



Student's Handbook Academic Affairs

Department of International Studies

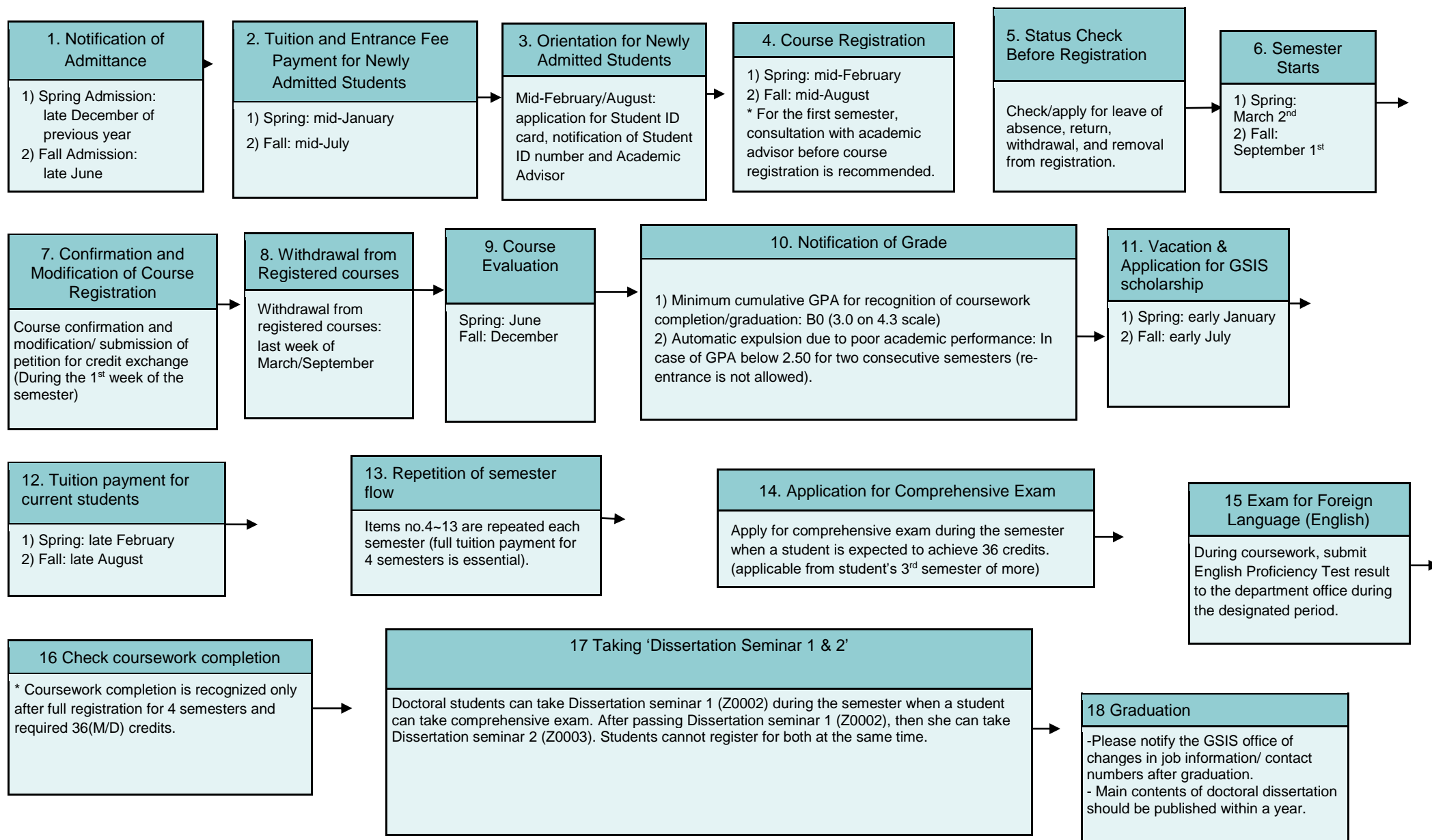
**Doctoral Program
Master's and Doctoral Combined Program**

August 2018

**Graduate School of International Studies
Ewha Womans University**

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), 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 박사학위과정 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)

	박사 (* 세부 내용은 박사과정 운영편람을 반드시 확인하여주세요)
코스워크 수강	<ul style="list-style-type: none"> ● 총 36학점(수료학점) 이수 ● 4학기 정규등록이 필수임. ● 수료학점 이수완료가 예정되는 학기부터 종합시험 응시가 가능하며 논문세미나 I 수강도 가능함. 논문세미나 I 과 II를 각 1학기 이상 수강하여야 함. 외국어시험은 논문최종심사받는 학기까지 제출하여 통과하여야 함. ● <u>필수과목은 가능한 빨리 이수할 것을 권장함.</u> 교내 일반대학원, 전문대학원 및 국제대학원 타 학과(한국학과), 국제대학원과 협약이 되어있는 9개 국제대학원 학점교환은 한 학기에 최대 6학점, 총 9학점까지 졸업학점으로 인정가능함. 이 9학점에 추가하여, 국제학과 전공외 수강학점 및 국제학과 외부 수강과목 중에서 최대 6학점까지 concentration major 혹은 21세기 과목으로 인정받을 수 있음. 신청은 수강신청변경 마감일 3일 전까지, 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 제출 ● 졸업에 필요한 총 학점(36학점)의 1/2(박사: 18학점) 이상을 국제학과 개설 교과목 중에서 이수해야 함. ● 교과목 수강 철회는 지정된 기간(3월말, 9월말)에만 가능함. ● 인턴십 근무기간이 길 경우 단기인턴십(1학점, 선택)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 12학점까지 졸업학점인정이 가능함. ● 외국어시험(영어성적표 제출)은 가능한 빠른 시기에 완료할 것을 적극 권장함. ● 연속 2학기 평균평점 2.5 미만인 자는 자동 제적됨. ● 3학기째 되는 학기 시작 직후에 3인으로 구성된 중간점검위원회의 심사를 받아 통과하여야 함. (Progress review -운영편람 참조)
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 연구등록 혹은 논문등록이 필요하며, 수료 후 논문을 쓰고자 하는 경우 논문등록이 필요함. 박사과정은 논문세미나 1과 2를 각각 최소 1학기씩 수강하여야 함. ● 최대 4학기 휴학이 가능하며, 임신/출산/육아 휴학은 최대 2학기(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) = 논문지도교수(Dissertation Advisor): 입학 후 1학기말 전에 결정함. <u>관심 있는 연구 영역의 전공 교수를 만나 면담 후 결정 할 것을 권장함.</u> • 학사지도교수는 매 학기 개강 후 2주일 이내 변경 가능함. • 논문심사위원회는 논문심사가 시작되고 난 이후에는 변경이 불가함. 																		
연구윤리 교육	<ul style="list-style-type: none"> • 2014-1학기 신입생부터 학위청구논문제출자격요건에 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 (수료 후에도 시험에 합격하지 못했을 경우 시험응시를 위해 연구등록이 필요할 수 있음.)	종합 시험	<ul style="list-style-type: none"> • 3학기 이상 등록하고, 수료에 필요한 학점(전공학점 36학점) 취득 또는 취득 예정이어야 함. • (1학기) 3월 하순 (2학기) 9월 하순에 응시 신청서를 학과로 제출하고 5월초, 11월초에 시험진행 • <u>박사과정생은 종합시험에 응시할 수 있는 학기부터 논문세미나 I(Z0002) 과목을 수강할 수 있음.</u> • 운영편람의 종합시험과 논문 proposal일정을 확인하기 바람 																	
	외국어 시험	<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 border="1" data-bbox="488 766 2056 935"> <thead> <tr> <th>시험 유형</th><th>TOEFL(PBT)</th><th>TOEFL(CBT)</th><th>TOEFL(IBT)</th><th>TOEIC</th><th>TEPS</th><th>IELTS</th></tr> </thead> <tbody> <tr> <td>최저 합격 기준 점수 (기재된 점수 이상 취득)</td><td>600</td><td>250</td><td>100</td><td>900</td><td>478</td><td>7.0</td></tr> </tbody> </table> <ul style="list-style-type: none"> * TOEFL(IBT)는 반드시 기관에서 국제대학원으로 발송한 원본 제출 * TEPS 기준은 2018 년 5 월 12 일 248 회 응시 성적부터 적용 (그 이전은 838 점을 기준으로 함) • 모국어를 영어로 하는 국가를 국적으로 하는 학생의 경우 (<u>가 또는 나</u>) <ul style="list-style-type: none"> 가. 한국학생과 동일하게 공인영어시험 성적표 제출 <u>또는</u> 나. 외국어시험 대체신청서(GSIS 8-1)를 학과에 제출하여 면제받을 수 있음. 					시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS	최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478
시험 유형	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS													
최저 합격 기준 점수 (기재된 점수 이상 취득)	600	250	100	900	478	7.0													
학위 논문 작성	과정	논문 Proposal 제출	<ul style="list-style-type: none"> • 논문지도위원회 구성. • 논문세미나 I (Z0002) 수강 학기에 proposal 심사함. 합격시 S(success) 성적 부여 																
		재학 중 논문 발표	<ul style="list-style-type: none"> • 재학 중 학과에서 정한 학술지에 1편 이상의 논문을 주저자(제1저자 또는 교신저자, 공동제1저자)로 발표. • 이에 따른 연구실적물 또는 이를 증명하는 서류는 합격된 논문제출시 함께 제출해야 함. • 2014년도 신입생부터 적용. 																

		논문 1 차심사	<ul style="list-style-type: none">• 2017년도 신입생부터 적용.• 논문심사위원: 5인 이상으로 구성(최소 1인-최대 3인은 외부인사) *외부인사의 정의: 운영편람 참고• 논문최종심사일로부터 3개월 전• 논문세미나 II(Z0003) 수강하는 학기에 심사하는 것이 원칙임.
		논문최종심사	<ul style="list-style-type: none">• 논문심사비 납부필요함• 논문세미나 II(Z0003) 수강학기. 최종심사 통과시 Pass부여• 1회 이상 실시할 수 있음.
수료	요건	<ul style="list-style-type: none">• 4학기 이상 정규등록• 필수과목을 포함하여 36학점 이수완료• 총평균평점 3.0 이상(4.3 만점 기준)• 수료증명서 발급 가능• 수료 후 연구등록 및 논문등록이 가능함.	
학위수여	요건	<ul style="list-style-type: none">• 4학기 이상 정규등록이 필수이며, 졸업하는 학기에 학교에 등록중인 상태이어야 함• 연구윤리 교육 이수(필수)• 박사과정 논문세미나 1 & 2 수강 (각각 1학기 이상)• 총평균평점 3.0 이상(4.3 만점 기준)인 경우 수료 및 졸업 가능• 수료 및 종합시험, 외국어시험 합격• 재학 중 학과에서 정한 학술지에 1편 이상의 논문을 주저자(제1저자 또는 교신저자)로 발표.• 입학 후 11년 안에 박사학위청구논문 통과 및 제출 완료하여야 함.• 졸업 후 1년 이내에 교육부장관이 정하는 바에 따라 박사학위논문을 공표하여야 함. (장관이 공표가 적당하지 않다고 인정하는 경우는 예외.)	
<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
Department of International Studies
Ph.D. Programs in a nutshell
 (Last update: 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)

	Doctoral Program (Please make sure to read Regulations for Doctoral Degree in International Studies)
Coursework	<ul style="list-style-type: none"> ● Total 36 credits required for completion of coursework ● 4 semesters of full time registration, completion of coursework, comprehensive exam, and dissertation seminar 1 and 2 are mandatory. A student is eligible to take the comprehensive exam during or after the semester she is expected to complete her coursework. The foreign language exam can be completed before the final dissertation submission. ● <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 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 within the first 7 days of new semester (around course confirmation & modification period). However, courses from a specialized Ewha graduate school (such as the Graduate School of Education) are not eligible. In addition to 9 credits, Ph.D. students can petition additional 6 credits for credit acknowledgement. These 6 credits may include: (1) courses taken with GDIS that are outside of student's major concentration (2) courses taken outside of GDIS. These courses can be acknowledged as concentration major and 21st century courses. This is in effect from spring 2017 semester. ● Up to 9 credits from other graduate schools earned prior to Ewha GSIS entrance can be transferred; Grades below B-will not be counted toward the Ewha GSIS GPA. This should be completed within the student's first semester. ● Students are required to achieve more than half of the total required credits for graduation (36 credits) from the Department of International Studies at Ewha ● Course withdrawal is available during the designated period of late March and late September only. ● Students can receive credit for both short-term internship (1 credit) and long-term internship (3-9 credits) from one internship institution. The student must fulfill the number of working hours required for both the short-term and long-term internships—the hours cannot

		<p>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 following the proper procedure to do so.</p> <ul style="list-style-type: none"> • It is advised to complete the foreign language exam (English requirement) early in the 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. • Progress Review (two semesters after entrance): The Progress Review Committee selected by the department chair evaluates the overall academic progress of the student and decides whether the student can or cannot continue the doctoral program following the student's second regular semester. The committee is held before the third semester begins. The student may continue her doctoral program upon a successful evaluation from the Progress Review. • 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 12 credits in total.
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 coursework in her fourth semester. Doctoral students are required to register for Dissertation Seminar 1 and 2 courses at least one semester each. • Doctoral students can take a leave of absence up to four 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 rates vary 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). The refund amount will decrease after the first 2 weeks.
Academic Advisor /Thesis Advisor		<ul style="list-style-type: none"> • Academic Advisor = Dissertation Advisor: A student wishing to write her dissertation should inform the department office of who her dissertation advisor will be before the end of the first semester. Students are advised to consult with the faculty whose research is related to their research interest. (Form GSIS 9-1) • Changing the members of the dissertation screening committee is not possible, once screening starts.
Research Ethics Courses		<ul style="list-style-type: none"> • Starting from incoming students of 2014, all thesis writing students should take Research Ethics course online before completing their comprehensive examination. (Mandatory Course: Research Misconduct)
Thesis/Dissert ation qualification exam	Compre hensive Exam	<ul style="list-style-type: none"> • Applicable to a student who has been registered for more than 3 semesters and received or is expected to receive 36 credits or more (credits should be valid for graduation). • Application due: late March or late September; exam will be conducted in early May or early November • <u>Students who will write a dissertation can register for the Dissertation Seminar I (Z0002) course in the semester when they can</u>

If a student does not fulfill Thesis/Dissertation qualification exam after completing coursework, she may be required to register for more semester(s) to pass the exam		<u>apply for comprehensive exam.</u> <ul style="list-style-type: none">Refer to Doctoral program guide for further information.																	
	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 if 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 TEPS) <table><tr><th>Test</th><th>TOEFL(PBT)</th><th>TOEFL(CBT)</th><th>TOEFL(IBT)</th><th>TOEIC</th><th>TEPS</th><th>IELTS</th></tr><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> <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 reportB. Submit form 8-1 with a copy of passport in lieu of submitting the official English proficiency test score to the department office					Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS	Minimum score (Score must be higher than:)	600	250	100	900	478
Test	TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS													
Minimum score (Score must be higher than:)	600	250	100	900	478	7.0													
Thesis/ Dissertation	Requirements	Dissertation Proposal	<ul style="list-style-type: none">Composition of Dissertation Advisory CommitteeThis stage happens in the semester when a student is taking Dissertation Seminar I (Z0002). If a student passes the dissertation proposal screening, she will earn a 'Success' grade.																
		Paper Publication Before Graduation	<ul style="list-style-type: none">Doctoral candidates should have one or more academic article(s) published in an academic journal recognized by the Department as the first author or a corresponding author or co-leader author before dissertation submission date.Supporting documents should be submitted at dissertation submission.This applies to all new students from 2014.																
		Doctoral Dissertation: 1 st Screening	<ul style="list-style-type: none">This applies to all new students from 2017.Dissertation Screening Committee: consists of 5 faculty members, at least one member (up to 3) must be from a different university or off-campus (refer to doctoral program guide regarding off-campus member).1st screening should be completed at least 3 months before the final evaluation.In principle, 1st screening can be conducted the same semester the student takes the Dissertation Seminar II(Z0003)																
		Final evaluation and submission	<ul style="list-style-type: none">Dissertation screening fee should be paid.This happens during the semester when a student registers for Dissertation Seminar II(Z0003). If a student passes																

			<p>the dissertation final evaluation, she will earn a ‘Pass’ grade.</p> <ul style="list-style-type: none">• Students may be given another opportunity to defend their doctoral dissertation following the decision from the Dissertation Screening Committee, if needed.
Completion of Coursework	Requirements	<ul style="list-style-type: none">• At least of 4 semesters of full time registration• 36 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.• Course completion of dissertation research 1 & 2 (at least one semester each)• Minimum cumulative GPA for ‘coursework completion’ and graduation requirements is 3.0 (on a 4.3 scale).• Take online Research Ethics Course• Pass the 1) comprehensive exam, 2) foreign language exam, and 3) Completion of coursework• Doctoral candidates should have one or more academic article(s) published in an academic journal recognized by the Department as the first author or a corresponding author before the dissertation submission date.• Doctoral dissertation submission process should be completed within 11 years from a student’s initial entrance.• Main contents of doctoral dissertation should be officially announced as directed by the Minister of Education within a year from the graduation date unless the minister admits that announcement is not appropriate.	
<ul style="list-style-type: none">• 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.			

