 2 years of the completion of her coursework.</u> ● Otherwise, she will receive a [Permanent Completion] meaning that she will get a certificate recognizing the completion of her coursework but will not be eligible for the M.I.S. degree.	
Others	53	Readmission	● Eligibility: Students who do not return after a leave of absence or who have dropped out of school previously may apply for readmission. Students may only be readmitted once. If readmitted, a student must still complete all of the graduation requirements within the allotted timeframe (7 years after entrance). Students who were expelled for poor grades or any kind of disciplinary reason, or students who spent 7-year timeframe (including leave of absence period) are not allowed to apply.	GSIS 2-1 (Readmission Form)

			● Readmission Period: The 7-year timeframe includes the leave of absence but does not count the period when a student was not on the school registrar. ● Credits from semesters before readmission will be acknowledged.	
	54	Exchange Students	● Elliott School of International Affairs, George Washington University and International University of Japan are our partner institutions because it has an association agreement with us. ● Application Process: Students can submit applications for this exchange student program to the department office according to the corresponding period. ● Tuition Fee: If a student decides to attend this exchange program, tuition fee is payable to Ewha only and she must pay other costs herself. A total of 6 credits per semester and 9 credits total may be transferred to Ewha. See Items 22-25 for more information about credits obtained at institutions other than Ewha GSIS.	

Others	55	Inquiry about Dual Degree	● Elliott School of International Affairs of George Washington University (GW). ● Dual Degree: Usually, students who apply for a Dual Degree take 3 semesters at Ewha and 2 semesters at GW. In this case, a student is able to obtain up to 35 credits from Ewha and transfer 6 credits from GW later. Then, she will be able to graduate from Ewha GSIS by her fourth semester and study at GW for one more semester (A maximum of 6 credits can be transferred from GW per semester and a maximum of 9 credits total are allowed from all other graduate schools including GW). ● Application Process: Dual Degree applications are done individually but students may find related information and necessary documents on the GSIS homepage-Academics-"Outreach". ● Tuition Fee: In addition, Ewha GSIS demands students to follow 4 semester curriculum regulations. Therefore, if a student decides to study at GW for her fourth semester, she must pay tuition for both Ewha and GW and after graduating Ewha in the fourth semester, she needs to pay GW for the next semester. In contrast, if a student finishes 4 semesters of the M.I.S. program at Ewha and is starting at GW in her fifth semester, then she needs only to pay tuition to GW for those two semesters. ● Other: For reference, it is possible to apply for the GW Dual degree program for up to three 3 years after graduation from Ewha. This program will allow students to receive an M.I.S. from Ewha and also an M.I.S from GW. See Items 22-25 for more information about credits obtained at institutions other than Ewha GSIS.	
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(End)

3.5. 출입국 보고 (외국 국적 학생만 해당)

대한민국 외교부와 출입국 사무소 지침에 따라 외국 국적 학생은 재학 기간 중 일어나는 모든 출입국 사항에 대해 학교에 사전 보고를 해야 합니다. 사전 보고 없이 발생하는 출입국으로 인한 불이익에 대하여 학교는 법적 책임을 지지 않습니다. (비자 등 이와 관련된 문의는 gcmc@ewha.ac.kr 로 하여 주시기 바랍니다.)

1 입학 시

가) 외국 국적을 소지한 대학원생은 모두 학생비자(D-2)를 발급받아야 합니다.

① 입국 후 외국인등록을 진행하여 외국인등록증을 발급받아야 합니다.

② **2019년 8월부터** 외국인유학생의 외국인 등록은 단체 접수로 전면 시행되며, 학생들은 아래의 기간에 학교에서 단체로 외국인 등록을 진행할 수 있습니다. (학기별 운영여부 상이)

● 한국이민재단 비자 데스크 운영 -

③ 외국인 유학생의 외국인등록/비자연장/체류자격 변경을 위한 비자 데스크 운영

나) (※ **2019년 8월부터** 단체 접수 전면 시행, 개인 접수는 가능하나 단체접수보다 오래 걸릴 예정)

① **일시 및 장소:** 추후 공지 (학기별 운영여부 상이)

