

Academic Guideline

Version of 2022 Spring Semester

1. Required Credits for Graduation

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

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

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

※ Credit System: 1 credit=15 hours per semester

※ General Elective Courses;

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

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

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

c) Those courses are offered in Korean.

※ Research Ethics and Research Management

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

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

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

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

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

f) Online course: <http://plato.pusan.ac.kr> (PLATO in Pusan National University)

g) Inquiry: 연구진흥과(051-510-3067)

2. Maximum Credits to take in Each Semester

1) Only Graduate Courses: 10 credits

2) Supplementary Courses + Graduate Courses: 12 credits

Academic Guideline

Version of 2022 Spring Semester

3. How to register Courses

- 1) Students Total Care System: <http://e-onestop.pusan.ac.kr/>
- 2) Click the 'Classes' and '수강신청 및 확인-정규학기 수강신청' tab and then click the '대학원 수강신청(Graduate Course Registration)' button.
- 3) Log in on the pop-up page and find the course which you intend to take.
- 4) How to Check the Course Manual on the System
 - ☐ 대학원: OM전공(49111N) → Operations Management major
 - ☐ 대학원: 경영정보전공(49111K) → Management Information System(MIS) major
 - ☐ 대학원: 국제경영전공(49111P) → Global Business major
 - ☐ 대학원: 마케팅전공(49111E) → Marketing major
 - ☐ 대학원: 인사-조직전공(49111M) → Personal & Organization Management major
 - ☐ 대학원: 재무금융전공(49111O) → Finance major
 - ☐ 대학원: 회계학전공(49111C) → Accounting major
 - ☐ 대학원: 대학원혁신실(229700) → General Elective Courses
 - ☐ 대학원: 연구진흥과(128200) → Research Ethics and Research Management course(RD73601)

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

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

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

a) Students in Doctor's Degree Program are required to submit the '**대학원 타전공 및 타학과 교과목 전공인정 신청서(Application form for recognition of major in other subjects and major in graduate school)**' by due date.

b) In case of Students in Master's Degree Program, submission of application form is not required, but the oral consent from your thesis supervisor is required.

2. Taking a course provided by other department: All students in Master's and Doctor's Degree programs are required to submit '**대학원 타전공 및 타학과 교과목 전공인정 신청서(Application form for recognition of major in other subjects and major in graduate school)**' by the due date.

→ **Application Period:**

- ① 2022.02.09.(Wed)~02.11.(Fri) : only enrolled students
- ② 2022.02.14.(Mon)~02.15.(Tue) : only freshmen
- ③ 2022.02.16.(Wed)~02.17.(Tue) : all students

4. Important Note

- 1) Students themselves should register courses and take responsibility for their results.

Academic Guideline

Version of 2022 Spring Semester

- 2) Students should enter each course code and its class number correctly and check if it matches to the name of the subject.
- 3) If you find any errors after the final Add/Drop Period, you can not cancel or change the course.
- 4) You cannot retake the same course during your Doctor's degree program if you've already taken it in your Master's degree program in PNU.
- 5) Students should check it thoroughly personally not to take the same course by confirming their Master's academic transcript.

5. Thesis Research

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

6. Supplementary Course

1) INTERNAL REGULATION

- ① If your major is different from your undergraduate major, you must take supplementary courses that Department Chair assigns. Even if your major is same as your undergraduate major, you must take them if you didn't take them during your undergraduate time.
- ② Students in **Marketing, Finance, International business, Management Information System, Operations Management, Human Resource Management, Digital Finance major**: if you didn't take 'Marketing Management', 'Operations Management', 'Human Resource Management', 'Financial Management', 'Management Information Systems', 'International Business' in undergraduate or master degree course, you should complete at least **2 courses** among them at the PNU School of Business.
- ③ Students in **Accounting major** : if you didn't take 'Financial Accounting(I)', 'Management Accounting' in undergraduate or master degree course, you should take both of them.
- ④ Only the courses in Business Administration Department are available.
- ⑤ You should take the courses only taught by full-time faculty.
- ⑥ How to Register: please submit '**보충과목신청서(Application for Supplementary Course Registration)**' to the Business Administration Department Office and finish the online registration during the Course Registration period. You should earn **B or above** on the records.
 - Only the students who submit the application CAN apply for the courses they are to take because the administration officers need to register them in the system before the Course Registration period.
 - The application form you submitted is only for the registration online so that you can apply for

Academic Guideline

Version of 2022 Spring Semester

it while completing your course application.