이화여자대학교 국제대학원 국제학과 박사학위과정 운영 편람

2017. 4. 개정

I. 박사학위 수여 요건

박사학위 과정에 입학한 학생은 아래의 조건을 만족하는 경우에 논문을 제출할 자격이 부여되며, 논문심사에 통과하는 경우 박사학위를 수여 받을 수 있다.

제 31 조 (학위청구논문 제출자격) 다음 각 호의 요건을 모두 구비한 자는 학위청구논문을 제출할 수 있다.

1. 학위과정의 수료에 필요한 학점을 모두 취득한 자
2. 논문제출 자격시험에 합격한 자
3. 연구윤리 교육을 이수한 자 (신설 2014.1.29.)
4. 논문세미나를 수강하고 있는 자 (개정 2014.1.29.)

- (1) 정규등록 4 학기 이상 등록 및 수료에 필요한 학점 모두 취득

박사학위과정 수료에 필요한 최소학점은 60 학점으로 한다.

(2016 학년도이후 입학생은 36 학점)

(가) 석사과정 이수학점: 석사학위과정에서 취득한 학점은 학과장과 학사지도교수

(Academic Advisor)가 1 학기 개시 전에 심사하여 최대 24 학점까지 인정한다. (2016 학년도 이전 입학생만 해당)

(나) 공통필수 과목(Required Courses): 6 학점

(다) 기능전공 과목(Functional Major Courses): 18 학점

(라) 21 세기프로그램 과목(21st Century Program): 선택 (선택한 분야에서 최소 9 학점)

(마) 개별과제연구(R0001 Independent Study): 선택 (학기당 3 학점 신청가능)

최대 12 학점 이내에서 수료학점으로 인정됨

(바) 인턴십(장기, 단기): 선택(최대 10 학점까지 수료에 필요한 학점으로 인정됨)

- (2) 영어시험 및 종합시험 합격

- (3) 연구윤리 교육 이수 (2014 학번 이후 입학생 필수)

- (4) 논문세미나 I 및 II 수강

논문세미나(Dissertation Seminar) I, II: 각 한 학기 이상 수강

논문세미나 I(Dissertation Seminar I)은 S(Success) /U(Unsuccessful),

논문세미나 II(Dissertation Seminar II)는 P(Pass)/I(Incomplete) 성적 부여

II. 수강신청(대학원)

대학원 학칙 제 22 조, 제 23 조, 제 25 조, 제 26 조

대학원 학칙시행세칙 제 20 조, 제 21 조, 제 23 조, 제 26 조, 제 28 조, 제 29 조, 제 30 조,

제 30 조의 2

1. 일정

가. 수강신청기간: 1 학기 2 월 중순, 2 학기 8 월 중순

- 나. 수강신청 확인 및 변경기간: 매 학기 개강으로부터 1주일간
- 다. 수강교과목 철회기간: 매 학기 개강일로부터 1달 이내

2. 학기당 수강신청학점

- 가. 12 학점 이내(각 과정별 연구생: 6 학점 이내)이며 보충과목을 수강할 경우에는 3 학점까지 추가로 신청 가능
- 나. 석사과정에서 수강한 과목의 중복수강을 불허한다.

3. 절차

- 가. 수강신청기간 중에 이화여자대학교 홈페이지를 통해서 신청한다.

4. 논문세미나 수강

- 가. 논문세미나 I 과 II 를 각 한 학기 이상 수강하여야 한다, 다만, 박사과정 최초의 논문세미나 I (Z0002)은 종합시험에 응시할 수 있는 학기부터 수강할 수 있다.
(2011.8.31 학칙시행세칙 개정)
- 나. 논문세미나 성적부여: 논문세미나 I 는 S(Successful) / U(Unsuccessful)를 부여하며, 논문세미나 II 는 P(Pass)/ I(Incomplete)의 성적을 부여한다. .
- 다. 논문세미나 교과목을 수강하였으나 각 과정에서 요구하는 논문 제출을 완료하지 못한 경우에는 I 성적이 부여된다.

5. 본교 대학원 타 학과 및 전문대학원 교과목, 타 학교 국제대학원 교과목

- 가. 정의: 본교 대학원 관련 학과나 전문대학원, 협약된 타 학교 국제대학원에서 개설한 교과목을 이수하는 것이며 지도교수 및 학과장의 지도를 받아 수강신청을 한다.
- 나. 취득학점: 최대 9 학점 이내, 한 학기에는 6 학점까지 신청가능
 - 나-1. 2017 학년도 1 학기부터, 국제학과 외 수강과목 혹은 국제학과 내 과목 중 본인 전공이 아닌 과목 중에서 추가로 6 학점까지 concentration major 혹은 21 세기 과목으로 인정신청이 가능하다.(2017.4 개정)
- 다. 졸업에 필요한 총 학점의 2 분의 1 이상을 국제대학원 국제학과에서 개설한 교과목 중에서 이수하여야 한다.

[GSIS 4-2] Application Form for Credit Exchange 외부대학교 대학원 개설 교과목 학점교환 수강 신청서]

[GSIS 4-3] Application Form for Credit Acknowledgement 학점인정신청서(교내일반.전문대학원, GSIS 타전공)]

Note: In exceptional cases, courses to be counted as (1) major concentration requirements, (2) major concentration electives and (3) credits counting towards 21st Century certificates. Students have to show they cannot take (1)(2)(3) course at Ewha GSIS. The course should be equivalent to one offered within the GDIS curriculum and which is not offered at Ewha GSIS in the same semester (with approval of advisor, major director, chair, & Dean). If approved, students cannot take the same course at Ewha GSIS.

III. 지도교수

학과장은 학생의 입학과 동시에 학사지도 및 대학원의 원활한 운영을 위하여 학과 교수 중에서 학생 별로 학사지도교수(Academic Advisor)를 1 인 이상 위촉한다.

IV. 등록

분류	내용	시기	유의사항
정규등록	수업연한 내에서 교과목 또는 논문세미나 수강하기 위한 등록 ※ 대학원학칙 제 19 조의 수업연한 - 석사학위과정: 2 년/박사학위과정: 2 년	2 월중, 8 월중	이화포털을 통한 고지서 출력 등록기간 내 등록 또는 휴학을 하지 않을 경우 미등록 또는 미복학 제적처리 됨
교과목등록	수업연한이 지났으나 수료에 필요한 소요학점을 취득하지 못하여 추가적으로 하는 등록	3 월초, 9 월초	1-3 학점: 해당학기 수업료의 2 분의 1 4 학점 이상: 해당학기 수업료 전액
논문등록	수료 후 논문지도 및 논문심사를 받기 위해 하는 등록(박사학위과정 및 통합과정은 2 학기 이상 논문세미나를 수강하여야 함): 논문세미나 수강신청됨	2 월중, 8 월중	수료생으로 종합시험을 합격한 학생은 논문등록 가능 -해당학기에 논문심사를 받은 이후에는 합격 여부와 관계없이 논문등록 취소가 불가함
연구등록	수료 후 논문세미나를 수강하지 아니하고 외국어시험 또는 종합시험에 응시하거나 교내 제반연구시설을 이용하기 위해 하는 등록	2 월중, 8 월중	수료 후에는 등록의무가 없으나 종합시험에 응시하려는 학기에는 반드시 연구등록을 하여야 함. 연구등록한 학기에는 논문지도 및 논문심사를 받을 수 없으며 해당학기 졸업이 불가함(논문지도 및 논문심사를 받으려는 학생은 반드시 논문등록을 하여야 함)

VI. 박사학위 수여

대학원 학칙 제 29 조, 제 31 조~제 35 조

대학원 학칙시행세칙 제 37 조~제 41 조, 제 42 조, 제 44 조~제 53 조

1. 학위 수여요건

가. 등록학기 및 이수학점

- (1) 정규등록 4 학기 이상 등록 및 논문세미나 2 학기 이상 수강
- (2) 박사학위과정 수료에 필요한 최소학점은 60 학점으로 한다. (I. 참조)

나. Progress Review

두 학기의 정규등록을 마친 학생을 대상으로 학과장이 위촉한 Progress Review 위원회(3 인의 교수로 구성, 지도교수 1 인 포함)가 학생의 전반적인 학업의 진행상황을 평가하고 박사학위 과정의 계속 여부를 결정한다. 세 번째 학기 개시 후 한달 이내에 실시하며 Progress Review 에 합격하여야 박사학위 과정을 계속할 수 있다. 다만, 지도교수의 지도에 따라 실시 시기를 늦출 수 있다.

- (1) Progress Review 내용 - 해당 학생의 수강 교과목, 학업 성취도 등을 바탕으로 학업수행능력과 박사학위 과정의 계속 여부를 판단하고, 향후 학업과 연구방향을 지도한다.
- (2) Progress Review 위원회 구성 - 위원회는 학생의 희망을 참고하여 국제학과장이 위촉하는 3 인의 교수가 위원으로 구성되며 위원장은 학사지도교수가 아닌 위원으로 학과장이 선임한다.

[GSIS 6-1] 중간 점검 평가 위원회 구성신청서(지도교수작성용)

- (3) 일정 및 장소의 통보 - 국제학과장은 위원회를 구성한 후 대상 학생에게 Progress Review 의 일정과 장소를 통보한다.
- (4) Progress Review 결과의 보고 - 위원회는 전원 합의에 의해 합격/불합격을 판정하고,

위원장은 Progress Review 평가보고서를 통하여 국제학과장에게 보고한다.

[GSIS 6-2] 박사과정 중간 점검 평가 보고서(심사위원용)

(5) 결과의 통보 - 국제학과장은 Progress Review 위원회의 심사결과를 학생에게 통보한다.

다. **연구윤리교육 (온라인 강의)**

2014-1 학기 신입생부터 학위청구논문제출자격요건에 연구윤리 교육(온라인 강의)이 필수로 포함됨. 모든 논문작성자는 연구윤리 교육(온라인 강의)을 종합시험 이전에 반드시 이수해야 함.

커리큘럼

- 필수과목: 연구부정행위 (Research Misconduct)
- 선택과목: 인간대상연구, 인체유래물연구, 동물실험과 실험대상 동물보호, 생명윤리위원회 (IRB) 와 연구에 대한 심의, 데이터관리와 연구노트 작성법
- 수강시기: 정규등록학기(1학기: 3월~5월, 2학기: 9월~11월) 중 수강이 원칙, 부득이하게 방학 중 수강한 학생도 직후 학기에 정규등록하는 경우에 한해 성적 반영
- 수강신청방법: 이화열린e러닝 홈페이지(<http://cyberedu.ewha.ac.kr/>)에서 유레카 로그인→무료결제 신청→수강승인 이후 수강완료 (학기말 학업성적부에 일괄 반영)

라. **논문제출자격시험(영어시험 및 종합시험)**

(1) 영어시험

논문을 제출하는 학기까지 합격기준에 만족하는 점수표를 제출하여야 하며, 국제학과에서 지정한 기간 내에 TOEFL, TOEIC, TEPS, IELTS 등 공인영어능력시험의 성적표 원본 (최근 2년 이내 응시결과 인정)을 국제학과 사무실에 제출한다.

합격기준은 다음 표 참조.

* 공인시험 종류별 합격기준 점수

TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS
600	250	100	900	478	7.0

** TEPS 기준은 2018년 5월 12일 248회 응시 성적부터 적용 (그 이전은 838점을 기준으로 함)

(2) 박사과정 종합시험

(가) 응시자격 및 신청

박사과정 3학기 이상 등록한 학생 중에서 수료에 필요한 학점을 취득했거나, 취득하게 되는 학기부터 응시할 수 있다. (2011.8.31 학칙시행세칙 개정)

시험 신청은 1학기: 3월 하순, 2학기: 9월 하순까지 학과로 신청한다.

[GSIS 7-2] 국제학과 박사과정 종합시험 신청서(학생용)

(나) 시험일정 공고

1학기: 4월 둘째 주, 2학기: 10월 둘째 주

국제학과장이 시험일을 결정하여 통지한다. (1일 시험)

(다) 시험 기간

5월 둘째 주, 11월 둘째 주에 실시한다. 종합시험에 불합격한 경우 1회에 한해

재시험에 응시할 수 있다. 재시험 일정은 국제학과장이 정한다.

(라) 시험과목 (2017학년부터 변동적용)

학생은 시험과목 3 과목을 신청하여야 한다. 2 과목은 학생의 기능전공 분야에서 필수응시과목 1 과목과 전공선택과목 (최소) 1 과목으로 정하며, 3 번째 과목은 학생의 전공과목 혹은 국제학과 내의 타 기능전공 과목 중에서 선택가능하며 21 세기과목에서는 선택할 수 없다.

학생은 종합시험 각 과목별로 출제된 문제 3 문항 중 2 문항을 선택하여 답하여야 한다. 즉 종합시험 3 과목에서 총 6 문항에 관하여 보고서를 작성하여야 한다.

전공별 필수과목은 아래와 같이 지정한다. 아래 과목은 전공의 기초적인 내용에 대해 출제한다.

ITI 전공 필수응시과목	IS401 International Economics: Theory and Practice
IB 전공 필수응시과목	IS404 International Business: Theory and Practice
DC 전공 필수응시과목	IS410 Development Cooperation: Theory and Practice
IR 전공 필수응시과목	IS408 International Relations: Theory and Practice

전공 및 부전공 분야는 학생이 논문지도교수와 상의하여 국제학과에 신청하여야 한다. 종합시험 심사 전형위원은 학생별로 1 인 1 과목을 초과하여 제출할 수 없다 (3 과목에 3 인의 전형위원 위촉).

- (마) 종합시험은 필기시험으로 하고, 시험문제는 학생들이 수강한 강의를 중심으로 국제학과장이 위촉한 전형위원이 출제한다. 시험은 in-class 로서 시험과목당 각 2 시간으로 하며 3 과목 모두를 하루에 시행한다. (2017 입학생부터 적용)
- (바) 종합시험의 성적은 "Distinguished Pass", "Pass", "Fail"의 3 등급으로 평가된다. 무단결시의 경우는 불합격으로 판정된다. 단, 예외적으로 학칙 5 조 2 항의 결시신청 규정에 해당되는 사항이 발생한 경우 국제학과장이 대체시험일을 지정할 수 있다.
- (사) 불합격시의 재시험은 불합격한 과목에 대해서만 실시하며, 불합격한 과목이 1 과목 이상인 경우에는 동시에 실시한다. 재시험 일정은 국제학과장이 정한다.
- (아) 종합시험에 합격한 학생이 수료에 필요한 학점을 취득하지 못한 경우에는 응시하지 않은 것으로 본다. 다만, 종합시험에 불합격한 학생이 <논문세미나 1(Z0002)>에 합격한 경우에는 <논문세미나 1>의 합격은 유효하다. 다만 해당학생은 종합시험을 통과한 다음 학기부터 <논문세미나 II(Z0003)>의 수강이 가능하다.

[GSIS 7-4] 국제학과 박사과정 종합시험 평가서(심사위원회)

※ 수료 후에는 종합시험 응시를 위해 "연구등록"을 하거나
"논문등록"을 하고 논문세미나 1(Z0002)과 종합시험 동시 진행이 가능함.

마. 학위논문

(1) 논문지도교수(Dissertation Advisor) 신청

(가) 시기

입학 후 첫 학기 말 이전에 정함

(나) 자격: 논문지도교수의 자격은 다음 각 호의 기준을 충족하는 자로 한다.

