

Kwangju Women's University Graduate School Student Guide

Address: 40 Gwangjuyeodae-gil, Gwangsan-gu,
Gwangju, Kwangju Women's University

Graduate School Administration Office

University Symbols(대학상징)

Symbol

■ Meaning of the University Symbol

The oval at the center represents the progressive spirit and future-oriented educational philosophy of Kwangju Women's University, which leads the new millennium. The book signifies the role of the university in pursuing academic inquiry and serving society. The leaf within the book symbolizes the founding philosophy and educational objectives of the university, embodying the image of the ivory tower. The seven petals outside the circle represent the vibrant, living vitality. In Eastern philosophy, the number seven signifies life and completeness.

Logo

The logotype, together with the symbol mark, is a fundamental element that plays an important role in establishing the University's identity and overall image. Like a personal seal, it conveys trust and credibility and is used in conjunction with the symbol mark. The logotype is a proprietary design created to harmonize with the symbol and must not be altered or have its spacing adjusted under any circumstances. When reproducing the logotype artwork, it is, in principle, to be output using official computer data files.

Signature

The signature is a systematic combination of the symbol mark and logotype designed to create a unified institutional image. As the

signature is applied across various media—including official documents, printed materials, and promotional publications—it must be used in accordance with the standards appropriate to each medium. Any combination other than those specified in this section is strictly prohibited.

University Tree(교목)

■ Pine Tree

The pine tree has long symbolized the steadfast will of the Korean people. Its color signifies integrity and represents an enduring and unchanging spirit. As the most abundant tree species in Korea, it reflects the dignity and distinguished character of the university.

University Flower(교화)

■ Plum Blossom

The plum blossom is the first flower to bloom after enduring the cold season. Its beauty, composed rationality, and the vitality of its petals symbolize knowledge, making it well suited to represent the university. It embodies the balanced development of intellect, virtue, and physical strength.

University Bird(교조)

■ Crane

The elegant figure of the crane represents the dignity of women. Its soaring flight symbolizes the spirit and vitality of the nation and reflects the enduring spirit of the Korean people.

University Colors(교색)

- Green: The color of evergreen foliage, symbolizing an unchanging spirit
- White : A representative color of the Korean people, symbolizing pure reason and a spirit of service
- Red: A passionate color representing the spirit of advancing boldly toward the world

Graduate School Academic Calendar for 2026(학사일정)

3	Sun	Mon	Tue	Wed	Thu	Fri	Sat	3/1(Sun): Independence Movement Day / 3/2(Mon): Substitute Holiday for Independence Movement Day
	1	2	3	4	5	6	7	3/3(Tue): Beginning of 1 st Semester / 3/3(Tue)-3/4(Wed): Course Registration for New Students (Freshmen)
	8	9	10	11	12	13	14	3/10(Tue)~3/13(Fri): Application for Spring Semester Foreign Language & Comprehensive Examinations
	15	16	17	18	19	20	21	3/10(Tue)~3/13(Fri): Application for Academic Advisor Assignment (for Current Students)
	22	23	24	25	26	27	28	3/10(Tue)-3/14(Fri): Payment of Thesis Supervision & Examination Fees (for Expected August 2026 Graduates)
	29	30	31					3/25(Wed): University Foundation Day / 3/27(Fri): 1/4 of Semester Completed (Deadline for Reinstatement)
								3/27(Fri): Announcement of Schedule for Spring Semester Foreign Language & Comprehensive Examinations
4	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4/1(Wed)~4/10(Fri): Submission of Thesis (or Graduation Research Report) for Review & Related Documents (for Expected August 2026 Graduates)
				1	2	3	4	4/6(Mon): 1/3 of Semester Completed / 4/11(Sat): Spring Semester Foreign Language & Comprehensive Examinations
	5	6	7	8	9	10	11	4/13(Mon)~4/15(Wed): Confirmation & Notification of Academic Advisor Assignments
	12	13	14	15	16	17	18	4/13(Mon)~4/17(Fri): Recommendation of Thesis Examiners (for Expected August 2026 Graduates)
	19	20	21	22	23	24	25	4/20(Mon)~4/24(Fri): Graduation Eligibility Review / 4/21(Tue)-4/27(Mon): 1 st Semester Midterm Examinations
	26	27	28	29	30			4/23(Thu): Semester Midpoint (Deadline for General Leave of Absence) / 4/28(Tue)-5/4(Mon): 1 st Semester Midterm Course Evaluations
5	Sun	Mon	Tue	Wed	Thu	Fri	Sat	5/1(Fri): Labor Day
						1	2	5/4(Mon): Appointment & Notification of Thesis

								Examiners (for Expected August 2026 Graduates)
	3	4	5	6	7	8	9	5/5(Tue): Children's Day / 5/24(Sun): Buddha's Birthday / 5/25(Mon): Substitute Holiday for Buddha's Birthday
	10	11	12	13	14	15	16	5/6(Wed)~6/12(Fri): Thesis Examinations (for Expected August 2026 Graduates)
	17	18	19	20	21	22	23	5/19(Tue): 3/4 of Semester Completed
	24	25	26	27	28	29	30	
	31							
6	Sun	Mon	Tue	Wed	Thu	Fri	Sat	6/3(Wed): 2026 Local Election Day / 6/6(Sat): Memorial Day
		1	2	3	4	5	6	6/9(Tue)~6/22(Mon): 1 st Semester Final Examinations (Administered after completion of make-up classes)
	7	8	9	10	11	12	13	6/16(Tue): Make-up Class (for Foundation Day, 3/25(Wed)) / 6/17(Wed): Make-up Class (for Labor Day, 5/1(Fri))
	14	15	16	17	18	19	20	6/18(Thu): Make-up Class (for Children's Day, 5/5(Tue))
	21	22	23	24	25	26	27	6/19(Fri): Make-up Class (for Substitute Holiday for Buddha's Birthday, 5/25(Mon))
	28	29	30					6/22(Mon): Make-up Class (for 2026 Local Election Day, 6/3(Wed))
								6/22(Mon)~6/26(Fri): Submission of Thesis (or Graduation Research Report) Examination Results (for Expected August 2026 Graduates)
							6/23(Tue)~6/29(Mon): 1 st Semester Grade Entry	
7	Sun	Mon	Tue	Wed	Thu	Fri	Sat	6/30(Tue)~7/6(Mon): 1 st Semester Final Course Evaluations & Grade Review (Objections & Corrections)
				1	2	3	4	7/6(Mon)~7/10(Fri): Submission of Final Approved Thesis (or Graduation Research Report) (for Expected August 2026 Graduates)
	5	6	7	8	9	10	11	7/13(Mon)~7/17(Fri): Submission of 2 nd Semester Courses to Be Offered & Assigned Instructors
	12	13	14	15	16	17	18	7/20(Mon)~7/23(Thu): Entry of Class Schedules for 2 nd Semester

