

2026 SPRING Semester

Chung-Ang University Graduate School Major Academic Information

Freshmen Orientation



Graduate School Office

<http://graduate.cau.ac.kr/>

I. 2026 Academic Schedule - Spring semester

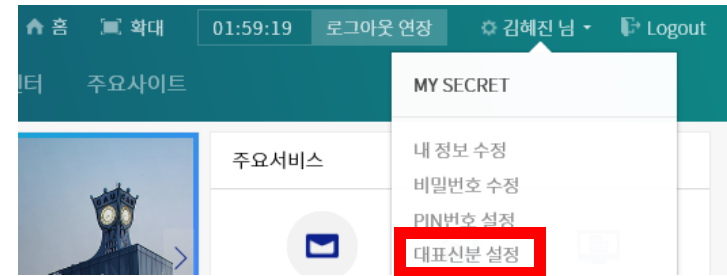
Month	Date	Contents / Events	Remarks
2	2(Mon)~10(Tue)	Application for readmission and special readmission petition	
	2(Mon)~24(Tue)	Application for Credit Registration, Research Registration	
	11(Wed)~13(Fri)	Course registration(current and re-enrollment students)	
	20(Fri)~25(Wed)	Registration for 2026-1 semester(current students)	
	13(Fri)	February 2026 Degree Conferment Ceremony	
	25(Wed)	Freshman Orientation	
	26(Thu)~27(Fri)	Course registration(Freshman)	
3	1(Sun)/ 2(Mon)Substitute holiday	Independence Movement Day(Holiday) / Beginning of 2026-1	
	3(Tue)	Beginning of 2026-1 semester	
	3(Tue)~9(Mon)	Freshman course Enrollment / Modification of the enrolled courses(current students & freshman)	No schedule for enrollment cancellation
	9(Mon)~13(Fri)	Application for Thesis Qualifying Examination (Language and major exam)	
	16(Mon)~4.3(Fri)	Thesis Qualifying Examination of major(per Department)	Master 3 courses, Doctor 4 courses.
	21(Sat)	Thesis Qualifying Examination of Language	10:00~
	23(Mon)~27(Fri)	Submission of thesis proposal approval for Doctor's degree (119th graduation) / Master's degree(145th graduation)	
	24(Tue)~4.6(Mon)	Feedback on courses of 2026-1 semester	
4	6(Mon)~6.11(Thu)	Examination of thesis and master's and doctor's degree	
	21(Tue)~27(Mon)	2026-1 Mid-term Exam	8th week
5	1(Fri)~29(Fri)	Application for allocation of a thesis advisor	Concentration period
	5(Tue)	Children's Day(Holiday)	
	24(Sun)/25(Mon)	Buddha's Birthday(Substitute-holiday)	

I. 2026 Academic Schedule - Spring semester

Month	Date	Contents / Events	Remarks
6	1(Mon)~29(Mon)	Lecture Evaluation on 2026-1 semester	
	6(Sat)	Memorial Day(Holiday)	
	12(Fri)	Deadline of submission on thesis examination report	
	16(Tue)~22(Mon)	Final exam of 2026-1 semester	16th week
	16(Tue)~29(Mon)	Grade input of 2026-1 semester	
	23(Tue)~8.31(Sun)	2026 Summer vacation	
	24(Wed)~7.15(Wed)	Summer language session(Substitution for Qualifying Examination for thesis submission)	
	22(Mon)~26(Fri)	Submission of thesis	
7	6.30(Tue)~5(Sun)	Check grades of 2026-1 semester	
	2(Thu)~5(Sun)	Grade Adjustment of 2026-1 semester	
	6(Mon)	Grade released of 2026-1 semester(grade transfer)	
	21(Tue)~8.9(Mon)	Application for returning on 2026-2 semester	
	21(Tue)~9.28(Mon)	Application for leave of absence on 2026-2 semester	
8	3(Mon)~11(Tue)	Application for readmission and special readmission petition	
	3(Mon)~21(Fri)	Application for Credits Registration Research Registration	
	15(Sat)	National Liberation Day(Holiday)	
	12(Wed)~14(Fri)	2026-2 Course registration(current and returning students)	
	21(Fri)	August 2025 Degree Conferment Ceremony	
	25(Tue)~28(Fri)	2026-2 Semester Registration(current students)	
	26(Wed)	Freshman Orientation	
	27(Tue)~28(Fri)	2026-2 Course registration(Freshman)	

※ How to use "CAU portal system"

1. Access to the CAU Portal site (<http://mportal.cau.ac.kr>) -> Click Login on the right top
2. Add 'Trusted Sites' -> Sign up for Integrated ID
3. Use the same ID if you have signed up before at the CAU Portal site
4. Those who have multiple student ID numbers, log in to the portal and, Set a representative identity and change it to what you need.



CAU 중앙대학교 정보마당 학사마당 학부모마당 주요사이트

로그인

ID 저장하기

비밀번호를 입력해주세요.

로그인

통합 ID 신청 | 사용자 ID 찾기 | 비밀번호 찾기

유의사항 사용자ID/비밀번호를 모를 경우 사용자ID 찾기/비밀번호 찾기를 이용하면 됩니다.
관련문의 02)820-5114

신뢰할 수 있는 사이트 추가

인증범위 학사행정시스템(학적, 성적관리, 학사관리, 증명발급) 및 홈페이지 운영
유효기간 2019.07.11 ~ 2022.07.10

Terms of Use (Agree) Integrated ID check Information input Sign-up

II. Course Registration

1. Course Registration Period

Sortation	Schedule	Extra info
Freshmen Course Registration	2026.2.26(Thu) 10:00 ~ 2.27(Fri) 24:00	
(Freshmen Course and Enrolled Students Course) Course Modification and Cancellation	2026.3.2(Tue) 10:00 ~ 3.9(Mon) 24:00	No modification or cancellation period for freshmen

❖ Please note that students can not register, modify, and cancel courses after the period. No exception.