- 위촉일 이전 3 년간 국제학술지 또는 한국연구재단 등재지에 2 편 이상 논문을 게재하였거나 이와 동등한 연구실적을 갖춘 교내전임교원
- 정년시까지 석사학위과정은 4 학기 이상, 박사학위과정 및 통합과정은 6 학기 이상 지도할 수 있는 교내 전임교원
- 위 항의 규정에도 불구하고 논문지도교수의 자격을 갖추었다고 인정되는 자의 경우, 대학원장의 제청으로 총장의 승인을 받아 논문지도교수로 위촉할 수 있다.

- 각 대학원장은 소속 학생 및 논문지도교수의 요청이 있는 경우 대학원 학사운영회의 심의를 거쳐 공동논문지도교수 1인을 위촉할 수 있다.
- 논문지도학생 수: 1인의 논문지도교수가 지도할 수 있는 학생 수는 논문세미나를 시작하는 학생을 기준으로 석사학위과정은 동일학기에 5인 이내, 박사학위과정은 3인 이내를 원칙으로 한다.

(다) 절차

- 1) 학생이 학사지도교수와 상의하여 논문주제와 학생이 희망하는 논문지도교수 후보 1인 이상의 명단을 국제학과에 제출
 [GSIS 9-1] 논문지도교수 위촉서(학생작성용)
 [GSIS 9-22] 국제대학원 외부논문지도교수 위촉 사유서
- 2) 국제학과장은 학생의 신청을 바탕으로 학사지도교수(Academic Advisor)와 상의하여 논문지도교수 위촉
- 3) 국제대학원 행정실은 위촉한 논문 지도교수 정보를 전산 입력

A. 논문세미나 I (Z0002 Dissertation Research I) 수강 시 절차

(1) 논문지도위원회 구성

[GSIS 9-2] 박사과정 논문 지도 위원회 구성 신청서(교원작성용)

논문지도교수와 학생은 <논문세미나 I>을 수강하는 학기 개시와 함께 늦어도 논문 Proposal을 발표하기 1개월 전까지 논문지도위원회를 구성하여 국제학과장의 승인을 받아야 한다.

논문지도위원회는 논문지도교수(위원장)를 포함하는 3인으로 하며 위원 중 1인까지는 국제대학원 국제학과의 외부(본교 내외)에서 위촉할 수 있다.

(2) 논문 Proposal 심사

종합시험에 응시할 수 있는 학기부터 <논문세미나 I> 수강이 가능하며, 논문세미나 수강신청 및 논문지도위원회 구성을 완료한 학생은 논문 Proposal을 제출해야 한다.
 논문 Proposal은 논문지도위원회의 심사를 받아 통과되어야 한다.

※ 논문지도교수는 논문 Proposal의 전 단계로서 학생으로 하여금 Research Plan을 작성하도록 할 수 있다. Research Plan에는 연구주제, 연구필요성, 연구방법, 참고문헌, 향후 연구진행 계획을 포함하도록 한다.

(가) 논문 Proposal에는 논문제목, 연구주제, 연구방법, 목차, 분석틀 혹은 가설, 이론적 배경, 참고문헌, 연구 진행상황 등을 포함하도록 한다.

(나) 논문 Proposal은 3월 둘째 주, 9월 둘째 주까지 제출하도록 한다.

논문 Proposal 심사를 통과하지 않은 논문은 학위논문 심사에서 제외한다.

(다) 논문 Proposal 심사 및 결과 통보 - 논문 Proposal 심사일정은 별도로 정해 실시하며, 3인의 논문지도위원회 전원 합의에 의해 논문 Proposal 심사에 통과한 학생은 <논문세미나 I>의 합격(Success) 성적을 받고 다음 학기에 <논문세미나 II>를 수강할 수 있다.

[GSIS 9-8] 박사과정 논문계획서 심사 보고서(교원작성용)

B. 논문세미나 II (Z0003 Dissertation Research II) 수강 시 절차

(1) 논문 1차 심사 (2017 신입생부터 적용)

(가) 심사기간: 최종 학위논문심사 최소 3개월 이전

(나) 절차

- 1) 논문심사위원회 구성 (논문 1차심사 1개월전까지 구성완료): 총 5인으로 논문지도위원회 3인, 심사교수 2인으로 구성한다. 위원회 위원 중 3인까지는 국제대학원 국제학과의 외부에서 초빙할 수 있으며 최소 1인 이상은 반드시 외부인사여야 한다. (외부인사의 정의: 각 대학(원)장이 인정한 “심사분야에 전문성을 가진 교외인사”로, 교내 전임교원 및 특별계약교원과 석좌교수, 심사학생의 외부 논문지도교수는 제외됨)
위원장은 논문지도교수가 아닌 위원 중에서 국제학과장이 위촉하며 심사위원회는 국제학과장의 제청으로 심사 시작 전에 국제대학원장의 승인을 받아야 한다. 논문심사를 개시한 이후에는 부득이한 사유가 없는 한 심사위원을 교체할 수 없다.

[GSIS 9-10] 박사과정 논문심사위원회 구성 신청서(교원작성용)

- 2) 제출마감: 학위청구논문(심사용)을 심사일 2주일 전까지 심사위원에게 제출
- 3) 논문심사 방식(서면심사 혹은 구두발표회)은 논문심사위원회가 결정한다.
- 4) 심사결과: 논문에 대한 전반적인 지도편달 및 학위논문 최종심사시기 등을 결정

[GSIS 9-11] 박사과정 학위청구논문 심사결과서(개별)(교원작성용)

[GSIS 9-12] 박사과정 학위청구논문 심사 종합보고서(교원작성용)

(2) 학위논문 최종심사 (※ 논문 심사로 납부 필요)

(가) 심사기간: <논문세미나 II> 수강학기 중 논문 1차심사를 거친 후 이후에 실시한다.

(나) 심사회수: 최소 1회의 심사를 실시한다. 단, 논문심사위원회가 최종심사 논문의 완성도가 떨어진다고 판정할 경우 1회에 한하여 추가 심사를 실시할 수 있다.

(나) 절차

- 1) 제출마감: 학위청구논문(최종심사용)을 심사일 2주일 전까지 심사위원에게 제출
- 2) 심사방법: 논문심사와 구술시험을 각각 1회 이상 실시하며, 논문최종심사회에서 구술시험이 실시된다.
- 3) 합격판정: 심사위원 4/5 이상 찬성에 의해 합격 판정을 내린다.
- 4) 심사결과보고: 최종 심사 결과는 해당학기 졸업사정 실시 전(1학기 6월 30일, 2학기 12월 31일)까지 제출 완료되어야 하며, 학위청구논문 심사결과서 및 학위청구논문 종합보고서를 국제학과장에게 제출하고 국제학과장은 최종결과를 국제대학원장에게 보고한다.

[GSIS 9-11] 박사과정 학위청구논문 심사결과서(개별)(교원작성용)

[GSIS 9-12] 박사과정 학위청구논문 심사 종합보고서(교원작성용)

(3) 논문관련 서류 제출

(가) 제출마감: 완제본 논문을 정해진 기일(1학기: 7월초, 2학기: 1월초) 내에 제출해야 하며, 제출하는 논문에는 심사위원 전원의 서명을 받아야 한다.

(나) 제출서류:

- 논문 겉 표지 1부
- 학위논문의 온라인 제출 확인서 및 저작권 이용 동의서
- 하드커버 완제본 3권 (3권 모두 심사위원 전원의 서명을 받아야 함)

(다) 박사학위를 받은 자는 그 받은 날부터 1년 이내에 교육부장관이 정하는 바에 따라 박사학위논문을 공표하여야 한다. 다만, 공표함이 적당하지 아니하다고 교육부장관이 인정하는 때에는 예외로 한다.

(*) 수료 이후에는 논문제출년한 내에서 미등록상태 유지가 가능하며, 논문지도나 논문심사를 받고자 할 경우 논문등록을 하면 된다. 최종심사를 받고자 할 경우 <논문세미나Ⅱ>를 등록하고 논문심사비를 납부한 후, 최종논문심사를 통과하며 학위가 수여되는 학기에 Pass 학점을 받고 졸업하게 된다.

바. 재학 중 논문 발표 ①박사학위과정 학생은 재학 중 학과에서 정한 학술지에 1편 이상의 논문을 주저자(제1저자 또는 교신저자 또는 공동제1저자)로 발표하여야 한다. 교신저자 혹은 공동제1저자일 경우, 해당 내용은 학술지에 명시되어야 한다. 이에 따른 연구실적물 또는 이를 증명하는 서류는 합격된 논문제출시 함께 제출되어야 한다. (2014 학년도 입학자부터 적용) (대학원 학칙 시행세칙 제 52 조의 2) (개정 2014.1.29)

● 박사학위과정생 논문 발표 요건

학과에서 정한 학술지	International or national-wide academic journal, including (S)SCI, SCOPUS, NRF listed or recognized journal. * NRF recognized journal indicates (1) KCI listed or (2) Candidate journal for KCI listing
증명하는 서류	Acceptance Letter or online publication. If not published afterwards, doctoral degree may be cancelled.

사. 논문제출연한: 박사학위 과정생은 입학년도로부터 11년 이내에 학위청구논문 심사에 합격하여야 한다.

아. 논문제출자격 재부여

- (1) 학위청구논문 제출 연한이 초과되어 학위를 취득하지 못한 수료자 중 논문제출시험(외국어시험 및 종합시험)에 합격한 자는 1회에 한하여 논문제출자격 재부여 신청을 할 수 있다. 단, 외국어시험 합격자에는 국제학과에서 요구하는 일정 성적 이상의 공인어학능력시험(유효기간 내 성적) 소지자를 포함한다.
- (2) 논문제출자격을 재부여 받은 경우, 논문제출 잔여기한은 허가 받은 학기를 포함하여 박사 3년 이내로 한다. 다만, 논문심사 통과 시까지 연속으로 논문등록을 하여야 한다.

자. 논문체제: 학위청구논문은 영어로 작성해야 하며, 국문 논문초록을 첨부하여야 한다. 학위청구논문의 표제지 등 체제는 "이화여자대학교 대학원 학위청구논문 체제"에 따르되, 본문과 참고문헌은 전공학문 분야별 전문학술지의 편집 체제에 따른다. 국제학과에서 지정한 citation style은 ASA에 준한다. (2011. 5월 국제학과 교수회의)

2. 졸업사정

가. 절차

- (1) 학위수여 대상자 명단 작성

- (2) 각 과별로 학위수여에 필요한 등록 학기 수, 학점 취득 및 성적 확인
- (3) 영어시험 및 종합시험의 합격여부 확인
- (4) 학위논문심사 합격여부 확인
- (5) 학과, 전공, 학위명, 출신학교, 출신학교 학위번호 확인
- (6) 학위수여예정자 명단 및 졸업사정자료를 작성하여 대학원위원회 심의
- (7) 학위기 작성

VI. 적용

- 이상의 내규는 2017 년 4 월 20 일자로 개정되었으며, 2014 년 1 학기 신입생부터 적용한다.
- 입학 이후 학위청구논문심사에 이르기까지 제반 과정은 기본적으로 이화여자대학교 대학원 학칙 및 시행세칙이 정하는 바에 따른다.

Regulations for Doctoral Degree in International Studies

Revised as of April 2017

I. Qualification for Doctoral Degree

Students who meet the three qualifications listed below are eligible to submit a doctoral dissertation. Students can acquire a doctoral degree in International Studies upon successful completion of the dissertation screening procedure.

Graduate School Regulations Article 31 (Qualification for Dissertation Submission)

1. Successful completion of the mandatory amount of credits listed in coursework completion
2. Successful passage of the dissertation submission qualification examinations
3. Successful completion of Research Ethics Program (added from January 2014)
4. Successful completion of Dissertation Seminars I & II (added from January 2014)

(1) Registration of 4 regular coursework semesters (or more) + 2 dissertation seminars (or more)

Minimum 60 credits are required for acknowledgement of coursework completion

(Students who were admitted on and after 2016 academic year are required to complete 36 credits for coursework completion.)

- a. Credit approval from a Master's degree program: A maximum of 24 credits can be transferred from a Master's degree program with the approval of the department chair and the student's academic advisor before the beginning of the first semester (Applicable only for students admitted before 2015 academic year).
- b. Required Courses: 6 credits
- c. Functional Major Courses: 18 credits
- d. 21st Century Program (Optional): minimum 9 credits
- e. Research (R0001 Independent Study, Optional): Up to 3 credits per semester, up to 12 credits are available to apply toward credits required for coursework completion.
- f. Internship (Optional): Up to 10 credits are available to acknowledge toward coursework completion.

(2) Dissertation Submission Qualification Examinations

- a. Standardized test of English Language Proficiency for non-native English language speakers
- b. Comprehensive Examination

(3) Completion of Research Ethics Course (Mandatory for students admitted on and after 2014 academic year)

(4) Dissertation Seminar I & II: (at least) 1 semester each

Grading for Dissertation Seminar I: S (Successful) / U (Unsuccessful)
 Grading for Dissertation Seminar II: P (Pass) / I (Incomplete)

II. Course Enrollment (Graduate School)

The Graduate School's regulations and enforcement are detailed in articles 20, 21, 23, 26, 28, 29, 30, and 30-2

1. Schedule

- A. Course registration period: Spring semester: mid-February; Fall semester: mid-August
- B. Course confirmation and modification period: the first week of each semester
- C. Course withdrawal period: Within a month from the beginning of each semester

2. Course enrollment (credits) for each semester

- A. Up to 12 credits (Non-degree program students: up to 6 credits)
 Students may apply for an additional 3 credits towards supplementary courses
- B. Re-taking the same courses taken at the Master's degree program level is not allowed.

3. Procedure

- A. Register through the Ewha Womans University website during the relevant course registration period.

4. Dissertation Seminar

- A. Students should take at least one semester each of Dissertation Seminar courses I & II. Dissertation Seminar I can be taken the same semester as the comprehensive exam.
- B. Grades are not given for the Dissertation Seminars. Final result of dissertation (Dissertation Seminar II) is graded on a Pass/Incomplete (P/I) basis. (For Dissertation Seminar I, Successful/Unsuccessful (S/U) will be given.
- C. An "I" grade (Incomplete) will be given if a student does not complete the dissertation submission.

5. Courses from Ewha Graduate School and Professional Graduate Schools, other GSISs

- A. Definition: Enrollment in courses offered by Ewha Graduate School or Professional Graduate School, Other GSIS's under mutual agreement with Ewha GSIS. Students must receive permission from their academic advisor and the department chair for course registration.
- B. Credits to be taken: up to (but not exceeding) a maximum of 9 credits in total (6 credits per semester).
 B-1. In addition to 9 credits, a Ph.D. student may petition up to another 6 credits for acknowledgement. These 6 credits may include: (1) courses taken within GDIS that are outside of her concentration (2) courses taken outside of GDIS. These courses can be acknowledged as concentration major and 21st century courses. (This is in effect from spring 2017 semester.)
- C. More than half of total credits required for coursework completion should be taken at the Department of International Studies, Graduate School of International Studies.

[GSIS 4-2] Application Form for Credit Exchange

[GSIS 4-3] Application Form for Credit Acknowledgement (Ewha courses)

* In exceptional cases, courses to be counted as (1) major concentration requirements, (2) major concentration electives, and (3) credits counting towards 21st Century certificates. Students have to show they cannot take (1)(2)(3) course at Ewha GSIS. The course should be equivalent to one offered within the GDIS curriculum and which is not offered at Ewha GSIS in the same semester (with approval of advisor, major director, chair & Dean). If approved, students cannot take same course at Ewha GSIS.

III. Academic Advisor

The department chair will assign one professor (or more) to the student as an academic advisor to provide consultation related to academic affairs in addition to related university matters when the student begins coursework at the graduate school.

