2018 Undergraduate / Graduate
STUDENT HANDBOOK

ENGLISH VERSION

KAIST
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※ Counselling Information Map

※ This STUDENT HANDBOOK is to provide useful information. Please, note that some of the information included in it may need updating. Therefore, please refer to Academic Rules and Regulations and Guidelines. Also, please contact the appropriate administration office directly for further information.
1. KAIST Founding Background and Purpose

1) Founding Background
   • In recognition of the nations need for elite human resources in science and technology, KAIST was developed to support industrialization as part of the economic development plan.
   • To satisfy the need of producing talents, a systematic graduate school of science and engineering was needed, to prevent international leakage of intellectual talent.
   • Launched as the nation’s first science and technology graduate school focused on research.

2) Founding Purpose
   (Korea Advanced Institute of Science and Technology Constitution Article 1)
   • Educate and foster elite scientists for the future, equipped with basic theories and capability for practical applications.
   • Carry out both long and short term basic and applied research that enables the nation’s strategic technological advancements.
   • Provide research collaborations with a diverse pool of research institutions and industries.
## 2. History

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<td>Feb.</td>
<td>Establishment of the Korea Advanced Institute of Science (KAIS) as a Graduate School at its Seoul campus (Hongreung campus)</td>
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<td>Aug.</td>
<td>First graduation from KAIS master’s program</td>
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<td>1978</td>
<td>Aug.</td>
<td>First graduation from KAIS Ph.D. program</td>
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<td>1980</td>
<td>Dec.</td>
<td>Establishment of the Korea Advanced Institute of Science and Technology (KAIST) through the merger of KAIS and the Korea Institute of Science and Technology (KIST)</td>
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<td>1984</td>
<td>Dec.</td>
<td>Establishment of the Korea Institute of Technology (KIT), an undergraduate school, at Daedeok Science Town</td>
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<td>1989</td>
<td>June</td>
<td>Separation of KIST from KAIST</td>
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<td>1989</td>
<td>July</td>
<td>Relocation to the Daedeok Campus in Daejeon City due to the merger of KAIST and KIT</td>
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<tr>
<td>1990</td>
<td>Feb.</td>
<td>First graduation from the bachelor’s program</td>
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<td>1996</td>
<td>Oct.</td>
<td>Establishment of the Korea Institute for Advanced Study (KIAS) as an affiliate</td>
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<td>2004</td>
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<td>Establishment of the National Nano Fab Center (NNFC)</td>
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<td>2009</td>
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<td>Inclusion of the Korea Science Academy (KSA) as an affiliate</td>
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<td>2009</td>
<td>Mar.</td>
<td>Merger of KAIST and ICU (Information and Communications University)</td>
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<td>2011</td>
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<td>KAIST’s 40th Anniversary</td>
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# 3. Academic Programs

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<td>Physics</td>
<td>U·M·D</td>
<td><a href="http://physics.kaist.ac.kr">http://physics.kaist.ac.kr</a></td>
<td>042)350-2502-4</td>
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<td></td>
<td>Mathematical Sciences</td>
<td>U·M·D</td>
<td><a href="http://mathsci.kaist.ac.kr">http://mathsci.kaist.ac.kr</a></td>
<td>042)350-2702-4</td>
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<td></td>
<td>Chemistry</td>
<td>U·M·D</td>
<td><a href="http://chem.kaist.ac.kr">http://chem.kaist.ac.kr</a></td>
<td>042)350-2802-4</td>
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<tr>
<td></td>
<td>Graduate School of Nanoscience &amp; Technology</td>
<td>M·D</td>
<td><a href="http://gsnt.kaist.ac.kr">http://gsnt.kaist.ac.kr</a></td>
<td>042)350-1102-6</td>
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<td></td>
<td>LGIT-LED Educational Program</td>
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<td><a href="http://epl.kaist.ac.kr">http://epl.kaist.ac.kr</a></td>
<td>042)350-8223</td>
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<tr>
<td>College of Life Science &amp; Bioengineering</td>
<td>Biological Sciences</td>
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<td><a href="http://bio.kaist.ac.kr">http://bio.kaist.ac.kr</a></td>
<td>042)350-2602-6</td>
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<td></td>
<td>Graduate School of Medical Science and Engineering</td>
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<td><a href="http://gsmse.kaist.ac.kr">http://gsmse.kaist.ac.kr</a></td>
<td>042)350-4232</td>
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<td>Biomedical Science and Engineering Interdisciplinary Program</td>
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<td>College of Engineering</td>
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<td>042)350-3002-5</td>
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<td>042)350-3702-4</td>
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<td>Satreci-KAIST Space Technology Program</td>
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<td>042)350-3791</td>
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<td>Space Exploration Engineering</td>
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<td>042)350-3702</td>
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<td>Graduate School of Ocean Systems</td>
<td>M·D</td>
<td><a href="http://kaist-ocean.org">http://kaist-ocean.org</a></td>
<td>042)350-1502-6</td>
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<td>Electrical Engineering</td>
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<td>042)350-8584</td>
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<td>Division of Future Vehicle</td>
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<td>042)350-8461</td>
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<td><a href="http://ktep.kaist.ac.kr">http://ktep.kaist.ac.kr</a></td>
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<td><a href="http://LG.kaist.ac.kr">http://LG.kaist.ac.kr</a></td>
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<td>042)350-8584</td>
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<td>Computer Science</td>
<td>U·M·D <a href="http://cs.kaist.ac.kr">http://cs.kaist.ac.kr</a></td>
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<td>042)350-3502-7</td>
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<td>Web Science Technology</td>
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<td>042)350-4862-6</td>
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<td>Graduate School of Information Security</td>
<td>M·D <a href="http://gis.kaist.ac.kr">http://gis.kaist.ac.kr</a></td>
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<td>042)350-8391</td>
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<td>Software Graduate Program</td>
<td>M <a href="http://software.kaist.ac.kr">http://software.kaist.ac.kr</a></td>
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<td>02)3498-7575</td>
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<td>Software Engineering Program</td>
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<td>02)3498-7571</td>
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<td>Civil &amp; Environmental Engineering U·M·D</td>
<td><a href="http://civil.kaist.ac.kr">http://civil.kaist.ac.kr</a></td>
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<td>042)350-3602-4</td>
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<td>Environmental and Energy Engineering Program</td>
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<td>U-City Program</td>
<td>M·D <a href="http://civil.kaist.ac.kr">http://civil.kaist.ac.kr</a></td>
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<td>Bio &amp; Brain Engineering</td>
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<td>042)350-4302-4</td>
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<td>Program of Brain and Cognitive Engineering</td>
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<td>Industrial Design</td>
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<td>042)350-4502-3</td>
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<td>Industrial &amp; Systems Engineering</td>
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<td>042)350-8175</td>
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<td>Materials Science &amp; Engineering</td>
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<td>042)350-8511</td>
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<td>Graduate School of EEWS</td>
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<td>042)350-6101</td>
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<td>The Cho Chun Shik Graduate School for Green Transportation</td>
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<td>042)350-1252</td>
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<td>School of Humanities &amp; Social Sciences</td>
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<td>042)350-4602</td>
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<td>042)350-2902-3</td>
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<td>Moon Soul Graduate School of Future Strategy</td>
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<td><a href="http://futures.kaist.ac.kr">http://futures.kaist.ac.kr</a></td>
<td>042)350-4226</td>
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<td>Intellectual Property Program</td>
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<td><a href="http://mip.kaist.ac.kr">http://mip.kaist.ac.kr</a></td>
<td>042)350-4223</td>
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<td>Intellectual Property Minor Program (Minor)</td>
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<td><a href="http://ip-minor.kaist.ac.kr">http://ip-minor.kaist.ac.kr</a></td>
<td>042)350-4223</td>
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<td>Master of Science Journalism</td>
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<td><a href="http://sj.kaist.ac.kr">http://sj.kaist.ac.kr</a></td>
<td>042)350-4202</td>
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<td>042)350-4671</td>
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<td><a href="http://www.business.kaist.ac.kr/me">http://www.business.kaist.ac.kr/me</a></td>
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<td><a href="http://www.business.kaist.ac.kr/kgsm">http://www.business.kaist.ac.kr/kgsm</a></td>
<td>02)958-3602</td>
<td></td>
</tr>
<tr>
<td>IMBA</td>
<td>M</td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
<td></td>
</tr>
<tr>
<td>Executive MBA</td>
<td>M</td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
<td></td>
</tr>
<tr>
<td>Techno-MBA</td>
<td>M</td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
<td></td>
</tr>
<tr>
<td>Social Entrepreneurship MBA</td>
<td>M</td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
<td></td>
</tr>
<tr>
<td>College</td>
<td>Departments/Divisions/Programs</td>
<td>Degree</td>
<td>Homepage</td>
<td>Telephone</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------</td>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Professional MBA</td>
<td>M</td>
<td></td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
</tr>
<tr>
<td>Graduate School of Finance &amp; Accounting</td>
<td>M</td>
<td></td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
</tr>
<tr>
<td>Graduate School of Information &amp; Media Management</td>
<td>M</td>
<td></td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
</tr>
<tr>
<td>Information and Media MBA</td>
<td>M</td>
<td></td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3991</td>
</tr>
<tr>
<td>Graduate School of Green Growth</td>
<td>M</td>
<td></td>
<td><a href="http://www.business.kaist.ac.kr/">http://www.business.kaist.ac.kr/</a></td>
<td>02)958-3181</td>
</tr>
<tr>
<td>School of Business &amp; Technology Management</td>
<td>U·M·D</td>
<td></td>
<td><a href="http://btm.kaist.ac.kr">http://btm.kaist.ac.kr</a></td>
<td>042)350-6301-3</td>
</tr>
<tr>
<td>Economics Minor Program</td>
<td>U (Minor)</td>
<td></td>
<td><a href="http://ms.kaist.ac.kr">http://ms.kaist.ac.kr</a></td>
<td>042)350-6301-3</td>
</tr>
<tr>
<td>Graduate School of Innovation &amp; Technology Management</td>
<td>M·D</td>
<td></td>
<td><a href="http://itm.kaist.ac.kr">http://itm.kaist.ac.kr</a></td>
<td>042)350-4902-3</td>
</tr>
<tr>
<td>Global IT Technology Program</td>
<td>M·D</td>
<td></td>
<td><a href="http://fitp.kaist.ac.kr">http://fitp.kaist.ac.kr</a></td>
<td>042)350-6845</td>
</tr>
</tbody>
</table>

*U: Undergraduate Program
M: Master's Program
D: Doctoral Program
4. Student Enrollment and Graduates’ Career Direction

A. Student Enrollment

(As of October 1, 2015)

<table>
<thead>
<tr>
<th>Program</th>
<th>Number of Students</th>
<th>Female Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.S.</td>
<td>4,469</td>
<td>821(18%)</td>
<td>183(4%)</td>
</tr>
<tr>
<td>M.S.</td>
<td>3,091</td>
<td>705(23%)</td>
<td>219(7%)</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>3,794</td>
<td>676(18%)</td>
<td>169(4%)</td>
</tr>
<tr>
<td>Total</td>
<td>11,354</td>
<td>2,202(19%)</td>
<td>571(5%)</td>
</tr>
</tbody>
</table>

B. Graduates’ Career Direction

(Based on graduate from 2014~2016)
## 5. Major Administrative Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Major Task</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Academic Affairs</td>
<td>Academic Registrar’s Team&lt;br&gt;Student registration and enrollment change, class registration, modification or cancelation, class re-enrollment and audit, credit transfer, credit records management, tuition payment notification, issuing academic record verifications</td>
<td>2361~7</td>
</tr>
<tr>
<td></td>
<td>Academic Planning Team&lt;br&gt;Curriculum administration, lecture evaluation, management of thesis and dissertations, Renaissance Program support, academic calendar scheduling</td>
<td>1231~8</td>
</tr>
<tr>
<td>Office of Student Affairs Team</td>
<td>Student Affairs Team&lt;br&gt;Supporting the student assembly and other student group activities, student award and discipline, research specialists</td>
<td>2161~5</td>
</tr>
<tr>
<td>Student Welfare Services Team</td>
<td>Maintenance and operation of student housing, selection and rewarding of scholarship students, KAIST Students’ Health Insurance Association, welfare promotion of female students and disabled student support, operation of health management office</td>
<td>4711~8</td>
</tr>
<tr>
<td>Office of Student Life Team</td>
<td>Student Life Team&lt;br&gt;Happy(Exciting) College Life, Freshman tutoring, Freshman seminars, and coaching, support for the undeclared students&lt;br&gt;Maintenance and operation of student housing&lt;br&gt;Two-sheeled vehicle, welfare promotion of female students and disabled student support, Academics Counsiling Center&lt;br&gt;operation of health management office</td>
<td>1241~3</td>
</tr>
<tr>
<td></td>
<td>Counseling Center&lt;br&gt;Individual and/or group counseling, psychological examination and mentoring</td>
<td>7942</td>
</tr>
<tr>
<td>School of Freshman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Major Task</td>
<td>Ext.</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Center for Ethics and Human Rights</td>
<td>violence and sexual harassment counseling</td>
<td>1004</td>
</tr>
<tr>
<td>College of Liberal Arts and Convergence Science</td>
<td>Maintenance and operation of both indoor and outdoor sports facilities, health administration office maintenance, and any matters regarding physical education courses</td>
<td>4812~8</td>
</tr>
<tr>
<td>International Office</td>
<td>International Relations Team Foreign exchange students, International Summer Session</td>
<td>2441~3</td>
</tr>
<tr>
<td>International Office</td>
<td>International Scholar and Student Services Team Support for international students, counseling, immigration, various events and programs for the international community</td>
<td>2481~3, 2488</td>
</tr>
<tr>
<td>Office of Admissions</td>
<td>School of Freshman ‘A Fun College Lifestyle,’ ‘Freshman Design,’ support including tutoring seminars, and coaching, support for the undeclared students</td>
<td>1241~3</td>
</tr>
<tr>
<td>Office of Administration</td>
<td>Facility Management Team Maintenance and operation of the auditorium and outdoor theater, and other construction on the campus</td>
<td>1465</td>
</tr>
<tr>
<td>Office of Administration</td>
<td>Safety &amp; Security Team Issuing IC card, International student card, car sticker and motorcycle</td>
<td>8000</td>
</tr>
<tr>
<td>Office of Administration</td>
<td>Customer Satisfaction Center Management of inquiries/suggestions under Customer Satisfaction</td>
<td>1451~2</td>
</tr>
<tr>
<td>Office of Research Affairs</td>
<td>Research Promotion Team URP program and research ethic code</td>
<td>2182~6</td>
</tr>
<tr>
<td>Information Service for Knowledge and Culture</td>
<td>Academic Information Management Team Management of KAIST collections, reference library, undergraduate branch library</td>
<td>2222~8</td>
</tr>
<tr>
<td>Information Service for Knowledge and Culture</td>
<td>Academic Information Team Operation of academic information system, the KAIST website and portal system</td>
<td>1481~8</td>
</tr>
<tr>
<td>Information Service for Knowledge and Culture</td>
<td>Management Information Team Administration and distribution of the e-mail system, management of shared software license</td>
<td>1491~7</td>
</tr>
<tr>
<td>Information Service for Knowledge and Culture</td>
<td>Information &amp;Communication Team IP address verification and domain resources distribution, maintenance and management of wire and wireless network, phone number services</td>
<td>2411~3</td>
</tr>
<tr>
<td>Reserve Battalion</td>
<td>Reserve forces and civil defense related services</td>
<td>2347~8</td>
</tr>
</tbody>
</table>
1. Registration

Students register for courses by following the procedures of submission of forms, tuition fees, and other fees during the scheduled registration period.

A. Definition

Students register for courses by following the procedures of submission of forms, tuition fees, and other fees during the scheduled registration period.

B. Registration period

- 1st semester: Mid-February
- 2nd semester: Mid-August

C. Process

- Students can register for courses and view their bills on-line and can pay for the fees via electronic banking services.
- Student must pay fees within the time limit at any bank
- Fees due period: Registration period (1st semester: Mid-February / 2nd semester: Mid-August)
  * May change depending on school policy

※ Important

- If the student fails to register or apply for leave of absence during the Registration Period, by the Academic Regulations the student will be deemed unregistered and be subject to expulsion.
- The return payment will be determined based on the date of submission of the application for leave of absence to the Academic Registrar's Team.
<table>
<thead>
<tr>
<th>Date of Submission</th>
<th>Return Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>After deadline of course add/drop period but before 30 days from the beginning of the semester</td>
<td>5/6 of Payment (Excluding admission fees, membership fees, and student union fees)</td>
</tr>
<tr>
<td>Between 31 days to 60 days after the start of semester</td>
<td>2/3 of Payment (&quot;&quot;&quot;)</td>
</tr>
<tr>
<td>Between 61 days to 90 days after the start of semester</td>
<td>1/2 of Payment (&quot;&quot;&quot;)</td>
</tr>
<tr>
<td>After 90 days has passed since the start of semester</td>
<td>Non-refundable</td>
</tr>
</tbody>
</table>

D. References: Guidelines for Admission Registration and Course Registration Article 3, Guidelines for Collecting Tuition and Fees Article 6
2. Tuition and Fees

To acquire a student status, one must pay the tuition, which consists of the admission fee, school tuition and other school dues.

A. Undergraduate tuition system

- Most international students will be offered KAIST scholarship equivalent to the tuition fee of 4 years (8 semesters)

B. Tuition/Scholarship depending on the academic grade of undergraduate

<table>
<thead>
<tr>
<th>Average grade</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above 2.7</td>
<td>Full scholarship (Exempted from tuition and other fees)</td>
</tr>
<tr>
<td>Below 2.7</td>
<td>Partial scholarship (Exempted from tuition, but must pay other fees)</td>
</tr>
</tbody>
</table>

C. Standard undergraduate tuition (per semester of 2017 academic year, unit: KRW)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Grades</th>
<th>Admission Fee</th>
<th>Tuition</th>
<th>Other fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard amount</td>
<td></td>
<td>353,000</td>
<td>1,743,000</td>
<td>1,690,000</td>
<td>3,786,000</td>
</tr>
<tr>
<td>New student (1st semester)</td>
<td>-</td>
<td>353,000</td>
<td>3,433,000</td>
<td>Exempted</td>
<td>3,786,000</td>
</tr>
<tr>
<td>Continuing student, entered before 2015 (3rd – 8th semester)</td>
<td>Above 2.7</td>
<td>-</td>
<td>Exempted</td>
<td>Exempted</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Below 2.7</td>
<td>-</td>
<td>Exempted</td>
<td>1,690,000</td>
<td>1,690,000</td>
</tr>
<tr>
<td>Continuing student, entered after 2016 (3rd – 8th semester)</td>
<td>Above 2.7</td>
<td>-</td>
<td>Exempted</td>
<td>Exempted</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Below 2.7</td>
<td>-</td>
<td>1,690,000</td>
<td>Exempted</td>
<td>1,690,000</td>
</tr>
</tbody>
</table>
D. Tuition fee for students in 9th and more semester

- Graded tuition fee pursuant to the ordinance governing college tuition by the Ministry of Education, Science and Technology.
- Students who have applied for a minor program are exempt from the tuition fee for 1 extra semester (9th semester), but must pay other fees. (In case a student cancels Minor or Double Major, tuition exempted needs to be reimbursed.)
- Students who have applied for a double-major program are exempt from the tuition fee for 2 extra semesters (9th and 10th semester), but must pay other fees. (In case a student cancels Minor or Double Major, tuition exempted needs to be reimbursed.)
- Students who applied for studying at another university/graduate school at Home/Abroad without taking official leave of absence for more than 2 months (excluding during vacation) are exempt from the tuition fee for 1 extra semester (9th semester), but must pay other fees.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Enrolled Units</th>
<th>Application Rate</th>
<th>Tuition</th>
<th>Other fees</th>
<th>Total Unit: KRW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard amount</td>
<td></td>
<td></td>
<td>1,743,000</td>
<td>1,690,000</td>
<td>3,433,000</td>
</tr>
<tr>
<td>Continuing students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Students in 9th and more semester)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0~3</td>
<td>1/9</td>
<td></td>
<td>194,000</td>
<td>188,000</td>
<td>382,000</td>
</tr>
<tr>
<td>4~6</td>
<td>1/6</td>
<td></td>
<td>291,000</td>
<td>282,000</td>
<td>573,000</td>
</tr>
<tr>
<td>7~9</td>
<td>1/3</td>
<td></td>
<td>581,000</td>
<td>564,000</td>
<td>1,145,000</td>
</tr>
<tr>
<td>above 10</td>
<td>1/2</td>
<td></td>
<td>872,000</td>
<td>845,000</td>
<td>1,717,000</td>
</tr>
</tbody>
</table>

E. Graduate school tuition (Tuition and other fees) (2016)

(Unit: 1,000won, per semester)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Collecting Criteria</th>
<th>Scholarship</th>
<th>Amount (A–B)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition</td>
<td>Other Fees</td>
<td>Total (A)</td>
<td>Tuition</td>
</tr>
<tr>
<td>Admission fee</td>
<td>353</td>
<td>-</td>
<td>-</td>
<td>353</td>
</tr>
<tr>
<td>Main Campus</td>
<td>Students enrolled '10 ~ '17</td>
<td>Government scholarship students</td>
<td>9,559</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>KAIST/ General</td>
<td>9,559</td>
<td>-</td>
</tr>
<tr>
<td>Classification</td>
<td>Collecting Criteria</td>
<td>Scholarship</td>
<td>Amount</td>
<td>Remarks</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>--------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Students enrolled ’07-’09</td>
<td>Tuition: 9,559</td>
<td>Other Fees: -</td>
<td>Total (A): 9,559</td>
<td>Tuition: 9,109</td>
</tr>
<tr>
<td>KAIST/General</td>
<td>9,559</td>
<td>-</td>
<td>9,559</td>
<td></td>
</tr>
<tr>
<td>Students enrolled before 2006</td>
<td>Tuition: 450</td>
<td>Other Fees: -</td>
<td>Total (A): 450</td>
<td>Tuition: 450</td>
</tr>
<tr>
<td>KAIST/General</td>
<td>4,048</td>
<td>-</td>
<td>4,048</td>
<td></td>
</tr>
<tr>
<td>Students in 9th and more semester</td>
<td>Tuition: 924</td>
<td>Other Fees: -</td>
<td>Total (A): 924</td>
<td>Tuition: 924</td>
</tr>
<tr>
<td>Students enrolled after 2010</td>
<td>924</td>
<td>-</td>
<td>924</td>
<td></td>
</tr>
<tr>
<td>Students enrolled before 2009</td>
<td>450</td>
<td>-</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>New and continuing students</td>
<td>Tuition: 7,004</td>
<td>Other Fees: -</td>
<td>Total (A): 7,004</td>
<td>Tuition: 7,004</td>
</tr>
<tr>
<td>KAIST/General</td>
<td>7,004</td>
<td>-</td>
<td>7,004</td>
<td></td>
</tr>
<tr>
<td>Business School</td>
<td>Tuition: 1,051</td>
<td>Other Fees: -</td>
<td>Total (A): 1,051</td>
<td>Tuition: 1,051</td>
</tr>
<tr>
<td>Students in 9th and more semester</td>
<td>1,051</td>
<td>-</td>
<td>1,051</td>
<td></td>
</tr>
<tr>
<td>Special Major (MBA)</td>
<td>Applied separately</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ Separate applications for students on programs pursuant to the University Operation Guidelines Article 9 governing the tuition fees of graduate school academic affairs.

F. References: Academic Rules and Regulations Articles 87–88, Guidelines for Collecting Tuition and Fees Articles 4–5
3. Leave of Absence

A. Definition

- If students have to be away from school for reasons of sickness, accidents, military service, childbirth and infant care, or other unavoidable circumstances, they must apply for a leave of absence. However, if students are required to attend other domestic or foreign universities in accordance with the university policy or due to their thesis research, they may not have to apply for a leave of absence.

B. Duration and types of leave of absence

- Duration of leave of absence
  - The duration of leave of absence must not exceed 2 semesters for master’s program and 4 semesters for undergraduate/doctoral programs. However, leave of absence for business start-ups may be extended up to 4 semesters. Leave of Absence due to Illness can be extended up to 2 semesters.
  - The leave of absence period within 4 semesters due to military service or due to childbirth and infant care (2 semesters for male students, under 8 years of age) is not included in the total duration of leave of absence.

- Types of leave of absence
  - Personal or business start-up leave of absence: Students may apply for a personal leave of absence from the end of the semester (end of June or December) to the mid-term exam period of the next semester. Students cannot apply after the mid-term exam period to the end of the semester.
  - Medical leave of absence: Students may apply for a medical leave up to the day before the final exams period (Must be accompanied by a medical certificate of general hospital (including KAIST Clinic) for more than one month of hospitalization or outpatient treatment).
  - Military leave of absence: Students may apply for a military leave of absence any time during the semester except final exams period (must submit a notice of enlistment).
  - Leave of Absence due to Childbirth (for female students) or Childbearing: Students may apply for a leave of absence due to childbirth or childbearing.
until before final exam period (Must be accompanied by a Birth certificate or certificate of family relationship (Children under 8 years old)).

C. Procedure

• Students must apply for a leave of absence online at the Academic System → receive approval from advising instructor or faculty master/head professor → checked by administrative department and department/major office → Students must submit it online (or manual) before the deadline at the Academic System to Academic Registrar’s Team

[from D-2 of deadline, students cannot apply it online. Students must complete the leave of absence request form themselves and obtain the signature and seal of both oneself and their guarantor (scholarship recipients must receive authorization from relevant organization) → receive approval from advising instructor or faculty master/head professor before submitting form to relevant faculty/major office → checked by administrative department of relevant faculty/major → submit to Academic Registrar’s Team]

D. Required documents (attach)

• Illness: 1 copy of the doctor’s note (minimum 1 month) of general hospital (including KAIST Clinic)
• Military Service: 1 copy of Enlistment Notice
• Business Start-up: 1 copy of Corporate register or business registration certificate
• Childbirth and care: 1 copy of the Birth Certificate or Family Relation Certificate (Children under 8 years old)

• For the dues refund from leave of absence (the date of cause for occurrence is the start date of leave of absence, if registered off-line, the date one submitted the leave of absence to the Academic Registrar’s Team), refer to the "Registration" section

E. Important notes

• Newly admitted students are restricted to take a leave of absence for their first semester.
If students want to continue their leave of absence after their requested leave of absence period has expired, they must apply an additional leave of absence.

- If students wish to change from their personal leave of absence to a military leave of absence, they must apply an additional leave of absence request form.
- If students fail to register or extend their leave of absence period after their leave of absence period has expired, they are subject to dismissal.