– After you submit the application, make sure that you must apply for those courses online during Course Registration Period.

2) Note

① You must take the courses opened by the Business Administration Department and **those should be taught by the full-time tenure faculty**(not from part-time faculty(강사)). Please refer the attached course list.

② You should earn **B or above** on the records.

→ In case you earned C+ or under, you can retake the same course or may take other supplementary courses.

→ When you want to change the course, please resubmit ‘보충과목신청서(Application for Supplementary Course Registration)’

③ Please try not to fail course registration because supplementary courses(Undergraduate) are fairly competitive to succeed.

④ The credits of supplementary courses and their grades are **NOT** added to your graduation total credits and GPA as well.

3) Exemption

If you already TOOK those courses in undergraduate or master's degree program, please submit the 'Academic Transcript'(in undergraduate or master's degree program) and ‘보충과목신청서(mark Exemption)’ to the Business Administration Department Office until the due date in order to be exempted from taking two compulsory courses(Please **MARK** the courses in the transcript that you want to get exemption).

4) Submission Period(Taking or Exemption): any time

5) Increase the number of students for supplementary courses

① Please check the Notice at homepage(biz.pusan.ac.kr).

② Only the students who attend the first lecture and get approval from the professor are able to take the course.

③ When you submit ‘Increase Confirmation’ with Professor’s signature, you are automatically registered for the class.

④ You can receive the result by SMS

⑤ Please let us know if you get approval but don't want to take the class.

※ Please find the attachment file of Supplementary course list.

Academic Guideline

Version of 2022 Spring Semester

7. How to withdraw the Course

- 1) Log in to the Student Support System(Korean Page is only possible): <http://e-onestop.pusan.ac.kr>
- 2) Click the 'Classes(수업)' tab and then click the 'Course Withdrawal(수강취소)' button.
- 3) Click the 'On-line Application(웹신청)'. Then, submit the printed application paper signed by Professor to the Business Administration Department Office.

※ Courses which a student withdraws do not appear on their academic transcript and are not included in their grade records, credits earned or grade point average.

8. Grade Check

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

9. Assignment of Thesis Supervisor

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

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

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

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

10. International Student Korean Language Class Completion Recognition

1) It is mandatory for international students from the General Graduate School to take basic Korean language, intermediate Korean language, and/or advanced Korean language courses administered by the PNU International Language Institute.

(Courses will be graded as 'Satisfactory' or 'Unsatisfactory' (S/U) and will not be part of course completion credits.) However, according to the exemption test administered by PNU Language Education Institute, students can be exempted from this requirement.

2) Number of mandatory courses completed : 2 courses

3) Exemption Standard

– Test of Proficiency in Korean (TOPIK): Students scoring above Level 4 (5, 6) at the National Institute for International Education should submit certificates.

– Certification of more than 800 hours of Korean language learning.

– Course exemption test (PNU Language Education Institute)

※ Please contact the PNU Language Education Institute (☎ 510-3305) for further inquiries.

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

Academic Guideline

Version of 2022 Spring Semester

11. Graduation Test and Thesis

1) Graduation Test

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

2) Thesis:

- ☐ In order to submit the thesis for degree, you should pass the graduation test and be qualified with all necessities for degree completion including credits.
- ☐ Students in Doctor's Degree Program should publish or proceed at least 1 thesis in the registered journal or candidate journal(등재후보지 이상) before the main presentation.
This rule is applied to the student who has entered since 2011.
- ☐ Students in Doctor's Degree Program have to make a pre-presentation in a previous semester prior to the main presentation.
- ☐ Application for thesis examination
 - period: every early April or October
 - 2022 Spring semester: 2022.4.6.(Wed)~4.7.(Thu)
 - Application is available on your last semester or after completion of all graduation credits.
 - Submit application form and thesis for evaluation and pay its fee.
(Master: 100,000 won / Doctor: 300,000 won)
 - Doctor Pre-Presentation: submit application form(No fee).
 - Postpone: After applying, you can delay only one semester (No need to repay the fee).
 - If you apply for supplementary courses or Research Ethics and Research Management on your thesis examination semester, please be careful not to be cancelled of your pass due to grade C+ or below and U.

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

1) Completion of the Degree Program

Academic Guideline

Version of 2022 Spring Semester

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

2) Graduation

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

13. Limitation in Course Completion

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

14. An Academic Degree

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

15. Checking Notice board and Inquiry

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

Inquiry : business@pusan.ac.kr