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2026학년도 1학기



# 외국인 유학생 오리엔테이션

2026. 4. 1.(수)

장소: 정보통신관 4301호



광주여자대학교  
KWANGJU WOMEN'S UNIVERSITY

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# Graduate School ☺



광주여자대학교  
KWANGJU WOMEN'S UNIVERSITY



# 대학원 소개

## ★ 대학원 구성

일반대학원 박사과정

일반대학원 석사과정

교육대학원 석사과정

사회개발대학원 석사과정

Graduate School  
(Master's & Doctoral)  
Education graduate  
school(Master's)  
Social development  
graduate  
school(Master's)

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# Introduction to the Graduate School Administrative Office

1. Curriculum organization
2. Course Opening and Class Schedule
3. Course Registration and Management
4. Course Evaluation
5. Academic Record Management
  - Leave of Absence, Withdrawal, Graduation
6. Graduation Management
  - Thesis
  - Foreign Language Exam
  - Comprehensive Exam
7. Management Graduation Requirements

## Contact Information

- Course-related inquiries  
: 062-950-3805
- Academic Record inquiries  
: 062-950-3802

## The Office of International Affairs

- Graduate School Representative  
: 062-950-3930

## Graduate School Location

Eodeung Hall, 2nd Floor, Room 3221

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# Graduate School Electronic Attendance App



## How to Install the Electronic Attendance App

### 1. Android

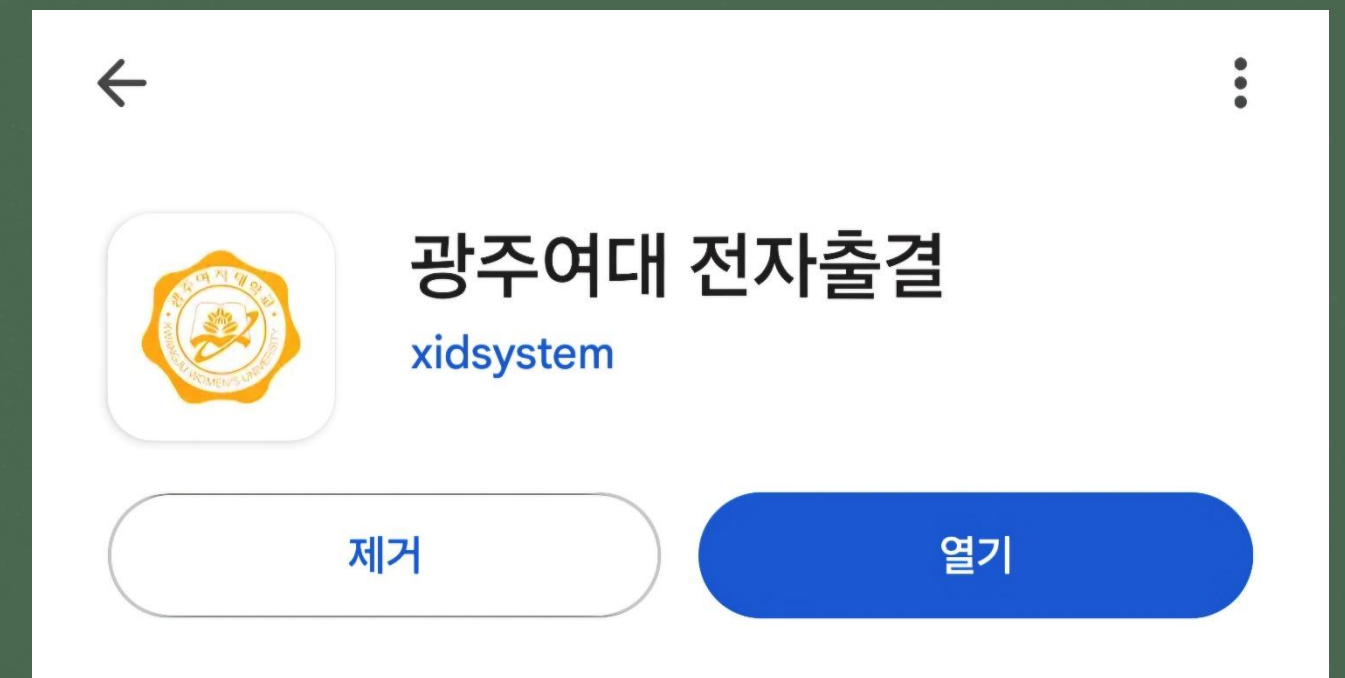
- Search for “광주여대 전자출결” in the Play Store and install

### 2. Apple

- Search for “광주여대 전자출결” in the Apple App Store and install

### 3. Why ???

- Receive push notifications for graduate school academic information
- Access to buildings and library (NFC supported)