F. Reference: Academic Rules and Regulations Article 52
4. Reinstatement

A. Definition

- Students whose leave of absence is expired return to school and register for the courses during the scheduled registration period (Mid-February or Mid-August) to continue their study for the next semester.

B. Period

- Period from 1 month to 1 week before the beginning of semester.

C. Procedure

- Students must apply for reinstatement online at the Academic System → receive approval from advising instructor or faculty master/head professor → submit online (automatic) at the Academic System to Academic Registrar’s Team

D. Required documents (attach)

- Students returning to school after their military leave should attach a copy of military release certificate or a resident certificate on which the duration of their service and the date of their discharge are written.

E. Important notes

- Tuition payment should be made during the registration period
- If students fail to register after the application period of reinstatement or fail to extend their leave of absence, they will be dismissed.
- Only the actual military service period is recognized as a military leave of absence, not the period of approved leave of absence.
- If students are discharged from their military service earlier than the approved deadline of their leave of absence, they have to return to school the semester immediately before the semester in which the date of discharge falls.
- If the date of discharge happens to be later than the deadline of leave of absence, the certificate of military service (signed by a commander of their military unit) should be submitted along with an additional reinstatement application online.
F. **References**: Academic Rules and Regulations Article 53, Guidelines for Admission Registration and course registration Article 5
5. Withdrawal

A. Definition
- Student choose to give up program for unknown reasons.

B. Withdrawal period
- No specific period (except final exam period)

C. Refund of subsidiaries (Benefit Dept. Repayment)
- Students in master’s or doctoral programs must fully or partially return their subsidized education fees.

D. Procedure
- Students must apply for withdrawal online at the Academic System (with approval of a guarantor) → receive approval from advising instructor or faculty master/head professor → checked by administrative department and department/major office → students must submit it online (manual) before the deadline at the Academic System to Academic Registrar’s Team [from D-2 of deadline, students cannot apply it online. Students must complete the withdrawal (Voluntary Permanent Academic Leave) request form themselves and obtain the signature and seal of both oneself and their guarantor (scholarship recipients must receive authorization from relevant organization) → receive approval from advising instructor or faculty master/head professor before submitting form to relevant faculty/major office → checked by administrative department of relevant faculty/major → submit to Academic Registrar’s Team]

E. Important notes
- General scholarship recipients: the guarantor has to be the student’s affiliated organization National scholarship or KAIST scholarship students (undergraduate, master’s, doctorate): parent’s approval is required.
- Master’s and Doctoral students should check repayment amounts of their subsidized education fees and pay it applying withdrawal.

G. Reference: Academic Rules and Regulations Article 54
6. Expulsion and Re-entry

A. Expulsion

• Students failing to register, failing to re-enroll, staying at school for excess # of years, receiving academic warnings, failing to pass qualifying examinations, and receiving disciplinary action, are subject to expulsion.

B. Re-entry

1) Definition

• If students, who have been voluntarily withdrawn or been dismissed, want to return to school, they will be readmitted to school after the review of their academic record.

2) Application period

• Students can be readmitted to school two semesters (including the semester in which the date of the withdrawal or expulsion) after the semester of their withdrawal or expulsion, and they can be readmitted only once.

3) Application procedure

• Students apply for re-admission → are reviewed by their Department/Division → are reviewed by Undergraduate/Research Review Committee → Obtain Approval from the President

4) Required documents

• Application form for Re-admission
• Study plan
• Comment from the academic advisor
• Recommendation for Re-admission
• Transcript
• Supporting documents for an extended military service or a prolonged medical leave should be attached
5) Important notes

- Student who withdrew or were dismissed will be allowed to return to school with their previous class standing or lower if they apply for their readmission within 3 years from the date of their withdrawal or dismissal and if they are approved by the review committee.

- Students who are dismissed with the reason of ‘excess years at school’ will not be allowed to return to school. (Up to students enrolled in 2008)
  - Those who are expelled for exceeding enrollment duration limit or who are expelled or voluntarily withdraw after extending enrollment duration limit (Starting from student enrolled in 2009)

- The 3 year grace period given for re-admission applicant does not include the period required for an extended military service or a prolonged medical treatment (attach supporting documents).

C. Reference: Academic Rules and Regulations Article 55
7. Time Limit for Degree Completion

A. Time Limit for Degree Completion (Graduates: From the class 2009)

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Undergraduate</th>
<th>Master’s</th>
<th>Doctoral</th>
<th>Master’s and Doctoral Integrated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 years</td>
<td>3 years</td>
<td>5 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

B. Important notes

- The leave of absence periods are not counted towards the maximum number of years allowed students to graduate.
- For students in master’s and doctoral programs, if this limit has to be exceeded due to unforeseeable reasons, it can be extended for one more year (only once).
- Students, who are not able to complete credit requirements even after the extension, are subject to dismissal.

C. References: Academic Rules and Regulations Article 65, Article 77
8. Early Graduation

A. Definition

- Students in the undergraduate program may apply for the early graduation if they have met graduate requirements, regardless of the number of years in the program (including leave of absences).

B. Application period

- Within 30 days after the commencement of the semester in which students expect to graduate.

C. Qualified students

- Students who have fulfilled their graduation requirements and whose GPA of 3.0/4.3 or higher.

D. Application procedure

- Complete the application form → Obtain approval from your academic advisor and the Head of your Department /Division → Submit the form to the Academic Registrar’s Team.

E. Required documents

- Application for early graduation
- Transcript

F. References: Guidelines for Application of Department and Early Graduation
Article 9, Article 10
9. Course Registration

Course Registration is the procedure taken to apply for the courses students wish to enroll in for the semester.

A. Registration Period: Refer to each year’s Academic Schedule

- Spring Semester Course Registration: January of the current year
- Fall Semester Course Registration: July of the current year

B. Registration Procedure

1) Request for offered courses every semester → 2) Finalization of offered courses for each department and input into Academic System → 3) Course registration (changes/cancellation) notice

   Academic registrar/each department → Academic registrar/student

4) Course registration (changes/cancellation) confirmation/printing

   Student

C. Course Registration Details

- The portal-academic system is set so that course registration/changes/cancellation is possible from 12:30 p.m. of the first day of the registration period.
- On the first day of course registration, students are randomly selected for courses with a fixed student quota.
- Course changes are possible up to 2 weeks starting from a week before the first day of the semester and course cancellations are possible up to 7 weeks from the first day of the semester. (However, students admitted in 2007 and 2008 and graduate school students admitted before 2009 are provided with a period of up to 1 week after midterms).

* (Important) After Course Add/Drop(change) Period, students who
does not apply courses will be expelled (School regulation Article 34, Clause 4) and who register under ‘minimum credits per semester (undergraduate 12, graduate (fulltime) 9, graduate (parttime) 1) will receive an academic warning. (School regulation Article 71, Article 86 Clause 1)

- Undergraduate students are to register for at least 12 credits; full-time graduate school students are to register for at least 9 credits and no more than 12 credits; and part-time graduate school students are to register for at least 1 credits and no more than 9 credits.
- Courses cancelled during the course cancellation period are marked with a “W” for Withdraw in the student’s transcript.

D. References: Academic Rules and Regulations Article 34, Operational Guidelines for Curriculum Article 15, Guidelines for Admission Registration and Course Registration Article 4
10. Re-Taking a Course

Students can re-take a course if the course tuition is paid for.

A. Registration period
   - From the registration date to the deadline date to make changes to registration each semester.

B. Course repeat
   - Mandatory repeat
     - When a student receives an “F” on a required course.
   
   - Repeat as desired
     - Students can repeat 5 courses, if the grade is below C+ (starting from year of 2014). However, this does not apply when a student receives an F on a required course.

C. Course repeat procedure
   - Follow the regular course registration procedures, the new grade will be replaced the original grade. However, new grade will not be above A- for undergraduate students. For the graduate, there are no limitation for grade but “R” will be marked front of the course name.
   
   - The course repeat tuition will be returned should the course to be repeated is cancelled, or if the student submits a course registration cancellation form within the registration period.

D. Course repeat tuition: 50,000 won per credit

E. References: Academic Rules and Regulations Article 83, Operational Guidelines for Curriculum Article 20, Guidelines for Application of Re-taking Courses for Undergraduate Program Article 3, Article 5
11. Inter-Session Semester

Courses are open during vacation for students to obtain credits based on hour.

A. Classification
   - Summer semester and winter semester

B. Acknowledged credits
   - No more than 9 credits including research credits.

C. Reference: Operational Guidelines for Inter-session Semester Article 3
12. Academic Grades

A. Grades will be given based on students’ examination scores, attendance, lab reports, and classroom performance.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>Ao</td>
<td>4.0</td>
<td>Co</td>
<td>2.0</td>
</tr>
<tr>
<td>A−</td>
<td>3.7</td>
<td>C−</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>Bo</td>
<td>3.0</td>
<td>Do</td>
<td>1.0</td>
</tr>
<tr>
<td>B−</td>
<td>2.7</td>
<td>D−</td>
<td>0.7</td>
</tr>
</tbody>
</table>

F 0.0

※ Grades for research courses and S–U courses are not included in students’ GPA calculation.

B. “I” Grade

• If "I" grade is not eliminated within 4 weeks after the deadline for grade submission, it will be recorded as “F”. However, research courses will be marked with U.

C. Grade for Re-taking courses

• New grade will be replaced the original grade. However, new grade will not be above A− for undergraduate students. For the graduate, there are no limitation for grade but “R” will be marked front of the course name.

D. Grade for cheating and faking

• If students cheat or fake on a test, the grade will be amended or cancelled.

13. Academic Warning

A. Undergraduate program

- An academic warning is given to a student who receives a GPA of lower than 2.0/4.3 and the warning is issued before the start of the next semester.
- Students who receive a total of 3 warnings are subject to dismissal.
- If re-admitted students (after the expulsion due to three academic warnings) happen to receive another warning, they are subject to dismissal.
- Students who register under ‘minimum credits per semester’ receive a warning, but this does not count towards the 3 warnings to be subject to dismissal. (Students selected as exchange students in foreign universities/graduate schools are exempt from receiving a warning from registering under ‘minimum credits per semester’)

B. Master’s/Doctoral programs

- A warning is given to students who fall under one of the following categories before the start of next semester.
  1) Students whose accumulated GPA (up to the semester immediately before) is lower than 2.5/4.3. However, this is not applicable to students who have completed less than 12 credits.
  2) Students who have received U (unsatisfactory) for the thesis research course (completed in the semester immediately before).
- Students who have received 2 warnings consecutively (3 times for part-time students) will be dismissed.
- If re-admitted students (after the dismissal due to three academic warnings) happen to receive another warning, they will be dismissed.
- Students who register under ‘minimum credits per semester’ receive a warning, but this does not count towards the 3 warnings to be subject to dismissal. (Students selected as exchange students in foreign universities/graduate schools are exempt from receiving a warning from registering under ‘minimum credits per semester’)

C. References: Academic Rules and Regulations Article 58, 71, 86
14. Credit recognition examination

A. Definition

- Students can take credit recognition exams to obtain credits.

B. Application and examination period

- Within one week after the start of each semester

C. Fees

- 20,000 won per course (to be paid upon receipt of the payment notice)

D. Applicable subjects

- Applicable to courses offered during the relevant semester.
- Not applicable to courses for which credit recognition exams cannot be given due to the nature of the subject (Graduation research, individual research, seminar, special lecture, experimental subjects).
- According to Article 80, Section 1 of the KAIST Academic Rules and Regulations, even for a course which is not previously taken by a student, if the course is considered as not being suitable for the student’s progress, the credit recognition examination for that course will not be given.
- Calculus(Ⅰ,Ⅱ) : In the case of students enrolled after 2017, the credit recognition examination period is within one year of enrollment,
- Even students entering before 2017 may be restricted according to the "Guidelines for the Examination of Bachelor's Degree Credits" by the Department of Mathematical Sciences and the decision of the Mathematical Sciences Education Committee (Contact: Department of Mathematical Sciences)

E. Results

- Passing grade B- or above, and the grades are given in accordance with KAIST Academic Rules and Regulations Article 49, Section1.

F. Application procedure
• Online application and print out application
• Obtain approval from the course instructor
• Approval from the academic advisor and the Head of Department /Division
• Payment of examination fee
• Submit the form to the Academic Registrar’s Team
• The examination date and the result will be informed
• The list of students with passing grades will be announced

G. Required document

• Application for Credit Recognition Exam

H. References: Academic Rules and Regulations Article 80, Guidelines for Credit Recognition Examination for Undergraduate Program Article 2-4
15. Credit Transfer

A. Transferable credits obtained from other domestic and overseas universities (before entering KAIST)

- Credits obtained from other universities will be recognized for students in undergraduate program (a maximum of 66 credits), Master’s program (a maximum of 12 credits), and Doctoral program (a maximum of 18 credits).
  * Credits will be given as the credits for the equivalent (similar) courses at KAIST.
- Application period: Within one year after the admission

1) Procedure

- Students must apply for credit transfer online at the Academic System → receive approval from the professor who teach corresponding courses at KAIST and Department Head of the course → Students must submit it online (manual) to a Advisor and the Department Head → receive approval from advising instructor and the Department Head → students must submit the original copy of transcript to the Academic Registrar’s Team offline

2) Required documents

- An Original Copy of Transcript from the previous university
- A Copy of Syllabus (attach)

3) Reference: Operational Guidelines for Curriculum Article 31

B. Transferable credits obtained from other departments/divisions

- The required course credits obtained from the original department will be recognized as the credits for equivalent (similar) courses offered by the new department and elective credits obtained must be closely related to the courses in the new department’s curriculum in order to be recognized.
- Application period: By the end of the semester immediately after the semester in which the department transfer occurs.
1) **Procedure**

Students must apply for credits completed before admission online at the Academic System → receive approval from the course professor (after interview) → Students must submit it online (manual) at the Academic System to the advisor professor → recommendation (receive approval) by the advising professor and confirmation (receive approval) from the department head → approval of credit recognition.

2) **Reference**: Operational Guidelines for Curriculum Article 32

**C. Transfer of credits previously obtained at KAIST**

- Students who are re-admitted to KAIST will be able to transfer credits they had obtained (at KAIST) if their credit transfer application is submitted while enrolled. All or partial credits for the transferable courses will be recognized only if the courses are offered by the relevant department.

1) **Procedure**

- Students must apply for credits completed before admission online at the Academic System → receive approval from the course professor (after interview) → Students must submit it online (manual) at the Academic System to the advisor professor → recommendation (receive approval) by the advising professor and confirmation (receive approval) from the department head → approval of credit recognition.

2) **References**: Operational Guidelines for Curriculum Article 32, Section 2
D. Transfer of credits obtained from mutual recognition courses

- When undergraduate students obtain credits for mutual recognition courses offered in the master’s program, these credits can be recognized as required credits for their undergraduate program or master’s program. However, if these credits are already included in the credit requirements for their undergraduate program, the same credits cannot be recognized as required credits for their master’s program.

- When undergraduate students advance to a master’s program, the credit obtained from mutual recognition courses during their undergraduate studies can be transferred to their master’s credits.

- When master’s students obtain credits for mutual recognition courses offered in the undergraduate program, these credits are transferable to their master’s credits.

- When Doctoral students obtain credits for mutual recognition courses offered in the undergraduate program, these credits are transferable to their doctoral credits.

- Application period: Within the end of the semester of the master program

1) Procedure

- Students must apply for credits completed before admission online at the Academic System → receive approval from the course professor (after interview) → Students must submit it online (manual) at the Academic System to the department/program office of undergraduate → confirmation from the Department/Major Staff of undergraduate program and recommendation (receive approval) by the advising professor and confirmation (receive approval) from the department head → approval of credit recognition.

2) Reference: Operational Guidelines for Curriculum Article 34
16. Department Declaration and Major Selection

A. Definition

- Undergraduates who have not declared a major must apply for their department/division during the preliminary or final department/division declaration period.

B. Application period (the scheduled period)

- Preliminary application: At the end of their 2nd semester for the 1st year students or for students who have completed 32 credits or more.
- Final Application: Beginning of their 2nd semester for 2nd year students or for students who have completed 48 credits or more.

C. Application procedure

- Preliminary application
  - Apply at Academic System
  - Print the application form
  - Submit the form to the Academic Registrar’s Team
- Final Application
  - Complete the final application form
  - Obtain approval from the relevant authority after hearing comments from the Head of the relevant Department/Division at the Office of Academic Affairs.
  - Once the final decision is made, the Associate Vice President of Academic Affairs will inform the Head of relevant Department/Division within one week after the decision date.

D. Required documents

- Application form for Undergraduate Department/Division Declaration

E. Important notes

- Students who fail to apply for a department/division for no suitable reasons can only register for 12 credits or less until they finally declare a department/division.
• Scholarship, tuition subsidiary, meal allowance will not be given until they declare a department/division.

F. References: Guidelines for Application of Department and Early Graduation Article 2-4
17-1. Minor and Double Major
(students who enrolled before and including 2015)

A. Eligibility

- Students who have obtained a minimum of 33 credits or a maximum of 98 credits can apply for minor or double major.

B. Application period

- Within 2 weeks after the beginning of each semester.

C. Cancellation Period.

- Within 4 weeks after the beginning of each semester.

D. Credit requirement

- Minor: Students must complete 18 credits or more of major required courses offered in their minor department
- Double major: Students must complete 40 credits or more of major required courses offered in their 2nd major department
* Students may be asked to complete special courses for their minor and double major, if it is necessary to fulfill the course requirements for a relevant department/division.

E. Application process

- Apply at Academic System
- Print the application form
- Obtain Approval from your academic advisor and the Head of the relevant department/division
- Submit the form to the Academic Registrar’s Team
- Final Approval for Minor/Double major

F. Required documents

- Application form for Minor/Double Major
- Cancellation of Application Minor/Double Major form
- Transcript
G. Important notes

- Student cannot apply for both Minor and Double major
- Students who have not declared a major cannot apply for minor or double major
- If courses in students’ first major department and in minor/double major department are overlapped, a maximum of 9 credits of those overlapped courses are recognized.

H. References: Academic Rules and Regulations Article 81, Guidelines for Application of Department and Early Graduation Articles 5~7
17-2. Advanced Major, Minor, Double Major, and Individually Designed major
(students who entered after 2016 or those who register for Advanced Major or Individually Designed major)

A. Eligibility

• Students who have obtained a minimum of 34 credits or a maximum of 102 credits must apply for at least one out of Advanced major, minor, double major, or Individually Designed major.

B. Application period

• Within 2 weeks after the beginning of each semester.

C. Cancellation Period

• Within 4 weeks after the beginning of each semester.

D. Credit requirement

• Advanced major: Students must complete 12 credits or more of major required courses selected by their major department
• Minor: Students must complete 18 credits or more of major required courses offered in their minor department
• Double major: Students must complete 40 credits or more of major required courses offered in their 2nd major department
* Students maybe asked to complete special courses for their minor and double major, if it is necessary to fulfill the course requirements for a relevant department/division.
• Individually Designed major: Students must complete 12 credits or more of major required courses offered in at least 2 departments other than their major department

E. Application process

• Apply at Academic System
• Print the application form
• Obtain Approval from your academic advisor and the Head of the relevant department/division
• Submit the form to the Academic Registrar’s Team
• Final Approval for Advanced/Minor/Double/Individually Designed major

F. Required documents
• Application form for Advanced/Minor/Double /Individually Designed major
• Cancellation of Application Advanced/Minor/Double/Individually Designed major form
• Transcript

G. Important notes
• There is no grace period of payment of students in their 9th or more semester for Minor/Double major
• Student must apply for one of the Advanced/Minor/Double/Individually Designed major
  * Students who have not chosen a major after taking 102 credits will be automatically applied to Advanced major
• Students who have not declared a major cannot apply for Advanced/Minor/Double/Individually Designed major
  * Students in the School of Business and Technology Management may apply for a Double major even if they have taken less than 34 credits
• If courses in students’ first major department and in double major department are overlapped, a maximum of 6 credits of those overlapped courses are recognized.
• Students who have taken more than 102 credits can change their chosen major to another major only if they are proved to be capable of completing the curriculum required in the remaining study period but no grace period in the tuition fee payment is granted.
• The grace period in tuition fee payment is granted to students with more than 102 credits earned only on condition that they changed their minor to double major offered by the same department (of their minor) and vice versa.

H. References: Academic Rules and Regulations Article 81, Guidelines for Application of Department and Early Graduation Article 5~7
18. Department Transfer

A. Definition

• Student may transfer to another department/division of their choice.

B. Application period

• Period from 1 month to 1 week before the beginning of semester

C. Application and procedure

• Apply at Academic System
• Print the application form
• Consult and get approval from your academic advisor and the head of the new and previous departments → Get approval from your affiliated organization: only applicable to general scholarship recipients) → Submit the form to the Academic Registrar’s Team

D. Limits to the Department Transfer

• Transferring departments is only allowed to students who are able to complete credit requirements of the new department within the maximum time allowed for each degree.
• Only limited to students who are able to complete credit requirements of the new department and the students should have completed at least 1 semester of their full time study at their previous department for undergraduates, at least 2 semesters (1 year) for master’s students, and at least 4 semesters (2 years) for doctoral students.
• Transferring departments is only allowed to a maximum of 10% of national scholarship recipients (master’s and doctoral students) in the previous department.

E. Required documents

• Application for Department Transfer
• Approval from academic advisors and the head of previous and new departments/divisions.
- Transcript
- Approval from the affiliated organization (for general scholarship recipients)

F. Reference: Academic Rules and Regulations Article 50,
19. Designation of Academic Adviser

A student is to have an academic adviser for supervising thesis research as well as life guidance.

A. Responsibility of an academic adviser

- An academic adviser will supervise student’s thesis research for his/her degree, and the adviser’s supervisor is in charge of thesis evaluation and thesis research expenses.
- Co-academic advisers participate in research guidance along with the academic adviser and can also partake in thesis evaluation.

※ Undergraduate life guidance adviser (under the Undergraduate Life Guidance Adviser Guidelines) advises and consults with students regarding course registration, career, student life, and other various matters:
  - Prior to the selection of major: Appointed based on desired major and number of students
  - From after major selection to prior to thesis adviser appointment: Appointed to a professor of the student’s department (When appointed as thesis adviser, the professor also serves as life guidance adviser)

B. Adviser appointment

- Bachelor’s degree: After obtaining more than 90 credits and applying for graduate research enrollment
- Master’s degree: Within six months after admission
- Doctorate degree: Upon the admission

C. References: Academic Rules and Regulations Article 18, Academic adviser Regulations Article 8, Guidelines for Students Life Adviser for Undergraduates
20. Teaching Assistant

Each department has teaching assistants to assist teaching and research.

A. Classification and qualification of TAs

- Two types of TAs are government scholarship student teaching assistants and KAIST scholarship teaching assistants. They are divided to regular TA, teaching TA and research TA. However, teaching TAs are not classified by their research experience.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>First year TA</td>
<td>Doctorate degree first year</td>
</tr>
<tr>
<td>Second year TA</td>
<td>Doctorate degree second year</td>
</tr>
<tr>
<td>Third year TA</td>
<td>Doctorate degree third or fourth year</td>
</tr>
</tbody>
</table>

※ KAIST scholarship teaching TA should be master’s and Ph.D.’s students who are responsible for basic subjects for undergraduates.

B. Appointment period

- Appointed each semester and can be re-appointed.

C. Job responsibilities

- TAs can apply for credits as determined by University Rules and Regulations Article 67, and must assist in the respective department’s teaching and research tasks for at least 16 hours a week. However, teaching TAs must personally participate in basic subject teaching (experiments, practice or grading) for more than 30 hours a week as ordered by the department head.

D. Compensation

- TAs are paid a specific amount determined by the president within the university budget each month of appointment, but teaching TAs are paid by the hour.
• KAIST scholarship student TAs are exempted from tuition (including students in 9th semester or more) while appointed as TA. However, if dismissed during appointment period, the full tuition for the semester of dismissal must be repaid.

E. Cap of TA’s paycheck

• Taking a leave of absence
  - TAs are not paid while on leave of absence, but they are paid upon the month of return.

• Overseas dispatch
  - If the dispatch is for less than a month, TAs receive a full month’s payment, and if the dispatch is for more than a month, TAs receive a month’s payment for the first month and no payment for the rest of the time. However, in the month of the TA’s appointment, the paycheck of the month will be prorated from the date of the appointment.

• Withdrawal, expulsion or graduation
  - Same conditions as taking a leave of absence apply

• Neglect of duty
  - If a TA is determined to neglect duty, the head of the respective department can decrease or stop pay for a certain amount of time.

F. References: Academic Rules and Regulations Article 22, Guidelines for Employment of TAs Articles 2–8
21. Status Change

Continuing master's or doctorate student may change their status when needed due to an unavoidable reasons.

A. Submission period

- Within four weeks from the date of cause for change (employment date, etc.).

B. Application procedure

- Change of status
  Apply at Academic System → Print the application form → Recommendation from academic advisor and/or department head → pay back the financial benefit received and have the form checked by the administrative staff in charge of your Department /Division → submit to Academic Registrar’s Team → student status change approval
- Change of affiliated institution
  Apply at Academic System → Print the application form → Recommendation from academic advisor and department head/division Chief → submit to Academic Registrar’s Team → change of affiliated institution approval

C. Limitations and obligations for change of student status

- Regular scholarship students cannot change status to government scholarship students.
- KAIST scholarship students cannot change status to government scholarship students except in case of unavoidable reasons such as discontinuation of research funds.
- When KAIST scholarship and government scholarship students are employed in an industry or are recipients of financial aid, status must be changed to regular scholarship student status.

D. Payback of financial benefits
When a government or KAIST scholarship student changes status to regular scholarship student, the student changing status and his or her affiliated department must together repay the benefit expenses from before the status change.

When a government scholarship student changes status to KAIST scholarship student, he/she must redeem the financial benefit expenses.

When a government scholarship student participating in a co-education program with a government-funded research institute changes status to KAIST scholarship student, he or she is exempted from repayment of benefit expenses.

When a KAIST scholarship student changes status to a regular scholarship student, the tuition payment covered by KAIST must be repaid before the status change.

The repayment mentioned in the Rules and Regulations of Articles 1, 2 and 3 is limited to the benefit expenses of the course study of the student wishing to change status.

