



Student's Handbook Academic Affairs

Department of International Studies
Master's Program

August 2018

Graduate School of International Studies
Ewha Womans University

Inquiry

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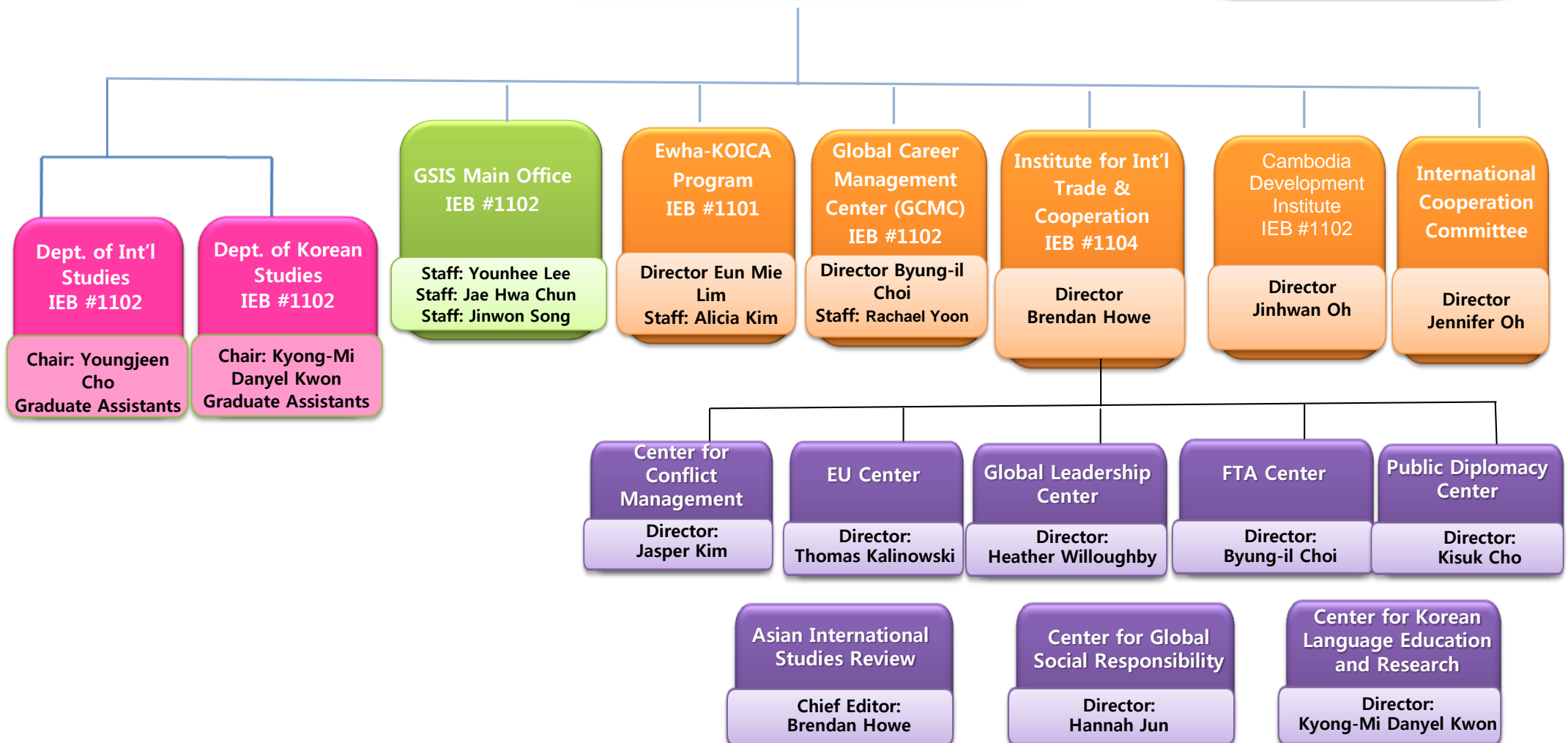
1. Faculty and Staff Information

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Associate Dean Brendan Howe

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IEB #802-2

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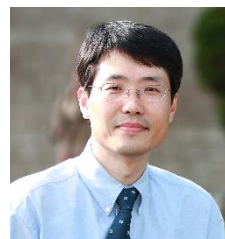
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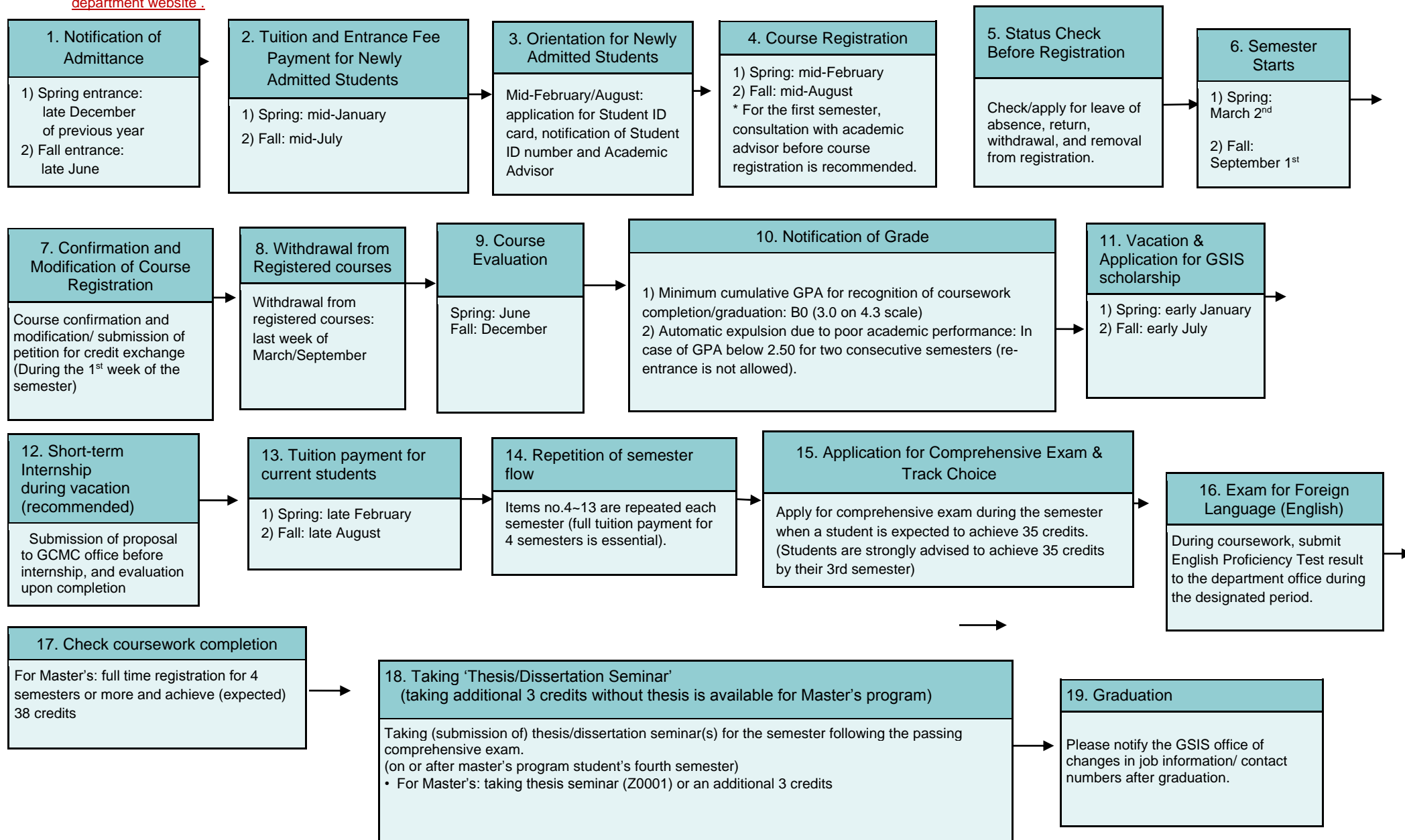
**Graduate Assistants for
Department of
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2. Academic Affairs Flowchart and Regulations

Academic Affairs Flowchart, Department of International Studies, Ewha GSIS

- 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 .



한 눈에 보는 석사학위과정 프로그램 (2018.7)

- 기본적인 중요사항만 안내한 자료이며, 이화여대 홈페이지-이화소개-학교현황-규칙집에 공시된 대학원학칙과 대학원학칙시행세칙 및 학과 공지문 (국제학과 홈페이지 공지 등)를 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)

	석사
코스워크 수강	<ul style="list-style-type: none"> ● 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. ● 매우 중요: <u>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.</u> ● <u>필수과목은 가능한 빨리 이수할 것을 권장함.</u> ● 교내 일반대학원, 전문대학원 및 국제대학원 타 학과(한국학과) 및 학부 4학년 교과목, 국제대학원과 협약이 되어있는 9개 국제대학원 학점교환은 한 학기에 최대 6학점, 총 9학점까지 졸업학점으로 인정가능함. 수강신청변경기간 내, 학과에서 지정한 기간 내에 신청서를 제출하여 승인받아야 함. 단, <u>교육대학원을 포함한 특수대학원 과목은 수강할 수 없음.</u> ● 입학 전 타 대학원에서 이수한 교과목은 B0이상의 과목으로 한정하여 총 9학점까지 이전 가능하며 첫 학기말 전에 신청서를 제출하여야 함. ● 졸업에 필요한 총 학점(41학점)의 1/2(석사: 21학점) 이상을 국제학과 개설 교과목 중에서 이수해야 함. ● IS311 Academic Writing Practicum 은 봄, 가을학기에 개설되며, 첫학기 필수수강과목임. IS312 Global Career Management Practicum (1.5credit) 혹은 IS317 Effective Presentation Practicum (1.5 credit) 은 봄 혹은 가을학기에 교대로 개설되며, IS312와 IS317은 택1하여 수강하여야 함. (4 과목을 모두 수강해야 졸업 가능) ● 교과목 수강 철회는 지정된 기간(3월말, 9월말)에만 가능함. ● 인턴십 근무기간이 길 경우 단기인턴십(1학점-필수)와 장기인턴십(3-9학점, 선택)의 동시 인정이 가능하며, 인턴십을 학점으로 인정받기 위하여서는 반드시 GCMC에 인턴십제안서를 제출하여 먼저 승인을 받아야 함. 휴학상태에서 한 인턴십도 절차에 따라 학점인정 가능. ● 개별과제연구(R0001)은 한 학기에 3학점, 최대 6학점까지 졸업학점인정이 가능함. ● 석사과정 학생이 박사과정 수업을 수강(최대 9학점)하고자 할 경우 교과목 담당교수의 승인을 받아야 함. (양식 4-9 제출) ● 외국어시험(영어성적표 제출)은 가능한 빠른 시기에 완료할 것을 적극 권장함. ● 연속 2학기 평균평점 2.5 미만인 자는 자동 제적됨(재입학 불가) ● 전공필수과목은 B0이상 취득하여야 함. (국제경영 전공의 경우 IS404과목)
등록	<ul style="list-style-type: none"> ● 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.