② **가능 업무:** 외국인등록, 기간 연장

2 휴학 시

가) 외국 국적을 소지한 대학원생은 휴학 시 출입국사무소에 학적 변동과 관련하여 신고가 됩니다.
(학적변동신고 시 D-2 비자는 자동적으로 소멸되므로, 휴학 신청일 15 일 이내에 출국해야 함)

나) 복학 시에는 비자발급을 위해 학교에서 발급하는 표준입학허가서가 필요하므로,
gcmc@ewha.ac.kr 로 사전 문의

3 수료 시

가) 외국 국적을 소지한 대학원 수료생 중 추가납부 기간 종료 후까지 논문등록 또는 연구등록을 하지 않은 경우, 출입국관리사무소에 본인의 학적 변동과 관련하여 신고됩니다.

나) D-2 비자 소지자의 경우, 학적 변동 신고 시 D-2 비자는 자동적으로 소멸.

(이는 비자에 표기된 체류기간과 상관없이 적용되며, 신고일로부터 최대 15 일 이내에 반드시 출국해야 함) 그 이상 한국 체류는 불가하므로 수학을 목적으로 한국에서 체류 시 반드시 논문등록 또는 연구등록을 해야 하며, 수료 후 비자가 만료되는 학생은 논문등록·연구등록을 하기 위해서는 비자연장이 필요합니다. 비자연장 신청 시 논문 등록, 연구 등록 확인서 (Confirmation Form on Thesis-Based/Research-Based Registration)를 작성하여 출입국사무소에 제출해야 합니다.

다) 외국인등록과 마찬가지로, 2019 년 8 월부터 비자연장신청도 단체접수로 전면 시행되므로, 가급적 학교에서 운영하는 비자 데스크를 이용하는 것을 권장합니다. (학기별 운영여부 상이)

4 논문등록·연구등록 취소 시

가) 외국 국적을 소지한 대학원 수료생이 논문등록/연구등록을 취소할 경우, 출입국관리사무소에 본인의 학적 변동과 관련하여 신고가 됩니다.

나) 논문등록/연구 등록 취소 시에도 논문등록취소를 신청하는 그 날로부터 D-2 비자는 즉시 소멸되며 최대 15 일 이내에 출국해야 합니다.

5 졸업 시, 제적 시

가) 외국 국적을 소지한 대학원생이 졸업 시, 출입국관리사무소에 본인의 학적 변동과 관련하여 신고가 됩니다. (학위수여일로부터 D-2 비자는 즉시 소멸되며 최대 15 일 이내에 출국해야 함.)

- ① 학생비자가 아닌 관광비자, 무비자등으로 등록하시는 경우 출입국에 보고가 되며 불법체류로 보고될 수 있으니 학업에 유효한 비자를 발급하시기 바랍니다.
- ② ** 비자 변경이 필요한 학생은 미리 출입국사무소에 문의하시기 바랍니다. **또한, 졸업식 후 15 일 이상 한국에 체류가 필요할 경우, 미리 출입국사무소에 문의하여 체류연장허가를 받으시길 바랍니다.**
- ③ *** 비자 연장 시 hikorea.go.kr 을 통해 온라인 민원신청을 이용하거나, 방문을 사전에 예약할 수 있습니다. 온라인 민원신청의 경우, 방문보다 수수료가 저렴하오니 이용에 참고하시기 바랍니다.

6 보험관련

가) 의료보험 (매 학기 적용 내용 상이 가능하므로 별도 안내 확인 필요)

- ① 이화여자대학교의 **모든 외국인 유학생은 아래 A와 B (둘 다) 의료보험에 필수로 가입해야** 합니다. A의 국민건강보험료를 체납하거나 B의 민간보험에 가입하지 않을 경우, 비자발급 및 연장, 증명서 발급, 장학금 신청 등 한국 내 체류 및 학업과 관련하여 제한 또는 불이익을 받을 수 있습니다.
- ② **국민건강보험**
D-2 비자 소지 외국인 유학생은 국민건강보험에 당연가입 됩니다(한국에 최초 입국하는 미등록 외국인의 경우: 외국인등록일부터). 국민건강보험에는 자동 가입되며, 별도의 신청 절차는 없습니다. 건강보험료는 국민건강보험공단의 안내에 따라 매월 납부해야 합니다.