	19	20	21	22	23	24	25	7/27(Mon)~7/30(Thu): Entry of Course Syllabi for 2 nd Semester
	26	27	28	29	30	31		
8	Sun	Mon	Tue	Wed	Thu	Fri	Sat	8/3(Mon)~8/7(Fri): Application for Reinstatement & Readmission for 2 nd Semester
							1	8/10(Mon)~8/14(Fri): 2 nd Semester Course Registration
	2	3	4	5	6	7	8	8/15(Sat): Liberation Day / 8/17(Mon): Substitute Holiday for Liberation Day
	9	10	11	12	13	14	15	8/18(Tue)~8/21(Fri): 2 nd Semester Course Registration
	16	17	18	19	20	21	22	8/21(Fri): 2026 Academic Year Summer Commencement Ceremony
	23	24	25	26	27	28	29	
	30	31						
9	Sun	Mon	Tue	Wed	Thu	Fri	Sat	9/1(Tue): Beginning of 2 nd Semester
			1	2	3	4	5	9/8(Tue)~9/11(Fri): Application for Fall Semester Foreign Language & Comprehensive Examinations
	6	7	8	9	10	11	12	9/8(Tue)~9/11(Fri): Application for Academic Advisor Assignment (for Current Students)
	13	14	15	16	17	18	19	9/8(Tue)~9/11(Fri): Payment of Thesis Supervision & Examination Fees (for Expected February 2027 Graduates)
	20	21	22	23	24	25	26	9/24(Thu)~9/26(Sat): Chuseok Holiday
	27	28	29	30				9/25(Fri): 1/4 of Semester Completed (Deadline for Reinstatement)
10	Sun	Mon	Tue	Wed	Thu	Fri	Sat	10/3(Sat): National Foundation Day 10/5(Mon): 1/3 of Semester Completed
					1	2	3	10/5(Mon): Substitute Holiday for National Foundation Day 10/9(Fri): Hangeul Proclamation Day
	4	5	6	7	8	9	10	10/12(Mon)~10/16(Fri): Recommendation of Thesis Examiners (for Expected 2027 February Graduates)
	11	12	13	14	15	16	17	10/17(Sat): Fall Semester Foreign Language & Comprehensive Examinations
	18	19	20	21	22	23	24	10/20(Tue)~10/26(Mon): 2 nd Semester Midterm Examinations / 10/19(Mon)~10/23(Fri): Graduation Eligibility Review
	25	26	27	28	29	30	31	10/22(Thu): Semester Midpoint (Deadline for General

								Leave of Absence)
								10/27(Tue)~11/2(Mon): 2 nd Semester Midterm Course Evaluations
11	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7	11/2(Mon)~12/4(Fri): Thesis Examinations (for Expected February 2027 Graduates)
	8	9	10	11	12	13	14	11/9(Mon): 2/3 of Semester Completed
	15	16	17	18	19	20	21	11/17(Tue): 3/4 of Semester Completed
	22	23	24	25	26	27	28	
	29	30						
12	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	5	12/8(Tue)~12/18(Fri): 2 nd Semester Final Examinations
	6	7	8	9	10	11	12	12/15(Tue): Make-up Class (for Chuseok Holiday, 9/24(Thu)) / 12/16(Wed): Make-up Class (for Chuseok Holiday, 9/25(Fri))
	13	14	15	16	17	18	19	12/17(Thu): Make-up Class (for Substitute Holiday for National Foundation Day, 10/5(Mon)) / 12/18(Fri): Make-up Class (for Hangeul Proclamation Day, 10/9(Fri))
	20	21	22	23	24	25	26	12/21(Mon)~12/27(Sun): 2 nd Semester Grade Entry / 12/25(Fri): Christmas Day
	27	28	29	30	31			12/28(Mon)~1/4(Mon): 2 nd Semester Final Course Evaluations & Grade Review (Objections & Corrections)
2027 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	1/1(Fri): New Year's Day
						1	2	
	3	4	5	6	7	8	9	1/4(Mon)~1/8(Fri): Submission of Final Approved Thesis (or Graduation Research Report) (for Expected February 2027 Graduates)
	10	11	12	13	14	15	16	1/11(Mon)~1/14(Thu): Submission of 2027-1 st Semester Courses to be Offered & Assigned Instructors
	17	18	19	20	21	22	23	1/18(Mon)~1/21(Thu): Entry of Class Schedules for 2027-1 st Semester
	24	25	26	27	28	29	30	1/25(Mon)~1/28(Thu): Entry of Course Syllabi for 2027-1 st Semester

	31							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	6	2/1(Mon)~2/5(Fri): Application for Reinstatement & Readmission for 2027-1 st Semester
20	7	8	9	10	11	12	13	2/6(Sat)~2/8(Mon): Seollal Holiday / 2/9(Tue): Substitute Holiday for Seollal Holiday
27								
2	14	15	16	17	18	19	20	2/16(Tue)~2/18(Thu): Course Registration (for Continuing Students, 2027-1 st Semester)
	21	22	23	24	25	26	27	2/16(Tue)~2/19(Fri): 2027-1 st Semester Tuition Payment Period
	28							2/19(Fri): 2026 Academic Year Commencement Ceremony / 2/26(Fri): 2027 Academic Year Entrance Ceremony

Graduate School Overview(대학원 현황)

Dean of the Graduate School: Eun-Young Do (950-3800)

Position	Name	Contact	Responsibilities
General Affairs Team Leader	Sun-Jung Park	950-3801	Planning, evaluation, admissions, graduation, teaching certification, theses
Staff Member	Hyun-Soo Kim	950-3805	Academic affairs (classes), scholarships, statistics, information disclosure
Staff Member	Sun-Kyung Yang	950-3802	Academic records, personal information management, document management

※ Location: Eudeungwan, 2nd Floor (Graduate School Administration Office)

Major Administrative Offices Supporting the Graduate School

(대학원 지원 주요 행정부서)

