

# Guide for Course Application in Incheon University

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

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## 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 : ~ 25<sup>th</sup> Aug. 2017(Fri.) 12:00

※ Browsing Syllabus

- Incheon Univ. Graduate school homepage  
(<http://grad.inu.ac.kr/user/indexMain.do?command=&siteId=grad>)

※ Notice of selection result and temporary student ID number

- Will be announced later from Incheon Univ. Graduate School

## ② Course Application

(Incheon Univ. system, UST system, Selected students who are noticed)

### - Course Registration on Incheon Univ.

- 1) Course Application Period : 30<sup>th</sup> Aug.(Wed.) 10:00 ~ 1<sup>st</sup> Sep.(Fri.) 18:00
- 2) Procedure

[http://haksa.incheon.ac.kr:7790/gsukang/sukang\\_login.jsp](http://haksa.incheon.ac.kr:7790/gsukang/sukang_login.jsp) → Login  
(ID: temporary student number, PW: the first 6 digits of resident registration number) → Course registration

### - 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)

The screenshot displays the UST Portal interface. The top navigation bar includes 'UST' and '통합정보시스템'. The left sidebar lists various application types. The main area is divided into three sections: 'Personal information', 'Course registration information', and 'Detailed information on registration status of other'. The 'Course registration information' section contains a table with columns for course details and a red box highlighting the 'Addition' button. The 'Detailed information on registration status of other' section contains a table for course and professor details.

## 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: ~ 8<sup>th</sup> Aug. 2017 12:00
- Format: Attached file 2
- Application submit : e-mail (ctl@ust.ac.kr)

2) Incheon Univ. Course Registration System

- Change & Cancel : 4<sup>th</sup> Sep. 10:00 ~ 8<sup>th</sup> Sep. 18:00

**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)
- Incheon Univ. Graduate School (032-835-8014)