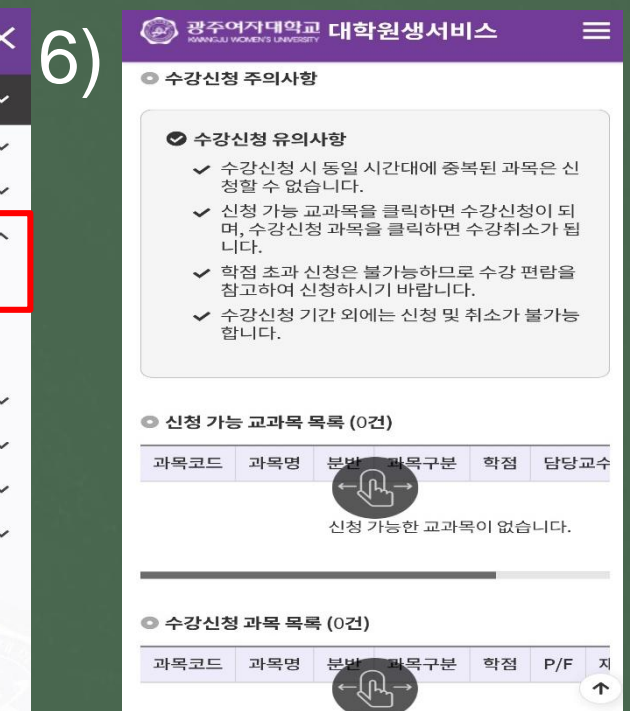
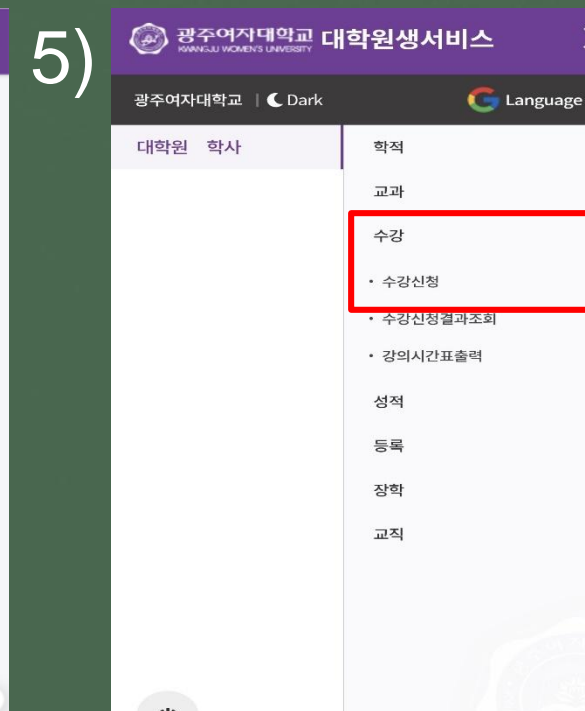
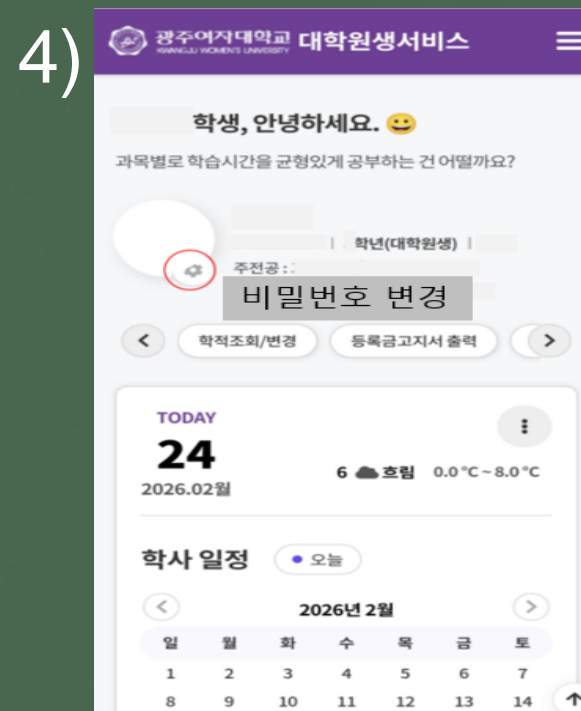
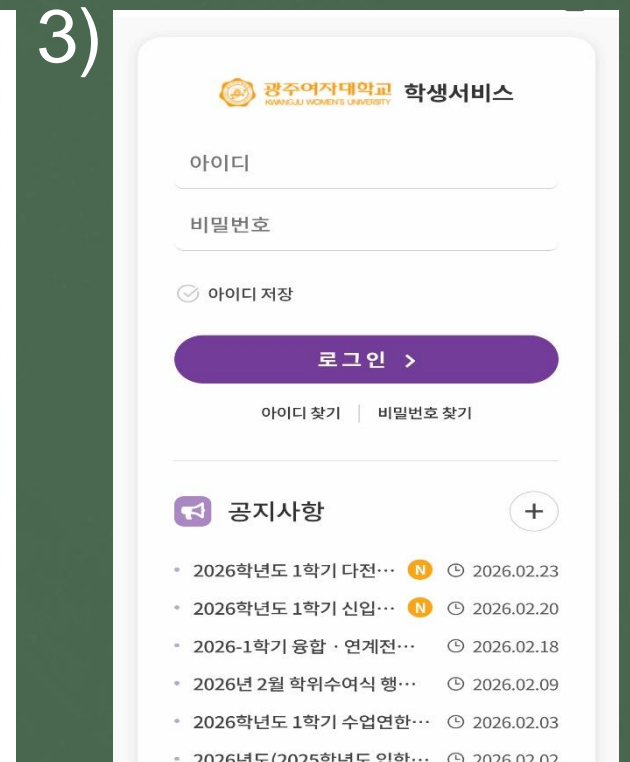
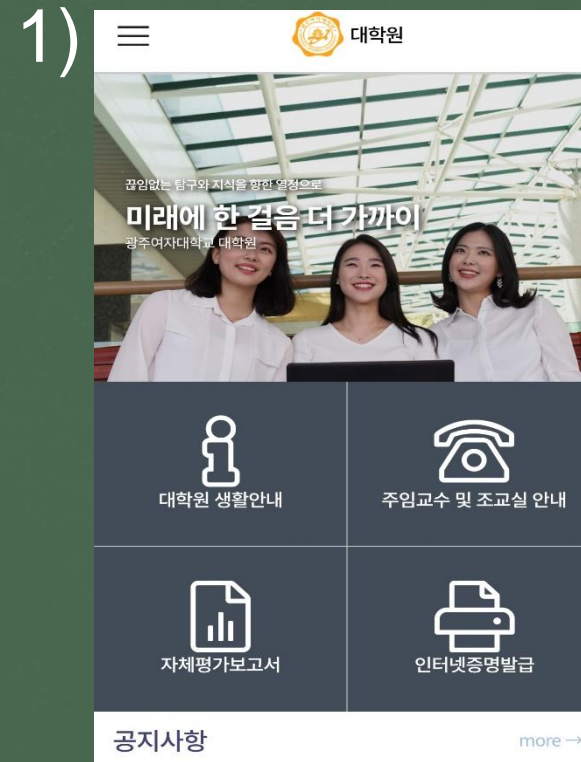
## How to Log in to the Electronic Attendance App

