

# 2023

GRADUATE  
SCHOOL OF  
HANYANG  
UNIVERSITY  
**CAMPUS  
GUIDE**



2023 GRADUATE SCHOOL OF HANYANG UNIVERSITY **CAMPUS GUIDE**

<http://www.grad.hanyang.ac.kr>





The founding spirit of Hanyang University is to educate and train students to understand and to love one another, based upon the virtues of diligence, honesty, humility, and service, to heighten the novel spirit of learning, and to become men and women, who work not only for themselves but also for the nation and its people, and further, for all mankind.

### Educational Philosophy

“Love in Deed and Truth” has been Hanyang University’s motto since its establishment. These same words have the basis for the university’s educational philosophy which serves to cultivate outstanding, productive individuals, and to remind them about the virtues on which the school was founded, namely diligence, honesty, modesty and service.

### Educational Purpose

The educational purpose of Hanyang University is to develop the talents of its students and to encourage them to practice their individual abilities towards positively contributing to the advancement of society. Such progress is to be achieved through regular research efforts on both the theoretical and methodological aspects of education and the various processes involved. Hanyang’s educational purpose is directly related to the university’s founding philosophy.

### Educational Objectives

- To maintain and promote academic excellence through active research and innovative teaching
- To develop professionals who are both highly educated and well trained in their field of expertise or specialization
- To train individuals with practical and effective skills to be applied for the benefit of society
- To cultivate world-class professionals who are able to understand and adapt to cultural diversity, and play an active role in the international community
- To produce public servants who can successfully meet the various challenges of their local communities while being versatile enough to also work in governmental capacities for the benefit of society.







Banner, cap, badge of Dong-A Polytechnic Institute



Dong-A Polytechnic Institute of 1939



Old Administration Building



International Building



New Administration Building (Seoul Campus)



Administration Building (ERICA Campus)





Paiknam Academic Information Center & Library



Hanyang Institute of Technology



Business Administration Building



Hanyang University Medical Center



New Materials Engineering Building



Jae Sung Civil Engineering Building



Communication and Social Sciences Hall



Engineering building I



Fusion Tech Center



College of Law III



Sciences & Technology building II



Design Education Hall



2023

1 January

S	M	T	W	T	F	S
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7 July

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8 August

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9 September

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10 October

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11 November

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12 December

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Period	Description	Remark
2. 13(Mon) ~ 2. 17(Fri)	Course Selection for 2023 Spring Semester	HY-in
2. 15(Wed) ~ 2. 21(Tue)	Application for Foreign Language Exam in Spring Semester	HY-in
2. 17(Fri)	Commencement Ceremony	Olympic Gymnasium
2. 23(Thu) ~ 2. 27(Mon)	Payment of Foreign Language Exam Fee	Payment via Virtual Account Transfer per Applicant
3. 2(Thu)	Spring Semester First Day of Classes	
3. 2(Thu) ~ 3. 6(Mon)	Leave of absence application for new students	HY-in
3. 2(Thu) ~ 4. 5(Wed)	Application for 2023 Fall Semester Admission for International Students	Office of International Affairs
3. 2(Thu) ~ 4. 27(Thu)	Master's/Doctoral Degree Thesis Research Proposal Submission	HY-in
3. 2(Thu) ~ 5. 11(Thu)	Master's/Doctoral Degree Thesis Application	HY-in/ College Administration Team
3. 2(Thu) ~ 5. 25(Thu)	Master's/Doctoral Degree Thesis Exam Cancellation/ Examiner Change Application	HY-in/ College Administration Team
3. 2(Thu) ~ 6. 16(Fri)	Master's/Doctoral Degree Thesis Title Correction	HY-in
3. 6(Mon) ~ 3. 14(Tue)	Application for Changing Advisor	HY-in
3. 6(Mon) ~ 3. 20(Mon)	Application for Spring Semester Comprehensive Exam	HY-in
3. 6(Mon) ~ 6. 16(Fri)	Master's/Doctoral Degree Thesis Exam	
3. 8(Wed) ~ 3. 9(Thu)	Course Add & Drop Period	HY-in
3. 8(Mon) ~ 3. 10(Fri)	Application for Doctoral Course Retraction for Master's/Doctoral Integrated Course Completed Students	HY-in/ College Administration Team
3. 18(Sat)	Foreign Language Exam	
3. 28(Tue) ~ 4. 11(Tue)	Spring 2023 Mid-semester Course Evaluation Period	HY-in
3. 31(Fri)	Notification of Foreign Language Exam Results	HY-in
4. 26(Wed)	Notification of Comprehensive Exam Results	HY-in
5. 8(Mon) ~ 5. 11(Thu)	Application for 2023 Fall Semester Admission	Graduate School Website
5. 11(Thu) ~ 6. 2(Fri)	Advisor Assignment for New Students	
6. 3(Sat)	Interview for 2023 Fall Semester Admission	
5. 29(Mon) ~ 6. 29(Thu)	Spring 2023 End-of-semester Course Evaluation Period	HY-in
6. 6(Tue) ~ 6. 9(Fri)	Application for Bachelor's/Master's Combined Course of 2024	Graduate School Website
6. 16(Fri)	Announcement of 2023 Fall Semester Admission Results	Graduate School Website
6. 13(Tue) ~ 6. 29(Thu)	Faculty Grade Submission Period	HY-in
6. 19(Mon) ~ 6. 22(Thu)	Application for 2023 Fall Semester Admission Type 2	Graduate School Website
6. 21(Wed)	Last Day for Master's/Doctoral Degree Thesis Result Report Submission	College Administration Team
6. 21(Wed)	Spring Semester Last Day of Classes	
6. 22(Thu)	Makeup Class	
6. 22(Thu) ~ 8. 31(Thu)	Summer Break	
6. 28(Wed)	Last Day for Master's/Doctoral Degree Thesis Print Version Submission	Paiknam Academic Information Center and Library/ Administration Team
7. 7(Fri) ~ 7. 14(Fri)	Graduation Assessment Period	Graduate School Administration Team
7. 8(Sat)	Interview for 2023 Fall Semester Admission Type 2	
7. 10(Mon) ~ 7. 14(Fri)	Application for Master's/Doctoral Integrated Course Retraction/ Transfer and Readmission	HY-in/ Graduate School Administration Team
7. 10(Mon) ~ 7. 21(Fri)	Leave of absence/Returning application for 2023 Fall	
7. 14(Fri)	Announcement of 2024 Bachelor's/Master's Combined Course Admission Results	Graduate School Website
7. 21(Fri)	Announcement of 2023 Fall Semester Admission Type 2 Results	Graduate School Website
8. 1(Tue) ~ 8. 16(Wed)	Prerequisite Courses Designation and Credit Approval Assessment for New Students	
8. 10(Thu) ~ 8. 16(Wed)	Confirmation of Prerequisite Courses and Credit Approval Details for New Students	HY-in

Period	Description	Remark
8. 9(Wed) ~ 8. 15(Tue)	Application for Foreign Language Exam in Fall Semester	HY-in
8. 14(Mon) ~ 8. 18(Fri)	Course Selection for Fall Semester	HY-in
8. 17(Thu) ~ 8. 21(Mon)	Payment of Foreign Language Exam Fee	Payment via Virtual Account Transfer per Applicant
8. 17(Thu)	Commencement Ceremony	Olympic Gymnasium
9. 1(Fri)	Fall Semester First Day of Classes	
9. 1(Fri) ~ 9. 5(Tue)	Leave of absence application for new students	HY-in
9. 1(Fri) ~ 10. 6(Fri)	Application for 2024 Spring Semester Admission for International Students	Office of International Affairs
9. 1(Fri) ~ 10. 26(Thu)	Master's/Doctoral Degree Thesis Research Proposal Submission	HY-in
9. 1(Fri) ~ 11. 9(Thu)	Master's/Doctoral Degree Thesis Application	HY-in/ College Administration Team
9. 1(Fri) ~ 11. 23(Thu)	Master's/Doctoral Degree Thesis Exam Cancellation/Examiner Change Application	HY-in/ College Administration Team
9. 1(Fri) ~ 12. 15(Fri)	Master's/Doctoral Degree Thesis Title Correction	HY-in
9. 4(Mon) ~ 9. 8(Fri)	Application for Doctoral Course Retraction for Master's/Doctoral Integrated Course Completed Students	HY-in/ College Administration Team
9. 5(Tue) ~ 9. 13(Wed)	Application for Changing Advisor	HY-in
9. 5(Tue) ~ 9. 19(Tue)	Application for Fall Semester Comprehensive Exam	HY-in
9. 5(Tue) ~ 12. 15(Fri)	Master's/Doctoral Degree Thesis Exam	
9. 7(Thu) ~ 9. 8(Fri)	Course Add & Drop Period	HY-in
9. 16(Sat)	Foreign Language Exam	
9. 27(Wed) ~ 10. 11(Wed)	Fall 2023 Mid-semester Course Evaluation Period	
10. 2(Mon)	Notification of Foreign Language Exam Results	HY-in
10. 10(Tue) ~ 10. 13(Fri)	Application for 2024 Spring Semester Admission	Graduate School Website
10. 25(Wed)	Notification of Comprehensive Exam Results	HY-in
11. 4(Sat)	Interview for 2024 Spring Semester Admission	
11. 9(Thu) ~ 12. 1(Fri)	Advisor Assignment for New Students	
11. 17(Fri)	Announcement of 2024 Spring Semester Admission Results	Graduate School Website
11. 29(Wed) ~ 12. 28(Thu)	Fall 2023 End-of-semester Course Evaluation Period	HY-in
12. 11(Mon) ~ 12. 14(Thu)	Application for 2024 Spring Semester Admission Type 2	Graduate School Website
12. 12(Tue) ~ 12. 28(Thu)	Faculty Grade Submission Period	HY-in
12. 21(Thu)	Last Day for Master's/Doctoral Degree Thesis Result Report Submission	College Administration Team
12. 21(Thu)	Fall Semester Last Day of Classes	
12. 22(Fri)	Makeup Class	
12. 22(Fri) ~ 2. 29(Thu)	Winter Break	
12. 28(Thu)	Last Day for Master's/Doctoral Degree Thesis Print Version Submission	Paiknam Academic Information Center/ Administration Team
1. 8(Mon) ~ 1. 15(Mon)	Graduation Assessment Period	Graduate School Administration Team
1. 6(Sat)	Interview for 2024 Spring Semester Admission Type 2	
1. 8(Mon) ~ 1. 12(Fri)	Application for Master's/Doctoral Integrated Course Retraction/ Transfer and Readmission	HY-in/ Graduate School Administration Team
1. 8(Mon) ~ 1. 19(Fri)	Leave of absence/Returning application for Spring 2024	HY-in/ College Administration Team
1. 19(Fri)		Graduate School Website
2. 1(Thu) ~ 2. 13(Tue)	Prerequisite Courses Designation and Credit Approval Assessment for New Students	
2. 8(Thu) ~ 2. 13(Tue)	Confirmation of Prerequisite Courses and Credit Approval Details for New Students	HY-in
2. 13(Tue) ~ 2. 17(Sat)	Course Selection for 2024 Spring Semester	HY-in
2. 16(Fri)	Commencement Ceremony	Olympic Gymnasium

★ This schedule can be changed flexibly. Make sure you check the notice on the Graduate School Website.



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※ The contents of this booklet may be subject to change without notice. Please refer to the graduate school website for updates or additional information.





## Hanyang Symbols



### University Emblem

The university emblem represents the founding philosophy. The Symbol refers to the spirit and ideology that has flowed unceasingly from its foundation. The founding spirit, "Love in Deed and Truth", at the top means that its main educational goal is to bring up academicians who set the highest standard of our educational spirit of diligence, honesty, modesty and devotion. It is composed of the following ingredients: the founding philosophy at the top; the name of Hanyang; the establishment year of 1939; the symbolic flower, forsythia; and its English name. Painted in deep blue the emblem shows Hanyangian's ideal and youth for making their aspiration and dreams come true.



### School Flower Forsythia

Forsythia does not mind where it must set its roots whether in sandy, watery, or fertile soil, for it can rest peacefully and be satisfied anywhere.

The blossoms of early spring will tell you before anything else that the warmer and hopeful world is at hand. The Forsythia is not gorgeous, but likes to grow and lives harmoniously with its neighbors, by which it tries to make the world a most beautiful and harmonious garden. Therefore, it is considered to most resemble the people who are diligent, voluntary, modest and devoted. Thus, it is the flower best fitted for the spirit of "Love in Deed and Truth".



### School Animal Lion

A lion is strong, dignified and brave, but does not resort to force.

It does not make light of the weak, making every effort to hunt the weakest rabbit. It does not kill animals when not necessary, which is the proof showing that true courage is closely connected with tolerance. In this way, it represents the people eligible and qualified for great work, and symbolizes the courageous Hanyangians who try to open up their own world.



### School Bird Dove

A dove is a traditional symbol of love and order.

It always lives in groups, teaching us the real meaning of peace. The bird hates war and does not try to rule others by force. Without strong talons and keen eyes, a dove shows stronger power and adaptability than eagles do. A dove symbolizes Hanyangians' pure dignity, and will be the best school bird to fulfill our founding philosophy of "Love in Deed and Truth and in Deed."

# I. Outline

## 1. Chronology

## 2. About Graduate School of Hanyang University

- (1) Academic Services
- (2) Graduate School Statistics
- (3) Hanyang University Profile

## 3. Graduate School Student Association



## 1. Chronology



- 1939. 07** Dr. Kim Lyun-joon founded Dong-A Engineering Institute (Hanyang Engineering College)
- 1948. 07** Hanyang Engineering College established and accredited by the government
- 1959. 02** Hanyang Engineering College renamed as Hanyang University
- 1959. 03** Dr. Kim Lyun-joon appointed as the first president
- 1965. 01** Hanyang Foundation established



- 1972. 05** Hanyang University Medical Center established
- 1979. 01** Ansan Campus opened
- 1994. 12** Volunteer Corps established
- 1995. 10** Hanyang University Hospital opened in Guri
- 1998. 07** Paiknam Library & Academic Information Center established



- 2003. 10** Education Research Cluster Project Team launched
- 2003. 12** Industry-University Cooperation Foundation established
- 2009. 12** Ansan Campus renamed as ERICA Campus
- 2010. 07** College of Pharmacy at ERICA Campus opened
- 2015. 03** Dr. Lee Young-moo appointed as the president
- 2019. 03** Dr. Kim Woo-Seong appointed as the President

## 2. About Graduate School of Hanyang University

### (1) Academic Services

- Seoul Campus Graduate Academic Affairs Division location: Main Administration Building 3<sup>rd</sup> Floor Room.314

[ Dean of Graduate School of Hanyang University ] ..... ☎ 02-2220-0220

[ Associate Dean of Graduate School of Hanyang University ] ..... ☎ 02-2220-0221

[ General Manager, Graduate Academic Affairs Division ] ..... ☎ 02-2220-0228

- Graduate School Business Administration
  - Graduate School Operation Planning
  - Management of Various Meetings
  - School Board Management
  - Student Quota Adjustment

[Dissertation, Graduation, Comprehensive Test] ..... ☎ 02-2220-0223

- Planning and management of thesis for degree
  - Dissertation Research Planning Management
  - Dissertation Evaluation Fee and Stipend Management
  - Dissertation Registration and Evaluation Management
- Dual degree, multiple degree management
- Graduation requirements
  - Graduation Registration
  - Graduation ceremony Management
- Comprehensive Test Management
- Planning and management of the most outstanding thesis award for Master and Doctorate degrees
  - Application Requisition
  - Evaluation Material Preparation
  - Winner Announcement and Award/Prize Money Presentation
- Advisor Assignment and Change

## [ Grade, Cross Registration ] ☎ 02-2220-0224

- Grade Management
  - Early Registrations, Recognized Credit Management
  - Grade Management by Semester
  - BK Business Group Internship related Credit Approval
- Inside/Outside School Credit Exchange Management
- Major placement and academic information correction management
- Certificate management

## [Scholarship, Planning, Language Test, Student Council, Classroom] ☎ 02-2220-0225

- Managing university regulations and committees
  - Creating and closing general graduate school departments, managing student quota
  - Establishing, and revising general graduate school regulations and specific rules
  - Operating the graduate management committee
- Planning
  - BSC of graduate school, agreement and contract management
- Graduate School admissions scholarship
  - Master's degree program scholarship for Hanyang undergraduates (HY-in)
  - Outstanding Student Scholarship in Doctorate Program
  - Outstanding Student Scholarship in Master's and Doctorate Integrated Program
  - Bachelor's and master's degree affiliated scholarship
  - HY-KIST Bio-Fusion Department Scholarship
  - HY-KITECH Co-Department Scholarship
- Academic affairs management
  - Changes in academic records, assignment of detailed majors, academic statistics, etc.
  - Converting and abandoning the integrated master's and doctorate courses, re-admission, etc.
  - Academic management inspection
- Foreign Language Test Management
  - Application Requisition
  - Testing
  - Interview and Admission Decision Processing
  - Standard Exemption Grade Management, Question and Answer Management

- Budget management
- Graduate School Orientation Brochure Publishing
- Graduate School Student Association management support

## [ Admission, Specialized Research Personnel ] ☎ 02-2220-0226

- New Admission Management
  - Admission Application Guideline Design
  - Application Requisition
  - Special Admission and International Student Screening
  - Admission Rate Management, Statistics Calculation
  - Admission Forfeit and Refunds
- Bachelor and Masters Linked Program Selection
  - Application Guideline Design
  - Application Requisition
  - Interview and Admission Decision Processing
- Selecting freshmen and transfer students
  - Create admissions application handbook
  - Application Submission
  - Admissions Assessment and Confirmation of Acceptance
- Specialized Research Personnel Management
  - Selective Examination Requisition
  - Service Management (International Travel Authorization, Training Mobilization, Identification Transfer Notice)
- The management of both domestic and foreign documents for shipping and receiving.
- Inside/outside meeting documents management
- Admissions Promotion
  - Graduate School Fair Progress Management
  - English website management



[Course, Curriculum, Academic background check, Website Management] — ☎ 02-2220-0227

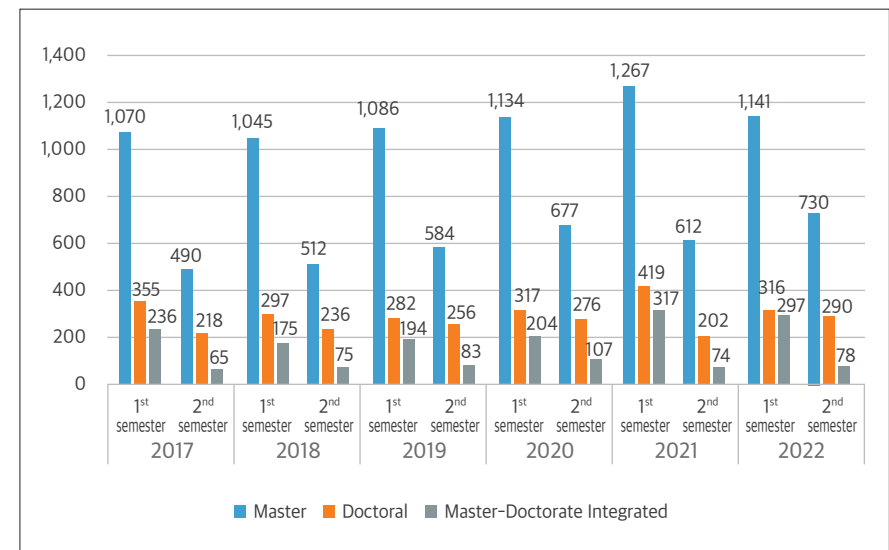
- Class planning and management
  - Education Course Reformation
  - New Lectures and Lecture Timetable Organization
  - Class Registration
  - Lecture Evaluation Management
  - English Lecture Management
- Managing faculty (change of affiliation, lecturer recommendation, appointed professor, etc.)
- Curriculum Reorganization Committee
- Website Management (Korean version) of Graduate School
- Academic background check
- Graduate School Campus Guide Publishing

## (2) Graduate School Statistics

### ● Freshmen Status by Semester

Academic Year Program	2017		2018		2019		2020		2021		2022	
	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Master	1,070	490	1,045	512	1,086	584	1,134	677	1,267	612	1,141	730
Doctoral	355	218	297	236	282	256	317	276	419	202	316	290
Master-Doctorate Integrated	236	65	175	75	194	83	204	107	317	74	297	78
Total	1,661	773	1,517	823	1,562	923	1,655	1,060	2,003	888	1,754	1,098

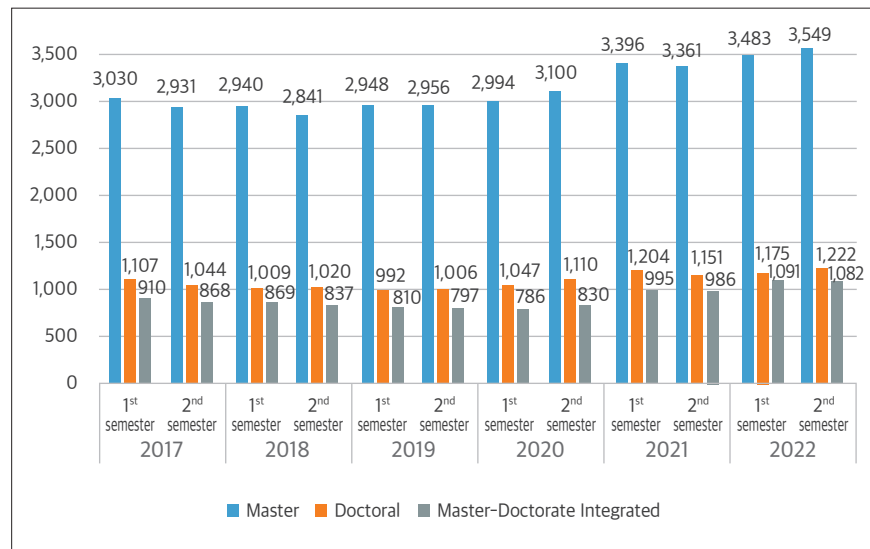
※ Includes students who are accepted outside the entrance quota



## Registered Students by Semester

Annually Apr 1<sup>st</sup>/ Oct 1<sup>st</sup> based

Academic Year Program	2017		2018		2019		2020		2021		2022	
	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Master	3,030	2,931	2,940	2,841	2,948	2,956	2,994	3,100	3,396	3,361	3,483	3,549
Doctoral	1,107	1,044	1,009	1,020	992	1,006	1,047	1,110	1,204	1,151	1,175	1,222
Master-Doctorate Integrated	910	868	869	837	810	797	786	830	995	986	1,091	1,082
Total	5,047	4,843	4,818	4,698	4,750	4,759	4,827	5,040	5,595	5,498	5,749	5,853

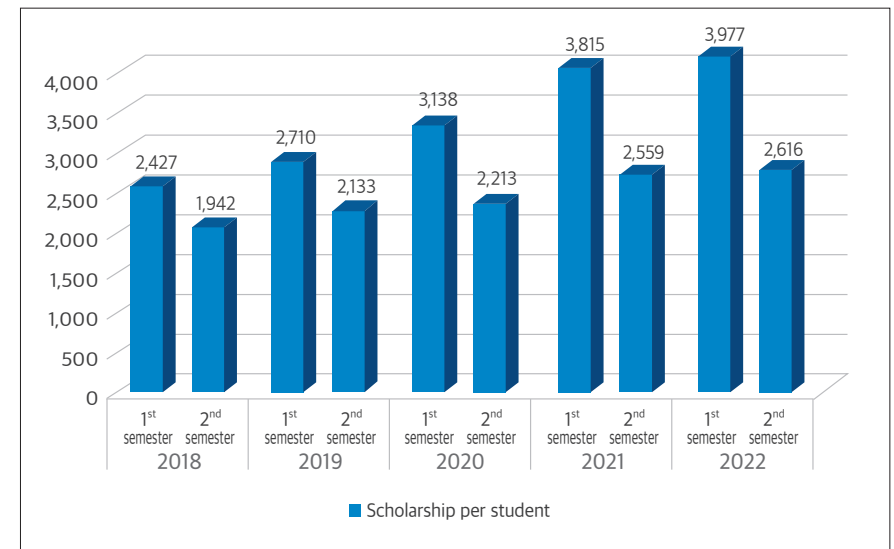


## Scholarship by Semester

Unit: Persons, Million won

Academic Year Classification		2018		2019		2020		2021		2022	
		1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
School Scholarship	Student no.	3,606	3,034	4,085	3,255	4,075	3,338	4,610	4,131	4,992	4,754
	Amount	8,600	8,342	9,996	9,424	10,503	10,000	12,566	12,274	13,829	13,483
External Scholarship	Student no.	1,154	444	1,071	376	1,231	505	2,228	804	2,349	883
	Amount	3,095	788	2,875	726	4,643	1,156	8,779	1,796	9,032	1,826
total	Student no.	4,760	3,478	5,156	3,631	5,306	3,843	6,838	4,935	7,341	5,637
	Amount	11,695	9,130	12,871	10,150	15,146	11,156	21,345	14,070	22,862	15,309
Registered Students		4,818	4,701	4,750	4,759	4,827	5,040	5,595	5,498	5,749	5,853
Scholarship per student (unit : 1,000 Won)		2,427	1,942	2,710	2,133	3,138	2,213	3,815	2,559	3,977	2,616

※ 2022 Scholarship Data Based on 2022.12.1

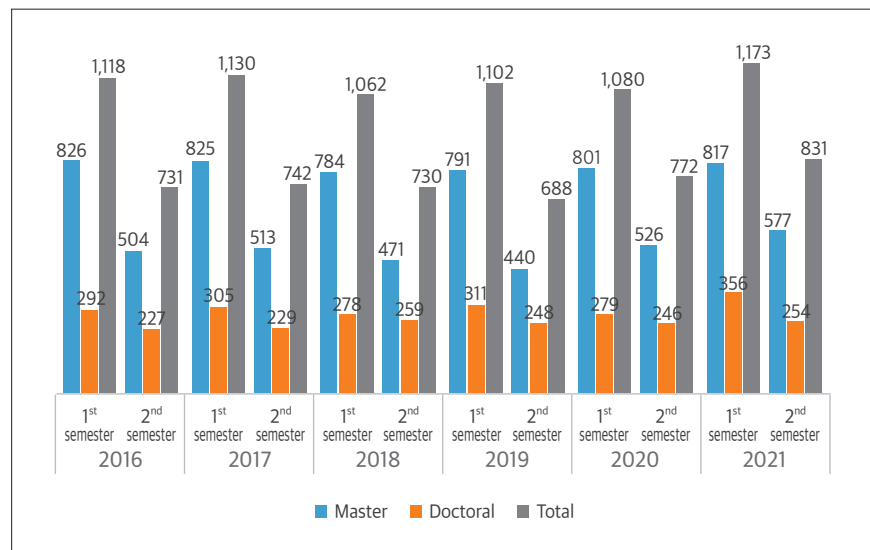




## ⦿ Academic Degree Conferment by Semester

Academic Year Classification	2016		2017		2018		2019		2020		2021	
	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester	1 <sup>st</sup> semester	2 <sup>nd</sup> semester
Master	826	504	825	513	784	471	791	440	801	526	817	577
Doctoral	292	227	305	229	278	259	311	248	279	246	356	254
Total	1,118	731	1,130	742	1,062	730	1,102	688	1,080	772	1,173	831

※ Status of graduates on Feb/Aug of the following year (ex. Commencement ceremony for 2020 Spring semester will be held on February 2021)



## ⦿ Employment Status by Year

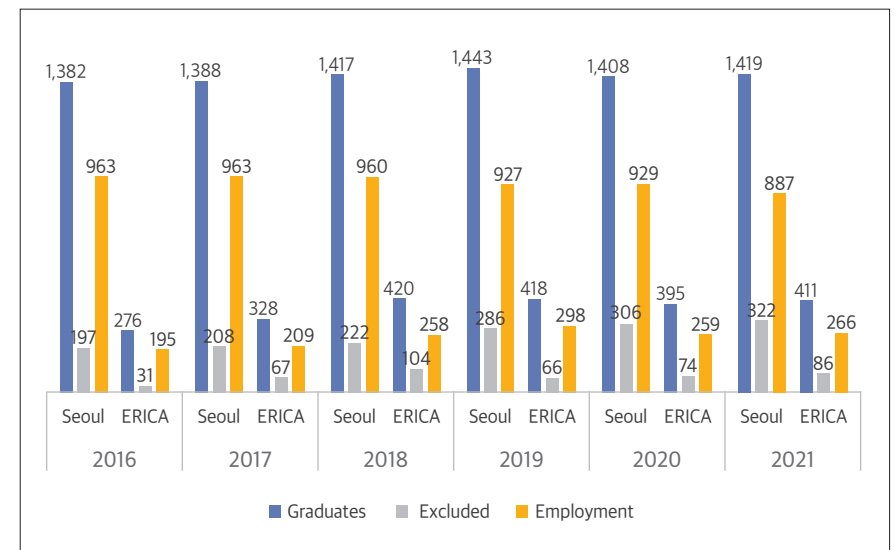
Unit: Persons

Academic Year Program	2016		2017		2018		2019		2020		2021	
	Seoul	ERICA	Seoul	ERICA	Seoul	ERICA	Seoul	ERICA	Seoul	ERICA	Seoul	ERICA
Graduates	1,382	276	1,388	328	1,417	420	1,443	418	1,408	395	1,419	411
Excluded	197	31	208	67	222	104	286	66	306	74	322	86
Employment	963	195	963	209	960	258	927	298	929	259	887	266
Employment rate	81.3	79.6	81.6	80.1	80.3	81.6	80.1	84.7	84.3	80.7	80.9	81.8

※ The % of employed individuals to graduates: enter to only 1 decimal place

※ Students not subjects to employment → Excluded from employment count: Students entering schools, enlisted in the military, etc.