IV. Registration for the Doctoral Degree

Classification	Information	Schedule	Notes
Full time (Regular) registration	Registration for regular semesters for coursework & thesis seminar	February/August	If not enrolled or take a leave of absence during the designated

	※ Term of Coursework - Doctoral program: 2 years		period, expulsion will be conducted based on school regulation
Course-based Registration	Registration for additional credits after coursework duration but has not achieved required credits for coursework completion	Early March/early September	* 1-3 credits: half of tuition * 4 credits or more: Same amount of full registration tuition
Thesis-based Registration	Registration for dissertation supervision or dissertation screening after completion of coursework (Combined program & Doctoral program students need to register at least 2 semesters or more)	February/August	Students who complete the coursework and passed comprehensive exam can register as thesis-based registration - If students received dissertation screening, cannot cancel thesis-based registration for the semester.
Research-based Registration	Registration after coursework completion and wishes to apply for comprehensive exam/English exam or use school facility but does not intend to do thesis advising or screening.	February/August	Students are not required to enroll after coursework completion. However, a student who wishes to apply for comprehensive exam/English exam needs to enroll as research-based registration. Thesis advising/thesis screening is not applicable nor can one graduate with doctoral degree.

V. Conferment of Doctoral Degree

Graduate School regulations article 29, articles 31~35

Graduate School detailed enforcement regulations articles 37~41, article 42, and articles 44~53

1. Requirements for degree conferment

A. Enrollment and required credits

- (1) 4 (or more) regular semesters + 2 (or more) dissertation seminars
- (2) A minimum of 60 credits are required to complete coursework (Refer to I.)

B. Progress Review

The Progress Review Committee (composed of 3 professors, including 1 academic advisor) selected by the department chair evaluates the overall academic progress of the student and decides whether the student can continue the doctoral program or not following the student's second regular semester. The committee is held before the third semester begins. The student may continue her doctoral program upon successful evaluation from the Progress Review. Progress review can be postponed upon the decision of the academic advisor.

- (1) Contents of Progress Review: The committee decides whether the student will be able to continue with the doctoral program based on the student's academic progress and achievement. Advice on the student's future research and study plan will also be provided.
- (2) Composition of the Progress Review Committee: The department chair selects 3 committee members based on the student's request and nominates a chair for the committee (the student's academic advisor is included in the committee but cannot be the chair).

[GSIS 6-1] Request Form for Ph.D. Progress Review Committee Composition (For advisor)

- (3) Schedule: The department chair will form the committee and inform the student of the date and venue of the Progress Review.
- (4) Progress Review result: The decision by the Review Committee is made on a P/NP basis by unanimous vote and their decision is submitted in writing to the department chair.

[GSIS 6-2] Evaluation Form for Ph.D. Progress Review (for committee)

- (5) Final notification: The department chair will notify the student of the Review Committee's decision.

C. Research Ethics Courses (online)

Starting from new incoming students of 2014, all doctoral candidates should take Research Ethics course online before completing their comprehensive examination.

- a. Mandatory Course: 'Research Misconduct'
- b. Six Optional Courses: (in Korean): Data management and Laboratory Notebook/Human Participant Research/Use of Human Materials in Research/IRB Protocol Review/Animal Use and Care in Research etc.

- c. Online Course taking: Students need to take this online course during the regular semester (Spring semester: March-May, Fall semester: September-November). If taken during vacation, the grade will be applied only after enrollment in the following semester as full time registration (regular semester).
- d. Course registration: go to Ewha e-learning website (<http://cyberedu.ewha.ac.kr/>) and wait for enrollment approval (grade will be applied at the end of the regular semester).

D. Dissertation qualification exam (Foreign language exam and comprehensive exam)

(1) Foreign Language Exam (English proficiency test)

Before a student can apply for dissertation screening, the original copy of an English proficiency test result, such as TOEIC, TOEFL, TEPS, or IELTS (taken in the last two years) must be submitted to the department office during the designated period of the semester. The minimum passing test score for the exams are as follows:

* Minimum passing scores for English Proficiency Test

TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS
600	250	100	900	478	7.0

** TEPS minimum score is applied to 248th test result, held on May 12, 2018. (Minimum score 838 applied to tests taken before May 12, 2018)

(2) Comprehensive Exam

(a) Qualification and Application Period

Students who are in their third semester (or more) and have successfully earned or expect to earn the necessary number of course credits in the applying semester may apply for the comprehensive exam.

- Application period:

Spring semester: late March / Fall semester: late September

[GSIS 7-2] Application Form for Comprehensive Exam Screening for Doctoral Program

(b) Notice for exam schedule

Spring semester: second week of April / Fall semester: second week of October

The Department chair will decide and inform the exam date (1-day exam).

(c) Exam period

The exam will be taken during the second week of May and November.

* Re-examination is offered only once to students who have previously failed the comprehensive exam. The schedule for re-examination will be determined by the department chair.

d) Subjects for examination (applicable for students admitted on and after 2017)

A student must select three courses on which to be examined, one of which must be the required course for her major, and at least one other course must also be from her major concentration. For the third course, the student can select any of courses from her major concentration or other major concentration of Dept. of International Studies excluding 21st Century program courses.

For each comprehensive exam relating to each of the three courses, a student must choose to answer any two out of the three questions listed. Thus, in total, a student will answer six comprehensive exam questions.

* Required course for each major: The paper for this course will test foundational knowledge within the major.

ITI major	IS401 International Economics: Theory and Practice
IB major	IS404 International Business: Theory and Practice
DC major	IS410 Development Cooperation: Theory and Practice
IR major	IS408 International Relations: Theory and Practice

Students should discuss which courses will be examined with their dissertation advisor, and apply for such fields to the department office. The screening committee will evaluate exams up to 1 subject per student (3 faculties for 3 subjects).

- (e) The comprehensive exam is a written test based on lectures and coursework. The exam questions will be provided by members of the Screening Committee. The exam will be conducted in-class. 2 hours are given for each subject and all 3 subjects will be covered in one (1) day.
(Applicable for students admitted on and after 2017)
- (f) The comprehensive exam will be scored with 3 grades: "Distinguished Pass", "Pass", or "Fail". Absence is considered to be non-pass/fail: In exceptional cases based on Ewha University Academic Affairs Regulation Article 5 Clause 2 (Request for Absence of Exam), the Department Chair can designate an alternative exam date.
- (g) Re-examination will be allowed only for non-pass subjects. If a student has more than one failed subject, all re-examinations will be taken at the same time. The schedule for re-examination will be determined by the department chair.
- (h) If a student does not earn the required number of credits after passing the comprehensive exam, then the student shall be considered as not have taken the exam. Whereas, if a student passed Dissertation Seminar I (Z0002) but failed the comprehensive exam, the pass of Dissertation Seminar II is valid. However, she can take Dissertation Seminar II (Z0003) only after passing the comprehensive exam.

[GSIS 7-2] Application Form for Comprehensive Exam Screening for Doctoral Program

[GSIS 7-4] Evaluation Form for Ph.D. Comprehensive Exam

- ※ If a student does not pass the comprehensive exam after completing the course credits, the student must then register under "research registration" to take the exam. Alternatively, student can register as "thesis semester registration" to do dissertation screening (Z0002) and comprehensive exam application in a one semester.

E. Doctoral Dissertation Procedure

(1) Application for Dissertation Advisor

(a) Period:

Before the end of the first semester following matriculation into the graduate school

(b) Qualification:

- In principle, Ewha Full-time faculty (Assistant Professor, Associate Professor and Professor) can serve as a student's dissertation advisor.
- Faculty who have published more than 2 research papers in International Journals or journals acknowledged by the Korea Research Foundation during the last 3 years, or faculty who have an equivalent research record.
- Full time faculty who can advise students- at least 4 semesters for master's students and 6 semesters for doctoral/combined program students - before retirement.
- Despite the above regulations, if the Dean requests and President approves, anyone who has qualified for a doctoral dissertation advisor can be appointed as doctoral dissertation advisor (please consult with department office in advance).
- In principle, each faculty member can accept 5 Master's students and 3 Doctoral students as thesis/dissertation advisees every semester. This limit is on **new advisees** and does not dictate the total number of students a professor may advise at one time (Graduate School regulations article 22).
- Two faculty members may be co-dissertation advisors if both faculty members are on-campus. This requires a special application process.

(c) Procedure

- 1) Students should discuss their dissertation topic and the candidate/s they are considering to be their dissertation advisor with their academic advisor, and then submit this information to the department office.
[GSIS 9-1] Application Form for Thesis, Dissertation Advisor Appointment
[GSIS 9-22] Request for External Personnel Thesis Advisor Appointment
- 2) The department chair and the student's academic advisor will consult with each other and consider the student's request, then render a decision as to who shall be the student's dissertation advisor.
- 3) The GSIS Office will input the name of the dissertation advisor into the computer system.

■ Procedure of taking Dissertation Seminar I (Z0002 Dissertation Research I)

(1) Composition of Dissertation Advisory Committee

[GSIS 9-2] Request Form for Doctoral Dissertation Advisory Committee Composition

From the first day of the Dissertation Research I course, the student and the dissertation advisor should choose the faculty to serve on the Dissertation Advisory Committee and then get approval from the department chair no later than 1 month prior to the dissertation proposal presentation day. The Dissertation Advisory Committee shall consist of 3 members including the student's dissertation advisor (chair of the committee). One member must be selected from outside of the department (either on or off campus).

(2) Dissertation Proposal Screening

Students who are eligible for the comprehensive exam enrolled in Dissertation Seminar I (Z0002), and are assigned a Dissertation Advisory Committee, should submit a dissertation proposal. The Dissertation Advisory Committee will screen the dissertation proposal, and thereafter, render a decision.

※ The student's dissertation advisor may allow the student to begin writing her research plan prior to her dissertation proposal. The student's research plan should include the topic, objective, method, bibliography, and an outline of her research timetable.

(a) The student's dissertation proposal should include a title, topic, method, table of contents, framework or hypotheses, theoretical background, bibliography, and progress of the study.

(b) Students must submit their dissertation proposal by the second week of March or September.

Dissertation proposals that receive a "Non-pass" at this point are not permitted to continue on to the dissertation screening process.

(c) Dissertation proposal screening and result notification:

The schedule for the dissertation proposal screening will be announced. When the student passes her dissertation proposal screening by a unanimous vote from the 3 members of her Dissertation Advisory Committee, the student may take Dissertation Research II the following semester after earning an "S(Successful)" from the Dissertation Research I course.

[GSIS 9-8] Evaluation Form for Doctoral Dissertation Proposal Screening

■ **Procedure for taking Dissertation Seminar II**

(1) Dissertation screening: 1st screening (students who were admitted on and after 2017 academic year)

(a) Period: 3 months prior to dissertation final evaluation

(b) Procedure:

1) The composition of Dissertation Screening Committee (should be completed by 1 month prior to 1st dissertation screening): 5 members (3 members of the Dissertation Advisory Committee + 2 screening members). Up to 3 members can be selected from outside of campus, and at least one member should be selected from another University.

(Off-campus committee member means a person off-campus who has expertise in the field, and excludes Ewha full time faculty, invited professor, visiting professor, special-appointed professors, professor emeritus and off-campus dissertation advisor).

The department chair selects the chair of the committee from among the committee members (excluding the dissertation advisor). Screening Committee should be approved by GSIS Dean before Dissertation Screening. After dissertation screening begins, screening committee member cannot be changed without any unavoidable circumstance.

[GSIS 9-10] Request Form for Doctoral Dissertation Screening Committee Composition

2) Submit dissertation (for screening) to committee members: 2 weeks in advance.

3) The Dissertation Screening Committee will decide the structure of the dissertation screening (i.e., written or oral presentation).

4) Screening result: General dissertation guidance will be provided in addition to details relating to the dissertation screening period.

[GSIS 9-11] Evaluation for Doctoral Dissertation Final Screening

[GSIS 9-12] Evaluation Report for Doctoral Dissertation Final Screening

(2) Dissertation Screening: Final screening

(※ Payment of dissertation screening fees is required.)

(a) Period: during the semester when a student is registered for Dissertation Seminar II (Z0003)

- (b) At least one presentation is mandatory. Students may be given another opportunity to defend their doctoral dissertation following the decision from the Dissertation Screening Committee, if needed.
- (c) Procedure:
- 1) Submission: Students should submit the dissertation for screening to the committee members 2 weeks in advance.
 - 2) Screening: dissertation screening and oral presentation should be conducted one time each while an oral presentation will be conducted for the final dissertation screening.
 - 2) Result: A "pass" will be given based on a decision made by 4 out of 5 committee members.
 - 3) Final results should be submitted to the department chair before the graduation screening period (June 30 of the spring semester and December 31 of fall semester).
[\[GSIS 9-11\] Evaluation for Doctoral Dissertation Final Screening](#)
[\[GSIS 9-12\] Evaluation Report for Doctoral Dissertation Final Screening](#)
 - 4) The department Chair receives the results of the Dissertation Screening Committee and thereafter, reports the final result to the Dean of GSIS.
 - 5) The GSIS Office shall input the list of successful doctoral candidates and titles of their dissertation into the internal system.
- (3) Dissertation Submission
- (a) Deadline: Hard-cover copies of dissertations should be submitted within the designated period (early July for the spring semester and early January for fall semester), and shall include signatures of all Dissertation Screening Committee members.
- (b) Required documents
- 1 copy of cover page
 - Confirmation for online submission and author permission agreement
 - 3 hard-cover copies (including signatures from each of the committee members)
- (c) Main contents of the doctoral dissertation should be officially announced as directed by the Minister of Education within a year from the graduation date unless the minister admits that announcement is not appropriate.

(*) After completion of coursework, enrollment is not mandatory. If students wish to be evaluated for a particular semester after completing their coursework, then they must enroll. Students must register for the <Dissertation Seminar II> course and pay the dissertation screening fee for final screening purposes. Upon successful defense of the student's doctoral dissertation, a "Pass" grade will be given and the student may then graduate.

F. Doctoral students should have one or more academic article(s) published in an academic journal recognized by the Department as the first author or a corresponding author, or co-lead author before dissertation submission. For the case of corresponding author and co-lead author, the status should be included in the paper. Supporting documents should be submitted for dissertation submission (Applied to students who were admitted on and after 2014 academic year).

● Note

Academic journal recognized by the Department	International or national-wide academic journal, including (S)SCI, SCOPUS, NRF listed or recognized journal. * NRF recognized journal indicates (1) KCI listed or (2) Candidate journal for KCI listing
Supporting documents	Acceptance Letter or online publication. If not published afterwards, the doctoral degree may be subject to cancellation.

G. Terms of dissertation submission: students should pass the dissertation screening within 11 years of their doctoral program, as calculated from the time of entrance into GSIS.

H. Re-authorization of Dissertation Submission Eligibility

- (1) A student who is not able to receive a Doctoral degree due to the expiration of the dissertation submission period (the graduate student must receive approval of her submitted dissertation within 11 years of entering the doctoral program) but has passed the dissertation submission eligibility exam (foreign language exam and comprehensive exam) can be given one more opportunity to apply for dissertation submission eligibility via this process. This includes students who have a valid foreign language exam result which meets or exceeds the score required by the Department of International Studies at the time of application. Students can only apply for Re-authorization of Dissertation Submission Eligibility once, regardless of whether or not their request is granted.

- (2) When re-authorized to submit the doctoral dissertation, the student must submit the dissertation within 3 years (this includes the semester in which she is re-granted the eligibility). Until the dissertation is approved, she must be enrolled with dissertation-based registration.

I. Dissertation style sheets

The dissertation should be written in English and the abstracts should be attached in Korean. The title page and dissertation format should conform to the "Ewha Womans University Dissertation Style Sheets". However, the text and citation may follow well-known citation and style sheets of the dissertation's topical field. The official citation style for the Department of International Studies is ASA style (May 2011, Dept. of International Studies faculty meeting).

2. Graduation screening

A. Procedure

- (1) A list of successful candidates for degree conferment will be made.
- (2) Each department will verify students' enrollment semesters, credits earned, and grades for degree conferment.
- (3) Results of the English proficiency test and comprehensive exam will be confirmed.
- (4) Dissertation screening results will be confirmed.
- (5) Department, major, type of degree, alma mater, and degree number for each student will be confirmed.
- (6) A list of the names of expected graduates will be drawn up and data for graduation screening will be prepared. The Graduate School Committee will assess the results.
- (7) The degree will be recorded.

VI. Enactment/Application

- The above regulations have been revised and will take effect as of February 2016. They are applicable for students who enter the program Spring 2014 or later.
- The general procedure after entering the graduate school, including a request for dissertation screening, will follow the regulations and detailed enforcement of Ewha Womans University.