- ID: Student ID Number
- PW: Date of Birth(YYMMDD)

# Graduate Course Registration

## How to

- Maximum of 9 credits per semester
- Check the Graduation Requirements Notice by Program (graduate.kwu.ac.kr)



# Required Credits for Graduate School Graduation



Category	Course	Graduate School	Graduation Credit Requirements	Remarks
General Graduate	Doctoral	General Graduate School	<b>36 credits</b>	
	Master	General Graduate School	<b>24 credits</b>	
Specialized Graduate School	Master	Graduate School of Education	<b>30 credits</b>	
		Graduate School of Social Development	<b>27 credits</b>	<b>Students admitted until 2025</b>
			<b>24 credits</b>	<b>Students admitted from 2026 onward</b>



# Academic and Campus Life Guide

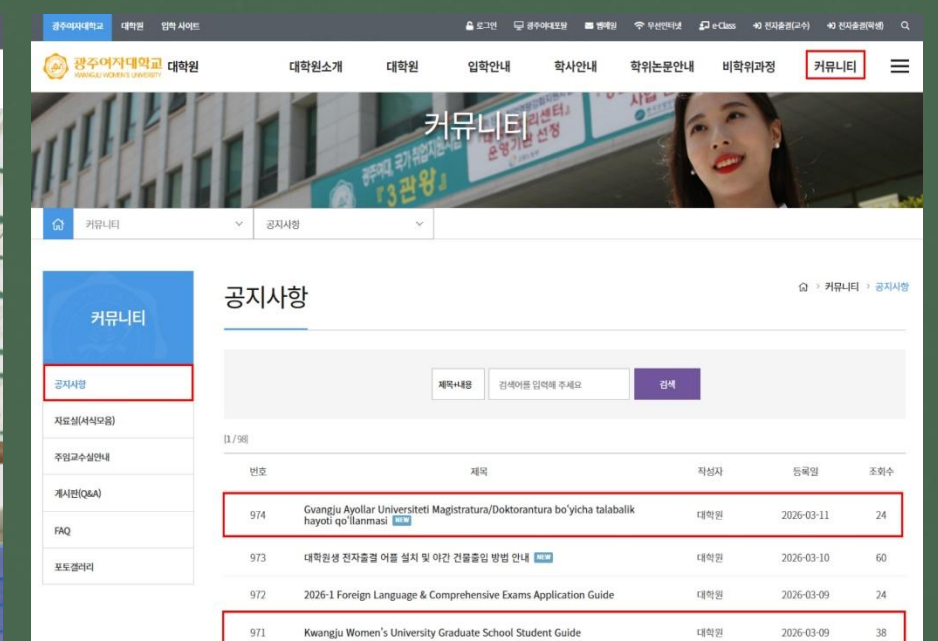
TESOL Department Website  
(<https://gradtesol.kwu.ac.kr/>)

K-Beauty Department Website  
(<https://gradkbt.kwu.ac.kr/>)

You can check the department introduction, faculty information, and curriculum.

★ Refer to the English Graduate School Guidebook

- Graduate School Website → Graduate School Life Guide
- Graduate School Website → Community → Notices Posts No. 971 and 974



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# Information on Various Forms

## Change of Academic Status

-Leave of Absence / Return to School / Re-Leave of Absence / Withdrawal

Path: Graduate School Website → Community → Resources (Forms Collection) → Academic Affairs → Post No. 13

## Application for Change of Academic Status

- Submission Office : Graduate School Administration Office
  - Required Documents : Academic Status Change Form
  - Submission Process: Student Signature → Advisor (Head Professor) Signature → Office of International Affairs Confirmation → Library Confirmation → Graduate School
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# Information on Various Forms

## Academic Record Correction

Name / Alien Registration Number Correction

Path: Graduate School Website → Community → Resources (Forms Collection) →  
Academic Affairs → Post No. 15