Office	Location	Responsibilities
Center for Teaching & Learning Support	Main Building, 2 nd Floor	Development of e-Learning content and faculty support; Maintenance and management of the e-Learning system; Operation and management of online courses; Development and operation of learning support programs
Student Counseling Center	Deokcheon Hall, 1 st Floor	Individual and group counseling; Psychological assessments; Sexual harassment and sexual violence prevention education and counseling; Counselor education and training
Center for Students with Disabilities	Main Building, 1 st Floor	Support services for students with disabilities
Career Development & Employment Support Center	Main Building, 1 st Floor	Employment-related services; Employment statistic surveys; Collection guidance on employment information; Career counseling; Operation of student employment programs; Management of mock interview room

Library	Library	Acquisition and registration of library materials; Classification of materials; Lending and return services
Office of International Affairs	Information & Communication Building, 1 st Floor	Admissions screening and enrollment management for international students; Establishment of sisterhood agreements and academic exchanges; Guidance and management of international student life, including insurance administration

Graduate School Department Chair(대학원 주임교수)

Graduate School (Program)	Department (Major)	Department Chair	Office	Location
General Graduate School (Doctoral)	Dept. of Beauty Science (Ph.D.)	Seo-Hee Kim	950-3833	Hwangryonggw an, Room 2303
	Dept. of Early Childhood Education (Ph.D.)	Kyung-Ran Kim	950-3743	Mudeungwan, 3rd Floor
	Dept. of Nursing (Ph.D.)	Eun-Hee Park	950-3764	Mudeungwan, 4th Floor
General Graduate School (Master's)	Dept. of Childhood English Education	Hye-Jeong Kim	950-3693	Mudeungwan, 4th Floor
	Dept. of Clinical & Counseling Psychology	Hee-Cheol Choi	950-3837	Eudeunggw an, Room 211
	Dept. of Aviation Tourism	Sun-Sook Baek	950-3650	Eudeunggw an, 5th Floor
	Dept. of Rehabilitation Science (Occupational Therapy Major)	Sang-Woo Han	950-3679	Eudeunggw an, 3rd Floor
	Dept. of Rehabilitation Science (Physical Therapy Major)	Tae-Hwa Seo	950-3831	Mudeungwan, 3rd Floor
	Dept. of Food Science & Nutrition	Ji-Hyun Kim	950-3717	Hwangryonggw an, 2nd Floor
	Dept. of Dental Hygiene	Sang-Eun Moon	950-3795	Hwangryonggw an, Research Building, 3rd Floor
	Dept. of Beauty Science (M.A.)	Seo-Hee Kim	950-3833	Hwangryonggw an, 3rd Floor
Graduate School of Education (Master's)	Beauty Education Major	Seo-Hee Kim	950-3833	Hwangryonggw an, Room 2303
	Dept. of Counseling Psychology	Hee-Cheol Choi	950-3837	Eudeunggw an, Room 211

	Early Childhood Education Major	Kyung-Ran Kim	950-3743	Mudeungwan, 3rd Floor
	Special Education Major	Young-Mi Kim	950-3835	Eudeunggwang, 2nd Floor
Graduate School of Social Development (Master's)	Dept. of Social Welfare	Hyeong-Ha Lee	950-3707	Eudeunggwang, 3rd Floor
	Dept. of Police & Law	Jong-Ryeol Park	950-3712	Eudeunggwang, Room 416
	Dept. of Korean Education	Jeong-Ju Lee	950-3943	Hwangryonggwang, Research Building, 1st Floor
	Dept. of Speech & Language Pathology	Hye-Jeong Shin	950-3672	Eudeunggwang, 2nd Floor
	Dept. of Nursing Science	Eun-Hee Park	950-3794	Mudeungwan, 4th Floor
	Dept. of Integrated Arts Science	Seung-Jin Oh	950-3750	
	Dept. of Sports Industry	Woo-Jin Choi	950-3529	Eudeunggwang, 3th Floor
	Dept. of Mind Education	In-Sook Cho	950-3809	Hwangryonggwang (Research Building) 4th Floor
	Dept. of Childhood English Education	Hye-Jeong Kim	950-3693	Mudeungwan, 4th Floor
	Dept. of AI Convergence	Cheol-Seung Lee	950-3989	Hwangryonggwang, Research Building, 2nd Floor
	TESOL Major	Hye-Jeong Kim	950-3693	Mudeungwan, 4th Floor
	K-BEAUTY Major	Seo-Hee Kim	950-3833	Hwangryonggwang, 3rd Floor

Building Layout (Campus Map)(건물배치도)



1. 무등관 Mudeungwan
2. 황룡관 Hwangryonggwan
3. 어등관(대학원 행정실: 2층)
Eodeunggwan(Graduate school office: 2nd floor)
4. 정보통신관 Information and Communications Officer
- 5-1. 송강학숙 1호관 Songganghaksuk Building 1
- 5-2. 송강학숙 2호관 Songganghaksuk Building 2
6. 덕천관 Deokcheongwan
- 7-1. 대학본부 University Headquarters
- 7-2. 도서관 Library
8. 광주여대시립 유니버시아드체육관 Multipurpose gymnasium
9. 양궁장 Archery range
10. 반려동물훈련장 Pet training center
11. 잔디운동장 Grass field
12. 정문입구 Main entrance
13. 주차장 Parking lot

Academic Information(학사정보)

Major Academic Schedule for First Semester of 2026

- Beginning of the 1st Semester: March 3 (Tue)
- Course Registration for New Students(1st Semester): March 3 (Tue) ~ March 4 (Wed)
- Course Registration Add/Drop Period for continuing students(1st Semester): March 3 (Tue) ~ March 4 (Wed)
- Application period for the Spring Semester Foreign Language & Comprehensive Examinations: March 10 (Tue) ~ March 13 (Fri)
- Application for Student ID Card Issuance(New Students): March 10 (Tue) ~ March 13 (Fri)
- Payment of Thesis Supervision & Examination Fees (Students Expected to Graduate in August 2026) March 10 (Tue) ~ March 13 (Fri)
- Application for the Assignment of Thesis Advisors (2nd Semester Students & Above): March 10 (Tue) ~ March 13 (Fri)
- Submission of Thesis for Review & Required Documents (Students Expected to graduate in August 2026): April 1 (Wed) ~ April 10 (Fri)
- Spring Semester Foreign Language & Comprehensive Examinations: April 11 (Sat)
- Midterm Examinations: April 21 (Tue) ~ April 27 (Mon)
- Thesis Examinations (Students Expected to Graduate in August 2026): May 6 (Wed) ~ June 12 (Fri)
- Final Examinations : June 9 (Tue) ~ June 22 (Mon)
- 1st Semester Grade Entry: June 23 (Tue) ~ June 29 (Mon)
- 1st Semester Final Course Evaluations & Grade Review: June 30 (Tue) ~ July 6 (Mon)
- Submissions of Final Approved Theses (or Graduation Research Report) for Students Expected to Graduate in August 2026 July 10 (Fri)
- 2nd Semester Course Registration: August 10 (Mon) ~ August 14 (Fri)
- Commencement Ceremony: August 21 (Fri)