		<ul style="list-style-type: none">• 석사과정의 경우 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 개강주 2주 이내(3월 14일, 9월 14일)까지만 가능하며, 그 이후는 차등적용됨.											
지도교수 결정		<ul style="list-style-type: none">• 학사지도교수(Academic Advisor): 오리엔테이션에서 배정됨.• 논문지도교수(Thesis Advisor/Chair): 입학 후 3학기 종료 이전까지 결정하면 됨. <u>관심 있는 연구 영역의 전공 교수를 만나 면담 후 결정 할 것을 권장함.</u>• 학사지도교수는 매 학기 개강 후 2주일 이내 변경 가능함.• <u>가급적 석사과정 초반부에 논문지도교수를 결정할 것을 권장함.</u> 논문심사위원회(총 3인: 2인의 교수님+논문지도교수)는 학생의 논문세미나 수강학기에 국제학과장이 배정하며, 결정되고 나면 변경이 불가함.											
Track 결정 (논문 작성 Track 과 교과목 3 학점 track)		<ul style="list-style-type: none">• 수료학점 38학점에 교과목 3학점을 추가 취득한 학생 혹은 석사학위청구논문을 제출한 학생은 석사학위(국제학석사) 수여 가능.• 3학기 방학 직후 양식 GSIS 7-1 이용하여 교과목3학점 혹은 석사논문 작성 Track 신청을 하여야 하며, 이와 동시에 혹은 별도로 종합시험 신청을 할수 있음. Track 변경은 졸업예정학기의 수강철회기간(1학기 3월 말, 2학기 9월 말)에 1회에 한하여 변경신청이 가능함, 트랙변경에 따라 학기 추가학기 등록이 필요할 수 있음.• 졸업요건을 모두 갖추면 자동 졸업처리되므로, Track 변경하기 위해 졸업예정시기를 늦추고자 하는 경우, 졸업요건을 모두 채우지 않도록 수강철회기간을 이용하여 교과목 조정을 통해 졸업시기를 조정하여야 함.											
연구윤리 교육		<ul style="list-style-type: none">• 2014-1학기 신입생부터 학위청구문제제출자격요건에 연구윤리 교육(온라인 강의)이 필수로 포함됨. 모든 논문작성자는 연구윤리 교육(온라인 강의)을 종합시험 이전에 반드시 이수해야 함.• 필수과목: 연구부정행위 (Research Misconduct)											
논문제출 자격시험 응시 (<u>논문을 쓰지 않는 경우에도 모두 통과하여야 함.</u>) (<u>수료 후에도 시험에</u>	종합 시험	<ul style="list-style-type: none">• 3학기 이상 등록하고, 35학점 취득 또는 취득 예정이어야 함.• (1학기) 7월 초, (2학기) 1월 초에 응시서류 제출• <u>논문을 안 쓸 경우에도 졸업하는 학기 내에 종합시험 심사에 응시해야 함.</u>• <u>논문작성자의 경우, 종합시험을 합격한 다음 학기부터 논문세미나 수강이 가능함</u>• 전공필수과목과 선택과목 중에서 최소 3과목 이상 B0 이상을 획득하여야 함.• 양식 7-1 이용하여 Track 신청과 동시에 혹은 별개로 신청 가능함. (4학기 논문작성하고자 하는 자는 3학기까지 반드시 35학점을 이수하고 종합시험에 동시에 합격해야 하며, 교과목 track 신청자는 졸업예정학기말까지 종합시험을 합격하면 됨.)											
	외국어시험	<ul style="list-style-type: none">• 매 학기 지정된 기간에 공인영어시험 성적본의 원본을 지참하여 사본을 제출하며, 가능한 과정 초반부에 제출 완료할 것을 적극 권장함. 최종논문심사를 받는 학기 혹은 졸업예정학기의 지정된 기간 내에 제출하여야 함. 등록하지 않은 학기에는 제출할 수 없음.• 합격요건: 공인영어시험(TOEFL (PBT, CBT 또는 IBT), TOEIC, IELTS 또는 TEPS)의 합격선 이상의 성적표 제출 <table><tr><td>시험 유형</td><td>TOEFL(PBT)</td><td>TOEFL(CBT)</td><td>TOEFL(IBT)</td><td>TOEIC</td><td>TEPS</td><td>IELTS</td></tr></table>						시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS
시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS							

<u>합격하지 못했을 경우 시험응시를 위해 연구등록이 필요할 수 있음.)</u>		<table><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></table> <p>* TOEFL(IBT)는 반드시 기관에서 국제대학원으로 발송한 원본 제출</p> <p>*TEPS 기준은 2018 년 5 월 12 일 248 회 응시 성적부터 적용 (그 이전은 838 점을 기준으로 함)</p> <ul style="list-style-type: none">모국어를 영어로 하는 국가를 국적으로 하는 학생의 경우 (<u>가 또는 나</u>) 가. 한국학생과 동일하게 공인영어시험 성적표 제출 <u>또는</u> 나. 외국어시험 대체신청서(GSIS 8-1)를 학과에 제출하여 면제받을 수 있음.	최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478	7.0
최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478	7.0			
학위 논문 작성	요건	<ul style="list-style-type: none">종합시험 합격한 다음 학기에 논문세미나 (Z0001) 수강 가능4학기 등록 이후에 논문작성할 경우, 먼저 수료가 되어야 논문등록금을 납부하고 논문등록이 가능함.논문심사위원: 3인 이상으로 구성학과에서 공지하는 논문제출일정에 따라 논문제출을 완료하여야 함. (논문심사비 납부 포함)							
수료	요건	<ul style="list-style-type: none">4학기 이상 정규등록필수교과목을 포함하여 38학점 이수완료총평균평점 3.0 이상(4.3 만점 기준)수료증명서 발급가능수료 후 연구등록 및 논문등록이 가능함.							
학위수여	요건	<ul style="list-style-type: none">4학기 이상 정규등록이 필수이며, 졸업하는 학기에 학교에 등록중인 상태이어야 함연구윤리 교육 이수(논문제출자)총평균평점 3.0 이상(4.3 만점 기준)인 경우 수료 및 졸업 가능종합시험, 외국어시험 합격 및 수료논문작성자의 경우, 입학 후 7년 안에 석사학위청구논문 통과 및 제출완료하여야 함.논문을 작성하지 않고 교과목 추가3학점으로 졸업하는 학생의 경우 <u>수료 후 2년 내에</u> 교과목을 이수 및 종합시험을 통과하여 졸업요건 이수 완료하여야 함.							
<ul style="list-style-type: none">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.									

GSIS Master's Programs in a nutshell

(July 2018)

- 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)

	Master's Program
Coursework	<ul style="list-style-type: none"> • 4 semesters of full time registration is mandatory. 41 total credits are required to graduate: 41 credits can be composed of (a) taking 38 credits (38 credits are required to be recognized as 'completion of coursework') and master's thesis (3-credit) or (b) taking 38 credits plus an extra 3 credits (41 credits in total). • Very important: <u>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</u>, and pass the comprehensive exam. A student who chooses the 3-credit track can apply for the 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. • <u>Students are strongly advised to complete required courses as soon as possible.</u> • Students can take up to 6 credits per semester and up to a total of 9 credits from courses taken at the Ewha Graduate School/ Professional Graduate School, 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 confirmation & modification period). However, courses from a specialized Ewha graduate school (such as the Graduate School of Education) are not eligible. • Up to 9 credits from other graduate schools earned prior to Ewha GSIS entrance can be transferred; Grades will not be counted toward the Ewha GSIS GPA unless B- or below. Students need to submit the application within their first semester. • 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. • IS311 Academic Writing Practicum is available in the spring & fall semester and mandatory for first semester students. • Students can choose 1 course between IS312 Global Career Management Practicum or IS317 Effective Presentation Practicum. One will be offered each semester (spring or fall). (Students need to take all 4 courses in order to graduate.) • Course withdrawal is available during the designated period of late March and late September only. • 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

	<p>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, she should submit a proposal to the GCMC office for pre-approval. An internship during a leave of absence can also be accepted for credits with proper procedure.</p> <ul style="list-style-type: none"> • 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) • It is advised to complete the foreign language exam (English requirement) early in the master's program. • 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) <p>Minimum GPA for Functional Concentration Requirements courses (e.g. IS404 for International Business Major): B0 or higher (3.0)</p> <p>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.</p>
Tuition Payment/ Registration	<ul style="list-style-type: none"> • 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 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. • 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.
Academic Advisor /Thesis Advisor	<ul style="list-style-type: none"> • Academic Advisor: students will be notified of their assigned academic advisor at orientation before entrance. • 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 by the end of the third semester. • Application for Academic Advisor change is available within 2 weeks after the first day of each semester. • <u>Students are advised to choose their thesis advisor at the early stage of the master's program. The thesis screening committee (3 faculty members including the thesis advisor) is organized by the department chair the semester a student registers for the thesis seminar course; after this point the committee members cannot be changed.</u>
Application for Track	<ul style="list-style-type: none"> • 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.

(Thesis Track vs Course Track)		<ul style="list-style-type: none">Students are required to submit their application (form 7-1) for track selection at the end of their 3rd semester; (July 10, January 10) to the department office. Students can apply for the 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.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 not to fulfill graduation requirements. This can be done during the course withdrawal period.																			
Research Ethics Courses		<ul style="list-style-type: none">Since 2014, all thesis-writing students should take Research Ethics course online before completing their comprehensive examination.(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	Comprehensive Exam	<ul style="list-style-type: none">Students can submit an application form to apply for the 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.Application due: early July or early JanuaryStudents who don't write a thesis can apply for and pass the 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 exam.</u>To pass the comprehensive exam screening, a student must achieve grades higher than B0 (3.0) from 3 courses of her concentration requirements and electives.Apply with form 7-1; Students can apply for the 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 exam. Students who choose course track can apply and pass the exam during their last semester when they expect to graduate.																			
	Foreign Language Exam	<ul style="list-style-type: none">Please submit a photocopy of the English proficiency test result during coursework. If a student does not submit the report, she cannot graduate even though she has fulfilled all other requirements.Requirements:<ul style="list-style-type: none">Official English Proficiency Test result (TOEFL (PBT, CBT or IBT), TOEIC, IELTS or \) <table><tr><td>Test</td><td>TOEFL(PBT)</td><td>TOEFL(CBT)</td><td>TOEFL(IBT)</td><td>TOEIC</td><td>TEPS</td><td>IELTS</td></tr><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></table> <p><u>* TOEFL (IBT) original transcript should be sent directly from the institution to the GSIS office (not submitted by student).</u></p>						Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS	Minimum score (Score must be higher than:)	600	250	100	900	478	7.0
Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS															
Minimum score (Score must be higher than:)	600	250	100	900	478	7.0															

more semester(s) to pass the exam		<p>*TEPS minimum score is applied to 248th test result, held on May 12, 2018. (Minimum score 838 applied to tests before May 12, 2018)</p> <ul style="list-style-type: none"> ■ Students whose nationality is of a country where English is the native language have two options (<u>A or B</u>): <ul style="list-style-type: none"> 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
Thesis/ Dissertation	Requirements	<ul style="list-style-type: none"> • Students can register for Z0001 Thesis Seminar course in the semester following the successful passing of their comprehensive exam. • Thesis registration for the fifth semester is available when a student completes their coursework (38 credits). • Thesis Evaluation Committee: consists of 3 faculty members • Students must follow the timeline set by the International Studies Department and pay a thesis screening fee.
Completion of Coursework	Requirements	<ul style="list-style-type: none"> • At least 4 semesters of full time registration • Have taken 38 credits including required courses • Minimum cumulative GPA: 3.0 (on a 4.3 scale) • Certificate of Coursework completion is available • Research-based/Thesis-based registration is available after recognition of 'coursework of completion'
Degree Conferment	Requirements	<ul style="list-style-type: none"> • 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 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 <u>within 2 years</u> of the recognition of 'completion of coursework'.