Those who are not eligible for employment → Excluded individuals: Enrolled students, those enlisted in the military



## (3) Hanyang University Profile

### World University Ranking & Certification

2023 QS World University Rankings

**157<sup>th</sup>**

2022 QS World University Rankings by Subject

Engineering

**106<sup>th</sup>**

Social Sciences and Business Management

**195<sup>th</sup>**

Humanities and Arts

**184<sup>th</sup>**

Natural Sciences

**154<sup>th</sup>**

Life Science and Medicine

**330<sup>th</sup>**

2023 QS

Asian University Rankings **24<sup>th</sup>**

2023

THE Impact Ranking **92<sup>nd</sup>**

### Domestic University Rankings & Certification

2022 JoongAng Ilbo Univ Report

SEOUL **4<sup>th</sup>** / ERICA **14<sup>th</sup>**

※ 2022 Korea Economic Daily's College of Science and Engineering Evaluation and Dong-A Ilbo's Youth Dream University Evaluation were not implemented.

### Startups

2021 Number of alumni startup representatives

in Korea **1<sup>st</sup>**

2021 Alumni Startup

**2,286**

2021 Alumni Startup Employees

**2,175**

2021 Alumni Startup Sales KRW

**10.368** Trillion

### Research Achievement

Technology Transfer Revenue (2021)

**3.2** billion

Patent Registration (2021)

domestic **645** cases overseas **184** cases

2021 SCI/SCOPUS number of publication thesis

**4,235** volume

2021 Benefit performance of research funds

**238.8** billion

## 3. Graduate School Student Association

Hanyang University's General Graduate School was accredited in 1953 and boasts the best academic and research performances in the nation. The Student Body of Hanyang University's General Graduate School is currently active for the continuous development of Hanyang and improvement of student welfare and research environment.

### (1) Executives

Along with the president, vice president and the auditor, the executives are categorized by different divisions when taking care of work.

- **Event Planning Department:** The overall planning and direction of the events organized by the Graduate School Students' Association
- **Public Relations Department:** Supervision of public relations' duties for the events organized by the Graduate Students' Association
- **Financial Department:** Coordination of affiliated businesses and financial affairs for the Graduate Students' Association

### (2) Online Channel

- **Official Website:** <http://gradstu.hanyang.ac.kr>
- **Kakao Yellow ID:** <http://plus.kakao.com/home/@한양대학교일반대학원총학생회>
- **Facebook:** <https://www.facebook.com/hyugrad27/>

### (3) Location

- The Student Welfare Building (In front of the Hanyang University Subway Exit 2, The Hanyang Plaza Building) 4<sup>th</sup> floor.

### (4) Tel • 02-2220-0229

### (5) Management

With the president, 11 members work as executives for the Students Association. The total budget consists of the Graduate School Association fees and supporting funds from the university for various events, and is used for a variety of welfare activities and events for postgraduate students. Please be noted that some events are exclusively available only to those who pay the student fees, and we hope that students pay the fees to get more benefits.



# I. Outline

## (6) Activities

Regular annual activities organized by the Graduate Student Association are as follows but more activities such as book projects and graduation events are carried out for postgraduate students.

### 1) Spring/Fall students sports events (Hanmadang)

The student association hold the students sports events every Spring (April, May) and Fall(September, October) in every year. This event is a good opportunity for students who build network with various alumni and exchange with other students with different departments. You can win many prizes and also enjoy a pleasant graduate life through building friendship network. Please be sure to check out additional items and souvenirs.

### 2) Summer vacation short-term training abroad

For students to be more globally aware and widen their knowledge via new experiences, this training program is held annually during the summer.

### 3) Souvenirs

Every year, to celebrate becoming a member of the Hanyang University graduate school, new students are provided a small souvenir. In addition, the Student Association produce souvenirs for the 'Hanmadang' sports events.

### 4) Special lectures openings

In order to provide direct aid for students' papers or classes, special lectures are invited to the school. Currently, SPSS lectures are opened during the vacation. More interesting and useful lectures are to be opened after a sufficient survey and promotion of special lectures to provide the best for students.

※ All information and news about the association is provided online at the graduate school website. Students are welcome to refer to the news at anytime and ask questions or give suggestions. The executives strive to do their best when listening to the opinions of the graduate student body. Furthermore, we believe that active participation from students would further develop the association.

# II. School Affairs Guidance

## 1. Graduate School Road Map

- (1) A Comprehensive and School Affairs Road Map
- (2) Making School Register Changes

## 2. School Affairs

- (1) Registration
- (2) Prerequisite Courses and Credit Approval
- (3) Course Registration
- (4) Qualification Examinations
- (5) Thesis
- (6) School Register Alteration
- (7) Scholarships

## 3. Other Information

- (1) Issuance of Certificates and Student ID card
- (2) HY-in Potal Service

## 1. Graduate School Road Map

### (1) A Comprehensive and School Affairs Road Map

Contents	Semester	Period	Important guidelines
Registered student enrollment	Every semester	2 weeks before lecture beginning	<ul style="list-style-type: none"> <li>Hanyang Univ. webpage → [MY Home] - [Registration/Scholarship] - [Tuition payment notice printout] → Payment(Bank/Internet account)</li> </ul>
Divided Payment	Every semester	Within 3 months from the day lecture begins	<ul style="list-style-type: none"> <li>Applicable students: Registered students</li> <li>Applicable restrictions: The school decides yearly on the possible number of eligible students.</li> <li>Submit 1/4 over 4 payments when primary installments are requested</li> <li>Submit 1/3 over 3 payments when secondary (additional) installments are requested</li> </ul>
Student identification card issuance	Beginning of the semester	After lecture begins	<ul style="list-style-type: none"> <li>Distributed at your college administration office. ※ Thereafter, an application should be made at the Office of Student Affairs (Seoul/ERICA)</li> </ul>
Reserve forces transfer registration	Upon admission	Start of school	<ul style="list-style-type: none"> <li>HY-in Portal → Registration → Reserve forces transfer → Register for reserve forces transfer ※ If a candidate applies for the same campus as the undergraduate campus, no separate application is required.</li> </ul>
Course registration and alteration	Every semester	2 weeks before the beginning of lectures until a week after the beginning of lectures (Refer to, 2020 academic calendar)	<ul style="list-style-type: none"> <li>Course registration correction                             <ul style="list-style-type: none"> <li>Method: HY-in</li> <li>Period: See, 2020 academic calendar</li> </ul> </li> <li>Professional Graduate School course registration                             <ul style="list-style-type: none"> <li>Application at the department office</li> <li>Only available during Graduate School course registration dates (Refer to the academic calendar)</li> <li>1 week before the beginning of lectures until a week after the beginning of lectures(2020 academic calendar)</li> </ul> </li> <li>Course Registration for Credit Exchange                             <ul style="list-style-type: none"> <li>Submit the application form to the Graduate Academic Affairs Division (use the form located in the resource section of the menu bar)</li> <li>Policies may differ from each graduate school (Refer to the academic information on the graduate school's website)</li> </ul> </li> <li>Cross-credit universities: Gwangju Institute of Science and Technology, Kangwon University, Konkuk University, Kyonggi University, Kyunghee University, Korea University, University of Science and Technology, Kwangwoon University, Kookmin University, Korea National Defense University, Kumoh National Institute of Technology, Duksung Women's University, Dongguk University, Seoul National University, University of Seoul, Seoul Women's University, Sungkyunkwan University, Sungshin Women's University, Sejong University, Sookmyung Women's University, Ajou University, Yonsei University, University of Ulsan, Inha University, Chonnam National University, Chosun University, Chung-Ang University, Chungbuk National University, Korea National University of Education, Hankuk University of Foreign Study, Korea National Sport University, Korea Maritime and Ocean University, Hansung University, Hongik University, Korea Institute of science and technology (English Lecture), KAIST(Department of Intelligent Robotics), Courses from Korea Institute of Science Technology (KIST) are all taught in English</li> </ul>

Contents	Semester	Period	Important guidelines
Prerequisite courses selection and credit approval assessment/confirmation	Entrance semester	2 weeks before course registration	<ul style="list-style-type: none"> <li>2 weeks before: Prerequisite course designation and credit approval assessment</li> <li>1 week before: Prerequisite course designation and credit approval assessment revision and final verification</li> <li>After input: Confirmation and correction period should be referred to academic calendar.</li> <li>During the correction period, use the form on the data board of home page.</li> <li>Designation of prerequisite major course and credit approval for new students are confirmed prior to the 1<sup>st</sup> semester course registration.</li> <li>The change of prerequisite major course is possible only Before registering for the 2<sup>nd</sup> semester, and change of credit approval is possible only within the 4<sup>th</sup> semester final exams. (Internal regulations on credit approval and prerequisite courses)</li> </ul>
Academic report check and change	Every semester	Mid June/Dec.	<ul style="list-style-type: none"> <li>After course evaluation (on HY-in), the academic report should be confirmed and altered within the set time.</li> </ul>
Major and advisory professor placement	Late semester	May/Nov	<ul style="list-style-type: none"> <li>Each department determines the placement and sends the results to the Graduate School Management Support Team : HY-CDP</li> <li>Major alteration: until the 2<sup>nd</sup> term.                             <ul style="list-style-type: none"> <li>Fill out and submit the Alternation form found in the graduate school webpage.</li> <li>Department office sends official paper to the Graduate School Management Support Team.</li> </ul> </li> <li>Advisory professor alternation: Until 3<sup>rd</sup> term in Early Mar/ Nov(on HY-in)</li> </ul>
Foreign language examination	Every semester	Mid Mar/Sep	<ul style="list-style-type: none"> <li>The exam application is possible from the first term, and students must pass the exam before the degree thesis application.(application and payment for the exam: Mid February~end of February, mid August~end of August)</li> <li>The number of times to apply is not restricted (Students on leave of absence are not allow to apply).</li> <li>Replacement of the English or Korean language exam.                             <ul style="list-style-type: none"> <li>Submission of English or Korean transcripts from an authorized institution.</li> <li>Completion of English exam substitution lecture (Institute of International Education)</li> </ul> </li> <li>Applications : Early June and early December.                             <ul style="list-style-type: none"> <li>1<sup>st</sup> Application period : Students who have failed the foreign language (English) exam more than once (excluding absences) can make an application</li> <li>2<sup>nd</sup> Application period : After confirmation of vacancy, if the applicant is an enrolled student of the General Graduate School subject to special eligibility requirements.</li> </ul> </li> <li>Exemption from English exam                             <ul style="list-style-type: none"> <li>When applicants who do not speak English as their first language have acquired a bachelor's degree from an English speaking country, he or she can submit an application for exemption.</li> </ul> </li> </ul>



## II. School Affairs Guidance

Contents	Semester	Period	Important guidelines
Extended studies	After the 4 <sup>th</sup> term	Early semester	<ul style="list-style-type: none"> <li>Students without the required graduation credits until the 4<sup>th</sup> term (Master-Doctorate integrated course = until 8<sup>th</sup> term)</li> <li>Tuition fee per registered credit               <ul style="list-style-type: none"> <li>1~3 credits: 1/2 of the semester's tuition</li> <li>4 credits or more: Semester's full tuition</li> </ul> </li> </ul>
Thesis research plan application	Start of 3 <sup>rd</sup> term	Mid Mar-May/ Mid Sep-Nov	<ul style="list-style-type: none"> <li>Use HY-in: Input title, research period, advisory professor → Save → Advisory professor, Your college administration office.: electronic approval</li> </ul>
Comprehensive Examination	Every Semester	During Mar/Sep	<ul style="list-style-type: none"> <li>Application: HY-in</li> <li>Test: Held individually by department</li> <li>Result announcement: HY-in</li> </ul>
Degree thesis application	Every Semester	Mar-Mid May/ Sep-Mid Dec	<ul style="list-style-type: none"> <li>Held individually by each department</li> </ul>
Degree thesis judgement	Every Semester	Mar-Mid May/ Sep-Mid Dec	<ul style="list-style-type: none"> <li>Held individually by each department</li> <li>Result submission: Around June 10<sup>th</sup>/Dec 10<sup>th</sup></li> <li>Submission due date for digital and printed copies : End of June/December</li> </ul>
Master&Doctor dissertation award	Every Semester	Mid Jun, Mid Dec	<ul style="list-style-type: none"> <li>Students who passed the thesis judgement are eligible to apply</li> <li>Required documents: Application form, Recommendation form, Thesis presentation material</li> <li>Award details: Award and Prize money(paid after tax deduction)</li> </ul>
Degree conferment ceremony	Every semester	Feb/Aug	<ul style="list-style-type: none"> <li>Students successful in thesis judgement and graduation screening.</li> </ul>

### (2) Making School Register Changes

Contents	Semester	Period	Important guidelines
School register alteration	Temporary leave	Every semester Registered Students: 1 Month before lectures start Freshmen: Start of semester	<ul style="list-style-type: none"> <li>Hanyang Univ. webpage(HY-in) Login → [신청(Application)] → [학적변동(Register alteration)] → [휴학신청(Temporary leave)] → It is dealt with after confirmation from <u>your college administration office.</u></li> </ul>
	Return to school	Every semester Month before lectures start	<ul style="list-style-type: none"> <li>Hanyang Univ. webpage(HY-in) Login → [신청(Application)] → [학적변동(Register alteration)] → [복학신청(Reinstate)] → It is dealt with after confirmation from <u>your college administration office.</u></li> </ul>

Contents	Semester	Period	Important guidelines
School register alteration	Re-admission	Every semester Middle of Jan, Jul (Refer to academic calendar)	<ul style="list-style-type: none"> <li>Hanyang Univ. webpage(HY-in) Login → [신청(Application)] → [학적변동(Register alteration)] → [재입학신청(Re-admission)] → <u>Submit documents to the Graduate Academic Affairs Division.</u></li> <li>Required documents: Application form (HY-in application version, Hand-written version), Transcript</li> </ul>
	Drop out	During the year	<ul style="list-style-type: none"> <li>Hanyang Univ. webpage(HY-in) Login → [신청(Application)] → [학적변동(Register alteration)] → Drop out → Drop out Application form print out → Submission to the <u>your college administration office.</u></li> <li>Required documents: Drop out form, Drop out reasoning statement, Tuition fee refund statement, Tuition payment confirmation form, Bank book copy(with student's name)               <ul style="list-style-type: none"> <li>※ In the case of no refunding: Drop out form, Drop out reasoning statement</li> </ul> </li> <li>After the start of the semester, the period with the most classes taken is the basis for tuition refund.</li> <li>Before the first day of each semester: 100% refund</li> <li>The first day of the semester ~30 days before: 5/6 refund</li> <li>30days after~60days before: 2/3 refund</li> <li>60days after~90days before: 1/2 refund</li> <li>90days after: Not refundable               <ul style="list-style-type: none"> <li>※ Entrance fee is not refundable</li> </ul> </li> </ul>
Master-Doctorate integrated course transfer	Middle of Jan, Jul (Refer to academic calendar)		<ul style="list-style-type: none"> <li>login to the Hanyang University website(HY-in) Login → [신청(Application)] → [학적변동(Register alteration)] → change to master-doctorate integrated course → <u>Submit documents to the Graduate Academic Affairs Division</u></li> <li>Documents to submit: application form for master/Ph.D course, undergraduate and masters transcripts, Academic plan, professor recommendation, other relevant records, certified English test score card</li> </ul>
Master-Doctorate integrated course retraction			<ul style="list-style-type: none"> <li>login to the Hanyang University website(HY-in) Login → [신청(Application)] → change to master-doctorate integrated course → <u>Submit documents to the Graduate Academic Affairs Division</u></li> <li>Documents to submit: retraction form for master-doctorate integrated course, transcripts, Academic plan, related confirmation of Scholarship receipt</li> </ul>
Abandonment of Doctorate degree for students who completed a Master-Doctorate integrated course		Within March, September (Refer to the academic schedule)	<ul style="list-style-type: none"> <li>login to the Hanyang University website(HY-in) → [신청(Application)] → Registration → Register for withdrawal of doctorate degree → <u>Submit to the Graduate Academic Affairs Division</u></li> <li>Document to submit: Application for withdrawal of doctoral degree in integrated master's and doctoral program, confirmation document from advisory professor</li> </ul>

### 2. School Affairs

#### (1) Registration

Students must register by the designated registration date each semester, and the registration process is finalized after a payment is processed. Students must register for Master's courses and Doctorate courses for four semesters and eight semesters for the Master-Doctorate integrated course (It can be shortened to 6 semesters if one earns the required credits.). Those who complete their course of study can pay their research registration payment a maximum of two times in the Master's program and six times in the Doctorate program as well as in the Master-Doctorate integrated course.

##### 1) Registered students enrollment

###### ① Registration procedure



###### ② Tuition payment procedure

###### Using Shinhan Bank virtual account in payment

- Each student is given a different account number for the payment, thus students must pay according to the virtual account number on one's tuition payment notice. (It does not necessarily need to be in the student's name)
- In all domestic banks (Post Office, Credit Union, Korean Federation of Community Credit Cooperatives included) and in all channels (Bank windows, ATM, Phone-banking, Internet-banking etc.), without making an account payment is still possible. (However, the service charge can differ depending on the bank)
- Bank operating hours: Monday~Friday 09:30~16:00 (Internet-banking and Phone-banking included)
- The service charge is waived if banking is done through Shinhan Bank.

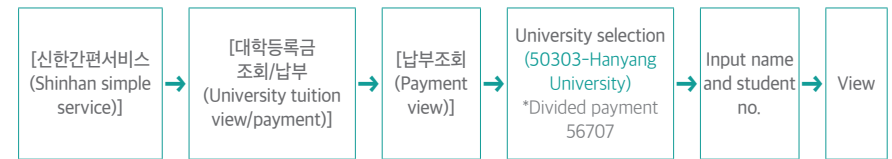
###### Making direct payments

- Once you have a print out of the tuition payment statement, direct payments can be made at any of the following banks: Kookmin Bank, Nonghyup(Central, Regional), Shinhan Bank (nationwide)

###### ③ Tuition payment confirmation

###### Shinhan Bank webpage(<http://www.shinhan.com>)

- Once a payment has been made, it can be confirmed by visiting the Shinhan Bank website.



- From 12 p.m. on the following day, a tuition payment confirmation form can be printed out online by visiting the Hanyang University webpage (<http://www.hanyang.ac.kr>)



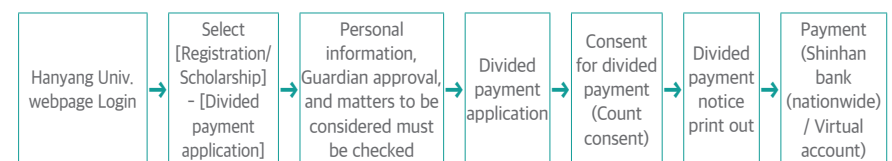
##### 2) Payment in installments

###### Tuition can be paid in three installments.

(※ Temporary leave or a voluntary leave application can be made only if the tuition payment is fully paid prior to the application.)

- For:** Applicants among enrolled students who need financial assistance (Freshmen, Re-admitted students and research students excluded)
- Times:** 4 times (Students who have applied for installment payments during the additional application period may submit a total of 3 payments beginning from the second installment payment period to the fourth installment payment period.)

###### ① The divided payment procedure



###### ② Matters to consider

- Even after the divided payment application, if a payment is not made within the 1<sup>st</sup> payment period, the application will be automatically cancelled.
- Overdue payments in excess of three times automatically disqualify the student from any further participation in this payment plan.
- If the second, third portion of the tuition is left unpaid, the student faces expulsion due to incompleteness of payment.
- After the first a third payment, if there exists any further scholarship for tuition reduction, the payment will automatically be reduced in the second, third payment.

- ⦿ Temporary leave of absence or voluntary leave is unapplicable when the second and the third is not fully paid.
- ⦿ In cases where there are many students applying for the same tuition payment plan, school management has the right to restrict the number of applicants considered.
- ⦿ If a student fails to make installment payments more than 3 times, he or she may lose eligibility for installment payments.

### 3) Extended studies registration

Students who extend their studies (Until the 4<sup>th</sup> term - Master-Doctorate integrated course student: until the 8<sup>th</sup> term - Students who lack of the graduation credits), the payment notice is sent after the course registration are done. The tuition is calculated according to the credit registration.

- ⦿ Tuition fees per registered credit
  - 1~3 credits: 1/2 of the semester's tuition
  - 4 credits or more: Semester's full tuition
- ※ Those who receive a graduation deferment must register for courses, and if one registers for '0' credits, the entire payment can be requested

## (2) Prerequisite Courses and Credit Approval

### 1) Meaning of prerequisite courses and credit approval

#### ① Prerequisite courses

- ⦿ For: Freshman who entered a master's program in a different field from his or her undergraduate department (According to department, Doctoral courses can be included)
- ⦿ Grade Processing: At the end of the semester, the result will be evaluated on a P(pass) / F(fail) system (eg. 70 or higher out of a 100 is considered a pass). Not included in the credits required for graduation or GPA.
- ⦿ Precautions
  - The subjects of prerequisite courses are designated the same as undergraduate courses.
  - Students must complete the prerequisite courses before they can apply for the Comprehensive Examination. Students must check the details on the availability of specified courses when taking a leave of absence or returning to school (you cannot apply for a thesis for a degree if you do not complete the prerequisite courses).
  - Courses may be taken only during the designated semester, so it is recommended to take the course within a year after entering graduate school

#### ② Credit Approval

- ⦿ For: 1<sup>st</sup> year students (in a Ph.D. program) who graduated from a master's degree program of the same major at Hanyang University, and 1<sup>st</sup> year students who enrolled in the same degree program (Master → Master → Doctorate → Doctorate) at another graduate school before entering Hanyang.
- ⦿ Course Requirement for Graduation: In order to meet the credits required for graduation, students must take the remaining credits except the approved credits they have earned.
- ⦿ Precautions
  - Students cannot enroll in the same courses (same course code) of the degree program that have been approved as credit.
  - The approved credits will not be included in the GPA

### 2) Grade Screening Process for Credit Approval

#### ① For a Ph.D. program

For those students who enter the same major as their master's degree major at HYU and have earned credits for graduation or have exceeded the number of credits, the department can approve a maximum of 6 credits for their Ph.D. program through the grade screening process

#### ② Grade screening process for the same degree program from formal graduate school

The following term is recognized according to the period of study from formal graduate school, as long as the grade of the subject is at least a B or higher.

Term 1 ~ Term 2: Up to 6 credits / Term 3 ~ Term 4 or more: Up to 9 credits

### 3) How to Check Prerequisite Courses and Credit Approval

- ⦿ Access Course Registration System (Click the 'Course Registration' Banner of the Hanyang University Homepage) → Check the courses at the Prerequisite/Approved Course Search
  - ➡ With no changes to make, click the "confirm" button below → Course Registration Available (If you do not go through the confirmation process, you cannot enroll in courses.)
  - ➡ When no credits are confirmed, subject lists do not appear → Course registration is available without confirmation.
- ※ Please note that some popular courses may be closed immediately after course registration as well as undergraduate courses, so complete the above process beforehand.