가 입	- D-2 비자 소지자: 입국일 기준 <u>자동</u> 가입 - 한국에 최초 입국하는 미등록 외국인: 외국인 등록일 기준 자동 가입 - F-4 비자 소지자: 입국 후 학교 입학일 * F-4 비자 소지자의 경우 국민건강보험공단에서 유학생 여부를 확인할 수 없으므로, 재학증명서 등 제출 필요
보험료	- 2021. 3. ~ 2022. 2.: 2021년 외국인 월 보험료(131,790원)의 30%인 39,540원/월 - 2022. 3. ~ 2023. 2.: 2022년 외국인 월 보험료의 40% - 2023. 3. ~ : 당해 외국인 월 보험료의 50% * 단, 학생의 소득에 따라 경감률이 적용되지 않을 수 있음 * 매월 25일까지 다음 달 보험료 선납
문 의	1577-1000 (한국어), 033-811-2000 (영어, 중국어, 베트남어, 우즈베크어) www.nhis.or.kr

③ B. 민간보험

국민건강보험 미보장 항목에 대한 보장 및 지불보증 등의 서비스를 위하여 이화여자대학교의 모든 외국인 유학생은 학교 재학기간 동안 아래 중 하나의 민간보험에도 가입되어 있어야 합니다.

(1) 학교 지정 민간보험 가입: 가입 후 증서 제출 불필요

가입신청	매 학기 상이하므로 별도 안내 확인 필요	
보험기간 및 보험료	매 학기 상이하므로 별도 안내 확인 필요	
보장내용	매 학기 상이하므로 별도 안내 확인 필요	
	보장내용	가입금액
	상해사망 · 후유장해	30,000,000원
	질병사망 · 후유장해	10,000,000원
	[국내] 상해 · 질병 입원의료비	10,000,000원
	[해외] 상해 · 질병 입원의료비	10,000,000원
	외국인특별비용 (유해송환 외)	30,000,000원
	일상생활배상책임	10,000,000원
	[비급여] 도수치료 외	3,500,000원
	[비급여] 주사료	2,500,000원
	[비급여] MRI/MRA	3,000,000원
문의	02-776-8500 (영어), 02-3481-2133 (중국어), 070-4254-8501 (베트남어)	

(2) 별도 민간보험: 다른 민간보험에 가입되어 있는 경우 보험증서를 gcmc@ewha.ac.kr 로 제출해야 합니다. 한국어 또는 영어로 발급된 증서만 인정되며 성명, 생년월일, 가입기간, 보장내역 등이 명시되어 있어야 합니다.

3.6. Immigration Status Report (International Students Only)

All students who are non-Korean citizens (foreign nationals) are required to report all immigration matters (arrival and departure) to Ewha GSIS. The GSIS office will not have legal responsibility on all immigration matters without report. If you have any inquiry regarding the immigration, please contact: gcmc@ewha.ac.kr

1 Alien Registration for the incoming students

- 가) In order to study in Korea, you need D-2(Student) Visa.
- 나) (Some other visas including A Visa or F Visa are also available for studying in Korea but please check with the immigration office first.)
- 다) To reside in Korea for more than 3 months, **you must apply for alien registration within 90 days** of arriving in Korea.
- 라) Accordingly, the International Student Affairs Team(ISAT) will provide an alien registration on-campus service through the Korean Immigration Service Foundation(KISF).

-Alien Registration On-campus Service (Operation depends on semesters)

- ① -Available Service: Alien Registration and Visa Extension
 - ② -Date, Time & Venue: TBD
- ※ You can also conduct the registration by yourself visiting the immigration office but it would take longer than the registration through the on-campus service.

2 Leave of Absence

- 가) If a foreign national student takes a leave of absence, the change in their registrar status will be reported to the Immigration Office. (Once reported, the student's D-2 visa will automatically expire and the student will need to depart Korea within 15 days of the date they applied for leave of absence.)

3 Return from Leave of Absence

- 가) In order to return to school the student will need a Certificate of Admission issued by the school for their visa application, so please make sure to contact gcmc@ewha.ac.kr in advance.