Major Academic Schedule for Second Semester of 2026

- Beginning of 2nd Semester: September 1 (Tue)
- Application Period for Fall Semester Foreign Language & Comprehensive Examinations: September 8 (Tue) ~ September 11 (Fri)
- Application for Academic Advisors Assignment (for 2nd Semester Students and Above): September 8 (Tue) ~ September 11 (Fri)
- Payment of Thesis Supervision & Examination Fees (Students Expected to Graduate in February 2027): September 8 (Tue) ~ September 11 (Fri)
- Submission of Theses for Review & Required Documents (Students Expected to Graduate in February 2027): September 28 (Mon) ~ October 9 (Fri)
- Fall Semester Foreign Language & Comprehensive Examinations: October 17 (Sat)
- Midterm Examinations: October 20 (Tue) ~ October 26 (Mon)
- Thesis Examinations (Students Expected to Graduate in February 2027) November 2 (Mon) ~ December 4 (Fri)
- Final Examinations: December 8 (Tue) ~ December 18 (Fri)
- 2nd Semester Grade Entry: December 21 (Mon) ~ December 27 (Sun)
- 2nd Semester Final Course Evaluations & Grade Review: December 28 (Mon) ~ January 4 (Mon), 2027
- Submission of Final Approved Theses (or Graduation Research Report) for Expected February 2027 Graduates: January 8 (Fri), 2027
- Course Registration for Continuing Students, 1st Semester 2027: February 16 (Tue), 2027 ~ February 18 (Thu)
- Tuition Payment Period for the 1st Semester, 2028: February 16 (Tue), 2027 ~ February 19 (Fri)
- Commencement Ceremony: February 19 (Fri), 2027

1. Course Registration(수강신청)

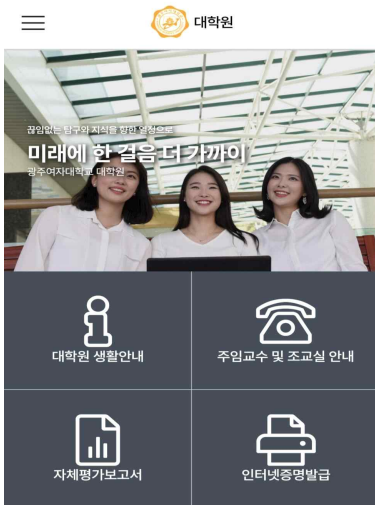
- Course registration must be completed within the designated period prior to the beginning of each semester for continuing students. New students must register for courses after the semester begins. In all cases, students must receive academic guidance from their academic advisor or department (major) chair and enter their selected courses into the Student-Centered Education Online System.
- The number of credits that may be earned per semester shall be no fewer than 3 credits and no more than 9 credits. However, students pursuing specific qualifications (e.g., teacher certification) or those required to retake failed courses may exceed the maximum credit limit per semester with approval of the Dean of the Graduate School.
- After completing course registration, students are responsible for verifying their registration details. If a change is necessary due to unavoidable circumstances, a 'Course Change Request Form' must be submitted within three weeks from the start of the semester, and approval must be obtained from the Dean of the Graduate School.
- Courses approved for registration may not be changed or canceled without the permission of the Dean of the Graduate School.
- Course Registration Procedure:
Course registration is conducted via the Student-Centered Education Online System as follows:
Login → Top-left Menu: 'Graduate Academic Affairs' → Course → Course Registration

■ Course Registration Example Screen(수강신청 예시 화면)

Guide 1

Access Screen for the Kwangju Women's University Portal (Student-Centered Education Online System)

- [1] Access the Graduate School homepage. (graduate.kwu.ac.kr)
- [2] The screen below is the main page of the Graduate School homepage.
- [3] Click on the 'Student-Centered Education Online System' menu displayed at the bottom of the screen, or access the system via the 'Kwangju Women's University Portal' menu at the top of the page.



Guide 2 Log-in Screen

[1] When accessing the [Student-Centered Education Online System], the system screen shown below will appear.

[2] Enter your **ID** and **password**, then click the LOG-IN button.

※ In general, the ID is the student number, and the initial password is set as the six-digit date of birth. For the protection of personal information, students are strongly advised to change their password. (Password changes may be made on the following screen.)

The screenshot shows the '학생서비스' (Student Service) login page. It features a purple header with the university logo and name. Below the header, there are input fields for '아이디' (ID) and '비밀번호' (Password). A checkbox labeled '아이디 저장' (Save ID) is present. A prominent purple button with the text '로그인 >' (Log In) is centered. Below the button, there are links for '아이디 찾기' (Find ID) and '비밀번호 찾기' (Find Password). At the bottom, there is a '공지사항' (Notice) section with a list of recent announcements, each with a date and a status icon.

The screenshot shows the 'Graduate Student Services' page. The header includes the university logo and name, and a 'Language' dropdown menu is open, showing options for '한국어' (Korean), 'English', '中文' (Chinese), 'tiếng Việt' (Vietnamese), and 'Mongrol'. The page content is organized into a sidebar with categories like '대학원 학사' (Graduate Academic), '수강신청' (Course Registration), 'Course Registration Results', 'Print Lecture Schedule', 'Grades', '등록' (Registration), '정학' (Suspension), and 'Academic Profession'. Each category has a corresponding icon and a dropdown arrow.

Guide 3

Log-in Access Screen

- [1] Upon **logging into** the Kwangju Women's University Graduate School Student-Centered Education Online System, the screen below will appear.
- [2] Through this service, students may access academic information, including **course registration** and **grade inquiry**.
- [3] Before proceeding with course registration, students must review their personal information and update any necessary details (e.g., address, contact information). Tuition bills and official notices from the Graduate School will be sent to the **address on file**; therefore, accurate information must be provided.