### 4) How to Change Prerequisite courses and Credit Approval

In the case of alteration, the student should meet with the professor in charge and receive confirmation for the change. After meeting with the professor, the student must fill out a form from your college administration office and also receive the head instructor's confirmation on the form (signed by the relevant academic professor and the department's professor in charge). The form should be submitted to the Graduate Academic Affairs Division. Please make sure to check the confirmed list prior to registration.

※ The change of prerequisite course is available only before the course registration of the 2<sup>nd</sup> semester, and a change of credit approval is available only before the final exams in the 4<sup>th</sup> semester.

### (3) Course Registration

\* For the course registration information, please be sure to read the guidelines for the course registration of each semester

#### 1) How to register courses(on-/off-campus): Via Internet

① How to:

- Click "Course Registration" on the top right before logging in to HY-in.  
(HY-in Login → [인트라넷(Intranet)] → [수강신청(course registration)])
- Click "[수강신청(course registration)]" banner in the top right side of the university main webpage(<http://www.hanyang.ac.kr>).  
(This program is made exclusively for course registration and other menus are not activated.)

② Matters to consider

- On the first day to 9:00 the next day of registration and course alternation period, registration and alternation can only be made on courses of belonging major and cultural classes(common subjects).

③ Even before the course registration period, syllabus is available at HY-in. (In courses view) However, freshmen with prerequisite courses and credit approval must confirm the classes and credits to view the courses.  
(Refer to P.43 3) 'HY-in's Intranet in the course registration procedure' ③, ⑤ below for viewing menus)

④ Freshmen should search their student number and enter the HY-in.

- How to: Click "[학번조회(Search student number)]" button next to Login window on the HY-in (Overall Information Portal) main page

#### 2) Matters to consider in registration

① When registering for courses, please take into consideration the statutes, bylaws, completion standards, test requirements, graduation dissertation submission requirements for each

department and course, as listed at the graduate school website([grad.hanyang.ac.kr](http://grad.hanyang.ac.kr)).

(Check course credits under 'My Home' - 'My GPA/Graduation Requirements' - 'Graduation Requirements' in your Hanyang Portal (HY-in).)

② Please receive advice from the department offices on the mandatory courses for each department before registering.(Check Department Internal Regulations)

③ Regardless of school enrollment status, course registration is possible. Students are allowed to take classes during the thesis preparation semester during term 4 of both the master or doctoral level.

But, students who completed the master or doctoral course cannot take more classes.

④ After the course registration alteration period, registered courses cannot be altered neither cancelled. Therefore, students of the Graduate School must take extra care in course registration.

(Graduate School does not have a credit abandonment system and all cancellations must be made during the given period.)

⑤ The registered courses can be viewed and checked at anytime after course registration.

⑥ Course registration cannot be done on a student's behalf and after input of course registration, students must keep a hard copy of the class timetable.(Students must take full responsibility for disadvantages occurring from registration made on one's behalf and error in course registration)

⑦ Course changes can be made up to 99 times and the changed information must be saved.

⑧ There is no minimum limitation on the designated credits students must take in a semester.

- Credits up to 12 can be registered and when including prerequisite courses, up to 15 credits is allowed for registration. However, in the case of prerequisite courses registration, the subject must be entered at the end in order for 15 credits to be registered.

- As an exception, students in Master of Architecture and Master of Design Studies, may register for up to 15 credits. This may increase to 18 if the prerequisites are included.

⑨ Entrants of a different major with prerequisite courses in master and doctoral courses must select "View prerequisite courses" ("선수과목수업조회") on the HY-in System during course registration.

A. Select "View prerequisite courses" ("선수과목수업조회") on the course registration menu of HY-in to confirm courses.

B. After viewing the prerequisite courses select "Registration" ("신청") of the subjects to register the present semester

C. Students are advised to complete first-semester subjects in the first semester, and second-semester subjects in the second semester, so that they can acquire the required credits within a year after starting the course.

- ⑩ Students who have acquired the approved credits may not register for the same subjects as the one in which they have acquired the approved credits. "Same subjects" mean subjects with the same course number as each other.
- ⑪ Course Repetition: When students receive grades less than A, students can retake the same course (must have the same course number) in the semester it is available for better grades.
  - When retaking a course, the better course grade will remain at the end of the semester. The total number of credits will not change. Please calculate the credits correctly and register for the repeat course carefully.
- ⑫ For cases listed below, please contact your college administration office.
  - No information about the class time, classroom, professor (Blank due to circumstances of each department)
  - No classroom designated or when marked as undesignated
  - The class registration booklet may differ with the information registered in the HY-in. At all time students must follow the information on the HY-in course registration program.
  - In case course registration blocked in prerequisite courses due to the excess of students (Students should request the person in charge of the department that operates the course)
- ⑬ Classes taken during the master course (with the same subject code), cannot be registered in the doctoral course. The school does not accept credits of the same subject.
- ⑭ While the graduate school is affiliated to the Seoul Campus, some lectures may be held at the ERICA Campus in Ansan, depending on the subject, professor or the lecturer. Students are strongly advised to check which campus each lecture is held at before starting course registrations.

### 3) HY-in's Intranet in the course registration procedure

- ① Course registration notices "수강안내": General guidance information on course registration.
- ② Department general classes "기본수업": All major courses of the department is shown.
- ③ List of registered classes "신청내역": All classes registered by the student are shown(→ Make a final check after you have registered for your subjects and made any necessary correction.)
- ④ Timetable of registered classes "신청시간표": All classes registered by the student is shown in a timetable form and can be printed out.(→ Keep a print out copy of the timetable at all time)
- ⑤ Prerequisite courses "선수/인정과목 조회": Entrants of a different major with prerequisite courses in master and doctoral courses must check the prerequisite courses.
- ⑥ General Courses for Undergraduate and Master's Programs: General courses for Undergraduate and Master's program courses can be found on the undergraduate course list.

### 4) The Graduate School's common subjects

- ① HYPER Hanyang: Research ethics and leadership course required for natural sciences and engineering students. The course, "Natural Sciences and Engineering R&D Lectures" will apply to all students starting in 2021. (Details are on the course registration announcement each semester)
- ② Advanced Engineering Mathematics: Advanced Engineering Mathematics 1(Differential Equations), Advanced Engineering Mathematics 2(Linear Algebra), Advanced Engineering Mathematics 3(Probability and Statistics)
- ③ Research & Development Management: Mandatory subject for students who have been admitted as University-Research-Industry Cooperative program of KIST. The subjects is exempt if doctorate degree course student have already taken the subject when in master degree course. Conducted every week at KIST.
- ④ Material Analysis, Surface Analysis: Subject for students who have been admitted as University-Research-Industry Cooperative program of KIST. Conducted every week at KIST.
- ⑤ Thesis and Journal Writing in English and the Analysis of Patent and Information are common subjects opened by the Graduate School. (Not compulsory)
- ⑥ The Fourth Industrial Revolution Courses: Courses that are marked \*FIR (The Fourth Industrial Revolution)
  - ※ General Courses count toward graduation credits but are not regarded as major courses..

### 5) Approved subjects from other departments

These are the subjects that have been approved between departments and are registered as major approved subjects. When students take these subjects, they will be approved as "self-selecting major" courses.

The registered subjects can be checked after logging into the Course Registration website, at the bottom of the "Required Courses" menu, on the "Approved subjects from other departments" list. The lectures can be registered for directly from the page. (Only for the department with prior consent)

### 6) Attending other department subjects

The Hanyang University Graduate School is flexible on issues of connected courses. If other departments' courses have relevance to one's major or have necessity for a thesis, the student can take the course after approval from their advisory professor and the department head. Course registration is done through HY-in, as in the case of general course registration, while course registration and change can be done from 09:00AM on the second day of the course registration period. Other department subjects are included in the graduation credits but are not confirmed as major course credits. To obtain approval as your major course credits, you must follow a prescribed process under permission from your advisory professor and the Head of

Department at the end of the semester. However, if it is a similar subject with your major and you have received permission from your academic advisor or head professor of the department, the subject will be acknowledged as a major after you go through the application process. **(Must be submitted within 7 days after course grade correction period)**

### 7) Guideline for the course registration of Professional Graduate School

- ④ Assigned professional graduate school: Graduate School of Urban Studies, Graduate School of International Studies, Graduate School of Business, Graduate School of Law, Graduate School of Biomedical Science and Engineering, Graduate School of Technology & Innovation Management
- ④ Only students in related departments can take the course. Please enroll in courses from your assigned department office with the approval of the head instructor and lecturer for the course
  - A. Limits of credits by degree: Masters: up to 12 credits, Doctorate: up to 18 credits (Credits exceeding the limit cannot be accepted)
  - B. Register with each graduate school department's administration team during the course registration period
  - C. Maximum course credit per semester (Master's degree 3 credits, Doctorate degree 6 credits, Integrated degree 3 credits)

### 8) Guidelines for Credit Exchange in Course Registration

- ① Course registration period: The schedule is subject to change; thus, please refer to the graduate school webpage (Graduate school homepage - Academic Affairs - Cross credit)/ Graduate Academic Affairs Division (☎ 02-2220-0224)
- ② How to: After reading the announcement, Fill in the form and submit it to the Graduate Academic Affairs Division. The form can be downloaded from the Graduate School webpage - Academic Affairs - Cross credit
- ③ Cross-credit Graduate Schools: Gwangju Institute of Science and Technology, Kangwon University, Konkuk University, Kyonggi University, Kyunghee University, Korea University, University of Science and Technology, Kwangwoon University, Kookmin University, Korea National Defense University, Kumoh National Institute of Technology, Duksung Women's University, Dongguk University, Seoul National University, University of Seoul, Seoul Women's University, Sungkyunkwan University, Sungshin Women's University, Sejong University, Sookmyung Women's University, Ajou University, Yonsei University, University of Ulsan, Inha University, Chonnam National University, Chosun University, Chung-Ang University, Chungbuk National University, Korea National University of Education, Hankuk University of Foreign Study, Korea National Sport University, Korea Maritime and Ocean University, Hansung University, Hongik University, Korea Institute of

science and technology (English Lecture), KAIST(Department of Intelligent Robotics), Courses from Korea Institute of Science Technology (KIST) are all taught in English

- ④ Credit limit by course: Master 6 credits, Doctoral 9 credits, Master-Doctorate integrated 15 credits
- ⑤ Courses registered at other graduate schools can not be checked on HY-in, and grades can be checked after the grading period. The subject classification is recognized as 'other major (general electives)'
- ⑥ Students are allowed to apply for a maximum of 12 credits per semester in Hanyang University. Those who have enrolled beyond the regular semesters are unable to apply.

### (4) Qualification Examinations

**[Foreign language examination]** (Please check the notice from the university graduate school website)

- 1) **Applicant requirement:** All students of the Master course, Doctoral course and Master-Doctorate integrated course can take the examination from the 1<sup>st</sup> term and must pass before the application of the thesis.
- 2) **Application period:** 1 week prior to the start of each semester (Apply during the last weeks of February and August / Thursday ~ 3 days, application fee is added)  
(subject to change under certain circumstances)

#### 3) How to apply

- ① Internet application: [login to HY-in] → [graduate school language/general] → [apply for language test]
- ② Payment of application fees: [login to HY-in] → [graduate school language/general] → print bill at [graduate school language/general], send payment to individual virtual account (application fee: 10,000 won/1 subject)  
※ defaults in application fee payments will result in cancellation

4) **Examination date:** Every March and September on the second Saturday of the month at 10:20 am. (Subject to change)

5) **Examination location:** Seoul Campus Engineering Building I (clock tower building), College of Humanities, College of Social Sciences, Department of France Language and Culture.

#### 6) Examination subjects

- ① Master: English(Students with citizenship in English-speaking countries need to take the Korean exam.)



- ② Doctoral & Master-Doctorate Integrated(Students with citizenship in English-speaking countries need to take the Korean exam.): English, elective second foreign language (For some specific departments)

※ Second foreign language subjects: German, French, Japanese, Chinese, Spanish, Chinese characters, Russian (1 from above 7)

※ Second foreign language requiring departments

- Department of Korean Language & Literature, English Language & Literature, German Language & Literature, Chinese Language & Literature, History, Philosophy, Theater & Film, Cultural Anthropology, Law

- ③ In case of foreigners: The mother tongue cannot be selected.

● Master: Select between either English or Korean.

● Doctoral & Master-Doctorate Integrated: Select between either English or Korean and for the department requiring a second foreign language, students must pick from the second foreign language list above.

Foreign students whose first language is not English can choose English as a second language.

※ Countries with English as native language: USA, Canada, England, New Zealand, Australia, Ireland, Guyana

### 7) Submission of documents for exemption in a foreign language (English or Korean)

(see graduate school website announcement)

- ① Students who submit the original transcripts from qualified institutions within the period of acceptance can be exempted from taking the foreign language(English or Korean) exam. If student cannot submit the original document, they must bring the copy of document to compare with the original.

- ② Only grades that are valid up to the announcement date of successful applicants are valid.

- ③ Submit all documents to the Graduate Academic Affairs Division(Main Administration Building Floor Room.314)

#### ★ The official foreign language substitution score standard ★

Language	English										Korean
Division	TOEIC	TOEFL			TEPS	G-TLP		IELTS	GRE (verbal reasoning)	GMAT	TOPIK
		PBT	CBT	IBT		Level 2	Level 3				
Engineering, Medicine, Liberal Arts, Natural Sciences	730	550	213	79	329	67	89	6	150	590	4
Arts and athletics	590	500	173	61	251	50	69	5	140	400	

※ In case of Korean, only students with foreign nationality can submit.

### 8) Doctoral and Master-Doctorate Integrated course: Second foreign language textbook information

Subject	Textbook	Publisher
German	Mach mit! Deutsch fur Anfanger 1: Beginner German	Ewha Womans University Publishing and Cultural Center (Ewha Womans University German Textbook Compilation Committee), 2014
French	Cours de Langue et Culture Françaises 2	Hanyang Univ. Publishing Division
Japanese	現代語訳学問のすすめ	筑摩書房 [福澤諭吉 著], 2009
Chinese	중국어화읽기(Reading Chinese Culture)	Hanyang Univ. Publishing Division, 2010
Spanish	스페인어텍스트산책(Spanish Text walk)	South Korea Foreign Language University Press, 2012
Chinese characters	Understanding of Chinese characters	Hakgobang (By Lee, Jae-don), 2017
Russian	아홉가지 테마로 익히는 시사 러시아어 작문 (Current Russian Writing Learning Through 9 Themes)	Pushkin House (Written by Yoo Hak-su), 2009

※ Textbook purchase: School book store(02-2220-1851)

※ From the 2020-2 semester, Russian textbooks have been changed from current affairs Russian to "nine themes of Russian writing."

※ The German textbook was changed from the German basic course (according to the new emotional law) to "Machmit! Deutsch fur Anfanger 1: Beginner German" from the 2022-2 semester.

※ Japanese textbooks are imported books, so you can purchase them through Internet bookstores (it takes about 10 days).

### 9) Substitutional English lectures (For the English examination)

- ① Requirements: 1<sup>st</sup> Application period : Students who have failed the foreign language (English) exam more than once (excluding absences) can make an application  
2<sup>nd</sup> Application period : After confirmation of vacancy, if the applicant is an enrolled student of the General Graduate School subject to special eligibility requirements.
- ② Application period: Early June, Early December
- ③ Lecture time: During the vacation for 4 weeks. (Mon-Fri evenings / 3 hours a day) (total 60 hours)
- ④ Fee: 385,000 won (2022 Winter Lecture Standard)
- ⑤ Benefits: Students taking this lecture are not required to take the foreign language examination.

### [Comprehensive Examination]

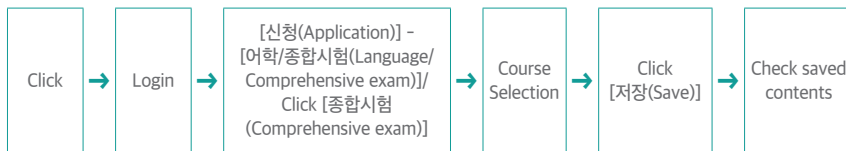
※ Changes in 2022:

Details of the Comprehensive Exam will be determined and operated by each department's internal regulations from 2022-1 Semester.

1) The Examination date: During March and September

### 2) Application

◎ HY-in the top of Hanyang Main Web or Graduate School's Web Click



※ The Graduate School webpage(<http://www.grad.hanyang.ac.kr/>) Refer School affairs guidance/ Comprehensive Examination

※ The application does not require extra documents but students should check subjects registered.

3) Qualification for Application, The Examination subjects, date, location: Contact the administration office of your department

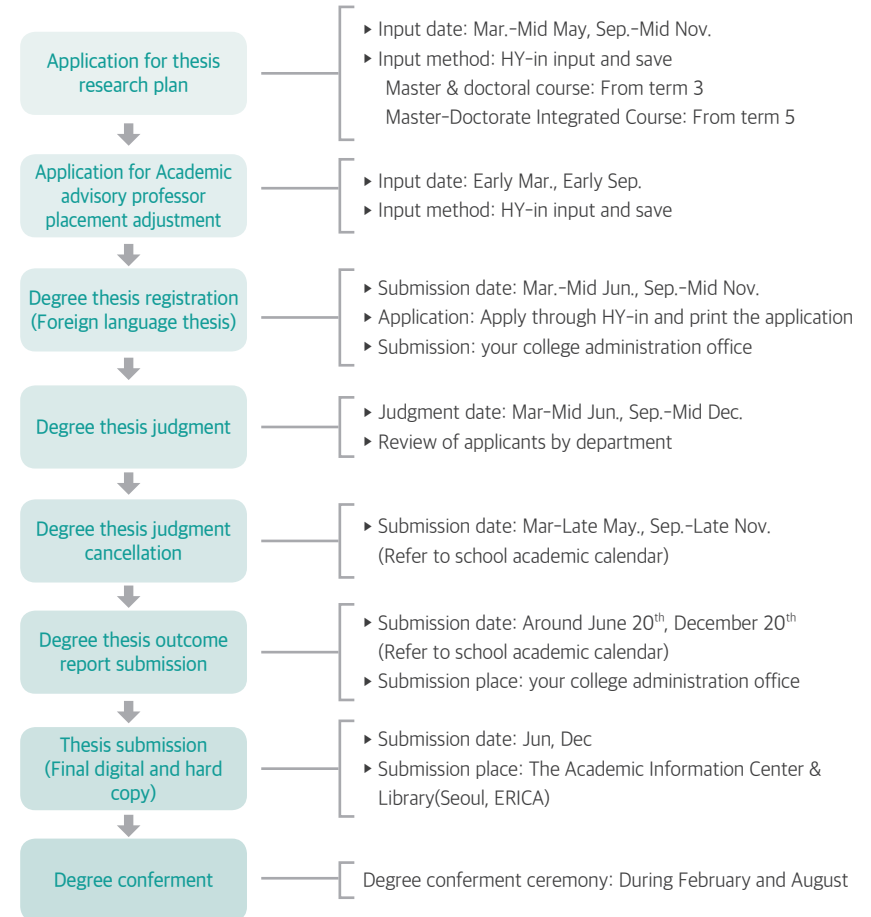
### 4) Examination results

◎ As in the application, log on to [종합시험 합격조회(Comprehensive exam result view)] to check results.

◎ Please contact the relevant College Administration Office to inquire about pass/fail and/or re-test standards for each subject of the Comprehensive Exam.

### (5) Thesis

#### 1) Degree thesis procedure road map



\* For Master's degrees specifically, some departments implement the thesis replacement system (Freshmen entering in the 2019 spring semester are eligible to apply.).Contact your college administration office)

### 2) Details of road map

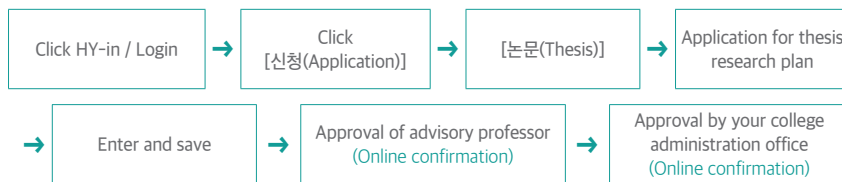
#### [Application for thesis research plan]

##### ① Qualifications for application

- Master & doctoral course: Enrolled for more than 3 terms
- Master-Doctorate Integrated Course: Enrolled for more than 5 terms
- Bachelor-Master Connected Course: Enrolled for more than 2 terms

##### ② Thesis research plan input

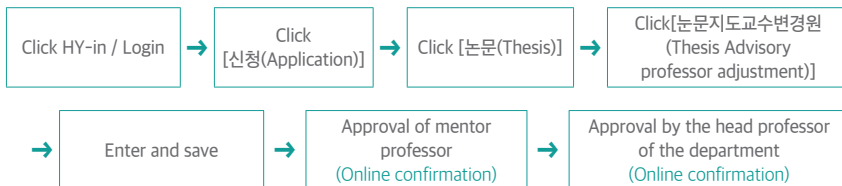
- University webpage top corner or Graduate School webpage



※ The Graduate School webpage (<http://www.grad.hanyang.ac.kr>) / school affairs guidance/ refer to degree thesis or the data board

##### ③ Thesis advisory professor adjustment

- If the thesis instructing professor needs to be changed due to unforeseen circumstances (e.g. retirement, etc.), a form for 'thesis advisory professor placement adjustment' needs to be submitted, and it has to be approved by the Dean of the Graduate School. From the day of alterations, Master degree students should receive thesis instruction for at least 1 semester, while Doctoral & Master-Doctorate Integrated course students will require more than 2 semesters of an advisory period. However, for the same major professor being the advisory professor, this period system does not apply.



##### ④ The University-Institute-Industry Cooperative Course student thesis research plan entry and thesis advisory professor adjustment

- The thesis advisor must enter two people. (Advice professor: 1 full-time internal teacher, co-advice professor: 1 member of the academic institution)
- Thesis advisory professor adjustment
  - Like general students, advisory professor is adjustable on HY-in

##### ⑤ Other issues to consider

- In the later part of term 1, students of the degree course select an advisory professor with the department head.

#### [Qualifications for Thesis Director]

- ① To be qualified as a thesis advisor, the individual should be a full-time faculty member of the school, an honorary chair professor or a distinguished professor who satisfies the criteria set separately. However, even if qualified, he or she may be exempt from being assigned students and any issues related to this may be determined separately.
- ② A doctoral degree holder who is an emeritus professor and research personnel of the university or an expert in the field of research at another institution may supervise the dissertation in cooperation with an appropriately qualified thesis advisor (as mentioned in section 1 above).
- ③ The thesis advisor should ensure that the student complies with the research ethics and regulations to prevent any misconduct.
  - Entry for thesis research plan must be fulfilled to apply for the degree thesis.
- ④ Other information regarding this issue that is not mentioned above follows the School regulations, specific held regulations and School internal regulations.

#### [The degree thesis (foreign language thesis) registration procedure]

##### ① Application requirement

- Master degree course
  - Registered for more than 4 semesters (Above Architectural design I major 5<sup>th</sup> year, Architectural design II major 3<sup>rd</sup> year)
  - Students who have completed credits towards graduation or planned to complete credits for graduation during the current semester
  - Enrollment Period: 7 years from admission excluding time off (5 years post-graduation for class of 99 or earlier)
  - Students who have completed 'Research guidance 1, 2' or those who will complete the course during the current semester (Humanities and social studies from class of 2009 - 2015) (Arts and medical science studies from class of 2010 - 2015)
- Doctoral degree, Master-Doctorate degree Integrated course
  - Doctor degree: Registration for more than 4 semesters
  - Master-Doctorate degree Integrated course: Registration for more than 6 semesters,
  - Students who have completed credits towards graduation or planned to complete credits for graduation during the current semester
  - Enrollment Period: 9 years from admission excluding time off (5 years post-graduation for class of 99 or earlier)



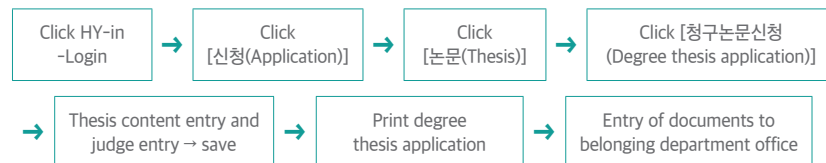
- Students who have completed 'Research guidance 1, 2' or those who will complete the course during the current semester  
(Humanities and social studies from class of 2009 - 2015)  
(Arts and medical science studies from class of 2010 - 2015)

### ② Required documents

- The Master degree course
  - 1 copy of resume and research history (by applicable major)
- The Doctoral degree course
  - 1 copy of resume and research history (by applicable major)
  - 1 copy of Resume and research history (by applicable major)

### ③ Application

- Go to the university's webpage to the top corner or the Graduate School webpage



※ Refer to the Graduate School webpage (<http://www.grad.hanyang.ac.kr>) / school affairs guidance/ degree thesis or the data board.

- Thesis writing form  
Refer to Hanyang University Graduate School website  
“게시판”(bulletin board) - “자료실”(Archives) - “논문”(Dissertation) - “학위논문체제(형식)” (Dissertation system(form)) - “학위논문양식”(Dissertation format)
- English thesis correction
  - Hanyang English Writing Lab (Tel. 02-2220-1612)
  - Webpage: <http://ctl.hanyang.ac.kr:8001/writing/index.htm>

### ④ Examiners' appointment

- Master degree course, Bachelor-Master connected course
  - 3 persons: There should be three individuals including an advisory professor. One out of the three can be an external examiner.
- The Doctoral degree course, the Master-Doctorate degree integrated course
  - 5 persons: comprised of 5 persons including the advisor, where 2 persons may be external panel members
  - Review Panel Member Qualification
  - Identical to the qualifications of the advisor

### ⑤ Changing the degree thesis judge

- If an appointed supervisory committee member is unable to provide regular consultations on the candidate's dissertation due to the inevitable circumstances, the student has to request for the supervising advisor to be changed. During the designated period (Mar.-May., Sep.-Nov.), log into HY-in, and go to 'thesis,' 'change advisor, [1]' fill out the form and submit the printed application to the department's administrative team.