## Application for Academic Record Correction

- Submission Office: Graduate School Administration Office
  - Required Documents: Academic Record Correction Form, Alien Registration Card
  - Submission Process: Student Signature → Graduate School
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## Advisor Assignment

Refer to the Graduate School Website Notices

Eligible Applicants: Students who have completed course registration for at least two semesters

Required Documents

- Thesis Track: Advisor Assignment Application Form, Thesis Research Plan
- Non-Thesis Track: Advisor Assignment Application Form, Application for Thesis Substitution

• Thesis Application

Required Credits for Graduation: 24 credits

• Thesis Substitution Application





Required Credits for Graduation + 6 credits:  
30 credits

★ International students are assigned an academic advisor from the first semester

# Foreign Language Examination and Comprehensive Examination

Refer to the Graduate School Website Notices

- Eligible Applicants

☰ Category	Foreign Language Examination	Comprehensive Examination
 Eligibility	Students who have completed at least one semester and earned six <b>(6)</b> or more credits	<ul style="list-style-type: none"> <li>Completed at least <b>three (3)</b> regular semesters</li> <li>Earned at least:                             <ul style="list-style-type: none"> <li>Master's: <b>12</b> credits</li> <li>Doctoral: <b>24</b> credits</li> </ul> </li> <li>Minimum cumulative GPA: <b>3.0</b> or higher</li> </ul>
 Exam Subjects	<b>Major English</b>	<b>Major Two Subjects</b>
 Examination Fee	<b>KRW 12,000</b>	Total: <b>KRW 24,000</b> (Two Subjects) <i>(KRW 12,000 per subject)</i>
 Pass Criteria	A score of <b>70 points</b> or higher (a 100-point scale)	<b>Both subjects</b> scored 70 points or higher (a 100-point scale)

# Foreign Language Examination and Comprehensive Examination

- Application for Exemption from the Foreign Language Examination Requirements for Exemption from the Foreign Language Examination

1) A student who has obtained the following test scores within the past 2 years

TOEFL			TOEIC	TEPS	NEW TEPS	IELTS	CEFR	TOPIK
TOEFL			TOEIC	TEPS	NEW TEPS	IELTS	CEFR	TOPIK (한국어능력시험)
PBT	CBT	IBT	TOEIC	TEPS	NEW TEPS	IELTS	CEFR	TOPIK (한국어능력시험)
Score	Score	Score	Score	Score	Score	Score	Score	Score
550	210	80	650	550	327	5.5	B2	4급 이상

2) 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

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# Thesis Application



Refer to the Graduate School Website Notices

## Eligible Applicants

- Those who have passed the Foreign Language Examination and Comprehensive Examination
- Those who have completed or are expected to complete the required credits for graduation
- ★ Completion of a Research Ethics Course is mandatory

Take the course at the Alpha Campus for Scientists and Engineers (<https://alpha-campus.kr>)

Target: 4th semester (graduating semester)

Course: Research Ethics for Graduate Students (Humanities and Social Sciences) / Research Ethics for Graduate Students (Science and Engineering)

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# Thesis Application

Refer to the Graduate School Website Notices

## Thesis Schedule

1. Payment of Thesis Supervision and Examination Fees (March / October)  
Master's: KRW 350,000 (Supervision Fee: KRW 200,000, Examination Fee: KRW 150,000)
  2. Submission of Thesis for Review (April / October)
  3. Graduation Eligibility Screening (April / October)
  4. Confirmation of Thesis Examination Committee (May / November)
  5. Thesis Examination (May–June / November–December)
  6. Submission of Thesis Examination Results (July / December)
  7. Submission of Final Thesis (July / January)
  8. Graduation Ceremony (August / February)
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# Location (Eodeung Building 2F Room 3221)



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# Student Support Team



광주여자대학교  
KWANGJU WOMEN'S UNIVERSITY

# Student Support Team ☺



# Student Support Team

## Automatic Certificate Issuance Machine Guide



### Location & Hours

The Automatic Certificate Issuance Machine is located on the 1st floor of the Main Building, next to the KB Kookmin Bank ATM.

It is available 24 hours a day.

### Introduction

You can print official documents such as a Certificate of Enrollment, Academic Transcript, and Graduation Certificate using this machine.

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# Student Support Team

## Automatic Certificate Issuance Machine Guide

### Step 1: Select Course and Enter Information

Select your course (undergraduate, college, or graduate school), then enter your student ID number and date of birth.

### Step 2: Select the Certificate

Select the certificate you need.  
The touch screen may not respond well, so please press firmly several times if necessary.

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### Step 3: Select Payment Method

Payment is available by credit card or PAYCO only.  
Cash payment is available only at the Student Affairs Office counter.

### Step 4: Follow the Arrow

Please receive your document in the direction of the arrow.  
The paper may come out slowly, so please wait patiently.

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# Student Support Team

## Mobile Issuance

Certificates can also be issued through a mobile app.

Please download **Certpia** from the App Store or Google Play.