- **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.**

국제대학원 국제학과 석사학위 취득 조건 및 Track 선택 안내 세부 사항
(3 학점 추가 취득 Track /학위청구논문 제출 Track)

1. 국제대학원 석사학위 취득요건 (아래 조건을 모두 만족하여야 함)

- ① 필수: 최소 4 학기 이상 정규등록
- ② 필수: 3.0 이상(4.3 만점)의 이상의 총 평균평점
- ③ 필수: 영어시험, 종합시험 심사 합격
- ④ 선택 1: **논문 Track** - 필수과목을 포함하여 38 학점 이수(수료요건) + 연구윤리과목 이수 + 석사학위청구논문 작성(Z0001 thesis seminar(3 학점)): 총 41 학점 이수
- ⑤ 선택 2: **교과목 Track** - 필수과목을 포함하여 38 학점 이수(수료요건) 및 교과목 3 학점 추가 이수: 총 41 학점 이수

2. 교과목(3 학점 추가취득) track 과 논문 track 의 선택

- ① 국제대학원에서는 수료학점 38학점과 더불어 (a) 교과목 3학점을 추가 취득한 학생 또는 (b) 석사학위청구논문을 제출하여 심사에 합격한 학생에게 석사학위를 수여할 수 있음.
- ② 논문제출 또는 3학점 추가취득 선택 방법
 - ◎ 신청기간: 3 학기 학기말 방학 중 (1 학기: 7 월/2 학기: 1 월)
 - ◎ 신청방법: 3 학점 추가취득, 논문제출 중 택일→해당서식 작성→학과사무실로 제출
 - ◎ 신청서식: GSIS 7-1 양식 이용 (종합시험과 동시 혹은 별도로 신청 가능)

③ Track 과 4 학기 교과목 수강신청

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

④ Track 의 변경

- Track 의 변경은 1 회에 한하여 신청가능하며, 신청기간은 4 학기의 수강신청 철회기간(3 월말, 9 월말)과 동일함 (양식 7-1 서류 제출 필요)
- Track 변경이 허가된 자는 4 학기 수료 후 5 학기를 등록할 필요가 있을 수 있음.
- Track 변경시에는 아래의 비교표에서 **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 졸업가능함. 학생이 논문세미나를 수강하다가 논문을 완성하지 않고 졸업하면 논문세미나의 성적은 성적표에 F(Fail)로 표시됨(논문세미나는 수강철회가 불가함).

2) 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(2016 년 기준 약 100 만원+논문심사비 약 16 만원)을 하고 논문을 제출한 뒤 졸업할 수 있음.

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

3. 각 track 별 교육과정 비교표

	3 학점 추가취득 Track	논문 Track
<u>*학위취득연한*</u>	수료일 기준 2 년 내에 교과목 이수(졸업요건) 완료하여야 함	입학연도로부터 7 년 이내 석사학위청구논문 제출완료
학위취득요건 (각 항의 요건을 모두 충족)	1) 4 학기이상 정규등록 2) 총 41 학점 이상 이수(필수과목을 모두 포함하여 38 학점 이수시 수료인정) 3) 영어시험, 종합시험 심사 합격 4) 총 평균평점 3.0 이상(수료요건임)	1)4 학기이상 정규 등록 2) 필수과목을 포함하여 총 38 학점 이상 이수(수료인정) 및 논문 제출 3) 영어시험, 종합시험 심사 합격 4) 연구윤리과목 (온라인과목) 수강 (3 학기 내 이수완료) 5) 총 평균평점 3.0 이상(수료요건임) 6) 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 논문작성하고자 할 경우 3 학기까지 반드시 35 학점 이수 및 종합시험 합격)
영어시험 합격시점	졸업예정 학기까지 지정된 기간에 반드시 제출 (5 월 말, 11 월 말)	제출하지 않을시 논문제출이 불가함. 졸업 예정 학기까지 지정된 기간에 반드시 제출 (5 월 말, 11 월 말)

Requirements for the Degree of Master of International Studies and Track Option: Additional 3 credits Track / Master's Thesis Track

1. Requirements for the Master's Degree (Students must fulfill all requirements)

- ① **Mandatory:** At least 4 semesters of full time registration
- ② **Mandatory:** Minimum cumulative GPA: 3.0 (on a 4.3 scale)
- ③ **Mandatory:** Complete the Foreign language (English) exam, pass the comprehensive exam
- ④ **Option 1: Thesis Track** - Complete the required coursework (38 credits) + Take online Research Ethics course + Pass Master's Thesis (Z0001 thesis seminar 3credit): Total 41 credits
- ⑤ **Option 2: Additional 3 credit Track** - Complete the required coursework (38 credits) and receive an additional 3 credits: Total 41 credits

2. Choice of Master's Thesis Track and Additional 3 credits Track

- ① 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.
- ② **Track choice of master's thesis track or additional 3 credits track**
 - ⊙ Application period: by the end of students' 3rd semester (Spring: July/ Fall: January)
 - ⊙ 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
 - ⊙ Application form: Form 7-1-1 (Students can apply for the comprehensive exam with or without track choice/change)
- ③ **Course enrollment with track choice**
 - **Master's thesis track:** achieve 35 credits by the third semester + comprehensive exam + thesis & 3 credits in fourth semester (+ English proficiency test result) + Take online "Research Ethics" course
 - **3 credits track:** achieve 35 credits by third semester + comprehensive exam + 6 credits in fourth semester (+ English proficiency test result)
 - Please refer to the information below: ④ track change.
- ④ **Track change**
 - Change of track is available only once. Application period is the same as the course withdrawal period (late March/late September) in students' fourth semester. During this period, students may submit the paper application (Form 7-1) for track change. Please refer to the cases below.
 - 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.
 - Students who wish to change track should refer to the table below (3. Curriculum of each track).
 - Cases-
 - a) 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.

b) A student who is on the **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 the 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 2016). ► Graduation will be permitted only after she submitted and passed the thesis screening.

c) 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.

3. Curriculum of Each Track

	Additional 3 credits Track	Thesis Track
Period of degree acquisition	Additional 3 credits must be earned within 2 years of the completion of the coursework.	Master's thesis submission process must be completed within 7 years of initial entrance to GSIS.
Requirements for the degree (Students have to fulfill all requirements)	1) At least 4 semesters of full time registration 2) Total credits for graduation: 41 credits (completion of coursework: 38 credits including all mandatory courses) 3) Passing grade on the foreign language exam, pass the comprehensive exam. 4) Minimum cumulative GPA : 3.0 (4.3 scale)	1) At least 4 semesters of full time registration 2) Achievement of 38 credits including all required courses (completion of coursework: 38 credits) 3) Take online "Research Ethics" course (within 3 semesters) 4) Passing grade on the foreign language exam, pass the comprehensive exam. 5) Minimum cumulative GPA : 3.0 (4.3 scale) 6) Pass the Master's Thesis
Registration after coursework completion	Course-based registration or research-based registration	Thesis-based registration or research-based registration
Comprehensive exam	Students must submit an application form to apply for the 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 can submit an application form to apply for the 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 have to pass the 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 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 at the end of May or November 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 at the end of May or November in the semester when they expect to submit their thesis).

3. Frequently Asked Questions

학교생활에 반드시 필요해요!! [국제학과, 한국학과 공통]

2017.08.

No.	질문있어요!	답변드립니다.	관련양식/참고
1	나의 소속은?	국제대학원 국제학과 *** 전공 혹은 국제대학원 한국학과 *** 전공 (분류: 전문대학원)	
2	학번은 무엇인가요? (예:162SIS01)	이화포털에 로그인하고, 학교생활에서 학생의 정보를 관리하는 기본자료입니다.	
3	이화포털 (http://portal.ewha.ac.kr) 은 뭔가요?	재학생/졸업생이 본인의 학적관리(등록/휴학 등)하고, 수강내역확인, 교과목철회, 성적확인, 등록금납부확인서 출력이 가능해요! 비밀번호 잊어버리면 행정실(3277-3652 혹은 gsis97@ewha.ac.kr)로 문의하여 주세요.	
4	성적증명서/재학증명서가 필요해요!	ECC Gate 1 에 있는 자동화기기에서 출력하거나(장당 500 원), 이화 홈페이지 오른쪽 하단 인터넷증명발급 요청하면 집에서 프린트할수 있어요! 해당학기 성적이 포함된 성적증명서는 보통 방학중(7 월말, 1 월말)에 출력할 수 있습니다.	
5	학과 사무실과 행정실은 어디에 있나요?	국제학과는 국제교육관 1102 호에(전화번호는 3277-6612, gdis@ewha.ac.kr) 한국학과는 국제교육관 1102 호로(전화번호는 3277-2106, korea@ewha.ac.kr) 오세요! 국제대학원 행정실은 국제교육관 1102 호에, GCMC 는 1102 호, IITC 는 1104 호에 있습니다. 학생들은 소속학과 사무실을 통해 공지사항.문의사항을 처리하고, 행정실은 양 학과의 업무를 총괄하여 담당합니다.	
6	학과장님은 누구인가요?	국제학과장은 조영진 교수님, 한국학과장은 권경미 교수님입니다. 학과장님은 학과의 전체 업무를 총괄하시고, 주요한 사항들을 결정하십니다. 국제대학원장님은 김영훈 교수님, 부원장님은 Brendan Howe 교수님입니다.	
7	공지사항은 어디서 확인하나요?	국제대학원 홈페이지에 오면 중간에 학과별 홈페이지로 연결되는 버튼이 있어요. 학과에서 공지하는 게시물은 학과 홈페이지 Notice/공지사항에서 확인하세요. 반드시 자주자주 체크해서 중요한 정보를 놓치지 마세요!!	

8	취업/인턴십 정보는 어디서 보나요?	국제대학원 GCMC 홈페이지 확인하세요! (http://gsis.ewha.ac.kr/gcmc/). 또는 이화 경력개발센터 홈페이지는 학번으로 로그인하여 확인하세요	
9	Email 문의/답변은 어디로 하나요?	학과 Email 로 보내주세요, 행정실에 등록된 Email 로 중요한 공지가 보내지기 때문에 자주 체크하시고, 핸드폰번호나 Email 이 변경되면 반드시 학과 Email 로 알려주세요, 이화포털 로그인 후 개인정보에서 변경도 해주세요!	국제학과 gdis@ewha.ac.kr 한국학과 korea@ewha.ac.kr
10	지도교수님과는 무엇을 의논하나요?	지도교수님은 입학시 배정되고 수강신청, 각종 신청서 서명, 그리고 본인의 진로에 대해서도 논의해보세요, Email 로 면담 약속을 잡으실 수 있습니다.	
11	컴퓨터를 어디서 쓸 수 있나요?	국제교육관 901 호 개방실습실이 있습니다.(9-5 시), 출력은 1102 호 행정실에 오셔서 5 천원짜리 프린터카드를 구입한 후 901 호에서 하시면 됩니다.	
12	노트북을 빌릴 수 있나요?	노트북대여가 필요하면 IT 센터(ECC Gate 1/B205 호)로 가서 학생증 맡기고 1 일대여(5 시까지) 할수있어요. 교내용 무선인터넷 ID(Ewha)는 이화 학번을 사용하여 로그인할 수 있습니다.	
13	학생증은 어디에 쓰나요?	학교 도서관 출입, 도서 대여, 열람실 출입시 필요해요. 신한은행(ECC Gate 3) 체크카드로 발급됩니다. 학생증 분실하면, 은행에 바로 신고하여 체크카드 기능 정지하고, 이화포털에서 분실신고 후, 이화포털 서식모음게시판에서 [이화다기능카드재발급신청서] 작성해서 ECC 학생서비스센터 방문하세요! 이화여자대학교 앱에서 Mobile 학생증도 사용 가능합니다.	
14	사물함이 있나요?	국제대학원에서 보유한 사물함은 매학기초 학과별 신청공지확인하세요! 보증금 1 만원으로 졸업시까지 사용가능한데, 자리가 없으면 대기리스트에 이름을 올려놓으세요. (행정실 방문신청) 또는 ECC 나 중앙도서관 사물함도 신청 가능합니다. 이화 공지사항 확인 후 온라인 신청하시면 됩니다.	Form 12-4 (국제대학원 사물함신청서)
15	도서관은 어떻게 이용하나요?	학교 중앙도서관 방문하거나, 도서관 웹사이트(http://lib.ewha.ac.kr/) 통해서 검색하고 대출신청하세요! 분관대출(신학도서관)으로 신청하면 국제교육관 바로 옆 신학도서관에서 편하게 받아볼 수 있어요! 반납도 신학도서관에서 하시면 된답니다.	
16	스터디룸은 어떻게 이용하나요?	학교 도서관, ECC 열람실에서 개별적으로 공부하거나, 혹은 이화포털-Eureka-공간사용신청 메뉴에서 사용 최소 3 일전에 ECC(<i>이화캠퍼스복합단지</i>) 강의실을 예약해서 그룹스터디 가능합니다.	
17	장학금은 어떻게 신청하나요?	국제대학원 장학금은 1 월초, 7 월초에 공지합니다. 조교근무를 해야 하는 장학금도 있어요, 교내 각 부서에서도 근로조교(A 급/B 급조교)모집을 학기초/학기말에 수시로 공지하니 이화 홈페이지 공지사항도 수시로 확인해주세요.	Form 10-1(국제대학원 장학금신청서), 10-