2. Who can register for courses?

1. All students who are enrolled and expected to register for the Spring semester of 2026.
2. All returning and re-entering students in the Spring semester of 2026 (as soon as they are allowed to re-enter the school)
3. Freshman for the Spring semester of 2026.

3. Course Registration

All PC in which the internet is available in/out of campus

II. Course Registration

4. Course Registration Procedure and Cautions

1

Sign up for an Integrated ID on the Chung-Ang University Portal (<http://mportal.cau.ac.kr>)
(Please check individual's student ID numbers at the graduate school website announcement.)

2

Login to the portal and click course registration shortcuts (수강신청 바로가기)

3

Check the syllabus and register for courses.

Cautions

- (1) The credit for the same courses taken repeatedly will not count for the credits toward graduation.
- (2) Credits allowed per semester : Maximum 9 credits (Department of Dance : 12 credits)

※ Excluding major studies, professional subjects, and project research (up to 15 credits including major and professional studies, and project research are available)

However, if your GPA of the previous semester was above 4.3 then you may exceed the credit limit and take up to 12 credits for a semester only once.

※ In doctor's degree program, 전공 연구 I, II and III , 프로젝트 연구 I, II and III are not allowed to take simultaneously. [전공연구II 3th , 전공연구III 4th, 프로젝트연구 II 3th , 프로젝트연구III 4th]

※ How to register for the courses

1

Login to the Chung-Ang University Portal site (<http://mportal.cau.ac.kr>)

100th Anniversary
The CAU
새로운 1000년을 준비하는
개교 100주년

100 years
From 1972 to 1972

개인정보처리방침 | 도움말 | 원격지원

Member Login

인증서 로그인 ID 저장하기

비밀번호를 입력해주세요.

로그인

통합 ID 신청 | 사용자 ID 찾기 | 비밀번호 찾기

유의사항 사용자ID/비밀번호를 모름 경우 사용자ID 찾기/비밀번호 찾기를 이용하면 됩니다.
관련문의 02)820-5114

신뢰할 수 있는 사이트 추가

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※ How to register for the courses

2

Click the 'Course Registration'

The screenshot shows the CAU Graduate School Office website interface. At the top, there is a navigation bar with the CAU logo and the text '중앙대학교' (ChungAng University). Below this, there are several menu items: '즐거찾기', '정보마당', '학사마당', '강의마당', 'e-상담센터', and '주요사이트'. The main content area is divided into several sections:

- 나의 정보 (My Information):** Displays the user's name, university, department, and enrollment status. It also shows the current semester and provides links for '이수학기' (Current Semester) and '이수 학점' (Current Credits). Below this, there are sections for '수업시간' (Class Time), '오늘 일정' (Today's Schedule), and '학사공지' (Academic Notice).
- 공지사항 (Notice):** A section for announcements, including '포탈공지' (Portal Notice) and '학칙개정 공고' (Academic Regulation Revision Announcement). It lists several notices with dates, such as '2018년도 1학기 안성캠퍼스 학생예...' (2018 1st Semester Anseong Campus Student Example...) dated 2018.04.11.
- 주요서비스 (Main Services):** A grid of service icons. The '수강신청' (Course Registration) icon is circled in red. Other icons include 'e-class', 'E-mail', 'Rainbow Sys.', '중앙인' (Central Person), and '온라인 폭력예방 교육' (Online Violence Prevention Education).
- CAU Notice:** A section for university-wide notices, with a sub-menu for '전체' (All), '학사' (Academic), '학점교류' (Credit Transfer), '모집' (Recruitment), '장학' (Scholarship), '행사' (Event), and '일반' (General). It lists several notices with dates, such as '[통합] 2018학년도 2학기 서울/안성...' (2018.08.20).
- 학사일정 (Academic Schedule):** A calendar view showing the schedule for the 2018 2nd semester. The 8th of the month is highlighted, showing '2018학년도 2학기 수강신청 장바구니...' (2018 2nd Semester Course Registration Shopping Cart...) on 07th (Wed) and '광복절(공휴일)' (Gwangbokjeol (Public Holiday)) on 15th (Thu).
- 학술정보원 공지사항 (Library Notice):** A section for library-related announcements, including '공지사항' (Notice) and '학술DB' (Academic DB). It lists several notices with dates, such as '[CK-II 사업] 2018-2학기 독서커뮤니...' (2018.08.16).

※ How to register for the courses

CAU 중앙대학교 수강신청 / 성적조회 로그아웃

수강신청 / 성적조회 <

2018년도 2학기 수강신청 HOME > 수강신청 > 수강신청 > 수강신청

소속	대학원	가진급 학년	교직	제한학점
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수강신청 안내

수강신청 ← Click !

- 수강신청
- 수강대역조회
- 개인시간표
- 강의시간표조회
- 시간표변경내역
- 동일대체과목조회
- 수강신청FAQ

※수강신청은 [교양과목 조회] 및 [각 학과별 조회]탭에서 하시기 바랍니다.

1 대학원 수료(졸업)학점 안내

- * 2017학번 이전 입학생 적용 대학원 수료학점표 확인하기
- * 2018학번 신입생 부터 적용 대학원 수료학점표 확인하기
- ※ 반드시 본인의 해당 수료 학점표를 확인 하신 후 수강신청 하시기 바랍니다.

※ 2017학번 이전 박사과정 입학생 (박사수료 학점에 석사 인정학점이 포함 됨)

- ① 본인이 석사학위과정에서 이수한 학점을 30학점까지 인정받을 수 있습니다.
단, 의, 약학과는 33학점까지 인정받을 수 있음
- ② 본인의 석사학위 인정학점을 반드시 확인하시기 바랍니다.
(예시) 석사학위 인정학점이 24학점인 경우 박사학위과정에서 40학점(전공연구 4학점포함)을 이수하여야 함.