### ⑥ Changing the degree thesis title

- as in '③ of the application', make changes to the title and save it. (There are no required forms for a title change but a degree thesis judgment result report should be submitted to the advisory professor or to the judging committee head.)
- The title of the thesis on the web and the hardbound copy title should be the same.

### ⑦ Degree dissertation cancellation

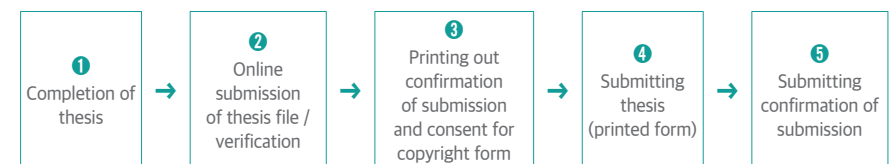
- To cancel a degree dissertation evaluation due to exceptional circumstances, students must submit a 'Degree Dissertation Cancellation Application Form'
- Preparation: ① Application for cancellation of thesis request (Graduate School Homepage / Bulletin Board / Archives / Graduation Thesis # 26)
- If your dissertation review appointment is canceled or you have failed to pass it, then you must reapply.

### ⑧ Degree thesis outcome report submission

- After the evaluation, a Degree Dissertation Evaluation Report should be submitted to the student's college administration office.
- Head of the judge required documents
  - Degree thesis outcome report, thesis judging meeting minutes
- Student's required documents
  - Master degree: cover, submission form, confirmation form(with seal)
  - Doctoral degree: cover, submission form, confirmation form(with seal), summary(Korean, English: 1 copy each)

### ⑨ Thesis digital and hard copy submission

- Thesis submission procedure



- ❶ Completion of thesis assessment: Submission of cover page, submission document, approval page(original), Declaration of Ethical Conduct in Research in Korean/English(original), abstract in Korean, abstract in English. (Submit to your college administration office.)
- ❷ Online submission of thesis file: Submit thesis file online via Paiknam Academic Information Center website.
- ❸ Printing out the confirmation of submission and consent for copyright form: After the administrator has reviewed (average of 1 day required) the original thesis file and after approval, the corresponding document can be printed.
- ❹ Submission of thesis in print: Submit printed thesis and relevant documents at the thesis submission window at Paiknam Academic Information Center.  
- Submit copyright agreement (signed) and printed thesis
- ❺ Submission of confirmation of submission: After receiving a confirmation seal at the thesis submission window at Paiknam Academic Information Center, submit to your college administration office.

### [Digital version thesis submission]

- ❶ Access to website
  - ① Click 'Thesis Submission' banner on the Paiknam Academic Information Center website → When signing in for the first time, an account verification is required by typing in his/her ID, student number, name and e-mail address. → e-mail verification and password setup.
  - ② Submission URL: <http://hanyang.dcollection.net>
- ❷ Registration of original file
  - ① File name: Enter using student ID(10 digits) Ex.) 2019123456.pdf
  - ② Acceptable file format: PDF(text), HWP, DOC
  - ③ Maximum number of files that can be uploaded
    - A. Submission through 1 file is recommended(must maintain same order and content as the printed copy)
    - B. When using multiple files
      - Up to 5 files can be submitted(must upload in order)
      - File format should be student ID\_1, student ID\_2 Ex) 201323456\_1, ...
    - C. If student wants to submit a large files (100MB or more) or original file (CD or USB), he or she can submit directly to the library
- ❸ Contents and composition of original file
  - ① The title of the thesis must be same for the following 3 items: original file, printed thesis and HY-in input.
  - ② The order of thesis(cover page, submission document, approval page, abstract, Declaration of Ethical Conduct in Research, etc.) must be the same for the original file and the printed version.

- ③ Indication of the year on the title page of thesis: Must indicate the month and year of degree conferment.  
Ex) Graduates in February 2022 ⇒ February 2023(O), December 2022(X), October 2022(X)
- ④ Font: Use of general fonts such as Arial Narrow, Times New Roman, Dotum and Sinmyeongjo is recommended.  
(copyrighted fonts may cause errors when converted to PDF)
- ⑤ Insert figures, pictures, diagrams, etc., in the body text.
- ❹ Note on submission
  - ① Comply to the thesis deadline and submission time of printed thesis (09:00 ~ 17:00).  
(Closed on Saturday. Digital thesis is accepted 24 hours a day)
  - ② Title of thesis, name, etc., should be written in Korean.
  - ③ It is recommended that the thesis author submit the thesis but another person can submit the thesis on the author's behalf.
  - ④ If there must be a replacement/correction in the printed thesis after submission, the 'Thesis Replacement and Correction Confirmation' from the Graduate School's website must be filled out and submitted to Paiknam Academic Information Center after getting approved by your college administration office.

### • Hard copy thesis submission

- After submitting the hard copy to the Paiknam or Ansan Academic Information Center & Library Get a confirmation stamp on the "Submission confirmation letter" and submit the letter to your college administration office.

※ Four printed copies must be printed with adviser/committee approval stamps on thesis approval page

Section Degree program	Number of copies	Place to submit
Master and Doctoral	4 copies (Medicine 3copies)	(Seoul) Library Planning and Management Team (ERICA) Academic Information Service Team

### • Contact information

Matters for Inquiry	Department in Charge	Seoul	ERICA
Submission of digital thesis	(Seoul) Library Planning and Management Team	02-2220-1363	
Submission of printed thesis	(Seoul) Library Planning and Management Team (ERICA) Academic Information Service Team	02-2220-1363	031-400-4266
Thesis format of general graduate school	Refer to graduate school website > Thesis System, Format		

### [The Doctoral Degree Dissertation award recommendation/application]

- ① Qualification: Thesis which passed the thesis judging process each semester
- ② When: Every mid June and mid December

- ③ Required documents: Application form, recommendation, Research achievements
- ④ Submission place: Your college administration office.

### (6) School Register Alteration

※ HY-in School register alteration procedure

Hanyang University webpage → Login → Enter Student no./ password → [신청(Application)] → [학적변동및 전공신청(Register alteration)] → [가사휴학, 병가휴학, 복학, 자퇴제적, 재입학(Temporary leave, Sick temporary leave, Re-instate, Drop out, Re-admission)] → Input register alteration reason → Save

#### 1) Back to university

With the expiration of the temporary leave of absence period, students must follow re-instatement procedures on the re-instatement date. If a re-instatement is not made in time, the student will undergo expulsion from expiration of temporary leave.

- Application: HY-in
- Application period: Every semester, a month before a semester starts
- Document to be submitted: None

#### 2) Temporary leave of absence

A temporary leave of absence occurs when studies cannot be continued due to family affairs, sickness and etc.

Classification Section	leave of absence: personal affairs	leave of absence: sickness	Special leave of absence
Definition	Due to personal affairs	Due to sickness	<ul style="list-style-type: none"> <li>* Leave of absence for pregnancy (childbirth), childcare for children under 8 years old(only female students)</li> <li>* Leave of absence for overseas business (transfer, dispatch)</li> </ul>
Frequency limitations	2 times (Family issues and sickness leave added together) ※ Master-Doctorate degree integrated course student: 3 times		<ul style="list-style-type: none"> <li>* Pregnancy (childbirth), parental leave cannot exceed 2 years in total (up to 2 semesters per leave of absence).</li> <li>* Maternity leave is only available to the person who is in the course of pregnancy or preparing for childbirth.</li> <li>* Period for overseas business (transfer, dispatch)</li> </ul>
Time allowed a time	Up to 2 semesters	Up to 2 semesters	

Classification Section	leave of absence: personal affairs	leave of absence: sickness	Special leave of absence
Application method	HY-in	Submit attached documents after applying through HY-in ※ The application is canceled when the necessary documents are not submitted to the office.	
Application period	<ul style="list-style-type: none"> <li>· Registered Students: Month before semester start</li> <li>· Freshmen: After semester start</li> </ul>	Throughout the year	
Documents	None	A general hospital medical certificate for more than 4 weeks	Pregnancy documentation, birth certificate, family relationship certificate (for parental leave), documents issued by company, etc.  Submit all documents to the department's administrative team.

- Where to submit: Your college administration office.
- Students who are discharged early from military service and/or on the expiration for their term of service must return to the school within one year.
- Scholarship recipients are required to apply for a leave of absence after enrollment to receive a scholarship in the semester they are returning.
- The leave of absence is not extended automatically. If the leave of absence is over, and the student wishes to extend it, the applicant must apply for reinstatement, and, then, apply for a leave of absence the next day. If you have used two leave of absences, you will not be able to renew.
- Course registration after the cancellation of a leave of absence  
If a student who registered for a course and applied for a leave of absence but cancelled that leave of absence, that student must register for the course again.
- Students eligible for graduate can apply for a leave of absence while paying their research tuition within the designated number of times.
- Regardless of the possibility of applying for a leave of absence, the tuition fees for the semester that a student has paid for will be applied in accordance with the rules stated in Article 53 (Tuition) ② of Hanyang University.

#### 3) Expulsion

Students that fall into any of the categories below are subject to expulsion.

- ① Not returning to studies in time of re-instatement for no reasonable excuse (Temporary leave of absence expiration expulsion)
- ② Not registering on time every semester (Unregistered expulsion)



③ Voluntary leave (Voluntary leave expulsion)

④ Matching article 9 of the Student reward and punishment regulations. (Punishment expulsion)

### 4) Drop out

Drop out must receive consent from the parents and guardian. The filled out form with the consent must further receive the acceptance of the president.

Classification Section	Existence of refundable payment	Non-refundable payment
Application method	HY-in application and additional documents submission	
Application period	Throughout the year	
Documents	<ul style="list-style-type: none"> <li>☉ [자퇴원서(Drop out application form)]                             <ul style="list-style-type: none"> <li>- Application print-out at HY-in</li> <li>- Guardian &amp; student's signature or seal needed</li> </ul> </li> <li>☉ [등록금확인증(a copy of the Tuition payment confirmation paper)]                             <ul style="list-style-type: none"> <li>- Print out at HY-in</li> </ul> </li> <li>☉ [자퇴사유서(explanatory statement for drop out)]                             <ul style="list-style-type: none"> <li>- For format: the Graduate School webpage data board</li> <li>- the Department head professor seal or signature needed</li> </ul> </li> <li>☉ [등록금환불내역서(a copy of the Tuition fee refund statement)]                             <ul style="list-style-type: none"> <li>- For format: the Graduate School webpage data board</li> </ul> </li> <li>☉ Bankbook copy                             <ul style="list-style-type: none"> <li>- student's name</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>☉ [자퇴원서(Drop out application form)]                             <ul style="list-style-type: none"> <li>- application print-out at HY-in</li> <li>- Guardian &amp; student's signature or seal needed</li> </ul> </li> <li>☉ [자퇴사유서(explanatory statement for drop out)]                             <ul style="list-style-type: none"> <li>- For format: the Graduate School webpage data board</li> <li>- The department head professor seal or signature needed</li> </ul> </li> </ul>

☉ Submit: Your college administration office.

☉ Tuition refund standard for Drop out

- The admissions fee is non-refundable
- After the start of the semester, the period with the most classes is the basis for a tuition refund.
  - Before The first day of the start of the semester: 100% refund
  - The first day of the semester ~30 days before: 5/6 refund
  - 30 days after~60 days before: 2/3 refund
  - 60 days after~90 days before: 1/2 refund
  - 90 days after: Non-refundable

☉ If student is paying in installments, that student can apply for withdrawal after paying the remaining tuition.

### 5) Re-admission

① Considerations for re-admission

☉ Expelled students re-admission

- Expelled students of the Graduate School of Hanyang University (no registration, temporary leave expiration, Drop out) who studied for at least one semester.
- Students within the graduation limit period are allowed to register. The students must be able to complete all regular semesters after entering school again.(The time-limit for earning a degree: 7 years from the date of admission to the master's program, 9 years from the date of admission to the PhD and Master's-doctor integration program.
- Re-admission, up to two times. For punishment expulsion however, only once.

☉ Course completed students(except for thesis) re-admission

- Students who completed the course of the Graduate School of Hanyang University but haven't written the thesis.
- Re-admitted just once.

② Admission limit: Remaining positions in the entrant limit per year.

③ Re-admission application period: Every January, July

④ Application: Through HY-in and accompanying documents to be submitted to the Graduate Academic Affairs Division.

⑤ Documents

- ☉ Re-admission application form (Print-out version from HY-in)
- ☉ Re-admission application form (Handwritten version)
  - Format from the Graduate School data board
  - Department head professor seal
- ☉ Academic report certificate: 1 copy

⑥ Confirmation of credits: Acceptance of all credits before expulsion.

⑦ Submission: Graduate Academic Affairs Division

### 6) Master-Doctorate integrated course transfer

① Application requirement

- Students of master course who have completed 2<sup>nd</sup> or 3<sup>rd</sup> term and have acquired fixed amount of credits(for those who completed term 2/term 3: more than 15 credits/ more than 24 credits). Bachelor-Master degree program students are not eligible to apply.
- Applicable for only the same department

- Full-time student
- Overall average mark of the master course: 3.75 or higher
- ② Admission limit: Remaining doctoral course positions in the entrant limit per year.
- ③ Application period
  - Every mid January, mid July
- ④ Required documents
  - Application form(Print out after applying through HY-in) 1 copy
    - Should be signed or sealed by applicant, advisory professor, department head professor.
  - Undergraduate transcript(original copy) 1 copy
  - Graduate transcript(original copy) 1 copy
  - Study plan 1 copy
  - Letter of recommendation 1 copy(Written by a professor of the applicant's university)
  - Written pledge 1 copy
  - Other materials that can prove the applicant's academic accomplishments - Only for those who apply
    - Submit with the list of results
  - Official English examination score report- Only for those who apply
    - Only TOEIC, TOEFL, TEPS, G-TELP, IELTS results within 2 years of the submission date.
- ⑤ Admission test: Document screening
- ⑥ Noted information for Master-Doctorate integrated course transfer
  - Students who have already passed the foreign language examination before the transfer will be exempt from the foreign language examination for a doctoral dissertation application.
  - If transferred, no entrance fee is required for doctoral course.
- ⑦ Submission: Graduate Academic Affairs Division

### 7) Master-Doctorate integrated course retraction

- ① Application requirement: Students enrolled in a Master-Doctorate integrated course
  - ※ Those who took a leave of absence after the completion of four or more semesters: student can retract from the integration process after completing one semester.
- ② Application period: Every mid January, mid July
- ③ How to apply: Apply through HY-in and submit the required documents to the Graduate Academic Affairs Division.

- ④ Required documents
  - Master-Doctorate integrated course retraction application form 1copy
  - Official transcript 1 copy
  - Confirmation Form of Scholarship Granted 1 copy

※ If a student retracts from the integrated course, the student will become the same as a master degree course student. In other words, after completing four semesters and acquiring a total graduation credit (26 credits), the student can be considered as having completed their master's degree. The student must fulfill all the requirements, passing the foreign language examination, the comprehensive examination and thesis, and, then, will he or she be conferred with a Master's degree.
- ⑤ Submission: Graduate Academic Affairs Division

### 8) Withdrawal from doctoral degree for students completing the master-doctorate integrated course (master's degree acquisition)

- ① Registration qualification (Only allowed to register when all of the below qualifications are met)
  - Students that completed the master-doctorate integrated course
  - Students that passed the Foreign Language Test
  - Students that can register for the master's degree thesis on the semester of registration withdrawal  
(Students that did not complete the comprehensive examination must complete it during the semester)
  - Students that have more than one semester left of the integrated program, who can work on masters degree thesis after giving up the doctorate degree (Allowed period to attend school is 9 years after entrance, without counting leave of absence period)
  - Registration is not allowed when the academic status at the time of registration is a leave of absence, expulsion, or perpetual completion.
- ② Registration period: During March and September of each semester
- ③ Application method: Apply in HY-in and submit the application form by visiting the Graduate Academic Affairs Division.
- ④ Documents for submission
  - 1 copy of doctoral degree withdrawal form from the master-doctorate integrated course (Signature/seal of the applicant, thesis advisor, and head of the department )
  - 1 copy of the thesis advisor's approval form
- ⑤ Notes
  - Impossible to cancel once change is made to doctoral degree renouncer of master's and doctoral integrated course
  - If one acquires a master's degree as doctoral degree renouncer of master-doctorate integrated course, one's academic status is completed as a master's degree holder of master-doctoral

integrated course

(※ Unable to acquire doctoral degree once converted to doctoral degree renouncer / Must be newly admitted to doctoral program if one wishes to acquire a doctoral degree afterwards)

- ⑥ For students that are withdrawing from the doctorate degree will only be given a master's degree after passing the comprehensive examination and thesis.

(※ Students that passed the comprehensive examination before registering for withdrawal from the doctorate degree will be considered to have passed when requirements for masters degree are met.)

⑥ Place of submission : Graduate Academic Affairs Division

⑦ Certificate issuance

- Certificate for master-doctoral integrated degree
- Certificate of master's degree (for degree recipients)

### (7) Scholarships

#### ● Common Scholarships (Seoul)

Name of Scholarship	Description	Amount of Support and Conditions
<b>Master's Degree Course</b> Hanyang Graduate (HY-in) Scholarship	Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass). <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's Master's programs through special screening and type 2 special screening.            ※ However, <u>those with other contracts with the Department of Nanoscale Semiconductor Engineering or other departments will be excluded.</u></li> <li>Students who are expected to graduate from the university's undergraduate (Seoul Campus and ERICA) at the time of application or who have not exceeded 3 years from the date of graduation.</li> <li>Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li> </ul>	<ul style="list-style-type: none"> <li>Supports for semesters 1 to 4 (4 times)</li> <li>70% of the tuition will be supported.</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>
<b>Scholarship for the combined Bachelor's and Master's Degree Programs</b>	<ul style="list-style-type: none"> <li>Students selected for the university's combined Bachelor's and Master's degree programs among those newly admitted to the General Graduate School.</li> </ul>	<ul style="list-style-type: none"> <li>Supports for semesters 1 to 3 (3 times)</li> <li>50% of the tuition will be supported.</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>

Name of Scholarship		Description	Amount of Support and Conditions				
Scholarship for Outstanding students of Master-Doctorate integrated programs	General Departments	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"><li>• New students who are admitted to the General Graduate School's Master and doctor's programs through special screening and type 2 special screening.</li><li>• Students admitted to general departments of the General Graduate School (※ <u>Including the Department of Information Display Engineering</u>)</li><li>• Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected). ※ Graded scholarship according to undergraduate GPA bands.</li><li>• Students who have graduated or are expected to graduate from the university's undergraduate school of Seoul Campus</li></ul>	<table><tr><td>GPA 3.5-3.9</td><td>70% of tuition</td></tr><tr><td>GPA over 4.0</td><td>100% of tuition</td></tr></table> <p>(※ Based on GPA 4.5 as the perfect score at the time of admission application)</p> <ul style="list-style-type: none"><li>• GAP of 3.75 or higher should be maintained every semester after admission.</li></ul>	GPA 3.5-3.9	70% of tuition	GPA over 4.0	100% of tuition
	GPA 3.5-3.9	70% of tuition					
GPA over 4.0	100% of tuition						
	STAR-RA	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"><li>• New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li><li>• Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li><li>• Students who have graduated or are expected to graduate from the university's undergraduate school of Seoul Campus</li><li>• Students that are accepted for Master-Doctorate integrated programs of the General Graduate School for the following departments: Department of Civil and Environmental Engineering, Department of Economics &amp; Finance, Department of Physics, Department of Automotive Engineering, Department of Industrial Engineering, Department of Food &amp; Nutrition, Department of Materials Science &amp; Engineering, Department of Energy Engineering, Department of Nuclear Engineering, Department of Mechanical Convergence Engineering, Department of Electronic Engineering, Department of Intelligence Computing, Department of Electrical Engineering, Department of Computer and Software, Department of Chemical Engineering</li></ul> <p>※ <u>Students who have an average undergraduate GPA of 4.0/4.5 or higher at the time of application will be selected under the scholarship of Master-Doctorate integrated programs (General Departments).</u></p>	<ul style="list-style-type: none"><li>• 100% of tuition scholarship for semesters 1 to 2</li><li>• 70% of tuition scholarship for semesters 3 to 6 (30% of tuition will be additionally supported for research purpose requested by the academic advisor (professor) each semester)</li><li>• GAP of 3.75 or higher should be maintained every semester after admission.</li></ul>				

Name of Scholarship	Description	Amount of Support and Conditions
<b>Scholarship for Outstanding students of Doctorate Degree Programs</b>	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's doctor's programs through special screening and type 2 special screening. ※ However, <u>not applicable to Department of Artificial Intelligence, Department of Medical and Digital Engineering and Department of HY-KIST Bio-convergence</u></li> <li>Students who have graduated or are expected to graduate from the master's course(seoul) of the general graduate school</li> <li>Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li> </ul>	<ul style="list-style-type: none"> <li>Supported once in the beginning semester of the first year.</li> <li>70% of the tuition will be supported.</li> </ul>
<b>BK Support Scholarship</b>	<p>Students who <u>meet all</u> the requirements below will be selected by the applicable <u>department</u> (no particular application process)</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's Master-Doctorate integrated programs or Doctorate programs through special screening and type 2 special screening.</li> <li>Successful candidates of the departments selected for Level 4 BK projects in the General Graduate School.</li> </ul>	<ul style="list-style-type: none"> <li>Supported once in the beginning semester of the first year.</li> <li>70% of the tuition will be supported.</li> </ul>

### ● Common Scholarships (ERICA)

Name of Scholarship	Description	Amount of Support and Conditions						
Master's Degree Course Hanyang Graduate (HY-in) Scholarship	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"><li>• New students who are admitted to the General Graduate School's Master's programs through special screening and type 2 special screening. ※ However, <u>those with other contracts with Department will be excluded.</u></li><li>• Students who are expected to graduate from the university's undergraduate (Seoul Campus and ERICA) at the time of application or who have not exceeded 3 years from the date of graduation.</li><li>• Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li></ul>	<ul style="list-style-type: none"><li>• Supports for semesters 1 to 4 (4 times)</li><li>• 70% of the tuition will be supported.</li><li>• GAP of 3.75 or higher should be maintained every semester after admission.</li><li>• It's a must to hire a research assistant every semester.</li></ul>						
Scholarship for the combined Bachelor's and Master's Degree Programs	<ul style="list-style-type: none"><li>• Students selected for the university's combined Bachelor's and Master's degree programs among those newly admitted to the General Graduate School.</li></ul>	<ul style="list-style-type: none"><li>• Supports for semesters 1 to 3 (3 times)</li><li>• 50% of the tuition will be supported.</li><li>• GAP of 3.75 or higher should be maintained every semester after admission.</li></ul>						
Scholarship for Outstanding students of Master-Doctorate integrated programs	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"><li>• New students who are admitted to the General Graduate School's <b>Master-Doctorate integrated programs</b> through special screening and type 2 special screening.</li><li>• Students admitted to general departments of the General Graduate School (※ <u>Including the Department of Smart City Engineering</u>)</li><li>• Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li></ul>	<table><tr><td colspan="2">• Supports for semesters 1 to 6 (6 times)</td></tr><tr><td>semesters 1 to 2 (2 times)</td><td>70% of tuition</td></tr><tr><td>semesters 3 to 6 (4 times)</td><td>100% of tuition</td></tr></table> <p>(※ Based on GPA 4.5 as the perfect score at the time of admission application)</p> <ul style="list-style-type: none"><li>• GAP of 3.75 or higher should be maintained every semester after admission.</li><li>• It's a must to hire a research assistant every semester.</li></ul>	• Supports for semesters 1 to 6 (6 times)		semesters 1 to 2 (2 times)	70% of tuition	semesters 3 to 6 (4 times)	100% of tuition
• Supports for semesters 1 to 6 (6 times)								
semesters 1 to 2 (2 times)	70% of tuition							
semesters 3 to 6 (4 times)	100% of tuition							



Name of Scholarship	Description	Amount of Support and Conditions
<b>Doctorate's Degree Course Hanyang Graduate (HY-in) Scholarship</b>	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's doctorate's programs through special screening and type 2 special screening. ※ However, <b>not applicable to Department of Artificial Intelligence, Department of BK21 and Department of Intelligence and Convergence</b></li> <li>Students who have graduated or are expected to graduate from the master's course(ERICA) of the general graduate school</li> <li>Students who have an average undergraduate GPA of 3.75/4.5 or higher at the time of application (Credits for 2022-2 Semester of the graduating students are not reflected).</li> </ul>	<ul style="list-style-type: none"> <li>Supports for semesters 1 to 4 (4 times)</li> <li>70% of the tuition will be supported.</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> <li>It's a must to hire a research assistant every semester.</li> </ul>

### ● Department Scholarships

Name of Scholarship	Description	Amount of Support and Conditions
<b>Scholarship for Serving Officer in the Department of Convergence Defense</b>	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass). ※ <b>Certificate of service should be submitted at the time of admission</b></p> <ul style="list-style-type: none"> <li>Those who are admitted to the General Graduate School's Master's program of the Department of Convergence Defense through special screening and type 2 special screening.</li> <li>Those who are serving for the army at the time of admission (However, civilian workers will be excluded)</li> </ul>	<ul style="list-style-type: none"> <li>Supports for semesters 1 to 4 (4 times)</li> <li>30% of the tuition will be supported.</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>
<b>Scholarship for Department of HY-KIST Bio-Convergence</b>	<p>Students who <b>meet all</b> the requirements below will be selected by the <b>Department Operating Committee</b>. (No particular application process. Will be indicated in the Admission Pass.)</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li> <li>Successful candidates for the General Graduate School's Master's program, Doctorate program and Master-Doctorate integrated program of the Department of HY-KIST Bio-convergence. ※ However, <b>non-full-time students will be excluded</b></li> </ul>	<ul style="list-style-type: none"> <li>Master &amp; Doctorate program: 100% of the tuition will be supported for semesters 1 to 4 (4 times)</li> <li>Master-Doctorate integrated program : 100% of the tuition will be supported for semesters 1 to 6 (6 times)</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>