E. Documents to be submitted

1) Changing status to government scholarship student
   • Student status change application, written statement

2) Changing status to KAIST scholarship student
   • Student status change application, employment contract, transfer consent (for regular scholarship students), written statement, other necessary documents

3) Changing status to regular scholarship student
   • Student status change application, written pledge, reference, documents to confirm employment, other necessary documents, affiliated institute change status application, transfer consent, explanatory statement (unless if a students’ status of change has completed within four weeks from the date of cause for change)

F. References: Academic Rules and Regulations Article 51, Guidelines for Status Change Articles 3–8
22. Curriculum Outline

A. Curriculum Classification

1) The curriculum is classified into subject courses and research courses.
   • Undergraduate
     - Subject courses: general courses (mandatory general courses, elective general courses in humanities & social sciences, elective courses), basic courses (mandatory basic courses, elective basic courses), major courses (mandatory major courses, elective major courses)
     - Research courses: thesis research, internship program, individual research, seminars
   • Graduate
     - Subject courses: mandatory general courses, mandatory major courses, elective courses
     - Research courses: thesis research, internship program and research, individual research, seminars, thesis seminars

2) The composition of courses is determined based on the needs of each department (major) by each department (major).

B. Course Code and Numbers

1) Each course is assigned a course code where the code in front of the course number represents the department (major) that is offering the course.

2) The course numbers are assigned according to the following numbering system:
   • Non-accredited courses are coded with “CC” and given a three digit course number between 000 and 099.
   • Undergraduate courses are assigned course numbers between 100 and 400 according to the following system:
     - General and basic courses are each assigned a three digit course number (i.e. 100–199, 200–299) according to the difficulty level of the course.
     - Major courses are each assigned a three digit course number (i.e. 200–299, 300–399, 400–499) according to the difficulty level of the course.
Research courses are each assigned a three digit course number (i.e. 400–499).

- Graduate courses are assigned course numbers between 500 and 899 according to the following system:
  - Mandatory general courses are coded with “CC” and given a three digit course number between 500 and 599.
  - Mandatory and elective major courses are each assigned a three digit course number (i.e. 500–699 for master’s and 700–899 for Doctorate) according to the difficulty level of the course
  - Research courses are each assigned a three digit course number (i.e. 900–999).

- Undergraduate-graduate mutual recognition courses
  - Specially designated master’s program courses to allow undergraduate student enrollment are each assigned a three digit course number (i.e. 500–599).
  - Specially designated undergraduate courses to allow master’s and doctorate program student enrollment are each assigned a three digit course number (i.e. 400–499). (Recognition of credit between programs) Undergraduate students are able to receive credit for master’s program courses and credit already received can be included in the student’s undergraduate graduation (completion) credits or in the student’s master’s graduation (completion) credits after being accepted to the master’s program.

3) Course number and code assignment example

- The characteristics of the department (major) are represented in English letters followed by a three digit course number
- The first digit of the three digit course number represents the course difficulty level while the remaining two digits are random and unique for the course
  - Example) PH241 Modern Physics
    PH : Department (major) 2## : Difficulty level #41 : Random and unique course number

C. Credit Classification and Time Indication

1) Course units are classified into credits and AU (Activity Unit).
• Credits are classified into subject credits and research credits.

 〈Subject Credits〉
  - The subject credit of a course is classified into 1, 2, 3, and 4 credits depending on the importance and the number of class hours per week of the subject.
  - 1 credit is given for a lecture of one hour per week for one semester or its equivalent number of hours.
  - However, experimental lab courses are 1 credit for three hours per week for one semester or the equivalent number of hours.

 〈Research Credits〉
  - Seminar credits shall be one credit per semester in principle, but depending on the needs of each department (major), up to 2 credits can be given.
  - Individual research credits can be granted up to 12 credits for each semester as decided by the advising professor of the student. Credits exceeding a total of 15 are not recognized.
  - Up to 3 thesis research credits can be granted for each semester as decided by the advising professor of the student. Credits exceeding a total of 12 are not recognized.

• AU (Activity Unit) follows the following system:
  - 1AU is given for an activity of one hour per week in one semester or the equivalent number of hours.
  - AU recognized courses include physical education, humanity/leadership, happy college life, and ethics & safety. These courses are not included in the graduation credits but are necessary for graduation.

2) Lecture:Lab:Credit (Assignment)

  “Lecture” refers to the number of lecture hours per week, “Lab” refers to the experiment/lab hours per week, “Credit” refers to the total number of course credits, and “Assignment” refers to the number of hours on assignments per week.

D. References: Operational Guidelines for Curriculum Article 6–9
# 23. Degree Requirements

## A. Undergraduate Course Requirements

### 1) Course Requirements

<table>
<thead>
<tr>
<th>General Courses</th>
<th>Basic Courses</th>
<th>Major Courses</th>
<th>Research Courses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>Electives in Humanities &amp; Social Sciences</td>
<td>Mandatory Elective</td>
<td>Mandat ory Elective</td>
<td>More than 136 credits and 9 AU</td>
</tr>
<tr>
<td>7 credits</td>
<td>More than 21 credits</td>
<td>23 credits</td>
<td>More than 9 credits</td>
<td>More than 40 credits</td>
</tr>
</tbody>
</table>

※ Major and research course requirements are different for each department  
※ The above course requirements are to be satisfied while maintaining a 2.0/4.3 GPA or higher.

### 2) Humanities/Social Sciences Course Requirements: At least 27 credits and 9 AU

- Mandatory general courses: 7 credits (applicable to students entering KAIST in 2014 and thereafter, for those who have entered KAIST in 2013 and before: refer to KAIST Bulletin System on the KAIST Homepage) and 9 AU  
  - English Presentation & Discussion (1 credit), Advanced English Listening (1 credit), Advanced English Reading (1 credit), Advanced English Writing (1 credit), Korean Writing (3 credits), Physical Education (4 AU), Humanity/Leadership (2 AU), Ethics & Safety II (1 AU), Happy College Life (1 AU), Exciting College Life (1 AU)

※ Method of completing Ethics & Safety II  
  - The course is not taken through course registration but by accessing the homepage (http://eethics.kaist.ac.kr), reading up on the provided materials, and taking the course tests.
- Students must score 80 or higher in all of the 3 subjects (Research Ethics, Lab Safety and Human Right & Gender Equality). However, in the cases of Human Right & Gender Equality, students will be evaluated on whether they completed the course or not.
- Exam period: From the beginning of each semester through the final exam period (One may take exams by up to ten times per each sub-course during the period). However, in the cases of Human Right & Gender Equality, students can take the subject during the year. Students who entered after 2017 need to take this course before deciding department
- Elective general courses in humanities & social sciences: at least 21 credits

3) Basic Course Requirement: At least 32 credits

※ Each department may require certain courses among the following list. Refer to each department requirement for course completion.

- Mandatory basic courses: 23 credits
  ① 1 course among Fundamental Physics I (3), General Physics I (3), and Advanced Physics I (3)
  ② 1 course among Fundamental Physics II (3), General Physics II (3), and Advanced Physics II (3)
  ③ 1 course of General Physics Lab I (1)
  ④ 1 course of Basic Biology (3) or General Biology (3)
  ⑤ 1 course of Calculus I (3) or Honor Calculus I (3)
  ⑥ 1 course of Calculus II (3) or Honor Calculus II (3)
  ⑦ 1 course among Basic Chemistry (3), General Chemistry I (3), and Advanced Chemistry (3)
  ⑧ 1 course of General Chemistry Lab I (1) or Advanced Chemistry Lab (1)
  ⑨ 1 course of Basic Programming (3) or Advanced Programming (3)

- Elective basic courses: At least 9 credits
  ※ Students having a double major take at least 3 or 6 credits (refer to the requirements for each department)
  ※ Students entered KAIST with Special Talents are required to complete 12 credits in the mandatory basic courses and the remaining credits in
the elective basic courses.

4) Major Course Requirement: At least 40 credits

※ Each department has different requirements. Refer to each department requirement for course completion.

5) Advanced Major: At least 12 credits

※ Each department has different requirements. Refer to each department requirement for course completion.

6) Individually designed major: At least 12 credits

7) Minor and Double Major Course Requirement

- Minor: At least 18 credits outside the student’s major (according to Article 81 of Academic Policies and Regulations).
  ※ The requirements for each department differ.

- Double major

<table>
<thead>
<tr>
<th>General</th>
<th>Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives in Humanities &amp; Social Sciences</td>
<td>Sub-total</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
<tr>
<td>7+(9A U)</td>
<td>12 or above (regardless of divisions)</td>
</tr>
</tbody>
</table>

- In the case of mandatory general courses and mandatory basic courses, refer to the course completion requirements according to the year of admission.
- In the case of elective general courses in humanities & social sciences, students admitted to KAIST from 2007 to 2010 are to take at least 6 credits of English lectures.
- Completion of minor and double major courses is based on the requirements of the admission year or the time of application.

8) Research Course Requirement: At least 3 credits
• 3 credits of thesis research are necessary. (However, students having a double major are exempted)
• Department policies on recognizing individual research and seminar credits may differ. Refer to each department requirement for course completion.

9) Elective Course Requirement: Mandatory and elective major courses offered by other departments may be recognized as elective courses
※ Some departments require students to take specific courses. Refer to each department requirement for course completion.

10) English Proficiency Requirement for Graduation
• Before entering or during enrollment at KAIST, students must obtain the minimum required scores or higher from the following list of certified English proficiency examinations.

<table>
<thead>
<tr>
<th>Type</th>
<th>IBT TOEFL</th>
<th>PBT TOEFL</th>
<th>CBT TOEFL</th>
<th>TOEIC</th>
<th>TEPS</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General qualification score</td>
<td>83</td>
<td>560</td>
<td>220</td>
<td>720</td>
<td>599</td>
<td>6.5</td>
</tr>
<tr>
<td>Qualification score for hearing impairment level 3 or above</td>
<td>62</td>
<td>372</td>
<td>146</td>
<td>360</td>
<td>359</td>
<td>4.8</td>
</tr>
</tbody>
</table>

※ The qualification score for the hearing impaired does not include the listening section score of each examination.

11) University-Level Program
• The credit and grade of prerequisite courses taken in high schools with an AP (Advanced Placement) agreement with KAIST, such as Korea Science Academy, Seoul Science High School, and Gyeonggi Science High School, are recognized as being taken at KAIST according to specified criteria.
• In the case of a high school student taking a university level education program at a Korean Council for University Education certified University-level Program (UP) university during winter or summer vacation, applying for recognition of the credits after being admitted to KAIST will allow the credits to be recognized as an undergraduate
course credit according to specified criteria.

12) Undergraduate-Graduate School Mutual Recognition Courses

- Undergraduate students may take courses with a 500 course number offered in the Master’s program and designated as an undergraduate-graduate school mutual recognition course.
- The acquired master’s program course credits can be either included in the undergraduate graduation (completion) credits or in the master’s program graduation (completion) credits after being admitted to the master’s program.

13) Honor Program (Article 16, Paragraph 2, Guidelines on Curriculum Management)

The Honor Program is where students with outstanding grades and satisfying a specific set of requirements are referred to as Honor Students when recommendations from the students’ advising professor and department head are given, and such students are allowed to complete master’s and doctorate courses during their undergraduate years.

- Eligibility: Students who have completed 6 or less semesters, have earned 85 or more credits as of the last semester, and have a GPA of 3.7 or higher.
- Benefits
  - Students can take master’s or doctorate program courses by obtaining approval from the professor lecturing the subject.
  - The course credits are included in the students’ undergraduate graduation credits.
  - Credits that the students have earned from master’s or doctorate courses during their undergraduate years may be recognized as master’s credits by applying for credit recognition within one year following their enrollment into the master’s program, provided that their final GPA upon college graduation exceeds 3.7.

B. Master’s and Doctorate Course Requirements

1) Course Requirements
<table>
<thead>
<tr>
<th>Program</th>
<th>Mandatory general</th>
<th>Mandatory major</th>
<th>Elective</th>
<th>Research</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis Master’s</td>
<td>At least 3 credits and 1 AU</td>
<td></td>
<td>At least 18 credits</td>
<td>Differs by department</td>
<td>At least 33 credits and 1 AU</td>
</tr>
<tr>
<td>Coursework Master’s</td>
<td>At least 3 credits and 1 AU</td>
<td></td>
<td>Thesis master’s credits (At least 18 credits) + additional credits of at least 6 credits</td>
<td>Differs by department</td>
<td>At least 33 credits and 1 AU</td>
</tr>
<tr>
<td>Doctorate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At least 3 credits and 1 AU</td>
<td></td>
<td>At least 27 credits</td>
<td>At least 30 credits</td>
<td>At least 60 credits and 1 AU</td>
<td></td>
</tr>
</tbody>
</table>

※ The credit requirements for mandatory major, elective major, and research courses differ by department.

※ The curriculum credit acquired in the master’s program can be added cumulatively to the doctorate program curriculum credits.
※ The above course requirements are to be satisfied with an overall GPA of at least 2.5/4.3.

2) Mandatory General Course Requirement

(1) Mandatory general courses
- Master’s and doctorate program students are to take at least 1 course (at least 3 credits) among the mandatory general courses designed by each department.
- In the case that a mandatory general course was taken during the master’s program, it does not have to be taken in the doctorate program.

(2) Ethics & Safety I
- The course is not taken through course registration but by accessing the homepage (http://eethics.kaist.ac.kr), reading up on the provided materials, and taking the course tests.
- Students must score 80 or higher in all of the 3 subjects (Research Ethics, Lab Safety and Human Right & Gender Equality). However, in the cases of Human Right & Gender Equality, students will be evaluated on whether they completed the course or not.
- Exam period: From the beginning of each semester through the final exam period (One may take exams by up to ten times per each sub-course during the period). However, in the cases of Human Right & Gender Equality, students can take the subject during the year. Students who entered after 2017 need to take this course before deciding academic advisor.

(3) Special Lecture on Leadership
- Master’s program students are required to take “Special Lecture on Leadership” (CC010) course
- International students and regular scholarship students are exempted
- The class consists of two subclasses(Class A and Class B). Students are required to choose either Class A or Class B,
- Credit is given for the leadership course when the student attends at least 5 of the leadership lectures offered.
3) **Integrated Master’s-Doctorate Program Course Requirement**

The integrated master’s and doctorate program allows a student aiming to complete a doctoral degree to do so by entering the doctorate program without receiving a master’s degree after being admitted to the master’s program.

- **Curriculum**
  The curricula of existing master’s and doctorate programs are followed.
- **Action taken for people who drop out from the integrated program**
  In case a student drops out, a master’s degree can be conferred if the requirements for the master’s degree are completed.

4) **Coursework Master’s Program Course Requirements**

The coursework master’s program confers a master’s degree when the required set of credits is satisfied without a thesis defense, and depending on the department (major), the coursework master’s program and the thesis master’s program are managed in tandem.

- **Coursework master’s program students require an additional 6 credits to the curriculum credit requirements of the thesis master’s program (the number of additional credits may differ by department).**
- **Cases where coursework master’s program completion is not recognized:**
  - when application is made in a department (major) that does not have a coursework master’s program

5) **Interdisciplinary Program Course Requirements**

- The interdisciplinary program is classified into two categories: students who graduate with the name of the department (interdisciplinary program) and students who graduate only by the name of the interdisciplinary program and complete the requirements.
- **Students that will graduate with the name of the department (interdisciplinary program) shall complete the curriculum of the department and interdisciplinary program at the same time, and students who wish to graduate with the name of the interdisciplinary program shall complete the curriculum of the applicable interdisciplinary program.**

C. **References:** Academic Rules and Regulations Article 46, 66, Operational Guidelines for Curriculum Article 14-16, Operational Guidelines for
Coursework Master’s Program, 학사조직시행요령 Article 26-29
24. Graduation

Completed all required course of study and pass the thesis evaluation and etc to receive their degree and graduate.

A. Types of degree
- Bachelor’s degree: Bachelor of Science
- Master’s degree: ①Master of Science, ②Master of Arts, ③Master,
  ④Master of Business Administration,
  ⑤Master of Entrepreneurship & Innovation
- Doctoral degree: Ph.D.

B. Degree requirements
1) **Required course completion**
   - Acquired credits: satisfy the completion requirements of subjects (refer to the completion requirements of each subject)
   - Grade average
     - Undergraduate Program: Accumulative GPA of 2.0/4.3 or higher
     - Master's/Doctoral Programs: Accumulative GPA of 2.5/4.3 or higher

2) **Pass the comprehensive exam (Master's, Doctoral degrees) (Pursuant to the Academic Rules and Regulations of Article 8-11 on Degree Conferment, Article 11 on Doctoral Degree Conferment)**
   - To take the comprehensive exam after the evaluation of thesis plan completed

3) **Pass the thesis evaluation (Pursuant to the Academic Rules and Regulations of Article 6 Section 4, Article 18 Section 2 governing the degree conferment)**
   - Bachelor’s degree: theses are assessed with ‘S’, ‘U’, and those who receive approvals from at least two members of review committee.
   ※ Bachelor’s thesis can be substituted with comprehensive exam, internship program briefing, experiment laboratory work briefing or practice
presentation.

- Master’s & Doctoral degrees: the passing of a thesis evaluation is determined by the approval of at least 2/3 of the members of the thesis evaluation committee.

C. Cancelation of degree

- Degrees can be canceled through deliberation of academic research review committee if acquired through false or illegal methods.

D. References: Academic Rules and Regulations Article 46, Regulations on the conferment of degree Article 3, 13, 16, 21
25. Master’s and Doctoral Dissertations

A. August prospective graduates

<table>
<thead>
<tr>
<th>Classification</th>
<th>Master’s degree</th>
<th>Doctoral degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dissertation Evaluation Committee</strong></td>
<td>◦ Committee Member composed by the Article 6 on the Degree Conferment Recommendation period Beginning of May each year</td>
<td>◦ Committee member composed by the Article 6 and Doctoral Degree Conferment Guideline Article 11</td>
</tr>
<tr>
<td><strong>Item</strong></td>
<td><strong>Documents to submit and number of copies</strong></td>
<td><strong>Documents to submit and number of copies</strong></td>
</tr>
<tr>
<td><strong>Submit dissertation outline and evaluation results report</strong></td>
<td><strong>End of May every year</strong></td>
<td><strong>1 copy (in a prescribed form) of doctoral dissertation evaluation application</strong></td>
</tr>
<tr>
<td><strong>Applying for dissertation evaluation closed</strong></td>
<td><strong>The dissertation evaluation committee of the student</strong></td>
<td><strong>Up to 15 days before the evaluation</strong></td>
</tr>
<tr>
<td><strong>Submit dissertation for evaluation</strong></td>
<td><strong>3 Copies</strong></td>
<td><strong>5 Copies</strong></td>
</tr>
<tr>
<td><strong>Dissertation evaluation period</strong></td>
<td><strong>Mid-June every year</strong></td>
<td><strong>Mid-April every year</strong></td>
</tr>
<tr>
<td><strong>Submit dissertation evaluation results report</strong></td>
<td><strong>1 copy of results report (in a prescribed form)</strong></td>
<td><strong>Beginning of July every year</strong></td>
</tr>
<tr>
<td><strong>Submit printed dissertation (※Refer to dissertation guideline)</strong></td>
<td><strong>Submit four copies</strong>&lt;br&gt;- 2 Hard Bound&lt;br&gt;- 2 Soft Bound**</td>
<td><strong>Submit four copies</strong>&lt;br&gt;- 2 Hard Bound&lt;br&gt;- 2 Soft Bound**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Office for submission</th>
<th>Deadline</th>
<th>Office for submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit dissertation outline and evaluation results report</td>
<td>End of May every year</td>
<td>The dissertation evaluation committee of the student</td>
<td>1 copy (in a prescribed form) of doctoral dissertation evaluation application</td>
<td>Department/ major office</td>
</tr>
<tr>
<td>Applying for dissertation evaluation closed</td>
<td>3 Copies</td>
<td>End of May every year</td>
<td>5 Copies</td>
<td>Department/ major office</td>
</tr>
<tr>
<td>Dissertation evaluation period</td>
<td>Mid-June every year</td>
<td></td>
<td>Mid-April every year</td>
<td></td>
</tr>
<tr>
<td>Submit dissertation evaluation results report</td>
<td>Beginning of July every year</td>
<td>Department/ major office</td>
<td>Beginning of June every year</td>
<td>Department/ major office</td>
</tr>
<tr>
<td>Submit printed dissertation (※Refer to dissertation guideline)</td>
<td>Mid-July every year</td>
<td>Department/ major office</td>
<td></td>
<td>Department/ major office</td>
</tr>
</tbody>
</table>
B. February prospective graduates

<table>
<thead>
<tr>
<th>Classification</th>
<th>Master’s degree</th>
<th>Doctoral Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dissertation Evaluation Committee</strong></td>
<td>Committee Member composed by the Article 6 on the Degree Conferment</td>
<td>Committee member composed by the Article 6 and Doctoral Degree Conferment Guideline Article 11</td>
</tr>
<tr>
<td><strong>Item</strong></td>
<td><strong>Documents to submit and number of copies</strong></td>
<td><strong>Documents to submit and number of copies</strong></td>
</tr>
<tr>
<td><strong>Submit dissertation outline and evaluation results report</strong></td>
<td>Deadline</td>
<td>Office for submission</td>
</tr>
<tr>
<td></td>
<td>Submit one copy (in a prescribed form) of Doctoral degree dissertation outline and oral examination results report</td>
<td>Department/ major office</td>
</tr>
<tr>
<td><strong>Applying for dissertation evaluation closed</strong></td>
<td>1 copy (in a prescribed form) of Doctoral dissertation evaluation application</td>
<td>Up to 15 days before the evaluation</td>
</tr>
<tr>
<td><strong>Submit dissertation for evaluation</strong></td>
<td>3 Copies</td>
<td>5 Copies</td>
</tr>
<tr>
<td></td>
<td>End of November every year</td>
<td>End of October every year</td>
</tr>
<tr>
<td><strong>Dissertation evaluation period</strong></td>
<td>Mid–December every year</td>
<td>Mid–November every year</td>
</tr>
<tr>
<td><strong>Submit dissertation evaluation results report</strong></td>
<td>1 copy of results report (in a prescribed form)</td>
<td>1 copy of results report</td>
</tr>
<tr>
<td></td>
<td>Beginning of January every year</td>
<td>5 copies of evaluation points (in a prescribed form)</td>
</tr>
<tr>
<td></td>
<td>Department/major office</td>
<td>1 copy of proof of publication in an academic journal</td>
</tr>
<tr>
<td><strong>Submit printed dissertation (※Refer to dissertation composition guideline)</strong></td>
<td>Submit four copies</td>
<td>Submit four copies</td>
</tr>
<tr>
<td></td>
<td>2 Hard Bound</td>
<td>2 Hard Bound</td>
</tr>
<tr>
<td></td>
<td>2 Soft Bound</td>
<td>2 Soft Bound</td>
</tr>
<tr>
<td></td>
<td>Mid–January every year</td>
<td>Mid–December every year</td>
</tr>
<tr>
<td></td>
<td>Department/major office</td>
<td>Department/major office</td>
</tr>
</tbody>
</table>

- 1 copy of results report
- 5 copies of evaluation points (in a prescribed form)
- 1 copy of proof of publication in an academic journal
- ※Refer to dissertation composition guideline

Department/ major office
※ Note

- Dissertations for submission (electronic and hard copy) must be composed, sent and printed according to the master’s and doctoral dissertation composition guideline.
- Dissertation evaluation must be completed and submitted within the due date considering the schedules of the department dissertation evaluation committee and academic research evaluation committee. (Those who do not submit their dissertation hard copy and evaluation results report are disqualified for degree candidacy.)
- Seoul Campus Business School dissertation submission is on a different schedule thus contact the Business School Education and Teaching Team.

C. References: Regulations on the conferment of degree Article 6, Operational Guidelines for Doctoral Program Article 11, 14
26. Certificate of Enrollment Issuance

A. Method for direct issuance on campus

1) Automatic issuing machine
   - Location: 1st floor of Creative Learning Building (E11) at KAIST Daejeon Campus

2) Manual issuance
   - Certificates (4 types): expected graduation (undergraduate), expected degree conferment (master’s and doctorate), course completion (master’s and doctorate), grade completion (undergraduate)
   - Method: For certificates that require an additional identification step, a signature from the advising professor is necessary on the corresponding issuance application, which is then submitted to the Academic Registrar’s Team.

B. Method issuance through mail or the Web

1) Direct issuance and authenticity confirmation through the Internet (Web)
   - Method: Certificates can be directly printed using an Internet website.
   - Procedure: Issuance is possible after signing up for a membership.
   - URL: http://kaist.certpia.com
   - Authenticity verification: In the case that authenticity verification is necessary, the authenticity verification button available on the certificate request page can be clicked followed by inputting the Internet issuance number for authenticity verification.
   - Fee payment: Card payment, mobile phone payment

2) Postal issuance
   - Method: Requests and issuances to and from the KAIST Academic Registrar’s Team is possible from remote locations through the postal office. (Delivery period necessary)

3) FAX issuance
FAX requests can be filled out and submitted through local public offices nationwide for issuance. (FAX fee 300 Korean Won; *Free for sending within the same city)

C. Tuition payment certificate direct issuance

- Type of Certificate (Type 1): Certificate Verifying Tuition Payment
- Method: The certificate above can be issued via on the Academic System
- URL: https://cais.kaist.ac.kr/payment

D. Issuance through the KAIST alumni homepage (Internet application)

- Method: In case the applicant wishes to have the certificates delivered to a location outside KAIST, he or she can apply through the KAIST Alumni Association homepage by paying a portion of the alumni association fee and postal fee.
- URL: http://www.ilovekaist.net

E. Issuance and processing fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Method</th>
<th>Korean, English (fee)</th>
<th>FAX cost</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus direct issuance</td>
<td>Automatic issuing machine</td>
<td>500 Korean Won</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manual</td>
<td>500 Korean Won</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Master’s and doctorate completion certificate, Undergraduate Year Completion Certificates: 1,000 Korean Won)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remote issuance</td>
<td>Internet (Web) direct issuance</td>
<td>500 Korean Won</td>
<td></td>
<td>Payment of postal service (Civil Petitioner) is separately</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Imposed Charges: 1,000 KRW for 1st issuance (500 KRW for each additional copy) except students on the register and a leave of absence (free)</td>
</tr>
</tbody>
</table>
F. Important Note

- Issuance of certificates online is only available for first time members.
  (It is recommended that the printouts be in color) The applicant must fill out the prescribed form while visiting any administrative district and/or district office of a “eup” (town), or “myun” (village), to be issued a certificate.
- For those expected to study abroad, a request for the sending of English certificates must be made to the school and the following must be noted:
  - Purchase an air-mail envelope with the school name (KAIST) imprinted on it (can be purchased at the Academic Registrars Office)
  - Insert issued certificate and seal the purchased envelope
  - Send mail after taking the sealed envelope to the Academic Registrars Team
- Apply school records change on the Academic System (Academic Records → Apply Schhol Records Change) if your English name is not in the school’s academic data system, or if the name needs to be changed or modified to your passport name or spelling.
- Contact 042-350-2055 if the vending machine is not operating properly.
- Note that the building in which the vending machine is located closes after business hour. Those with an entrance key card may access the building at anytime, but for those who do not possess an entrance key card, please use the facility during operating hours.
- Those applying for certificates manually need to submit an additional prescribed form verified by their advising professor and department official that must then be submitted to the Academic Registrars Team, for the issuance of the certificate.
27. Student Recognition Award and Student Disciplinary Actions

A. Student Recognition Award

- KAIST recognizes exceptional contributions of students who have stood out in creativity, academic achievement and very good deed.