Kwangju Women's University Graduate Student Services

Dear student, hello. 😊

How about balancing your study time by subject?

graduation
Major:
Login

Change password

Academic record inquiry/change Pri

TODAY
4
March 2026
13% humidity 0.0°C ~ 13.0°C

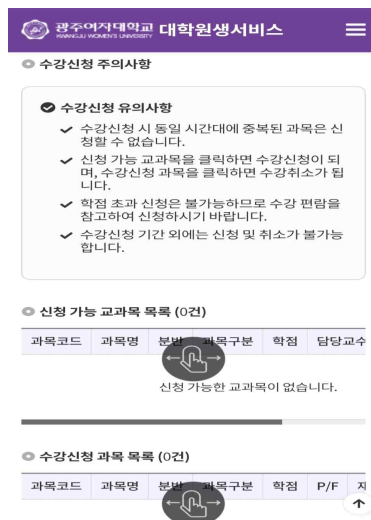
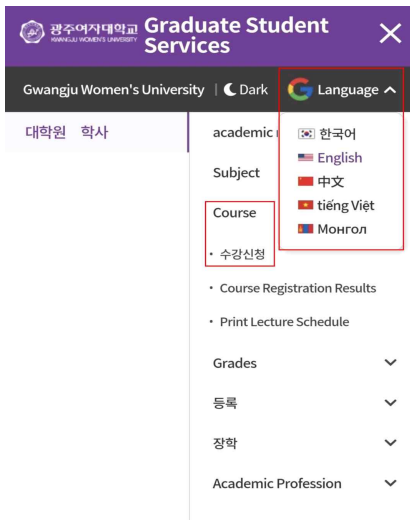
Academic Calendar today

March 2026

Day month fury number neck gold saturday
1 2 3 4 5 6 7

Guide 4 Initial Course Registration Screen

- [1] After reviewing the list of offered courses, register for courses appropriate to your program and semester.
- [2] The syllabus for each course may be viewed and reviewed prior to registration.
- [3] Credit Limit & Registration Method: Students may register for between 3 and 9 credits per semester.



All Graduate School forms may be downloaded from the Graduate School Community Resources section of the Graduate School homepage (<http://graduate.kwu.ac.kr>).

2. Registration, Program Duration & Maximum Period of Enrollment(등록·수업연한 및 재학연한)

■ Registration(등록)

- During the period of enrollment, students must pay tuition and related fees within the designated period each semester (1st and 2nd semesters). The tuition payment period will be announced on the Graduate School homepage, and the tuition bill must be printed from the intranet and paid accordingly.

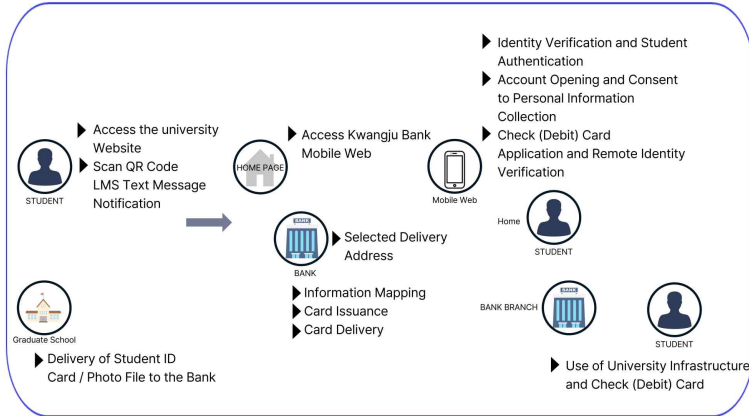
■ Program Duration & Maximum Period of Enrollment(수업연한 및 재학연한)

Category	Program	Minimum Program Duration	Maximum Period of Enrollment	Class Format
General Graduate School	Doctoral	2 years (4 semesters)	6 years	Daytime
	Master's	2 years (4 semesters)	4 years	Daytime
Graduate School of Education	Master's	2.5 years (5 semesters)	5 years	Nighttime (Early Childhood Education), Seasonal System (Beauty Education Major, Dept. of Counseling Psychology, Special Education Major)
Graduate School of Social Development	Master's	2 years (4 semesters)	4 years	Nighttime Daytime (Dept. of Childhood English Education, Dept. of Korean Education, TESOL Major)

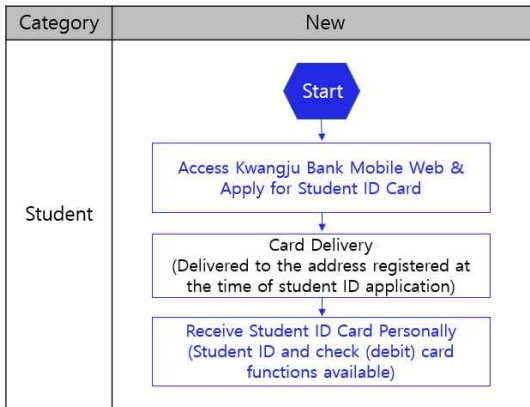
- ※ For transfer students, the total amount of the remaining program duration shall be doubled. For re-enrolled students, the remaining amount of the required program duration shall be added.
- ※ Periods of leave of absence shall not be included in the maximum period of enrollment.
- ※ If a student re-registers after completing coursework in order to obtain a degree, the additional registration period shall not be included in the maximum period of enrollment.

3. Student ID Card Issuance(학생증 발급)

■ Issuance Process Overview(발급 흐름도)



■ Student ID Check (Debit) Card Application Process(학생증 체크카드 신청 프로세스)



■ Important Notes for Issuance(발급 시 유의사항)

- Applicants must have a mobile phone under their own name in order to apply for the Student ID Check (Debit) Card

through the Kwangju Bank mobile web service. **Individuals without a mobile phone under their own name, as well as foreign nationals or minors, must visit a Kwangju Bank branch in person to apply.** (Please bring valid ID and a passport-sized photo.)

- ※ **In cases of re-issuance due to changes in academic information or photo updates, applications must be submitted only through a Kwangju Bank branch or customer service center.**
- ※ The Student ID Check (Debit) Card (new issuance or re-issuance) can be received within 10 business days after application. (Student ID Check (Debit) Cards applied for via mobile web may only be received by the applicant in person.)

■ **Application via Mobile Web(모바일 웹을 통한 신청방법)**

- Access the university homepage (QR code scan, LMS text message sent) → Receive the text message → Student ID Check (Debit) Card information → Complete identity verification → Agree to personal information collection & complete student verification → Confirm whether to open a bank account simultaneously → Agree to required personal credit information consent and terms & conditions → Provide consent for card marketing → Provide consent for account marketing → Complete

the card application form → Enter account password → Proceed with remote identity verification → Complete application process

■ **Application via Bank Branch(영업점을 통한 신청방법)**

- In-person visit (bring valid ID and passport-sized photo)

■ **Re-issuance(재발급)**

- Visit the Kwangju Bank branch office located within the Student Affairs Office (Main Building, 1st Floor) at Kwangju Women's University.