Name of Scholarship	Description	Amount of Support and Conditions
<b>Scholarship for Department of Medical and Digital Engineering</b>	<p>Students that meet all the requirements below will be selected</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li> <li>Successful candidates for the General Graduate School's Master's program, Doctorate program and Master-Doctorate integrated program of the Department of Medical and Digital Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>Master &amp; Doctorate program: 100% of the tuition will be supported for semesters 1 to 4 (4 times)</li> <li>Master-Doctorate integrated program : 100% of the tuition will be supported for semesters 1 to 6 (6 times)</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>
<b>Scholarship for Department of Industrial &amp; Management Engineering</b>	<p>All Korean new students of the Department of Industrial &amp; Management Engineering (given at the end of the semester after admission)</p>	<ul style="list-style-type: none"> <li>More than 1,000,000 KRW.</li> </ul>
<b>Scholarship for HYU-KITECH Co-Department</b>	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li> <li>Successful candidates for the General Graduate School's Master's program, Doctorate program and Master-Doctorate integrated program of the HYU-KITECH Co-Department.</li> </ul>	<ul style="list-style-type: none"> <li>Master &amp; Doctorate program: 100% of the tuition will be supported for semesters 1 to 4 (4 times)</li> <li>Master-Doctorate integrated program : 100% of the tuition will be supported for semesters 1 to 6 (6 times)</li> <li>GAP of 3.75 or higher should be maintained every semester after admission.</li> </ul>
<b>Scholarship for Department of Artificial Intelligence</b>	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"> <li>New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li> <li>Successful candidates for the General Graduate School's Doctorate program and Master-Doctorate integrated program of the Department of Artificial Intelligence.</li> </ul>	<ul style="list-style-type: none"> <li>Doctorate program : 100% of the tuition will be supported for semesters 1 to 4 (4 times)(for the first 4 semesters after admission)</li> <li>Master-Doctorate integrated program : 100% of the tuition will be supported for semesters 1 to 6 (6 times)(for the first 4 semesters after admission)</li> <li>GPA of 3.50 or higher should be maintained every semester after admission, together with the recommendation of the academic advisor (professor)</li> </ul>

Name of Scholarship	Description	Amount of Support and Conditions
Scholarship for the Department of Applied Artificial Intelligence	<p>Students that meet all the requirements below will be selected (No particular application process. Will be indicated in the Admission Pass).</p> <ul style="list-style-type: none"> <li>• New students who are admitted to the General Graduate School's programs through special screening and type 2 special screening.</li> <li>• Successful candidates for the General Graduate School's Doctorate program and Master-Doctorate integrated program of the Department of Applied Artificial Intelligence.</li> </ul> <p>※ Registering for Leave of Absence will not be accepted.</p>	<ul style="list-style-type: none"> <li>• 100% of the tuition will be supported.</li> <li>• GPA of 3.50 or higher should be maintained every semester after admission, together with the recommendation of the academic advisor (professor)</li> <li>• In the case of a master's degree-linked course, it is paid during the master's course in the final three semesters</li> <li>• Will be supported until 2025-2 Semester (Scholarship will not be given beyond 2025-2 Semester for reasons such as leave of absence)</li> </ul>

### ● Other Scholarships

Name of Scholarship	Description	Amount of Support and Conditions
Contribution Scholarship	Students who served as the executives of the Graduate School Student Union and considered to have contributed to the development of Hanyang University	• 100%, 70% of the tuition will be supported
Graduate School Love in Deed and Truth Scholarship	Students who receive the national basic life security or are included in the near poverty groups, and can submit relevant documents of proof (Will be registered during a designated period after admission)	<ul style="list-style-type: none"> <li>• 1 million KRW tuition will be given (Need to be applied every semester)</li> <li>• GAP of 2.0 or higher</li> </ul>
Level 4 BK21 Research Scholarship	Each research department (team) will select students who participate in Level 4 BK21 research projects ※ For departments selected for BK21 projects and Major in Convergence, please see (#) and (*) of the applicable department's student recruitment guidance	<ul style="list-style-type: none"> <li>• Master's program: over 600,000 KRW/mth</li> <li>• Doctorate program: over 1 million KRW/mth</li> <li>• Master-Doctorate integrated program: subject to the period of enrollment</li> </ul>
Research Assistant Scholarship (Departmental Autonomous Scholarship)	Will be selected every semester according to each department's regulations under the Academic Affairs Team ※ However, changes may occur according to revised regulations	<ul style="list-style-type: none"> <li>• 10%~100% of the tuition will be supported</li> <li>• (Tuition will be reduced or living expense will be provided)</li> </ul>
Other Research Allowance	Students who participate in research conducted by Hanyang University professors as participating researchers	• Applicable research allowances will be provided

- For scholarship details, please refer to the internal scholarship regulation uploaded under the Resources menu of the Graduate School website.
- Multiple or duplicate scholarships may not be available depending on the type of scholarships.
- For other scholarship programs, please contact your department.
- For scholarship programs for international students, please visit the international department website. (<https://oia.hanyang.ac.kr>)

### 3. Other Information

#### (1) Issuance of Certificates and Student ID card

##### 1) Issue of Student ID for New Students

New Student IDs are provided through Shinhan Bank and is a multi-function Student ID, which may be used as an ID, library card (access, seating, checkout), electronic attendance, dorm access, building access (holidays and nights), reloadable public transportation card, and debit card. New and transferring students for 2022 must read the following prior to applying for a Student ID.

Issued to	New (partial) students from Korean and foreign graduate schools (including special and professional graduate schools)
Issuance cost	Free of charge
Student ID Application Guide	<p>A. Subject to application: Korean undergraduate, graduate school (general, professional, and special graduate school) new (partial) students in 2023 ※ Students who are planning to join the dormitory and new students with foreign nationality will be issued a student card collectively by the student support team without a separate application process.</p> <p>B. Application period: February 23, 2023 (Thu) to March 2, 2023 (Thu)</p> <p>C. How to apply: Apply through Shinhan Bank's SOL app. ※ Please refer to Hanyang University's representative website-Seoul Campus-Student ID/International Student ID menu for specific methods and procedures.</p>
Student ID card Receipt Information	<p>A. Start Date of Receipt : From 2022. 3. 8(Wed) ※ Further notice will be announced by the administrative team of each college</p> <p>B. Location: Your college administration office and specialized graduate schools</p> <p>C. Requirements: Student identification card</p>
Inquiry	<p>A. General Student ID Questions - Seoul Campus: Student Support Team ☎ 02-2220-0085 - ERICA Campus: Student Support Team ☎ 031-400-4307</p>

##### ② Reissue of Student ID

Issued to		Undergraduate and Graduate Students
Fee	Applicable	Loss of student ID, photo replacement, damage to IC chip and personal damage / commission cash KRW 3,000
	Free	For more than Student ID functions and expiration of check card validity, etc.
Process		Access to the HY-in portal → Application → Application for issuance of student ID → Application for reissue of student ID → Return existing student ID card after visiting student support team (excluding lost cause) → Approval of student ID card at Kiosk ※ However, in the case of foreign students, a student ID is issued after visiting the student support team or Shinhan Bank's Hanyang University branch.
Other Items		A. It takes two to three days from the completion of the student ID application to the approval of the student agency. B. You can reissue your student ID only for the approval of the Student Affairs Office. Please note that we will inform you by text or email when you approve or return it. C. One card per person is the rule for student ID. When reissuing your student card, please visit the student support team and return your existing student card (except in case of loss). D. Please get a refund in advance for the transportation card charge before returning your existing student ID. ※ Transportation card charge (T-money) refund method - Shinhan Bank ATM in School - If the charging amount is less than 20,000 won, T-money member convenience store Contact: T-money Customer Center ☎1644-0088 E. Location of student ID unmanned issuing machine (Kiosk) - Seoul Campus: HY-in Digital Lounge in Hanmadang - ERICA Campus: 1 <sup>st</sup> floor of Student Center (will be notified separately if location changes)
Inquiry		A. Seoul Campus: Student Union 2 <sup>nd</sup> Floor Student Support Team ☎ 02-2220-0085 B. ERICA Campus: Student Union 3 <sup>rd</sup> floor Student Support Team ☎ 031-400-4307

##### ③ Issue of International Student ID

Issued to	Undergraduate and Graduate Students
Fee	a year 17,000 KRW
Process	<p>Access to the HY-in portal → Application menu → Application for issuance of student ID → Apply for delivery on the website or Visit Shinhan Bank (Seoul Campus Alumni Association Building, 3<sup>rd</sup> Floor, Shinhan Bank, Hanyang University Branch, ERICA Campus Student Welfare Building First floor Shinhan Bank Hanyang University branch) → Immediate issuance of international student card</p>
Require Documents	Student ID card
Function	Discounts offered at 120 global affiliate locations and airfare. (For more detail, please visit the Korea International Student Exchange Society website ( <a href="http://www.isic.co.kr/">http://www.isic.co.kr/</a> ) or call ☎ 02-733-9393)
Other Items	<p>How to change photos prior to issuance of International Student ID A. Log into HY-in → Service → Fill out International Student Card Application form B. Log into <a href="http://www.isic.co.kr">http://www.isic.co.kr</a> → go to MY ID → change the photo</p>

### 2) Issuance of certificates

The Graduation or academic report certificate are issued through the Career Center(Former Hanyang Service Center), Automatic (Electronic) issuing booth, and through Internet.

Type	For	Issuance Center	Purpose	Fee
Certificate of Enrollment (for attending students)	Enrolled students	1. Internet(HY-in) (Color printing services) 2. Automatic Machine 3. Seoul/ERICA academic affairs team	For registered students (Not Leave of absence students)	Yes
Certificate of Leave of Absence	Leave of absence students		For temporary leave of absence	Yes
Certificate of Expected Course Completion	Enrolled students		Certificate verifying completion of graduation requirements can be issued to graduate students	Yes
Certificate of Course Completion	Course Completed students		For students who have not finished the school course but completed the classes.	Yes
Certificate of Enrollment (for expulsion or leave of absence student)	Expulsion or leave of absence student		For students who have enrolled before	Yes
Official Transcript of Academic Record	All		Submission of academic report for another organization(F grade excluded)	Yes
Certificate of Expected Graduation	Enrolled students / Course Completed students		Certification for students who will obtain a graduate school degree can be issued	Yes
Certificate of Degree	Graduated students		For students with a degree from the graduate school.	Yes
Certificate of research registration	Students with all semesters completed	1. Internet(HY-in) (Color printing available)	For graduate students who has applied for 'certificate of research registration'	Yes
Certificate of Scholarship Grant	All	Internet(HY-in)	Confirming the receiving of scholarship.	No
Certificate of Scholarship Granted (by semester)			Confirming the receipt of scholarship. (By semester)	No
School register copy			Same certificate as a school register.	No
Certificate of Paid Registration			Certificate for registration confirmation by semester	No

※ Fee: Registered students - Korean doc. 500won, English doc. 1,000won  
Graduated students - Both Korean and English documents 1,000won

※ For more information refer to main Web

Seoul: <http://www.hanyang.ac.kr/web/eng/certificate-of-verification>

ERICA: <http://www.hanyang.ac.kr/web/www/diplomaERICA>

※ To reissue degree, contact the Graduate Academic Affair Division

- Reissuance fee: 30,000 KRW per copy

### 3) Issuance process

#### ① The electronic issuance of certificate kiosk

##### ● Installed locations

- Seoul Campus: Hanyang Plaza 1<sup>st</sup> floor (To the right of the automatic door at the center of the building) / Digital Lounge in front of Student Union Building, HIT 1<sup>st</sup> floor
- ERICA Campus: Next to 7-ELEVEN convenience store (in front of the stairs leading to the prime lounge on the 3<sup>rd</sup> floor)

##### ● Automated machine operating hours: 24 hours a day, 7 days a week

※ Academic Service Team opening hours: 08:30 to 17:30(Lunch 12:00-13:00)

#### ② Internet issuance(E-verification)

It is possible to issue the documents through direct printing (color printer) for 24 hours with installed PC and printer.

##### ● How to apply

Access to <http://portal.hanyang.ac.kr>

Login → Click Certifications & Verification → Click E-verification → Click Apply for Internet Certificates → a new screen for Online Certificate Issuance → Using online Issuance

#### ③ Dispatch by post

##### ● Through Portal HY-in

[The Hanyang University Portal] → [Login] → [증명신청및발급(Certificate application and issue)]  
→ [우편증명발급신청(Application for dispatch by post)]



④ Fee

Campus		Seoul Office of Academic Affairs	ERICA Office of Academic Affairs
Section			
Postal fee	Domestic	<ul style="list-style-type: none"> <li>1~4: 3,640won</li> <li>5~10: 3,840won</li> <li>11~15: 4,040won</li> </ul>	<ul style="list-style-type: none"> <li>16~20: 4,240won</li> <li>Over 21: 4,440won</li> </ul>
	Abroad	<ul style="list-style-type: none"> <li>Postal fares vary depending on destination countries</li> <li>Postal charges of major countries = the United States and Canada: 25,100 KRW (If the address is a P.O Box or Campus Box, the fare is changed to normal EMS fare, and you can deposit the money after checking the fare when registering via postal mail.)</li> </ul>	<ul style="list-style-type: none"> <li>► <b>DHL Service:</b> 29,000won</li> <li>• delivery within 3~5 days</li> <li>• not delivered to Nations (P.O Box, Campus Box)</li> </ul>
		※ The delivery period for foreign mail may differ according to countries, locations, or situations	
Certificate fee		Payment: registered student, student on a leave of absence, non-matriculated student (Korean: 500won/ English: 1,000won), graduates-expelled student (Korean/English: 1,000won)	
Fee		Postal fee + Certificate fee	
Payment account		<ul style="list-style-type: none"> <li>Shinhan Bank: 100-020-201503</li> <li>- Recipient: [한양대학교(한양서비스센터) - Hanyang University (Hanyang Service Center)]</li> </ul>	<ul style="list-style-type: none"> <li>Shinhan Bank: <b>100-024-676530</b></li> <li>- Recipient: Hanyang University [학생서비스센터(Student Service Center)]</li> </ul>
		※ Please contact Hanyang Service Center in the case that the applicant's name and the name on payment are different. Seoul Campus: 02-2220-1681 ERICA Campus: 031-400-4216	
Payment confirmation and mailing		<ul style="list-style-type: none"> <li>Payment confirmation(1 times) 10:00</li> <li>Mailing(Once) 14:00</li> </ul>	<ul style="list-style-type: none"> <li>Payment confirmation(Once) 10:00</li> <li>Mailing(Once) 14:00</li> </ul>

④ Matters to consider

- Students who did not return the books cannot be issued for verification, so they can return the unpaid books and then reissued. (Enquiry: Paiknam Academic Information Center & Library Check-in Desk: ☎ 02-2220-1367 / ERICA Academic Information Center & Library Information: ☎ 031-400-4250)
- When issuing an English certificate, it cannot be issued if the English name is not entered, so it must be issued after entering the English name from the basic information of the student in HY-in.
- Certificate of prospective graduation from graduate school: This certificate will only be issued to those who are actively enrolled during their final semester; have completed or are completing all required credits; and have passed, are taking, or are scheduled to take all prerequisite courses  
(Issuing period - 1<sup>st</sup> semester: from May 1<sup>st</sup>, 2<sup>nd</sup> semester: from November 1<sup>st</sup>).

4) Certificate of prospective graduation with a graduate degree: This certificate will only be issued to those who have completed their thesis application for the thesis defense presentation (Issuing period - 1<sup>st</sup> semester: from May 1<sup>st</sup>, 2<sup>nd</sup> semester: from November 1<sup>st</sup>).

⑤ Executive agency FAX civil service application

- Where: located nationwide in town/village dong offices (The FAX civil service application)
- The executive agency fee: For each type of certificate: 1,300won / 300won for each additional certificate
- Civil service division: Hanyang University Registrar's Section  
- Tel: 02) 2220-0067~8 / Fax: 02) 2220-0069

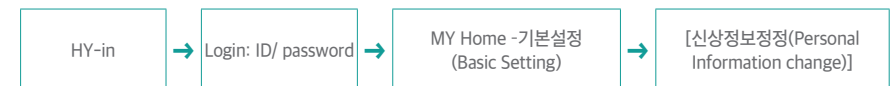
### 4) Academic Record Adjustment

- Students who would like to change their personal information (e.g., name, resident registration number, nationality) to reflect errors or any changes made after entrance must visit or send a letter to the Graduate Academic Affairs Division with the Academic Record Adjustment Form (using the form found on the graduate school homepage's resource center) along with documentary evidence that details the reason(s) for the change
- A copy of resident registration shall be submitted when correcting the name and resident registration number, and a copy of resident registration shall be submitted when correcting the address on resident registration.  
※ If one fails to update personal information on their academic record while a registered student, the student is responsible for any consequences that may incur after graduation. Therefore, students should update their information promptly in the case of any changes.

③ Photos published in one's academic record cannot be changed

- All items sent by the school will be delivered either to the student's or their parents' address of record. Any address changes can be made directly by the student through HY-in.

※ Alteration process

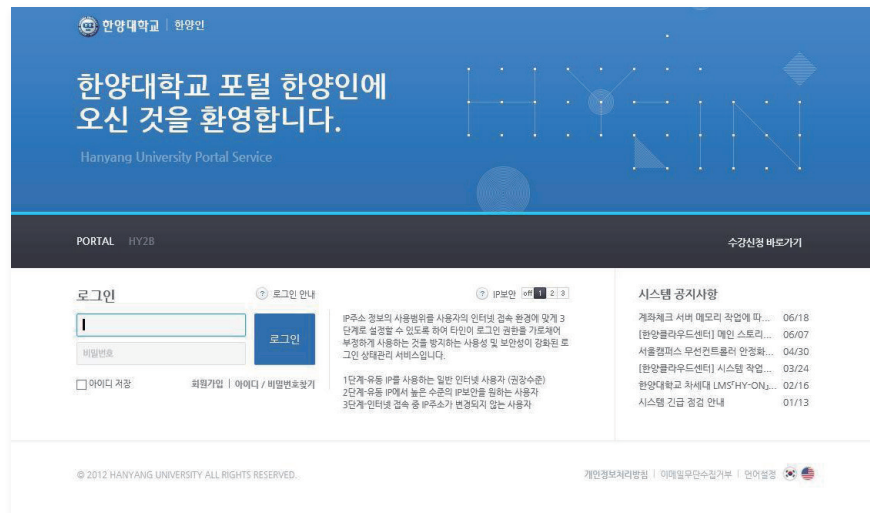


## II. School Affairs Guidance

### (2) HY-in Potal Service

#### 1) System use

① Click HY-in at the top of Hanyang University webpage (<http://www.hanyang.ac.kr>)



#### 2) System log-in

- ① Log in after registration of ID and password through membership
  - ◆ Previous students can use their existing ID / password for access
  - ◆ Newly enrolled students will be registered after resetting their temporary IDs and passwords given by the administration team individually.

#### 3) Password change and inquiries

- ① After logging in to HY-in, go to the menu [MY HOME> Settings> Password Change] to change password
- ② If you have forgotten your password, please use [Search ID / Password] function on the login screen
- ③ If you cannot use the [Search ID / Password] function, please refer to [Login Guide] on HY-in and inquire at the department in charge

#### 4) Other system uses

- ① In order to use wireless LAN on campus please go on <http://hyuwan.hanyang.ac.kr>
- ② For more information or inquiries, you can ask on [Comments/Complaints> Civil Service> Apply for Online Civil Service] on HY-in

## III. On-Campus Facilities

### 1. Academic Information Center & Library

- (1) Paiknam Academic Information Center & Library
- (2) ERICA Academic Information Center & Library

### 2. Career Service Center

### 3. Institute of International Education

### 4. Hanyang Health Center

### 5. Residence Hall

### 6. Hanyang Happiness-Dream Counseling Center

### 7. History Museum

### 8. Hanyang University Museum

### 9. Student Welfare Facilities

### 10. Medical Benefits

## 1. Academic Information Center & Library

### ■ Thesis submission procedure(for both campuses)

#### ① Thesis submission procedure

- ◉ Upload to <https://dcollection.hanyang.ac.kr/>  
(Announced on Paiknam Academic Information Center website during the thesis submission period)
- ◉ After receiving approval for upload of original document (requires 1 day), print out submission confirmation.
- ◉ Submit a copy of copyright agreement only for those who submit the copyright agreement as "conditional agreement".
- ◉ Submit a graduate thesis (4 copies for Ph.D and for Master's, 3 copies for medicine) and a confirmation of submission to the reception desk at the Academic Information Center B1 floor (Seoul) Library Planning and Management Team, and the Academic Information Team (ERICA). The confirmation of submission should be submitted to your college administration office after receiving the confirmation stamp at the submission counter.

※ Soft cover thesis can also be submitted.

#### ② The Web registration procedure

##### ◉ Web Site

[The Paiknam/ERICA Academic Information Center & Library homepage] → [Thesis online submission] → [Login]

※ When signing in for the first time, an account verification is required by typing in his/her ID, student number, name and e-mail address. → e-mail verification and password setup.

##### ◉ Matters to consider in submission

- The thesis deadline and hardbound copy thesis submission time must be kept (09:00 ~ 17:00)  
(Closed on Saturdays, but Online digital degree thesis submission is available 24 hours a day.)
- Spell the thesis backbone contents in Korean (Title and name)
- Submit revised papers after receiving confirmation of replacement from your college administration office of College when changing papers.

Inquiries	Division	Seoul	ERICA
Digital Dissertation Application related	(Seoul) Library Planning and Management Team	02-2220-1363	
Booklet dissertation application related	(Seoul) Library Planning and Management Team (ERICA) Academic Information team	02-2220-1363	031-400-4266
Preparation(&writing) of thesis	<a href="https://hanyang-kr.libguides.com/c.php?g=943815&amp;p=6836203">https://hanyang-kr.libguides.com/c.php?g=943815&amp;p=6836203</a>		

### (1) Paiknam Academic Information Center & Library

- Webpage: <https://lib.hanyang.ac.kr>
- Mobile application: Search "Hanyang University Library" in the App Store or the Google Play Store.
- Tel: 02-2220-1355

Paiknam Library is a research-oriented library. The library is providing the best support to become a true leader in the advancement of university's academic development by advancing science information resource for research studies, building friendly information environment and providing optimum information.

#### 1) Operation Hours

Library	During Semester		During Vacation	
	Weekday	Saturday	Weekday	Saturday
Paiknam Library	09:00~22:00	09:00~12:00	09:00~19:00	Closed
Law Library	09:00~22:00	09:00~12:00	09:00~19:00	
Medical Library	09:00~22:00	09:00~12:00	09:00~22:00	
Architecture Academic Information Center & Library	09:00~17:00	Closed	09:00~17:00	
Music Library	09:00~19:00	Closed	09:00~17:00	
HOLMZ	09:00~22:00	09:00~15:00	09:00~19:00	09:00~15:00

## 2) Paiknam Academic Information Center & Library

Paiknam Academic Information Center & Library	Cultural Science (5F)	<ul style="list-style-type: none"> <li>Books and teaching materials for Philosophy (100)</li> <li>Linguistics (400) • Literature (800)</li> <li>History and Geology (900) fields, and the English Library, Self Studio</li> </ul>
	Social Science (4F)	<ul style="list-style-type: none"> <li>Books materials in Generalities (000) • Religion(200)</li> <li>Social Science (300) • Economics (330) • Business Studies (650)</li> </ul>
	Study Room (3F)	<ul style="list-style-type: none"> <li>Open study rooms for individuals (Study Room no.3 and 4)</li> <li>Electronic lockers /FSM (Free Speaking Movement lounge), an outdoor lounges</li> </ul>
	Science technology (2F)	<ul style="list-style-type: none"> <li>Books related in Computer (000) • Natural Science (500)</li> <li>Applied Science (600) • Arts and Sports (700), Lecture Books</li> </ul>
	Lee Jong-hoon Lounge (1F)	<ul style="list-style-type: none"> <li>Electronic journal, database search, and internet information search</li> <li>A comfortable lounge and rooms for discussion</li> <li>9 DVD rooms for movies and rooms for multimedia</li> <li>7 Creative Zones</li> </ul>
	Lee Soon-gyu Lounge Book Cafe (1F)	<ul style="list-style-type: none"> <li>E-Journal and Scholarly Database access</li> <li>Comfortable space to rest and hold discussions</li> <li>8 sleep cubes (H-UP ZONE), 5 electric recliners</li> <li>2 Creative Zone Rooms</li> </ul>
	Book Cafe(1F)	<ul style="list-style-type: none"> <li>Cultural space to relax while reading</li> <li>A variety of book exhibitions, including recommended books for Hanyangians, professor's books, popular magazines etc.</li> </ul>
	Study Room (B1)	<ul style="list-style-type: none"> <li>Study rooms for individuals (Study Room no.1, 2 Graduate Study Room)</li> </ul>
	Group Study Room Havruta zone (3F, B1)	<ul style="list-style-type: none"> <li>Meeting rooms for discussions or team projects (Make a reservation on the homepage)</li> <li>3 Creative Zones for 4 people (B1)</li> <li>1 Research &amp; Education Room (B1)</li> <li>8 Creative Zones for 4 people (3F)</li> <li>6 Creative Zones for 4 people, 2 for 8 people, and 1 for 10 people (1F)</li> <li>5 Havruta Zones for 2 people (B1)</li> </ul>
	Serials Room(B2)	<ul style="list-style-type: none"> <li>Domestic and foreign serials (Book rental is not allowed)</li> <li>Original text copy service</li> </ul>
HOLMZ	Special Archive/ corner	<ol style="list-style-type: none"> <li>Special Archive <ul style="list-style-type: none"> <li>Personal library (Shin Yong-ha, Jo Chang-yeon, Moo Dol, Greum Jae, etc)</li> <li>Classic material archive/North Korea archive/Eastern anthology/ Transnational humanities</li> </ul> </li> <li>Corner Shelf <ul style="list-style-type: none"> <li>Class material shelf (2F) • English Library (5F), etc</li> </ul> </li> </ol>
		<ul style="list-style-type: none"> <li>Open reading space for personal learning <ul style="list-style-type: none"> <li>a comfortable space for relaxation and discussion</li> <li>2 seminar rooms available for group study (home page/mobile reservation request)</li> </ul> </li> <li>Live broadcasting room, video editing room, filming studio (homepage/mobile reservation request)</li> <li>2<sup>nd</sup> and 4<sup>th</sup> floors of Student Welfare Center (Hanyang Plaza)</li> </ul>

Medical Library	<ul style="list-style-type: none"> <li>a collection of medical materials</li> <li>2<sup>nd</sup> Floor of College of Medicine's main building</li> </ul>
Law Library	<ul style="list-style-type: none"> <li>a collection of materials in the field of law</li> <li>Reading room, group study room (4 rooms), locker, lounge, training room</li> <li>1<sup>st</sup> floor of College of Economics &amp; Finance's main building</li> </ul>
Architecture Academic Information Center & Library	<ul style="list-style-type: none"> <li>Collection of Architectural Materials</li> <li>Located on B1 of the Hanyang Architecture Center</li> </ul>
Music Library	<ul style="list-style-type: none"> <li>a collection of music materials</li> <li>2<sup>nd</sup> floor of the second Music Hall</li> </ul>

## 3) Services

Library Academy		<p>Various educational programs related to information retrieval and utilization (regular education, customized education, 1:1 research consulting)</p> <p>* Students may apply for the desired courses from the Library Academy, (Paiknam Academic Information Center &amp; Library homepage - Learning and Research - the Library Academy)</p>
Mutual rental service	Campus	<p>A system which enables users to rent books from their campus libraries when books or collections are owned by only one of them or are all lent out; Seoul / ERICA campus (Apply only for books that can be lent from other libraries)</p> <p>※ If a student cancels or fails to retrieve a loaned item three times after having received a notice of shipment or arrival notification (date of mailing + 2 days), the student will not be allowed to use the campus interlibrary loan system for 3 months.</p>
	Other universities	<p>System for users to request to borrow books that are unavailable from any Hanyang academic information centers and libraries (Paiknam, Law, Medicine, Architecture, Music) from other universities</p> <p>① Konkuk University / Kyunghee University / Korea University / Sungkyunkwan University / Yonsei University / Korea University 間</p> <ul style="list-style-type: none"> <li>Only applied to books not carried in the libraries but allowed to be lent out</li> <li>Apply at Paiknam Academic Information homepage or RISS</li> </ul> <p>② Korea National University of Arts 間</p> <ul style="list-style-type: none"> <li>Books and non book materials not carried by the libraries are available</li> <li>Visit KNUA in person and get a barcode (book rental in person only)</li> </ul>
Application for preserved books		<ul style="list-style-type: none"> <li>Students may request access to archived materials, offered in a closed-shelf system, on the library's website in advance to read the materials within the university premises or borrow them.</li> </ul> <p>※ If a student cancels or fails to retrieve an archived item three times after having received a notice of shipment or arrival notification (date of mailing + 3 days), the student will not be allowed to use the archived items loan system for 3 months.</p>
Inquiry of browsing other libraries		<ul style="list-style-type: none"> <li>Issue a letter of request to visit and use materials in an another library</li> <li>Log into the homepage and fill out/print</li> <li>Visit the library with the printed request</li> </ul>
Application for wish books		<ul style="list-style-type: none"> <li>Application for purchase of domestic and foreign books that are not owned by the Academic Information Center &amp; Library is available</li> </ul>



Text Copy Service	• A service that helps users to request other institutions to copy materials that are not in the Academic Information Center (Baeknam, Law, Medical, Architecture, Music)
Providing other institutions academic information	• Provide integrated search, comprehensive catalog, and academic information (KERIS, etc.) through materials carried by other institutions

## 4) Loan / Return

Book		Nonbook		Korean e-books	
Number of Books	period	Number of Date	period	Number of Date	period
20 volume	30 days	3 items	3 days	10 volume	14 days

[Korean e-books] Rental period can be extended 5 times for 7 days on the Academic & Information Center website.