- Types of award

  - Excellence Award: At the end of each academic year, the top bachelor degree students will be recognized by the Award of Minister of Science, ICT & Future Planning, the Award of KAIST President, the Award of Chairman of KAIST, the Award of the President of KAIST Student Support Association, the Award of KAIST Alumni President.

  - Most Creative Activity Award: Bachelor or master’s degree students and any student organization who have made extraordinary achievement in the course work and/or research activities will be recognized by the award in honor of Chairman Songbu Kim of Chewoo Venture Capital Company who donated his fortune to KAIST.

  - Best These Award: A PhD student who is chosen as the best author of the theses upon the graduation by the department faculty committee will be recognized with the Best These Award. This award is funded by the donations from domestic and foreign benefactors.

  - Chonghyon Creativity Award: Students who made academic achievements in the areas of chemical engineering, chemistry, high molecules and new materials are recognized with Chonghyon Creativity Award. This award has been funded by the technology transfer and patent fees made by KAIST including Ook Park and Taewoo Lee. Students who applied or registered very innovative patent and/or students who have authored very creative theses will be awarded this award.

  - Achievement Award: Students who demonstrated very good deed will be recognized and prized by the review of the selection committee.
B. Disciplinary actions

• Basis for discipline: The university is responsible for the administration of student discipline for acts upon the following basis. The disciplinary committee will take action after hearings with academic advisors and head of the department.
  - One who displays delinquent behavior and remains impenitence
  - One who extremely underperforms academically and has been recognized to be not a academic proposition.
  - One who misses the class without appropriate reasons or persistent truant
  - Individuals who hinder the classes collectively and/or violate the order of the campus and academic atmosphere
  - One whose activities on and off campus are considered against the behavior expected to the students and defame the reputation of KAIST and/or damage the properties of the university
  - One who engages in unauthorized review, doctoring, damage, leakage of the authorization–required information, and/or hinders the operation of on and off campus information system.
  - One who ghostwrites theses
  - One who violates the University Rules and Regulations

• Types of disciplines
  - Probation, suspension, disenrollment

C. Disciplinary actions

<table>
<thead>
<tr>
<th>Causes</th>
<th>Probation</th>
<th>Limited Suspension</th>
<th>Indefinite Suspension</th>
<th>Disenrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Delinquent behavior</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Physical assault, attack and threat</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Sexual harassment and Sexual Violence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Theft</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Doctoring of document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Defamation of the university</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Any illegal activities based on the Criminal Laws</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Academic affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Doctoring the test grade and leakage of test</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Causes

<table>
<thead>
<tr>
<th>Causes</th>
<th>Probation</th>
<th>Limited Suspension</th>
<th>Indefinite Suspension</th>
<th>Disenrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Cheating on test</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>c. Proxy exam</td>
<td></td>
<td></td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>d. Plagiarizing the papers</td>
<td>o</td>
<td>o</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Mendacious joining research activity</td>
<td>o</td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>3. Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Unauthorized review, doctoring, damage,</td>
<td></td>
<td>o</td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>leakage of the authorization-required information, hacking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and/or hindering the operation of on and off campus information</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>system</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. E-mail hacking and personal information leakage</td>
<td>o</td>
<td>o</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Doctoring the signature of academic advisor</td>
<td></td>
<td></td>
<td>o</td>
<td>o</td>
</tr>
<tr>
<td>d. Unauthorized usage or occupation of university facilities and</td>
<td></td>
<td>o</td>
<td>o</td>
<td></td>
</tr>
<tr>
<td>personal occupation and/or damage of public facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Move out the university property at his/her pleasure</td>
<td></td>
<td>o</td>
<td></td>
<td>o</td>
</tr>
</tbody>
</table>

- Students on probation shall perform 30-hour social services; students on limited and indefinite suspension for 100-hour social services.

- Students who have been disciplined for physical assault and sexual harassment, threat, habitual theft are required to take more than 8-hour counseling sessions with psychiatrist designated by the university. The university will cover the medical fee of the session.

- Individuals who violate code of ethics related to his/her academics are required to take 8-hour sessions on the research ethics at the counseling center designated by the university. The university will cover the counseling fee.

- Individuals who violate the student code of ethics and code of research are subject to be disciplined. Even the attempted deceit is subject to be disciplined but will be considered as attenuating factor.

- Pursuant to the Criminal Law, any illegal actions will be judged by the university. However, one who has suspended his/her indictment legally is subject to be disciplined according to the University Rules and Regulations at the reference of the police and prosecution’s report.
• Cheating
  ⟨Minor cases⟩
  - Not to follow instructions of the proctor during the exam
  - Talking with others
  - When found suspicious equipment for cheating during the exam
  ⟨Serious cases⟩
  - To show and/or tell the answers to the others and dictate the answers from others
  - To carry the cheating paper, books and note which are not permitted and answer the questions with the reference of those materials
  - To make noise in order to hamper the exam intentionally, to do abnormal activities during the exam

• Disciplinary actions against the cheating and plagiarism
  - In the case of cheating and plagiarism, the involved subject shall be disposed of “F”.
  - If a student involves more than two cases of cheating and plagiarism in a semester, all courses taken during the semester shall be disposed of “F”s.

• Dormitory residents are required to abide by the dormitory rules and regulations. Student who has been removed from the dormitory as disciplinary measure is subject to the limited probation according to the University Rules and Regulations.

• When students use the university facilities without prior authorization and/or move out of the university properties at his/her pleasure and/or damage the university and university property due to negligence or arson, the involved students are responsible for full financial compensation of the damage. If students do not pay off the balance due, additional disciplinary action shall be taken.
The KAIST Academic System is set up for students to register, add/drop, or withdraw courses, as well as check the courses offered, enrolled courses, grades, payment, etc.

1) How to Log-In

- Accessing the Academic System
  - Go to the KAIST Portal website (http://portal.kaist.ac.kr) and log-in
  - Click on the "Academic System" Menu

- Creating a Portal Account
  - For those who do not yet have an account, click on the “Register” tab to set up a new Portal account. You may contact ssoadm@kaist.ac.kr for any inquiries relating to your account.

- How to close the Academic System
  - While you are logged-in, click on the “Close” tab and a pop-up message will show up. Once you confirm, the browser will be closed.
  - In order to log-out completely, you must click on the “Logout” tab on the Portal website.

- Take Note
  - The Academic System uses the Portal SSO (Single Sign On) policy, and can only be accessed if Port 7789 is open on the part of the person trying to gain access. In most environments this is not a problem, but in the case of companies, some companies intentionally block their ports (including Port 7789), and you must request the related data processing team to open Port 7789.
② Courses Offered

1) Menu

2) Courses Offered

- Menu
  
  Common > Courses Offered
  
  ※ The Courses Offered menu can be accessed by anyone, even without logging into the Academic System

- Screen

  - You can check all the courses offered per year and semester

- Search

  - ‘Year’ and ‘Term’ must first be entered
  
  - If you search with ‘ALL’ for the Department, it will take a long time
because a large amount of data must be processed and shown.
- The capacity and credits are searched by more than the starting value and less than the end value.
- You can reorder the columns in the results table by clicking on the inverted triangles under each column name.
- If you click on the Course Title, a pop-up screen with the course syllabus will appear. (Refer to [Picture 1] below)
- When more than 1,000 people try to gain access at the same time, you are given the option of opening the result table as an Excel file and saving it to your computer for faster results. (Refer to [Excel File Download Precautions] below)
- Module displayed as '16wk' means a 16-week course in Seoul, and 1st, 2nd each mean first 8-weeks class and latter 8-weeks class in Seoul.

- **Excel File Download**
  - You may download the search results as an excel file by clicking on the “Excel” button.

[Picture 1]

[Excel File Download Precautions]
- If a pop-up warning tab, as shown below, appears you must download the file and click on “Excel File Download” once more.
When there are more than 1,000 people trying to access at once, the screen rendering takes too much time and is not displayed. The download option appears right after clicking on the search button, and you must confirm to download the file.

3 School Registration

1) Menu

2) School Registration

- Menu
  - Academic Records ➔ School Registration

- Screen
- You can check the basic academic records of the student, change history of school registration, contact information, sponsor relations, family and academic background.
- Clicking on the “Update” button under Contact will automatically take you to the [Update Contact] screen, where you can modify your home address, phone number, mobile phone number, email, etc. (Note that the modified contact information is used for emergency contact and for professors of enrolled courses to send emails, and is not the address where your grade report is mailed.)

4 Update Contact

1) Menu
2) Update Contact

- Menu

  Academic Records › Update Contact

- Screen

  ![Contact Update Screen]

  - Enter the address by first searching the postal code
  - Enter the rest of the information including the detailed address, phone number, mobile phone number, frequently used email, KAIST email, etc. and click save
  - Note that the modified contact information is used for emergency contact and for professors of enrolled courses to send emails, and is not the address where your grade report is mailed.

5) Applying for Changes to Registration Status

1) Menu
2) Applying for Changes to Registration Status

- **Menu**
  Academic Records  >  Apply School Register Change

- **Screen**
  ![List of school register changes](image)

  - You can view details of changes to your registration status applied for and approved.
  - Click the New button to call up the pop-up screen for choosing a status change type.
Choose the status change type you want to apply for and then click the Newly Apply button.

3) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before the final person in charge approves it.

4) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list.

5) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list (except in the case of extending your leave of absence).

6) Withdrawing the application

- Click the Withdraw Application link to withdraw the application.
for cancellation.
6) Apply School Records Change

1) Menu

2) Apply School Records Change

- Menu
  Academic Records ➔ Apply School Records Change

- Screen
  [List of Academic Records Change - Name]

  [List of Academic Records Change - Sponsor/Householder]
If you click [New], a window will be activated where you can enter details on your requested change.

- Click ‘Application(Save)’ and your application is complete.
- If you have changed the information you wished to modify and then click ‘Application(Save)’, the information in your application will be changed.

3) Application Cancel

- Screen
Click 'Cancel' and your Cancel application is complete.

4) Application Print

- Click 'application' and You can print out the application form.

7 Course Registration/ Add/ Drop

1) Menus

2) Course Registration

1 Menu

Academic Records 〉 Course Registration
2 Screen

- Add: You can register courses with the green link “Add”. If the link is red and “Unavailable”, you cannot register it because a syllabus does not exist for that course.
- General Courses: Registration will be completed by pressing “Add” button.
- Research Courses (for graduates): When you click “Add”, a popup for credit input will be shown. Specify the credits that you want to take on that course.
- Course Repetition: When you register a course that will be repeated, you will see the previous credit record of that course. Press the “Retake” button to repeat that course.
- When you click the course title (with link), you can see the syllabus of it.
- On the registered course list, you can delete a course by clicking the Delete link.
- Week: Seoul 16 week courses (1-16), Seoul first half courses (1-8), Seoul second half courses (9-16), Daejeon courses (blank)

3 Details
3) Course add/drop

① Menu

Academic Records  Course Registration
Cf.) Half semester courses: Academic Records  Add/Drop(half semester)

② Screen

- Same as Course Registration screen

4) Course Withdrawal

① Menu

Academic Records  Course Registration
cf.) Half semester courses: Academic Records  Add/Drop(half semester)

② Screen

5) Additional Information

- To see your course timetable, use Class Enrolment  Timetable menu.
- Add/Drop(half semester) menu is for the courses that divide a semester to first half(1~8 weeks) and second half(9~16 weeks).
- Course Registration menu on Academic System will be opened at 12:30 p.m.(lunch time) on the first day of the registration period and it will be closed at 11:59 p.m. on the last day of the period.
6) **Waiting Pop-up**

- When there are a lot of users who are trying to access Academic System, you can see a waiting message box like below. If there are not much users, you can access Academic System without this message box. The number of waiting users and waiting time will decrease, and you will be moved to the next screen when it becomes your turn. (If you press the “Refresh” button, you will get a new waiting ticket. Therefore the waiting time will become longer.)

7) **Electronic Lottery Drawing**

- **Two times in a year**: First course registration period of sprint and fall semester
- **For spring/fall semester**, if there is a number restriction on the number of enrollees, we get all the course registration without number limitation on the first day of the course registration period. On the second day, we conduct electronic lottery drawing on the courses that are over the number limitation. To do this, the course registration system will be closed for one day. Therefore the course registration is not available on the second day.
- **System Open hours for Spring/Fall Course Registration**
  - First day: 12:30 p.m. ~ 11:59 p.m.
  - Second day: Course Registration is not available.
  - Third day: System will be re-opened at 12:30 p.m.
  - Last day: System will be closed at 11:59 p.m.
- When you failed on the lottery drawing, the dropped courses will be eliminated from your course registration record.
- During the course registration period, you cannot drop the courses that are passed on lottery drawing. You can drop them during the course add/drop period.
8) Applied Courses

1) Menu

- Menu

Class Enrolment > Applied Courses

- Screen

- You can check your class enrolment history by year and semester
- "Type" column as "I" indicates application during the course registration period, "C" indicates application during the course add/drop period
- Course application result form, course change form, course withdrawal application can only be printed up to 10 days after the official period of registration. After the system printing period is over, you can visit the Academic Registrar’s Team if you need to print out the course application result.
• Screen of Course Application Form Printing

**2014 Year Fall Course Registration Record**

<table>
<thead>
<tr>
<th>Course Info.</th>
<th>Classification of course</th>
<th>Name of course</th>
<th>AE Credit</th>
<th>Professor</th>
<th>Teaching type</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSS 08.134</td>
<td>Humanities &amp; Social Elective</td>
<td>Introduction to Philosophy</td>
<td>0</td>
<td>Joel Hargrove</td>
<td>Lecture</td>
<td>E11 lecture BLDG 304</td>
</tr>
<tr>
<td>HSS 08.134</td>
<td>Humanities &amp; Social Elective</td>
<td>Special Lectures on Art/Discourse on Love</td>
<td>0</td>
<td>Unknown</td>
<td>Lecture</td>
<td>E11 lecture BLDG 304</td>
</tr>
<tr>
<td>HSS 08.124</td>
<td>Humanities &amp; Social Elective</td>
<td>Science Fiction Cinema</td>
<td>0</td>
<td>Daniel Martin</td>
<td>Lecture</td>
<td>E11 lecture BLDG 304</td>
</tr>
<tr>
<td>HSS 08.132</td>
<td>Humanities &amp; Social Elective</td>
<td>Topics in Philosophy</td>
<td>0</td>
<td>Wood Park</td>
<td>Lecture</td>
<td>E11 lecture BLDG 304</td>
</tr>
</tbody>
</table>

※ If you have problems with the screen not displaying in PDF format, or if the page is displayed blank, you must update Acrobat Reader to the latest version.

**9 Timetable**

1) **Menu**

![Link](Link)

- Common
- Academic Records
- Class Enrolment
- Course Registration
- Add/Drop (half semesters)
- Applied courses
- Timetable
- Course Evaluation
- Grades
- Tuition/Scholarship
2) Timetable

- Menu
  
  Class Enrolment  >  Timetable

- Screen

You can check the timetable of your enrolled courses.
- If courses overlap, it is labeled “overlapping time” and displays related course information.
- In the case of half semester (module) Seoul campus courses, the first half is displayed in red and the second half in blue. The first and second half courses do not show overlapping time.
- No separate printing function is provided. You must use the printing option of the browser or capture the screen in order to print.
10 Mid-Semester Course Evaluation

1) Menus

- Academics
  - Mid-Semester Course Evaluation

2) Mid-semester course evaluation

1 Menu

- Course Evaluation > Mid-course Evaluation

2 Screen

- Status is "Undone" at first and it will be changed to "Done" after you do course evaluation.
- After you complete the course evaluation, you can change it over and over by clicking the course title.

3 Details

- When it is not the period for mid-semester course evaluation, you can see the message that it is not the period for the course evaluation.
- Please click the course title to do course evaluation. The survey will be shown below the course list.
- Status is "Undone" at first and it will be changed to "Done" after you do course evaluation.
- After you complete the course evaluation, you can change it over and over by clicking the course title.
4 Page for course evaluation

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor</th>
<th>Course Code</th>
<th>Section</th>
</tr>
</thead>
</table>

This survey is designed to provide instructors with feedback so as to allow them to be better prepared for the remaining course duration. The results of this mid-semester survey will not affect the final course evaluation to be conducted at the end of the semester. Please answer the following questions objectively. Your response will remain anonymous.

1. Please comment on aspects of the course that you found most beneficial to your learning, and suggest any improvements that could be made.
   A) Preparedness of the instructor (e.g. availability of auxiliary textbooks, audiovisual materials, online materials, etc.) (Under 1500 bytes) 0 / 1500 bytes
   B) Lecture progression (e.g. course organization and development, student participation, class discussions, understanding of lectures, etc.) (Under 1500 bytes) 0 / 1500 bytes
   C) Assignments (e.g. amount of assignments, relevance to course, effectiveness of feedback, etc.) (Under 1500 bytes) 0 / 1500 bytes
   D) Role of the teaching assistant (Under 1500 bytes) 0 / 1500 bytes
   E) Other expectations of the course (Under 1500 bytes) 0 / 1500 bytes

2. Was English the main language of instruction and learning materials? (If Korean was spoken only for supplemental explanation, the lecture was considered in English.)
   - Yes
   - No

3. Please indicate your level of satisfaction with the course.
   - Slightly satisfactory
   - Satisfactory
   - Neat
   - Unsatisfactory
   - Highly unsatisfactory

Basic Student Information:
1. Average time spent studying per week
   - Less than 1 hour
   - 1-3 hours
   - 3-5 hours
   - 5-7 hours
   - More than 7 hours

5 Details

- The answer of an essay question is limited to 1500 bytes (English: 1500 characters). When it is over 1500 bytes, excess characters will be deleted automatically.
- Input bytes will be presented on the right upper box.
- All entries are mandatory. If you click the save button without filling in all entries, an error message will show up and the changes will not be saved.
In that case, please fill in all entries including what is mentioned on the error message, and press the save button again.

- With CLEAR button, you can clear all the entries and enter them newly.

1 Final Course Evaluation

1) Menus

2) Final course evaluation

1 Menu

Course Evaluation  Final Course Evaluation

2 Screen

3 Details

- When it is not the period for final course evaluation, you can see a message that it is not the period for the course evaluation.
• Please click the course title to do course evaluation. The survey will be shown below the course list.
• Status is "Undone" at first and it will be changed to "Done" after you do course evaluation.
• After you complete the course evaluation, you can always edit the content by clicking the course title, within the course evaluation period.
• Week: blank (Daejeon campus), 1–16 (16 week course at Seoul campus), 1–8 (First half semester course at Seoul campus), 9–16 (Second half semester course at Seoul campus)

4 Page for course evaluation

<table>
<thead>
<tr>
<th>Required Questions</th>
<th>Required Questions</th>
<th>Required Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IX. Structure</td>
<td>IX. Level of</td>
<td>IX. Atmosphere</td>
</tr>
<tr>
<td>IX. Level of</td>
<td>IX. Atmosphere</td>
<td>IX. Level of</td>
</tr>
<tr>
<td>IX. Atmosphere</td>
<td>IX. Level of</td>
<td>IX. Language</td>
</tr>
<tr>
<td>IX. Language</td>
<td>IX. Lecture</td>
<td>IX. Practice</td>
</tr>
<tr>
<td>IX. Lecture</td>
<td>IX. Practice</td>
<td>IX. Overall</td>
</tr>
<tr>
<td>IX. Practice</td>
<td>IX. Overall</td>
<td>IX. Structure</td>
</tr>
</tbody>
</table>

5 Details
• Structure, Level of Understanding, Atmosphere, Level of Contribution, and English are mandatory.
• If you click the save button without filling in all entries, an error message will show up and the changes will not be saved. In that case, please fill in all entries including what is mentioned on the error message, and press the save button again.
• With CLEAR button, you can clear all the entries and enter them newly.

6 English lecture (If the course is not the English course)

• If the course is not assigned as English lecture, this question will be answered as "No" automatically.

12 Preview Grade

1) Menu

2) Preview Grade

• Menu
  Grades > Preview Grade

• When it is not the period of posting grades

  - The Preview Grade menu is open only during the period of posting grades. Otherwise, the screen above is displayed.
• Screen

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Type</th>
<th>Department</th>
<th>System No.</th>
<th>Section</th>
<th>Course No.</th>
<th>Course Type</th>
<th>Course Title</th>
<th>AU Credit</th>
<th>Instructor</th>
<th>Notabili</th>
<th>US/Course</th>
<th>Week</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>Materials Science and Engineering</td>
<td>34.986</td>
<td>MS998</td>
<td>MS998</td>
<td>Thesis Research</td>
<td>Ph.D. Thesis Research</td>
<td>0</td>
<td>Byung-Soo Eae</td>
<td>N</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>Materials Science and Engineering</td>
<td>34.986</td>
<td>MS986</td>
<td>MS986</td>
<td>Seminar (Ph.D.)</td>
<td>Seminar (Ph.D.)</td>
<td>0</td>
<td>Yeon SK Jung</td>
<td>N</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*ода: Because you did not do the course evaluation, you cannot see your grade during the grade posting period. You can view your grade after the grade confirmation work is finished. You can check the grade posting period and the grade confirmation date on the portal notice. (Inquire on course evaluation: Academic Support Team (EKT.1233))

1) Menu

2) Grade Report

• Menu

Grades  Grade Report
• **English Score**

  - Shows English examination scores such as TOEIC, TOEFL, TEPS, etc.
  - After applying, you must submit your score report to be approved

• **Korean Writing Score**

  - Shows your score for the Writing Level Test

• **Grade Report**

  - You can check transferred and completed credits by year/semester and course
  - Under "ALL" you can check total credits, completed credits, and G.P.A., and clicking on specific year/semester you can view the above for that semester.
  - By clicking on "Excel", you can download the page as an Excel file
- When the grade is displayed as “I” it means the course professor did not enter the grades

14 Leadership Mileage

1) Menu

2) Leadership Mileage

- Menu
  Grades  Leadership Mileage

- Screen

  Leadership Mileage Details
  
  grade  score  application date
  146  2017/09/31

  - Mileage information provided by the Leadership Center can be viewed in this system (data is transferred)
  - You can also view related information at the Leadership Center website (http://leadership.kaist.ac.kr/)

15 Application Activity Score

1) Menu
2) History of community Service Applied for

- Menu
  Grades  Application Activity Score

- History of community Service

<table>
<thead>
<tr>
<th>No</th>
<th>year</th>
<th>term</th>
<th>subjectNo</th>
<th>subjectName</th>
<th>AU</th>
<th>Input date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>2012</td>
<td>Fall</td>
<td>10.200</td>
<td>복무철(Community Service)</td>
<td>1</td>
<td>2012/12/29 00:00</td>
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<td>2012</td>
<td>Fall</td>
<td>10.200</td>
<td>복무철(Community Service)</td>
<td>1</td>
<td>2012/12/29 15:40</td>
</tr>
</tbody>
</table>

- Point 1: Print all community service by student
- TOTAL HOURS APPLIED FOR: Total hours of community service applied for by student
- TOTAL HOURS APPROVED: Total hours of community service recognized by the official in charge of the service agency
- Point 2: Hours converted into AU (credits)

History of community service applied for and new entries

- Point 1: Print community service activities applied for and information on approved activities.
- Point 1-1: Community service activities not approved by the official in charge of service

※ You can change and delete these entries by clicking the organization
activity.
- Point 1-2: Community service activities approved by the official in charge of service

※ Community service activities which have been approved cannot be changed or deleted.
- Point 2: You can update your community service activities and enter new activities.

※ To enter new community service activities, click the [New] button to activate the input window.
The [Agency/Organization] and [Period of activity] are mandatory columns and the [Hours of activity applied for] is saved when you have entered the hours and minutes.

※ When you apply for a new community service activity, you must submit certification of your activity to the Academic Registrar’s Team to start the approval process.

.Helper Submitting English Score

1) Menu

2) Submitting English Score
Menu

Grades › Application English Score

History of English scores submitted & new or changed entries

[Applying]
- Point 2: When you click 'New', a new input record is activated.
- Point 3: Input all required fields.
- Point 4: Click 'Save' and your application is complete.

[Change]
- Point 1: After an English score has been approved, a live link will not be displayed.
  If you click an examination which is still not approved, then the computer system will show the information below the fields.
- Point 4: If you have changed the information you wished to modify and then click 'Save', the information in your application will be changed.

[Delete]
- Point 5: If you click the 'Delete' button for an item on a list of tests which have not yet been approved, the requested PICPICKSHAPERecord will be deleted.
Criteria for Passing Scores for English Proficiency

You can view the criteria for scores deemed adequate to demonstrate English proficiency.

※ You must submit a transcript of your English examination to the Academic Registrar’s Team to start the approval process.
Apply to submit Korean Score

1) Menu

2) Apply to submit Korean Score
   - Menu
     Grades › Apply to submit Korean Score
   - Screen
enrolled since 2013.

KAIST 학사시스템 (KAIST Academic System)

2013년도 이후 입학한 학사과정 외국인에 아닐 경우 신청 대상이 아닙니다.
Only available for foreigners in the undergraduate who have enrolled since 2013.

- After an korean score has been approved, Pass or Fail contents will be displayed and a live link will not be displayed.
- If examination is still not approved, you can modify and delete an korean score.
Apply credits at another univ.

1) Menu

2) Apply credits at another univ.
   - Menu
     Grades > Apply credits at another univ.
   - Screen
To receive recognition of credits earned at another university, inquiry of application and processing status.

If your educational institution (other university) appears blank or no link exists, contact the Academic Registrar's team.

Click the "Attach Files" link to upload or download.