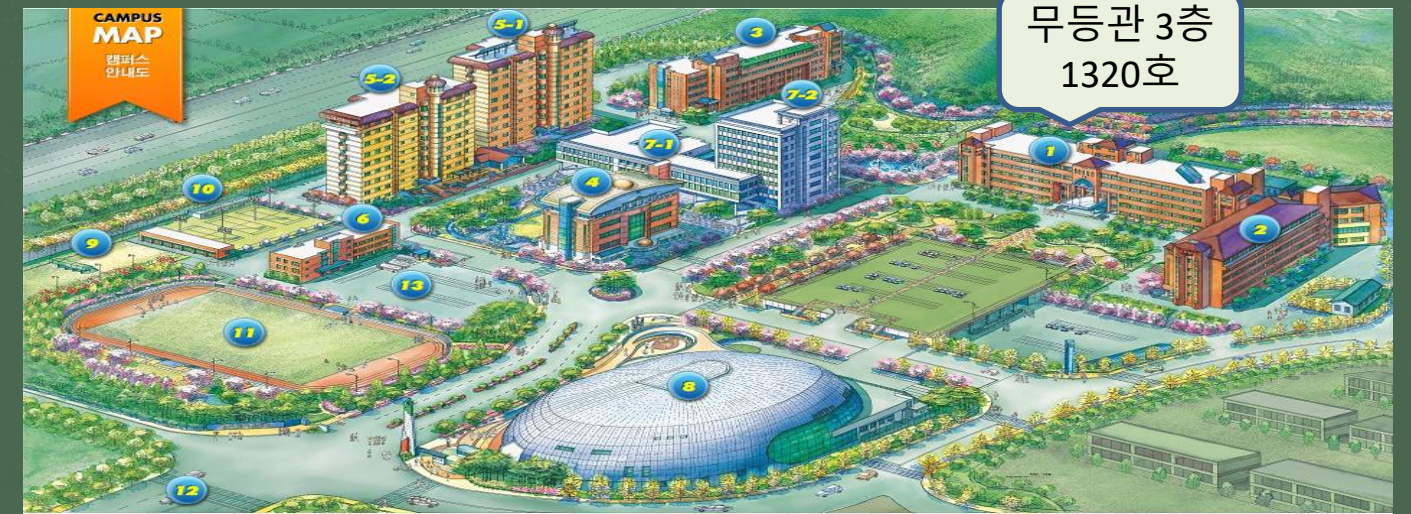
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# Health Clinic



광주여자대학교  
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# Health Clinic Informaion



## Operating hours

9:00~18:00

Closed during lunch break(12:00~13:00)

## Contact Number

062)950-3528

## Location

Mudeng Hall 3<sup>rd</sup> floor, Room 1320

## Website

<https://health.kwu.ac.kr/index.do>

# When Visiting the Health Clinic



## 1. First aid treatment and medication

- Bed rest available if necessary



## 2. Basic healthy check

- Blood pressure, body temperature, pulse, respiration, blood sugar, total cholesterol, oxygen saturation measurement



# When Visiting the Health Clinic



## 3. Physical examination

- Height and weight measurement
- Body composition analysis using the Inbody machine



## 4. First-aid kit rental

- Available for school events  
(Application must be submitted at least 3 days in advance)



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Information



Technology Team



광주여자대학교  
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# Information Technology Team , Planning Department

1 -----AI High-Tech Practical Lab(4104)

2 ----- Student Services(Responsive Web)



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Information Technology Team  
, Planning Department

AI High-Tech Practical Lab (4104)

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# Information Technology Team , Planning Department

How to Get to the Lab



AI High-Tech Practical Lab (4104)

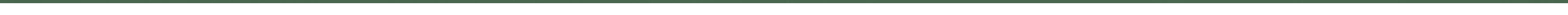


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# Information Technology Team , Planning Department

Lab View

## AI High-Tech Practical Lab (4104)



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# Information Technology Team , Planning Department

## AI High-Tech Practical Lab (4104)

### Usage Guidelines

1. All PCs are equipped with auto-restore software.  
To prevent data loss, please save your work to a personal storage device before the end of class.
2. To maintain a clean environment and protect our equipment, food and drinks are not allowed in the lab.



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Information Technology Team , Planning Department

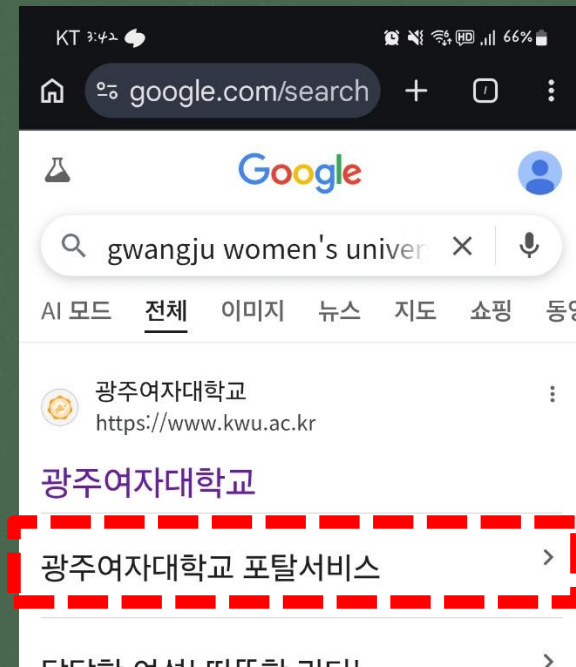
Student Services(Responsive Web)

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# Information Technology Team , Planning Department Student Services(Responsive Web)