[International e-books] The entire original texts can be viewed online but some e-books require an account for borrowing.

※ Operating hours for book return: Check the relevant information on Paiknam Academic Information Center & Library website and Hanyang University Library App.

### ● Material/Book

- ① Use the Academic Information Center's website to search the material needed and check the basic information such as the reference library where it is located, status of material and whether it can be checked out.
- ② Find the material by using the call number in the relevant room.
- ③ Present your Student ID Card at the Loan Desk on the first floor. (No surrogate loans are allowed.)
- ④ **Confirm your loan status and due date on the checkout counter monitor**  
(Notice message and mail will be sent to the cell number and email on your HY-in account)

※ Materials from law, medical, Architecture and music libraries can be checked out at each library.

※ The archived materials are operated in a closed-shelf system. Students can request access to the desired materials on the website in advance to use them after getting a notification of arrival.

### ● Non-books

- ① After using the website of the academic information center to search for necessary materials, confirm basic information such as stored archive and data status and whether to borrow.
- ② After checking how to use according to each location, present the student ID card at the non-books desk in the 1<sup>st</sup> floor and check out the materials. (No substitute lending allowed)

Location		How to use
Lee Jong-hoon Lounge	1F	Present a case of DVD at the Non-book check in desk
Check-in Desk (Non-book) Non-Book Data Library	1F	Students can borrow books after receiving notification by applying in advance on the website.

## 5) Reservation/Extension

### ① Reservation

- If the materials are not on shelf, students can make a reservation. By doing so, students can borrow the material preferentially as it is returned.
- In 3 days after being notified about the return of the material students have reserved for, they may borrow the material after showing their student ID at the desk of the Library
- Up to 5 people can make reservation for the same material in order. (copies of the same material is considered as one)
- If a student cancels or fails to retrieve an item three times after having received a notice of shipment or arrival notification (date of mailing + 3 days), the student will not be allowed to use the system for 3 months.

### ② Extension

- Date of return of the borrowed book can be extended up to 10 times under the condition that there are no reservations made to the book. (Reasons for extension refusal: reserved books / non-book materials / the student has overdue materials / the student has an unpaid late fee of 300 won or more / the borrowing period has already been extended more than 10 times / the return date has not been exceeded)
- Extension method  
Application/ inquiry after logging in to the Academic Information Center & Library Homepage → For the applicant to request an extension by clicking "borrow/extension/return" → Confirmation of return date extension
- In case of extension, the expected return date will be extended for the duration that corresponds with each user's status (graduate student - 15 days).

## 6) Return

① Books lent out will be returned to "Return Desk" on the 1<sup>st</sup> floor of Paiknam Library & Academic Information Center.

- Books borrowed from Law, Medical, Architecture, Music library will be returned to the library
- Non-book materials will be returned to the non-book desk on the 1<sup>st</sup> floor.
- Materials borrowed from the ERICA Academic Information Center & Library should be returned there.

- ② Appendix [pamphlets, CD-ROM, Tape, etc.] that you rental with the book will be returned with the book. (The book cannot be returned when appendix are not returned)
- ③ Always check the process through monitor at the time of return.
- ④ Materials should be returned till the scheduled return date. If the scheduled return date is exceeded, a late fee of 100 won per day will be charged per material.  
※ However, materials mutually rented from other universities are 500 won per day per material.
- ⑤ Late fee must be paid online after logging in to the website of Paiknam Library & Academic Information Center. (Cash payment unavailable)
- Unpaid late fee can be paid after return of the overdue book.
  - If there are overdue materials or more than 300 won of delinquent payment, loan / extension / reservation service etc. cannot be used
  - When borrowed books are overdue for a long time (180 days or longer), certifications cannot be issued.
  - Only when the total payment is over 300 won, pay with mobile phone, credit (check) card Payment or account transfer
- ⑥ Return out of hours
- The return machine or return box at each library can be used (materials from Architecture, musical library, non-book materials not allowed)  
※ Non-book materials (e.g., DVDs), reserved books, books without a barcode on the cover, interlibrary loaned books (campus / other universities), or books with attached materials cannot be returned to an unmanned book-drop machine. If returned to a return box, it will be processed on the next business day.  
(Request inquiry after Login in Academic Information Center Website → Check return history at Rental / Extension / Return)

## (2) ERICA Academic Information Center & Library

- Webpage: <http://information.hanyang.ac.kr>
- Tel: Loan/Return 031-400-4250~1, Administration 031-400-4244~5

### 1) Introduction

ERICA Academic Information Center aims to provide user-centered services that support the education and research of university members. It provides materials such as books, electronic materials, and academic DB, and provides education on the use of academic information necessary for learning and research through librarians with expertise. It also provides an open learning space and a complex cultural space through remodeling.

### 2) Facilities and Materials

4F	Western Books	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Reading Room Group Study Room - Total 5 Rooms (4 for 8 seats, 1 for 12 seats) Reservations: ERICA Library and Academic Information Center Application website
3F	Oriental Book Archive 1, 2, 3 and Non-Book Archive Loan/Return Desk, Education Room, High-rise Floor Connections	
	5F, 6F of the library	Western Archives Room 1, 2
	2F, 3F of the library	Continuous publication data room (East, West)
2F	Korean Literature/Serial Room - Lecture Materials - New journals, magazines, newspapers - Poetries - PC service provided to request original texts from the National Assembly Library, National Library of Korea	1 <sup>st</sup> Reading Room Atelier, Lounge, Copy Room, Rest Room, Autonomous Commissioner's Room
1F	Multi-space, Book cafe, Oriental book conservation library	

### 3) Opening hours

Rooms	Semester		Vacation	
	Weekday	Saturday	Weekday	Saturday
Reference Room borrow · return	09:00~21:00	09:00~12:00	09:00~17:00	Closed
Study Room	Open 24 hours * 3 Rooms closed at 12:00			

### 4) The Lending and Returning System

Books		Non-text resources		Reference
Books	Date	Items	Date	
20 books	30 days	3 items	3 days	<p>[Books] Through the Internet: searching, borrowing reservation and extension(10 times) is possible.</p> <p>[Non-print resources] borrowing extension impossible.</p>

## ① Book Rental

ERICA Academic Information Center's all reference libraries(Preservation library excluded) are operated as an open shelf system where users can access the bookshelves directly and check out materials at the check out desk on the 3<sup>rd</sup> floor, and the instructions are as follows.

- By using Academic Information Center website, students may search the material they want and check its status, locate library and see whether it is available for check out.
- Directly find materials by using the call number from the reference library where the materials are located.
- Check out the materials at the check out desk on the first floor by using your student ID.
- View the monitor at the check out desk to directly confirm your check out history, due date, etc. (HY-in portal → For users who have registered their cell phone number and e-mail to their personal information, SMS and e-mail concerning due date, reserved books, inter-library loan from another campus and requested books from the repository are sent.)
- Preservation library is not an open library and resources must be requested through the homepage.

## ② Returning books

- Return the checked out books to the return desk on the 3<sup>rd</sup> floor at the ERICA Academic Information Center. (☎ 031-400-4250,4251)
- Nonbook materials checked out from Electronic Information Room should be returned to the Electronic Information Center. (During closed hours, return the materials to the book and material return room)
- Materials attached to books (supplements: booklet, CD-ROM, Tape, etc.) must be returned with the book.
- Make sure to check for proper processing on the screen when returning.
- Checked out books must be returned by the due date, and when it is not returned on time, 100 won late fee is imposed per book for each day delayed.
- Late fees payments are possible only after the material of the matter is returned. You may pay for the fee by logging in to ERICA Academic Library website
  - ※ In case you have late fee 300 won or more, services such as borrowing, extension, reservation are unavailable. You may pay for the fee through cell phones and credit cards after logging in with your ID(Payments can be made by someone else's mobile phone or credit card.) However, payment by cash is unavailable.
- Returning outside of regular business hours
  - ※ The return machine on the first floor lobby or the return machine and return box on the right staircase can be used for book return.

※ Returns using the automatic return station is not available for nonbook materials such as DVD and reserved books as well as books without bar codes on cover, inter-library loaned books from another campus and books with attached materials. Use the return box for these materials and they will be processed for return on the following business day.

※ Please check return status by logging into the Academic Information Center website and viewing My Page → Loan/Extension/Reservation Inquiry.

## ③ Reservation/extension

### 1) Reservation

- This is a function used when the material you are searching for are all checked out, and it can be used when the reservation waiting list for the material you are looking for is less than 5.
- The reservation information is sent to you via e-mail, SMS, etc., when a book has been returned, and you can check out the book at the check out desk within 2 days of receiving the notification.

### 2) Extension

- If there are no reservations made to the material, date of return of the material can be extended up to 10 times.(Non-book materials can't be extended)
- However if there is late fee of 300 won or more, extension service is unavailable
- To make an extension, extension must be applied prior to the due date of the book, and it must be applied by the student by logging into the Academic Information Center website and viewing "My Page → Loan Extension/Reservation Inquiry". Extension period is 1/2 of the student's possible check out time from the date of extension application.

## 5) Main services

Service	Description
Academic Information Utilization Education	It is an education program designed to help students with material searching and to educate them about the Means of Utilizing Information(announced on website)
Inter-campus Book Material Loan Service	This service allows ERICA students to borrow materials from Paiknam Academic Information Center (Seoul) when the material they are looking for is not placed in ERICA Academic Information Center by signing a request in the website
Original Copy Provision Service	Copies of resources or documents that are not available by the main campus library (original copies of domestic and international journals, articles, dissertations) will be requested from the institutions which have the resources available. Requires separate user registration.
Request for visiting Library of other Universities	In order to access materials that are not in the Academic Information Center, students apply and get Resource Request Application for using other university libraries by visiting the website.
Wish Book Request	For both domestic & foreign books that are not placed in the library, students can make a formal request through the school website.

Service	Description
Requesting Available Books Not on Shelves	For the books that are able to be checked out, but not found on the shelves can be requested through library website. Students will be notified after checking if available
Textbooks assigned for Class	Main and auxiliary textbooks assigned for each courses are displayed in the reference library room allowing student use within the reference room
Literary Festival Program	Meeting with writers, visiting Germany, and holding a poetry connection contest to foster humanities emotions and develop creativity
Application for Preservation Document	If you request a loanable data in the preservation document on the website, the librarian in charge checks and replies whether the loan is available
Peer Tutoring Program	Photography, video editing, Adobe Photoshop, Premier Pro, Illustration, Pigma, and more

## 2. Career Service Center

### ■ Seoul Campus

- Career Development Center ■ URL : <http://cdp.hanyang.ac.kr> (HY-in Login → Employment)
- Location: 5<sup>th</sup> Floor of Hanyang Institute of Technology (HIT) 1<sup>st</sup> floor

Phone	Business Affairs
2220-0091	Operation Employment training program, Employment through networking, Statistics
2220-0092	Operation Employment training program, HY-CDP, Employment presentation, Employment Fair, clubs activities
2220-2097	Inquiry for corporate recruitment fair / conference
2220-2098	Special lectures for getting a job, Managing career courses or training programs of career, Operation Employment training program, aptitude test
2220-2724~5	Employment and career path consulting

### 1) Employment Information Provided through the Homepage(HY-CDP)

- Corporate Recruitment Information & Featured Job Information
- Corporate Recruitment Seminar & Career Counseling
- Special Employment Lectures & Job Training Program Information
- Internship & Part-time Job Information
- Learning foundational workforce skills, workplace competency skills through smart-learning

### 2) Career Path and Employment Counseling

- Counseling: Consulting on cover letter, interview, career, etc.
- Counseling Hours: Weekdays 10:00~12:00, 13:00~17:00
- During the Semester (March~May, September~November) Employment support program operation (Only through Appointment)

### 3) Yang Min-yong Career lounge (1<sup>st</sup> Floor of HIT)

A comfortable space where students can acquire information regarding career path and employment

- Study Rooms (Mon~Fri, 09:00~22:00)
- Viewing of Each Company Newsletter
- Corporate Information Viewing, such as the Company Annual Report
- PT, Interview
- Job Information Search Use PC

### 4) Employment Events

\* Annual continuous employment related events providing students with substantial employment information

Event	Date & Location	Details
Job Fair	September of each year Appx. 100 corporations participating	Allows freshmen to select corporate of interest and steadily prepare during university life
Career Fair & Seminar	Year-round Yang min-yong Career lounge (HIT 1F)	Allows students to acquire direct information through exchange with seniors who are employed and HR representatives from each company



## ■ ERICA Campus

- Location: 1<sup>st</sup> Floor, Academic Information Center & Library, ERICA Campus

Phone	Tasks
031)400-4315	Employment subject management, educational performance management
031)400-4316	Employment education program management
031)400-4317	Recommended recruitment, recruitment consultation / briefing session, employment statistics
031)400-4320	Employment consultation

- Fax: 031)406-3333
- E-mail: work@hanyang.ac.kr
- Career-related web sites: HY-in → Jobs & Career Development  
HY-in → Jobs & Career Development → HY-CDP or log in to  
<http://cdp.hanyang.ac.kr>

### 1) Job Competency Strengthening Program

Program	Contents	Period
1:1 job consultation at all times	○ Personalized consulting (1:1 employment counseling, career counseling, resume / self-introduction review, interview consulting etc.)	• At all times - for 40 min
Job Specialization Course in the Employment Industry	○ Job-specific short-term intensive training in promising employment industries (automotive industry, semiconductor industry, financial investment industry, information and communication industry (ICT), etc.)	• Summer, winter vacation
Mock job aptitude test for major corporations	○ Online / offline job aptitude simulation test of various companies	• All recruitment related events are held in accordance with the open mass recruitment schedules for the first half and second half of the year
Special Lecture	○ Special lecture by personnel manager of major corporations, special lecture on corporate trends and employment strategy, special lecture on how to write a cover letter, special lecture on interview, special lecture on essay writing	• Will be conducted during employment season

※ Need to contact the center when using the program

### 2) Job Studio (Inside Career Development Center 1F of Library and Academic Information Center)

A space is provided where students can practice and conduct AI and video interviews

- Opening hours (Mon ~ Fri, 09:00AM ~ 17:00PM)
- AI and Video interview practice
- AI interview software provided
- Reserve through HY-CDP
- High-quality condenser microphones, sound-proof walls, lighting and high-definition cameras
- Can be used for various purposes such as video conferencing, lecture filming, and other video shooting.

## 3. Institute of International Education

### ■ Seoul Campus

- Location: International Building, 6<sup>th</sup> floor
- Webpage: <http://ie.hanyang.ac.kr>
- Tel: 02-2220-1449(TOEIC/TOEFL and Foreign Language Conversation Course)  
02-2220-1682(Chinese Course - Confucius Institute)

At the Institute of International Education, carefully selected foreign and Korean instructors with excellent qualifications and experiences provide various high-quality programs that have been customized to the level of the students. You can prepare for official language tests such as TOEIC, TOEFL and OPIc or learn basic English conversation or business English and debates if you make some time before, after or even between classes to comfortably sit in the classes that suit your needs. In no time, you will find yourself excelling in English while also learning cultural aspects and international manners.

### ◆ Foreign Language Program in the Institute of International Education

Intensive English Courses	<ul style="list-style-type: none"> <li>• Intensive English Program (English Conversation with Foreigners)</li> <li>• TOEIC • TOEFL • TOEIC Speaking • OPIc</li> <li>• English course for graduation certification of Hanyang University Graduates</li> </ul>
Phone English Courses	<ul style="list-style-type: none"> <li>• Foreign language conversation</li> <li>• Foreign languages - English, Japanese, Chinese, etc.</li> </ul>
Chinese Course	<ul style="list-style-type: none"> <li>• Chinese Conversation course (Confucius Institute)</li> </ul>

※ Since the course schedules may change every semester, refer to the Institute of International Education's homepage.

◆ For information regarding registering for regular programs, refer to the Institute of International Education's homepage

## ■ ERICA Campus

- **Location:** ERICA Convention Center (formerly the Guest house Building) 2<sup>nd</sup>, 3<sup>rd</sup> floors
- **Webpage:** <http://ericaie.hanyang.ac.kr>
- **Tel:** 031-400-5836, 5842, 5847(Korean Language Course) / 5833(TOEIC and other foreign languages)

The ERICA Institute of International Education offers a variety of language programs to ERICA students and foreigners based on years of experience in practical language education. For international students, we provide regular Korean courses to improve their Korean language ability and to help them better understand Korean culture, so that global human resources can be cultivated. In preparation for studies, exchanges, and employment, ERICA Campus students are provided with classes on TOEIC, TOEIC SPEAKING, OPIc, TOEFL, English conversation with native speakers, English and Chinese phone call conversations, and various internet classes. For English exam preparation classes, there are scholarship programs that return partial course fees when certain requirements are met to reduce the financial burden on students.

### 1) Program Guide

- ⦿ Conversational language course - Conversation / telephone (English or Chinese) with native speakers
- ⦿ English Examination Course - TOEIC / OPIc / TOEIC Speaking
- ⦿ Korean Language Intensive Course
- ⦿ TOPIK II-Level 3 or 4 Preparation Course

### 2) 2023 Foreign Language Program Schedule

- ⦿ Spring Semester: March (Recruitment starts from January)
- ⦿ Summer Semester: June (Recruitment starts from May)
- ⦿ Fall Semester: September (Recruitment starts from October)
- ⦿ Winter Semester: December (Recruitment starts from November)

※ The above schedule may change, if necessary.

### 3) 2022 Korean Language Program Schedule

- ⦿ Spring Semester: March 6<sup>th</sup> ~ May 16<sup>th</sup> (10 weeks) [Recruitment period: December 19<sup>th</sup> ~ February 27<sup>th</sup>]
- ⦿ Summer Semester: May 29<sup>th</sup> ~ August 7<sup>th</sup> (10 weeks) [Recruitment period: March 2<sup>nd</sup> ~ April 14<sup>th</sup>]
- ⦿ Fall Semester: August 28<sup>th</sup> ~ November 9<sup>th</sup> (10 weeks) [Recruitment period: June 1<sup>st</sup> ~ July 27<sup>th</sup>]

- ⦿ Winter Semester: November 27<sup>th</sup> ~ February 6<sup>th</sup>, 2023 (10 weeks) [Recruitment period: September 11<sup>st</sup> ~ October 20<sup>th</sup>]

※ The above schedule may change, if necessary.

### 4) Privileges

- ⦿ The 2F and 3F of the Convention Center provide a pleasant air-conditioned educational environment with audio and video facilities.
- ⦿ Students who take consecutive classes will receive a tuition fee discount. Discount can also be applied to events.
- ⦿ For English examinations, tuition fees will be partially refunded when students meet requirements

## 4. Hanyang Health Center

### ■ Seoul Campus

- **Webpage:** <http://hc.hanyang.ac.kr/>
- **Tel:** 02-2220-1466, 1467

### ■ ERICA Campus

- **Webpage:** <http://hc.hanyang.ac.kr/>
- **Tel:** 031-400-4366

The Student Health Care Center provides a wellness room for students who are not feeling well, health monitoring equipment (e.g., body measuring instruments, a blood pressure monitor, a blood sugar monitor), and general drugs for a minor illnesses, and dressing sets for injury treatment. Health management is assisted by body composition checks (Seoul Campus), and smoking cessation clinics are available through registration (ERICA Campus).

Campus	Seoul	ERICA
Location	The Student Union Building, 3 <sup>rd</sup> floor	The Student Union Building, 1 <sup>st</sup> floor
Operating Hours	Semester Operating Hours: 09:00 ~ 17:00 (Saturdays, holidays: closed) Vacation Operating Hours: 10:00 ~ 17:00 Lunch time: 12:00 ~ 13:00	

## 5. Residence Hall

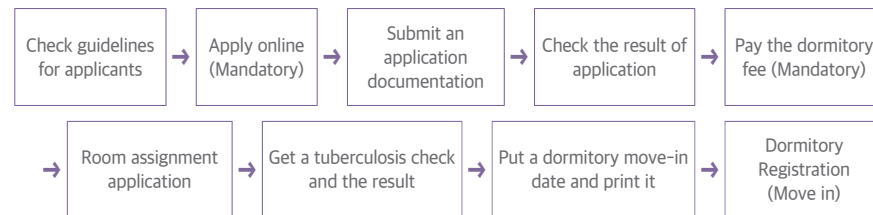
※ Information on student dormitory is based on Korean students

International students have to contact an administrator at international affairs or at dormitory before application. (International Affairs <https://oia.hanyang.ac.kr/>)

Seoul Campus Student Residence Hall is a joint space where students live together. Students who move into the residence should not only abide by the regulations, but also practice common courtesy necessary for community living such as order, cleanliness, moral behavior.

### ■ Seoul Campus

#### 1) Dormitory Application Process



#### 2) Application Timeline

Semester	Date of posting notice	Application	Posting of successful applicants & dormitory fee payment	Moving in date
Spring and Summer	Mid-December	Early January	End of January	2023. 2. 27(Mon)
Fall and Winter	Mid-June	Early July	End of July	3 days before the start date of the semester

#### 3) Volume of acceptance

Unit	Residence Hall (Gender)	A Volume of acceptance	2023 Dormitory Fee (KRW) per semester		Room		
			Semester (116 days)	Semester + break (176 days)	Room Type	Room space	Furnishings and facilities
Graduate school (Science and engineering)	Hanyang Techno Residence Hall (Male)	108	1,179,000	1,788,000	Twin room	16.53 ~ 18.18m <sup>2</sup>	Single beds, closets, cabinets, chairs, desks, shelves, an air conditioner, a restroom and shower room
	Hannuri Residence Hall (Female)	20	1,231,000	1,867,000	Twin room	19.83m <sup>2</sup>	
Graduated school (Non science and engineering)	Hanyang Techno Residence Hall (Male)	20	1,179,000	1,788,000	Twin room	16.53 ~ 18.18m <sup>2</sup>	
	Gaenari Residence Hall (Female)	20	1,231,000	1,867,000	Twin room	19.83m <sup>2</sup>	
Graduate School	10 <sup>th</sup> floor of the Student Residence Hall II (cooking available)	4	1,985,000	3,011,000	Single room	16.53m <sup>2</sup>	Single beds, closets, desks, table, chairs, an air conditioner, a restroom and shower room
		26	1,572,000	2,385,000	Twin room	33.06m <sup>2</sup>	

#### ① Move-in date for graduate school students (Non science and engineering)

- Choose between [semester] and [semester+break] when applying [dormitory application]
- Dormitory fees are different according to the length of staying and can not be changed after submitted.