You must submit the official copy of the transcript attached to the Academic Registrar's Team (Daejeon Campus) /College of Business (Seoul Campus).
Apply Credits completed before admission

1) Menu

2) Apply Credits completed before admission
   • Menu
     Grades 〉 Apply Credits completed before admission
   • Screen
- Apply for Joint Advanced Placement Program, Individual Advanced Placement Program, mutually recognized/cross-registration course/Honor, Bridge Program, audited, credits transfer to another department, PhD candidates who have changed departments, and credits previously completed at KAIST through the system.

- In case of AP(Advanced Placement Program) application, Click the "Attach Files" link to upload or download.(Only image files in jpg, png, gif and tif formats are attachable and the file should be smaller than 2Mbytes.)

- You must upload your transcript and submit the official copy of your transcript to the Academic Registrar's Team/College of Business.

② Scholarship Management System
1) Complete the information of on campus work-study

- Menu
  - Academic System > Tuition/Scholarship > Service-for-students

- Screen

- Search
  - Input screen for on campus work-study unrelated to tuition fee
○ Write
  - Enter duty, date and working hour and click the “save” button
  - When completing the form, enter selected number and income at “scholarship unrelated to tuition fee > criteria selected number of work-study”, and “scholarship unrelated to tuition fee > criteria income of work-study”

○ Delete
  - Delete the data by clicking it

○ Excel
  - Download the details by clicking the “excel” button

2) Registration of the saving account
○ Menu
  - Academic System > Tuition/Scholarship > Service-for-students
○ Screen
  - Input screen for registering the saving account
  - Three sections exist: Account Registration of List, History and Attachment
  - Only search and save are available
II. Academics

- Save
  - Enter student number, phone number, bank, depositor and account number
    and click the “save” button

3) Issue the certificate of scholarship

- Menu
  - Academic System > Tuition/Scholarship > Service-for-students

- Screen

  - Issue the certificate of scholarship that contains Y among scholarship code

- Search
  - Search by a student number or name

- Excel
  - Download the details by clicking the “excel” button
2) Tuition Fee Management System

1) Payment
   ○ Menu
   - Academic System ≥ Tuition/Scholarship ≥ Service-for-students
   ○ Screen

   - You can check the tuition billing statement and print the billing statement and payment receipt

   ○ Search
   - Search the tuition billing statement by a student number/name

   ○ Print
   - Pop-up screen is shown for the tuition billing statement after clicking on “Print” below personal, institution or certificate
1. Scholarship for Undergraduate Students

1. Tuition Scholarship

A. Presidential Science Scholarship

- Support Organization: Korea Student Aid Foundation
- Support Criteria: Previous semester at least 12 credits, acquire over 87 credits
- Support (Semester): All of the entrance fee and tuition fee
- Academic encouragement (2,500,000 KRW) support: Previous semester at least 92 credits acquired
- Living expenses (1,800,000 KRW) support: recipient of basic living security
- Loss of qualification: If previous semester grades fall short of standards, support suspended for the following semester; if suspended 2 times in a row permanent disqualification
- Principle of double scholarship prohibition applied

B. National Science and Engineering Scholarship

- Support Organization: Korea Student Aid Foundation
- Support Criteria: Previous semester at least 12 credits, acquire over 87 credits
- Support (Semester): All of the entrance fee and tuition fee
- Living expenses (1,800,000 KRW) support: recipient of basic living security
- Loss of qualification: for 2 years after admission into school, if grades fall short of standards 2 times accumulated; if grades fall short of standards in the interim evaluation (2+2); if grades fall short of standards 1 time during additional support period after satisfying interim evaluation grades
- Principle of double scholarship prohibition applied

C. National Grant Type 1

- Support Organization: Korea Student Aid Foundation
- Support Criteria: Previous semester at least 12 credits, acquire over 80 credits, and income level within level 8
- Support (Semester): Support amount per income level of entrance fee and tuition fee
- Principle of double scholarship prohibition applied
D. Scholarship from University

① Scholarship from University(for gifted in science)
- Support Criteria: Students who have not passed one year (two semesters) after enrollment
- Support (Semester): tuition fee
- Principle of double scholarship prohibition applied

② Scholarship from University(academic excellence)
- Support Criteria: Students who are not supported by other tuition scholarships and acquired at least 12 credits the previous semester with average GPA at least 2.7/4.3
- Support (Semester): tuition fee
- Principle of double scholarship prohibition applied

③ Scholarship from University(for needy students)
- Support Criteria: Students who are not supported by external scholarships, have been confirmed to be within the tier 3 income bracket with average GPA less than 2.7 in previous semester.
- Support (Semester): If the amount of the scholarship awarded in the National Grant (Type I) is less than the tuition fee, the difference will be paid and if the student is dropped below the grade (less than 2.5), the tuition will be paid in full
- Principle of double scholarship prohibition applied

④ Scholarship from University(special support)
- Support Criteria: Students who are not supported by other tuition scholarships (regardless of grades)
- Support (Semester): tuition fee
- Principle of double scholarship prohibition applied

E. External Scholarship
- Support Organization: External student aid foundation
- Support Criteria: determined by the external student aid foundation
- Support (Semester): amount determined by the external student aid foundation
- Principle of double scholarship prohibition applies for students receiving
support for tuition, but does not apply students receiving support for living expenses

2. Scholarship Extrinsic to Scholarship

A. Department Honor Scholarship

- Support Organization: University
- Support Criteria: previous semester at least 15 credits, within top 4 of the department
- Support (Semester): Top of department (1 person) 250,000 KRW monthly (4 months), Second highest in department and those with outstanding grades (3 people) 200,000 KRW monthly (4 months)

B. Academic Excellence Scholarship

- Support Organization: University
- Support Criteria: At least 18 credits, over 3.70/4.3: only Graduate School of Innovation & Technology Management and Department of Information & Communications Engineering apply
- Support (Semester): 400,000 KRW/Semester

C. Departmental Future Development Scholarship

- Support Organization: University
- Support Criteria: Scholarship is awarded with funds organized by the department
  - Recipient selection: Scholarships are given to those selected by the department with criteria determined by the department
  - Selection criteria are limited to grades, income, and community service
- Support (Semester): Less than 500,000 KRW/Month

D. Study Grant

- Support Organization: University
- Support (Semester):
  - Students enrolled before 2015: Up to 500,000 won per semester for students who are supported (less than 2,000,000 won) from the external
scholarships and paid tuition fee (1,690,000 won). 30% of the scholarship amount is paid when the amount of external scholarship is less than 1,690,000 won.

- Students enrolled after 2016: 500,000 won for students who paid more than 3,000,000 won of tuition fee, and supported (less than tuition fee) from external scholarships. 20% of corresponding scholarship if paid less than 3,000,000 won of tuition fee.

※ 500,000 won for students who are supported from National Science and Engineering Scholarship from the 5th semester after enrollment.

E. Labor Scholarship

- Support Organization: University
- Support Criteria: Normal - 200,000 Korean Won/month Up to 25 hours per month, 8,000 Korean Won per hour
  Undergraduate: 4 months, Graduate: 6 months, Special - 250,000 Korean Won/Month Up to 25 hours per month, 10,000 Korean Won per month, 4 months
- Work Period: Undergraduate regular semester 8 months (March~June, September~December), Master’s and Doctoral 12 months (January~December)

F. Low Income Family Labor Scholarship

- Support Organization: University
- Support Criteria: Students who have been confirmed to be within the tier 3 income bracket.
- Support (Semester): 300,000 KRW/month/person, 4 months
- Work Period: Work for 20 hours/month in appointed department

G. Undergraduate Student Grant

- Support Organization: University
- Support Criteria: Awarded within the set semester duration (8 semesters)
  ※ Students who applied for National Grant (Type1)
- Support (Semester): 135,000 KRW/month/person, 4 months

H. Scholarship Program for Bereaved KAIST Families
III. Scholarship

- Support Organization: University
- Support Criteria: Children of a KAIST faculty member that died incumbently
- Support (Semester): 300,000 KRW/month

I. Student Union Leader Scholarship

- Support Organization: University
- Support Criteria: Student participating as an officer in a student organization (Student body president and officers) for undergraduate and graduate school
- Support (Semester): President 1,500,000 KRW/person, Vice-president 1,000,000 KRW/person

J. Younghan-Kim Global Leader Scholarship

- Support Organization: University (development foundation)
- Support Criteria: Undergraduate student within the enrollment duration limit, those who are not supported by presidential science scholarship, Samsung scholarship, and Gwanjung scholarship.
- Selected number: 3 students
- Support (Year): 3,000,000 KRW/year

K. Imdang Scholarship

- Support Organization: University (development foundation)
- Support Criteria: Students who have been confirmed to be within the tier 3 income bracket with good grades and are likely to grow as technologists.
- Selected number: 10 students (2 in college of natural science, 1 in college of life science & bioengineering, 7 in college of engineering)
- Support (Year): 3,000,000 KRW/year

L. International Undergraduate Scholarship

- Support Organization: University
- Support Criteria: standards determined by the guidelines for international student studies
- Support Amount: Living expenses 350,000 KRW/month for grade A, 200,000 KRW/month for grade B, and actual expenses of national health insurance fee
- Support Period: 4 years (8 semesters)
- Principle of double scholarship prohibition applied

※ Notes regarding scholarship administrative processes
- Undergraduate students who wish to receive the scholarship/school expenses scholarship must apply regardless of application eligibility for the government scholarship (Type 1) of the Korea Student Aid Foundation every semester → Failure to apply will result in exclusion from receiving the scholarship and school expenses scholarship for the corresponding semester.

- In the case of receiving an external scholarship, the student must notify its content to the student welfare services team immediately → Failure to notify and discovery of a duplicate or overlapping scholarship will result in complete recovery of the scholarship amount awarded by the university and the student will be permanently excluded from scholarships.
2. Scholarship for Graduate Students

1. Tuition Scholarship

A. Scholarship from University

- Support Organization: University
- Support (Semester): tuition fee for each entrance year.
- Principle of double scholarship prohibition applied

2. Scholarship Extrinsic to Scholarship

A. Master’s Student Grant

- Support Organization: University
- Support Criteria: Master’s four semesters, Integrated Course (master’s + doctorate) two semesters
- Support (Semesters): 265,000 KRW/month/person, 6 months
- Work Requirements: Government scholarship student
- Students receiving financial support have mandatory work with research and teaching duty for ten hours a week under the instructions of their respective department and adviser.

B. Teaching Assistantship

- Support Organization: University
- Support Criteria: 8 semesters for doctorate degree
- Support (Semesters)
  - 1st to 6th semester doctorate degree: 450,000 KRW/month, 6 months
  - 7th to 8th semester doctorate degree: 300,000 KRW/month, 6 months
  - 3rd to 8th semester Integrated master’s and Ph.D program(doctorate): 450,000 KRW/month, 6 months
  - 9th to 10th semester Integrated master’s and Ph.D program(doctorate): 300,000 KRW/month, 6 months
- Work Requirements: Required to assist in respective major’s teaching and research for at least 16 hours a week
C. TA Scholarship for Government scholarship students
   • Support Organization: University
   • Support Criteria: Government scholarship students within four semesters for master’s degree and eight semesters for doctorate degree
   • Number of Recipients: 690 people
   • Selection: School supports additionally TAs when the allowances including government sponsored allowance, research activity allowance are less than minimum living costs of 800,000 KRW for master’s and 1,000,000 KRW for doctorate degrees
   • Support (Semesters): Doctorate degree: 550,000 KRW/month
     - Master’s degree: 535,000 KRW/month, 6 months
   • Work Requirements: Must complete the work the department head designates for at least 16 hours a week.

D. Global Ph.D Fellowship
   • Support Organization: Korea Research Foundation
   • Support Criteria: New students in doctorate degree course or integrated course selected by the doctorate fellowship conducted by the Development Foundation
   • Support: 2,500,000 KRW/month
   • Support Period: Assessed after one year and can receive support for at most 5 years

E. Younghan–Kim Global Leader Scholarship
   • Support Organization: University (development foundation)
   • Support Criteria: Student in master’s or doctorate course within the enrollment duration limit
   • Selected number: 3 students (1 in master’s course, 2 in doctorate course)
   • Support (Year): 3,000,000 KRW/year

F. KIA Scholarship
   • Support Organization: University (development foundation)
• Support Criteria: Student in master’s or doctorate course within the enrollment duration limit
  - Students who had excellence in academic or research area among low income family
• Selected number: 7 students (2 in college of natural science, 5 in college of engineering)
• Support (Year): 3,000,000 KRW/year

G. International Graduate Scholarship

• Support Organization: University
• Support Criteria: standards determined by guidelines for international student studies
• Support: Living expenses (300,000 KRW/month) and all of national health insurance fee by academic advisor or office of Student affairs and policy
• Support Period: Master’s 2 years (4 semesters), Doctoral 4 years (8 semesters), Combined 5 years (10 semesters)
• Principle of double scholarship prohibition applied
1. Academic English Camp

- An intensive academic English program is provided for members of the entering students who require enhanced English skills to prepare for English lectures.
- Academic English skills including English speaking, reading, writing, and grammar are covered, focusing on taking English lectures, and a variety of extracurricular activities are provided so that students can become familiar with peers.
- Contact: EFL (T.4650)

2. Bridge Program

- This program offers online credit recognition lectures to help prospective KAIST students (admitted) complete basic courses before entering so that they may faithfully complete regular courses after entering (General Physics, Calculus, General Chemistry, etc).
- College Physics, College Mathematics, and College Chemistry lectures offered in the fall semester at KAIST are made available online in a video content format where prospective students can interact with the professor and TAs online through Q&A. The final exam of the online lectures take place offline at KAIST in March after entering.
- The grades and credits of courses completed through the Bridge Program can be recognized as elective courses by submitting the Bridge Program completion course credit recognition application form to the academic registrar’s office within the first semester after entering KAIST.
- Contact: Team for innovation in Learning & Teaching (T. 6063)

3. Happy/Exciting College Life

- Students entering the school in 2011 and onward must take the Happy College Life and Exciting College Life courses in spring and fall semesters, respectively. The courses are intended to ensure a happy and fulfilling college life for freshmen by helping their adaptation to school life and improving their academic achievements.
- A welcome party on the first day, regular meetings with the professor, an
outing, and other various programs will be offered to promote friendship, school spirit, and patriotism.

- Current students (i.e., those having entered the school in the previous year) will participate in the planning process to orient the program towards freshmen.
- An academic advisor (teaching assistant), an resident advisor, and proctors will be assigned to each class to provide overall guidance and help with academic work, school life, and career planning.

The courses provide 1AU each and are held on Thursday at 7–9 p.m. (8 weeks).
- Contact: Student Life Team (School of Freshman) (T. 1242)

4. Freshman Seminar

- “Freshman Seminar” is an elective course that you can apply for during the course registration period for the department that you wish to join.
- The course is a one-credit elective run autonomously by individual departments.
- The freshman seminar, you can get useful tips and informations on each major to help you to find the perfect major for your interests and goals. So come and apply for the freshman seminar to explore your major in advance.
- Contact: Student Life Team (School of Freshman) (T. 1243)

5. Leadership Program

A. Humanity/Leadership Program

- Undergraduate (2 courses are necessary for graduation)
  - Completion of 1 AU in each of 2 of the 3 categories below is mandatory
  - Humanity/Leadership I: 7H Leadership or Phoenix Leadership or Carnegie leadership
  - Humanity/Leadership II: Communication or Young Leader Thursday Special Lectures or GLA (Group Leadership) or Female Leadership,
  - Humanity/Leadership III: Animation, Hacking Class among 30 lectures
- Contact: Leadership Center (T. 2462)
6. KPF (KAIST Presidential Fellowship)

- A minority elite group of outstanding students is supported to foster future global science and technology leaders and talent with strong character and leadership through various activities and learning.

1) Freshmen support : Overseas group training in summer semester. Support for mentoring professors and mentoring program
   - Recruitment and selection : selects 30 students annually to support their whole undergraduate years after selection
   - Contact : Administrative Team of the School of Freshman (T. 1241)

2) Non-freshmen support : Expense support for overseas study and exchange student(10 million won for individual students), support for URP selection, a number of events for networking (meetings with the dean, workshops, seminars, regular meetings, volunteer activities, etc.)
   - Recruitment and selection : academic achievement, research results, and other activities after admission
   - Contact : Global Leadership Center(T. 2461)
8. URP (Undergraduate Research Program)

A. Objective: By providing a wide range of opportunities for students of KAIST to gain real laboratory and research experience as a research-oriented university, the program aims to cultivate a desire for learning as well as a creative mindset.

B. Content

- The Short-Term program, which is about 6 months long, is held biannually (Winter/Spring, Summer/Fall), the Long-Term program, which is about 1 year long, is held once a year, and individual research projects (individual, team) along with group seminars are managed.
- Completion of research notes during the research period, submission of final report and a statement of accounts at the end of the research, URP Workshop participation, etc.

C. Program

- Individual Research Project: An individual or 2~3 students form a team to conduct research based on a creative research topic devised by themselves with the guidance of a professor of their choice.
- Group Seminar: 5~10 students with a common interest form a group to conduct a long term seminar involving voluntary learning and in-depth discussions.

D. Application

- Individual Research Project
  Undergraduate students: Research expenses + Scholarship + Research credit(3 credits)
  Advising professor and TA: Guidance compensation given
- Group Seminar
  Undergraduate students: Seminar research expenses
  - Advising professor and TA: Guidance compensation given

※ Refer to the PORTAL and URP homepage (http://urp.kaist.ac.kr) for details on the overall program and content.
E. Notice Period
- Winter/Spring semester & Long-Term: Notice posted early in November
- Summer/Fall semester: Notice posted early in May

9. Internship Program

A. Domestic Internships
- For smooth integration into society after graduation, domestic and international internship program job offers are collected and provided to students for every summer vacation.
- 1 credit for over 4 weeks, 2 credits for over 6 weeks, 3 credits and thesis research replaceable for over 8 weeks
- Credit-connected ICT internships during the semester: internship at ICT small and medium-sized businesses with support from the Ministry of Science, ICT and Future Planning (for students at the School of Electrical Engineering, School of Computing, and Department of Industrial and Systems Engineering / up to 12 credits)

B. International Internships
- Internships lasting more than 8 weeks or 14 weeks can transfer 3 or 12 credits, respectively, or replace Graduation Research
- Harvard Medical School–Massachusetts General Hospital, MGH, Internship Program (selected in January, dispatched in July–August)
- ENEC (Emirates Nuclear Energy Corporation) Internship Program (selected in September, dispatched in January–February)
- International internship positions are collected through an agreement with GATE Korea (less than 20 students annually)
  - International internship participant airfare expense support: maximum 500,000 Korean Won per person
- Contact: Leadership Center (T. 2461)
Special Programs for Graduates
1. Leadership Program

- Special Lecture on Leadership (Master’s Leadership Lectures)
  Leaders of various aspects of society are invited to expand the perspectives and knowledge of students such that the students may become pioneers in science and technology after graduation and also leaders with competence and character.
  - Mandatory for graduation: International students and regular scholarship students are exempted
  - 7 lectures per semester (at least 5 lectures must be attended)
  - Contact: Leadership Center (T. 2464)

2. "Ethics and Safety" Online Course Website

- An online course for undergraduate (mandatory general course) and graduate (mandatory general course) students as a part of prevention education with regard to research ethics, human rights susceptibility, and safety regulations
  - "Ethics and Safety" website address: http://eethics.kaist.ac.kr
  - Schedule: Spring/fall semesters, but Human Rights Gender equality sub-courses can be taken all year round. Undergraduate students need to take this course before deciding department, graduate students need to take this course before deciding academic advisor. (If entered after 2017)
  - Contact: Academic Planning Team (T. 1234)

3. Research Ethics Education Program

A. Research Ethics Special Lecture

- Internal and external research ethics experts are invited to speak in an effort to increase awareness of research ethics and establish an upright research ethics culture.
- Research ethics overview focused on research misconduct and related regulations as well as understanding of research ethics based on cases of plagiarism in academic journal papers
- Twice annually (Notices will be posted on PORTAL and the KAIST homepage)
B. Bioethics Education

- In compliance with university regulations, all researchers intending to conduct human and human derivative (including embryos) research are required to complete the bioethics education.
- A certificate of bioethics education is necessary in the preliminary review of research proposals by the Institutional Review Board (IRB).
- CITI-Bioethics Online Program: An online research ethics education program for the biology field; a total of 1130 universities and research institutes worldwide are using this program as a method of bioethics education.
- CITI program website address: http://www.citiprogram.org
- Schedule: year-round
- How to complete the education: Refer to the notice on the IRB homepage
- Contact: Research Promotion Team (T.2187, http://irb.kaist.ac.kr)

C. Animal Care and Use Training Seminar

- Objective: In compliance with university regulations, all researchers intending to conduct animal testing are required to complete this education program.
- An individual animal education completion number given to those who complete the education program is necessary in the preliminary review of research proposals by the Institutional Animal Care and Use Committee (IACUC).
- Biannual (For more detailed information, refer to the PORTAL notice and email notices)
- Contact: Research Promotion Team (T.2186, http://iacuc.kaist.ac.kr)

4. Laboratory Safety Education Program

Safety education requires that researchers complete the education hours specified in the table below according to the regulations on laboratory safety environment establishment. In these regulations, the education hours for all researchers is specified along with the education/training content. These are specified in order to provide information for the maintenance and management of a safe and pleasant laboratory.

< Education/Training Times >
### A. Safety Education Program

<table>
<thead>
<tr>
<th>Education Content</th>
<th>Education Period</th>
<th>Education Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular education/training</td>
<td>At any time</td>
<td>At least 6 hours per half year*</td>
</tr>
<tr>
<td>Education/training for newcomers</td>
<td>At admission (freshmen)</td>
<td>At least 2 hours</td>
</tr>
<tr>
<td>Special safety education/training</td>
<td>When a serious laboratory accident occurs or research content changes</td>
<td>At least 2 hours</td>
</tr>
</tbody>
</table>

* Per half year: first half of year (Mar.~Aug), second half of year (Sep~Feb.)

- Safety Education Program Information Check
  - Safety education organizing team: Safety and security team(Building W8, 1st floor)
  - Safety and security team homepage: http://safety.kaist.ac.kr
  - Mobile homepage: m.safety.kaist.ac.kr
  - Safety and security team contact: 042)350-2341~3, safetyteam@kaist.ac.kr

### B. Freshmen Safety Education

- For an active and safe campus life, undergraduate, master’s, and doctorate program freshmen students are given safety education during their orientation. The freshmen safety education includes dormitory life safety and on-campus traffic safety among other safety aspects regarding campus day-to-day life safety, as well as laboratory safety guidelines, accident cases, and laboratory safety practices that should be followed during research and development activities.

### C. Laboratory Regular Safety Education

- Subject: Students, researchers, and faculty
• Period: Frequently (2~3 times/month)
• Location: Creative Learning Center building lecture hall
• Content: Safety education by invited experts on research and laboratory safety in various fields including gas, chemical and biomolecular engineering, biology, electricity, and machinery among others

D. First Aid Education

• Subject: Researchers and faculty
• Period: Biannually organized
• Content: CPR, automated external defibrillator instructions, Heimlich maneuver

E. Online Safety Education

• Subject: All researchers
• Education period: Available on demand
• Education method: Log-in online and complete
• Education website: http://safety.kaist.ac.kr, https://m.safety.kaist.ac.kr
• Education type: video, E-book, problem bank

5. Venture Research Program for Graduate and Ph.D students

• Provide research fund for challenging and creative research projects which mainly performed by enrolled graduate or doctoral students(individual or team)
• The office of research and each college make their own plans annually and announce calls for proposals for this program.
• Contact: Research Promotion Team (T.2185)
6. Graduation School Human Right Center

A. Objectives

The Graduate School Civil Rights Center has been established to promote the interests, protect the rights of graduate students, and create a better environment for research and education.

B. Tasks

- Respond to any civil rights abuse taking place in graduate school life as followings;
  - Force participation in wrongful usage of research expenses
  - Illegal claw back or embezzlement of research personnel expenditure
  - Sexual harassment or sexual assault
  - Writing false author of theses
  - Not honoring research guidance and neglecting students
  - Arrange guidelines to succor actions of rights abuse and violations
  - Education and promotion of the rights and interests of graduate students

C. Activity plans

- Investigate good/bad examples of graduate students’ research environment
- Assist succor reports and activities
- Educate about student rights and share incidents of infringements of rights and interests at new student orientation
- Share tips on how to deal with problems and react when faced
- Invite human rights specialists to lecture
- Contact: Graduate Student Association (hrc@gsa.kaist.ac.kr)

7. Graduate School Research Environment Improvement Committee

- Conducted the 2012 Graduate School Research Environment Survey under the 41st Graduate School Student Council
- Media report of the survey results (2013-03-21): Press release of follow-up measures promise
- Starting from the “2012 Research Environment Survey” Fact-Finding
Committee (changed to the Graduate School Research Environment Improvement Committee) on 2013-04-04, the Committee has continued to discuss follow-up measures regarding the results of the survey.