4 Course Work Completion

- 가) **All foreign national students who did not register for thesis or research-based registration by the end of February or August** after completing their coursework must be reported of their change in registration status to the Immigration Office.
- 나) Once reported, the student's D-2 visa will automatically expire and the student will need to depart Korea within 15 days of the date when the school reported the change in status. Therefore, students need to enroll for a thesis or research-based semester to stay in Korea for study purposes. If their student visa expires after course completion, they need to apply for visa extension with the Confirmation Form on Thesis Based/Research Based Registration.
- 다) If a foreign national student withdraws her thesis or research-based registration, her D-2 visa will be cancelled immediately and the student will be required to leave Korea within 15 days.

5 Graduation or being expelled

- 가) The school is required to report the graduation or being expelled of a foreign national student. (The student's D-2 visa will expire on the date of graduation and they will need to leave Korea within 15 days.)
- 나) If a student stays at Ewha/Korea without student VISA such as travel VISA, no VISA, this will be reported to the Immigration office as illegal immigration so please make sure to have student VISA.

*Students who need to apply for any changes in their visa must contact the Immigration Office in advance. Also, if you want to extend your sojourn more than 15 days after the graduation, please contact the immigration office and apply for a permission of extended sojourn.

*** Students who need extend their visa for the thesis purpose also can apply the visa extension through the Alien Registration On-campus Service or apply it making an appointment to visit the immigration office online at (<http://hikorea.go.kr>). However, the individual application to the immigration office would take longer than the application through Alien Registration On-campus Service.

6 Insurance(Please refer to newly updated rule via email in each semester)

가) Medical Insurance

- ① All international students are required to enroll in BOTH "A" and "B" health insurance plans as below. Failure to have "A" (National Health Insurance) fees duly paid or to enroll in "B" (private health insurance) will result in restrictions or penalties with regard to students' visa and/or academic status in Korea. Such students will be restricted from having their visa issued or extended, having official university certificates issued, and applying for scholarships.
- ② National Health Insurance (NHI): International students holding a D-2 visa will be mandatorily enrolled in the Korean National Health Insurance (NHI) (those entering Korea for the first time and not registered as foreigners: will be enrolled as of their foreigner registration date). No action is required from students, as students will be enrolled automatically. Students must follow the instructions by the National Health Insurance Service and pay their monthly insurance fee accordingly.

7 Private Health Insurance

가) For coverage on medical care not covered by the NHI and for essential services including guarantee of payment, all international students at Ewha must also enroll in one of the private health insurance plans from below throughout their entire period of study.

나) University-designated plan: no need to submit proof upon enrollment

Enrollment	Please refer to newly updated rule via email in each semester	
Insurance Period & Premium	Please refer to newly updated rule via email in each semester	
Coverage	Please refer to newly updated rule via email in each semester	
	Coverage	Maximum
	Accidental death and Disability	30,000,000 KRW
	Sickness death and Disability	10,000,000 KRW
	[Domestic] Accident & Sickness Medical expenses of hospitalization	10,000,000 KRW
	[Overseas] Accident & Sickness Medical expenses of hospitalization	10,000,000 KRW
	Evacuation / Repatriation	30,000,000 KRW
	Liability of Reparation	10,000,000 KRW
	[Nonpayment] Manipulation	3,500,000 KRW
	[Nonpayment] Injection	2,500,000 KRW
	[Nonpayment] MRI/MRA	3,000,000 KRW
Inquiries	02-776-8500 (English), 02-3481-2133 (Chinese), 070-4254-8501 (Vietnamese)	

- (2) Other private insurance plans: Students enrolled in other private insurance plans must submit proof of insurance via email (gcmc@ewha.ac.kr). Proof of insurance must be provided in Korean or English and must include student's full name, date of birth, coverage dates, coverage details, etc.

