

Guide for Course Application in Incheon 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	<p>– Only for the doctoral and master major courses are allowed to be taken</p> <p>– 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</p>						
		TOEFL			TOEIC	TEPS	IELTS
	Score	iBT	CBT	PBT	730	630	6
	79	213	550				

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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 : ~ 25th 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 : 30th Aug.(Wed.) 10:00 ~ 1st Sep.(Fri.) 18:00
- 2) Procedure

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 shows the UST Portal information System interface. The main content area is titled "Total Information" and includes a "School registration status" dropdown set to "Credit Exchange". Below this, there are input fields for "Year" (2017), "Semester" (Fall semester), and "ID number/name". A "Personal information" section is visible but empty. Below that is the "Course registration information" section, which includes a table with columns: Order, Exchange partner universities, Teaching professor, Course title, Completion classification, Credits, Taught in English or not, Advisor, and Approved or not. The table is currently empty. At the bottom, there is a "Detailed information on registration status of other" section with a table containing fields for Course number, Exchange partner universities, Course title (Korean), Course title (English), Taught in English or not, Completion classification, Credits, Name of teaching professor, and English name of teaching professor. The interface also features a left sidebar with a menu and a top navigation bar with "Home", "My info", "Logout", and "Menu" buttons.

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

2) Incheon Univ. Course Registration System

- Change & Cancel : 4th Sep. 10:00 ~ 8th 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)