8. Graduate School Married Students Association

A. Objectives

To improve the general aspects of married graduate students such as the smooth compatibility of family and work and infant care

B. Tasks

- Infant care programs
- Seminars for (to be) married graduate students
- Send feedback and requests from married graduate students to the university
- Operating an offline graduate school married students community

C. Activity plans

- Seminars from infant care experts and female scientists
- Hold meetings for married graduate students
- Create parent-child programs (weekends)
- Investigation of current status and possible improvement of lactation rooms
Counseling and Support Programs to help students develop different skills and solve various problems relating to their academics and daily lives.
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<th>Program</th>
<th>Content</th>
<th>Target</th>
<th>Department</th>
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<td>Psychological Counseling</td>
<td>Mental health and personal growth</td>
<td>Undergraduate and Graduates</td>
<td>Counseling Center</td>
</tr>
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<td>2</td>
<td>KAICall</td>
<td>Immediate help for psychological crisis</td>
<td>Undergraduate and Graduates</td>
<td>Counseling Center</td>
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<tr>
<td>3</td>
<td>Academic and Career Counseling</td>
<td>Academics, career, general and studying for major courses</td>
<td>Undergraduate</td>
<td>Academic and Career Counseling Office</td>
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<td>4</td>
<td>Human Rights Counseling</td>
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<td>Undergraduate and Graduates</td>
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<td>5</td>
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<td>Studying a particular course</td>
<td>Undergraduate freshmen</td>
<td>Administrative Team of the School of Freshman</td>
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<td>6</td>
<td>KAItoring (Mentoring) Program</td>
<td>General student life (daily life, academics, career, etc.)</td>
<td>Undergraduate</td>
<td>Counseling Center</td>
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<td>7</td>
<td>Coaching Program</td>
<td>Developing problem-solving skills and an enjoyable student life, etc.</td>
<td>Undergraduate freshmen</td>
<td>Administrative Team of the School of Freshman</td>
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<td>8</td>
<td>Counseling for International Students</td>
<td>Student life and academic support</td>
<td>International students</td>
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<td>9</td>
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<td>International undergraduate and exchange students</td>
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<tr>
<td>Counselor</td>
<td>Application Method</td>
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<tr>
<td>Professional Counselor</td>
<td>By visiting or through the website</td>
<td>Anytime</td>
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<tr>
<td>Professional Counselor</td>
<td>By telephone (T.7942)</td>
<td>Anytime</td>
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</tr>
<tr>
<td>Professional Counselor and a Graduate Student</td>
<td>By visiting or by telephone (T.2466)</td>
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<td></td>
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<tr>
<td>for each Department (CA)</td>
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<tr>
<td>Enrolled Student (Undergraduate, Graduate)</td>
<td>By visiting or through the website</td>
<td>Beginning of each semester/ anytime</td>
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<tr>
<td>Graduate Students</td>
<td>By visiting</td>
<td>Anytime</td>
<td></td>
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<tr>
<td>Graduate Students</td>
<td>By completing the application form (Portal, Counseling Center, ARA, etc. through announcements) and submitting on website</td>
<td>Before/after each semester starts</td>
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<tr>
<td>Professional Coach (Korea Coach Association)</td>
<td>1st: TA/ proctor (senior guidance) recommendation 2nd: Notification through email (Recruitment based on first-come-first-serve)</td>
<td>Beginning of each semester</td>
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<tr>
<td>International Student Advisor</td>
<td>By visiting or by telephone (T.2488)</td>
<td>Anytime</td>
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<tr>
<td>Korean Students</td>
<td>By email</td>
<td>Beginning of each semester</td>
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<tr>
<td>Graduate Students</td>
<td>By email</td>
<td>Anytime</td>
<td></td>
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</tr>
</tbody>
</table>
1. Counseling Center

1) Individual Counseling
   - Individual counseling with a professional counselor
   - A student can request counseling by:
     - Website: http://kcc.kaist.ac.kr
     - Visiting personally

2) Group Counseling
   - Types of Group Counseling
     - Program to Improve Interpersonal Relationships
     - Program for Romantic Relationships
     - Meditation-Based Stress Management Program

3) Counseling for International Students
   - Individual counseling with a professional counselor in English(9:00~18:00)
   - A student can request counseling by:
     - Website: http://kcc.kaist.ac.kr
     - Visiting personally
4) Psychological Testing

- Types of Psychological Tests

<table>
<thead>
<tr>
<th>Type of Test</th>
<th>Content</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personality Test</td>
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</tr>
<tr>
<td>MBTI (Myers-Briggs Type Indicator)</td>
<td>Helps to understand one’s innate psychological tendencies and to accept differences with others</td>
<td>20 min</td>
</tr>
<tr>
<td>Personality Diagnosis Test</td>
<td>Helps to understand one’s personality traits and level of psychological discomfort</td>
<td>45 min</td>
</tr>
<tr>
<td>MMPI (Minnesota Multi Phasic Personality Inventory)</td>
<td>Helps to get to know one’s personality and adjustment, mental health in diverse measures, and explore one’s psychological state in depth.</td>
<td>60–80 min</td>
</tr>
<tr>
<td>Personality Strengths Test</td>
<td>Helps to increase students’ awareness of their strengths and to apply it to daily life</td>
<td>30 min</td>
</tr>
</tbody>
</table>

- Individual Testing
  - Once the application is received, a professional counselor will contact the student to schedule a testing session. The testing session will begin with a brief interview with the counselor, and will be followed by taking the test. A follow-up session will be scheduled to discuss results, usually a week after the test.

- Group Testing
  - MBTI and STRONG Tests (once or twice a month)
  - Announcement of Testing: Portal and Counseling Center website
  - Application Method: Counseling Center website or visiting personally
  - Testing and Results: Group testing will take place on the designated date, and a follow-up session will take place 1~2 weeks after the test to discuss results.
6) Counseling Center Location and Basic Information

Location : Changyoungsin Student hall (N13-1) 3rd Floor
Website : http://kcc.kaist.ac.kr/
Email : kcc@kaist.ac.kr
Telephone : 042) 350-7942(KAICall Counseling), 7944(Office Work)

Business Hours :

Individual Counseling – Monday to Friday 09:00 ~ 18:00(daytime),
18:00 ~ 22:00(evening)

“KAICall” Telephone Counseling – 24/7 service

2. KAICall Crisis Intervention Telephone Counseling

• For students who are struggling with urgent psychological concerns such as suicidal thoughts, and would like to talk with a counselor immediately, "KAICall" Crisis Intervention Telephone Counseling is available for 24 hours everyday.
• Individual counseling with a professional counselor over the phone
• “KAICall” Hours : 24/7 service

3. Academics Counseling Center

• Academics Counseling Center offers continuous guidance and counseling by a professional Academic Counselor and a department senior graduate school Counseling Assistant (CA) from each department for undergraduates/graduates experiencing difficulties in their academics or struggling in making career decisions.

1) How to Use Counseling

• After making an appointment by phone (T.2468) or stopping by the Academic Counseling Center (Creative Learning Building Room 312), students can visit the office and receive face-to-face counseling from a professional Academic Counselor (for undergraduates, after receiving counseling from a professional Academic Counselor, they will be matched with a designated CA in each department)
• Receive face-to-face, e-mail, or telephone counseling with Master’s or Doctoral Program CA from each department

2) Tutoring Program

• A program to help students who are having trouble carrying out their studies, after a preliminary interview with the Academic Counselor at the Academic Counseling Center, the student is matched with a senior graduate student tutor who has previously taken the course (basic/major course). (limited to 20 students per semester)
• Only undergraduates students may apply, and financial support for the tutoring fee for 1 course is given.
※ Those who got academic warning, reentered, course retaking (Below G.P.A 3.0), economically disadvantaged are prioritized.

3) Career Design Program

• 1 day workshop for job in life
• A program to help students find their future vocation and career by discovering their strengths and values
• Only enrolled undergraduate and graduate students may apply
※ Will be done once a year

4) Location and Basic Information

| Location: Creative Learning Building(E11) Room 312 |
| Opening Hours: Weekdays 09:00~18:00 |
| Phone Number: 042) 350~2468 |
| E-mail: ahsa89@kaist.ac.kr |
| Homepage: https://acc.kaist.ac.kr/ |

- Information regarding academic/career choices uploaded ex) CA Programs, profile of CAs for each department, examples of activities by CAs, entering graduate school, studying abroad, alternative service
4. Human Rights including Sexual Harassment & Sexual Violence Counseling (Center for Ethics and Human Rights)

- Offers professional support relating to any instances of sexual harassment or sexual violence within school

- Definition of Sexual Harassment/ Sexual Violence
  - Sexual harassment is defined as the act of making someone feel a sense of sexual humiliation or repulsion, or of imposing a disadvantage due to reasons of refusing to comply with sexual demands. Sexual violence is defined as the act of violating someone else’s liberty in making sexual choices, and can include not only rape but also unwanted physical contact or flirting, offensive sexual language, giving obscene looks, etc. and any resulting physical, verbal, or psychological violence.
  - Sexual harassment/ sexual violence at school can take place anywhere on school campus, and afflicts psychological, physical, and social damage to the victim and infringes upon his/her right for learning, whether between professor–student, between colleagues, or between senior/junior students.

- Sexual Harassment/Sexual Violence Processing Procedure
- Problem Counseling: Problem Counseling is defined as the procedure involved in the victim finding and deciding on the desired way to settle the problem, from applying for counseling to understanding the student’s own difficulties relating to the sexual harassment.

- Report and Registration: If the damage on the victim is severe, or if the testimonies of the parties do not match, or if an agreement is not reached through personal or problem counseling, settling the incident through unofficial means may be difficult. Should the victim wish to proceed with the official procedure outlined by the school’s regulations, he/she may request to handle the event through official measures.

- Investigation: Once the incident is officially registered at the Center for Ethics and Human Rights, under the «Regulation for the Prevention and Handling of Sexual Harassment/Sexual Violence» a review committee is formed, and the members of the committee investigate into the incident by carefully examining the declarant and non-declarant’s testimonies, the circumstances of the incident, and other evidence to make a fair judgement regarding whether the sexual harassment/sexual violence took place or not.

- Handling and Settlement: With the review committee’s decision, the Center helps the involved parties to reach an agreement and through various methods – an apology to the victim, counseling and re-educating of the assailant, making a request for disciplinary action – encourages a settlement to the incident.
• Center for Ethics and Human Rights Location and

Basic Information

Location: Educational Support BD(W8) 1st Floor
E-mail: humanrights@kaist.ac.kr
Website: http://humanrights.kaist.ac.kr/
Telephone: 042)350-1004
Open Hours: Weekdays 09:00 ~ 18:00

5. Tutoring Program

• The Tutoring Program offers students the opportunity to strengthen their basic skills by recruiting students with diverse backgrounds and potential.
• The program is intended for undergraduate freshman and sophomores~seniors who would like tutoring in their academic courses. For freshmen, the basic required courses (Calculus, Physics, Chemistry, Biology, and Programming) are offered, and for sophomores~seniors there is no limit to the course.
• On principle, the tutoring takes place once(2hours) per week and 12 times in total (up to 24hours per semester). (For freshmen, the tutoring is 1:2, but in special cases 1:1 tutoring is also possible. For sophomores~seniors, 1:1 is the general rule.)
• The tutoring fee is 25,000 KRW per hour, but for every student the tutoring fee for 1 course is supported, and students under the social consideration system are prioritized with the financial support.
  - Among freshmen, students under the social consideration system, graduates of vocational high schools, and students who enrolled through the qualification examination are given financial support for the tutoring fee for 2 courses per person
• Contact: Freshmen - Administrative Team of the School of Freshman (T.1242),
  Sophomores~Seniors - Academics and Career Counseling Office (T.2466)
6. KAltoring(Mentoring) Program

- The Mentoring Program connects undergraduate students (mentees) with a graduate student as a 1:1 mentor to help with not only general college life adjustment, but also in self-discovering and self-development, through continuous meetings throughout the period of one semester.
- In the case of freshmen, students can obtain useful information and advice about general college life, course-enrollment and basic academics, taking exams and writing reports, as well as about going to graduate school. This is especially useful for freshmen in quickly adjusting to college life at KAIST.
- Contact: Counseling Center (T.7942)

7. Coaching Program

- The Coaching Program is designed for freshmen to discover their hidden potential and problem-solving skills in order for students to build their self-esteem and lead a happy college life, maximizing the development of their personal skills.
- One of Korea’s leading coaches from Happy Forum, under the Korea Coach Association, provides personal guidance.
  - The Happy Forum consists of members who specialize in bringing up gifted children in science and engineering.
- Participation Fee : Free
- Contact: Administrative Team of the School of Freshman (T.1243)

8. Counseling for International Students

- An international student advisor is always available to provide psycho-social counseling for international students on personal and/or non-direct academic issues, such as time management, stress reduction, interaction with advisors, etc. Students placed under academic probation
and students with weak grades are offered to receive individual counseling and intense management, and counseling regarding other daily life problems is also available.

- Offers psychological tests, such as Personality test, Projective Drawing test, Depression Check-up, Stress test, etc.
- Refering academic tutoring service to the Academic Counseling Center on behalf of non-freshman international students who need tutoring service.

Application Method
- By visiting the International Scholar and Student Services Team (W2-1, #104)
- By telephone: 042)350~2488
- By email: sookim@kaist.ac.kr

Contact: International Scholar and Student Services Team (T.2488)

9. Buddy Program

- The Buddy Program provides international undergraduate students enrolled to the regular program and exchange students the opportunity to make Korean friends and receive help in adjusting to the lifestyle and culture in Korea, in order to lead a successful college life at KAIST.
- For Korean students, the Buddy Program offers the opportunity to gain a better understanding of different cultures, and develop the competence to become a Global Leader.
- Benefit for Korean students who participate: presented with a certificate for the Buddy Program and given Leadership Mileage (25 points for 1 semester) or additional score for applying in exchange program (2.5% of total score).
- Period : 2 weeks before the semester begins~end of semester (every semester)
- Application Period and Method : Refer to the Notice Board on the KAIST Portal website in January(for the spring semester) or July(for the fall semester).
- Contact: International Scholar and Student Services Team (T.2482)
10. Hug Program

- Graduates, who are having diverse difficulties such as school life or relationship problems, are individually matched with trained peer counselors to get help easily around them.
- Benefit for graduates who participate: it is available to get psychological/informational support from graduates who have already walked in the similar coursework or experienced similar conflict situations.
- Numbers of trained peer counselors (intensive training for 18 hours per semester): 8 in 2015, 15 in 2016, and 13 in 2017. Now 14 are active as peer counselors, and having meetings about 70 times per semester.
- Application Period and Method: Anytime by email (hrc@gsa.kaist.ac.kr)
- Contact: Counseling Center (T.7942)
International and Domestic Exchange
1. Domestic University Credit Exchange

A. Domestic credit exchange universities (16 universities)

Korea University, Gwangju Institute of Science and Technology, Pusan National University, Seoul National University, Sungkyunkwan University, Sookmyung Women’s University, Yonsei University, Yeungnam University, Ewha Womans University, Chonnam National University, Changwon National University, Chungnam National University, Pohang University of Science and Technology, Korea National University of Arts, Hanyang University, UST

B. Credits from other domestic universities

- In the case of credits received from other universities, the credits are recognized as an elective course for the undergraduate program and elective course for the master’s and doctorate programs.
- The maximum number of credits obtainable for each semester is 6 credits and the total number of credits obtainable is 12 credits for the undergraduate program, 9 credits for the master’s program, and 12 credits for the doctorate program.
- Courses that do not overlap with courses offered at KAIST can be taken.

C. Course registration and tuition

- Receive approvals from the advising professor and department head of the corresponding university, fill out the credit exchange course registration form, and submit it to the Academic Registrar’s Team office.
- In the case of changing the registered course, fill out the credit exchange course registration form and submit it to the Academic Registrar’s Team office.
- In the case of taking courses offered in a different university for a regular semester, additional tuition is not collected but taking courses during the summer or winter semesters will result in the collection of tuition according to the tuition collection guidelines of the corresponding university.
2. Exchange Student Program

A. Spring, Fall Semester Student Exchange Program with International Universities

- Subject: Undergraduate and master’s program students
  * Students exceeding the set semester duration for each program or in the last semester before graduation may be restricted from dispatch.

1) Application Eligibility

- Students who are at least a 2nd year undergraduate and who have attained at least 33 credits or at least 1st semester of graduate school and attained at least 9 credits at the time of application
- Students with a cumulative GPA of at least 3.0 and that satisfy the English proficiency requirement of the dispatch university
- Students with no record of receiving disciplinary action in accordance with school regulations

2) Dispatch Period: 6 months (cannot be extended in principle)

3) Number of students dispatched for each dispatch university and graduate school

- Student exchange program: International university with a student exchange cooperation agreement (the list is updated every semester)
  * In the case of some universities where the tuition of the target university is paid for (Study Abroad Program), additional dispatch of students is possible.

4) Expenses

- Dispatch university tuition: Exempt (paying of school fees, etc. is the responsibility of the student)
- Housing, living expenses, miscellaneous expenses: student is responsible for payment
- KAIST scholarship: 1,500,000 or 2,500,000 Korean Won (scholarship amount depends on the dispatch region)
Although master’s program students are to be dispatched using the international cooperation support allocated by the affiliated department/major or BK in principle, when there is no external funding source, the possibility of giving the scholarship support that undergraduates receive can be reviewed.

* The sustainability and support amount of this scholarship may change according to the funding situation.

5) **Documents to submit**

- Exchange student application
- Study plan and essay
  ※ Signature (not seal) of the advising professor is necessary.
- Transcripts (showing the grades of the corresponding semester; submit English version)
- Certified English proficiency test score (IELTS, TOFEL, TEPS, TOEIC score before their expiration dates)

6) **Selection procedure:**

- 1\(^{st}\) Internal selection: Academic grades (40%), study plan (30%), certified English proficiency test score (15%), and English interview (15%) scores are summated to select the highest scoring students. Additional score for student participated in buddy program. (2.5%).
- 2\(^{nd}\) selection: Selection from the target university (the target university may refuse)
  ※ Students selected as exchange students are required to take part in a prior education program provided by the International Relations Team. Students that fail to participate will be removed from the selection. The prior education schedule will be posted separately.

7) **Other**

- Depending on the student’s GPA in the last semester before dispatch, it is decided whether the student will pay the tuition of the dispatch semester and the previous semester.
- The dispatch target university holds the final approval to accept an exchange student; thus dispatch may be difficult if the target university does not
provide final approval even when KAIST has approved through the 1st selection.

- In the case the dispatch is cancelled by a selected student with no reasonable cause, there will be disadvantages to the student in future student exchange program applications, so please apply prudently.
- Submitted documents will not be returned.
- Exchange students must take at least 2 major courses (including both double major and minor) and have at least 9 credits (KAIST equivalent credits) recognized after completion of the dispatch.
- Contact: International Relations Team (T. 2443, 2442)

※ English interview application:

1. Interview method: 1:1 interview with a foreign professor from the language center (10 minutes per person)
2. Interview application method: apply for an interview at the preferred time from the language center interview application homepage (http://interview.kaist.ac.kr).
3. Application fee: The 10,000 Korean Won fee for the English interview is to be paid by the student
4. Interview location: The location will be notified to students at the language center office (Room 1104, N4). (Students are to arrive 5 minutes before the reserved time.)
5. Related inquiries: Language Center (T. 350-8732)

* Detailed application procedure:
Step1: Transfer the 10,000 KRW application fee to Wooribank account 270-003359-13-046(한국과학기술원) (transfer with the name of the applicant: if applying with a different person’s name please inform the Language Center
Step2: Select the preferred time available from the homepage (http://interview.kaist.ac.kr)
* The application receives final approval when the deposit is confirmed.
B. GE3 Exchange Program

GE3 (Global Engineering Education Exchange) Summary: This is a student exchange program for engineering students. KAIST was selected as a new member in November 2012 and exchange (dispatching and attracting students) is between the member universities rather than the agreement universities.

1) Application Eligibility:

- Engineering and computer science undergraduate students with at least 66 credits acquired and at least in their third year at the time of the dispatch (third year and fourth year first semester students preferred)
- Students with a cumulative GPA of at least 3.0 and that satisfy the GPA and English proficiency requirement of the dispatch university
- English region university applicants are to have a non-expired TOEFL iBT score of at least 95.
  * Check the language requirement for each university. If the university requires an iBT score of more than 95, the applicant must satisfy that requirement.
  ** Students applying for non-English region universities are also required to submit an English proficiency test score (IBT, IELFTS, TOEIC, TEPS).
- Students with no record of receiving disciplinary action in accordance with school regulations

2) Application method and documents to submit: The same as those of the student exchange program described in “A”.

3) Selection process

- 1st KAIST internal selection: academic grades (40%), study plan (30%), certified English proficiency test score (15%), and English interview (15%) scores are summated and the highest scoring students are selected.
- 2nd selection: IIE (Institute of International Education) reviews all applicants and makes the final selection.

4) Number of 2013 Fall semester dispatch students: About 5 dispatch students expected
5) **Dispatch period**: 6 months

6) **Number of dispatch students per dispatch university and graduate school**:
   - Possible dispatch university: GE3 member university (refer to the possible dispatch university list of attachment 3)
   - Number of dispatch students per university: A specific number of dispatch students for each university is not set in the GE3 program. Applicants first select 5 universities and the selection is made according to the decision of the IIE (Institute of International Education).

7) **Expenses**: The dispatch university tuition is exempted. Other expenses are to be paid for by the student. The KAIST scholarship will be awarded in the same manner as for exchange students.

8) **Webpage**: http://www.iie.org/programs/globale3

9) **Note**
   - Although KAIST conducts an internal selection, the IIE (Institute of International Education) reviews all applicants and makes the final decision. Applicants hence need to be aware that selecting only English region universities may lead to no universities being assigned.

10) **Contact**: International Relations Team (T. 2405)
   - Period: Around July every year
   - Course: Managed as Option 1 and 2
   - Option 1: Targeting all university students abroad, international summer school courses are offered separately including about 5 major courses and 2 Korean programs.
   - Option 2: Targeting partner universities, this is a program to conduct research in a laboratory for 1 month.
   - Webpage: http://summer.kaist.ac.kr
   - Extracurricular activity: 2 field trips and 1 orientation
3. International Summer Session

A. There is no limitation regarding which universities can be applied to. This is a program where students apply for Summer Schools of international universities during summer vacation to obtain credits and have those credits recognized at KAIST.

B. The International Relations Team provides a scholarship and the student is responsible for application.

C. **English interview**: Equivalent to that of the exchange student process

D. **Selected students**
   - Regular: At the time of application, undergraduate students that satisfy the requirements below (65~70 students; this is subject to change)
   - Students with at least 33 credits
   - Students with a GPA of at least B0 (3.0/4.3)
   - Students with no record of receiving disciplinary action
   ※ To prevent a concentration on one university, the number of students selected for each university is limited to 10 students and summer training participants of that year cannot apply.

E. **Application documents**
   - Exchange student Application form (Online)
   - Study plan and Essay
   - Transcript (including current GPA in English)
   - Non-expired English proficiency test transcript like TOEFL, TOEIC, TEPS (Original)
   - Study application form in overseas universities

F. **Selection criteria**
   - Academic grades (40%) + Study Plan (30%) + Certified English proficiency test score (15%) + English interview (15%)
   - 65~70 students (subject to change)
G. Course registration

- It is recommended that at least 2 courses (6 credits) are to be taken.
- ESL (English as a second language) or EFL (English as a Foreign Language) must not be taken.

H. Support amount

- First Scholarship
  - tuition waived university: 1,500,000 KRW
  - fee-paying university: 2,000,000 KRW
  - The scholarship is subject to change depending on the financial situation.
- Second Scholarship: 500,000 KRW

※ When the courses taken are transferred to the KAIST transcripts, the second scholarship amount is awarded only when all courses have a corresponding grade of at least B0, at least 6 credits have been obtained.

I. Scholarship application method:

- Please refer to “Student notice” on the KAIST Portal at nomination time every year.

J. Scholarship payment period:

- First scholarship: Payment is made after input of the information of arrival
- Second scholarship: Payment is made after submission of KAIST transcript which has point recognition.

K. Other

- The scholarships are collected in bulk and then given, and consequently the payment may be delayed.
- Submitted documents will not be returned.
- Students who fail to submit the documents will not be given scholarships so be sure to submit the documents within the submission period to not be put at a disadvantage.
- Students exceeding the set semester duration or who have a record of receiving disciplinary action cannot apply.
• Students following the condition cannot apply (on a leave of absence at the application term, plan to be on a leave of absence, and outgoing students in fall semester).

L. **Contact**: International Relations Team, T. 2442

### 4. International Summer School

A program that offers summer course for foreign students at KAIST

- **Period**: July of every year
- **Course**: Track 1 or 2
- **Track 1**: Open to all enrolled students overseas and students can take at least 3 credits to at most 6 credits in International Summer School courses.
- **Track 2**: Open to partner universities enrolled students and allows students to do each person’s research in the lab for a month.
- **Website**: [http://summer.kaist.ac.kr](http://summer.kaist.ac.kr)
- **Extracurricular activities**: Field trips, orientation, etc.

### 5. Partner Universities Abroad

- Georgia Institute of Technology, Drexel University, KTH (Royal Institute of Technology), Tokyo Institute of Technology, HKUST (Hong Kong University of Science and Technology), Tsinghua University, University of Toronto, RMIT (Royal Melbourne Institute of Technology), etc.; 254 institutions from 62 different countries
- **Building a Global Network**
  - **ASPIRE** (Asian Science and Technology Pioneering Institute of Research and Education)

In July 2009, the vice presidents of HKUST, KAIST, NTU, Tsinghua University, Tokyo Tech met in Tokyo and discussed the role of universities for the sustainable development in Asia. The five universities agreed to establish a consortium to plan and promote joint activities among the five universities. KAIST acquired the chair position from 2011 to 2012.
Activities in ASPIRE is composed of ‘ASPIRE Forum’ for the joint R&D among the five universities, and ‘ASPIRE E–Olympics’, an interschool sports activity to build the Asian Ivy league. Especially the first ASPIRE E–Olympic is suggested by KAIST in 2014 and held successfully in KAIST campus. In 2017, KAIST will hold the Undergraduate Research Academy.

AEARU (The Association of East Asian Research Universities)
AEARU is a regional organization founded in 1996 by the presidents of leading research–oriented universities in Korea, Japan, China, Taiwan and Hong Kong with the goals of carrying out mutual exchanges, cooperation and development between the major research–oriented universities in the East Asian region mainly in the fields of science and technology. AEARU’s activities include international academic symposiums and workshops, educational and research programs, and sports competitions. A total of 18 member universities, among which 4 including KAIST are Korean, attend a general meeting as well as a board of directors’ meeting every year to not only discuss issues of shared interests but to further enhance mutual trust and understanding.

6. International Joint Research Center

A. KUSTAR– KAIST Education Research Institute

- KAIST makes collaboration in the fields of education, research collaboration, curriculum development and staff training by 2020 with Khalifa University of Science, Technology and Research (KUSTAR) in UAE in order for KUSTAR to be a world–class university. The education collaboration with KUSTAR will contribute to the economic cooperation between Korea and UAE, benefitting the Korea’s international reputation as a strong power of science and technology education exporter. As a role model of “education exporter”, this collaboration with KUSTAR establishes bridgehead to further export Korea’s education to many other countries including Middle East countries.

B. Korea–Denmark Green Technology Research Center

- KAIST and Technical University of Denmark established a joint research center in order to maximize the effect of joint research activities and play
the leading role of green technology areas by exchanging the research achievement with world renowned scholars. This center aims to develop source technology for the industry which enables to export high-end green technology and products to the world.

- The research focuses on the areas of bio sustainability, integrated water technology, offshore wind turbine, batteries, fuel cell. The two institutions make joint collaborations in the areas of joint research activities, fostering talents in this area, promotion of green industry. At its preceding level, the center will hold joint workshop and expand common interests and mutual understanding.

C. Cavendish–KAIST Research Cooperation Center

- KAIST and Cambridge University and Cavendish Laboratory of Physics Department of the University of Cambridge established a joint research center for the purpose of enhancing the basic research capacity through the interactive joint research funded by the government in 2004.
- The center performs joint research activities in six strategic areas such as nanoelectronics, spintronics, optoelectronics, biophysics, astrophysics, and quantum matter physics. The center sponsors two-month summer research program of selected upperclass undergraduates of Physics Department at Cavendish Laboratory in order to encourage students’ global research activities.