			2(A/B 급 조교신청서)
18	휴학은 몇 학기 할 수 있나요?	석사는 재학 중 최대 2 학기, 박사는 최대 4 학기 가능합니다. 학기별로 신청하셔야 해요. 휴학 기간이 다 끝난 후에도 복학하지 않으면 미복학제적이 됩니다. 임신-출산-육아 휴가는 최대 2 학기 추가로 신청 가능합니다. 중대한 질병으로 인한 휴학 (일반 휴학 연한을 모두 사용한 자만 한 학기 단위로 신청 가능)	
19	교내 정기주차권 살 수 있나요?	이화포털-서식모음게시판에 가면 석사과정/박사과정 학생 모두 [대학원생용(박사, 석사과정) 정기주차권 발급신청서] 를 이용해서 정기주차권을 살 수 있어요. 학과 홈페이지에도 양식이 올라가 있어요.	Form 12-5 (정기주차권발급신청 서)
20	학생회가 있나요?	국제학과 학생회가 있어요! 연락은 ewha.gdis.sc@gmail.com 로 하세요~.	
21	교내 대학건강센터 이용은 어떻게 하나요?	등록금납부시 건강공제회비(학기당 25,000 원 정도, 선택사항임)을 납부한 학생은 교내 대학건강센터 이용가능해요. 생활환경관 지하 1 층에 있고, 홈페이지 예약을 통해 간단한 진료, 약처방, 치과치료 등을 받을 수 있어요.(http://euhs.ewha.ac.kr/).	
22	교내 편의시설은 어떤 것이 있나요?	생활환경관 지하 1 층에 우체국, 여행사가 있고, ECC 지하 4 층에 편의점, 신한은행, 베이커리, 커피전문점, 꽃집, 교보문고, 문구점 등이 있어요. 학생문화관 지하 1 층에 옷수선집(알뜰사)가 있고, 중앙도서관 가는 길 헬렌관 아래 [아름뜰] 옆에 구두수선집도 있어요.	
23	복사는 어디서 할 수 있나요?	ECC 지하 4 층에 캐논(Canon, Gate 4)이 있어서 복사, 출력, 칼라출력 가능하답니다.	
24	물건을 잃어버렸어요.	학과사무실에 방문하시거나, 학생복지센터 게시판(이화포털-게시판-분실물/습득물) 확인하시고 ECC B2 층 학생서비스센터 사무실 방문하세요	
25	밥은 어디서 먹나요?	생활환경관 학생식당, 포스코관 이화사랑 김밥, 국제교육관 식당, 그 외에도 학교 정문/후문앞에 다양한 맛집들이 있어요.	
26	개강은 언제인가요?	1 학기는 3 월 2 일, 2 학기는 9 월 1 일입니다. 수업은 보통 월-금까지 있어요.	
27	조기졸업이 가능한가요?	대학원학칙에 의하여 석사과정은 정규등록 4 학기, 박사과정은 정규등록 4 학기+논문세미나 1/2 각 1 학기 수강이 필수입니다. 학점을 4 학기 전에 다 이수해도 4 학기 정규등록은 반드시 하셔야 합니다.	

28	등록금은 언제 어떻게 납부하나요?	매년 2월중순, 8월중순에 등록금 납부를 하게 되며, 행정실에서 미리 홈페이지에 등록기간 공지를 합니다. 등록금은 본인명의로 가상계좌로 해당기간에 송금하도록 하고 있으며, 전액장학금 수혜자나 0 학점등록자도 반드시 등록금고지서를 출력해서 구내 신한은행에 가서 등록처리를 해야 합니다.	
29	등록금 분할 납부나 카드결제가 가능한가요?	삼성카드 사용하여 등록금을 납부하실 수 있습니다. 혹은, 분할납부를 희망할 경우, 등록금 전체 금액을 4 회에 걸쳐서 납부하실 수 있습니다. 정확한 일정은 학기별 등록금 안내문을 참조하세요~	
30	Cyber campus 가 뭔가요?	http://cyber.ewha.ac.kr 에 접속하여 본인 학번 및 포털비밀번호 입력 후 나의 강의실로 입장하면 해당 학기에 등록된 강좌 열람 가능합니다. 교수님들께서 수업 자료 및 과제 안내 등 다양한 용도로 활용하시니 꼭 이용하세요~ Cyber Campus 에 나타나지 않는 강좌는 교수님께서 cyber campus 강좌 개설하지 않으신 강의입니다.	
31	교수님들 연락처는 어디서 찾나요?	국제대학원 홈페이지나 학과 홈페이지에서 보실 수 있습니다.	
32	학교에서 운동할 장소가 있나요?	생활환경관 지하에 수영장이 있고, ECC 지하 4 층에 휘트니스센터, 학생문화관에 체력단련실에서 헬스, 요가, 스쿼시, 방송댄스 등 수업 등록이 가능해요, 이화 홈페이지 공지사항 참고하세요.	
33	졸업한 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.	
34	학교 셔틀버스가 있나요?	무료셔틀버스(29 인승)이 있어요. 운행노선은 2 개로, 이대전철역 3 번출구 혹은 경복궁역 1 번출구에서 타실수 있습니다. 방학기간 포함 월~금 운행하며, 운행시간과 상세노선은 이화여대 홈페이지 공지사항과 이화포털 게시판에 확인 하세요	
35	이화 포털에 이화메일 말고 일반메일을 입력할 수 있나요?	학교계정으로 신청하는 ewhain 이메일 외에 다른 이메일은 입력할 수 없습니다. 대신 포털메일-환경설정-자동재전송기능을 이용하면 이화메일로 오는 메일을 개인메일로 전달받을 수 있어요! 교수님들이 이 이메일을 통하여 수업 관련 연락하시는 경우가 많으니 꼭 이화 포털에서 이화메일계정을 만드시기 바랍니다.	
36	교내 무선인터넷은 어떻게 사용하나요?	WiFi 설정 메뉴에서 무선 네트워크 이름 (SSID)를 EWHA 로 선택합니다. Id 는 학번, 비밀번호는 유레카 포털 정보시스템 비밀번호를 입력합니다.	

37	외국인인데 한국어를 배울 수 있나요?	학기 중에 본교 언어교육원에서 별도의 비용 없이 한국어수업을 제공합니다. 2 월/8 월 수강신청시 신청가능합니다.	
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Maximize your experience at Ewha GSIS! (Applicable to both departments – GDIS, GDKs)

July 2018

No.	I got a question!	Answers for you	More
1	Where do I belong?	*** 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	What is Ewha-portal/Eureka? (http://eportal.ewha.ac.kr)	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. If you lose your password, you can ask for it at the GSIS Main Office. (3277-3652, gsis97@ewha.ac.kr)	
4	I need a transcript/ a certificate of studentship/enrollment!	You can print it out from the ATM at the ECC Gate 1 (₩500 per page). Or you can 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).	
5	Where are the department office and administration?	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 IITC is in #1104.	
6	Who are the Chairs of the departments?	Professor Youngjeen CHO is the Chair of Dept. of International Studies and Professor Kyong-Mi Danyel KWON is the Chair of Dept. of Korean Studies. They manage the overall department tasks and are responsible for important decision-making regarding our department affairs. The Dean of GSIS is Professor Young Hoon Kim, and the Associate Dean is Professor Brendan Howe.	
7	Where can I find "Notice"?	When you visit the GSIS homepage, there are buttons for department homepages at the top right. You can check 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://gdis.ewha.ac.kr)	
8	Where can I find information about jobs and internships?	You can check at the GCMC homepage. http://gcmc.ewha.ac.kr/	

9	How do I ask questions and get answers through e-mail?	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).	IS: gdis@ewha.ac.kr KS: korea@ewha.ac.kr
10	What do I discuss with my advisor?	Your advisor will be assigned at Orientation. You can discuss your career and receive advice. You can contact them by e-mail them to make appointments.	
11	Where can I use computers?	You can use computers at the computer lab located in IEB #901. (9 A.M-5 P.M) When you need to print something out, you must use a print card. Printer cards cost ₩5,000 and may be purchased at the GSIS office (#1102).	
12	Can I rent lap-top computers?	If you need a lap-top, you should go to the IT center (ECC Gate 1, #B205) and leave your student ID card. You can use it for a day (until 5:00). You can apply for a school wireless internet access ID at "Eureka" on the Ewha-portal site using your Ewha ID and Password.	
13	How do I use my student ID card?	When you access the library, enter reading rooms or rent books, you need a student ID 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). You can also access your Mobile ID card through the 이화여자대학교 app.	[GSIS 12-3] Application for Student ID Card Re-issuance
14	Are there lockers available?	There are lockers that belong to GSIS. You can check the notice for application at the beginning of every semester. If you apply for a locker, you can use it until you graduate by paying a deposit (₩10,000). If there are no vacant lockers, you may put your name on the waiting list (Visit GSIS Office for Academic & Student Affairs, #1102) Or you can apply for a locker in the ECC or the Ewha main library. See Ewha notice and apply.	[GSIS 12-4] Application for GSIS Locker
15	How do I use the library?	You can visit the main library or you can search and apply for rental resources through the library website. 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.	
16	How do I use the study room?	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.	
17	How do I apply for scholarship?	You will be notified around the beginning of January or the beginning of July. 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. You should check the Ewha main homepage-> Notice.	[GSIS 10-1] Application for GSIS Assistantship Program, [GSIS 10-2]

			Ewha A.B level Assistantship
18	How long am I allowed to leave school?	You can leave school for up to 2 semesters for the Master's program and up to 4 semesters for the Doctoral program (6 semesters of Combined program). You should apply for a leave of absence every semester. If you don't come back after your leave of absence is over, you will be removed from the register. Leave of absence for pregnancy/childbirth/child care is available for an addition 2 semesters upon application. Critical illness leave: Students only who used up total semesters for leave of absence can apply	
19	Can I buy a semester-based parking permit?	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.	[GSIS 12-5] Application for Ewha Campus Parking Card
20	Do we have student council?	We have a GDIS student council. You can contact them at ewha.gdis.sc@gmail.com.	
21	How do I use the health center in school?	When you pay tuition, you may also pay the optional health service center fee. (23,200 won per semester). 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.	
22	What kind of school facilities are available?	There is a post office and travel agency in B1 in the Human Ecology Building. B4, ECC has a convenient store, Shinhan Bank, Bakery, coffee shop, flower shop, Kyobo bookstore, stationery store, etc. At B1 in the Student Union building students may take clothing to be mended or altered (Alteulsa). Under Helen Hall (next to Arumtteul) on the way to main library, there is a shoe repair shop.	
23	Where can I make copies?	You can make copies, print out papers and print with color at the Canon Store at ECC (Gate 4).	
24	I lost my belongings.	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.	
25	Where do I eat?	There is a cafeteria located in the Human Ecology Building, and Ewha Sarang Kimbab is in the Posco building. You can also eat at Kim Paul Paul in IEB, or try various restaurants around the front gate and back gate.	
26	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.	
27	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.	
28	How do I pay tuition?	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. Each student is assigned an individual virtual account to make their	

		payment to and should send money to their account during the payment period. Even if you receive a full scholarship or take 0 credits, you must print out the tuition bill and ask about the registration process at the Shinhan Bank in school (ECC Building).	
29	Can I pay tuition partially or pay tuition by credit card?	You may pay tuition by credit card if you are a Samsung card holder. 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.	
30	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. You can log on at http://cyber.ewha.ac.kr with your student ID number and password and go to the "English" page. 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.	
31	Where do I find professor contact information?	You can find it at the GSIS homepage or department homepage. You can also find it in this Student Handbook.	
32	Are there places for exercising?	There is a pool in the Human Ecology Building. 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	Can I use library resources after I graduate?	You can use the main library with your national ID card. 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 an 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}.	
34	Can I use the campus shuttle?	We have a free shuttle (up to 29 people). There are two routes; one from the Ewha subway station exit 3 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.	
35	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 ewhain e-mail address. 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).	
36	How can I use wifi-internet on campus?	Choose WiFi. Choose SSID (WiFi connect Ewha). Enter ID & Password (ID: Portal ID, Password: Portal Password). Make sure your ID is all in capital letters (ex: 123SIS01 NOT 123sis01)!	