I. 석박사통합과정 박사학위 수여 요건

석박사통합 과정에 입학한 학생은 아래의 조건을 만족하는 경우에 논문을 제출할 자격이 부여되며, 논문심사에 통과하는 경우 박사학위를 수여 받을 수 있다.

제 31 조 (학위청구논문 제출자격) 다음 각 호의 요건을 모두 구비한 자는 학위청구논문을 제출할 수 있다.

1. 학위과정의 수료에 필요한 학점을 모두 취득한 자
2. 논문제출 자격시험에 합격한 자
3. 연구윤리 교육을 이수한 자 (신설 2014.1.29.)
4. 논문세미나를 수강하고 있는 자 (개정 2014.1.29.)

(5) 석사학위과정 수료: 석사학위과정 수료요건을 충족한 경우 석사학위과정 수료를 인정

* 석사학위과정 수료요건: 4 학기 이상 등록하고 필수학점을 포함하여 총 38 학점 이상을 이수하고 총 평균평점 3.0 이상

(6) 박사학위과정 수료요건: 정규등록 8 학기 이상 등록하고 박사학위과정 수료 요건을 충족한 경우

박사학위과정 수료 인정 (통합과정의 수업연한은 1년 이내에서 단축 가능)

* 박사학위과정 수료요건: 4 학기 이상 등록하고 필수학점을 포함하여 총 60 학점 이상을 취득하고 총 평균평점 3.0 이상

(7) 학위수여요건

(가) 공통필수 과목 (Required Courses): 필수, 9 학점 (석사과정 3 학점, 박사과정 6 학점)

(나) 전문분야실습 (Professional Training Courses): 필수, 5 학점 (석사과정 5 학점)

(다) 기능전공 필수 (Functional Concentration Requirements): 필수, 3 학점 (석사과정 3 학점, B0 이상 취득필요)

(라) 기능전공 과목 (Functional Concentration Courses): 필수, 15 학점 (석사과정 12 학점 취득, 박사과정은 석사를 포함하여 15 학점 취득)

(마) 실습 과목 (Practicum): 선택(과목당 1.5 학점이며, 최대 6 학점 이내에서 석사학위 수료학점으로 인정됨)

(바) 타전공 과목 (Breadth Requirements): 필수, 석사과정 6 학점

(사) 21세기프로그램 과목 (21st Century Program): 선택 (선택한 분야에서 최소 9 학점)

(아) 단기인턴십: 석사과정 필수학점(1 학점, 전문분야실습)

장기인턴십(Internship): 선택, 국내/국외에서 인턴십 후 최대 9 학점까지 졸업학점으로 인정됨
석사과정의 경우 최대 10 학점 이내에서, 통합과정의 경우 최대 15 학점 이내 (석사과정 인턴십 인정 최대 10 학점 포함) 에서 통합과정 수료에 필요한 학점으로 인정 가능함.

(자) 개별과제연구 (R0001 Independent Study): 학기당 3 학점 신청가능. 최대 12 학점 이내에서 통합과정 전체의 졸업학점으로 인정됨 (석사학위 과정에서는 최대 6 학점 인정가능)

(차) 언어 (Language): 선택, 모국어 혹은 영어를 제외하고 다른 언어에 대하여 교내/교외에서 대학원 수준의 수업을 수강할 경우 각 3 학점, 최대 3 학점까지 석사학위 이수학점으로 인정

(카) 영어시험 및 종합시험 합격

(타) 통합과정 자격 시험: 통합과정 3 학기 이상 등록하고 전공학점 38 학점을 취득하였거나 취득하는 학기부터 입학 후 4 학기까지 응시 가능(반드시 4 학기 이내에 합격하여야 함)

(파) 연구윤리 교육 이수(2014년 입학생부터 적용)

(하) 논문세미나 I 및 II 수강

논문세미나 (Dissertation Seminar) I, II: 각 한 학기 이상 수강

논문세미나 I (Dissertation Seminar I)은 S (Success) /U (Unsuccessful) 성적 부여

논문세미나 II (Dissertation Seminar II)는 P (Pass)/I (Incomplete) 성적 부여

[학위수여요건]

구분	분류	석사학위과정	통합과정(박사학위)
수업연한 (등록학기)		4 학기 이상 등록	8 학기 이상 등록 (1 년 이내 단축 가능)
수료에 필요한 학점 이수	Required Courses (필수)	필수 3 학점	필수 6 학점
	Professional Training Courses (필수)	필수 5 학점	
	Functional Concentration Requirements (필수)	석사 3 학점, B0 이상	
	Functional Concentration Courses (필수)	석사 12 학점 이수	통합 15 학점 이수
	Practicum Concentration Electives (선택)	최대 6 학점까지 인정	
	Breadth Requirements (필수)	최소 6 학점 이수	
	21 st Century Program (선택)	Optional/선택한 분야에서 최소 9 학점 이수시 Certificate 배부	
	장기인턴십(선택)	선택, 석사과정의 경우 최대 9 학점까지 수료학점 인정 가능	선택, 석사과정 인정학점 (장/단기인턴십)을 포함하여 최대 15 학점까지 수료학점 인정 가능
	Research (Independent Study)(선택)	학기당 3 학점, 최대 6 학점까지 수료학점인정	학기당 3 학점, 최대 12 학점까지 수료학점인정 (석사인정학점 포함)
	Languages (선택)	과목당 3 학점, 최대 3 학점까지 수료학점인정	
성적기준(4.3 만점)		총 누계평점 3.0 이상	총 누계평점 3.0 이상
연구윤리		2014 학년도 입학생부터 필수이수	2014 학년도 입학생부터 필수이수
자격시험		외국어시험, 종합시험 합격	통합과정 자격시험, 외국어시험, 종합시험 합격
학위청구논문			Dissertation Seminar 1 과 II 각 1 학기씩 이수 필수. 논문심사 및 구술시험 각각 1 회 이상 합격 (입학 후 13 년 이내)
논문발표			2014 학년도 입학생부터 재학 중 1 편 이상 논문 발표 졸업 후 1 년이내에 박사학위 주요내용을 학술지에 발표

II. 수강신청(대학원)

대학원 학칙 제 22 조, 제 23 조, 제 25 조, 제 26 조

대학원 학칙시행세칙 제 20 조, 제 21 조, 제 23 조, 제 26 조, 제 28 조, 제 29 조, 제 30 조,
제 30 조의 2

1. 일정

- 가. 수강신청기간: 1 학기 2 월 중순, 2 학기 8 월 중순
- 나. 수강신청 확인 및 변경기간: 매 학기 개강일로부터 1 주일간
- 다. 수강교과목 철회기간: 매 학기 개강일로부터 1 달 이내

2. 학기당 수강신청학점

- 가. 학기당 12 학점 이내이며 보충과목을 수강할 경우에는 3 학점까지 추가로 신청 가능
- 나. 석사학위과정, 박사학위과정, 통합과정에서 이수한 모든 교과목 중에 동일교과목이 있는 경우에는 수료사정시 한 번만 이수한 것으로 인정됨
- 다. 석사과정 중 전문분야실습(Professional Training Courses) 과목을 수강하는 학기에는 12 학점 이외에 추가로 3 학점까지(1 학점 과목 최대 3 개) 추가 수강이 가능하다.

[GSIS 4-1] Application Form for Adding Extra Credits for Professional Training Courses

3. 절차

- 가. 수강신청기간 중에 이화여자대학교 홈페이지를 통해서 신청한다.

4. 논문세미나 수강

- 가. 논문세미나 I 과 II 를 각 한 학기 이상 수강하여야 한다. 통합과정의 경우 종합시험에 합격한 다음 학기부터 논문세미나 I(Z0002) 수강이 가능하다.
- 나. 논문세미나 성적부여: 논문세미나 I 는 S(Success) / U(Unsuccessful)를 부여하며, 논문세미나 II 는 P(Pass)/ I(Incomplete)의 성적을 부여한다. .
- 다. 논문세미나 교과목을 수강하였으나 각 과정에서 요구하는 논문 제출을 완료하지 못한 경우에는 I 성적이 부여된다.

5. 본교 대학원 타 학과 및 전문대학원 교과목, 타 학교 국제대학원 교과목

- 가. 정의: 본교 대학원 관련 학과나 전문대학원, 본 대학원과 협약을 맺은 타 학교 국제대학원에서 개설한 교과목을 이수하는 것이며 지도교수 및 학과장의 지도를 받아 수강신청을 한다.
- 나. 학사학위과정 교과목 이수: 통합과정생은 3 학기 등록생까지 수강이 가능하며 학사학위교과목 중 4 학년 개설 전공 교과목은 재학 중 총 6 학점까지 석사학위과정 전공학점으로 인정 가능
- 다. 본교 대학원 타 학과 및 전문대학원 취득학점, 타 학교 국제대학원: 최대 9 학점 이내, 한 학기에는 6 학점까지 신청가능
- 라. 졸업에 필요한 총 학점의 2 분의 1 이상을 국제대학원 국제학과에서 개설한 교과목 중에서 이수하여야 한다.

[GSIS 4-2] Application Form for Credit Exchange.

[GSIS 4-3] Application Form for Credit Acknowledgement (Ewha courses)

Note: In exceptional cases, courses to be counted as (1) major concentration requirements, (2) major concentration electives, and (3) credits counting towards 21st Century certificates. Students have to show they cannot take (1)(2)(3) course at Ewha GSIS. The course should be equivalent to one offered within the GDIS curriculum and which is not offered at Ewha GSIS in the same semester (with approval of advisor, major director, chair, & Dean). If approved, students cannot take same course at Ewha GSIS.

III. 학사지도교수

학과장은 학생의 입학과 동시에 학사지도 및 대학원의 원활한 운영을 위하여 학과 교수 중에서 학생 별로 학사지도교수(Academic Advisor)를 1인 이상 위촉한다.

논문지도교수(Dissertation Advisor)는 입학 후 3학기 전에 신청한다. (아래 안내 참조)

IV. 등록

분류	내용	시기	유의사항
정규등록	수업연한 내에서 교과목 또는 논문세미나 수강하기 위한 등록 ※ 대학원학칙 제 19 조의 수업연한 - 석사학위과정: 2년/박사학위과정: 2년 - 통합과정: 4년	2월중, 8월중	이화포털을 통한 고지서 출력 등록기간 내 등록 또는 휴학을 하지 않을 경우 미등록 또는 미복학 제적처리 됨
교과목등록	수업연한이 지났으나 수료에 필요한 소요학점을 취득하지 못하여 추가적으로 하는 등록	3월초, 9월초	1-3 학점: 해당학기 수업료의 2분의 1 4 학점 이상: 해당학기 수업료 전액
논문등록	수료 후 논문지도 및 논문심사를 받기 위해 하는 등록(박사학위과정 및 통합과정은 2학기 이상 논문세미나를 수강하여야 함): 논문세미나 자동 수강신청됨	2월중, 8월중	수료생으로 종합시험을 합격한 학생은 논문등록 가능 -해당학기에 논문심사를 받은 이후에는 합격 여부와 관계없이 논문등록 취소가 불가함
연구등록	수료 후 논문세미나를 수강하지 아니하고 외국어시험 또는 종합시험에 응시하거나 교내 제반연구시설을 이용하기 위해 하는 등록		수료 후에는 등록의무가 없으나 종합시험에 응시하려는 학기에는 반드시 연구등록을 하여야 함. 연구등록한 학기에는 논문지도 및 논문심사를 받을 수 없으며 해당학기 졸업이 불가함(논문지도 및 논문심사를 받으려는 학생은 반드시 논문등록을 하여야 함)

V. 박사학위 수여

대학원 학칙 제 29 조, 제 31 조~제 35 조

대학원 학칙시행세칙 제 37 조~제 41 조, 제 42 조, 제 44 조~제 53 조

1. 학위 수여요건

가. 등록학기 및 이수학점

- (1) 정규등록 8 학기 이상 등록하고 박사학위과정 수료 요건을 충족한 경우 박사학위과정 수료 인정
(통합과정의 수업연한은 1년 이내에서 단축 가능)
- (2) 통합학위과정 수료에 필요한 최소학점은 60 학점으로 한다. (I. 참조)

나. **통합과정 자격시험**

(가) 응시자격 및 신청

통합과정 3 학기 이상 등록한 학생 중에서 석사과정 수료에 필요한 학점(38 학점)을 취득했거나, 취득하게 되는 학기부터 입학 후 4 학기까지 응시 가능 (반드시 4 학기 내에 합격하여야 함)
시험 신청은 1 학기: 7 월 첫째 주까지, 2 학기: 익년 1 월 첫째 주까지 학과로 신청한다.

[GSIS 7-1-3] Application for Combined Program Qualification Exam Screening

(나) 시험과목

시험과목은 3 분야를 실시한다. 전공필수과목과 전공선택과목 중 3 과목을 선택하여 3 과목이 B0 이상을 취득하였는지를 확인한다.

(다) 4 학기 이내에 통합과정 자격시험에 합격하지 못한 학생이 석사학위수여를 원할 경우 일정한 절차를 거쳐 석사학위 수여 요건을 갖춘 경우 석사학위 수여 가능

다. **Progress Review**

5 학기의 정규등록을 마친 학생을 대상으로 학과장이 위촉한 Progress Review 위원회(3 인의 교수로 구성, 지도교수 1 인 포함)가 학생의 전반적인 학업의 진행상황을 평가하고 박사학위 과정의 계속 여부를 결정한다. 5 학기 시작 한달 내에 실시하며 Progress Review 에 합격하여야 박사학위 과정을 계속할 수 있다. 지도교수의 결정에 따라 실시 시기를 늦출 수도 있다.

- (1) Progress Review 내용 - 해당 학생의 수강 교과목, 학업 성취도 등을 바탕으로 학업수행능력과 박사학위 과정의 계속 여부를 판단하고, 향후 학업과 연구방향을 지도한다.
- (2) Progress Review 위원회 구성 - 위원회는 학생의 희망을 참고하여 국제학과장이 위촉하는 3 인의 교수가 위원으로 구성되며 위원장은 학사지도교수가 아닌 위원으로 학과장이 선임한다.

[GSIS 6-1] 중간 점검 평가 위원회 구성신청서(지도교수작성용)

- (3) 일정 및 장소의 통보 - 국제학과장은 위원회를 구성한 후 대상 학생에게 Progress Review 의 일정과 장소를 통보한다.
- (4) Progress Review 결과의 보고 - 위원회는 전원 합의에 의해 합격/불합격을 판정하고, 위원장은 Progress Review 평가보고서를 통하여 국제학과장에게 보고한다.

[GSIS 6-2] 박사과정 중간 점검 평가 보고서(심사위원용)

- (5) 결과의 통보 - 국제학과장은 Progress Review 위원회의 심사결과를 학생에게 통보한다.

라. **연구윤리교육 (온라인 강의)**

2014-1 학기 신입생부터 학위청구논문제출자격요건에 연구윤리 교육(온라인 강의)이 필수로 포함됨. 모든 논문작성자는 연구윤리 교육(온라인 강의)을 종합시험 이전에 반드시 이수해야 함.

커리큘럼

- 필수과목: 연구부정행위 (Research Misconduct)
- 선택과목: 인간대상연구, 인체유래물연구, 동물실험과 실험대상 동물보호, 생명윤리위원회 (IRB) 와 연구에 대한 심의, 데이터관리와 연구노트 작성법
- 수강시기: 정규등록학기(1학기: 3월~5월, 2학기: 9월~11월) 중 수강이 원칙, 부득이하게 방학 중 수강한 학생도 직후 학기에 정규등록하는 경우에 한해 성적 반영
- 수강신청방법: 이화열린e러닝 홈페이지(<http://cyberedu.ewha.ac.kr/>)에서 유레카 로그인→무료결제

신청→수강승인 이후 수강완료 (학기말 학업성적부에 일괄 반영)

마. **논문제출자격시험(영어시험 및 종합시험)**

(1) 영어시험

논문을 제출하는 학기까지 합격기준에 만족하는 점수표를 제출하여야 하며, 국제학과에서 지정한 기간 내에 TOEFL, TOEIC, TEPS, IELTS 등 공인영어능력시험의 성적표 원본 (최근 2년 이내 응시결과 인정)을 국제학과 사무실에 제출한다.

합격기준은 다음 표 참조.