4. Grades & Course Evaluation(성적 및 강의평가)

■ Grading Scale(성적 등급)

Grade	Score	GPA	Grade	Score	GPA
A+	95~100	4.5	B-	80~82	3.0
A0	92~94	4.2	C+	76~79	2.6
A-	90~91	4.0	C0	73~75	2.3
B+	86~89	3.6	C-	70~72	2.0
B0	83~85	3.3	F	69 & below	0.0

- Academic grades are determined based on examination results, assignment evaluations, attendance, and overall academic performance and attitude.
- For the thesis, graduation research report, foreign language examination, and comprehensive examination, "Pass" is recorded as "P", and "Fail" is recorded as "F". No credits or numerical scores are awarded for these evaluations.
- However, the graduation research report requirement does not apply to students admitted from the 2026 academic year onward.
- In case of attendance, if a student's attendance falls below three-fourths (3/4) of the total class meetings after course registration, a grade of F will be assigned for the course.

■ **Grade Inquiry (Correction) & Course Evaluation(성적열람
(정정) 및 강의평가)**

- Grade inquiry (correction) must be conducted within the designated period. Students are required to complete the course evaluation prior to viewing grades or requesting corrections.
- Grade Inquiry (Correction) & Course Evaluation Procedure:
Graduate School Homepage intranet → Grades → Current Semester Grade Inquiry → Evaluation

5. Graduation (Conferral of Degree)(졸업(학위수여))

■ Eligibility for Graduation (Degree Conferral)(졸업(학위수여) 자격)

- Completion of Required Credits

Category	Program	Graduate School	Required Credits for Graduation	Remarks
General Graduate School	Doctoral	General Graduate School	36 credits	
	Master's	General Graduate School	24 credits	
Specialized Graduate Schools	Master's	Graduate School of Education	30 credits	
		Graduate School of Social Development	27 credits	For students admitted until 2025
			24 credits	For students admitted from 2026 onward

※ For the Graduate School of Social Development, the required graduation credits are at least 27 credits for students admitted up to the 2025 academic year, and 24 credits for students admitted from the 2026 academic year onward.

- Students who submit a degree thesis
- Students who complete a substitute for a degree thesis
 - Degree thesis substitute for students admitted in or before the 2025 academic year
 - Completion of an additional 6 credits designated for

thesis submission

※ Students admitted in the 2015~2016 academic years: 9 credits

· Submission of a Graduation Research Report

-Degree thesis substitute for students admitted in the 2026 academic year or thereafter

· Submission of an Application for Graduation Research Thesis Substitution

· Completion of an additional 6 credits designated for thesis submission

○ Students who have passed the Foreign Language Examination & the Comprehensive Examination

○ Students who have fulfilled any additional graduation requirements stipulated in relevant regulations

6. Degree Titles by Department(학과별 학위종별)

Category	Graduate School	Department (Major)	Degree Title	Remarks
General Graduate School	General Graduate School	Dept. of Early Childhood Education	Doctor of Education (Ed.D.)	
		Dept. of Beauty Science	Doctor of Beauty Science	
		Dept. of Nursing	Doctor of Nursing	
		Dept. of Childhood English Education	Master of Arts (M.A.)	
		Dept. of Clinical & Counseling Psychology	Master of Arts (M.A.)	
		Dept. of Rehabilitation Science (Occupational Therapy Major)	Master of Occupational Therapy	
		Dept. of Rehabilitation Science (Physical Therapy Major)	Master of Physical Therapy	
		Dept. of Food Science & Nutrition	Master of Science (M.S.)	
		Dept. of Aviation Tourism	Master of Tourism	
		Dept. of Dental Hygiene	Master of Dental Hygiene	
		Dept. of Beauty Science	Master of Beauty Science	
Specialized Graduate School	Graduate School of Education	Dept. of Education - Early Childhood Education Major	Master of Education (M.Ed.)	
		Dept. of Counseling Psychology		
		Special Education Major		
		Beauty Education Major		
	Graduate School of Social Development	Dept. of Social Welfare	Master of Social Welfare	
		Dept. of Police & Law	Master of Laws (LL.M.)	
		Dept. of Speech & Language Pathology	Master of Science (M.S.)	
		Dept. of Nursing Science	Master of Nursing	
		Dept. of Integrated Arts Science	Master of Arts in Arts Therapy	
		Dept. of Mind Education	Master of Arts (M.A.)	
Graduate School of Social Development	Dept. of Korean Education	Master of Arts (M.A.)		
	Dept. of Sports Industry	Master of Sports Industry		
		Dept. of Childhood	Master of Arts (M.A.)	

		English Education		
		Dept. of AI Convergence	Master of Engineering (M.Eng.)	
		TESOL Major	Master of TESOL	Foreigners
		K-BEAUTY Major	Master of Beauty Science	

7. Change of Major or Department Transfer(전공변경 또는 전과)

- Students who wish to change their major or transfer to another department must submit an Application for Change of Major (Department Transfer Application) within one week from the beginning of the 1st or 2nd semester and obtain approval from the Dean of the Graduate School.
- A change of major or department transfer is permitted only within the same graduate school. (However, transfers are not permitted within the Graduate School of Education.)
- Credits earned prior to the change of major (or department) may be recognized as major credits only for courses that correspond to the curriculum of the newly approved major (or department).

8. Leave of Absence · Reinstatement · Withdrawal · Dismissal(휴학·복학·자퇴·제적)

■ General Leave of Absence(일반휴학)

- A graduate student who wishes to take a leave of absence for any of the following reasons must submit a Leave of Absence Application and obtain approval from the Dean of the Graduate School.
 - Enlistment or military service pursuant to Article 73, Paragraph 1 of the Military Service Act
 - Long-term medical treatment due to physical or mental illness

- When necessary to care for a child aged 12 or younger, or a child in the 6th grade of elementary school or below
 - (In cases where long-term medical care is required due to a child's physical or mental disability, this refers to a child aged 16 or younger or a child in the 1st year of high school or below), or when a female student becomes pregnant or gives birth
 - Other unavoidable circumstances
- The total period of leave of absence shall not exceed four semesters within three years during the period of enrollment. However, students with special circumstances such as overseas study or illness may extend the leave period with approval from the Dean of the Graduate School.
 - The period of leave of absence shall not be included in the maximum period of enrollment.
 - A student who wishes to extend the period of leave of absence must submit a Leave of Absence Extension Application to the Dean of the Graduate School prior to the expiration date of the approved leave period.
 - A student currently employed and scheduled to be assigned as a Professional Research Personnel of Military Service Exemption Program must apply for a General Leave of Absence within the designated period and, upon confirmation of assignment, immediately apply for a Military Service Leave of Absence.
 - Application Method: Complete the Leave of Absence

Application form available on the Graduate School homepage (Graduate School Plaza → Resources → Forms Collection), obtain confirmation from the Department director, and submit it to the Graduate School Administration Office.