37	I want to learn Korean language.	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).	
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국제학 석사학위는 어떻게 받나요?

<국제대학원 국제학과 석사학위과정 기준>

2018.7

No	분류	질문있어요!	답변드립니다.	관련양식/참고
1	학과	나의 소속은?	국제대학원 국제학과 *** 전공 (분류: 전문대학원) 전공명: 국제통상/국제경영/개발협력/국제관계	
2	학과	국제학과 과사무실은 어디에 있나요?	국제교육관 1102 호 국제학과 조교에게 오세요! (전화번호는 3277-6612, gdis@ewha.ac.kr) 국제대학원 행정업무는 11 층에서 처리할 수 있습니다.	
3	학과	학과장님은 누구인가요?	조영진 교수님입니다. 학과장님은 국제학과의 전체 업무를 총괄하시고 국제학과의 주요한 사항을 결정하십니다.	
4	학과	국제학과 각종 양식들은 어디서 다운받나요?	국제학과 홈페이지 공지사항 게시물에 첨부된 양식을 사용하거나, 학과홈페이지 BBS-Forms 게시판에서 다운받으세요! (http://gdis.ewha.ac.kr)	
5	학과	지도교수님 변경할 수 있나요?	지도교수님 변경신청은 학기초 2 주 내에 원래 지도교수님/새로 신청하는 지도교수님 상의하시고 서명 받아 학과사무실로 제출하여 주세요,	GSIS 3-5 (학사/논문지도교수변경신청서)

6	커리 클	Curriculum 표를 어떻게 보나요?	간단하게 말하면 앞장은 필수, 뒷장은 선택이라고 보면 됩니다. 앞장에서 분류 별로 1/2/3/5 는 나열된 과목 모두 필수, 4 에서 4 과목 선택 수강, 그리고 6-10 까지는 모두 선택입니다.	국제학과 커리클(석사)
7	커리 클	1. Required Courses 는 어떻게 수강하나요?	국제통상/국제경영 전공학생은 IS202 를, 개발협력/국제관계 전공학생은 IS203 을 수강하면 됩니다.	
8	커리 클	3. Concentration Requirements 수강	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!	
9	커리 클	4. Concentration Electives 수강방법	각 전공별 카테고리 안에 있는 교과목 중 4 과목(12 학점)을 수강하세요	
10	커리 클	6~10 은 선택!	21st Century Program, Long-term Internship (3-9 학점), Research (Independent study), Languages, Thesis (논문)은 모두 선택사항입니다.	
11	커리 클	21st Century Program Certificate 을 받고 싶어요!	선택사항이며 총 7 개의 field 가 있습니다. 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 21st 과목으로 신청하시면 됩니다. 그리고, 졸업하는 학기에 21st Century Program Certificate 신청서를 제출하셔야 합니다. 학기말에 국제학과 홈페이지에 신청 공지가 나가니 신청서를 제출하여 주시면, 졸업시 Certificate 을 받으실 수 있습니다.	GSIS 11-2(국제학과- 21 세기 certificate 발급신청서)
12	커리 클	2. Professional Training Courses 는 모두 필수인가요?	모두 필수입니다. 총 5 학점 이상을 취득하여야 하며, IS301(2 회), 302, 311 은 필수이며 IS312 와 IS317 중에 선택하여 1 개만 수강하시면 됩니다.	4 과목을 모두 수강해야 졸업 가능
13			IS301 Distinguished Global Lecture Series-필수입니다. 1 학기에 10 번정도, 매주 금요일 오후 특강에 참석합니다. 일정과 내용은 국제학과 홈페이지 공지 확인하세요. 총 2 학기 수강해서 총 2 학점 취득해야 합니다.	

14			IS302 Short-term Internship(1 학점)-필수과목입니다. 근무시간에 따라 장단기 인턴십의 동시 학점인정이 가능하니, GCMC 홈페이지 통해서 양식 확인하고, 인턴십을 한 다음 수강 신청해서 Pass 성적 받으셔야 합니다. 인턴십은 반드시 GCMC 의 승인을 먼저 받아야 학점으로 인정됩니다. 질문은 gcmc@ewha.ac.kr/3277-4350 으로 보내주세요!	GSIS 13-1(국제대학원 인턴십 제안서), 13-2(이화여자대학교 국제대학원 인턴과정 평가표(영문)), 13-3(이화여자대학교 국제대학원 인턴과정 평가표(국문))
15			IS311 Academic Writing Practicum 은 필수과목이며 첫학기생은 꼭 수강하셔야 합니다. IS312 Global Career Management Practicum (1.5 credit) 과 IS317 Effective Presentation Practicum (1.5 credit) 은 봄 혹은 가을학기에 교대로 개설되므로 IS312 와 IS317 은 택 1 하여 수강하여야 합니다.	
16	수강	수강신청인원이 꼭 찼어요!	해당교수님께 문의하여 주세요. 교수님께서 과목을 열어주시면 수강신청이 가능합니다.	
17	수강	필수과목은 개설되는 시기가 정해져 있나요?	학과의 상황에 따라 필수과목이 개설되지 않는 학기도 있습니다. 그러므로, <u>필수과목들은 가능한 일찍 수강하는 것을 권장해드립니다.</u>	
18	수강	보통 학기당 몇학점 듣나요?	학기당 9~12 학점 정도 듣습니다. 온라인수강신청 페이지 통해서 최대 12 학점까지 신청가능한데, Professional Training Course 중에서는 최대 3 학점까지 추가할 수 있어요, 수강신청변경기간마감일(3 월초, 9 월초)까지 신청서를 제출하세요. <u>3 학기까지 반드시 최소 35 학점 이상을 이수할 것을 적극 권장합니다.</u>	GSIS 4-1(전문분야실습 추가신청서)
19	수강	학부 교과목을 수강할 수 있나요?	학부 4 학년 교과목은 신청서를 작성해서 제출하면 승인여부에 따라 수강하고 졸업학점으로 인정받을 수 있어요, 하지만 학부 4 학년과목 외에 다른 과목은 수강신청 시 [보충과목]으로 넣고 수강할 수 있지만, 졸업학점에서는 제외됩니다. 다만 GPA 에 모두 포함되어 계산되니 신중하세요! 수강신청 기간에 수강신청 사이트를 통해서 신청하고 신청서 4-3 을 수강신청 마감일 3 일 전까지 제출하여 주세요.	GSIS 4-3 (학점인정신청서 (교내일반/전문대학원, 학부 4 학년과목, GSIS 타전공과목))
20	수강	학과나 전공을 변경할 수 있나요?	학과는 변경할 수 없습니다. 다만 국제학과 내에서 1 회에 한하여 전공변경은 가능해요, 입학 후 3 번째 학기의 수강신청변경기간 마감일 3 일전까지 신청서 제출하여 주세요.	GSIS 3-1(전공변경신청서)

21	수강	다른 대학원 수업을 들을 수 있나요?	국제대학원 국제학과 외에 교내의 일반대학원/전문대학원 수업(경영전문대학원 제외)이나, 교외 다른 국제대학원 수업은 첫 학기부터 신청할 수 있습니다. GSIS 국제학과에서 개설한 과목 외에 다른 수업을 수강하면, 학기당 최대 6 학점, 총 9 학점까지만 졸업학점으로 인정가능하고, 신청서 제출해서 승인 받아야 합니다. 국제학과 졸업학점으로 인정받을 때 필수과목으로는 인정이 안되고, 유사분야의 선택과목으로만 인정 가능합니다. (특수대학원 수업은 수강할 수 없습니다.)	GSIS 4-2(국제학과 학점교환신청서(타대학교)), 4-3(학점인정신청서(교내일반/전문대학원, 학부 4 학년과목, GSIS 타전공과목))
22	수강	교내 다른 대학원 수업을 들으면 GPA 포함되나요?	교내 일반대학원/전문대학원/학부 4 학년과목 수업은 수강신청기간에 수강신청사이트에서 수강 신청해야 하고, 수강철회기간에 철회가능하며, GPA 도 모두 포함되어 계산됩니다. 다만 승인을 받지 않고 수강하면 졸업학점으로 인정받을 수 없습니다. 수강신청변경기간 마감일 이틀 전까지 신청서 제출해서 승인 받으셔야 합니다.	GSIS 4-3 (학점인정신청서 (교내일반/전문대학원, 학부 4 학년과목, GSIS 타전공과목))
23	수강	교외 다른 대학원은 어떻게 수업을 듣나요?	국제대학원과 협약이 되어 있는 학교 수업만 인정 가능합니다. 학교명단은 수강신청안내문에 포함되어 있습니다. 수강신청변경기간 마감 이틀 전까지 신청서 제출해서 승인 받으셔야 합니다. 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(국제학과 학점교환신청서(타대학교))
24	수강	입학 전 다른 대학원에서 받은 학점 인정받을 수 있나요?	학점이전신청서를 첫 학기말 전까지 학과사무실에 제출하시면 됩니다. B- 이상의 총 9 학점까지 인정 가능합니다. 그러나 정규등록학기는 4 학기로 변함이 없습니다.	GSIS 4-5(학점이전신청서)
25	수강	국제학과 내의 다른 전공 개설교과목을 수강하고 제 전공 선택학점으로 인정받을 수 있나요?	공통필수과목(1 과목), Professional Training Courses(4 과목, 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	수강	포털시스템에 이수학점구분이 다르게 표시되어있어요!	포털에 표시되는 구분은 전산문제로 실지 구분과 다르게 적용되니, 걱정하지 않으셔도 됩니다. <i>커리큘럼 표 기준으로 본인의 전공에 따라 수강하시면 됩니다.</i>	
27	수강	다음 학기 시간표는 언제 나오나요?	시간표는 2 월초, 8 월초에 확정되어 국제학과 홈페이지에 공지되고, 수강신청기간은 2 월 중순, 8 월 중순이고, 수강신청변경기간은 3 월 초 약 1 주일, 9 월 초 약 1 주일입니다. 학과공지사항 확인해주세요!	