* 공인시험 종류별 합격기준 점수

TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS
600	250	100	900	478	7.0

** TEPS 기준은 2018년 5월 12일 248회 응시 성적부터 적용 (그 이전은 838점을 기준으로 함)

(2) 종합시험

(가) 응시자격 및 신청

통합과정 6학기 이상 등록한 학생 중에서 수료에 필요한 학점을 취득했거나, 취득하게 되는 학기부터 응시할 수 있다. (2011.8.31 학칙시행세칙 개정)

시험 신청은 1학기: 3월 하순, 2학기: 9월 하순까지 학과로 신청한다.

GSIS 7-2] 국제학과 박사/통합과정 종합시험 신청서(학생용)

(나) 시험일정 공고

1학기: 4월 둘째 주, 2학기: 10월 둘째 주

(다) 시험 기간

5월 둘째 주, 11월 둘째 주에 실시한다. 종합시험에 불합격한 경우 1회에 한해

재시험에 응시할 수 있다. 재시험 일정은 국제학과장이 정한다.

(라) 시험과목 (2017학년부터 변동적용)

학생은 시험과목 3과목을 신청하여야 한다. 2과목은 학생의 기능전공 분야에서 필수응시과목 1과목과 전공선택과목 (최소) 1과목으로 정하며, 3번째 과목은 학생의 전공과목 혹은 국제학과 내의 타 기능전공 과목 중에서 선택가능하며 21세기과목에서는 선택할 수 없다.

학생은 종합시험 각 과목별로 출제된 문제 3문항 중 2문항을 선택하여 답하여야 한다. 즉 종합시험 3과목에서 총 6문항에 관하여 보고서를 작성하여야 한다.

전공별 필수과목은 아래와 같이 지정한다. 아래 과목은 전공의 기초적인 내용에 대해 출제한다.

ITI 전공 필수응시과목	IS401 International Economics: Theory and Practice
IB 전공 필수응시과목	IS404 International Business: Theory and Practice
DC 전공 필수응시과목	IS410 Development Cooperation: Theory and Practice
IR 전공 필수응시과목	IS408 International Relations: Theory and Practice

전공 및 부전공 분야는 학생이 논문지도교수와 상의하여 국제학과에 신청하여야 한다. 종합시험 심사 전형위원은 학생별로 1인 1과목을 초과하여 제출할 수 없다 (3과목에 3인의 전형위원 위촉).

(마) 종합시험은 필기시험으로 하고, 시험문제는 학생들이 수강한 강의를 중심으로

국제학과장이 위촉한 전형위원이 출제한다. 시험은 in-class로서 시험과목당 각

2 시간으로 하며 3 과목 모두를 하루에 시행한다. (2017 입학생부터 적용)

(바) 종합시험의 성적은 "Distinguished Pass", "Pass", "Fail"의 3 등급으로 평가된다. 무단결시의 경우는 불합격으로 판정된다. 단, 예외적으로 학칙 5 조 2 항의 결시신청 규정에 해당되는 사항이 발생한 경우 국제학과장이 대체시험일을 지정할 수 있다.

(사) 불합격시의 재시험은 불합격한 과목에 대해서만 실시하며, 불합격한 과목이 1 과목 이상인 경우에는 동시에 실시한다. 재시험 일정은 국제학과장이 정한다.

(아) 종합시험에 합격한 학생이 수료에 필요한 학점을 취득하지 못한 경우에는 응시하지 않은 것으로 본다. 다만 통합과정 학생은 종합시험을 통과한 학기의 다음 학기부터 <논문세미나 I (Z0002)>의 수강이 가능하다.

[GSIS 7-4] 국제학과 박사/통합과정 종합시험 평가서(심사위원용)

※ 수료 후에도 종합시험에 합격하지 못하는 경우 종합시험 응시를 위해 "연구등록"이 필요

마. 학위논문

(1) 논문지도교수(Dissertation Advisor) 신청

(가) 시기

입학 후 3 학기 말 이전에 정함

(나) 자격: 논문지도교수의 자격은 다음 각 호의 기준을 충족하는 자로 한다.

- 위촉일 이전 3 년간 국제학술지 또는 한국연구재단 등재지에 2 편 이상 논문을 게재하였거나 이와 동등한 연구실적을 갖춘 교내전임교원
- 정년시까지 석사학위과정은 4 학기 이상, 박사학위과정 및 통합과정은 6 학기 이상 지도할 수 있는 교내 전임교원
- 위 항의 규정에도 불구하고 논문지도교수의 자격을 갖추었다고 인정되는 자의 경우, 대학원장의 제청으로 총장의 승인을 받아 논문지도교수로 위촉할 수 있다.
- 각 대학원장은 소속 학생 및 논문지도교수의 요청이 있는 경우 대학원 학사운영회의 심의를 거쳐 공동논문지도교수 1 인을 위촉할 수 있다.
- 논문지도학생 수: 1 인의 논문지도교수가 지도할 수 있는 학생 수는 논문세미나를 시작하는 학생을 기준으로 석사학위과정은 동일학기에 5 인 이내, 박사학위과정은 3 인 이내를 원칙으로 한다.

(다) 절차

- 1) 학생이 학사지도교수와 상의하여 논문주제와 학생이 희망하는 논문지도교수 후보 1 인 이상의 명단을 국제학과에 제출

[GSIS 9-1] 논문지도교수 위촉서(학생작성용)

- 2) 국제학과장은 학생의 신청을 바탕으로 학사지도교수(Academic Advisor)와 상의하여 논문지도교수 위촉

- 3) 국제대학원 행정실은 위촉한 논문 지도교수 정보를 전산 입력

[GSIS 3-5] 학사/논문지도교수변경신청서(학생작성용)

A. 논문세미나 I (Z0002 Dissertation Research I) 수강 시 절차

(1) 논문지도위원회 구성

[GSIS 9-2] 박사과정 논문 지도 위원회 구성 신청서(교원작성용)

논문지도교수와 학생은 <논문세미나 I>을 수강하는 학기 개시와 함께 늦어도 논문

Proposal 을 발표하기 1 개월 전까지 논문지도위원회를 구성하여 국제학과장의 승인을 받아야 한다. 논문지도위원회는 논문지도교수(위원장)를 포함하는 3 인으로 하며 위원 중 1 인까지는 국제대학원 국제학과의 외부(본교 내외)에서 위촉할 수 있다.

(2) **논문 Proposal 심사**

종합시험에 합격한 이후, 다음 학기부터 <논문세미나 1> 수강이 가능하며, 논문세미나 수강신청 및 논문지도위원회 구성을 완료한 학생은 논문 Proposal 을 제출해야 한다. 논문 Proposal 은 논문지도위원회의 심사를 받아 통과되어야 한다.

※ 논문지도교수는 논문 Proposal 의 전 단계로서 학생으로 하여금 Research Plan 을 작성하도록 할 수 있다. Research Plan 에는 연구주제, 연구필요성, 연구방법, 참고문헌, 향후 연구진행 계획을 포함하도록 한다.

(가) 논문 Proposal 에는 논문제목, 연구주제, 연구방법, 목차, 분석틀 혹은 가설, 이론적 배경, 참고문헌, 연구 진행상황 등을 포함하도록 한다.

(나) 논문 Proposal 은 3 월 둘째 주, 9 월 둘째 주까지 제출하도록 한다.

논문 Proposal 심사를 통과하지 않은 논문은 학위논문 심사에서 제외한다.

(다) 논문 Proposal 심사 및 결과 통보 - 논문 Proposal 심사일정은 별도로 정해 실시하며, 3 인의 논문지도위원회 전원 합의에 의해 논문 Proposal 심사에 통과한 학생은 <논문세미나 I>의 합격(Success) 성적을 받고 다음 학기에 <논문세미나 II>를 수강할 수 있다.

[GSIS 9-8] 박사과정 논문계획서 심사 보고서(교원작성용)

B. 논문세미나 II (Z0003 Dissertation Research II) 수강 시 절차

(1) **논문 1 차 심사**(2017 신입생부터 적용)

(가) 심사기간: 최종 학위논문심사 최소 3 개월 이전

(나) 절차

- 1) 논문심사위원회 구성 (논문 1 차심사 1 개월전까지 구성완료): 총 5 인으로 논문지도위원회 3 인, 심사교수 2 인으로 구성한다. 위원회 위원 중 3 인까지는 국제대학원 국제학과의 외부에서 초빙할 수 있으며 최소 1 인 이상은 반드시 외부인사여야 한다. (외부인사의 정의: 각 대학(원)장이 인정한 “심사분야에 전문성을 가진 교외인사”로, 교내 전임교원 및 특별계약교원과 석좌교수, 심사학생의 외부 논문지도교수는 제외됨)
위원장은 논문지도교수가 아닌 위원 중에서 국제학과장이 위촉하며 심사위원회는 국제학과장의 제청으로 심사 시작 전에 국제대학원장의 승인을 받아야 한다. 논문심사를 개시한 이후에는 부득이한 사유가 없는 한 심사위원을 교체할 수 없다.

[GSIS 9-10] 박사과정 논문심사위원회 구성 신청서(교원작성용)

- 2) 제출마감: 학위청구논문(심사용)을 심사일 2 주일 전까지 심사위원에게 제출
- 3) 논문심사 방식(서면심사 혹은 구두발표회)은 논문심사위원회가 결정한다.
- 4) 심사결과: 논문에 대한 전반적인 지도편달 및 학위논문 최종심사시기 등을 결정

[GSIS 9-11] 박사과정 학위청구논문 심사결과서(개별)(교원작성용)

[GSIS 9-12] 박사과정 학위청구논문 심사 종합보고서(교원작성용)

(2) **학위논문 최종심사** (※ 논문 심사로 납부 필요)

(라) 심사기간: <논문세미나 II> 수강학기 중 논문 1 차심사를 거친 후 이후에 실시한다.

(마) 심사회수: 최소 1 회의 심사를 실시한다. 단, 논문심사위원회가 최종심사 논문의 완성도가 떨어진다고 판정할 경우 1 회에 한하여 추가 심사를 실시할 수 있다.

(나) 절차

- 1) 제출마감: 학위청구논문(최종심사용)을 심사일 2 주일 전까지 심사위원에게 제출
- 2) 심사방법: 논문심사와 구술시험을 각각 1 회 이상 실시하며, 논문최종심사회에서 구술시험이 실시된다.
- 3) 합격판정: 심사위원 4/5 이상 찬성에 의해 합격 판정을 내린다.
- 4) 심사결과보고: 최종 심사 결과는 해당학기 졸업사정 실시 전(1 학기 6 월 30 일, 2 학기 12 월 31 일)까지 제출 완료되어야 하며, 학위청구논문 심사결과서 및 학위청구논문 종합보고서를 국제학과장에게 제출하고 국제학과장은 최종결과를 국제대학원장에게 보고한다.

[GSIS 9-11] 박사과정 학위청구논문 심사결과서(개별)(교원작성용)
[GSIS 9-12] 박사과정 학위청구논문 심사 종합보고서(교원작성용)

(3) 논문관련 서류 제출

(가) 제출마감: 완제본 논문을 정해진 기일(1 학기: 7 월초, 2 학기: 1 월초) 내에 제출해야 하며, 제출하는 논문에는 심사위원 전원의 서명을 받아야 한다.

(나) 제출서류:

- 논문 겉 표지 1 부
- 학위논문의 온라인 제출 확인서 및 저작권 이용 동의서
- 하드커버 완제본 3 권 (3 권 모두 심사위원 전원의 서명을 받아야 함)

(다) 박사학위를 받은 자는 그 받은 날부터 1 년 이내에 교육부장관이 정하는 바에 따라 박사학위논문을 공표하여야 한다. 다만, 공표함이 적당하지 아니하다고 교육부장관이 인정하는 때에는 예외로 한다.

(*) 수료 이후에는 논문제출년한 내에서 미등록상태 유지가 가능하며, 논문지도나 논문심사를 받고자 할 경우 논문등록을 하면 된다. 최종심사를 받고자 할 경우 <논문세미나Ⅱ>를 등록하고 논문심사비를 납부한 후, 최종논문심사를 통과하며 학위가 수여되는 학기에 Pass 학점을 받고 졸업하게 된다.

바. 재학 중 논문 발표 ①박사학위과정 학생은 재학 중 학과에서 정한 학술지에 1 편 이상의 논문을 주저자(제 1 저자 또는 교신저자 또는 공동제 1 저자)로 발표하여야 한다. 교신저자 혹은 공동제 1 저자일 경우, 해당 내용은 학술지에 명시되어야 한다. 이에 따른 연구실적물 또는 이를 증명하는 서류는 합격된 논문제출시 함께 제출되어야 한다. (2014 학년도 입학자부터 적용) (대학원 학칙 시행세칙 제 52 조의 2) (개정 2014.1.29)

학과에서 정한 학술지	International or national-wide academic journal, including (S)SCI, SCOPUS, NRF listed or recognized journal. * NRF recognized journal indicates (1) KCI listed or (2) Candidate journal for KCI listing
증명하는 서류	Acceptance Letter or online publication. If not published afterwards, doctoral degree may be cancelled.

사. 논문제출연한: 통합학위 과정생은 입학년도로부터 13년 이내에 학위청구논문 심사에 합격하여야 한다.

아. 논문제출자격 재부여

- (1) 학위청구논문 제출 연한이 초과되어 학위를 취득하지 못한 수료자 중 논문제출시험(외국어시험 및 종합시험)에 합격한 자는 1회에 한하여 논문제출자격 재부여 신청을 할 수 있다. 단, 외국어시험 합격자에는 국제학과에서 요구하는 일정 성적 이상의 공인어학능력시험(유효기간 내 성적) 소지자를 포함한다.
- (2) 논문제출자격을 재부여 받은 경우, 논문제출 잔여기한은 허가 받은 학기를 포함하여 박사 3년 이내로 한다. 다만, 논문심사 통과 시까지 연속으로 논문등록을 하여야 한다.

자. 논문제제: 학위청구논문은 영어로 작성해야 하며, 국문 논문초록을 첨부하여야 한다. 학위청구논문의 표제지 등 체제는 "이화여자대학교 대학원 학위청구논문 체제"에 따르되, 본문과 참고문헌은 전공학문 분야별 전문학술지의 편집 체제에 따른다. 국제학과에서 지정한 citation style 은 ASA 에 준한다. (2011. 5월 교수회의)

2. 졸업사정

가. 절차

- (1) 학위수여 대상자 명단 작성
- (2) 각 과별로 학위수여에 필요한 등록 학기 수, 학점 취득 및 성적 확인
- (3) 영어시험 및 종합시험의 합격여부 확인
- (4) 학위논문심사 합격여부 확인
- (5) 학과, 전공, 학위명, 출신학교, 출신학교 학위번호 확인
- (6) 학위수여예정자 명단 및 졸업사정자료를 작성하여 대학원위원회 심의
- (7) 학위기 작성

VI. 통합과정 중도포기

분류	내용	시기	유의사항
통합과정 중도포기	석·박사 통합과정에 재학중인 학생이 개인적인 사유 및 통합과정 자격시험에 불합격하여, 통합과정을 중도에 포기하고 석사학위를 수여받기 위하여 신청하는 것	6월 초 및 12월 초	3학기 이상 재학 중인 통합과정생이 신청 가능.

VII. 적용

- 이상의 내규는 2016년 2월 1일자로 개정되었으며, 통합과정 재적생에게 모두 적용한다.
- 입학 이후 학위청구논문심사에 이르기까지 제반 과정은 기본적으로 이화여자대학교 대학원 학칙 및 시행세칙이 정하는 바에 따른다.

Regulations for Master's and Doctoral Combined Degree Program in International Studies

Revised as of July 2018

I. Qualification for Doctoral Degree

Students who meet the qualifications listed below are eligible to submit a doctoral dissertation. Students can acquire a doctoral degree in International Studies upon successful completion of the dissertation screening procedure.