■ Leave of Absence due to Military Service(입대휴학)

- A leave of absence due to military service shall not be included in the total leave period.
- A student who wishes to take a leave of absence due to military service must, within the relevant semester of the scheduled enlistment date, submit the required documents below and obtain approval from the Dean of the Graduate School.
 - Required documents for enlisted personnel: Copy of the Notice of Enlistment
 - Required documents for Professional Research Personnel of Military Service Exemption Program: Military Service Record Certificate, Certificate of Employment, and Company Designation Certificate
- The period of military service leave shall correspond to the mandatory period of service.
- A student who is discharged and returned home after enlistment (e.g., for family reasons) must immediately report to the Graduate School Administration Office and take the necessary procedures.
- A student who receives a Notice of Enlistment while on General Leave of Absence must submit the required documents for enlisted personnel as stated above and

obtain approval from the Dean of the Graduate School (including those assigned as Professional Research Personnel under the Military Service Exemption Program).

■ Reinstatement(복학)

- A student who has taken a leave of absence must apply for reinstatement upon expiration of the approved leave period or when the reason for leave has ceased. A student may also be reinstated during the leave period with approval from the Dean of the Graduate School.
- Classification of Reinstatement and Tuition Payment
 - General Reinstatement: A student who took a leave of absence without completing registration and is reinstated after the leave period has expired must pay the tuition for the relevant semester.
 - Tuition-Exempt Reinstatement: A student who completed registration and then took a leave of absence within one month from the beginning of the semester shall be exempt from tuition upon reinstatement.
 - A student who received a Notice of Enlistment during the semester and took a Military Service Leave of Absence shall not be required to pay tuition for the relevant semester upon reinstatement. However, if the student submitted a General Leave of Absence Application and did not enlist within the leave period but later reinstates, the student must pay the difference resulting from any tuition increase.
- Application Method: Complete the Reinstatement Application

form, obtain confirmation from the Department Chair, and submit it to the Graduate School Administration Office.

■ **Withdrawal(자퇴)**

- A student who wishes to withdraw must, after consultation with the Department Chair, submit a Withdrawal Application and a written statement of reasons for withdrawal to the Graduate School Administration Office.
- Tuition Refund Policy in Case of Withdrawal After the Beginning of the Semester

Date of Occurrence of Refund	Refund Amount
Within 30 days from the beginning of the semester	Five-sixths (5/6) of the tuition
From 31 days to 60 days after the beginning of the semester	Two-thirds (2/3) of the tuition
From 61 days to 90 days after the beginning of the semester	One-half (1/2) of the tuition
After 90 days from the beginning of the semester	No refund

■ **Dismissal(제적)**

- A student may be dismissed under any of the following circumstances:
 - Failure to reinstate after the expiration of the approved leave of absence period
 - Failure to complete registration within the designated registration period

- Exceeding the maximum period of enrollment
- Being subject to dismissal as a disciplinary action

9. Scholarship System(장학제도)

■ Types of Scholarships(장학금의 종류)

- Special Scholarship: A scholarship granted as a reduction of tuition at the time of tuition payment.
- General Scholarship: A scholarship awarded during the period of enrollment based on eligibility requirements.

■ Required Documents for Scholarship Application(장학금 신청 제출서류)

- Special Scholarship: Special Scholarship Application Form and supporting documents.
- General Scholarship: Recommendation letter from the Department Chair and supporting documents.

■ Scholarship Categories(장학금 종류)

- Refer to the Graduate School Scholarship Regulations.
(Graduate School Homepage → Academic Information → Scholarship Payment Guide)

10. Foreign Language Examination and Comprehensive Examination(외국어시험 및 종합시험)

■ Foreign Language Examination (One Subject)(외국어시험(1과목))

- Students who have completed at least one semester and earned six (6) or more credits shall take the examination in April and October each year. (For the Graduate School of Education seasonal program, the examination shall be conducted in August and January of the following year.)
- A student who wishes to take the Foreign Language Examination must, within the designated period, submit an application form with a recommendation from the Department Chair to the Graduate School and pay the prescribed examination fee.
- Exemption from the Foreign Language Examination
 - A student who has obtained the following test scores within the past two (2) years:

Category	Test								
	TOEFL			TOEIC	TEPS	NEW TEPS	IELTS	CEFR	TOPIK (Test of Proficiency in Korean)
	PBT	CBT	IBT						
Humanities & Social Sciences	550	210	80	650	550	327	5.5	B2	Level 4 above
Natural Sciences	530	180	75	630	530	327	5.5	B2	Level 4 above
Arts & Physical Education	500	170	70	600	500	327	5.5	B2	Level 4 above

- A student who has completed Major English and received a grade of B or higher.

- A transfer student who has passed the Foreign Language Examination at the previous graduate school.

- An international student who has completed 180 hours of Korean language-related courses offered as an alternative to the Foreign Language Examination by the Office of International Affairs.

☆ Applications for exemption from the Foreign Language Examination shall be accepted twice per year and must be submitted to the Graduate School Administration Office within the designated period.

■ Comprehensive Examination (Two Subjects)(종합시험(2과목))

- Students who have completed at least three (3) regular semesters and earned at least 12 credits for the Master's program or 24 credits for the Doctoral program, with a cumulative grade point average (GPA) of 3.0 or higher, shall take the examination in April and October each year. (For the Graduate School of Education seasonal program, the examination shall be conducted in August and January of the following year.)
- A student who wishes to take the Comprehensive Examination must, within the designated period, submit an application form with a recommendation from the Department Chair to the Graduate School and pay the prescribed examination fee.

■ Passing Criteria(합격기준)

- The Foreign Language Examination and the Comprehensive Examination shall be graded on a 100-point scale for each subject, and a score of 70 points or higher shall be recognized as a passing grade. However, in the case of the Comprehensive Examination, if a student scores below 70 points in any one of the examination subjects, the result shall be recorded as a failure.
- A student who fails the Foreign Language Examination or the Comprehensive Examination may retake the examination within the maximum period of enrollment. However, in the relevant semester, the student may retake only the failed subject of the Foreign Language Examination or the Comprehensive Examination once.