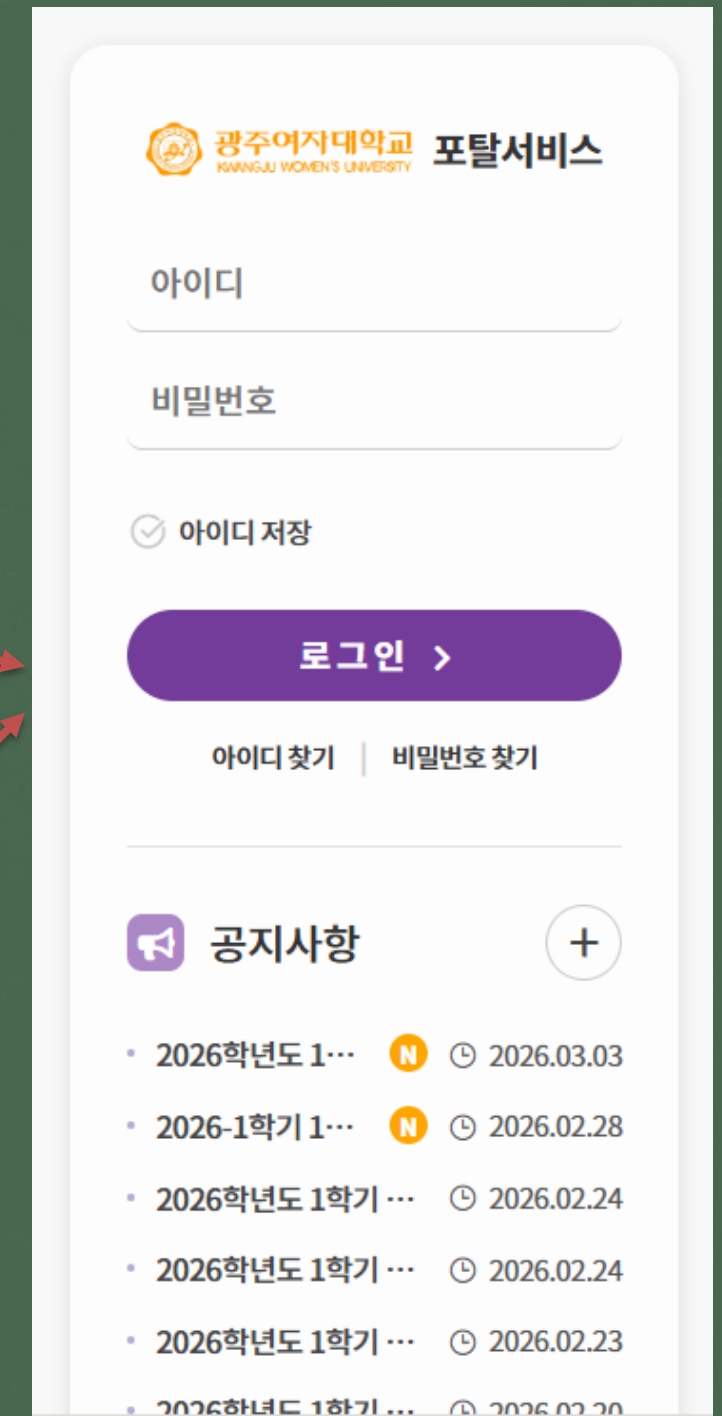
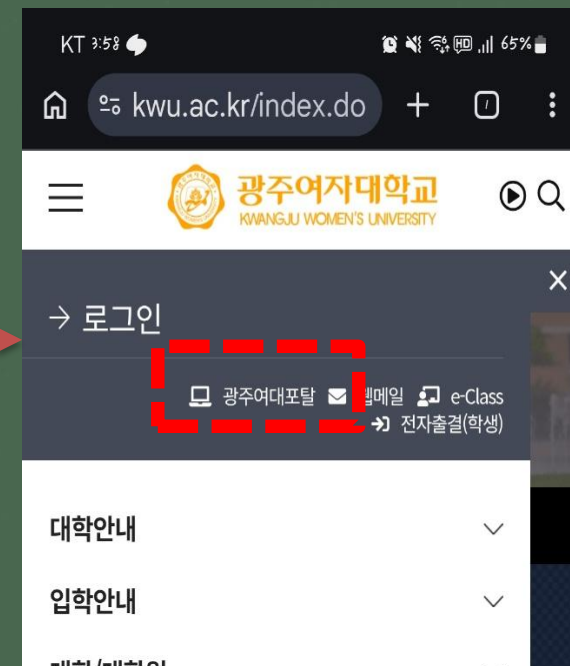
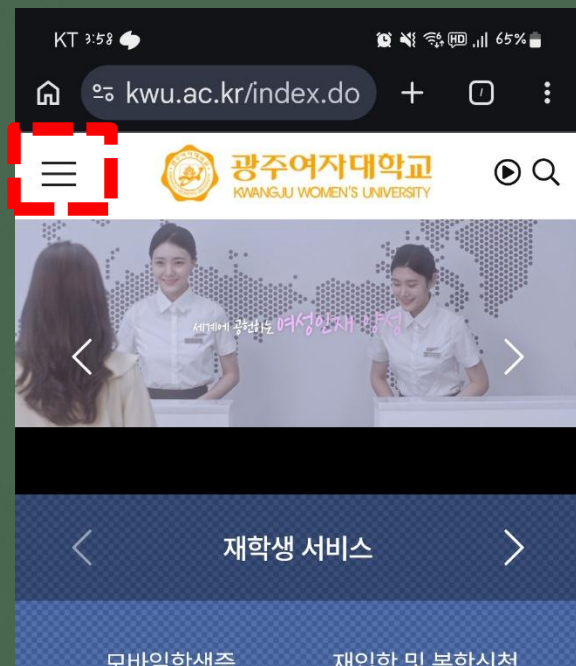
How to  
access