Graduate School Regulations Article 31 (Qualification for Dissertation Submission)

1. Successful completion of the mandatory amount of credits listed in coursework completion
2. Successful passage of the dissertation submission qualification examinations
3. Successful completion of Research Ethics Program (added from January 2014)
4. Successful completion of Dissertation Seminars I & II (added from January 2014)

- (1) Master's Program Coursework Completion: students who fulfilled the Master's degree coursework completion requirements will be acknowledged as completing the Master's program coursework.
 - * Requirements: enrolled 4 semesters or more and achieved 38 credits or more including required courses. Cumulative GPA should be 3.0 or higher on a 4.3 scale.
- (2) Doctoral Program Coursework Completion: students who enrolled in 8 semesters or more and fulfilled Doctoral degree coursework completion requirements will be acknowledged as completing Doctoral program coursework (Term of coursework of combined program can be shortened by 2 semesters).
 - * Requirements: enrolled 4 semesters or more and achieved a total of 60 credits or more including all required courses. Cumulative GPA should be 3.0 or higher on a 4.3 scale.
- (3) Degree Conferment Requirements
 - a. Required Courses: Mandatory 9 credits (3 credits from Master's and 6 credits from Doctoral program)
 - b. Professional Training Courses: Mandatory 5 credits (5 credits from Master's program)
 - c. Functional Concentration Requirements: Mandatory 3 credits (3 credits from Master's program: Grade should be B0 or higher for the course)
 - d. Functional Concentration Courses: Mandatory 15 credits
(12 credits for Master's level coursework acknowledgement and an additional 3 credits for a total of 15 credits for combined program coursework acknowledgement)
 - e. Practicum: Optional (1.5 credits each, up to 6 credits can be accepted towards the Master's program)
 - f. Breadth Requirement: Mandatory 6 credits (Master's program)
 - g. 21st Century Program: Optional (minimum 9 credits from selected field)
 - h. Short term Internship: Mandatory 1 credit (Master's program: Professional Training Course)
Long-term Internship: Optional (up to 9 credits can be accepted towards graduation requirements)
Up to 10 credits can be acknowledged for the Master's program / up to 15 credits can be acknowledged for the Combined program (these 15 credits include 10 credits from Master's degree program).
 - i. Research (R0001 Independent Study): Optional. Up to 3 credits per semester, up to 12 credits are available to apply towards credits required for coursework completion of combined program (Up to 6 credits for master's program).
 - j. Language: Optional. Courses taken in partner institution in languages other than native languages or English. Up to 3 credits per course, up to 3 credits as a whole can be accepted for coursework completion requirements for Master's program.
 - k. Dissertation Submission Qualification Examinations
 - Standardized English language proficiency test for non-native English language speakers
 - Comprehensive Examination
 - l. Combined program qualification Examinations: combined program students should pass the qualification exam within 4 semesters after admitted to Ewha. Students who have enrolled in 3 semesters or more and earned 38 credits can apply for qualification exam.

- m. Completion of Research Ethics Program (Mandatory for students admitted on and after 2014 academic year)
- n. Dissertation Seminar I & II: (at least) 1 semester each
- Grading for Dissertation Seminar I: S (Successful) / U (Unsuccessful)
 - Grading for Dissertation Seminar II: P (Pass) / I (Incomplete)

[Degree Conferment Requirements Table]

Items	Classification	Master's Degree	Combined Program (Doctoral Degree)
Coursework Duration (Full time registration)		4 semesters or more	8 semesters or more (can be shortened by 1 year)
Credits for Coursework Completion	Required Courses (Mandatory)	3 credits	6 credits
	Professional Training Courses (Mandatory)	5 credits	
	Functional Concentration Requirements (Mandatory)	3 credits (Grade B0 or higher)	
	Functional Concentration Courses (Mandatory)	12 credits	15 credits
	Practicum Concentration Electives (Optional)	Up to 6 credits	
	Breadth Requirements (Mandatory)	Minimum 6 credits	
	21 st Century Program (Optional)	Optional/Minimum 9 credits from selected field	
	Long-term Internship (Optional)	Up to 9 credits can be accepted	Up to 15 credits can be accepted
	Research (Independent Study)(Optional)	3 credits per semester, up to 6 credits can be accepted	3 credits per semester, up to 12 credits (including master's level courses) can be accepted in total
	Languages (Optional)	3 credits per course, up to 3 credits can be accepted	
Cumulative GPA Requirements (on a 4.3 scale)		3.0 or higher	3.0 or higher
Research Ethics Program		Mandatory for students admitted on or after 2014 academic year	
Dissertation Submission Qualification Examinations		English Proficiency Test report & Comprehensive Exam	Combined program Qualification Exam, English Proficiency Test report and Comprehensive Exam
Dissertation Seminar I & II			- Take Dissertation Seminar 1& II - Document Screening and Oral presentation (within 13 years after admission)
Publication			- Students who were admitted in 2014 academic year need to publish at least 1 academic paper before Graduation. - students should have one or more academic article(s) published in an academic journal recognized by the Department as the first author or a corresponding author, or co-lead author before dissertation submission.

II. Course Enrollment (Graduate School)

The Graduate School's regulations and enforcement are detailed in articles 20, 21, 23, 26, 28, 29, 30, and 30-2

1. Schedule

- A. Course registration period: Spring semester: mid-February; Fall semester: mid-August
- B. Course confirmation and modification period: the first week of each semester
- C. Course withdrawal period: Within a month from the beginning of each semester

2. Course enrollment (credits) for each semester

- A. Up to 12 credits per semester
Students may apply for an additional 3 credits towards supplementary courses
- B. If taking a course more than once during Master's level and Doctoral level, it will be considered as taken only once when coursework completion screening is conducted.
- C. Students may apply for an additional 3 credits (up to 3 credits, 1 credit each) during the semester when she takes Professional Training Courses.

[GSIS 4-1] Application Form for Adding Extra Credits for Professional Training Courses

3. Procedure

- A. Register through the Ewha Womans University website during the relevant course registration period.

4. Dissertation Seminar

- A. Students should take at least one semester each of Dissertation Seminar courses I & II. Dissertation Seminar I (Z0002) can be taken following the semester when the combined program student has passed her comprehensive exam.
- B. Grades are not given for the Dissertation Seminars. Final result of dissertation (Dissertation Seminar II) is graded on a Pass/Incomplete (P/I) basis (For Dissertation Seminar I, Successful/Unsuccessful (S/U) will be given).
- C. An "I" grade (Incomplete) will be given if a student does not complete the dissertation submission.

5. Courses from Ewha Graduate School and Professional Graduate Schools, other GSISs

- A. Definition: Enrollment of courses offered by Ewha Graduate School or Professional Graduate School and other GSISs. Students must receive permission from their academic advisor and the department chair for course registration.
- B. Undergraduate Program Courses: Combined program students in her 3rd semester or less can take senior undergraduate courses and those credits (up to 6 credits) can be accepted towards Master's level courses.
- C. Credits to be taken: up to (but not exceeding) a maximum of 9 credits in total (6 credits per semester).
- D. More than half of total credits required for coursework completion should be taken at the Department of International Studies, Graduate School of International Studies.

[GSIS 4-2] Application Form for Credit Exchange

[GSIS 4-3] Application Form for Credit Acknowledgement (Ewha courses)

- * In exceptional cases, courses to be counted as (1) major concentration requirements, (2) major concentration electives, and (3) credits counting towards 21st Century certificates. Students have to show they cannot take (1)(2)(3) course at Ewha GSIS. The course should be equivalent to one offered within the GDIS curriculum and which is not offered at Ewha GSIS in the same semester (with approval of advisor, major director, chair, & Dean). If approved, students cannot take the same course at Ewha GSIS.

III. Academic Advisor

The department chair will assign one professor (or more) to the student as an academic advisor to provide consultation related to academic affairs in addition to related university matters when the student begins coursework at the graduate school.

Dissertation Advisor can be appointed before the end of the students' third semester (Please refer to the guide below).

IV. Registration

Classification	Information	Schedule	Notes
Full time (Regular) registration	Regular registration for coursework and thesis seminar during coursework duration * Coursework duration: - Combined program: 4 years (Master's program: 2 years/Doctoral program: 2 years)	February/August	If not enrolled or take a leave of absence during the designated period, expulsion will be conducted based on school regulation

Course-based Registration	Registration for additional credits after coursework duration but not yet achieved required credits for coursework completion	Early March/early September	* 1-3 credits: half of tuition * 4 credits or more: Same amount of full registration tuition
Thesis-based Registration	Registration for dissertation supervision or dissertation screening after completion of coursework (Combined program & Doctoral program students need to register at least 2 semesters or more)	February/August	Students who complete the coursework and passed comprehensive exam can register as thesis-based registration - If students received dissertation screening cannot cancel thesis-based registration for the semester
Research-based Registration	Registration after coursework completion and wishes to apply for comprehensive exam/English exam or use school facility but not intend to do thesis advising or screening.	February/August	Students are not required to enroll after coursework completion. However, students who wish to apply for comprehensive exam/English exam need to enroll as research-based registration. This research-based semester, thesis advising/thesis screening is not applicable nor graduate with doctoral degree.

V. Conferment of doctoral degree

Graduate School regulations article 29, articles 31~35

Graduate School detailed enforcement regulations articles 37~41, article 42, and articles 44~53

1. Requirements for degree conferment

A. Enrollment and required credits

- (1) 8 (or more) regular semesters (term of coursework can be shortened by 2 semesters) + 2 (or more) dissertation seminars
- (2) A minimum of 60 credits are required to complete coursework (Refer to I.)

B. Combined program qualification exam

(1) Qualification and Application Period

Students who are in their third semester (or more) and have successfully earned or expect to earn the necessary number of credits for master's program coursework completion (38 credits) in the applying semester may apply for the combined program qualification exam. Students need to pass this exam within their 4th semester after admitted to the school.

- (a) Application period: Spring semester: first week of July/ Fall semester: first week of January of following year

[GSIS 7-1-3] Application for Combined Program Qualification Exam Screening

(b) Subjects for examination

Exam subjects cover 3 fields. Students need to choose 3 courses among functional concentration requirement courses and functional concentration electives and list those 3 courses if grade of each course is B0 or higher. Form 7-1-3 needs to be submitted to the department office.

- (c) If a student does not pass the combined program qualification exam by the 4th semester and wishes to graduate with a Master's degree, the Master's degree will be conferred if she fulfills all requirements.

C. Progress Review

The Progress Review Committee (composed of 3 professors, including 1 dissertation advisor) selected by the department chair evaluates the overall academic progress of the student and decides whether the student can continue the doctoral program or not. The committee is held when student's fifth semester begins. Progress review can be postponed when the dissertation advisor decides to do so. The student may continue her doctoral program upon successful evaluation from the Progress Review.

- (1) Contents of Progress Review: The committee decides whether the student will be able to continue with the doctoral program based on the student's academic progress and achievement. Advice on the student's future research and study plan will also be provided.
- (2) Composition of the Progress Review Committee: The department chair selects 3 committee members based on the student's request and nominates a chair for the committee (the student's academic advisor is included in the committee but cannot be the chair).

[GSIS 6-1] Request Form for Ph.D. Progress Review Committee Composition (For advisor)

- (3) Schedule: The department chair will form the committee and inform the student of the date and venue of the Progress Review.

- (4) Progress Review result: The decision by the Review Committee is made on a P/NP basis by unanimous vote and their decision is submitted in writing to the department chair.
[GSIS 6-2] Evaluation Form for Ph.D. Progress Review (for committee)
- (5) Final notification: The department chair will notify the student of the Review Committee's decision.

D. Research Ethics Courses (online)

Starting from 2014, all doctoral candidates should take the Research Ethics course online before completing their comprehensive examination.

- e. Mandatory Course: 'Research Misconduct'
- f. Six Optional Courses (in Korean): Data management and Laboratory Notebook/Human Participant Research/Use of Human Materials in Research/IRB Protocol Review/Animal Use and Care in Research, etc.
- g. Online Course taking: Students need to take this online course during the regular semester (Spring semester: March-May, Fall semester: September-November). If taken during vacation, grade will be applied only after enrolled in the following semester as full time registration (regular semester).
- h. Course registration: go to Ewha e-learning website (<http://cyberedu.ewha.ac.kr/>) and wait for course taking approval (grade will be applied at the end of the semester).

E. Dissertation qualification exam (Foreign language exam and comprehensive exam)

(1) Foreign Language Exam (English proficiency test)

Before a student can apply for dissertation screening, the original copy of an English proficiency test result, such as TOEIC, TOEFL, TEPS, and IELTS (taken in the last two years) must be submitted to the department office during the designated period of the semester. The minimum passing test score for the exams are as follows:

* Minimum passing scores for English Proficiency Test

TOEFL(PBT)	TOEFL(CBT)	TOEFL(IBT)	TOEIC	TEPS	IELTS
600	250	100	900	478	7.0

** TEPS minimum score is applied to 248th test result, held on May 12, 2018. (Minimum score 838 applied to tests taken before May 12, 2018.)

(2) Comprehensive Exam

(a) Qualification and Application Period

Combined program students who are in their 6th semester (or later) and have successfully earned or expect to earn the necessary number of course credits in the applying semester may apply for the comprehensive exam.

- Application period: Spring semester: late March / Fall semester: late September

[GSIS 7-2] Application Form for Comprehensive Exam Screening for Doctoral Program

(b) Notice for exam schedule

Spring semester: second week of April / Fall semester: second week of October
 The Department chair will decide and inform the exam date (1-day exam).

(c) Exam period

The exam will be administered during the second week of May or November.

* Re-examination is offered only once to students who have previously failed the comprehensive exam. The schedule for re-examination will be determined by the department chair.

(d) Subjects for examination (applicable for students admitted on and after 2017)

A student must select three courses on which to be examined, one of which must be the required course for her major, and at least one other course must also be from her major concentration. For the third course, the student can select any of courses from her major concentration or other major concentration of Dept. of International Studies, excluding 21st Century program courses.

For each comprehensive exam relating to each of the three courses, as student must choose to answer any two out of the three questions listed. Thus, in total, a student will answer six comprehensive exam questions

* Required course for each major: The paper for this course will test foundational knowledge within the major.

ITI major	IS401 International Economics: Theory and Practice
IB major	IS404 International Business: Theory and Practice
DC major	IS410 Development Cooperation: Theory and Practice
IR major	IS408 International Relations: Theory and Practice

Students should discuss which courses will be examined with their dissertation advisor, and apply for such fields to the department office. The screening committee can evaluate exams up to 1 subject per student (3 faculties for 3 subjects).

- (e) The comprehensive exam is a written test based on lectures and coursework. The exam questions will be provided by members of the Screening Committee.
The exam will be conducted in-class. 2 hours are given for each subject and all 3 subjects will be covered in one (1) day. (applicable for students admitted on and after 2017)
- (f) The comprehensive exam will be scored with 3 grades: "Distinguished Pass", "Pass", or "Fail". Absence is considered to be non-pass/fail: In exceptional cases based on Ewha University Academic Affairs Regulation Article 5 Clause 2 (Request for Absence of Exam), the Department Chair can designate an alternative exam date.
- (g) Re-examination will be taken only for non-pass subjects. If a student has more than one failed subject, all re-examinations will be taken at the same time. The schedule for re-examination will be determined by the department chair.
- (h) If a student does not earn the required number of credits after passing the comprehensive exam, then the student shall be considered as not have taken the exam. If a student passed Dissertation Seminar I (Z0002) but failed the comprehensive exam, the pass of Dissertation Seminar I remains valid. However, she can only take Dissertation Seminar II (Z0003) only after passing the comprehensive exam.

[GSIS 7-2] Application Form for Comprehensive Exam Screening for Doctoral Program

[GSIS 7-4] Evaluation Form for Ph.D. Comprehensive Exam

※ If a student does not pass the comprehensive exam after completing the course credits, the student must then register under "research registration" to take the exam.

F. Doctoral Dissertation Procedure

(1) Application for Dissertation Advisor

(a) Period:

Before the end of the third semester following matriculation into the graduate school

(b) Qualification:

- In principle, Ewha Full-time faculty (Assistant Professor, Associate Professor and Professor) can serve as a student's dissertation advisor.
- Faculty who have published more than 2 research papers in International Journals or journals acknowledged by the Korea Research Foundation during the last 3 years, or faculty who have an equivalent research record.
- Full time faculty who can advise students- at least 4 semesters for master's students and 6 semesters for doctoral/combined program students - before retirement.
- Despite the above regulations, if the Dean requests and President approves, anyone who has qualified for doctoral dissertation advisor can be appointed as doctoral dissertation advisor.
- In principle, each faculty member can accept 5 master's students and 3 doctoral students as thesis/dissertation advisees every semester. This limit is on **new advisees** and does not dictate the total number of students a professor may advise at one time. (Graduate School regulations article 22)
- Two faculty members may be co-dissertation advisors if both faculty members are on-campus. This requires a special application process.