3. Curriculum Table

Dept. of International Studies Master's Program Curriculum
(Adopted from 2022 academic year)

Updated as of November 15, 2022

Classification	Courses				Credits
1. Required Courses	IS202 Quantitative Analysis (IT/IB major only) IS203 Research Methods and Fieldwork (DC/IR major only)				3
2. Professional Training Courses	IS300/301 Distinguished Global Lecture Series I/II (Two semesters: 1 credit/semester) IS302 Short-term Internship (1 credit, <u>Required only for students admitted before Spring 2022</u>) IS318 Academic Writing and Professional Skills (2 credits, <u>Required only for students admitted before Spring 2022</u>) IS319 Academic Skills (3 credits, <u>Required only for students admitted on and after Spring 2022</u>)				5 (P/F)
Functional Concentration	International Trade (IT)	International Business (IB)	Development Cooperation (DC)	International Relations (IR)	Minimum 15
3. Concentration Requirement	IS401 International Economics: Theory and Practice	IS404 International Business: Theory and Practice	IS410 Development Cooperation: Theory and Practice	IS408 International Relations: Theory and Practice	3 (B0 or above)
4. Concentration Electives (Requirement : Take at least 4 courses from your major)	IS201 International Negotiations and Strategy IS403 International Trade Policy IS501 International Trade Law IS502 International Finance IS503 Korean Economy IS525 Special Topics in International Trade IS541 East Asian Economies IS542 Foreign Direct Investment IS543 Regional Integration and Cooperation IS544 Trade and Development IS546 Case Studies in Trade Dispute IS547 FTA and the Global Trading System IS549 Economic Development of Korea IS550 Korea and International Trade IS552 International Cooperation and Trade IS607 Global Trade Skills IS608 US-China Trade Relations IS609 Trade and Investment in North East Asia	IS201 International Negotiations and Strategy IS412 Ethics, Decisions and Strategy: Perspectives and Practice IS508 Global Strategic Management IS512 Global Financial Management IS522 International Business Law IS524 Financial Accounting IS527 Special Topics in International Business IS533 Public-Private Partnership IS537 Organizational Behavior IS555 Sustainability Reporting and Analysis IS556 Impact Investing and Analysis IS615 Global Marketing Management IS619 Global Human Resource Management IS620 Inclusive Business and Finance IS624 Global Women Leadership IS641 Corporate Governance and Social Responsibility IS646 Finance and Development	IS201 International Negotiations and Strategy IS516 Management and Evaluation in Development Cooperation IS529 Special Topics in Development IS530 Development Cooperation and Media IS533 Public-Private Partnership IS534 CSR and Development Cooperation IS543 Regional Integration and Cooperation IS610 Global Political Economy IS614 NGOs and International Cooperation IS618 Cross Cultural Communication IS621 Gender Mainstreaming in Development IS622 Gender and Development IS623 Women and Human Rights IS627 Multi-Stakeholder Coordination for Sustainable Development IS628 SDGs and Inequalities IS632 International Environmental Cooperation IS637 Comparative Political Economy IS645 Sustainable Development IS646 Finance and Development IS648 Poverty and Development IS670 Political Economy of Development IS671 Human Security and Development IS673 International Humanitarian Assistance IS674 East Asian Development	IS201 International Negotiations and Strategy IS413 Principles of International Law IS518 International Security IS531 Special Topics in International Relations IS536 Global Governance and Human Security IS538 East Asian Thought and Culture IS540 Multiethnic Societies and Conflict Management IS543 Regional Integration and Cooperation IS554 Environmental Governance IS557 Transnational Issues and Actors in World Politics IS606 Refugee Politics IS611 Principles of International Public Relations IS618 Cross Cultural Communication IS629 Comprehensive Peacebuilding IS632 International Environmental Cooperation IS638 International Organizations IS639 Soft Power in World Politics IS647 International Human Rights IS649 International Relations of East Asia IS650 Public Diplomacy IS662 International Journalism and Mass Communication	12