28	수강	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	수강	제대로 학점이수를 하고 있는지 체크하고 싶어요!	행정실에서 2 월, 8 월 중 신입생 OT 를 통하여 학사안내를 실시합니다. 개별상담은 행정실 1102 호로 방문하여주세요.	
30	수강	박사과정 교과목을 수강해도 되나요?	<u>석사과정이 박사과정 과목을 수강하려면 해당교과목 담당 교수님의 허가를 받아야 하니 직접 교수님께 사전 문의하시기 바랍니다.</u> 또한. 석사 전공과목으로 인정되지는 않고, 그냥 국제학과 내의 과목을 수강하신 것으로 인정되므로, 전공필수/선택 학점이 다 채워졌는지 확인한 후에, 추가로 수강하는 것이 바람직할 것입니다. <u>석사커리큘럼에 표시되지 않은 IS900 번대 과목은 박사과정 과목입니다. 최대 9 학점까지 수강 후 학점인정 가능합니다. 학점인정신청은 양식 4-9 를 사용하시면 됩니다.</u>	
31	수강 철회	모든 과목을 수강 철회할 수 있나요?	수강철회는 3 월말, 9 월말에 있습니다. 최소 1 과목은 수강하셔야 합니다. 논문세미나 과목은 수강철회가 안됩니다. 철회기간 이후에는 철회가 불가합니다.	
32	성적	I 성적이 뭔가요? 어떻게 해야 하나요?	교수님께서 성적확정을 못하시는 경우 부여하는 임시성적입니다. I(Incomplete)성적을 받으면, 교수님께 바로 연락 드려서 make-up paper 등 교수님과 논의하셔야 합니다. 해당학기 방학 중(1 월 15 일/7 월 15 일)까지 교수님이 공식 성적을 입력하셔야 하고, 성적이 나오지 않으면 자동으로 F 로 처리됩니다.	
33	성적	성적은 어떻게 확인하나요?	성적은 이화포털에서 확인 가능합니다. 방학직후부터 교수님이 입력하시면 바로 확인 가능하세요! 성적에 문의가 있으면 교수님께 즉시 연락 드리세요. <u>다만 강의평가를 1 과목이라도 하지 않으면 지정된 날짜까지 성적확인이 불가합니다.</u>	
34	성적	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	성적	GPA 가 너무 낮는데 괜찮나요?	연속 2 학기 학기의 GPA 가 2.50 이하로 나오면, 성적불량제적처리 됩니다. 그런 경우에는 재입학을 하실 수가 없습니다. 수료하기 위해서는 총 GPA 가 3.0(4.3 기준)이상이 되어야 합니다.	

36	연구	연구에 참여할 수 있나요?	네, 연구에 관심이 있는 분은 관심있는 분야의 연구를 진행하는 교수님께 문의드리세요, 본교 연구과/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 Form 4-8 (Application for Independent Study)
37	논문	논문을 꼭 써야 하나요?	석사과정은 논문이 선택사항입니다. 논문을 4 학기에 쓰시고자 하시는 분은, 3 학기 내에 35 학점을 이수하고 Comprehensive Exam 에 응시해서 합격한 다음학기부터 논문세미나(Z0001) 등록할 수 있습니다.	
38	논문	논문세미나(Z0001) 과목은 수업을 수강하는 건가요?	논문지도를 받거나, 논문제출을 할 때는 반드시 수강 신청해야 합니다. 따로 수업이 열리는 건 아니에요, 논문지도는 논문지도교수님을 지정하셔서 미리 논의를 시작하세요,	
39	논문	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. 논문심사비를 납부했으나 논문심사를 받지 않은 학생은 해당 학기 내에 심사비 반환신청 가능합니다. 논문등록금(약 100 만원) 취소시 취소날짜에 따라 등록금이 반환됩니다.	유레카 신청 및 서류 접수
40	등록	4 학기 이후에도 학점을 더 이수해야 해요.	정규등록 4 학기가 끝나고도 학점을 더 이수해야 하면, 교과목등록이나 논문등록을 할 수 있어요. 교과목등록은 3 학점까지는 정규등록금반액이고, 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 연구등록전환신청공지를 확인해 주세요!	
41	등록금 납부	등록금은 언제 어떻게 납부하나요?	매년 2 월 하순, 8 월 하순에 등록금 납부를 하게 되며, 행정실/학과에서 미리 홈페이지에 등록기간 공지를 합니다. 등록금은 본인명의의 가상계좌로 해당기간에 송금하도록 하고 있으며, 전액장학금 수혜자나 0 학점등록자도 반드시 등록금고지서를 출력해서 구내 신한은행에 가서 등록처리를 해야 합니다.	

42	장기인턴십	장기인턴십 할래요!	장기인턴십은 개별적으로 구하되, 국내에서 하면 최대 6 학점, 해외에서 하면 최대 9 학점까지 인정 가능해요(근무시간별로). 여러 번 해도 최대졸업인정학점은 국내 6 학점, 해외 9 학점으로 한정되어 있어요. 휴학중 인턴십도 학점 인정 가능합니다.. 상세내용은 GCMC 로 문의하여주세요(3277-4350, gcmc@ewha.ac.kr)	GSIS 13-1(국제대학원 인턴십 제안서), 13-2(이화여자대학교 국제대학원 인턴과정 평가표(영문)), 13-3(이화여자대학교 국제대학원 인턴과정 평가표(국문))
43	졸업	Comprehensive Exam(종합시험)이 뭔가요?	논문을 쓰는 학생, 쓰지 않고 교과목만 이수하는 학생 모두에게 필수과정입니다. 3 학기 이상 등록하고, 35 학점을 이수했거나 이수하게 되는 학기에 신청가능합니다. <u>3 학기까지 35 학점을 이수하고</u> , 3 학기말에 국제학과 홈페이지 공지사항 확인하고 신청서 제출해주세요! 종합시험 합격하려면, 각자 전공의 Concentration Requirements 와 Concentration Electives 과목 중 3 과목을 B0 이상 받아야 합니다. 교과목 41 학점으로 졸업하고자 하시는 분은 졸업예정학기 내에 신청하시면 됩니다.	Form 7-1(국제학과 석사과정 Track, 종합시험 신청서)
44	졸업	영어시험이 무엇인가요?	학기마다 공지되는 기간에 (6 월초/12 월초) 공인영어성적표(원본지참, 사본제출)를 제출하세요, 등록한 학기에만 제출이 가능하며, 모든 학생에게 졸업 필수사항입니다. 모국어로 영어를 사용하는 국적의 학생은 대체신청서를 제출하세요. 제출된 성적표는 사실조회 됩니다.	GSIS8-1(국제대학원 학위논문 제출자격을 위한 외국어 시험 대체 신청서(모국어))
45	Track 신청	3 학점 추가이수나 논문제출 Track 신청은 언제 하나요?	38 학점(수료요건)에 3 학점 추가이수를 하거나 석사학위청구논문제출(3 학점)할 경우 졸업이 가능하며, track 선택은 3 학기 방학직후에 신청하면 됩니다. Track 의 변경은 졸업예정학기의 수강철회기간에 1 회에 한하여 신청가능 합니다. 종합시험과 함께 신청(4 학기 논문작성 예정자는 3 학기 35 학점 이수하고 함께 신청)하거나 별도로 신청(교과목졸업예정이고 3 학기 35 학점 미이수자)가능합니다. Track 변경 시 필요에 따라 교과목 수강철회나 학기 추가등록이 필요합니다.	Form 7-1(국제학과 석사과정 Track, 종합시험 신청서)
46	졸업	졸업하기위해 총 이수해야 하는 학점이 어떻게 되나요?	4 학기 이상 정규등록과 총 41 학점이에요. 논문을 쓸 경우에는 교과목 38 학점+논문세미나(Z0001, 3 학점), 논문을 안 쓸 경우에는 교과목만 41 학점 이수완료하시면 됩니다. 총 GPA 가 3.0(4.3 만점)이 넘어야 수료 및 졸업 가능합니다. 이외에 종합시험과 외국어시험(영어)의 pass 가 필요합니다.	
47	졸업	졸업하고 나서 논문을 쓸 수 있나요?	졸업하고 나면 논문을 쓰기 위해 다시 등록할 수 없어요. 졸업요건을 모두 이수하는 학기에는 졸업을 자동적으로 처리되며, <u>졸업을 늦추고자 할 경우, 수강철회기간(3 월말,</u>	

			9 월말)을 이용하여 교과목수강내역을 조정하시어 졸업요건에 맞지 않도록 조정하시기 바랍니다.	
48	졸업	조기졸업이 가능한가요?	석사과정은 정규등록 4 학기, 박사과정은 정규등록 4 학기+논문세미나 1/2 각 1 학기 등록이 필수입니다. 학점을 먼저 다 이수해도 정규등록학기를 단축하는 것은 불가합니다.	
49	졸업	학위명은 어떻게 나오나요?	[예: 국제학석사(개발협력)] 이렇게 각자의 전공명이 표시되어 나옵니다. 영어로는 Master of International Studies (Development Cooperation)입니다. .	
50	졸업	졸업증명서(성적증명서, 재학증명서 등)는 어떻게 발급받나요?	학위기(Diploma)는 졸업식 때 1 번만 발급받지만, 졸업/성적증명서는 ECC 자동화기기나 이화여대홈페이지 인터넷증명발급/포털로그인 통해 여러 번 발급받을 수 있습니다. 학위기는 한글로 발급되고, 성적증명서/졸업증명서는 국문/영문 모두 발급됩니다	
51	졸업	수료한 다음에 휴학할 수 있나요?	수료를 한 이후에는 휴학하는 것이 아니고, 등록을 하지 않는 것입니다. 다만 논문작성시에는 <u>입학 후 7 년 내에</u> , 그리고 논문을 쓰지 않고 <u>교과목(3 학점)이수로 졸업을 할 때에는 수료 후 2 년 이내에</u> 절차를 완료하고 졸업해야 합니다. 그렇지 못하면, [영구수료]로 처리됩니다.	
52	기타	Dual Degree 는 어떻게 하나요?	Elliott School of International Studies, George Washington University 와 협약이 되어 있습니다. 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 다른 대학원에서 인정받은 수업을 모두 합하여 최대 9 학점에 한합니다). Dual Degree 지원은 학생이 직접 GW 측에 합니다. 안내문과 필수서류, 연락처는 국제대학원 홈페이지-outreach 부분에 소개되어 있습니다. 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.. 참고로, 이화 GSIS 졸업 후 3 년 내에도 GW 측에 Dual degree 프로그램 지원이 가능합니다.	

53	기타	교환학생 갈 수 있나요?	Elliott School of International Studies, George Washington University 와 협약이 되어 있습니다. 교환학생자리는 해당학교와 학생을 번갈아 파견하기 때문에, 학과에서 공지가 났을 때에만 학과사무실에 신청이 가능합니다. 교환학생을 가면 등록금은 본교에만 납부하는 것이고, 기타 비용은 본인 부담입니다. 이전할 수 있는 학점은 학기당 최대 6 학점, 전체 졸업요건 중 다른 대학원에서 인정받은 수업을 모두 합하여 최대 9 학점에 한합니다.	
54	기타	재입학은 뭔가요?	휴학 후 미복학제적 혹은 스스로 자퇴했을 경우에, 정원의 여석이 있으면 1 회에 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 있어요. 성적불량이나 징계 사유, 혹은 7 년 이내에 졸업하지 못하여 제적되는 경우는 재입학 신청이 불가능합니다.	GSIS 2-1(재입학원서)
55	기타	논문제출자격 재부여신청은 무엇인가요?	학위청구논문 제출 연한(석사 입학 후 7년)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. 승인여부에 관계없이 1 회만 신청 가능합니다. (유효한 외국어시험(영어)를 소지한 사람도 신청 가능합니다)	GSIS 2-2(논문제출자격재부여원서)

What are the Graduation Requirements for the Master of International Studies degree?