2. 수강신청기간

가. 재학생 및 복학생 수강신청 기간

- ① 2018.8.20.(월) 10:00 ~ 18:00 (학번 끝자리 짝수학번)
- ② 2018.8.21.(화) 10:00 ~ 18:00 (학번 끝자리 홀수학번)
- ③ 2018.8.22.(수) 10:00 ~ 2018.8.22.(수) 24:00 전체학번

※ How to register for the courses

CAU 중앙대학교 수강신청 / 성적조회
로그아웃

수강신청 / 성적조회

- 수강신청
- 수강내역조회
- 개인시간표
- 강의시간표조회
- 시간표변경내역
- 동일대체과목조회
- 수강신청FAQ

2018년도 2학기 수강신청 HOME > 수강신청 > 수강신청 > 수강신청

소속	대학원	가진급	학년	교직	제한학점
<p>수강신청 안내 교양과목 조회 각 학과별 조회 연계(융합)전공 조회</p> <p>※ 여석 영역 안내 : 자자(자과자학년), 사타(사과타학년), 타부(타학과, 부전공, 학생설계), 복연(복수, 연계, 융합전공) ※ 여석 표시 안내 : 숫자 3(10)표시는 여석(수강정원)입니다. 여석 = (수강정원) - 신청자수 ※ 정원이 0인 경우는 수강가능인원이 없는 것입니다. 해당 행정실로 문의하시기 바랍니다.</p>					
캠퍼스	서울	대학(원)	대학원	학과(부)	간호학과
					과목명

신청	학년	구분	과목명/과목번호	학점	담당교수	폐강	강의시간	자자	자타	타부	복연	비고
신청	전체	전선	만성건강문제와간호 [06834-01]	3-3	김영미		금11, 12, 13 103관(파이퍼홀) 412호 <세미나실2>	49 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전선	보건복지정책론 [47354-01]	3-3	김희영		수8, 9, 10 103관(파이퍼홀) 310호 <실습컨퍼런스룸2>	48 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전선	근거기반간호 [48748-01]	3-3	김상숙		수8, 9, 10 103관(파이퍼홀) 304호 <강의실>	47 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전선	글로벌헬스케어이슈와통합 [49808-01]	3-3	이옥철		금5, 6, 7 103관(103관(파이퍼홀)) 409호 <세미나실1>	48 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전선	임상간호생리학1 [53608-01]	3-3	유해영		수8, 9, 10 103관(파이퍼홀) 409호 <세미나실1>	50 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	간호관리학세미나 [00583-01]	3-3	한기혜		금11, 12, 13 103관(파이퍼홀) 310호 <실습컨퍼런스룸2>	48 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	간호철학세미나 [00625-01]	3-3	홍은영		금8, 9, 10 103관(103관(파이퍼홀)) 310호 <실습컨퍼런스>	50 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	간호학세미나 [00637-01]	3-3	김지수		수1, 2, 3 103관(파이퍼홀) 310호 <실습컨퍼런스룸2>	47 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	보건정책개발론 [08693-01]	3-3	최세문		금8, 9, 10 103관(103관(파이퍼홀)) 409호 <세미나실1>	48 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	여성건강론 [14266-01]	3-3	이예림		수5, 6, 7 103관(파이퍼홀) 310호 <실습컨퍼런스룸2>	47 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	학위논문세미나 [22676-01]	3-3	김기숙		금11, 12, 13 103관(파이퍼홀) 409호 <세미나실1>	50 (50)	50 (50)	50 (50)	0 (0)	
신청	전체	전필	보완대체간호 [36703-01]	3-3	박경숙		수5, 6, 7 103관(파이퍼홀) 409호 <세미나실1>	48 (50)	50 (50)	50 (50)	0 (0)	

Click

➔

II. Course Registration

5. Credit Exchange

School

- 광운대학교 • 국민대학교 • 국방대학원 • 단국대학교 • 동국대학교
- 덕성여자대학교 • 부산대학교 • 서강대학교 • 서울대학교 • 서울시립대학교
- 성균관대학교 • 숙명여자대학교 • 송실대학교 • 울산대학교 • 인천대학교
- 인하대학교 • 전남대학교 • 제주대학교 • 충남대학교 • 한국교통대학교
- 한국학중앙연구원 • 한양대학교 • UST대학교(과학기술연합대학원대학교)
- 인천대학교 • 한국학중앙연구원 한국학대학원

Procedure

- The Announcement for Credit Exchange will be uploaded on our official website every semester. (Jan to early Feb, July to early Aug)
- After obtaining approval from the head of your department, submit the course registration form to the Graduate School Academic Support Team.

Credits Limitation

- Up to six credits per semester.
- Total 9 credits for Master's degree, Total 12 credits for Doctoral degree, and Master-Doctoral Joint Program.
- As a rule, the subject of exchange credits must be taught by full-time teaching staff at the university.

You can only exchange credits if the courses and syllabus are different from the course of your graduate school.

II. Course Registration

6. Prerequisite Courses

If your undergraduate major does not match with a Master's degree or Doctoral degree,

If your diploma is from college, specialized graduate school, or abroad

For a Master's degree, you must complete **15 credits (or five courses)** from undergraduate as a prerequisite. For a Doctoral degree, you must complete **nine credits (or three courses)** from a Master's degree as a prerequisite.