D. KAIST–Saudi Aramco CO2 Joint Research Center

- In an effort to respond to climate change and the implementation of Framework of Convention of Climate, KAIST established a joint research center to create a growth engine for new economy which is suitable for creating high value added new economic model.
- The joint R&D at the center aims to develop the technology promoting environmentally safe and efficient usage of coal, oil, natural gas, resulting in the creation of a systematic and sustainable energy, environment R&D center.
1. Open Hours

<table>
<thead>
<tr>
<th>Opening Hours</th>
<th>Monday~Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library</td>
<td>Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Branch Library</td>
<td>9:00–24:00</td>
<td>9:00–24:00</td>
<td>13:00–24:00</td>
</tr>
<tr>
<td>Temporary Library Material Room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Branch Library</td>
<td></td>
<td></td>
<td>Open 24 hours</td>
</tr>
<tr>
<td>1, 2F Study Rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Business Library</td>
<td>9:00–24:00</td>
<td>9:00–24:00</td>
<td>9:00–24:00</td>
</tr>
<tr>
<td>Moonji Campus Library</td>
<td>9:00–24:00</td>
<td>13:00–17:00</td>
<td>closed</td>
</tr>
<tr>
<td></td>
<td>9:00–22:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:00–18:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(winter)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Except.</td>
<td>Closed for the legal holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ Temporary Library Operation Plan(2017. 3. ~ 2017. 12.)

<table>
<thead>
<tr>
<th>Building</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library (E9)</td>
<td>Closed (Under remodeling construction)</td>
</tr>
<tr>
<td>Undergraduate Branch Library</td>
<td>• 2F : Reference room, borrowing room</td>
</tr>
<tr>
<td></td>
<td>• 1F : Information service, magazine, newspapers, bookstore</td>
</tr>
<tr>
<td>Moonji Campus Library</td>
<td>Same as usual</td>
</tr>
</tbody>
</table>

[Undergraduate Branch Library ]
(Temporary library 2017. 3. ~ 2017. 12.)
• Main library transfer plan

<table>
<thead>
<tr>
<th>Building</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Branch Library</td>
<td>• Around 140,000 books (In order of use)</td>
</tr>
<tr>
<td>Moonji Campus Library</td>
<td>• Around 33,000 books</td>
</tr>
<tr>
<td></td>
<td>• New academic journals</td>
</tr>
<tr>
<td>Moonji Storage Facility</td>
<td>• Other books, theses, research reports, etc.</td>
</tr>
<tr>
<td></td>
<td>• Old academic journals (over 130,000)</td>
</tr>
</tbody>
</table>

• Seoul Business University Library: same as usual
• Library homepage and online electronic information service: same as usual

※ Main Library Remodeling, Full Schedule [Main Library Closed: Dec 30, 2016 ~ Feb 28, 2018 (14 months)]
3. Closure of temporary library (2nd): Jan 1, 2018 – Feb 27, 2018 (Preparation of Main Library)
4. Opening of Main Library: March 2, 2018

2. Borrowing/Return

<table>
<thead>
<tr>
<th></th>
<th>Number of Items</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduates</td>
<td>10 volumes</td>
<td>15 days</td>
</tr>
<tr>
<td>Graduates</td>
<td>20 volumes</td>
<td>30 days</td>
</tr>
<tr>
<td>Professors</td>
<td>30 volumes</td>
<td>180 days</td>
</tr>
<tr>
<td>Staff</td>
<td>20 volumes</td>
<td>30 days</td>
</tr>
</tbody>
</table>

• Late fee: 100 KRW per book per day
• Materials only available in the library: Academic Journals, Magazines, Newspapers
Special loan period: Course Reserves (3 days), Humanities & Social Science Books (15 days)

3. Services Mainly Used by Undergraduates

※ Due to Main Library remodeling construction, A~D services are available after open temporary library in Undergraduate Branch Library(N10), expected to Feb. 27

A. Book Requests

- You can request to purchase a book that is not held by KAIST Library.
  - How to request? ≫Library Homepage ▶ Library Services ▶ Book Requests
    ☏ 042)350-2225 / acq_main@kaist.ac.kr (Domestic books)
    ☏ 042)350-2222 / acq_main@kaist.ac.kr (International books)

B. Intercampus Loan Service

- Users can borrow materials from Munji Campus Library/College of Business Library.
  - How to request? ≫Library Homepage ▶ Search ▶ Detailed Information
    ▶ Click 'Request Loan'

C. Find Missing Items

- You can request this service by using PCs in the library, if a book is not in the proper stack.
  - How to request? ≫Library Homepage ▶ Search ▶ Detailed Information
    ▶ Click 'Find Missing Items'
    ☏ 042)350–2232 / loan_main@kaist.ac.kr

D. Interlibrary Loan(ILL)

- If you need a book that KAIST Library does not hold, you can request loan service from other libraries or institutions.
  ☏ 042)350–6082 / loan_munji@kaist.ac.kr
- According to MOU with Science&Technology Characterized University
libraries, you can request loan service from other libraries.
- How to use ☞ starlibrary.org ▶ Log-in ▶ Search ▶ Interlibrary Loan
    ☏ 042)350-2236 / starlibrary@kaist.ac.kr

E. e-books & audio books

※ Due to Main Library remodeling construction, A~D services are available after open temporary library in Undergraduate Branch Library(N10), expected to Feb. 27

- You can access domestic/foreign e-books and audio books by PC and mobile.
  - How to use ☞ Library Homepage ▶ e-Resources ▶ e-books
    ☏ 042)350-2225 / ebook_main@kaist.ac.kr

4. Services Mainly Used by Graduates

A. Reference Services

- You can get useful resource guides and information retrieval services from subject specialists who are suitable for your major.
  ☏ 042)350-2223 / ref_main@kaist.ac.kr

B. Document Delivery Service(DDS)

- If you need an article of a journal or a part of a book that KAIST Library does not hold, you can request delivery service from other libraries or institutions.
  - How to request? ☞ Library Homepage ▶ Library Services ▶ Document Delivery Service
- If you need an article of a journal held in Munji Campus Storage Library, you can request delivery service.
  - How to request? ☞ Library Homepage ▶ Search ▶ Holding Issue ▶ Request
    ☏ 042)350-2227 / dds_main@kaist.ac.kr
- According to MOU with Science&Technology Characterized University libraries, you can request delivery service from other libraries.
C. Homepage/Mobile Services (http://library.kaist.ac.kr)

- Library homepage ▶ Subject Guides
  Subject Guides: Useful resources for each major
  Culture Guides: Information about Library Planning Series
  Undergraduates Guides: Useful information for university life
  Library Blog: Library news and events

- Mobile Library Web
  - Mobile Digital Library is accessible by mobile equipment regardless of time and place. You can retrieve information, renew a book, request a book for purchase, read a fulltext, and reserve a book.

D. e-Resource Access Outside School

- A service that allows students to freely access electronic resources outside of KAIST campus (logging into the library homepage will automatically switch to outside-school access environment)

E. Linking Service

- Shows all available options relating to access to the original electronic copy of the selected material, book photocopy service, etc. when 'Find it! @ KAIST Library' is clicked on commercial databases or Google Scholar, etc.

F. Library Instructions

- KAIST Library regularly offers Library Instructions, mainly about the use of web databases.
  - How to request? ▶ Library Homepage ▶ Library Services ▶ Library Instructions
  ☏ 042)350–2223 / database_main@kaist.ac.kr
Dormitories
1. Overview

<table>
<thead>
<tr>
<th>Residents</th>
<th>Dormitory</th>
<th>Gender</th>
<th>Dormitory fee (monthly)</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td>Sarang Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4701</td>
<td>N14</td>
</tr>
<tr>
<td></td>
<td>Somang Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4702</td>
<td>N16</td>
</tr>
<tr>
<td></td>
<td>Seongsil Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4703</td>
<td>N17</td>
</tr>
<tr>
<td></td>
<td>Jilli Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4704</td>
<td>N18</td>
</tr>
<tr>
<td></td>
<td>Silloe Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4705</td>
<td>N20</td>
</tr>
<tr>
<td></td>
<td>Jihye Hall</td>
<td>Male</td>
<td>101,000 won</td>
<td>351-4706</td>
<td>N21</td>
</tr>
<tr>
<td></td>
<td>Areum Hall</td>
<td>Female</td>
<td>101,000 won</td>
<td>351-4729</td>
<td>N19</td>
</tr>
<tr>
<td></td>
<td>Sejong Hall, Block 2</td>
<td>Female</td>
<td>101,000 won</td>
<td>351-4933</td>
<td>E8</td>
</tr>
<tr>
<td>Graduate students</td>
<td>Sejong Hall, Block 1</td>
<td>Female</td>
<td>104,000 won</td>
<td>351-4933</td>
<td>E8</td>
</tr>
<tr>
<td></td>
<td>Sejong Hall, Block 3</td>
<td>Female</td>
<td>104,000 won</td>
<td>351-4933</td>
<td>E8</td>
</tr>
<tr>
<td></td>
<td>Sejong Hall Blocks 4 to 7</td>
<td>Male</td>
<td>104,000 won</td>
<td>351-4934</td>
<td>W3</td>
</tr>
<tr>
<td></td>
<td>Galilei Hall (Blocks 1 to 4)</td>
<td>Male</td>
<td>104,000 won</td>
<td>351-4935</td>
<td>W3</td>
</tr>
<tr>
<td></td>
<td>Galilei Hall (Blocks 5 and 6)</td>
<td>Male</td>
<td>104,000 won</td>
<td>351-4935</td>
<td>W5</td>
</tr>
<tr>
<td></td>
<td>Apartments on campus</td>
<td>Female</td>
<td>104,000 won</td>
<td>351-4935</td>
<td>W5</td>
</tr>
<tr>
<td></td>
<td>Nanum Hall</td>
<td>Male</td>
<td>90,000 won</td>
<td>351-0200</td>
<td>W7</td>
</tr>
<tr>
<td>Undergraduate /graduate students</td>
<td>Heemang Hall</td>
<td>Male/ female</td>
<td>262,000 won</td>
<td>351-4969 (Heemang Hall)</td>
<td>W4</td>
</tr>
<tr>
<td></td>
<td>Dasom Hall</td>
<td>Male/ female</td>
<td>151,000 won</td>
<td>351-4968 (Dasom Hall)</td>
<td>W4</td>
</tr>
<tr>
<td></td>
<td>Studio for one</td>
<td>Male/ female</td>
<td>125,000 won</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Studio for two</td>
<td>Male/ female</td>
<td>104,000 won</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double room</td>
<td>Male/ female</td>
<td>100,000 won</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room for three (incl. lounge)</td>
<td>Male</td>
<td>100,000 won</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate /graduate students</td>
<td>Mir Hall</td>
<td>Male/ female</td>
<td>292,000 won</td>
<td>351-0200 (Mir Hall)</td>
<td>W6</td>
</tr>
<tr>
<td></td>
<td>Studio for one</td>
<td>Male/ female</td>
<td>165,000 won</td>
<td>351-0300 (Narae Hall)</td>
<td>W6</td>
</tr>
<tr>
<td></td>
<td>Studio for two</td>
<td>Male/ female</td>
<td>130,000 won</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate /graduate students</td>
<td>Moonji Hall</td>
<td>Male/ Female</td>
<td>78,000 won</td>
<td>351-1300</td>
<td>ICC Campus</td>
</tr>
<tr>
<td>Undergraduate /graduate students</td>
<td>Hwa- am Hall</td>
<td>Male</td>
<td>190,000 won</td>
<td>351-1001</td>
<td>ICC Campus</td>
</tr>
<tr>
<td></td>
<td>Studio for one</td>
<td>Male</td>
<td>65,000 won</td>
<td>351-1001</td>
<td>ICC Campus</td>
</tr>
<tr>
<td></td>
<td>Studio for two</td>
<td>Male</td>
<td>65,000 won</td>
<td>351-1001</td>
<td>ICC Campus</td>
</tr>
<tr>
<td>Undergraduate /graduate students</td>
<td>Noori Hall</td>
<td>Male/ Female</td>
<td>105,000 won</td>
<td>480-9988</td>
<td>Dong-yong-dong</td>
</tr>
<tr>
<td>Graduate students</td>
<td>Apartments for married students</td>
<td>Male/ Female</td>
<td>215,000 won</td>
<td>825-4333</td>
<td>Gung-dong</td>
</tr>
<tr>
<td></td>
<td>Nadeul Hall</td>
<td>Male</td>
<td>142,000 won</td>
<td>351-1600</td>
<td>W4-1</td>
</tr>
<tr>
<td></td>
<td>Yeul Hall</td>
<td>Female</td>
<td>142,000 won</td>
<td>351-1800</td>
<td>W4-2</td>
</tr>
</tbody>
</table>
※ Freshmen in the undergraduate program must make a separate deposit of 100,000 KRW when applying for a dormitory room for the first time. The deposit will be refunded upon graduation. (If furniture or equipment must be compensated, the fee will be deducted from the deposit)

※ Residents at the apartments for married students must make a separate payment of 300,000 KRW upon moving in. Residents shall also pay monthly apartment maintenance fees.

2. Dormitory Calendar

A. Spring semester

- Undergraduate program: End of February ~ end of June (some dormitories remain open until end of August)
- Graduate program: End of February 23~ end of August 22

B. Summer semester: End of June ~ end of August

(undergraduate program)

C. Fall semester

- Undergraduate program: End of August~ end of December (some dormitories remain open until end of February the following year)
- Graduate program: End of August~ end of February (the following year)

D. Winter semester: End of December~ end of February

(the following year, undergraduate program)

3. Application and Assignment

A. Application

Each semester, a student may apply for a dormitory room with a predesignated roommate of his or her choice.

※ General scholarship holders in the graduate program can apply and be assigned a room only when there are vacancies after rooms are assigned to non-scholarship students first.

B. Room assignment
Rooms are assigned through a computerized draw for each dormitory based on each applicant’s priority.

C. Apartment for married students

- Eligibility: Graduate students who are married and on a state or KAIST scholarship (exclusive of general scholarship holders)
- Required documents: One (1) copy of marriage certificate or family relationship certificate to show the applicant’s marital status
- To apply, visit the office of the Student Welfare Services Team with the required document.
- Move-in timing: Each applicant will be notified individually upon vacancy

4. Dormitory Guidelines

A. Moving into a dormitory

- A student who wishes to move into a dormitory must fill out the move-in notification form at the office of the building’s superintendent first to receive a key to his or her assigned room. A freshman must obtain his or her student ID card from the office of the assigned building’s superintendent.
- In order to move into a dormitory, all students are required to submit a medical certificate taken within 6 months of the date of moving in.

B. Moving out of a dormitory

- A student who wishes to move out of a dormitory must remove all of his/her personal belongings from the room, clean the room, return the key to the office of the building’s superintendent, and fill out the move-out notification form, all before the date they actually move out.
- A refund for early moving out of a dormitory is typically settled based on a 15-day period (For example: from the 22nd of each month to the 7th of the following month, from the 8th to the 23rd of each month) and the balance is refunded. The refund settlement is subject to refund policies of dormitories.

C. Moving into another room within the same dormitory

- Exchanging rooms between residents and room change due to
problems with the room can be made after applying at and obtaining approval on the KDS homepage. (application for room change between residents is accepted five times in spring/fall semester, two times in summer/winter semester).

D. Request for repair in a dormitory

- Request for repair/maintenance of facilities within a dormitory will be addressed immediately once the office of the building’s superintendent is notified.

E. Dorm amenities

- Washer and dryer, Lounge, Fitness center(Silhoe Hall, Areum Hall, Sejong Hall, Galilei Hall, Mir/Narae Hall, Heemang/Dasom Hall, Hwa-am Hall), Laundry room(Sejong Hall, Galilei Hall, Mir/Narae Hall), Snack Bar(Sejong Hall, Galilei Hall, Mir/Narae Hall, Heemang/Dasom Hall, Hwa-am Hall)

F. Booking a room for parents

- KAIST has rooms that can be reserved for parents of students who are visiting KAIST.
  - Number of rooms: 5
  - Fee: 20,000 KRW per night
  - Maximum no. of nights: 1 night
  - To book a room for parents, please contact the superintendent’s room at:
    - Heemang Hall (T. 351-4969)
    - Nadl Hall (T. 351-1600)
    - Dasom Hall(T. 351-4968),
    - Yeoul Hall(T. 351-1800),
    - Mir Hall(T. 351-0200)

5. Dormitory Rules and Regulations

1. Dormitory Penalty Point Systeme Constitution

A. For dormitory users who have violated the dormitory regulations, a set amount penalty points will be given according to the act of violation.
B. Dormitory users with ‘penalty points’ that exceed 100 points will be expelled from the dormitory for life; but a chance for an explanation could be given.

C. ‘Penalty points’ will be given by supervisors of each dormitory and the patrol supervisors, but in required cases, it could be given by personels appointed by the Head of Office of Student Life.

2. Subject of the Dormitory Penalty Point System

Students who entered the dormitory.

3. Deduction of Penalty Points

To students who have conducted virtuous acts that inspire others in the dormitory or have contributed to the improvement of the dormitory environment, penalty points can be deducted depending on the level of contribution.

4. Penalty Point Criteria

The penalty points designated for acts of violation are as follows.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Permanent Expulsion</td>
<td>① Causing fire (mistfire and arson) and theft (including 2–wheeled vehicles near dormitories)</td>
</tr>
<tr>
<td></td>
<td>② Sleeping together with the opposite gender</td>
</tr>
<tr>
<td></td>
<td>③ Dormitory users who have been disciplined from the school’s disciplinary committee by conducting acts of violence or dormitory users who have been charged for criminal/civil offense</td>
</tr>
<tr>
<td></td>
<td>④ Dormitory users who have been proven to transfer, receive or help others transfer and receive dormitory application or usage, (includes lending keys and sharing passwords)</td>
</tr>
<tr>
<td></td>
<td>⑤ Dormitory users who have attempted or helped others to live in the dormitory room alone and have used the room alone by doing so</td>
</tr>
<tr>
<td></td>
<td>⑥ Dormitory users who have not moved for the incoming dormitory user in the given moving period</td>
</tr>
<tr>
<td></td>
<td>⑦ Acts of leaving cargo in the room or causing harm to incoming dormitory users by keeping the room extremely dirty</td>
</tr>
</tbody>
</table>
### Dormitories

#### Act of Violation

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 Getting caught smoking in the dormitory leads to immediate permanent expulsion (includes all forms of smoking)</td>
</tr>
<tr>
<td></td>
<td>9 Acts of gambling (includes gambling–like acts)</td>
</tr>
<tr>
<td>Penalty Points</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>1 Intentional vandalism</td>
</tr>
<tr>
<td></td>
<td>2 Acts that disrupts roommate(s)’s sleeping (Playing games, singing, talking on the phone, working on the computer after 11pm)</td>
</tr>
<tr>
<td></td>
<td>3 Leaving personal belongings in public space (hallway, laundry room, lounge and etc)</td>
</tr>
<tr>
<td></td>
<td>4 Vomitting or releasing urine and feces in non-designated areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Acts of violence (not introduced to the disciplinary committee)</td>
</tr>
<tr>
<td></td>
<td>2 Opening or taking posts and packages without notice</td>
</tr>
<tr>
<td></td>
<td>3 Entering the opposite gender’s room or bringing the opposite gender into the room</td>
</tr>
<tr>
<td></td>
<td>4 Bringing outsiders into the room without notice</td>
</tr>
<tr>
<td></td>
<td>5 Smoking in a non-smoking area</td>
</tr>
<tr>
<td></td>
<td>6 Drinking or cooking</td>
</tr>
<tr>
<td></td>
<td>7 Acts that may cause fire(*Use or possession of inflammables or heating machines)</td>
</tr>
<tr>
<td></td>
<td>8 Acts of not following the instructions of the dormitory administrator without legitimate reason</td>
</tr>
<tr>
<td></td>
<td>9 Acts of raising animals</td>
</tr>
<tr>
<td></td>
<td>10 Acts of parking vehicles in non-designated spaces (2-wheeled vehicles, electric vehicles, automobiles and all kinds of vehicles)</td>
</tr>
<tr>
<td>Penalty Points</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Acts of personally possessing public property and moving room–based properties</td>
</tr>
<tr>
<td></td>
<td>2 Moving rooms without the approval of the Student Life Team</td>
</tr>
<tr>
<td></td>
<td>3 Acts of disturbing the order of the dormitory such as loud singing</td>
</tr>
<tr>
<td></td>
<td>4 Throwing away trash in non-designated areas</td>
</tr>
<tr>
<td>Penalty Points</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Drying laundry in the lounge or staying at the lounge for an extensive amount of time</td>
</tr>
<tr>
<td></td>
<td>2 Keeping the room in a untidy and unhygienic condition</td>
</tr>
<tr>
<td>Penalty Points</td>
<td>20</td>
</tr>
</tbody>
</table>

* electric heaters allowed in the dormitory: electric pots, hair dryers

5. Measures for dormitory users with accumulated penalty points
A. The disciplinary action of “Permanent Expulsion” will be conducted by the Head of Office of Student Life.

B. The parents and advising professor of the subject student of “Permanent Expulsion” can be notified of the “expulsion.”

C. Students who have received “penalty points” can request a formal objection within a week of the penalty, and the penalty point can be deducted if the objection is valid and justified.

6. Standards for penalty point deduction and relief activities

The content of deduction of penalty points given by acts of violation are as follows.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Content</th>
<th>Note</th>
</tr>
</thead>
</table>
| Penalty Point Deduction and Relief Activities | o A person of merit  
- contributed to the prevention or handling of an accident  
- dormitory user who contributed to the prevention or handling of accidents in times of accident reports of the administrations departments (facilities team, safety team and the student life team)  
- Awarded based on level of contribution with a maximum of 100 points | Dormitory Merit Recommendation must be attached [Dormitory Council or Dormitory Supervisor ] |
| 100            |                                                                         |                                                            |
|                | o Exemplary Dormitory Use  
- Contribution to virtuous deeds, volunteer work and maintenance of order  
- Recommendation from the Dormitory Council or the Supervisor |                                                            |
| 50             |                                                                         |                                                            |
|                | o Suggestion of excellent ideas  
- Getting accepted by suggesting realistic and effective ideas for the operation of the dormitory and getting adopted |                                                            |
| 20             |                                                                         |                                                            |
|                | o Dormitory Volunteer work  
- Big contribution to improving the dormitory | Volunteer work                                             |
<p>| 10             |                                                                         |                                                            |</p>
<table>
<thead>
<tr>
<th>Classification</th>
<th>Content</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>environment</td>
<td>certificate must be attached</td>
</tr>
</tbody>
</table>

* A report system will be applied and the reporter must report to the supervisor of each dormitory and patrol dormitory or the Dormitory Council.
Support for College Life
1. Student Activities

Students may participate in various students’ autonomous activities including student clubs for their self development and creating wholesome school environment, enriching students’ experience.

A. Student Council(Pursuant to Academic Rules and Regulations Article 95)

- Students may establish Students Council for nourishing leadership of students through the operation of autonomous students’ activities. And the organization, function and operation of the Student Council are subject to be approved by the university.

B. Establishing an organization (including club)

- One who would like to make an organization is required to designate faculty advisor for the organization.
- The purpose and scope organization activities should serve all students.
- One who would like to establish the organization should recruit at least 15 members who agree to its purpose and ideas of the organization.

C. Registration of organization

- One who wants to register a new student organization, he/she should submit the application for registration within a due date to the Office of Student Affairs and Policy (in the case of student clubs, should first submit to the Student Club Association).
- Organization, which has been registered under the approval of the university, shall re-register by re-applying for the registration every year within due date.

D. Report to student activities

- When students and/or an organization would like to do activities, they shall report their planned activities to the Office of Student Affairs & Policy five days prior to the planned activities by submitting the permit application.
E. Usage of university facilities

- When students and/or organization would like to use university facilities for the purpose of students’ activities in addition to the class activities, pre-authorization from the university is required and the facilities shall be reinstated after usage.

F. Student activity limitation

- Students and/or organization shall not engage in the activities which hinders academic atmosphere.
- Students and/or organization shall not damage the reputation and/or property of the university by engaging in the activities which err from the path of duty and responsibility of a student.
- The university shall not acknowledge any sub-organization of political parties or organizations which headquartered outside the campus as student self-ruled organization

G. Extracurricular activities

- Students may participate in extracurricular activities under the supervision of faculty advisor. The activities, pursuant to the University Rules and Regulations, may not hinder academic research activities and maintenance of order in the campus.