#### ② The meal plan is not included in the dormitory fee. Meal tickets are available by the cafeterias

- As of 2022-Fall Semester: ticket machine 3,600 KRW
- For Q&A: ☎ the Student Residence Hall II nutritionist office: 02-2290-3410

## 4) Qualification

Type	Qualification		
School Register	<ul style="list-style-type: none"> <li>All enrolled Seoul Campus students (including new and returning students. Students expecting to take a leave of absence from school are excluded)                             <ul style="list-style-type: none"> <li>Students enrolled in a Master's, Doctorate, or a Master-Doctorate integrated course are included.</li> </ul> </li> <li>Students enrolled in regular semester (Students postponing studies, completed their Master's or are registered for Master's/Doctorate research are excluded.)</li> </ul>		
	<p>※ If there is a change in a student's academic status that interferes with their employment qualifications, the acceptance will be cancelled even if the student has already begun working. (This measure will continue to apply even after entrance)</p> <p>※ Even if admission is canceled due to an error in the entrance qualification, the boarding expenses will be refunded based on the [Refund Criteria]. Thus, in the event of school registration change that affects you, you have to apply for a waiver application.</p>		
Grades	<ul style="list-style-type: none"> <li>Students who meet the criteria below (Transfer and leave of absence students who do not have a regular semester grade at Hanyang University are excluded)</li> </ul>		
	Type	Standard Grade	GPA
	Entrants	Total cumulative score of 2.5 or higher in undergraduate(post-graduate) studies	Academic transcript
	Enrolled Students	Accumulated grades up to final semester of 2.5 and higher	Accumulated grades (including F)
Reason for disqualification	<p>→ For enrolled students, criteria can be checked on HY-in Portal</p> <p>→ Final Semester Average Grade: Average from the final regular semester's grade on the date of dormitory application E.g. If there is no school registration changes, grades from the immediate semester prior or for returning students, their grade from the semester right before their leave of absence will apply.</p>		
	<ul style="list-style-type: none"> <li>Those who have a cumulative penalty of 15 points or more in the dormitory and who fall under the reason for disqualification prescribed by the school regulations.</li> </ul>		

## 5) Selection Standard

- Successful applicants are selected in priority order within the number of students assigned to each college. (1<sup>st</sup> place → 2<sup>nd</sup> place → 3<sup>rd</sup> place → 4<sup>th</sup> place)
- 10<sup>th</sup> floor of the Student Residence Hall II (cooking available): The administrative team of the Student Living Center shall separately announce and select.

### ◎ Graduate School (Science and Engineering majors)

Priority	Criteria	
1 <sup>st</sup> place	• Priority Students	
	Student	Remark
	Physically disabled	Severe disability grade or higher
	Government assistance for basic needs	The student must be the recipient of that system
2 <sup>nd</sup> place	Orphanage facility	
	<ul style="list-style-type: none"> <li>Selected according to the academic grade (However, selection criteria may change according to the regulations of the applied college)</li> </ul>	

### ◎ Graduate School

Priority	Ranking of Place	Criteria		
1 <sup>st</sup>	1 <sup>st</sup> area	• Recipient of the primary selection		
		Recipient	Ranking of place	Note
		Recipient of national basic livelihood guarantees	No limitation (Seoul allowed)	Severe disability grade or higher
		Recipient of national basic livelihood guarantees	Resident of the 1 <sup>st</sup> area	Recipients should be themselves
2 <sup>nd</sup>	1 <sup>st</sup> area	Students moving out of child welfare facilities	Resident of the 1 <sup>st</sup> area	
		<ul style="list-style-type: none"> <li>The order of application merit of residents of the 1<sup>st</sup> area (selection criteria can be changed according to college policy)</li> </ul>		
3 <sup>rd</sup>	2 <sup>nd</sup> area	• Recipient of the primary selection of 2 <sup>nd</sup> area		
		Recipient	Ranking of place	Note
		recipient of national basic livelihood guarantees	Resident of the 2 <sup>nd</sup> area	Recipients should be themselves
		Students moving out of child welfare facilities	Resident of the 2 <sup>nd</sup> area	
4 <sup>th</sup>	2 <sup>nd</sup> area	<ul style="list-style-type: none"> <li>The order of application merit of residents of the 2<sup>nd</sup> area (selection criteria can be changed according to college policy)</li> </ul>		



## 6) Selection Department

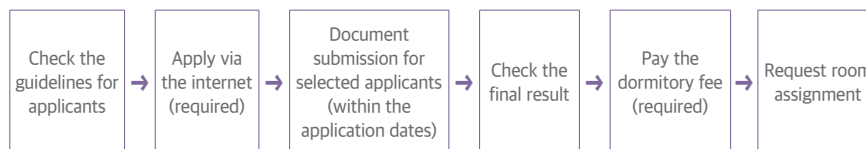
Selection Department	Administration team of the college of the student
Number of assigned students	<ul style="list-style-type: none"> <li>Dormitory's administrative team assigns the number of students by gender to each college</li> <li>The ratio of current students by college according to the Ministry of Education's statistics from October 2022.</li> <li>Selection related factors, such as capacity allocation by each degree, the ratio between freshmen / students, distribution by department / year, selection of foreign students etc., are based on the criteria of the college to which the student belongs.</li> </ul>

## ERICA Campus

### 1) Introduction

- ERICA Campus currently houses 2,743 students in the Residence Hall.  
Newly admitted students start out in the Creative Residence (male, female) and Student Residence Hall IV (male), and they can stay in the Student Residence Hall V from the second semester.
- Each student is provided a personal desk, a bookshelf, a closet, a bed, and a Wi-Fi router. In addition, additional student amenities are provided for their well-being such as the RC Free Zone (open space), the RC Wise Zone (study room), the RC Exciting & Fun Activity Room (table tennis and darts), the RC Student Residence Hall V Activity Room (instrument and singing practice room), the Cafeteria (complete with a restaurant, Korean instant food, fried chicken, and a cafe), a convenience store, a stationery store, a gym, a shower and washroom, a laundry room, a barbershop, and a shared kitchen.
- Forsythia Hall (9<sup>th</sup> and 10<sup>th</sup> floors) at the ERICA Convention Center will be open from 2021-2 Semester, made available to post both male and female postgraduate students. The common area and rooms are separated and total 17 units are for 2 occupants and 7 units are for 3 occupants. The units are equipped with a TV, internet access, sofa, air conditioning and heating, desks, refrigerator, dining table, induction range, beds and wardrobe.

### 2) Procedures for Dormitory Enrollment



## 3) Requirements and Selection Criteria

Division	Requirements
Academic Status	<ul style="list-style-type: none"> <li>ERICA Campus students (Including freshmen during the application semester) (excluding students on a leave of absence)               <ul style="list-style-type: none"> <li>including master's degree course, doctorate course, and the Master-Doctorate integrated course</li> </ul> </li> <li>Students registered for the regular semester (including those registered for research)               <ul style="list-style-type: none"> <li>* Students eligible for graduate other than those registered for research are excluded.</li> </ul> </li> </ul>
Selection Criteria	<ul style="list-style-type: none"> <li>Prioritized Selection: Those who receive the national basic life security, who are included in the near poverty groups, who have disability (severe or above), end of protection children (Young people preparing for independence)               <ul style="list-style-type: none"> <li>* Need to hand in necessary documents</li> <li>- Student Residence Hall IV : FAX 031-400-4347 or Administrative Team on the 2<sup>nd</sup> floor of the Student Residence Hall IV</li> <li>- Student Residence Hall III : FAX 031-400-4348 or Administrative Team on the 1<sup>st</sup> floor of the Student Residence Hall III</li> </ul> </li> <li>Dormitory selection total score (distance score 70 points + GPA score 10 points + award, - penalty score 20 points) order               <ul style="list-style-type: none"> <li>* additional 10 score given for transferring address</li> </ul> </li> </ul>
Remarks	A. Transfer address to the dormitory address (those who cannot transfer must submit a form) B. Details can be found on the residence website ( <a href="http://hydorm.hanyang.ac.kr">http://hydorm.hanyang.ac.kr</a> )

## 4) Recruiting

### • Residence Hall

Dormitory (Gender)	A Volume of acceptance	2023 Dormitory Fee (KRW) per semester		Room Type	Furnishings and facilities	Tel
		Semester (117 days)	Semester + break (177 days)			
Student Residence Hall IV	Male	18	1,814,000	2,745,000	Single room	031-400-4379
		692	1,193,000	1,805,000	Twin room	
	Female	18	1,814,000	2,745,000	Single room	031-400-4378
		692	1,193,000	1,805,000	Twin room	
Student Residence Hall III	Male	13	1,704,000	2,578,000	Single room	031-400-4380
		10	1,814,000	2,745,000	Single room (new) (remodeling the existing guest room and changing it to a student room)	
		496	852,000	1,290,000	Twin room	

### III. On-Campus Facilities

#### ① Selecting the duration of stay

- The individual registering must select either: [semester] or [semester + vacation] when [registering for the dormitory]
- The payment differs according to the duration. Caution is needed as the change of duration is impossible to change after application

② Meals are not provided in the payment. restaurant coupons should be purchased individually at the restaurant on the first floor of the Student Residence Hall IV. < \* As of 2022-Fall Semester: 4,000 KRW per meal >

#### • ERICA Convention Center Forsythia Hall(Guest Room)

Dormitory	A Room of acceptance	1 month	Room Space	Furnishings and facilities	Tel
Forsythia Hall	17	500,000	56m <sup>2</sup>	TV, internet, sofa, Air conditioner, desk, Refrigerator, table, Induction, bed, closet	031-400-4374, 4372
	7	600,000	62m <sup>2</sup>		

\* Guestrooms can be used by the 'faculty and researchers invited to the University to carry out educational/ research activities' and 'the University's faculty or school personnel (including postgraduate students) who need to use the guestrooms to carry out their duties in the University.'

#### 5) Selection Periods

	1 <sup>st</sup> semester	Summer vacation	2 <sup>nd</sup> semester	Winter vacation
Application periods	Mid-January ~	Mid-May ~	Early July ~	Mid-November ~
Entrance and payment period	Early February	End of May	Mid-July	End of November

\* For detailed schedules, please refer to the Creative Talents Dormitory homepage.

#### 6) Procedures for moving-in and moving-out

##### [Moving-in Procedures]



##### [Moving-out Procedures]



Documents to submit when reporting the administration team	A. Resume (print and submit to the residence administration office)
	B. Chest X-Ray (tuberculosis) Confirmation / Examination after December 1, 2019 (Sat) Tuberculosis test must be done one month prior to the date of entry for each semester. *If not submitted, your entrance to the dormitory may be cancelled
	C. Submission date: When moving into the dormitory. Submit when moving in
	D. Place of Submission: Administration team on the second floor of the Student Residence Hall IV

\* If students do not report to the administration team, 3 penalty points will be given.

#### 7) Availability of Rooms

Category			The number of students in 2023			Remark
University / Government	Residence Hall	Types of room	Total number of people	Male	Female	
University	Student Residence Hall IV	Single room	23	23	0	Undergraduate, graduate students One-room type
		Twin room	496	496	0	Undergraduate students Shared toilet and washroom
	Student Residence Hall III	Single room	36	18	18	Undergraduate, graduate students One-room type
		Twin room	1,384	692	692	Undergraduate, graduate students One-room type
		Disabled room	16	8	8	Undergraduate, graduate students One-room type
Government	Student Residence Hall V	Twin room	784	380	404	Undergraduate, graduate students One-room type
		Disabled room	4	2	2	Undergraduate, graduate students One-room type
Total			2,743	1,619	1,124	

#### 8) Miscellaneous

##### A. Prohibited items

- Electric Heat / Electronic Device: Electric bed padding, iron, electric hot pack (possible to use with a doctor's note), electric pot, microwave, refrigerator over 50L.
- Inflammable materials: scented candles, candles, lighter, portable gas burners, etc.
- Alcoholic beverages: alcohol-containing beverages including soju and beer

##### B. Reward and Penalty system

- Reward: Clean room, fire drill, and participating in the programs and educational events that are advised.
- Penalty: It is possible to receive penalty points from bringing and using prohibited items, entry by outsiders, poor room condition, and being noisy.
- Unmanned delivery service: In order to protect personal information and to prevent the risk of loss, unmanned delivery service is in operation. There is a restriction on the storage time so that many students as possible can use this service.
- In the Student Residence Hall V, housing scholarships are provided to underprivileged students (i.e., disabled, low income students) selected every semester.

## 9) Inquiry

- Homepage: <http://hydorm.hanyang.ac.kr>
- Tel: 031-400-4374~80
- Fax: 031-400-4347
- Location: Residence Hall(ERICA)

## 6. Hanyang Happiness-Dream Counseling Center

### ■ Seoul Campus

- Location: Student Union 3F
- Tel: 02-2220-1498~9
- Homepage: <http://counseling.hanyang.ac.kr>
- E-mail: [counseling@hanyang.ac.kr](mailto:counseling@hanyang.ac.kr)
- Operating time: 10:00 ~ 17:00 on weekdays  
Mon, Thu 10:00 ~ 21:00 (After-hours consultation during the term)

### ■ Counseling Program for International Students

- Location: International Building 218
- E-mail: [klpark@hanyang.ac.kr](mailto:klpark@hanyang.ac.kr)
- Tel: 02-2220-2450
- Operating time: 10:00 ~ 17:00 on weekdays

At the Hanyang Happiness-Dream Counseling Center, various specialized counseling programs are prepared and qualitatively effective programs by specialized counselors are offered so that all students of Hanyang University can find solutions to problems they may be experiencing and pursue any desired personal growth

### << Hanyang Happiness-Dream Counseling Center program >>

#### 1) Psychological examination to help understand oneself objectively

Sometimes we may reflect on our lives and ask, "What kind of person am I?" For those wanting to know more about themselves, or seeking to live more meaningfully and feeling the need to learn more about oneself... Now you can, by taking a variety of psychological tests conducted at the Hanyang Happiness-Dream Counseling Center

The types of psychological tests currently conducted by the Center are as follows

Inspection type	Inspection type	Time required
MMPI (Minnesota Multiphasic Personality Inventory)	Have your personality type and mental health status identified through various processes. Approximately 60 minutes	Approximately 60 minutes
TCI (Temperament and Character Inventory)	Better understand yourself through a personality test that considers your temperament and environmental elements that may have affected since you since birth.	Approximately 30 minutes
MBTI (Myers-Briggs Type Indicator)	Check your personality type and explore the positive and complementary aspects of your personality. Approximately 20 minutes	Approximately 20 minutes
CST (Character Strengths Test)	Gain useful information for self-understanding and self-improvement by recognizing your specific strengths.	Approximately 35 minutes
U&I (Upraise & Improve Test)	By collectively diagnosing behavior patterns that can be observed during learning according to one's personality, this test enables a person to identify information that can help improve one's learning skills.	Approximately 20 minutes
MLST (Multi-dimensional Learning Strategy Test)	This test exams the degree of one's self-directed learning ability and provides information on what should be supplemented in areas that appear to be lacking.	Approximately 40 minutes
HOLLAND (Holland's Self-directed Search test)	This test attempts to identify a person's active interests, personality, competence, values, occupation interests, and abilities, and then to determine the appropriate major and future occupation for that individual.	Approximately 30 minutes
STRONG (Strong vocational interest test)	This test provides information on the occupation or field most suitable for a person based on personal interest information provided	Approximately 30 minutes

#### 2) Individual counseling to improve adaptability

Would you like to find personal growth in areas such as interpersonal relationships, personality, family, and school? Then postpone this desire no longer and apply for personal consultation. The moment you enter the Hanyang Happiness-Dream Counseling Center, your troubles will no longer have to be your own.

Do you mistakenly think, "counseling is only for people with serious problems" or "can my problem get worse with consultation?" There is no need to worry. The purpose for seeking counseling can be for self-growth, which involves gaining a better understanding and further development of oneself. Even if you think your problem may be minor, you can still talk with a sympathetic counselor who you can view as a good friend at Hanyang Happiness-Dream Counseling Center. We are here to help you resolve whatever may be troubling you. Students who wish to receive personal counseling can first visit and complete an application form, which will be followed by a simple interview to ascertain what the issue or problem is. Then, which counselor and when consultation is available will be determined.

## 3) Group counseling to develop potentials

Group counseling is a program that helps participants understand themselves through meetings with others. The purpose is to promote problem resolution and adaptability. Group consultation is held on a regular basis each semester, and members participate in more than a total of 12 hours outside the classroom setting. Information on the group counseling program will be announced at the counseling center homepage (<http://counseling.hanyang.ac.kr>) at the beginning and in the middle of the semester.

- Self-understanding programs: Personality Type Program, Emotional Handling Program, Effective Self-expression Program
- Learning related programs: Self-directed learning ability improvement program, Potentials Development Program, MBTI Workshop
- Career-related programs: Employment and career guidance programs, job interview training programs, career goal setting programs
- Interpersonal Relationship Program: Interpersonal Relationship Improvement Program, Human Relationship Training Program, Sensibility Program

## 4) Online counseling system within the Hanyang homepage

Would you like to receive more convenient consultation service through the Hanyang Happiness-Dream Counseling Center? If so, we have established an online consulting system at the Hanyang Portal (HY-IN) that allows participants to apply for online counseling via reservation at any time. Check your mental health status by using a mental health self-check checklist. To get the latest news and announcements of the counseling center, visit the Hanyang Happiness-Dream Counseling Center (Seoul) homepage (<http://counseling.hanyang.ac.kr>). We also provide an email consulting service (e-mail address: [counseling@hanyang.ac.kr](mailto:counseling@hanyang.ac.kr)) for individual counseling or advice on any inquiries.

## 5) Integrated Support Program

**What is integrated support?**

The integrated support program provides psychological counseling along with “customized services” for students who need support (graduates and staff members included) after evaluation by experts. Services include the below categories:

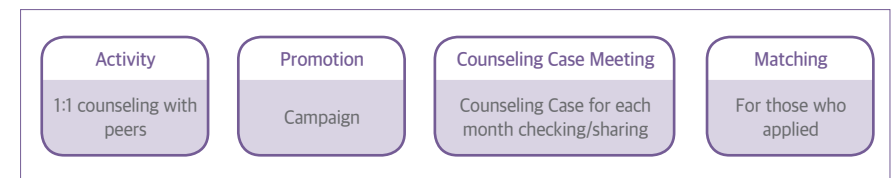
- Special counseling: Medical advice given from a psychiatrist without visiting a hospital
- Integrated support case conference: Discussions on cases requiring diversified support other than professional counseling
- Support for medical expenses: Support for mental health medicine and medical expenses at MOU hospital if necessary during consultation.

- Peer counseling program: Activities for similar aged college students to listen to their peers’ concerns, provide necessary help, and facilitate growth through their experiences and counseling skills.

[Selection procedure]



[Customized service for each student]



## 6) BK21 Mental Health Program for Postgraduates

### About BK21

BK21 is a project targeted at reinforced education/research capabilities of excellent graduate schools and upbringing of a successive academic generation in order to improve the national competitiveness in the future. Hanyang Happiness-Dream Counseling Center offers various programs for the postgraduates to promote their mental health, happiness enhancement, capability improvement and self-growth.

- **BK21 Special Lecture on Mental Health for Postgraduates:** The program offers various psychological knowledge that can help understand both self and others, build interpersonal relationships and fit into the school.
- **BK21 Workshop on Psychological Testing for Postgraduates:** This is a participatory program using psychological testing and mental activities to examine one’s own personality, academic career, interpersonal relationship and mental characteristics in an aim to understand both self and others, reinforce capabilities and improve mental health.
- **BK21 Program Development for Postgraduates:** Various programs are developed and operated to reflect the needs of postgraduates in Hanyang University to promote their mental health, improve their capabilities and help them fit into the school life.

## ■ ERICA Campus

- Location: Student Union 2 Floor
- Tel: 031-400-4331~2
- Homepage: <http://mycounsel.hanyang.ac.kr>
- Available: Weekday 10:00 ~ 17:00



The Hanyang Happiness-Dream Counseling Center operates a variety of psychological programs, including personal counseling, to help participants solve various difficulties and psychological concerns. We also offer advice on ways a more rewarding life can be pursued based on one's potential.

### << Hanyang Happiness-Dream Counseling Center >>

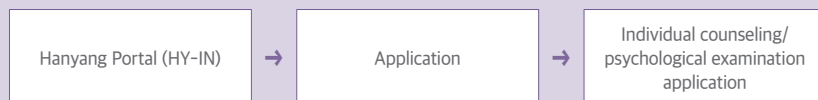
#### 1) Individual Counseling

With the help of counselors, this service is designed to help students properly cope with various issues that typically arise in college, such as those dealing with personality, mental health, interpersonal relationships, sexuality, family conflicts, studies, career, adapting to college life, and so on. Individual counseling is held once a week for 50 minutes.

#### 2) Psychological Test

To better understand oneself, various psychological tests are used and from the objective results, the personality, aptitude, interests, and level of psychological adjustment of the participant can be determined.

[How to apply for Individual Counseling/psychological examination]



#### 3) Group Counseling

Students with similar interests are grouped with counselors who all meet together to promote mutual understanding, and empathy among themselves and for others, and to help each other grow through honest and dynamic interaction. Small groups are formed of mostly 6 to 8 people for a period of 9 - 12 hours total. It consists of topics such as career design, interpersonal relationships, fixing procrastination habits, and coping with stress.

#### 4) Special Lecture on the Mind

After selecting topics that students are interested in, special lectures and workshops will be held by inviting experts in related fields.

#### 5) Study and life balance project: Take a breath, take a break

It's a time to relax in your busy and tired daily life. They make cute crafts, props, perfumes, etc., or conduct healing programs such as "slow mailbox with reply back."

## 7. History Museum

### (1) History Museum Overview

The Hanyang University History Museum, opened on November 2015, is an exhibition facility established on the 2<sup>nd</sup> floor of the History Museum Building (Old Administration Building) which was used as the Main Administration during the 1950s.

Hanyang University History Museum Building was the first stone building erected in 1953 after the restoration of Seoul from the Shindang-dong to the present Haengdang Campus. It was used as the office of the headquarters and major administrative departments as the university's main building until the construction of the new administration building in 2009.

After the renovation of the History Hall in 2015, a university records room and archives were prepared on the first floor while the second floor was renovated into an exhibition area.

The university records room collects, classifies, preserves and utilizes historic and administrative records of Hanyang University and is expected to expand its function as the University Archive, managing the History Hall Exhibition Hall.





### (2) Composition of the Exhibition Hall

The Exhibition Hall is composed of 8 zones in total. You can see Paiknam Kim Lyun-joon, who established the founding philosophy of Hanyang, starting with the central stairs of the first floor lobby. In the center of the 2<sup>nd</sup> floor of the Exhibition Hall, 'Love in Deed and Truth' and 'Pragmatic Academia' are introduced which are the founding philosophies of Hanyang University. In the corridor, a 47m media table is placed, displaying the history of Hanyang.

'The Founder of Hanyang recreates the office of founder Paiknam Kim Lyun-joon. It displays the furniture such as the desk and chair used by him.

The history of Hanyang vividly introduces the footsteps of Hanyang through historical artifacts.

The Engine of Korea is a symbolic clock sculpture that shows the core value of Hanyang University. It is an artwork that symbolizes the student, professors, alumni, and faculty who endlessly move 24 hours a day like clockwork of various sizes and shapes.

The Heart of Hanyang introduces its core value of 'Pragmatic Learning' and 'Love in Deed and Truth' through industry-university cooperation and community service activities. It introduces international exchange activities that show the global Hanyang challenging the world stage and the major publications and research achievements of Hanyang professors.

The Pride of Hanyang is an area that introduces not only the key alumni of Hanyang University, but also its professors and great scholars. Last, The Future of Hanyang highlights some of Hanyang University's representative research achievements that are expected to have a major impact in the future.

The History Museum of Hanyang University will be used as a complex history and culture information space, which effectively represents the identity of Hanyang University to visitors as well as on-campus members.

### (3) Visiting Hours

- Viewing Hours: 10 AM ~ 5 PM
- Closed On: Every Saturday, Sunday and Holidays
- Admission Fee: Free (All students, general and faculty members)

### (4) Address and Information

- Address: 222 Wangsipri-ro Seongdong-gu, Seoul (04763)
- Tel: 02-2220-2107~8
- Fax: 02-2220-1836
- Webpage: <http://historymuseum.hanyang.ac.kr/>

## 8. Hanyang University Museum

### (1) Established objective

Since the completion of the museum building in 1979, Hanyang University Museum has continued to discover, collect, preserve, and study valuable cultural heritages. Since the official opening of the museum in 2003, we have been practicing active activities such as various cultural events and museum education in addition to special exhibitions. Hanyang University Museum is a comfortable and friendly cultural space on the university campus, a proud center of cultural knowledge exploration and creation, a national system for the perfect preservation of Korean and global cultural heritage, and will continue to establish itself as a cultural space and community center.

### (2) Characteristics

This museum is constantly collecting relics related to modern and contemporary history, reflecting the practicality of our university, and plans an exhibition that can convey various academic achievements, not limited to archaeological relics or traditional art. Since 2015, the exhibition with Park Mok-wol, Lee Man-young, and Yoo Jae-ha has been organized as Hanyang's character series, and the permanent exhibition has been completely reorganized from 2018 to 2019 and the space for Hanyang people to use has been renovated in 2020. From 2021 to 2022, we are presenting various exhibitions related to science and technology such as "Space + People, Solve with Science and Make it into Art" and "Expansion of Sense, Electronic Era." Hanyang University Museum will continue to showcase exhibitions and cultural programs covering various topics and fields as our university's cultural platform.

### (3) Display halls

Hanyang University Museum has a total of four exhibition rooms. On the second floor, along with the special exhibition room where "Expansion of Sense, Electronic Era" is being held, Kang Sung-hee's seminar room, rest area, and experiential learning room where educational programs are held are prepared to function as a complex cultural space. On the third floor, there is an exhibition room, a video room, and a special exhibition room that introduces the history of the museum and various activities. On the fourth floor, there is a living folk room where you can enjoy folklore from the Joseon Dynasty, and a calligraphy room and ceramics room where only luxury goods are carefully displayed among calligraphy and ceramics owned by our museum. Finally, on the fifth floor, there is an archaeological history room that displays excavations from various ruins collected through academic research by our school's archaeological research lab by period.

### (4) Main programs

Museum cultural relics exploration (two to three times a year), special exhibitions (once a year), Hanyang Museum Academy (once a year), Hanyang Museum Internship (once a year), various

workshops and education programs linked to special exhibitions, children's education programs (always), invited academic competitions (unregular), rental exhibitions (unregular), etc.

## (5) Collections

### 1) Collection characteristics and future direction

Of the 32,000 relics in this museum, 5,900 were collected through purchase or donation, of which 2,300 were paintings and ceramics from the Joseon Dynasty, and 3,000 folklore materials were collected. In addition, we are actively collecting industrial history materials related to industry and technology, starting with the collection of production tools used by more than 500 human cultural assets. There is Dr. Lee Man-young's "Analog Electronic Calculator No. 3," designated as a registered cultural property as a representative collection.