If you studied similar major, minor, or double majors

- You may be exempted by submitting '선수과목학점인정서'
- You can find this at our official website '각종안내-각종서식-선수과목학점인정서,' and you must get approval from the dean of the department.
- **All 2025 freshmen must submit documents to their departments with the original transcript.** (Every Spring and Fall semester)

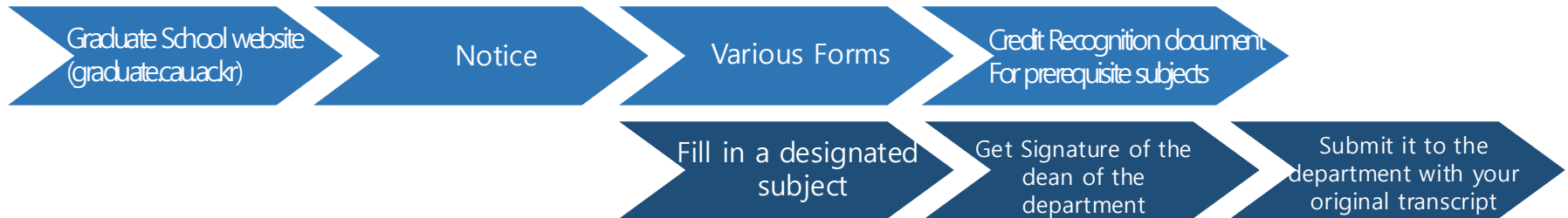
※ Even the prerequisite courses are for master's and doctoral degrees, you can not earn additional credits for graduation.

※ Prerequisite courses are not included in credits for graduation.

II. Course Registration

How to register for prerequisite courses?

1 Prerequisite courses Registration



2 Registration for prerequisite courses

A Master's Degree

After registering for an online course designated by the department,
Click Completion in the course history to change to Prerequisite (see attached images on next page)

A Doctoral Degree

After confirming the subject designated by the department, prepare a course application (no signature required by the professor in charge) -> through the department -> submit it to the Graduate School Office

* Download Form (Graduate Homepage -> Various Information -> Various Forms -> 2-2-1-1- Course Course Application Form)

II. Course Registration

Step1.

CAU 중앙대학교 수강신청 / 성적조회

로그아웃

HOME > 수강신청 > 수강신청 > 수강내역조회

2018년도 2학기 수강내역조회

수강내역

신청학점

삭제	과목번호	분반	과목명	폐강	이수	교양영역	재수강	학점	담당교수	강의시간	기
삭제		01			전필			3	수 1, 2, 3 302관(대학원) 401호 <첨단강의실>		년도 학
삭제		01			전필			3	금 4, 5, 6 302관(대학원) 301호 <첨단강의실>		년도 학

Step2.

CAU 중앙대학교 수강신청 / 성적조회

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2018년도 2학기 수강내역조회

수강내역

신청과목수 2 신청학점 6

삭제	과목번호	분반	과목명	폐강	이수	교양영역	재수강	학점	담당교수	강의시간	기
삭제					전필						년도 학
삭제		01			선수					<첨단강의실>	년도 학

1. Click '전필'

2. Change it to '선수'

Step3.

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2018년도 2학기 수강내역조회

수강내역

신청과목수 2 신청학점 6

삭제	과목번호	분반	과목명	폐강	이수	교양영역	재수강	학점	담당교수	강의시간	기
삭제		01			선수				수 1, 2, 3 302관(대학원) 401호 <첨단강의실>		년도 학

Done!

III. Changes in Academic

1. Application for detailed major

- Detailed majors are organized in each department.
- Submit a detailed application for assignment of majors by the end of the first semester (Graduate School Website Multiple Information – Various Forms)

2. The composition of a major course

- Major courses consist of a common required course, a required major by specific major, and a major selection course.
- The required subjects must have at least 6 credits each in the master's or doctorate course and 9 credits or more in the master-doctorate joint degree course.

3. An upper limit on the number of credits for opening other departments.

Able to take other departments' courses and the upper limit is set by the internal regulations of the department. (See each department notice)

4. Credits per semester

- You cannot take more than 9 credits per semester (but 12 credits in the Department of Dance) (15 credits or less, including major research, athletes' subjects, and project research)
- A master's or doctorate course can receive 12 credits only once in school if the average grade is 4.3 or higher.
- For a master-doctorate joint degree student, if you have an average score of 4.0 or higher in the previous semester, you can take up to 12 credits without limiting the number of times.

III. Changes in Academic

5. Grade/Evaluation

- The grant of A+ grades shall not exceed 50% of the students in each subject.
- Exceptions shall be made for major research and subjects with less than three students.

Rating	Acquisition Score	GPA	Conversion score on a scale of 100 points
A+	Over 95	4.5	100
A	90 ~ 94	4.0	94.28
B+	85 ~ 89	3.5	88.57
B	80 ~ 84	3.0	82.85
C+	75 ~ 79	2.5	77.14
C	70 ~ 74	2.0	71.42
P	PASS 0	none	none
F	~ 69	-	-

IV. Academic Information

1. Terms of Studentship and thesis submission

- **Master's** (including the combined bachelor–master's program) courses are **five years** from the date of admission, **eight years** for **doctorate** courses, and **nine years** for **master'–doctor's joint courses**.
- **Terms of leave of absence and dismissal are not included in the maximum term of studentship.**
- However, foreigners do not have any limitations in terms of studentship.

2. Registration

Classification	Program	Registration	Remarks
Formal Registration	Master's and Doctor's degree	At least 4 times(semesters)	mandatory (However, who meets the requirements for early completion, 1st semester can be shortened)
	Master-doctor's joint degree	At least 8 times(semesters)	
Research Registration (10%)	Master's degree	Registration upon his/her opinion (BK21 or when carrying out an external research project) according to one's student status. You can register after submitting a research registration application.	'Research Registration' system has been applied since 2010. This is applied to Ph.D. freshmen from 2008. (For Master-Doctor's joint degree student, it will be applied when you enter the Ph.D. program.) <u>The first semester</u> after the doctorate is mandatory registration. <u>About the second time</u> , you must apply for research registration during the thesis semester. Research and registration must be made at least two times by the time of graduation.
	Doctor's degree Master-doctor's joint degree	Register more than once after completion of a degree course until the completion of a thesis. (within the term of studentship)	
Registration per credit (50%)	Master's, Doctor's degree	Application period at the beginning of each semester (mid February/ August)	Those who want to register for the semester per credit should have completed 4 semesters (Master's or Doctoral program) or 8 semesters (a master-doctoral joint degree) and the insufficient credits to complete the program should be less than 3 credits. But, registration for more than 4 credits is regarded as the formal registration(100% tuition fee).