11. Thesis(학위논문)

■ Major Schedule for Thesis Review(학위논문 심사 주요일정)

Details	D e g r e e C o n f e r r a l i A u g u s t	D e g r e e C o n f e r r a l i F e b r u a r y
Appointment of Thesis Advisor and Payment of Review Fee	March	October
Submission of Thesis for Review	April	October
Graduation Qualification Review	May	October
Confirmation of Thesis Review Committee	May	November
Thesis Review (Including Graduation Research Report)	May-June	November-December
Submission of Thesis Review Results (Including Graduation Research Report)	July	December
Submission of Final Thesis (Including Graduation Research Report)	July	January
Degree Conferral Ceremony	August	February

※ The above schedule may be adjusted according to the academic calendar.

Guide 1

Appointment of Thesis (Graduation Research Report) Advisor

1) After entering the academic advisor, click 'Save' on the right.
(If the Primary Academic Advisor and the Co-Advisor are the same person, do not enter a Co-Advisor)

2) 1. Select either Thesis or Graduation Research Report.
2. Both the Korean thesis title and the English thesis title must be fully completed.
3. After writing the thesis summary, click 'Save' on the right.

3) For submission, submit one (1) copy each of the [Application for Assignment](#) and the [Research Proposal](#).

(학) 학사처 연구지원(보조)실	연구지원실	학사처 연구지원실	승인
(학) 학사처 연구지원(보조)실	연구지원실	학사처 연구지원실	승인
(학) 학사처 연구지원(보조)실	연구지원실	학사처 연구지원실	승인

- Eligibility: Students in their second semester or above
- Application Period: For Spring semester, submit advisor appointment application in March, For Fall semester, submit advisor appointment application in September
- Required Documents: Application for Appointment of Thesis (Report) Advisor, Thesis (Report) Research Plan
- The Department Chair may require students who have submitted a Thesis Research Plan to present interim research results and submit a progress report by the semester prior to the intended semester of thesis submission.
- Submission Procedure
 - ① Print the required documents → ② Obtain confirmation from the Thesis Advisor → ③ Obtain confirmation from the Department Chair → ④ Submit to the Graduate School Administration Office

- Eligibility
 - Students who are enrolled in their final semester (4th or 5th semester) and have passed (including expected pass) the Foreign Language Examination and the Comprehensive Examination, and who have earned (including expected to earn) the required credits for graduation.
- Submission Period: For Spring semester, submit in April, for Fall semester, submit in October
- Required Documents: Thesis Review Application Form, Confirmation of Compliance with Research Ethics, Graduate School Transcript, Copies of Thesis for Review (5 copies for Doctoral program, 3 copies for Master's program)
- ※ Required Documents for Graduation Research Report Submission: Graduation Research Report Review Application Form, Graduate School Transcript, One (1) copy of the Graduation Research Report for Review
- Submission Procedure
 - ① Print the required documents → ② Obtain confirmation from the Thesis Advisor → ③ Obtain confirmation from the Department Chair → ④ Submit to the Graduate School Administration Office

※ Required documents must be printed through the “Student-Centered Education Online System” under the menu “Thesis Plan Submission” or “Thesis Change Information Entry.”

Guide 3 Change of Thesis Category

The screenshot shows a web application interface for changing thesis information. It includes a header with the university name, a navigation menu, and a main form area. The form is divided into sections for 'Basic Information', 'Thesis Information', and 'Academic Advisor Information'. A red box highlights the 'Thesis Information' section, and a blue box highlights the 'Academic Advisor Information' section. A 'Save and print the application' button is visible in the top right corner. Two callout boxes provide instructions: one for changing the thesis title and another for changing the academic advisor, both pointing to the 'Save' button.

3) Change Thesis Title
↓
After entering the Korean thesis title, English thesis title, and thesis summary, Click 'Save' on the right.

3) Change Academic Advisor
↓
Enter the Primary Academic Advisor
(If the Primary Academic Advisor and the Co-Advisor are the same person, do not enter a Co-Advisor.)
↓
Click 'Save' on the right.

4) Save and print the application

- Eligibility: In case of changes to the Thesis Advisor, thesis (report) title (Korean/English), or abstract.
- Submission Period: When changing the Thesis Advisor, submit immediately upon occurrence of the reason for change.
- Required Documents: Application for Change of Thesis (Report) Information
- Submission Procedure:
 - ① Enter changes and print → ② Obtain confirmation from the Thesis Advisor → ③ Obtain confirmation from the Department Chair → ④ Submit to the Graduate School Administration Office
- ※ Path: Portal System → Graduate School → Academic Affairs → Academic Records → Input Thesis (Report) Changes
- ※ Students enrolled in their final semester (4th or 5th semester or above) must submit the change application prior to submitting the thesis for review and related documents if

changes are made to the thesis title (Korean/English) or abstract during the thesis preparation process.

- ※ After approval by the Graduate School Administration Office, updated documents reflecting the changes will be issued.

Guide 4 Submission of Final Thesis

- Eligibility: Students who have passed the thesis review.
- Submission Period: For Spring semester, submit in July, For Fall semester, submit in January of the following year
- Required Documents: Submit to the Graduate School Administration Office
 - Two (2) hardbound copies of the thesis (Cover: Four-cross black 7004, gold stamping). Signatures and seals of all review committee members required
 - Two (2) softbound copies of the thesis (Cover: beige Leatherette, black print)
 - One (1) copy of the Copyright License Agreement
 - One (1) copy of the Thesis Copyright Agreement
 - Two (2) copies of the Thesis Submission Confirmation Form
 - One (1) copy of the Plagiarism Review Result Confirmation Form
- ※ The final plagiarism review result must show a similarity rate of 20% or less.

[Excluding summary, at least one sentence of six or more word units, quotations/sources, table of contents/references, statutes/Bible passages]
- ※ Required document for Graduation Research Report submission: One (1) copy of the Graduation Research Report
- ※ [Doctoral Program] One (1) copy each of the Survey on Newly Conferred Domestic Doctoral Degree Holders (Korea Research Institute for Vocational Education & Training) and the Survey Completion Certificate.

12. Correction of Academic Records(학적 정정)

- Period: Any time throughout the year.
- Details: Information recorded in the academic register is permanently preserved even after graduation as official records. Corrections to personal information such as name and resident registration number may be requested through the prescribed procedures.
- Procedure: Submit the Application for Correction of Academic Records and a copy of the resident registration certificate to the Graduate School Administration Office.
- ※ In case of changes to address, contact information, etc., the student must log in to the online system and update the information directly. (※Information must be updated immediately in order to receive important academic notices sent via text message by the Graduate School Administration Office.)