### 2) Collection scale: Total of 31,665 items

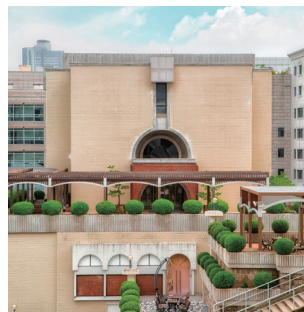
- ① General items: 7,514
- ② Buried cultural items: 4,759
- ③ Natural artifacts: 13,760
- ④ Industrial history artifacts: 1,106
- ⑤ Reference: 1,484
- ⑥ Donations: 3,042

## (6) Visiting

- Visiting hours: 10:00 ~ 17:00
- Closed: Every Sunday and Holidays
- Fee: Free
- Text-resources: Borrowing is not permitted. Searching and copying rights must be enquired about in the office on the 1<sup>st</sup> floor.

## (7) Address and contact

- Address: (04763) 22 Wangshimli-ro, Sungdeonggu, Seoul
- Tel: 02-2220-1392
- Fax: 02-2220-1836
- Museum cafe, Facebook, Instagram  
<http://cafe.daum.net/hymuseum>  
<https://www.facebook.com/hymuseum>  
[@hanyanguniv\\_museum](https://www.youtube.com/@user-do6vq4dk5v)  
<https://www.youtube.com/@user-do6vq4dk5v>



# 9. Student Welfare Facilities

The scholarship and welfare committee promotes scholarship funds and university welfare. Various welfare services are run for the staff and students of Hanyang.

## ■ Seoul Campus

■ Tel: 02-2220-0098~9      ■ Fax: 02-2292-0251

### 1) Dining halls

Name	Seats	Location	Opening hrs. (B: Breakfast/ L: Lunch/D: Dinner)	Contact
Student Dining Hall 1	378	Student Welfare Building, 3F	09:30~18:30	2220-1883
Dining Hall(Nanuri)	463	In front of the Business Administration Building parking lot B1F	09:30~19:00	2290-2762
Student Residence Hall 1 Dining Hall	183	Student Residence Hall 1 1F	08:00~09:00(B) 12:00~13:30(L) 17:30~18:30(D)	2220-1865
Student Residence Hall 2 Dining Hall	220	Student Residence Hall 2 1F	07:30~09:00(B) 12:00~13:30(L) 17:30~19:00(D)	2290-3410
The College of Human Ecology Dining Hall	276	College of Human Ecology 7F	11:30~14:00(L) 17:00~18:30(D)	2220-8797
Advanced Materials & Chemical Engineering Building Dining Hall	395 (Room:112)	Advanced Materials & Chemical Engineering Building 7F	11:30~13:30(L) 17:30~19:00(D)	070-4651-2388

### III. On-Campus Facilities

#### 2) Convenience store/cafe

Residence Hall 1 Convenience Store(CU)	1F	2298-6105	Café Dictionary	School of Nursing, Hanyang Nursing Leaders Hall 1F	010-3494-6910
The College of Humanities Snack shop (E-mart 24)	B1F	2297-6577	Olympic Gymnasium snack shop	3F	2220-1874
7-eleven Convenience Store	In front of the Academic Information Center & Library 1F	010-4906-1350	Residence Hall 2 ('CU' Convenient Store)	1F	2281-5715
Café Q	IT/BT Building 1F	2294-0222	Advanced Materials & Chemical Engineering (7-eleven Convenience Store)	B1F	010-4187-1315
Blueport Cafe	FTC 3F	070-4755-1122	Tiamo Cafe	In front of Library 1F	2298-8901
Tiamo Cafe	Automotive Research Center B1	070-7760-3173	Grazie	Student Union, 2F	010-2281-6097
Pandorothy Cafe	Engineering Science and Technology Building	010-6708-0721	Cafe ING	The College of Humanities B1F	010-5178-9664

#### 3) Copying rooms

The Student Welfare Building	1F	2220-4700	Economy and Finance Building	B1F	2291-1726
Academic Information Center & Library	B1F	2298-2041	Engineering Center	3F	2295-5746
Engineering Building 1	1F	2220-1555	Stair lecture room	2F	2296-0730
The College of Humanities	1F	2293-9598	New material copy-print center	B1F	2296-2049
The College of Medicine	2F	2295-2076	Information and Communication Hall	1F	2297-2049

#### 4) Other convenient welfare facilities

Beauty Salon	Student Union 2F	2220-1554	Bookstore	Student Union 1F	2220-1851
History hall gift shop	History hall 1F	2220-4141	Stationary Store	Student Union 1F	2296-9500
				Advanced Materials & Chemical Engineering Building B1F	2298-2049
Shoe repair shop	In front of Student Union	2220-1867	Fitness Center	Student Union 5F	2299-9688

#### 5) Hanyang Plaza (Student Welfare Building)

7-eleven Convenience Store	1F	010-2328-4066	Bukchon Son Mandu (Dumpling)	1F	010-9447-5764
Digital Photo Studio	1F	2298-3747	Coffea cafe	1F	2220-4748
Optician's	1F	2292-7501	Himnanda Burger	1F	010-2298-8665
Souvenir Shop	1F	2296-6694	Kimbapnara	1F	2281-5659
Han Computer	1F	2291-4006	Twosome Place	1F	2292-8880
Morning Glory	1F	2282-0543	Copying room	1F	2220-4700
19 Malatang	1F	010-2172-7924	Maeranbang (Chinese restaurant)	1F	010-5125-8333
Shinuiju Korean Sausage Soup (sundaeguk)	1F	010-8924-4223	Greek Yogurt	1F	010-9903-3725
Gong-cha	1F	070-8876-5000	centkatsu	1F	010-8939-7323
Hanyang Flower	1F	010-5454-8940			

#### 6) Chung Mong-koo Automotive Research Center

Cafe Ti-amo	B1F	070-7760-3173	10'BREAK	B1F	010-8797-4587
Kong's Riceball	B1F	070-8829-8901	Bins Pizza	B1F	010-6229-1281
Burgerscandal	B1F	010-3444-8655			

## ERICA Campus

■ Tel: 031-400-4324~5 ■ Fax: 031-406-2808

### 1) Dining hall

Name	Location	Opening hrs.	Reference
Student Dining Hall 1	Student Welfare Building 2F	11:30 ~ 13:30	Lunch
Staff Dining Hall	Student Welfare Building 3F	11:30 ~ 18:30	Lunch, Dinner
Changui Hall Cafeteria	Changui Hall 1F	07:50~18:40	Breakfast, Lunch, Dinner
Startup Support Center Cafeteria	Startup Support Center B1F	11:30 ~ 18:30	Lunch, Dinner

### 2) Convenience Store

Name	Location	Opening hrs.	Name	Location	Opening hrs.
Seven eleven	Student Welfare Building 2F	24h	Seven eleven	ERICA Residence Hall	07:00~01:00
Seven eleven	Communication and Social Sciences Hall B1F	08:00~20:00	CU	Changui Hall 1F	07:00~24:00
Seven eleven	Engineering Building 3 1F	08:00~20:00			

### 3) Other welfare facilities

Building name	Location	Welfare facility
Student Welfare Building	1F	Coffee specialty store
	2F	On campus Bookstore/Stationery shop/Optician's/Clothing store/Computer store/Souvenir Shop/Copying store/Car Rent/KTF/Photo Studio/Snack Bar/Coffee store/Cup Bob/Blueport Cafe
	3F	Cafe ING
College of Business and Economics	1F	Coffee specialty store
Academic Information Center & Library	1F	Copying room/Robot Cafe b:eat
Educational Building 1	1F	Copying room
ERICA Residence Hall	1F	Beauty shop
Residence Hall(Academy house)	1F	Library and stationary store/Laundry room/Food store/BHC(Chicken)/Grazie Coffee Shop
Shuttle Bus Stop	1F	Ogada Coffee store/Shoe repair shop
ERICA Convention Center	1F	Hangbokhan Jjambbong/Barva Coffee and Flower

## 10. Medical Benefits

### (1) School Operator's Liability Insurance

Re-enrolled to the Plus Educational Institution Insurance to provide a safer and more active campus life for students. Please read the following content carefully and request treatment expenses as described.

A. Insurance Name: Hanyang University Plus Educational Institution Insurance (II) (Policy Number: 2021-4812777)

B. Period: 2021. 08. 31. 16:00 ~ 2022. 08. 31. 16:00

C. For: Undergraduate, Graduate students, etc. (Center for Continuing Education, International Education Institute, Short term education, Extension University) ※ excluding athlete

D. Compensation (Limited to accidents)

1) Liability: coverage of 100 million KRW per person, 1 billion KRW per accident with deductions 100,000 KRW (covered by the institute) and the legal liability subsequent to accidents caused by the performance of educational tasks on campus or in work-related areas

2) On/Off campus medical expenses: 2 million won for 1 accident/1 person with deductions 50,000 KRW (covered by students)

(A) On-campus medical expenses: Coverage of accidents caused by on-campus classes or work

(B) Off-campus medical expenses: Coverage of accidents approved by the present or the deputy under supervision of a faculty member off campus

#### ※ Deductible amount Q&A

Is it possible to get compensation if an insurance claim amount is under 50,000 won?

☞ Insurance documents can be accepted, but since the deduction amount of 50,000 won (paid by student) is deducted from the total compensation amount, the compensation is not actually given.

E. Insurance Company: KB Indemnity Insurance

F. Procedure

1) Students: Upon accident, payment in advance of medical treatment expenses (medical expenses) by student → preparation of insurance claim documents → consultation with adviser in the college → submission of document to the College's Administration Team

※ An immediate contact to the Seoul/ERICA Property Management Team are advised in the event of safety accidents in science and engineering labs (during class or experiment)

## < Preparing insurance claim documents >

- ① Accident details and confirmation document ([http://www.hanyang.ac.kr/web/www/medicalcare\\_s](http://www.hanyang.ac.kr/web/www/medicalcare_s))
- ② KB indemnity insurance reimbursement request (Accident between: 2016.8.31 ~ 2020.8.31)
- ③ Original copy of certificate of enrollment,
- ④ Original copy of medical certificate,
- ⑤ Original copy of hospitalization confirmation,
- ⑥ Original copy of medical treatment receipt,
- ⑦ Original copy of non-paid medical expenses details(issued from hospital),
- ⑧ Copy of student bankbook(copy of a parent's bankbook for minors),
- ⑨ Copy of student's identification(choose 1 from passport, resident registration card or driver's license)
  - 1) Administration Team of your college: Submit original copy to the Student Support Team post approval
  - 2) The Student Support Team: Submit documents to the insurance company
  - 3) The insurance company: Reimbursement provided post transmission of insurance claim notification SMS and verification of documents (Deposited within 7 days of claim submission)

## G. Note

- 1) The student may choose a hospital for medical treatment.
- 2) Payment of medical treatment expenses is available only within 180 days of the accident, and benefits can be offered only in the cases claimed to the insurance company within 3 years.
- 3) Medical treatment expenses covered as on/off-campus medical treatment expenses: These include emergency treatment expenses, ambulance, hospitalization(based on patient room of health insurance standard), treatment, surgery, overall examination and nursing fee conducted in hospital. (further details: KB Group Call Center)
- 4) Please fill out details and verification form of the accident and insurance claim form with a pen.
- 5) All insurance documents should be submitted to the relevant Administration Office, and must be received by the insurance company via the Student Support Team, Office of Student Affairs.

## H. Enquiry

- 1) Insurance claim documents
  - Seoul Campus: The Student Support Team ☎ 02-2220-0085
  - ERICA Campus: The Student Support Team ☎ 031-400-4305
- 2) Medical Expense Consultation: KB Group Call Center, ☎ 1544-1616 → press no. 2(Connect to Customer Representative) → Consultation post provision of student information

## (2) Examination Fee discount

Hanyang Health Center provides discounts of medical service fee to direct family members of students and alumni.

For & Procedure	Undergrad and Graduate Students	<b>A. Student</b> <ol style="list-style-type: none"> <li>1) Print the examination discount form by yourself                             <ol style="list-style-type: none"> <li>① Access Hanyang University website then log into HY-in</li> <li>② Click approval request menu → Portal approval request form (Free) → Approval organization: Select College/Graduate School → Select examination discount form then click download → Fill out the examination discount form then print</li> </ol> </li> <li>2) Submit the examination discount form at the Hanyang Health Center medical examination center reception</li> </ol> <b>B. Family Discount</b> <ol style="list-style-type: none"> <li>1) Student logs into the HY-in portal and download the discount form with family name</li> <li>2) Submit the discount form and family relation certificate or resident registration (document proving family relationship) to the Hanyang Health Center reception</li> <li>3) Discount range: Maternal grandparents, Grandparents, parents, spouse, children</li> </ol> <b>C. Exam discount expiration:</b> Expires after 1 year from the date provided <b>D. Questions:</b> Student Support Team ☎ 02-2220-9066
	Alumni	<b>A. Alumni</b> <ol style="list-style-type: none"> <li>1) Visit Hanyang University Alumni Association and obtain Alumni Card</li> <li>2) Provide the Alumni Card at the Hanyang Health Center reception</li> </ol> <b>B. Alumni Family Discount</b> <ol style="list-style-type: none"> <li>1) Alumni must prepare family relation certificate or resident registration (document proving family relationship) and visit the Alumni Association Offices and provide the Alumni Card</li> <li>2) Submit the Alumni Card and family relation certificate or resident registration (document proving family relationship) to the Hanyang Health Center reception</li> <li>3) Discount range: Grandparents, parents, spouse, children</li> </ol> <b>C. Alumni Card Fee:</b> 30,000KRW Annual Membership Fee (Based on 2019), Please inquire about lifetime memberships <b>D. Exam discount expiration:</b> Expires after 1 year from the date provided <b>E. Questions:</b> Alumni Hall 4 <sup>th</sup> Floor Alumni Association (☎ 02-2294-8585)

Discount details	For	General medical check-up	Funeral location	treatment fee (Insurance)	
				Outpatient	hospitalization
	Graduates, enrolled students	20%	30% of renting fee	10% of patient's share/ dental treatment 10% (Non-insured)	
	Family (Direct line)	10%			
Discount exclusion	A. Excluding blood transfusion, injection, etc. B. Please contact the Hanyang Health Center for details regarding examination fees.				
Other	A. Backdating Examination Fee: If the examination discount form was not provided on the date of the examination, please submit the examination receipt and discount form within 7 days of the exam ※ If you wanna get a discount for Family (Direct line), you need Family Relation Certificate B. Enquiry - Inpatient: ☎ 02-2290-9066 - Outpatient: ☎ 02-2290-9093				

※ Examination discount applies post entrance ceremony for new students.



## Seoul Campus

- ① By Bus: 263, 302, 2012, 2013, 2014, 2220, 2222, 2411
- ② By Subway: Hanyang University Station (Line no. 2/ Exit no. 2), Wangsimni Station (Line no. 2, 5, Suin-Bundang and Gyeongui Jungang)

## ERICA Campus

### Use of the Commuter School Bus

1. The commuter school bus will run from Monday to Friday (5 days per week) during the semester (no bus service during vacation periods). It does not run during public holidays as well.
2. The commuter school bus' routes and times are subject to change or terminate depending on circumstances.
3. The commuter school bus may not always arrive at the designated time listed on the schedule, so it is imperative that students make sufficient use of proper transportation that is most suitable for arriving on time, so as not to be late for classes. The commuter school bus will not be held responsible in the event that a student misses or is late for class.
4. Use of the Bus  
(See PAYCO Mobile Ticket User Guide website: [https://www.hanyang.ac.kr/web/www/shuttle\\_guide](https://www.hanyang.ac.kr/web/www/shuttle_guide))

Classification	Departure Time	Departure location	Payment method	Cost (one-way)
Going to school	Check route and time for required courses	Main building intersection	Present when boarding PAYCO	Normal course 2,000 KRW Ilisan course 3,000 KRW
Going home	17:40 (A~D route)			

### Shuttle Bus Guide

1. The shuttle bus is a means of transportation that connects the ERICA Campus (the Shuttlecock) and Hanyang Univ. at Ansan Station (Subway Line 4, Suin-Bundang Line), Jungang Station, Artist APT (Intercity Bus Terminal), which all school members may use.
2. Bus Route
  - A. Express bus: ERICA Residence Hall → Shuttlecock → Hanyang University Station → Shuttlecock → ERICA Residence Hall
  - B. Express bus: ERICA Residence Hall → Shuttlecock → Artist(Yesulin) APT → Shuttlecock → ERICA Residence Hall
  - C. Round-trip Bus(starting point): ERICA Residence Hall → Shuttlecock → Hanyang University Station → Artist(Yesulin) APT → Shuttlecock → ERICA Residence Hall(last stop)
  - D. via Jungang Station: ERICA Residence Hall → Shuttlecock → Hanyang University Station → Jungang Station → Shuttlecock → ERICA Residence Hall

\* Five times a day in the direction of Jungang Station (13:15, 14:15, 15:10, 16:12, 17:12 / Based on shuttlecock)

\* Only during the semester (including seasonal semesters) via Jungang Station.
3. Guide
  - A. Hanyang University Station (Jungang Station) Shuttle Bus (Free): ↔ Hanyang University ERICA Campus
    - When using Subway line 4 and Suin-Bundang line: Square in front of Exit 2 of Hanyang Univ. at Ansan Station (Shuttle Bus stop sign)
    - Transfer 1 parking lot in front of Exit 2 of Jungang Station (shuttle bus stop sign)

B. Ansan Bus Terminal (Free): Artists APT ↔ Hanyang University ERICA Campus

- Ansan Bus Terminal → 100m to the left of Lotte Mart → In front of the 102-dong Purgio Apartment (Shuttle bus stop)
- KTX (Gwangmyeong Station): To Ansan Express city bus (5601 Kyungwon Transport) → Artist APT

### Public Transportation Guide

#### 1. Bus that enters on school grounds

Station	Station number	Bus	Route
Hanyang University Guesthouse	17361 17368	Public 10-1 Express 3102	Sangroksu Station ↔ Purgio complex 6 back gate
Korea Institute of Industrial Technology	17365 17362		
In front of Hanyang University dormitory	17367 17364		Seyeong Richell Apt. ↔ Gangnam station Woori bank

#### 2. ERICA Campus main gate bus stop

Station	Station number	Bus	Route
Hanyang University	17017	Public 10-1	Sangroksu Station ↔ Purgio complex 6 back gate
		Express 3100	Shin Ansan University ↔ Gangnam station Woori bank
		Express 3101	Shin Ansan University ↔ Gangnam station Woori bank
		Seat 707-1	Shin Ansan University ↔ Suwon station. AK Plaza
Hanyang University Main gate	17311	Evxpress 3100	Shin Ansan University ↔ Gangnam station Woori bank
		Express 3101	Shin Ansan University ↔ Gangnam station Woori bank
		Express 3102	Seyeong Richell Apt. ↔ Gangnam station Woori bank
		Seat 707-1	Shin Ansan University ↔ Suwon station. AK Plaza

#### 3. The bus stop near ERICA Campus

- ▶ Get off at Seongan High school intersection → Walk 10 minutes until school

Station	Station number	Bus	Route
Hanyang University	17042 17039	Express city 110	Seonbu-dong bus garage ↔ Suwon station. Novotel Suwon
		Express city 707	In front of Kyungin Hapseom ↔ Suwon station. AK Plaza
		Express city 909	Suwon station, AK Plaza ↔ Ansan station(wayside)
		Intercity 700	Dongnam apartment ↔ Gangnam station Woori bank
		Intercity 700-1	Ansan station ↔ Gangnam station Woori bank
		Intercity 737	Suwon InterCity Bus Terminal(intercity) ↔ Bupyeong Station
		Intercity 8467	Seongnam terminal ↔ Sihwa terminal

- ▶ The street in front of Hanyang University → Walk 10 minutes until school

Station	Station number	Bus	Route
Dongsan Church	17379	Public 4-1	Bon-oh apartment terminal ↔ Hanyang Univ. at Ansan Station
	17031	Public 71-1	Taehwa Sangwun garage ↔ Ansan University

### Inquiry

- School homepage → ERICA Campus → Campus introduction → Commute Shuttle  
[https://www.hanyang.ac.kr/web/www/shuttle\\_guide](https://www.hanyang.ac.kr/web/www/shuttle_guide)
- Capital tour: Commute · Shuttle bus inquiry: TEL) 031-400-4412, FAX) 031-400-4466
- General affairs human resources team in charge of vehicle: TEL) 031-400-4406, 4411

# Campus Guide Map

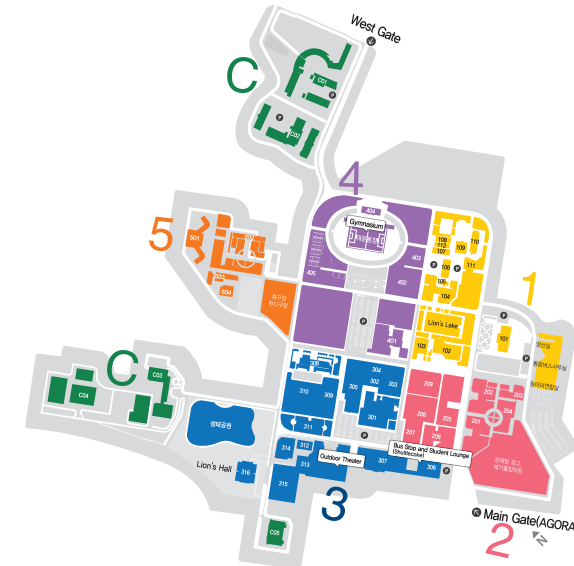
Graduate School of Hanyang University

## Seoul Campus



- 101 Administration Building (History Museum)
- 102 Administration Building (New)
- 104 Aejeemun (Subway Exit NO.2)
- 105 Hanyang Plaza (Student Welfare bldg)
- 106 University Post Office
- 107 Student Union
- 108 International Building
- 109 University Museum
- 201 Jaesung Civil Engineering Building
- 202 Hanyang Architecture Center
- 203 Engineering Science and Technology Building
- 204 Advanced Materials and Chemical Engineering Building
- 206 Engineering Center
- 207 Engineering Center Annex
- 208 Fusion Technology Center (FTC)
- 209 Amphitheater
- 210 Chung Mong-koo Automotive Research Center
- 211 Engineering Building II
- 212 Engineering Building I
- 301 Track and Field
- 302 Track and Field, underground parking lot
- 304 R&D Building
- 305 Information & Bio Technology Building (IT/BT)
- 306 Olympic Gymnasium
- 401 College of Human Ecology
- 402 Music Hall I
- 403 Music Hall II
- 405 Paiknam Music Hall
- 406 R.O.T.C. Headquarters
- 407 Law Building I
- 408 Law Building II
- 409 Law Building III
- 410 College of Economics & Finance Law Library
- 501 Paiknam Academic Information Center and Library
- 503 Convenience Store
- 504 College of Social Sciences Graduate School of Public Policy
- 505 College of Education
- 506 College of Education Annex
- 507 College of Natural Sciences
- 508 College of Humanities
- 604 College of Medicine I
- 605 College of Medicine II
- 606 College of Medicine
- 607 Alumni Association Building
- 609 Hanyang University Medical Center West Wing (International Hospital, General Medical Examination Center, Funeral Hall)
- 610 Hanyang University Medical Center
- 611 Regional Emergency Medical Center
- 614 Hanyang University Medical Center East Wing
- 617 Hanyang Nursing Leaders Hall
- 618 College of Medicine Lecture Hall
- 701 Hanyang Institute of Technology(HIT), Commax Startup Town
- 702 Hanyang Cyber University I
- 703 Hanyang Cyber University II
- 705 Multidisciplinary Lecture Hall
- 706 Business Administration Building
- 707 Haengwon Park
- 801 Student Residence Hall I
- 802 Student Residence Hall III
- 803 Student Residence Hall V
- 804 Student Residence Hall II
- 805 Ganari Residence Hall
- 806 Hannuri Residence Hall
- 807 Hanyang International House III
- 901 Hanyang Women's University Administration Building
- 902 Hanyang Women's University Design Center
- 903 Hanyang Women's University Library
- 904 Haengwon Square
- 905 Hanyang Elementary School
- 906 Hanyang Women's University Faculty Center
- 907 Hanyang Women's University Information & Culture Center
- 908 Hanyang Women's University Food & Nutrition Center
- 909 Hanyang Women's University Early Childhood Education Center

## ERICA Campus



- 101 Administration Building (Office of Admissions Admissions Division)
- 102 Student Welfare Building
- 103 Student Union
- 104 Engineering Building II
- 105 Architectural Design Hall
- 106 Structural Experiment Laboratory
- 107 Environment Experiment Center
- 108 Hydraulics Lab
- 109 Design Culture Hall
- 110 Design Education Hall
- 111 Design Research Hall
- 112 Smart Manufacturing Learning Factory
- 201 Business and Economics Hall
- 202 International Culture Building
- 203 R.O.T.C.
- 204 Communication and Social Sciences Hall
- 205 Sciences and Technology Building I
- 206 Conference Hall
- 207 Sciences and Technology Building II
- 208 Practical English Education Hall
- 209 Educational Building I
- 301 Engineering Building I
- 302 Facilities Management Building
- 303 Engineering Building III
- 304 Engineering Building IV
- 305 Engineering Building V
- 306 Bus Stop and Student Lounge(Shuttlecoke)
- 307 ERICA Convention Center
- 308 Hanyang Business Incubator
- 309 Pharmacy Building
- 310 Animal Experiment Laboratory
- 311 ERICA Support Center
- 312 ERICA Research Center
- 313 Hanyang Accelerated Pavement Testing Building
- 314 Applied Research Center for Electro-Fusion Technology(EFT Center)
- 315 BMR Center
- 316 ERICA COEX
- 401 Academic Information Center and Library (Career Development Center)
- 402 Gymnasium
- 403 ERICA Music Hall
- 404 Sports ground
- 405 Tennis Courts
- 501 Student Residence Hall IV
- 502 Student Residence Hall III
- 503 Student Residence Hall V
- 504 Residential College
- C01 Gyeonggi Techno Park
- C02 Korea Testing Laboratory
- C03 Korea Institute of Industrial Technology
- C04 Korea Electrotechnology Research Institute
- C05 LG Innotek Ansan R&D Research Institute