IV. Academic Information

3. Leave of absence

- Leave of absence is allowed within 3 times per unit of one year and 6 times per unit of one semester.
- The period for leave of absence cannot exceed 3 years (6 semesters) in total.
- The application should be submitted to the Graduate School Office by yourself through (<http://mportal.cau.ackr>) before the semester begins.

(Including leave for military service and paternity leave)

✓ Application Procedure



However, foreigners should visit the graduate school office to submit the documents.

- A student must take a leave of absence within 14 days from the start of the semester to get the total amount back when the reason for the tuition refund occurs (for the first semester of a new student, you can apply for a leave of absence after the start of the semester) (Execution period: From the first semester of 2017)

Caution

- Recipients of the full scholarship cannot take a leave of absence in the first semester, except in Article 32 of the Enforcement Regulations 1 on the Operation of Graduate School academic department

휴학신청

휴학신청시 주의사항

- 휴학신청 전 제출한 도서를 반납하여야 휴학이 승인 됩니다.
- 미 반납시 연체료 납부 및 증명서 발급이 안될 수 있으니 꼭 반납하시기 바랍니다.
- 학점등록 허가자의 휴학신청은 각 대학 교학지원팀으로 방문하여 처리하시기 바랍니다.
- 휴학신청 후 휴학 승인 여부를 휴복학 현황화면 또는 각 대학 교학지원팀에서 확인하시기 바랍니다.

☞ 일반 휴학인 경우

학부

- 가) 2012년도 이전 입학생 : 휴학기간은 1년 이내, 그 기간은 통산하여 수업연한의 1.5배 이내
- 나) 2013년도 이후 입학생(2015년도 편입생) : 휴학기간은 1년 이내, 그 기간은 통산하여 6학기, 편입생은 3학기 이내
(다만, 군입대 휴학자의 의무복무기간 및 유급에 의한 휴학 및 4학기 이내의 창업으로 인한 휴학기간은 통산기간에 산입하지 않음)
- 일반휴학기간이 만료되면 복학신청을 해야 합니다.

대학원

- 1회 신청시 1년 동안 유효하며, 휴학 신청 후 1학기 또는 1년이 경과한 후에 복학할 수 있습니다.
- 재학중 총 휴학가능기간은 6학기(총 3년)입니다.
- 휴학기간이 만료되면 복학신청을 해야 합니다.

☞ 군입대 휴학인 경우

학부

- 군입대 휴학은 입영통지서 수령 즉시 신청합니다.
- 군입대 휴학자중 귀향조치를 받은 학생은 사유발생 즉시 행정실로 오셔서 복학과 관련된 사항을 상담하시기 바랍니다.
- 제대일로부터 1년 이내에 복학신청을 하셔야 합니다. 미 복학시 제적됩니다.

대학원

- 군입대 휴학 예정자는 입대영장, 전역확인서류를 첨부하여 행정실로 직접 방문 신청
※ 기타 문의사항은 소속대학/대학원 행정실로 문의바랍니다.

☞ 예비군관련 - 비상계획팀(☎820-6092)

- 휴학생은 지역예비군부대에 편성되며 해당부대 일정에 따라 훈련을 받게됩니다.
- 해외출국자 또는 질병 및 심신장애자는 보류(연기)원서를 제출하여야 합니다.
- 복학시에는 해당기간 내에 필히 전입신고를 하여야 합니다.

다음

IV. Academic Information

3. Leave of absence

Notice of change in tuition refund for students on leave

- Effective starting from the Spring 2017 semester
- Applicable to: Students taking a leave of absence starting from the Spring Semester of the 2017 academic year (Substitute registration for students who had already paid tuition will remain unchanged.)

Before
the
change

Those who pay tuition until the second semester of 2016 and take a leave of absence from school will be re-schooled (operating an existing tuition replacement system)

After
the
change

The return of tuition paid from the first semester of 2017 (Remove tuition replacement system)

Tuition Refund Standard

✘ Refer to the separate notice on the website for the 2021-1 semester tuition return criteria.

Until the day before the semester begins → Full tuition refund
(Including students who registered and took a leave of absence within 14 days from the first day of classes)

From the semester start date to 30 days after → Refund of five-sixths (5/6) of the tuition fee

From 31 to 60 days after the semester start date → Refund of two-thirds (2/3) of the tuition fee

From 61 to 90 days after the semester start date → Refund of one-half (1/2) of the tuition fee

After 90 days from the semester start date → No refund

✘ In accordance with the Ministry of Education Regulations on University Tuition Fees

Graduate School Office

IV. Academic Information

4. Re-enrollment

- Students must personally submit an online application through the Chung-Ang University Portal (<http://mportal.cau.ac.kr>) during the reinstatement application period before the leave of absence expires (including military discharge and childcare reinstatement).
- Those who are scheduled to be discharged from military service within four weeks after the start of the semester may also apply for reinstatement by submitting supporting documents (e.g., confirmation issued by their military unit). However, the reinstatement application must be submitted within the designated application period.