August 2017

No.	Classification	I have a question!	Answers for you	More
1	Division	Where do I belong?	*** Major, Department of International Studies, GSIS We have four majors: International Trade & Investment, International Business, Development Cooperation, and International Relations	
2	Division	Where is the Dept. of International Studies office?	It's located on the 11th floor of the International Education Building, Suite # 1102 (Tel. 3277-6612, E-mail: gdis@ewha.ac.kr). Please talk to the department assistant. All the administrative work is done here!	
3	Division	Who is the Chair of our department?	Prof. Youngjeen Cho is our Department Chair. He manages the overall department tasks and is responsible for important decision-making regarding our department affairs.	
4	Division	Where can we download all the forms from?	A student can download all the necessary forms from the Dept. of International Studies Homepage Notice or BBS-Forms Category for other specific forms. (http://gdis.ewha.ac.kr)	
5	Division	Are we allowed to change faculty advisors?	Yes. Students must discuss this with both her current and desired faculty advisor before she applies for Faculty Advisor Change. She must fill out the application form, get t 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)

6	Curriculum	How do I interpret the Curriculum Chart (in the back of this handbook)?	The front page shows the required credits and the back page shows the optional ones. 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	Curriculum	1 Which of the courses in section one are required for me?	IT/IB major students are required to take IS202. DC/IR major students should take IS203.	
8	Curriculum	3 What are the Requirements for the Concentration courses?	Each of the four majors requires a different concentration course. For the Development Cooperation major, IS410 is a concentration requirement course (For instance, IB major students must take IS404 as their mandatory course). Please note that students should get B0 grade or higher for this concentration requirement course.	
9	Curriculum	4 Concentration Electives Registration	A student should take a minimum of 4 courses (12 credits) from the electives listed for her major.	
10	Curriculum	6-10 as optional courses	21st Century Program, Internship (Long-term), Research (Independent Study), Languages, and Thesis are all optional courses.	
11	Curriculum	Requirements to Acquire 21st Century Program Certificate	The 21 st Century Program is an optional certificate program offering students an opportunity to earn certificates in seven different categories. Students must take at least 9 credits from their chosen category to earn a certificate. For example, Women and HRD is one category and to get this certificate, a student should take at least three of the six classes listed in this category. The student is also allowed to count 2 courses from the Credit Exchange Program towards a 21 st Century Program Certificate but at least 1 course must be taken at Ewha (i.e. the course set up by Dept. of International Studies). Students can also use transfer credits after submitting their Credit Acknowledgement Application forms.	GSIS 11-2 (Application Form for 21st century program certificate)

			During the semester in which the student expects to graduate, she must submit the 21st Century Program Certificate Application Form. A notice will be made on the Department website at the end of semester. Students will be awarded their certificates upon graduation.	
12	Curriculum	2. Professional Training Courses	Everything is mandatory. Students are required to achieve more than 5 credits from this category. Course number IS301 (two semesters), IS302 and IS311 is mandatory; students can choose between IS312 or IS317.	Students need to take all 4 courses in order to graduate.
13			IS301 Distinguished Global Lecture Series is a series of about 10 lectures presented by guest speakers. These lectures are held on Friday afternoons. Students must take this course for 2 semesters. Information regarding the paper submission due date and other details 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. If a student's working hours fulfill the requirements of both the Short-term and Long-term internships, 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. 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 3277-4350.	GSIS 13-1 (GSIS Internship Proposal Form), 13-2 (Internship Evaluation Form (in English)), 13-3 (GSIS Internship Evaluation Form (in Korean))
15	Curriculum		IS311 Academic Writing Practicum is mandatory for first semester students. Students can choose one course between IS312 Global Career Management Practicum and IS317 Effective Presentation Practicum.	

16	Course	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 a class. If the professor makes a revision to increasing the class capacity, she will be able to register.	
17	Course	Are required courses available every semester?	Required courses can't be offered every semester based on unavoidable circumstances. Therefore, <u>we do recommend that students take them as early as possible.</u>	
18	Course	Average credits taken for each semester	On average, students take 9-12credits per semester. A total of 12 credits can be processed through on-line registration. If a student wishes to exceed the 12 credits, they are allowed to sign up for up to 3 Professional Training Courses in addition to their other classes. To do this, she must submit 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 4-1 (Adding Extra Credits for PTC Courses)
19	Course	Registration for Undergraduate Studies Courses	Regarding undergraduate courses, students should register for the course at the webpage with their other GSIS courses and submit Application Form 4-3 at the same time. After the submission of Form 4-3, she will be notified of the department's approval or rejection of 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. However, only the courses for seniors will be officially credited. When registering for undergraduate courses without department 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. Register during the registration period on <i>Sugang</i> site, and submit form 4-3 at the GSIS office 3 days before the end of registration period.	GSIS 4-3 (Application form for Credit Acknowledgement)

20	Course	Change of Department/ Major	It is not possible for students to change departments, but they may switch majors within their department once. 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)
21	Course	Registration for Other Ewha Graduate Schools' Courses	Registration for other Ewha Graduate Schools' courses (excluding Ewha MBA) or courses from other Universities' GSIS departments (Yonsei, Sogang, etc.) is allowed starting from the student's first semester. For this type of class, students may take up to 6 credits per semester and a total of 9 credits are acknowledged towards the graduation requirements. 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 (Students are not permitted to register for classes in Ewha Specialized Graduate Schools).	GSIS 4-2 (Application form for Credit Exchange)/ 4-3(Application form for Credit Acknowledgment)
22	Course	GPA Inclusion for Other Ewha Graduate Schools' Courses	Students should register for courses offered by other Ewha Graduate/Professional Graduate Schools on-line (http://sugang.ewha.ac.kr) and can be withdraw from these courses during the course withdrawal period. All grades from the courses will be calculated into the student's GPA. However, if students take the courses without approval, they will not be acknowledged as graduation requirements. 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	Course	Taking Courses from Other Graduate Schools outside of Ewha	It is possible to take courses from other graduate schools but only from Ewha's participating institutions. The list of those institutions is available on the course registration guide. 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 in order to get approval. 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)
24	Course	Acknowledgment of Credits from other graduate schools prior to the Admission	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. Up to 9 credits will be acknowledged for B- and above grades. 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	Course	Credit Acknowledgement for Concentration Elective Courses	Required courses (1 course), Professional Training Courses (4 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	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	Course	Class Schedule for New Semesters	The class schedule will be confirmed and posted on the Notice board in our department website around early Feb./Aug. Registration starts in the middle of Feb./Aug. and the Course Modification period will be during early Mar./Sep.	

28	Course	Re-taking courses	Students are allowed to retake the courses that they took before. However, both the grades of the previous and the repeated course will be calculated into their GPA. In the case of retaking the exact same course, it will be credited only once based on graduation requirement policy.	
29	Course	Academic Information on Course and Graduation Requirements	Academic Information is given during orientation for incoming students in February/August. Students may also visit the GSIS office for Academic & Student Affairs to check if they are on the right track.	
30	Course	Can I take Ph.D. Courses?	If Master's program students wish to take Ph.D. courses, they need to ask pre-approval from the professor of the course. However, they will not be acknowledged as concentration requirements. 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>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>	
31	Course Withdrawal	Is withdrawal possible for all the courses?	Withdrawal periods are during late March and late September. 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).	
32	Grade	Incomplete Grades (I)	"I"(Incomplete) will be shown on students' score reports on the Eureka Portal when their professors have not made a decision about certain students' grades. In this situation, a student should contact her professor directly and discuss the possibility of make-up papers or any other options as substitutes. 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	Grade	How can I check my grades?	Students can check their grades through Ewha Portal right after the vacation when professors input them. If a student has any inquiries regarding her grades, she should contact her professors directly. 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.	
34	Grade	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	Grade	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. In order 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.	
36	Research	Can I join a 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. 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 Form 4-8 (Application for Independent Study)
37	Thesis	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 Exam in order to register for the Thesis Seminar (Z0001) in the following semester.	
38	Thesis	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 and start preparing her thesis.	
39	Thesis	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 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). 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.	On Eureka or form submission
40	Registration	Lack of credits after fourth 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. 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 Exams and Research activities for school facility use. For details, please check the announcement board of our homepage and see the tuition payment guide.	

41	Tuition Fee	When & How to pay the Tuition Fee	Around mid-February/August, students must pay their tuition. Related information will be posted on our homepage. 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.	
42	Long-term Internship	Long-term internship	Students must look for long-term internship opportunities themselves. For domestic internships, a maximum of 6 credits will be given and for international internships, up to 9 credits (based on total working hours). Even if a student completes a long-term internship multiple times, she cannot receive more than 6 (for domestic internships) or 9 (for international internships) credits total. If doing a combination of domestic and international internships, the maximum number of credits a student may receive towards graduation is 9. Internship during leave can also be counted for credits. For details, send inquires to GCMC (3277-4350, gcmc@ewha.ac.kr).	GSIS 13-1 (GSIS Internship Proposal Form), 13-2 (Internship Evaluation Form (in English)), 13-3(GSIS Internship Evaluation Form (in Korean))
43	Graduation	Comprehensive Exam	Comprehensive exam is mandatory for all students to pass whether they write a thesis or not. Students can submit an application form to apply for the 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 student must have taken a total of 35 credits by her 3rd semester and applied for the comprehensive exam. To register, fill out and submit the application form after reading the notice from the website. In order 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	Form 7-1 (Application Form for Comprehensive Exam Screening / Track Choice For Master's Program)

			pass the exam within 2 years of the recognition of the 'completion of coursework', or by the last semester when she expects to graduate.	
44	Graduation	Foreign Language Exam (English)	During coursework, students should send an official report card (and a copy) by the announced due date (Early June/Early December. 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. The Foreign Language Exam is mandatory for all students.	GSIS 8-1(Application Form for English Test Replacement (Native Language))
45	Track Choice	Choice of Master's Thesis Track or Additional 3 credits Track	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. 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 is available only once during the course withdrawal period of the semester in which student expects to graduate. Track choice can be done with or without application for comprehensive exam screening. According to the track change, students may need to withdraw from courses or register for an additional semester.	Form 7-1(Application Form for Comprehensive Exam Screening / Track Choice For Master's Program)
46	Graduation	Total Credit to Fulfill Graduation 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. Cumulative GPA must be 3.0 or above on a 4.3 scale. Additionally, students must pass the foreign language exam (English) and comprehensive exam.	

47	Graduation	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>	
48	Graduation	Possibility of Early Graduation	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. Early graduation is not permitted.	
49	Graduation	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)].	
50	Graduation	Certificate of Graduation (and Transcript, enrollment)	Students receive their diploma only once at the graduation ceremony. However, Certificates of Graduation and Official Transcripts can be issued at the Student Service Center in ECC by the automated machine or through Ewha Portal. The diploma is issued in Korean, whereas certificates of graduation and transcripts can be issued both in Korean and English.	

51	Graduation	Can I apply for a leave of absence after completion of coursework?	<p>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]. A [Permanent Completion] means that she will get a certificate recognizing the completion of her course work, but will not be eligible for the M.I.S. degree.</p>	
52	Etc.	Inquiry about Dual Degree	<p>Ewha GSIS has association agreements with the Elliott School of International Affairs of George Washington University (GW). 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). Dual Degree applications are done individually but students may find related information and necessary documents on the GSIS homepage-"Outreach". 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. For reference, it is possible to apply for the GW Dual</p>	

			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.	
53	Etc.	Exchange Students	Elliott School of International Affairs, George Washington University is our partner institution because it has an association agreement with us. Students can submit applications for this exchange student program to the department office according to the corresponding period [students will be notified via the notice board on the website of application period]. The same number of students from GW and Ewha must participate [i.e. If only one student from GW comes to Ewha, then only one student from Ewha can go to GW. If two students from Ewha go to GW, then two students from GW must come to Ewha. The number of students participating from each institution must be equal and will be determined by the interest of students and the success of applicants.] 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.	
54	Etc.	Readmission	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). 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. Students who were	GSIS 2-1(Readmission Form)

			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.	
55	Etc.	Re-authorization of Thesis/ Dissertation Submission 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 exam). 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. 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)

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. 휴학시

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

2. 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.

3. 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.

4. 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 한다)

*학생비자가 아닌 관광비자, 무비자등으로 등록하시는 경우 출입국에 보고가 되며 불법체류로 보고 될 수 있으니 학업에 유효한 비자를 발급하시기 바랍니다.

**비자 변경이 필요한 학생은 미리 출입국사무소에 문의하시기 바랍니다.

**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.

5. 보험관련

외국인 유학생(수료생 포함)의 건강보험 가입은 **법무부에 의한 의무 규정**이며, 이를 어길 시 비자 연장이나 체류에 문제가 생길 수 있습니다. 또한, 외국인 유학생이 의료보험에 가입되어있지 않을 시, **본교에서 증명서를 발급할 수 없고 장학금 계속 수혜 및 지원도 불가능**합니다. 신입생의 경우 학기 등록시에 보험등록을 하고 보험증명서를 학과나 행정실로 제출 부탁드립니다. 보험 유효기간이 끝나 재신청하는 경우에도, 해당 기간의 보험증명서를 따로 제출해주셔야 합니다.