(c) Procedure:

- 1) Students should discuss their dissertation topic and the candidate/s they are considering to be their dissertation advisor with their academic advisor and then submit this information to the department office.

[GSIS 9-1] Application Form for Thesis, Dissertation Advisor Appointment

- 2) The department chair and the student's academic advisor will consult with each other and consider the student's request, then render a decision as to who shall be the student's dissertation advisor.

- 3) The GSIS Office should input the name of the dissertation advisor into the computer system.

[GSIS 3-5] Application Form for Change of Academic or Thesis/Dissertation Advisor

■ Procedure of taking Dissertation Seminar I (Z0002 Dissertation Research I)

(1) Composition of Dissertation Advisory Committee

[GSIS 9-2] Request Form for Doctoral Dissertation Advisory Committee Composition

From the first day of the Dissertation Research I course, the student and the dissertation advisor should choose the faculty to serve on the Dissertation Advisory Committee and then get approval from the department chair no later than 1 month prior to the dissertation proposal presentation day. The Dissertation Advisory Committee shall consist of 3 members including the student's dissertation advisor (chair of the committee). One member must be selected from outside of the department (either on or off campus).

(2) Dissertation Proposal Screening

Students who passed the comprehensive exam can take Dissertation Seminar I (Z0002) the following semester. Students who are assigned a Dissertation Advisory Committee should submit a dissertation proposal. The Dissertation Advisory Committee will screen the dissertation proposal, and thereafter, render a decision.

※ The student's dissertation advisor may allow the student to begin writing her research plan prior to her dissertation proposal. The student's research plan should include the topic, objective, method, bibliography, and an outline of her research timetable.

(a) The student's dissertation proposal should include a title, topic, method, table of contents, framework or hypotheses, theoretical background, bibliography, and progress of the study.

(b) Students must submit their dissertation proposal by the second week of March or September

Dissertation proposals that receive a "Non-pass" at this point are not permitted to continue on to the dissertation screening process.

(b) Dissertation proposal screening and result notification:

The schedule for the dissertation proposal screening will be announced. When the student passes her dissertation proposal screening by a unanimous vote from the 3 members of her Dissertation Advisory Committee, the student may take Dissertation Research II the following semester after earning an "S(Successful)" from the Dissertation Research I course.

[GSIS 9-8] Evaluation Form for Doctoral Dissertation Proposal Screening

■ Procedure for taking Dissertation Seminar II

(1) Dissertation screening: 1st screening (student who admitted on and after 2017 academic year)

(a) Period: 3 months prior to dissertation final evaluation

(b) Procedure

1) Composition of Dissertation Screening Committee (should be completed by 1 month prior to 1st dissertation screening): 5 members (3 members from the Dissertation Advisory Committee + 2 screening members). Up to 3 members can be selected from outside of campus and at least one member should be selected from another University.

(Off-campus committee members means a person off-campus who has expertise on the field and excludes Ewha full time faculty, invited professor, visiting professor, special-appointed professors, professor emeritus and off-campus dissertation advisor.)

The department chair selects the chair of the committee from among the committee members (excluding the dissertation advisor). Screening Committee should be approved by GSIS Dean before Dissertation Screening. After dissertation screening begins, screening committee member cannot be changed without any unavoidable circumstance.

[GSIS 9-10] Request Form for Doctoral Dissertation Screening Committee Composition

2) Submit dissertation (for screening) to committee members: 2 weeks in advance.

3) The Dissertation Screening Committee will decide the structure of the dissertation screening (i.e., written or oral presentation).

4) Screening result: General dissertation guidance will be provided in addition to details relating to the dissertation screening period.

[GSIS 9-11] Evaluation for Doctoral Dissertation Final Screening

[GSIS 9-12] Evaluation Report for Doctoral Dissertation Final Screening

(2) Dissertation Screening: Final screening

(※ Payment of dissertation screening fees is required.)

(a) Period: during the semester when a student is registered for Dissertation Seminar II (Z0003).

(b) At least one presentation is mandatory. Students may be given another opportunity to defend their doctoral dissertation following the decision from the Dissertation Screening Committee, if needed.

(c) Procedure

1) Submission: Students should submit the dissertation for screening to the committee members 2 weeks in advance.

2) Screening: dissertation screening and oral presentation should be conducted one time each, while an oral presentation will be conducted for the final dissertation screening.

- 3) Result: A "pass" will be given based on a decision made by 4 out of 5 committee members. Final result should be submitted to department chair before the graduation screening period (June 30 of spring semester and December 31 of fall semester).

[GSIS 9-11] Evaluation for Doctoral Dissertation Final Screening

[GSIS 9-12] Evaluation Report for Doctoral Dissertation Final Screening
- 4) The department chair receives the results from the Dissertation Screening Committee and thereafter, reports the final result to the Dean of GSIS.
- 5) The GSIS Office shall input the list of successful doctoral candidates and titles of their dissertation into the internal system

(3) Dissertation Submission

- (a) Deadline: Hard-cover copies of dissertations should be submitted within the designated period (early July for spring semester and early January for fall semester), and shall include signatures of all Dissertation Screening Committee members.
 - (b) Required documents
 - 1 copy of cover page
 - Confirmation for online submission and author permission agreement
 - 3 hard-cover copies (including signatures from each of the committee members)
 - (c) Main contents of the doctoral dissertation should be officially announced as directed by the Minister of Education within a year from the graduation date, unless the minister admits that announcement is not appropriate.
- (*) After completion of coursework, enrollment is not mandatory. If students wish to be evaluated for a particular semester after completing their coursework, then they must enroll. Students must register for the <Dissertation Seminar II> course and pay the dissertation screening fee for final screening purposes. Upon successful defense of the student's doctoral dissertation, a "Pass" grade will be given and the student may then graduate.

F. Doctoral students should have one or more academic article(s) published in an academic journal recognized by the Department as the first author or a corresponding author, or co-lead author before dissertation submission. For the case of corresponding author and co-lead author, the status should be included in the paper. Supporting documents should be submitted at dissertation submission (Applied to students who were admitted on and after 2014 academic year).

Academic journal recognized by the Department	International or national-wide academic journal, including (S)SCI, SCOPUS, NRF listed or recognized journal. * NRF recognized journal indicates (1) KCI listed or (2) Candidate journal for KCI listing
Supporting documents	Acceptance Letter or online publication. If not published afterwards, doctoral degree may be cancelled.

G. Terms of dissertation submission: students should pass the dissertation screening within 13 years of their combined program, as calculated from the time of entrance into GSIS.

H. Re-authorization of Dissertation Submission Eligibility

- (1) A student who is not able to receive a Doctoral degree due to the expiration of the dissertation submission period (the graduate student must receive approval of her submitted dissertation within 13 years of entering the doctoral program) but has passed the dissertation submission eligibility exam (foreign language exam and comprehensive exam) can be given one more opportunity to apply for dissertation submission eligibility via this process. This includes students who have a valid foreign language exam result which meets or exceeds the score required by the Department of International Studies at the time of application. Students can only apply for Re-authorization of Dissertation Submission Eligibility once, regardless of whether or not their request is granted.
- (2) When re-authorized to submit the doctoral dissertation, the student must submit the dissertation within 3 years (this includes the semester in which she is re-granted the eligibility). Until the dissertation is approved, she must be enrolled with dissertation-based registration.

I. Dissertation style sheets

The dissertation should be written in English and the abstracts should be attached in Korean. The title page and dissertation format should conform to the "Ewha Womans University Dissertation Style Sheets". However, the text and citation may follow well-known citation and style sheets of the dissertation's topical field. The official citation style for the Department of International Studies is ASA style (May 2011, Dept. of International Studies faculty meeting).

4. Graduation screening

A. Procedure

- (1) A list of successful candidates for degree conferment will be made.
- (2) Each department will verify students' enrollment semesters, credits earned, and grades for degree conferment.
- (3) Results of the English proficiency test and comprehensive exam will be confirmed.
- (4) Dissertation screening results will be confirmed.
- (5) Department, major, type of degree, alma mater, and degree number for each student will be confirmed.
- (6) A list of the names of expected graduates will be drawn up and data for graduation screening will be prepared.
The Graduate School Committee will assess the results.
- (7) The degree will be recorded.

VI. Withdrawing from Combined Program to Master's Program

Contents	Application	Eligibility
Students who enrolled as Master's and Doctoral Combined Program can apply for withdrawal of degree program and switch to Master's degree program.	June/ December	Master's and Doctoral Combined program students who enrolled as 3rd or more semesters

VII. Enactment/Application

- The above regulations have been revised and will take effect as of February 2016.
- They are applicable for students who enter the program Fall 2013 or later.
- The general procedure after entering the graduate school, including a request for dissertation screening, will follow the regulations and detailed enforcement of Ewha Womans University.

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 함)

*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 가입되어 있지 않을 시, **본교에서 증명서를 발급할 수 없고 장학금 계속 수혜 및 지원도 불가능**합니다. 신입생의 경우 학기 등록 시에 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 students stay at Ewha/Korea without student VISA such as travel VISA, or no VISA at all, 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>).

*About 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 will be 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 extend the period the insurance, the certificate with valid period should be submitted too.

GSIS Combined M-D program CURRICULUM

(Adopted as 2014 Academic year)

Updated as of February 2018

Classification	Courses				Credits
1. Required Courses	<i>IS202 Quantitative Analysis (ITI/IB major only) _M</i> <i>IS203 Research Methods and Fieldwork (DC/IR major only)_M</i> <i>IS901 Seminar in International Studies_D</i> <i>IS902 Advanced Statistical Analysis_D</i>				3_M 6_D
2. Professional Training Courses_M	<i>IS301 Distinguished Global Lecture Series (Two semesters: 1credit/ semester) _M</i> <i>IS302 Short-term Internship (One during Vacation)_M</i> <i>IS311 Academic Writing Practicum (1.5 credit) (mandatory course for 1st semester students)_M</i> <i>IS312 Global Career Management Practicum (1.5 credit) or IS317 Effective Presentation Practicum (1.5 credit) _M</i>				5_M
Functional Concentration	International Trade & Investment (ITI)	International Business (IB)	Development Cooperation (DC)	International Relations (IR)	Minimum 18
3. Concentration Requirements_M	IS401 International Economics: Theory and Practice	IS404 International Business: Theory and Practice	IS410 Development Cooperation: Theory and Practice	IS408 International Relations: Theory and Practice	3_M
4. Functional Concentration Courses (Select 5 courses)	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 IS916 Ph.D. Thesis Preparation Seminar _D IS922 Advanced Topics in International Trade Negotiations_D IS926 Advanced Topics in International Trade Law_D IS927 Advanced Topics in International Trade Policy_D 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 IS509 Corporate Restructuring and Global Strategy_D 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 & HRD IS641 Corporate Governance and Social Responsibility IS916 Ph.D. Thesis Preparation Seminar_D IS928 Advanced Topics in International Business_D IS929 Advanced Topics in Corporate Finance_D	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 & Culture 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_M IS721 Political Economy of East Asia IS908 Advanced Seminar in Globalization and Development_D IS916 Ph.D. Thesis Preparation Seminar_D 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 & 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 IS911 Advanced Topics in International Law_D IS912 Theory and Ideology in International Affairs_D IS916 Ph.D. Thesis Preparation Seminar_D	12-M 15-C

				IS925 Advanced Topics in International Conflict Management_D	
5. Practicum Concentration Electives (1.5 Credits Per Course)_M		IS131 Practicum on Social Venturing_M IS132 Practicum on Reputation and Brand Management_M IS133 Practicum on CSR_M IS134 Practicum on e-Marketing_M IS135 Practicum on Social Entrepreneurship and Development_M IS155 Practicum on Public Private Partnership in Development Cooperation_M IS171 Practicum on IPR_M	IS135 Practicum on Social Entrepreneurship and Development_M IS151 Practicum on Development Cooperation in Africa_M IS152 Practicum on Development Cooperation in Asia_M IS153 Practicum on Humanitarian Relief_M IS155 Practicum on Public Private Partnership in Development Cooperation_M IS175 European Academy_M IS176 Practicum on the EU_M	IS171 Practicum on IPR_M IS153 Practicum on Humanitarian Relief_M IS156 Practicum on Public Private Partnership in International Relations_M IS172 Practicum on Public Diplomacy_M IS173 Practicum on Conflict Transformation_M IS174 Practicum on Good Governance_M IS175 European Academy_M IS176 Practicum on the EU_M IS554 Environmental Governance	Maximum 6 Credits_M
6. Breadth Requirement_M	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. _M				Minimum 6 Credits_M
7. 21 st Century Program (Select one field) (Optional)	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 Brand and Reputation Management (1.5 Credits) IS134 Practicum on e-Marketing (1.5 Credits) IS171 Practicum on IPR (1.5 Credits) IS172 Practicum on Public Diplomacy (1.5 Credits)	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 IS623 Women and Human Rights	IS624 Global Women Leadership & HRD IS625 Women in East Asia IS665 Women Leaders of the World		
	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	<i>IS175 European Academy Practicum (1.5 Credits)_M</i> <i>IS176 Practicum on the EU (1.5 Credits)_M</i> 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	
8. 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
9. Research (Optional)		R0001 Independent Study	3
<i>10. Languages (Optional)_M</i>		<i>IS751 Language I_M</i> <i>IS752 Language II_M</i> <i>(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)</i>	<i>3_M</i>
11. Dissertation Seminar		<i>Z0001 Thesis Research_M (Optional)</i> Z0002 Dissertation Research I Z0003 Dissertation Research II	<i>3_M</i> 0_C (2 Semesters)
Total Credits Required for Graduation			<i>41-M</i> 60-C

- * Green colored & *Italic* courses are Master's level courses.
- * Blue colored courses (not green/Italic) are doctoral level courses.
- * Classification 2 (Professional Training Courses)
: Students need to take all 4 courses in order to acquire Master's degree, as 1.5 credits is assigned to each course.

GSIS Ph.D. CURRICULUM

(Adopted as 2018 academic year)

Classification	Courses				Credits
1. M.I.S. Course	Accepted from Master's Program Courses (Not applicable for students who were admitted on and after 2016 academic year)				Up to 24
2. Required Courses	IS901 Seminar in International Studies IS902 Advanced Statistical Analysis				6
Functional Concentration	International Trade & Investment (ITI)	International Business (IB)	Development Cooperation (DC)	International Relations (IR)	Minimum 18
3. Functional Concentration Courses (Select six courses)	IS401 International Economics: Theory and Practice 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 IS910 Ph.D. Thesis Preparation Seminar IS922 Advanced Topics in International Trade Negotiations IS926 Advanced Topics in International Trade Law IS927 Advanced Topics in International Trade Policy 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 IS404 International Business: Theory and Practice IS508 Global Strategic Management IS509 Corporate Restructuring and Global Strategy 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 & HRD IS641 Corporate Governance and Social Responsibility IS910 Ph.D. Thesis Preparation Seminar IS928 Advanced Topics in International Business IS929 Advanced Topics in Corporate Finance	IS407 Global Political Economy IS410 Development Cooperation: Theory and Practice 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 & Culture 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 IS721 Political Economy of East Asia IS908 Advanced Seminar in Globalization and Development IS910 Ph.D. Thesis Preparation Seminar IS923 Advanced Topics in Development Cooperation IS411 Comparative Political Economy IS675 Migration and Development	IS201 International Negotiations and Strategy IS408 International Relations: Theory and Practice 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 & 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	18

				IS910 Ph.D. Thesis Preparation Seminar IS911 Advanced Topics in International Law IS912 Theory and Ideology in International Affairs IS925 Advanced Topics in International Conflict Management IS554 Environmental Governance	
5. 21 st Century Program (Select one field) (Optional)	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 (1.5 Credits) 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 IS623 Women and Human Rights IS624 Global Women Leadership & HRD IS625 Women in East Asia IS665 Women Leaders of the World			
	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			
6. Research (Optional)		R0001 Independent Study		3	
7. Internship (Optional)		IS302 Short-term Internship 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		1	
				9	
				6	
				3	

8. Dissertation Seminar		Z0002 Dissertation Research I Z0003 Dissertation Research II	P/NP (2 Semesters)
Total Credits Required for Graduation (Students who were admitted on and after 2016 academic year are required to complete 36 credits for coursework completion.)			60 36

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>.

Inquiry

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Written by GSIS Main Office

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