Guide for Course Application in Korea Aerospace University

1 Qualification and Requirement of Applicants for Academic Exchange Program

	Details
Qualification	Students be enrolled and potentially be on the course in the fall semester of 2017
Requirement	－ Only for the doctoral and master major courses are allowed to be taken － Students who want to apply for other university's course of English should be above a specific level at an authorized English test or submit a letter of approval for the course

Score	TOEFL			TOEIC	TEPS	IELTS
	iBT	CBT	PBT			
	79	213	550	730	630	6

2 Procedure of Course Application

※ All tasks from ① to ③ are required to complete

① Submit 'Application for course taking' file
- Application format : attached file 3
- Application submit : e-mail (ctl@ust.ac.kr)
- Period : ~ 22nd Aug. 2017(Tue.) 12:00

※ Browsing Syllabus
- Korea Aerospace Univ. Graduate school hompage
(http://grad.kau.ac.kr/page/web/grad/board/notice.jsp) (No English version is provided)

※ Notice of selection result and temporary student ID number
- Will be announced later from KAU

② Course Application
   (Korea Aerospace Univ. system, UST system, Selected students who are noticed)
        - Course Registration on Korea Aerospace Univ.
          1) Course Application Period : -
          2) Procedure : Being processed as submitting the attached file 3
        - Course Registration on UST system
          1) Course Application Period : Aug. 14th(Mon.) 09:00 ~ Aug. 25th(Fri.) 18:00
          2) Procedure
             : UST Portal information System (http://portal.ust.ac.kr)→Academics affairs
            →Management of course→Credit Exchange→Addition→Apply(Describe course application)

③ Approval of Advisory professor (Advisory Professor Only)
        - Period : Aug. 14th(Mon.) 09:00 ~ Aug. 25th(Fri.) 18:00
        - Procedure : UST Portal information System (http://portal.ust.ac.kr)→
          Academic affairs→Management of course→Advisor's approval for
          Credit Exchange→View→Acceptance→Save
※ After register to system, request registration approval to advisory professor personally
※ If there are more than 1 course, check and save each course

| 3 | Change or Cancel of Course Application |

Details

※ Must complete both 1) and 2)
 	
1) Submit 'Application for Course Change in Other University' to UST
   - Period: ~ 4th Aug. 2017 23:59
   - Format: Attached file 2
   - Application submit : e-mail (ctl@ust.ac.kr)
2) Korea Aerospace Univ. Course Registration System
   - Being processed as submitting the attached file 2

4   Others

□ Credits earned in course exchanges can be retaken only once.

□ A raw score that you earned from other schools is converted into a grade as followings.

〈Grade conversion table〉

Grade	A+	A0	B+	B0	C+	C0	D+	D0	F
Raw Score	95~100	90~94	85~89	80~84	75~79	70~74	65~69	60~64	below 60
Points	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0

□ Other Inquiry
  - UST Academic Affairs Team (042-865-2402, kay0524@ust.ac.kr)
  - Korea Aerospace University (02-300-0303)