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 office will not have legal responsibility on all immigration matters without report.

If a foreign national student takes a leave of absence, then 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.)

To return to school the student will need a Certificate of Acceptance issued by the school for their visa application, so please make sure to contact gcmc@ewha.ac.kr in advance.

All foreign national students who did not register for thesis or research-based registration by the second term of tuition payment period (early March or early September) after completing their coursework must be reported of their change in registration status 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 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.

If a foreign national student withdraws their thesis or research-based registration, their D-2 visa will be cancelled effective immediately and the student will be required to leave Korea within 15 days.

The school is required to report the graduation 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.)

* If student stay at Ewha/Korea without student VISA such as travel VISA, no VISA, this will be reported to 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.

** Students can apply for visa extensions or make an appointment to visit the Immigration

office online at (<http://hikorea.go.kr>).

***Regarding insurance**

International students (including students who have completed the courses) must have acceptable insurance as a condition of their enrollment and visa from the period of their matriculation until the expiration of their student visa **under the regulation of the Ministry of Justice, Korea**. Students who do not meet medical insurance requirements will be **restricted from ordering official statements, obtaining visa, applying for scholarships**, etc. Failure to prove the above requirement is being reported to the immigration office and will affect your status in Korea. Upon enrollment, please make sure to submit the certificate of insurance to GDIS TA or, the admin office after you purchase of insurance. When you expand the period the insurance, the certificate with valid period should be submitted too.

4. Curriculum Table

In keeping with the long tradition of Ewha Womans University as a global leader among its domestic and international peers, the Graduate School of International Studies of Ewha Womans University has adopted the Honor Code below as an expression of its commitment to educating leaders in an environment of the highest and best ethical standards. The Honor Code was adopted and implemented in first term of the 2007 academic year.

The Honor Code

Ewha Womans University Graduate School of International Studies

Honor Code

1. As a student of Ewha Womans University, I will establish and maintain the highest standards in academic work.
2. I will not lie, cheat, or steal in any academic endeavor, nor will I accept the actions of those who do. This means that I will:
 - not give or receive aid in examinations;
 - not give or receive un-permitted aid in any work used as the basis of grading;
 - not engage in plagiarism¹;
 - actively encourage others to uphold the spirit and letter of this Honor Code.
3. I commit myself to act honestly, responsibly and honorably in all my activities.

All GSIS students accept responsibility to maintain the Honor Code at all times.

Student ID Number: _____

Date: ____/____/____

(month/day/year)

Name & Signature: _____

(Name)

(Signature)

Procedures

Official Discipline: Faculty members and the Dean of GSIS will determine disciplinary measures on a case-by-case basis. Standard penalties for a first offense may include: failure or no credit for the course in which the violation occurred, hours of community service, notice to the student's family, a one-semester suspension from the University and/or a combination of these measures. Multiple violations usually will result in expulsion from the University.

Student Reporting: A student who has direct knowledge of a potential case of academic dishonesty is required to:

- Provide a signed, written statement of the observed behavior to the appropriate faculty member and/or to the Dean promptly (guideline: within two weeks of the alleged occurrence); and
- Provide the name or identity of the person alleged to have committed the violation.

Students who knowingly do not fulfill this reporting obligation are subject to sanctions. A reporting student's identity may be kept confidential by the faculty and/or Dean at the student's request. A violating student's confession of an Honor Code violation will be considered as a positive factor in the determination of disciplinary action.

¹ Plagiarism means presenting the words or ideas of another person without citation of the source, thereby dishonestly indicating that the words or ideas of another person are the author's own work. Examples of plagiarism include: "turning in someone else's work as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit" and "copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not" among other things. (Source: Plagiarism.com at www.plagiarism.org/research_site/e_what_is_plagiarism.html, accessed March 26, 2007). For questions on plagiarism and appropriate citation, see citation styles: APA: American Psychological Association (<http://www.apastyle.org/>), Chicago: The Chicago Manual of Style, 15th edition (<http://www.chicagomanualofstyle.org/home.html>) or MLA: MLA Handbook for Writers of Research Papers, 6th edition (<http://www.mla.org/cgi-shl/docstudio/docs.pl>) and generally, the Center of Academic Integrity: <http://www.academicintegrity.org>.

GSIS Master of International Studies CURRICULUM

(Adopted as 2014 academic year)

Updated as of July 2018

Classification	Courses				Credits
1. Required Courses	IS202 Quantitative Analysis (ITI/IB major only) IS203 Research Methods and Fieldwork (DC/IR major only)				3
2. Professional Training Courses (**)	IS301 Distinguished Global Lecture Series (Two semesters: 1 credit/ semester) IS302 Short-term Internship (One during Vacation) IS311 Academic Writing Practicum (1.5 credit) (mandatory course for 1 st semester students) IS312 Global Career Management Practicum (1.5 credit) or IS317 Effective Presentation Practicum (1.5 credit)				5
Functional Concentration	International Trade and Investment (ITI)	International Business (IB)	Development Cooperation (DC)	International Relations (IR)	Minimum 15
3. Concentration Requirements	IS401 International Economics: Theory and Practice	IS404 International Business: Theory and Practice	IS 410 Development Cooperation: Theory and Practice	IS408 International Relations: Theory and Practice	3
4. Concentration Electives	IS403 International Trade Policy IS501 International Trade Law IS502 International Finance IS503 Korean Economy IS525 Special Topics in International Trade IS526 Special Topics in International Finance IS541 East Asian Economies IS542 Foreign Direct Investment IS546 Case Studies in Trade Dispute IS547 FTA and the Global Trading System IS549 Economic Development of Korea IS930 Advanced Topics in International Economy IS550 Korea and International Trade IS551 International Negotiations on Trade and Business IS552 International Cooperation and Trade IS553 Special Topics on FDI	IS201 International Negotiations and Strategy IS508 Global Strategic Management IS512 Global Financial Management IS522 International Business Law IS524 Financial Accounting IS527 Special Topics in International Business (A) IS528 Special Topics in International Business (B) IS533 Public-Private Partnership IS615 Global Marketing Management IS619 Global Human Resource Management IS624 Global Women Leadership and HRD IS641 Corporate Governance and Social Responsibility	IS407 Global Political Economy IS516 Management and Evaluation in Development Cooperation IS529 Special Topics in Development IS533 Public-Private Partnership IS534 CSR and Development Cooperation IS544 Trade and Development IS613 Comparative Societies & Cultures IS614 NGOs and International Cooperation IS621 Gender Mainstreaming in Development IS622 Gender and Development IS623 Women and Human Rights 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 IS721 Political Economy of East Asia IS923 Advanced Topics in Development Cooperation IS411 Comparative Political Economy IS675 Migration and Development	IS201 International Negotiations and Strategy IS518 International Security IS519 Principles of International Law 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 IS611 Principles of International Public Relations IS647 International Human Rights IS649 International Relations of East Asia IS650 Public Diplomacy IS652 Special Topics in International Legal Studies IS662 International Journalism and Mass Communication IS664 East Asian Politics and Societies IS672 Peace-Building and Development in Conflict Areas IS681 Special Topics on the EU IS682 Regional Integration in Europe and Asia: Comparative Perspectives IS744 International Organizations IS554 Environmental Governance	12
Practicum Concentration Electives (1.5 Credits Per Course)		IS131 Practicum on Social Venturing IS132 Practicum on Reputation and	IS135 Practicum on Social Entrepreneurship and Development	IS171 Practicum on IPR IS153 Practicum on Humanitarian Relief	Maximum 6 Credits

(Optional)		Brand Management IS133 Practicum on CSR IS134 Practicum on e-Marketing IS135 Practicum on Social Entrepreneurship and Development IS155 Practicum on Public Private Partnership in Development Cooperation IS171 Practicum on IPR	IS151 Practicum on Development Cooperation in Africa IS152 Practicum on Development Cooperation in Asia IS153 Practicum on Humanitarian Relief IS155 Practicum on Public Private Partnership in Development Cooperation IS175 European Academy Practicum IS176 Practicum on the EU	IS156 Practicum on Public Private Partnership in International Relations IS172 Practicum on Public Diplomacy IS173 Practicum on Conflict Transformation IS174 Practicum on Good Governance IS175 European Academy Practicum IS176 Practicum on the EU		
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 requirements, Concentration electives, Practicum Concentration Electives), or 21st Century courses that are not listed in their own majors.				Minimum 6 Credits	
6. 21 st Century Programs (optional additional certification awarded upon completion of required credits in each field)	Negotiations and Conflict Management	IS153 Practicum on Humanitarian Relief (1.5 Credits) IS173 Practicum on Conflict Transformation (1.5 Credits) IS174 Practicum on Good Governance (1.5 Credits) IS201 International Negotiations and Strategy IS536 Global Governance and Human Security IS540 Multiethnic Societies and Conflict Management IS618 Cross-Cultural Communication IS672 Peace-Building and Development in Conflict Areas			Optional (Minimum 9 for selected field)	
	International Public Relations	IS132 Practicum on Reputation and Brand Management (1.5 Credits) IS134 Practicum on e-Marketing (1.5 Credits) IS171 Practicum on IPR (1.5 Credits) IS172 Practicum on Public Diplomacy (1.5Credits) IS611 Principles of International Public Relations IS615 Global Marketing Management IS618 Cross-Cultural Communications IS650 Public Diplomacy IS662 International Journalism and Mass Communication				
	International Legal Studies	IS501 International Trade Law IS519 Principles of International Law IS522 International Business Law IS647 International Human Rights IS652 Special Topics in International Legal Studies				
	Global Women Leadership	IS621 Gender Mainstreaming in Development IS622 Gender and Development IS665 Women Leaders of the World IS623 Women and Human Rights IS624 Global Women Leadership & HRD IS625 Women in East Asia				
	Public-Private-partnership and Corporate Social Responsibility	IS131 Practicum on Social Venturing (1.5 Credits) IS133 Practicum on CSR (1.5 Credits) IS135 Practicum on Social Entrepreneurship and Development (1.5 Credits) IS155 Practicum on Public Private Partnership in Development Cooperation (1.5 Credits) IS156 Practicum on Public Private Partnership in International Relations (1.5 Credits) IS508 Global Strategic Management IS533 Public Private Partnership IS534 CSR and Development Cooperation IS544 Trade and Development IS641 Corporate Governance and Social Responsibility IS646 Finance and Development				
	East Asian Studies	IS503 Korean Economy IS538 East Asian Thought 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 IS721 Political Economy of East Asia IS731 Korean Politics IS732 Korean History and Culture KS506 Comparative Studies of East Asian Cultures				
	Regional Cooperation	IS175 European Academy Practicum (1.5 Credits) IS176 Practicum on the EU (1.5 Credits) IS543 Regional Integration and Cooperation IS649 International Relations of East Asia IS681 Special Topics on the EU IS682 Regional Integration in Europe and Asia: Comparative Perspectives IS721 Political Economy of East Asia				
7. Internship (Optional)		IS801 Internship I or IS804 Internship IV - 4 months international (or 5 months domestic) internship IS802 Internship II or IS805 Internship V - 3 months international (or 4 months domestic) internship IS803 Internship III or IS806 Internship VI - 1.5 months international (or 2 months domestic) internship			9 6 3	
	8. Research (Optional)		R0001 Independent Study			3

9. Languages (Optional)		IS751 Language I IS752 Language II (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
10. Thesis (Optional)		Z0001 Thesis Research	3 (P/NP) (Optional)
Total Credits Required for Graduation			41

** Classification 2 (Professional Training Courses)

: Students need to take all 4 courses in order to graduate.

Inquiries

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Written by GSIS Main Office

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