①



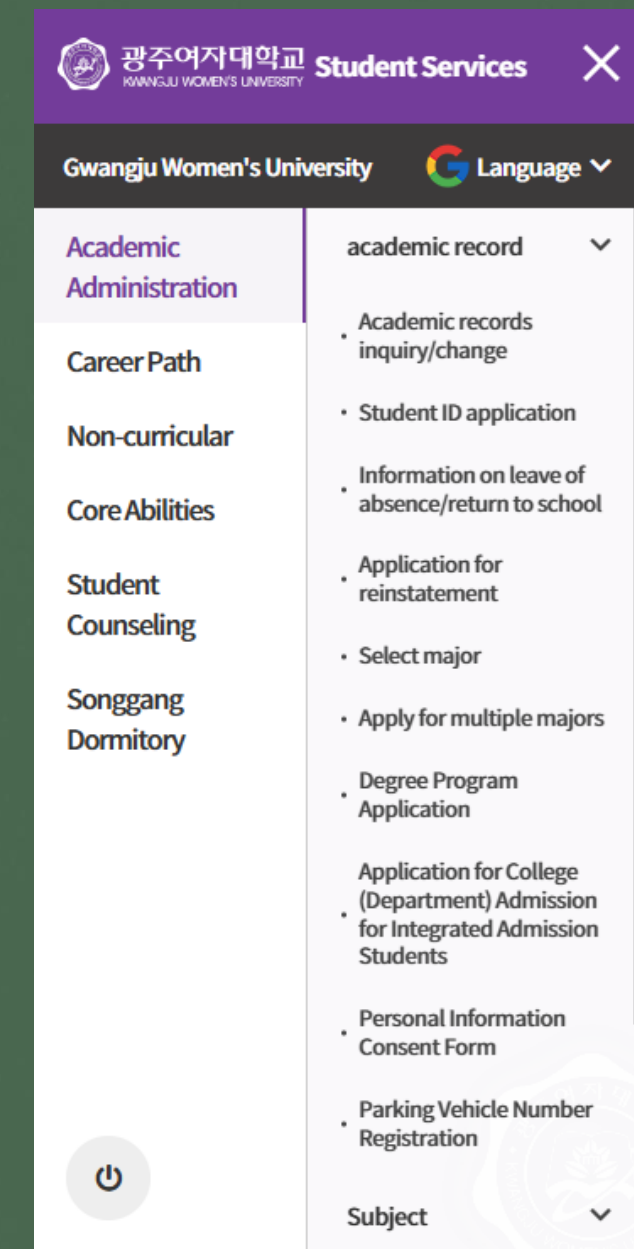
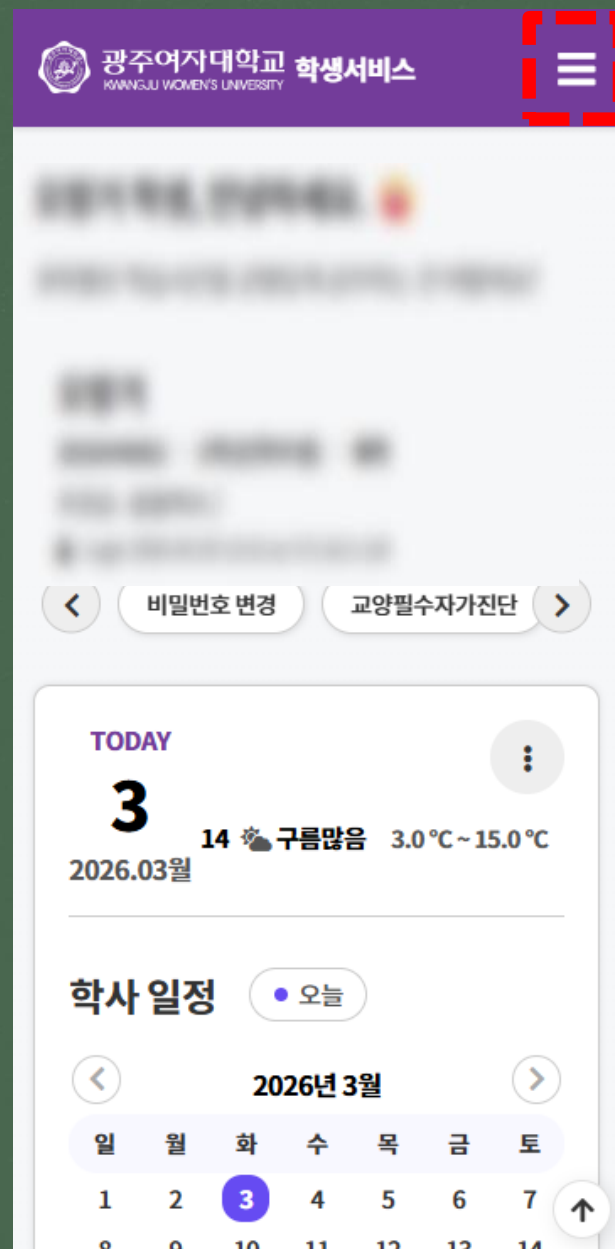
How to  
access