5. Dismissal

- Those who did not return to school after the term of absence (non-replicator)
- Those who fail to complete their registration within the specified period of each semester (unregistered)
- A person who has not completed the course application during the course application period (not completed course application)
- Those who have not completed their application for classes during the course application period (a person who has not completed the entire course of the school year (a permanent recipient))

6. Re-admission

- Those who were dropped out (or expulsion), 1 year from the expulsion date should pass for re-entry.
- However, those who fail to return to school/unregistered/unregistered classes can apply for re-entry from the next semester.

Etc

- Vacation period and expulsion period are not included in the school year(p19 #1)

IV. Academic Information

7. Courses for each degree program, term of studentship, and table for credit completion

▶ Common course

가. Beginning with freshmen in the 2nd semester of 2021, students must complete 「연구윤리 및 논문작성법」 common compulsory course (1 credit).

나. The credits 「연구윤리 및 논문작성법」 are excluded from the maximum number of credits that can be earned per semester.

▶ Department of Humanities, Social science, Natural science, and Art.

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	note
Master (32credit)	2yr	5yr	교과학점 전공연구 I	30 2	9	9	9 2(I)	9 2(I)	- A maximum of 9 credits per semester - You can take 전공연구 I during the 3rd and 4th semester
Doctor (34credit)	2yr	8yr	교과학점 전공연구 II,III	30 4	9	9	9 2(II)	9 2(III)	- A maximum of 9 credits per semester - You should take 전공연구 II,III 3 rd and 4 th semester re respectively (Not available at the same time)

▶ Departments of engineering (Including Mechanical System Engineering Department)

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	note
Master (29credit)	2yr	5yr	교과학점 전공연구 I 프로젝트연구 I	24 2 3	9	9	9 2(I)	9 2(I) 3(I)	- A maximum of 9 credits per semester - 전공연구 I : during the 3rd and 4th semester - 프로젝트연구 I : available in 4th semester
Doctor (38credit)	2yr	8yr	교과학점 전공연구 II 프로젝트연구 II, III	30 2 6	9	9	9 2(II) 3(II)	9 2(II) 3(III)	- A maximum of 9 credits per semester - 전공연구 II : during the 3rd and 4th semester - 프로젝트연구 II, III : 3 rd and 4 th semester re respectively (Not available at the same time)

IV. Academic Information

7. Courses for each degree program, Term of Studentship, and Table for credit completion

▶ Department of Pharmacy, Global Innovative Drug, Pharmaceutical Regulatory Sciences

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	note
Master (33credit)	2yr	5yr	교과학점 프로젝트연구 I	27 3	9	9	9	9 3(I)	-A maximum of 9 credits per semester -프로젝트연구 I : Available in 4 th semester
Doctoral (36credit)	2yr	8yr	교과학점 프로젝트연구 II, III	30 6	9	9	9 3(II)	9 3(III)	-A maximum of 9 credits per semester -프로젝트연구 II, III: 3 rd and 4 th semester respectively (Not available at the same time)

▶ Department of Medicine, Department of Pharmaceutical Industry Management

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	note
Master (33credit)	2yr	5yr	교과학점	33	9	9	9	9	- A maximum of 9 credits per semester
Doctoral (30credit)	2yr	8yr	교과학점	30	9	9	9	9	- A maximum of 9 credits per semester

▶ Departments of Music and Korean Music

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	note
Master (33credit)	2yr	5yr	교과학점	33	9	9	9	9	- A maximum of 9 credits per semester

IV. Academic Information

7. Courses for each degree program, Term of Studentship, and Table for credit completion

▶ Department of Dance (Practical) –Students who entered after 2018 (Anseong Campus)

Program	Years to complete a course of study	Term of Studentship	Credit Classification	Credits for Completion	1st	2nd	3rd	4th	5th	note
Master (54학점)	2.5yr	5yr	교과학점	48	12	12	12	12	12	- Up to 12 credits per semester - Graduation work production and major research can be completed from the fourth semester.
			졸업작품제작 I	4			4	4		
			전공연구 I	2			2	2		
Doctoral (54학점)	2.5yr	8yr	교과학점	48	12	12	12	12	12	- Up to 12 credits per semester - Graduation work production and major research can be completed from the fourth semester.
			졸업작품제작 II	4			4	4		
			전공연구 II	2			2	2		

8. Limitation on taking courses

The courses lectured by the same professor or full time lecturer cannot be taken exceeding 3 courses for each master's and doctor's degree program.

9. Obligation of attendance

The grade of those who are absent for class more than 1/4 of the total hours of class is automatically processed as an F.

IV. Academic Information

10. Qualifications for thesis submission

▶ Examination Schedule and Number of Subjects

Program	Subject, Timing	Language Exam		Major Exam	Detail
	Subject	English	Korean	Major subject	
Master	Number of subject	1	1	3(Include 2 required subjects)	Refer to the department regulations
	Timing	Available from the first semester	Available from the first semester (foreigner)	Early in the third semester	
Doctor	Number of Subject	1	1	4(Include 2 required subjects)	
	Timing	Available from the first semester	Available from the first semester (foreigner)	Early in the third semester	

English Tests/ Korean Tests

- **Master's degree** : you can take the exam from the first semester
- **Doctoral degree** : same as master (※A second foreign language can be implemented according to the department.)

The major exam

- **Master's degree program (3 subjects)**
 - 1) Those who have signed up more than three times (required from the third semester)
 - 2) Those that are majoring in Music and have received the recognition from academic advisor by holding a recital while in school ※Those who have 15 or more credits in bachelor and master degree program
- **Doctoral degree (4 subjects)**: Those who registered more than 3 times
(required from the third semester)

10. Thesis Submission Eligibility and Examination

Exemption from the English Language Examination

Those who have acquired higher score than TOEIC 780, TOEFL 530(CBT 233, IBT 91), New TEPS 363 (TEPS 664), IELTS 6, G-TELP(Level2) 75, TOEIC SPEAKING 140, OPIc IM3 should submit the application for recognition of Exemption from Test of foreign language with the original transcript of which test date is within 2 years from the date of submission.