			IS675 Migration and Development IS923 Advanced Topics in Development Cooperation	IS664 East Asian Politics and Societies IS681 Special Topics on the EU IS682 Regional Integration in Europe and Asia: Comparative Perspectives	
5. Breadth Requirement	Students are required to take at least two courses (6 credits) from outside their own major concentration requirements or electives – i.e. other majors (Concentration requirement, Concentration electives), or Certificate Program courses that are not listed in their own majors.				Minimum 6 credits
6. Certificate Programs (Optional additional certification awarded upon completion of required credits in each field)	Negotiations and Conflict Management	IS536 Global Governance and Human Security IS540 Multiethnic Societies and Conflict Management IS618 Cross-Cultural Communication	IS628 SDGs and Peacebuilding IS629 Comprehensive Peacebuilding IS673 International Humanitarian Assistance		Optional (Minimum 9 for each field)
	East Asian Studies	IS503 Korean Economy IS538 East Asian Thought and Culture IS539 Korean History and Culture IS541 East Asian Economies IS548 Special Topics on China IS625 Women in East Asia	IS649 International Relations of East Asia IS664 East Asian Politics and Societies IS674 East Asian Development IS731 Korean Politics KS506 Comparative Studies of East Asian Cultures		
	Global and Regional Cooperation	IS536 Global Governance and Human Security IS543 Regional Integration and Cooperation IS609 Trade and Investment in North East Asia	IS638 International Organizations IS649 International Relations of East Asia IS681 Special Topics on the EU IS682 Regional Integration in Europe and Asia: Comparative Perspectives		
	Global Social Responsibility	IS412 Ethics, Decisions and Strategy: Perspectives and Practice IS508 Global Strategic Management IS534 CSR and Development Cooperation IS536 Global Governance and Human Security IS554 Environmental Governance	IS555 Sustainability Reporting and Analysis IS556 Impact Investing and Analysis IS620 Inclusive Business and Finance IS641 Corporate Governance and Social Responsibility		
	International Legal Studies	IS413 Principles of International Law IS501 International Trade Law IS522 International Business Law	IS647 International Human Rights IS652 Special Topics in International Legal Studies		
	Korean Peninsula Studies	IS535 Cultural Diplomacy and North Korea IS545 Peace and Cooperation with North Korea IS567 Introduction to North Korea IS568 Internationalization of North Korea: Theory and Practice IS609 Trade and Investment in Northeast Asia	IS620 Inclusive Business and Finance IS627 Multi-Stakeholder Coordination for Sustainable Development IS629 Comprehensive Peacebuilding IS630 Women and Peacebuilding IS731 Korean Politics		
	International Public Relations	IS530 Development Cooperation and Media IS611 Principles of International Public Relations IS613 Comparative Societies & Cultures IS615 Global Marketing Management	IS618 Cross-Cultural Communications IS650 Public Diplomacy IS662 International Journalism and Mass Communication		
	Multiple Stakeholder Engagement	IS544 Trade and Development IS614 NGOs and International Cooperation IS627 Multi-Stakeholder Coordination for Sustainable Development IS629 Comprehensive Peacebuilding	IS638 International Organizations IS641 Corporate Governance and Social Responsibility IS682 Regional Integration in Europe and Asia: Comparative Perspectives		
	Global Women's Studies	IS604 Gender Equality Policy in Korea IS605 Gender, Health, and the SDGs IS621 Gender Mainstreaming in Development IS622 Gender and Development	IS623 Women and Human Rights IS624 Global Women Leadership IS625 Women in East Asia IS626 Asian Society and Gender IS630 Women and Peacebuilding IS665 Women Pioneers of the World		

7. Internship (Optional)	IS801 Internship I or IS804 Internship IV - 4 months international (or 5 months domestic) internship	9
	IS802 Internship II or IS805 Internship V - 3 months international (or 4 months domestic) internship	6
	IS803 Internship III or IS806 Internship VI - 1.5 months international (or 2 months domestic) internship	3
8. Study Abroad Program (Optional)	IS*** Study Abroad Practicum I (for short-term study abroad: 90 contact hours)	3
	IS*** Study Abroad Practicum II (for short-term study abroad: 60 contact hours)	2
	IS*** Study Abroad Practicum III (for short-term study abroad: 30 contact hours)	1
9. Research (Optional)	R0001 Independent Study	3
10. Languages (Optional)	IS751 Language I IS752 Language II *Some courses are P/F and so please check in advance *Courses to be taken in partner institutions in languages other than native language or English. Two levels of one language or two different languages can be taken for credit	3
11. Thesis (Optional)	Z0001 Thesis Research	3 (P/F)
Total Credits Required for Graduation		41

* Please note that some course numbers (e.g., IS5**) will be assigned later.

* Required fields for graduation: Classification 1, 2, 3, 4, 5 & 41 credits

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