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# Information Technology Team , Planning Department Student Services(Responsive Web)

## How to use Translation Services



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Office of   
International Affairs



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# Office of International Affairs



활동사진(2025학년도)

## 1. Global Sports Festival

- # A Place for International Student Unity
- # Various Sports Activities, Including Team Sports
- # Stress Relief & Making New Friends

Event Date: Scheduled for May  
Application Period: Scheduled for Late April



# Office of International Affairs



## 2. Major-Related Field Trip

- # Self-Directed Major Design
- # Hands-on, Experience-Based Major Exploration Program
- # Utilizing Cultural & Historical Resources + Field-Based Activities
- # Connecting Theory with Real-World Experience

Program Period: May ~ June  
Application: Please contact your department or country coordinator

### 활동사진(2025학년도)



# 국제교류처

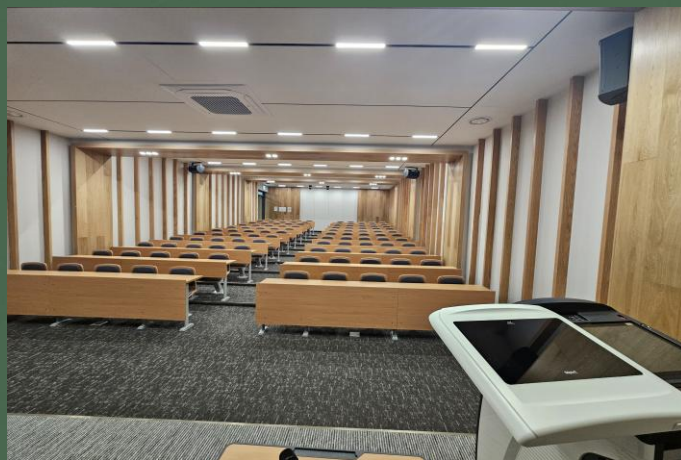
## 정보통신관 세미나실



4301



4301



4401



4401

## 유학생 컴퓨터실(4404, 4405)



# 국제교류처



## 황룡관 조리실



# 국제교류처



RISE 사업 커뮤니티 공유 체육시설 설치  
- 이동식 농구대, 농구코트 조성



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# Library



광주여자대학교  
KWANGJU WOMEN'S UNIVERSITY

# 😊 Library Entrance Guide

## Mobile Student ID



Download the '광주여대전자출결' APP

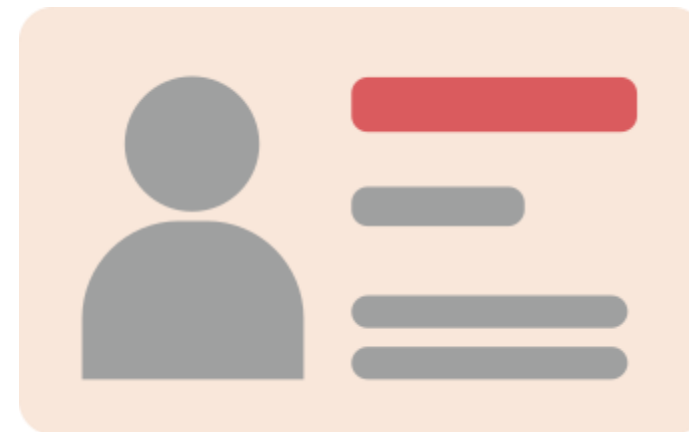


1. Log in with your Student ID/pASSWORD



2. Scan the Barcode at the Gate

## Student ID Card



- Tag your RFID-Enabled Student Card at the Gate
- Scan the Barcod on your Student Card at the Gate





# Library Floor Information

Floor	Division	Semester	Weekend
1F	Wisdom Garden Lounge	09:00~22:00 ※ Entrance Available From 08:30	09:00~18:00
2F	NANUM Lounge, Group Study Room		
3F	Data Romm (General Studies, Philosophy) Pc Zone, Library Office	09:00~18:00	Closed Access
4F	Data Romm (Social Science, Language)		
5F	Data Romm (Literature, History)		
6F	Data Romm (Natural Science, Technical Science, Art)		
7F	MAUM Lounge		

# 😊 How to Borrow Books



Find a Book



Visit Information Desk



Show Student Card



Completion

## \*Borrowing Limits and Loan Periods

- Students: 5 Books / 10 Day(1Time Allowed)
- Up to 2 Reservations can be made through the Library Website.

## \*Return Methods

- Books can be Returned via the Book Box outside Library Hours.
- If the due date is overdue, borrowing and reservation of other materials will be restricted for the same number of overdue days.

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# 😊 Library Service

## Book Purchase Request



If the Library dose not have the Material you need, you may Request it's Purchase

## e-Book Service



Borrow, Return and Reserve e-BOOK on your Device

## e-Journal Service



Provides access to domestic and international academic journals, dissertations, monographs, and other scholarly content.

# 😊 Library Use Guidelines



**NO Photographing  
others**



**No Disturbing  
Noise**



**No Food**



**No Smoking**



**No Phone  
Calls**



**Male users are not  
permitted on the 7F**

## One-Call Service

**Borrowing/Returning**

→ **Tel 062-950-3865**

**Book Purchase Request**

→ **Tel 062-950-3862**

**Programs**

→ **Tel 062-950-3861**

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THANK YOU



www

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