Taking English courses: Those who have passed the English courses of summer or winter session. (You can take seasonal course when you fail a foreign language test)

Exemption from Korean Proficiency Test

The test is for Foreign students (humanities, arts and physical education students)

Those who have acquired higher than level 4 at the Test of Proficiency in Korean(TOPIK) or KLPT 350 or higher (for the humanities, society, and the arts)

※ Even if an official language test score report was submitted to the Office of International Affairs as part of the admission requirements, the score report must also be submitted separately to the Graduate School Support Office in order to receive the exemption.

11. Assignment and Change of Thesis Advisor

- Master's and Doctor's Program: In the first or second semester, a thesis advisor may be assigned upon approval by the head of the department. Students may obtain a thesis advisor by submitting an Application for Thesis Advisor Assignment to the Graduate School Academic Support Team. When deemed necessary due to departmental circumstances, 2 professors may be appointed as co-advisors.
- Students enrolled in Hakybonsan cooperative programs: the thesis advisor shall be jointly assigned, consisting of one faculty member from the relevant department and one member from the affiliated research institute.
- A thesis advisor may be changed by submitting a Request for Change of Thesis Advisor no later than 30 days before the start of the semester.
 - (1) A thesis advisor may be changed by submitting a Request for Change of Thesis Advisor no later than 30 days before the start of the semester.
 - (2) In cases where the thesis advisor is unable to teach major research courses due to a change in status (e.g., sabbatical leave), the department may request the opening of the major research course under a delegated professor, through an official document issued in the name of the department chair (in consultation with the department assistant)

12. Eligibility for Thesis/Dissertation Submission

- Those who have completed certain required credits, and passed all the courses of Thesis Qualifying Examination
- Research performance: Ph.D. students should have a history of research presented as first author
Humanities, Societies, and Arts: Publish one or more academic journals more than the Research Foundation's.
Natural, engineering, and medical science: Publish 1 or more JCRs
- ※ Research achievements that include acknowledgment statements related to internal scholarships (e.g., GRS, CAYSS scholarships) may not be submitted multiple times, regardless of whether the beneficiary is student or another individual.
- For Doctoral Program: Individuals who have successfully completed the proposal defense (or dissertation proposal examination) by the semester immediately preceding the semester of dissertation submission.
- Individuals who have completed the mandatory special lecture on Research Ethics and Thesis Writing (completed via e-Class; refer to future announcements for details).
- Individuals who have not exceeded the maximum enrollment period after admission: Master's program: 5 years, Doctoral program: 8 years, Integrated Master's-Doctoral program: 9 years

13. Operation of Research Support Center

1. Purpose: To promote the internationalization of the Graduate School and enhance the quality of academic theses and dissertations.
2. - Proofreading services for Korean-language degree theses (available to international students only) and English-language degree theses for general graduate students (Master's and Doctoral programs)
- Proofreading services for English journal articles submitted by general graduate students (Master's and Doctoral programs)
- Proofreading services of statistical Q&A and 1:1 consultation for general graduate student (Master's and Doctoral programs)
3. Operate through online application system
4. Details related to application will be posted on the graduate school website.

V. Graduate School Scholarship Information

1. Internal Scholarships

Category	Title of Scholarship	Eligibility Criteria	Amount
On Campus	International Student Scholarship	1. International Student Scholarship - First semester: students who meet certain criteria such as recognized Korean or English language proficiency test scores - From the second semester until completion: students who maintain required academic performance 2. CAYSS: awarded to outstanding international graduate students recommended by full-time faculty members of Chung-Ang University	Award criteria and amounts vary by scholarship type (full or partial tuition waiver)
	Industry-Academic Cooperation Group Scholarship	Selected separately by the Industry–Academic Cooperation Foundation	
	Other scholarship	Determined separately by the Dean of the Graduate School - Special-purpose scholarships, donation-funded scholarships, entrusted scholarships, etc.	

2. External Scholarship

Category	Title of scholarship	Eligibility Criteria	An allowance
External	Government-Sponsored International Student Scholarship	<ul style="list-style-type: none"> Awarded to students admitted to the Graduate School as government-sponsored scholarship recipients and other international students 	
	Others	<ul style="list-style-type: none"> Graduate School Alumni Association scholarships, Hyundai Motor Chung Mong-Koo Scholarship, Asan Foundation Scholarship, Daesang Cultural Foundation Scholarship, etc. → Refer to Graduate School website announcements (Scholarships)	

3. Alumni Association Scholarship

(1) Targets

Students and Research Registered Students enrolled in the Graduate School and paid alumni fees

(Applicants for scholarship submit application form and related documents to graduate school)

(2) Target performance

- a person who has won an outstanding performance in international and domestic competitions (competitions, performances, exhibitions, academic research presentations)

- Persons in need of continuing their studies recommended by a guidance professor or a department head of a department.

- Person who published outstanding research results in the top-level journals of SCI or SSCI and A&HCI (including online publishing journals) by JCR or in the top-listed journals of the Korea Research Foundation

- Winners of various competitions must be stated as 'Central University Graduate School'

- If a thesis is published in an academic journal, it should be stated that he or she is a graduate student at Central University, and if he or she is a co-author, he/she should be the first author except for a guidance professor.

- Academic journals published online only should be specified in the registration date

(3) Qualification of applications and performance assessment of target

- selection of candidates equally by category, TOs of which there is no selection shall be based on the decision of the screening committee.

V. Graduate School Scholarship Information

4. RESEARCH ACHIEVEMENT Support Fund

1) Qualification

(1) Enrolled graduate students and registered research students

(2) Students who have published an academic paper as the first author in domestic or international academic journals (The academic advisor is excluded; co-first authorship is allowed.)

2) Application Period

Applications are accepted by semester (Papers published between January–June (Spring semester) → apply by the end of June, Papers published between July–December (Fall semester) → apply by the end of December)

3) Support Amount

		1 st class		2 nd class
The Humanities and Society / The Art and Physical	Academic journal	International (Public) journals such as SSCI and A&HCI		SCOPUS Korea Research Foundation a registered site
	Supporting amount	Top 20%	1,500,000won	500,000won
		Top 50%	1,200,000won	
		Below 50%	1,000,000won	
Natural, engineering and medical	Academic journal	Journal of JCR's entry within the top 50%.		Journal of JCR Enlisted in the Top 50% Exceeded
	Supporting amount	Top 20%	1,200,000won	500,000won
		Top 50%	900,000won	

4) Restriction of application: Application is restricted in case of a research record consisting of scholarship support within the school, such as assistant research, GRS, and CAYSS.

V. Graduate School Scholarship Information

5. International Conference Participation Support Fund

1) Eligible Applicants

(1) Enrolled graduate students and registered research students of Chung-Ang University who are recommended by a faculty member of the university

※ For doctoral students, eligibility is recognized until graduation only for those who completed their first research registration after coursework completion.

(2) Students who presented at an international academic conference held overseas, provided that the affiliated institution listed for the research achievement is Chung-Ang University.

※ Participation together with the academic advisor is recognized.

※ International conferences must meet the following criteria: participation from at least four countries, at least 10 presented papers, at least 50% of presenters are foreign researchers

Applicants are not eligible if they have already received internal or external funding for participation in the same conference (including partial or full financial support for attendance expenses).

2) Application Period

Applications are accepted twice per year:

January application period: for achievements from August of the previous year to January of the current year

July application period: for achievements from February to July of the current year

3) Supporting amount

Name of area	Amount of money
Asian region	Within 400,000won
North and Central America and Australia	Within 1,000,000won
Europe, Africa, and South America	Within 1,200,000won

VI. Student Loans

1. Student Loan Program

1) Eligible Applicants

- (1) Newly admitted students and enrolled students
- (2) Depending on the undergraduate and graduate school system, one can freely select the institution (payment of interest) and repayment period (payment of principal and interest)
- (3) Restrictions on loans based on personal creditworthiness and limits on tuition loans based on academic systems

2) Application Period

Spring Semester: approximately January – March

Fall Semester: approximately July – September

3) Qualification for Appliance

Age	- Under 55 years old	
Academic requirement	Freshmen	- Based on university admission eligibility
	Current Student	- Previous semester GPA of 70/100 or higher.
credit requirement	-Excluding those holding credit rating information (restrictions on loans, such as delinquent student loans and defaulters of financial debtors)	
Special Recommendation Target	-No special recommendation for graduate school	

4) Loan Scale

scale of living expenses loans	-Deposit up to 1.5 million won per semester to a student's personal account
student loan scale	- The tuition fee is deposited into the above-school account (the new student's personal account is registered as a new student) - Five or six-year colleges (graduate schools) and general special graduate schools: 60 million won
loan interest rate	- Fixed interest rate of 1.7% per annum (as of the first semester of 2023)

VII. Completion of the Course on Research Ethics and Thesis Writing

Legal Basis

According to the Detailed Regulations on Graduate Academic Administration, Article 90 (Eligibility for Thesis Submission) and Article 95 (Eligibility for Thesis Submission), students must fulfill the following requirements and obtain approval from the Dean of the Graduate School in order to submit a Master's or Doctoral degree thesis.

→ Students must complete the course “Research Ethics and Thesis Writing” and submit a Research Ethics Pledge.

1. Period 2025. 3. ~ 6.

2. Target All general graduate students of the university and BK21 participating graduate students.

3. Method E-Class → Taking classes within the deadline of the Research Ethics and Thesis Preparation Act

4. Curriculum Research Ethics / Bioethics / Animal Experimental Ethics / How to Write a Paper (approximately 25 minutes per 13th / **1 credit recognition, P/F**)

No.	Course Category	Contents
1	Research Ethics	Research Ethics / Criteria for Determination of Research Fraud / Prevention of Poor Academic Activities
2	Bioethics	Bioethics / Preparation of research notes / Conducting proper research to prevent research irregularities
3	Animal Experimental Ethics	Ethical issues to be considered in animal testing / welfare of animals / principles of animal testing ethics
4	How to write a thesis	Revisions to the Act on Research Fraud / Presenting and Citing Sources / Research Security / Privacy / IRB-related laws, subject to deliberation, and application for deliberation

VIII. Check the Portal site, Graduate School Official Website and Regulation of the department

- ▶ Chung-Ang University Portal (<https://mportal.cau.ac.kr>)
- ▶ Graduate School Official Website (<http://graduate.cau.ac.kr/2018>)
- ▶ Regulation of the department

The image shows a sequence of website navigation steps. On the left, a Chung-Ang University portal page has a red box around the '학과소개' (Department Introduction) link in the top navigation bar. A red arrow points down from this link to a '선택' (Select) button in a grid of department links. From there, a red arrow points right to the Department of Business Administration website. On this website, a red box highlights the '학과소개' (Department Introduction) link in the top navigation bar. Below the navigation bar, a '학과소개' link is also highlighted with a red box. The website header includes '경영학과' (Department of Business Administration) and 'DEPARTMENT OF BUSINESS ADMINISTRATION'. Contact information and a '학과내규' (Department Regulation) download button are also visible.

VIII. Must check

※ Please **make** sure to check the graduate school website for more details.

- Detailed Regulations on Graduate School Academic Administration

※ Graduate School Website → Introduction to Graduate School → Graduate School Regulations



Thank you 😊



Graduate School Office

<http://graduate.cau.ac.kr/>