H. Reward and Disciplinary

- Students and/or organizations which make remarkable contribution to uplift the university reputation and/or set up examples for other students will be recognized by the university.
- Students and/or organizations that violate the University Rules and Regulations shall be disciplined or revoked the approval of the organization.
2. Student Organizations and Clubs

A. Independent Student Organizations

<table>
<thead>
<tr>
<th>Major Independent Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student Council</td>
</tr>
<tr>
<td>Graduate Student Council</td>
</tr>
<tr>
<td>Undergraduate Student Club Association</td>
</tr>
<tr>
<td>Graduate Student Club Association</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate Student Council–Affiliated Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council for Freshmen</td>
</tr>
<tr>
<td>Student activities for freshmen</td>
</tr>
<tr>
<td>Student Welfare Council</td>
</tr>
<tr>
<td>Various activities related to student welfare</td>
</tr>
<tr>
<td>Imagination Effect</td>
</tr>
<tr>
<td>In charge of organizing student festivals</td>
</tr>
<tr>
<td>School Papers Editing Committee</td>
</tr>
<tr>
<td>Independent student press activities</td>
</tr>
<tr>
<td>Student Voluntary Service Team</td>
</tr>
<tr>
<td>Student–organized voluntary service team</td>
</tr>
<tr>
<td>Student Cultural Space Committee</td>
</tr>
<tr>
<td>Cultural activities relating to the new students' hall</td>
</tr>
<tr>
<td>G–inK</td>
</tr>
<tr>
<td>Green in KAIST</td>
</tr>
<tr>
<td>KIFA</td>
</tr>
<tr>
<td>KAIST Intramural Football Association</td>
</tr>
<tr>
<td>ELKA</td>
</tr>
<tr>
<td>Cheerleading team of KAIST</td>
</tr>
<tr>
<td>VOK</td>
</tr>
<tr>
<td>Voice of KAIST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Student Council–Affiliated Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Graduate Student Rights</td>
</tr>
<tr>
<td>Investigate graduate student rights conditions and research environments</td>
</tr>
<tr>
<td>Cafeteria Monitoring Committee</td>
</tr>
<tr>
<td>Monitoring of companies within the school cafeteria</td>
</tr>
<tr>
<td>Graduate Students Cooperative Association</td>
</tr>
<tr>
<td>Graduate students cooperative consumption including group purchasing</td>
</tr>
<tr>
<td>Married Students Association</td>
</tr>
<tr>
<td>Share information about married students and infant care</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Press and other Student Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAIST Times</td>
</tr>
<tr>
<td>KAIST Herald</td>
</tr>
<tr>
<td>Orchestra</td>
</tr>
<tr>
<td>KAINURI</td>
</tr>
<tr>
<td>KISA</td>
</tr>
<tr>
<td>KAIST International Student Association</td>
</tr>
</tbody>
</table>

B. Total Clubs
<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Clubs</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>79</td>
<td>2,935</td>
</tr>
<tr>
<td>Graduate</td>
<td>15</td>
<td>301</td>
</tr>
<tr>
<td>Total</td>
<td>96</td>
<td>3,236</td>
</tr>
</tbody>
</table>

C. Division of Student Clubs

- Management Science

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enactus</td>
<td>Enactus KAIST</td>
</tr>
<tr>
<td>KFAC</td>
<td>KAIST Financial Analysis Club</td>
</tr>
<tr>
<td>MSK</td>
<td>Management Study group in KAIST</td>
</tr>
</tbody>
</table>

- Social Studies

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gilbeot</td>
<td>History Research and Exploration</td>
</tr>
<tr>
<td>Didimdol</td>
<td>Social Volunteering</td>
</tr>
<tr>
<td>UNEP Angel</td>
<td>Environmental Research</td>
</tr>
<tr>
<td>People who build houses</td>
<td>Habitat Activities</td>
</tr>
<tr>
<td>ISO</td>
<td>Support Incoming Exchange Students</td>
</tr>
<tr>
<td>OPTEAMUS</td>
<td>E-Sports</td>
</tr>
<tr>
<td>Midam</td>
<td>Educational Volunteering</td>
</tr>
</tbody>
</table>

- Arts I

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mindfreak</td>
<td>Magic Study</td>
</tr>
<tr>
<td>Shangrila</td>
<td>Animation Making and Study</td>
</tr>
<tr>
<td>Yeyoung</td>
<td>Film Screening</td>
</tr>
<tr>
<td>Silverscreen</td>
<td>Independent Movie Making</td>
</tr>
<tr>
<td>Ibagtor</td>
<td>Drama Play</td>
</tr>
<tr>
<td>KALDI</td>
<td>Coffee Making Study</td>
</tr>
<tr>
<td>The Mixer</td>
<td>Cocktail Making</td>
</tr>
</tbody>
</table>

- Arts II
### Support for College Life

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grimijua</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>Garden of Literature</td>
<td>Appreciation of Literature and Creation</td>
</tr>
<tr>
<td>Starflower</td>
<td>Astronomical Observation</td>
</tr>
<tr>
<td>Bittara</td>
<td>Taking Photos</td>
</tr>
<tr>
<td>Passion</td>
<td>Cartoon Study and Creation</td>
</tr>
</tbody>
</table>

- **Music I**

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kang Jeok</td>
<td>Hard Rock</td>
</tr>
<tr>
<td>Dawn</td>
<td>Rock Ballad Jazz</td>
</tr>
<tr>
<td>Infinite</td>
<td>Heavy Metal</td>
</tr>
<tr>
<td>Chang Jak Dong Hwa</td>
<td>Fusion Jazz</td>
</tr>
<tr>
<td>Carpe Diem</td>
<td>Pop Band</td>
</tr>
<tr>
<td>Praisier</td>
<td>CCM</td>
</tr>
<tr>
<td>Sturgeon</td>
<td>Punk &amp; Hardcore</td>
</tr>
<tr>
<td>Twenties Dream</td>
<td>Punk Music</td>
</tr>
</tbody>
</table>

- **Music II**

<table>
<thead>
<tr>
<th>Cub Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ddure-nire</td>
<td>Korean Traditional Instruments Play</td>
</tr>
<tr>
<td>Baobab</td>
<td>A cappella</td>
</tr>
<tr>
<td>Sori Moum</td>
<td>Korean Traditional Performance</td>
</tr>
<tr>
<td>Muse</td>
<td>Chorus &amp; Ensemble Singing</td>
</tr>
<tr>
<td>Asutrias</td>
<td>Classical Guitar Playing</td>
</tr>
<tr>
<td>Six Strings</td>
<td>Guitar Playing</td>
</tr>
<tr>
<td>KAIST Chorus</td>
<td>Choir</td>
</tr>
<tr>
<td>Ghutto’s</td>
<td>Hip Hop Music</td>
</tr>
<tr>
<td>LP</td>
<td>Composition, Mixing, and Mastering</td>
</tr>
<tr>
<td>PIAST</td>
<td>Piano Playing</td>
</tr>
<tr>
<td>FUZE</td>
<td>DJ- ing, Party Planning</td>
</tr>
<tr>
<td>Flings</td>
<td>Finger Style Guitar</td>
</tr>
</tbody>
</table>

- **Applied Academics**
<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Society</td>
<td>Mathematical Problem Research</td>
</tr>
<tr>
<td>Maek</td>
<td>Go Game</td>
</tr>
<tr>
<td>Dash</td>
<td>Auto Manufacturing</td>
</tr>
<tr>
<td>ICISTS</td>
<td>International Student Conference and International Exchange Projects</td>
</tr>
<tr>
<td>Puple</td>
<td>Puzzle</td>
</tr>
<tr>
<td>Freethinkers KAIST</td>
<td>Atheism</td>
</tr>
</tbody>
</table>

- Religion

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Buddhism Society</td>
<td>One Buddhism Edification</td>
</tr>
<tr>
<td>Nature</td>
<td>Buddhism</td>
</tr>
<tr>
<td>Catholic Students Society</td>
<td>Catholic Evangelical Activities</td>
</tr>
<tr>
<td>Navigator Missionary</td>
<td>Gospel Study and Pray</td>
</tr>
<tr>
<td>ICF</td>
<td>International Christian Fellowship</td>
</tr>
<tr>
<td>IVF</td>
<td>Inter-Varsity Christian Fellowship</td>
</tr>
</tbody>
</table>

- Sports I

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dooly Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Rookie Baseball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Aquilla Futsal</td>
<td>Futsal</td>
</tr>
<tr>
<td>Hurricane Football</td>
<td>Football</td>
</tr>
<tr>
<td>Edge</td>
<td>Table Tennis</td>
</tr>
<tr>
<td>Inka-Bricks</td>
<td>Inline Skate &amp; Inline Hockey</td>
</tr>
<tr>
<td>K-Bird Badminton</td>
<td>Badminton</td>
</tr>
<tr>
<td>KISC</td>
<td>Athletic Activities for International Students</td>
</tr>
<tr>
<td>Stroke</td>
<td>Tennis</td>
</tr>
<tr>
<td>Titans</td>
<td>Ultimate Frisbee</td>
</tr>
</tbody>
</table>

- Sports II
### Clubs for Undergraduate Students

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stingray</td>
<td>Fin Swimming</td>
</tr>
<tr>
<td>Kum Woo Hoi Kendo</td>
<td>Kendo</td>
</tr>
<tr>
<td>Manshin Jangi Jazz Dance</td>
<td>Jazz Dance</td>
</tr>
<tr>
<td>Polar Bear Judo</td>
<td>Judo</td>
</tr>
<tr>
<td>Haedong Kendo Club</td>
<td>Haedong Kendo</td>
</tr>
<tr>
<td>Volcano</td>
<td>Taekwondo</td>
</tr>
<tr>
<td>Illusion</td>
<td>Hip Hop Dance</td>
</tr>
<tr>
<td>KAKI</td>
<td>Ski &amp; Snowboard</td>
</tr>
<tr>
<td>LINE</td>
<td>Weight Training</td>
</tr>
<tr>
<td>Lunatic</td>
<td>Street Dance</td>
</tr>
<tr>
<td>Ulala</td>
<td>Climbing Team</td>
</tr>
</tbody>
</table>

### IT

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include</td>
<td>Mobile Application Development</td>
</tr>
<tr>
<td>MR</td>
<td>Robot</td>
</tr>
<tr>
<td>HAJE</td>
<td>Game Creation</td>
</tr>
<tr>
<td>GoN</td>
<td>Security and Hacking Research</td>
</tr>
<tr>
<td>RUN</td>
<td>Programming Competition</td>
</tr>
<tr>
<td>SPARCS</td>
<td>On Campus Service / Open Source</td>
</tr>
</tbody>
</table>

### Clubs for Graduate Students

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAIST Church Christian Service</td>
<td>Christian Service</td>
</tr>
<tr>
<td>AdliB</td>
<td>Music Performance</td>
</tr>
<tr>
<td>Undermania</td>
<td>Music Listening and Appreciation</td>
</tr>
<tr>
<td>Wooridoori</td>
<td>Co-Parenting</td>
</tr>
<tr>
<td>Jjok</td>
<td>Social Study</td>
</tr>
<tr>
<td>Mind Control</td>
<td>Mind Control and Open Class Hosting</td>
</tr>
<tr>
<td>RACS</td>
<td>Christian Scientist Study Club</td>
</tr>
<tr>
<td>KAISTENN</td>
<td>Tennis</td>
</tr>
<tr>
<td>KAISER</td>
<td>Basketball</td>
</tr>
<tr>
<td>KTM</td>
<td>Missionary Group</td>
</tr>
<tr>
<td>MSA</td>
<td>Muslim Student Association</td>
</tr>
<tr>
<td>KIC</td>
<td>Christian Chapel for International Students</td>
</tr>
<tr>
<td>KAIST Chinese Association Chinese Language Class</td>
<td></td>
</tr>
<tr>
<td>KRC (KAIST Riders Club)</td>
<td>Cycling</td>
</tr>
<tr>
<td>G-Bird</td>
<td>Badminton Team</td>
</tr>
</tbody>
</table>
3. University Press

A. Korean Newspaper

- Name: KAIST Times
- KAIST Times (biweekly Korean student newspaper) publishes articles
- http://times.kaist.ac.kr/

B. English Newspaper

- Name: THE KAIST HERALD
- KAIST Herald (monthly English student newspaper) publishes articles
- http://herald.kaist.ac.kr/

C. KAIST Press

- Should a student wish to publish a book, in and out of Korea, through the KAIST Press, he or she may do so by applying for an ISBN through the Academic Info. Development Team
- Publication Procedure
  - In Korea: Complete and submit the publication application form → Review by the editing and planning committee → Proceed to publication
  - Abroad: Complete the proposal → Review by the KAIST Springer edition staff → Request Springer for publication → Proceed to publication
- Contact: Academic Info, Development Team (T. 4479, http://www.kaistpress.com)

4. Community Service

- KAIST Student Volunteer Group conducts community services on campus, domestically, and internationally; service spirit is fostered through individual and group community service activities.
- 2015 Activities: “World Friends IT Volunteer Group to Ethiopia”, “Volunteer Service in Hosanna School for Cambodia”, Making and sharing kimjang events, Charcoal briquette delivery, mentoring camps, community murals, etc.
  - Affiliated Organizations: SEED, RCY, MOSAIC, AtRium, Puple, Midam Voluntary Service Team, SeomKwang
- Contact: Leadership Center (T. 2464)
5. Wall Posters, Banners and Publications

A. Authorization of posters and banner

- Students and organizations who present all kinds of notices including banners and posters are advised to be permitted in advance.

B. Limitation

- All posters and banners shall state the posting period and placed them at the designated place by the university. Upon the expiration of the term of the use, all should be taken away immediately.
- All posters and banners for the collective gathering are subject to the prior authorization from the university.

C. Periodic publication

- Student organizations or students who would like to issue and distribute the periodic publications are required to be authorized by the president of university.
- Academic advisor who is appointed by the president shall supervise the periodic publication.
- All the other matters on the publication, edition, and distribution of the periodic publication will be determined by the president.

6. Extra-Curricular Activities

A. The scopes of approved activities

- Students may participate in the off-campus extracurricular activities unless their activities affect the class study under the approval of the president in following cases:
  - For the employment after the final these for the graduation has passed
  - For the change of scholarship status
  - For working at the research institute or industry in which has close relationship with education and research activities
- When graduate government scholarship students and/or KAIST scholarship students start up a company. The purpose of company start-up should relate with curriculum of his/her department or the company. Or the start-up has been selected for the government or industry financial support beneficiaries in starting up the business.

B. Application for authorization of off-campus activities

- Students who want to do off-campus activities are required to submit the application form including the signatures of academic advisor and the head of the department with the all required documents to the Student Affairs Team two weeks prior to the start of activities.

C. Students who violate the University Rules and Regulations on off-campus activities

- Students who engage in the off-campus activities, without appropriate process, for the creation of their own business profits are subject to refund the all financial expenses executed by the University Rules and Regulations.
- In this case, the unauthorized employment refers to full time permanent position in institutions. The temporary and part-time employment will be exception.

7. Students’ Overseas Activity

A. Purpose of overseas activities and period

- Travel for taking foreign language course, participation in international conference, research activities, cultural tours and participation in international competition in foreign countries may not exceed for two months.
  - Taking foreign language course and cultural tours during the semester shall not be approved. However, students on the leave of absence may go abroad for taking foreign language course for a year.

- Study in a foreign country
  - The University may approve the male students’ study in a foreign country pursuant to the Military Service Law on the age limit for graduation
classified by university tier.

- Male students or male students on the leave of absence, who would like to travel overseas, are required to be approved from the head of the local district branch of MMA with the recommendations of academic advisors and the head of the department (including the recommendation for foreign travel).

B. Specialized research personnel’s foreign travel (Ph.D. candidates)

- Purpose and period

- Male Ph.D. candidates may visit to foreign institutions for the purpose of technical training and study, joint research activities, participation in training and conference, research activities, tour for two years all combined under the authorization of the university. When Ph.D. candidates of specialized research personnel visit to foreign country for 6 months with appropriate reasons endorsed by the MMA, those period will be acknowledged as military service period.

- If one would like to visit to foreign institutions more than two months, student is required to file the leave of absence. However, when students complete all required course and on their final semester for research credits, they will go abroad without the filing the leave of absence just for one semester.

- If one plans to further credit taking and/or theses research at domestic and foreign universities under the authorization of the university, he does not need to file the leave of absence. (However, when they plan to do in January, February, July and August overlapping the vacation period, actual course taking period will be counted)

- Enrolled male students who would like to go abroad are required to receive the approval from the university president and head of local district branch of MMA at the recommendations of academic advisor and the head of the department. This clause does not apply to the regular scholarship students.
8. Cultural and Sports Events

A. Introducing KAIST cultural events

- KAIST has been hosting cultural events in order to enrich the cultural lives of the KAIST community and promote a wholesome campus life. KAIST’s cultural events, which started with a movie screening on campus in April 1986, have raised the university’s status to a focal point of performing arts in Daejeon. By opening up diverse genres of cultural and art events to the public as well, KAIST has provided both its community and the citizens of Daejeon as a whole a valuable opportunity to satisfy their cultural desires and gain new experiences as they enjoy the cultural scene in Daejeon. KAIST cultural events have had an impact on the cultural arts of Daejeon.

- KAIST hosts about six to seven cultural events per semester, and has attracted approximately 80,000 audience members to a total of 587 events as of the winter semester 2015, (2015.1.7) further increasing its reputation event after event.

- World famous artists including violinists Kyung-Wha Chung and Nam-Yun Kim, pianists Kun-Woo Paik, Jae-Hyuk Cho, Ben Kim, Dang Thai Son, Andrey Shibko, and Yeol-Eum Son, soprano Hye-Yun Suh and baritone Hyon-Soo Choi have taken the KAIST stage. KBS Symphony Orchestra, Stanford Symphony Orchestra, and the Daejeon Philharmonic Orchestra also performed on campus. By offering these top artists’ concerts and a diverse genre of performances, KAIST has become an open performing arts site for all Daejeon citizens.

- KAIST plans to host more high quality cultural events as well as science-themed events to reach out to a wider audience. KAIST aims to be the key center of performing arts culture of not only Daejeon but of the entire nation.

B. How to View

- All events are open to the public if they are over the age of thirteen and are free of admission. Seats are distributed as two tickets per person by order of arrival at the auditorium information desk one hour prior to the event.
• Starting this year, attendees can make reservations through the KAIST website (www.kaist.ac.kr), which allows the public easy access to the many events KAIST hosts. Reservations can be made beginning a week prior to the event up to 5:30 p.m. on the day of the event. Tickets can be picked up one hour prior to the event. Information about events and reservations can be found on the KAIST website.

• Top of the KAIST website → Campus Life → Cultural Events → Events Calendar
C. Sports Events Annual Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Place</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>KAIST Running Rally</td>
<td>East Stadium, Running Course</td>
<td>March, April, May, Sep., Oct., Nov.</td>
</tr>
<tr>
<td></td>
<td>Dooly Basketball Tournament</td>
<td>Sports Complex</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Rookie Baseball Tournament</td>
<td>North Stadium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Institutes Tennis Tournament</td>
<td>East Tennis Court</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>KAISTEN Tennis Tournament</td>
<td>North Tennis Court</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aquilla Futsal Tournament</td>
<td>Futsal Stadium</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Hurricane Football Tournament</td>
<td>East, North Stadium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Big Rival Match: KAIST vs Postech</td>
<td>Sports Complex North and East Stadium</td>
<td>Biennial</td>
</tr>
<tr>
<td>October</td>
<td>K−Bird Badminton Tournament</td>
<td>Sports Complex</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stingray Swimming Tournament</td>
<td>Swimming Pool</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KAIST Students Association Sports Festival</td>
<td>Sports Complex, West Gym, North &amp; East Stadium</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KAIST Open Tennis Tournament</td>
<td>North Tennis Court</td>
<td></td>
</tr>
</tbody>
</table>

Sports Complex Annual Events (Fitness, Sports Prescription, Golf Lesson)
1. 'Escape Metabolic Syndrome' Program
2. Lab−EX Program
3. Half & Full Marathon Challenging Program
4. Indoor Rowing Rally
5. Screen Golf Rally
7. Monthly Fitness and Indoor Golf Membership Application Draw
9. Support for International Students

- International Scholar and Student Services Team (ISSS) is exclusively in charge of supporting international students studying at KAIST, and is helping international students settle down and adjust to their new life at KAIST to ensure a successful study-abroad experience. ISSS strives to provide international students with high-quality administrative services that are fast and convenient.

- ISSS serves as a channel of dialogue between international students and KAIST/outside parties to minimize inconvenience caused by the language barrier, and is committed to providing accurate information that international students need for their everyday life in Korea and at KAIST promptly. In particular, ISSS offers support for visa-related matters, which is important for any international student who wishes to stay and study in Korea.

- In addition, an advisor exclusively for international students is at work to listen to the difficulties foreign students are experiencing, through counseling on academic life and living, and to help international students solve problems arising from cultural differences and communication that they may experience as visitors to Korea. ISSS also hosts diverse cultural events to expand understanding of not only Korea but also different cultures around the globe, as well as to increase exchange among students. Among these, the KAIST Buddy Program, designed to help international students connect with Korean students to learn about each other’s culture and to become friends, is being very warmly received by both international and Korean participants alike.

  - Location: #104, International Center (W2-1)
  - Tel: 042)350-2481~2
  - Email: isss@kaist.ac.kr
  - Website: https://io.kaist.ac.kr
10. Language, Proofreading, Translation, and Interpretation Service

A. Language courses

<table>
<thead>
<tr>
<th>Intensive Language Course</th>
<th>Duration: 2 to 4 weeks (6 hrs/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Specific courses: Speaking, writing, presentation, discussion</td>
</tr>
<tr>
<td></td>
<td>Strength: Students are assigned to different classes after level test</td>
</tr>
<tr>
<td></td>
<td>Languages taught: Korean and English</td>
</tr>
</tbody>
</table>

| Customized and 1:1 Tutoring Program | Intensive teaching of language skills specifically requested by the student |
|-------------------------------------| Language specialist-led, private language lessons that take individual students’ different needs into consideration |
|                                     | Course content, duration, time, and location are determined by the student |
|                                     | Languages taught: Korean, English, Chinese, Japanese, German, French, etc. |

| Selective Language Courses | Regular language courses: beginning of every month |
|----------------------------| Duration: 5 to 6 weeks (no. of hrs: 12 to 24 hrs/semester) |
|                            | Student can choose and take courses on specific language skills that meet their needs |
|                            | Languages taught: Korean, English, Chinese, Japanese, French, German |

B. English Proofreading Service

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proofreading</td>
<td>Simple proofreading such as checking grammar, punctuation, and spelling</td>
</tr>
<tr>
<td>Premium Proofreading</td>
<td>Proofreading contents + logical structures and coherence (revising sentence structures)</td>
</tr>
<tr>
<td>English Consultation</td>
<td>Face-to-face English consultation with a consultant based on your submitted documents</td>
</tr>
<tr>
<td>Comparison Proofreading</td>
<td>Check and correct the contents comparing the original and translated files</td>
</tr>
</tbody>
</table>

C. Professional Korean Proofreading/Revision Service
Program | Description
--- | ---
**Online Service** | Reviewing academic papers, cover letters, reports, and other documents written in Korean language, and improving their validity and logic by, for instance, relocating sentences within paragraphs, proofreading text, and deleting redundant expressions, where necessary

**Offline Service** | Give a face-to-face consultation about how to write an effective paper, a self-introduction letter, and/or reports

**D. Translation Service**
- Language: English, Chinese, Japanese, German, French, Spanish
  - Other languages may be available after consultation.

**E. Interpretation**
- Language: English ↔ Korean
  - Other languages may be available after consultation.

**F. Contact: Language Center**
(T. 8731~2, language@kaist.ac.kr, http://lang.kaist.ac.kr)

11. **KAIST Students’ Health Insurance Association**

**A. Applying for membership**
- Current students: Pay the KAIST Students’ Health Insurance Association fees included in the payment each semester
  - Mandatory for undergraduate students, optional for graduate students (national scholarship students, KAIST scholarship students, regular scholarship students)

- Family members (spouses and children): Apply for membership at the beginning of each semester and pay dues
  - If the spouse is already registered on the National Health Insurance as the head of the household, then he/she cannot apply for membership.
  - All family members must apply (it is not possible for only certain members to apply)
B. Benefit period

- Spring semester: March 1~August 31
- Fall semester: September 1~end of February of the following year
  (Graduating students and students on leave of absence qualify until their
  status change is reflected on the school register)

C. Benefit information

- Benefit 1: Free physical check-up once a year (excluding those eligible for
  special examinations)
  - Location: KAIST Clinic (E21)
  - Contact: 042)350~0590~1
  - Make a reservation online on https://clinic.kaist.ac.kr/ before the checkup

- Benefit 2: Medical subsidy support (illness treatment expenses)
  - Payment Standards

<table>
<thead>
<tr>
<th>Type</th>
<th>Reimbursement of Medical Treatment Fee</th>
<th>Non-Reimbursement of Treatment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Article 1</td>
</tr>
<tr>
<td>CAIST Clinic</td>
<td>MRI, CT, Ultrasound, Child Vaccination, DPT</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>Dental Clinic</td>
<td>70%</td>
</tr>
<tr>
<td>Annual Limit of Provision</td>
<td>Maximum 5 million won</td>
<td>Max. 300,000 won</td>
</tr>
</tbody>
</table>

※ Reimbursement of medical treatment fee is eligible only for some medical treatment items designated by the National Health Insurance.
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12. Military Affairs and Specialized Research Personnel

A. Physical exam for conscription

- Male students who turn 19 years old are required to take a physical examination for the conscription at his own registered residency jurisdiction or local branch of Military Manpower Administration in which one actually stays.
- The preferred date and location of the physical examination for conscription is selected by the student himself.
- Selection Method: The Military Manpower Administration website (www.mma.go.kr) → "Civil Forum" → "Applications • Status" → "Physical Examination for the Conscription" → "Checking My Choice".
- Select the date from the examination period at your registered residency jurisdiction’s local branch of Military Manpower Administration. However, when enrolled students at college, high school and private tutoring institute, office workers would like to take a physical examination at their actual premises of school or office, one can select his preferred place.
- One who lives in the following areas may choose either place Daejeon, Chungnam ↔ Chungbuk, Kwangju, Chonnam ↔ Chonbuk, Busan, Ulsan ↔ Gyeongnam, northern Gyeonggi ↔ Gangwon

※ The number of physical examination takers per day at a local MMA branch may not exceed 195 people .Therefore, not all applicants will be eligible for the examination at his selected day.
- Selection period: One day prior to the preferred day, (35 days prior to the preferred day at local branch of one’s registered residency jurisdiction will be available)

B. Determent of enlistment

- Undergraduate, graduate and doctoral students may submit their applications of deferring the military service to local branch of Daejeon, Chungnam MMA through Student Support Team in March and September.
- The age limit which is eligible for the postponement and deferring period are as follows:
- Undergraduates for 4 years (24 years old)
- Graduates for 2 years (26 years old)
- Doctoral degree: 28 years old

※ If the student receives notice of military duty while exceeding the graduation period (normally 4 years) during enrollment for reasons of leave of absence, etc., the student must issue a copy of the Proof of Enrollment and submit it to the Active Service Division of the local Regional Military Manpower Office of the student’s residence, applying for deferment of enlistment.

- Student Report to Enlistment
  - Report office: Local district branch office of MMA
  - Required document: Application for the enlistment
  - Time of enlistment: For the consideration of re-enrollment at the school after discharge, one who wants to re-enroll in the spring semester is highly recommended to enlist in January, for the fall semester the enlistment in July is recommended.
  - Results of physical examination: One who was classified as Tier-4 ‘public service personnel’ is required to report to the local district branch of MMA and submit the application for the enlistment.
  - In the event of one, who was already notified the enlistment, would like to defer the enlistment, he is required to submit the certificates of enrollment, ‘Notice of Enlistment’, application for the enlistment determent to the local district branch of MMA. Student on the leave of absence is required to submit the certificate of leave of absence, ‘Notice of Enlistment’ and application for the enlistment determent to the local district branch of MMA.
  - More information at http://www.mma.go.kr
  - Note: Please be advised that the determent application by the students on the leave of absence, change and/or the determent of enlistment date may be strictly limited. Please be considerate and cautious when you make final decision on the enlistment.

C. Special Admission of ‘Specialized Research Personnel’

- The Specialized Research Personnel system is a substitute military service system where a part of the military service resources, within the limits of
not affecting the total military personnel, is required to serve 3 years (36 months) at an appointed company in the field of academic and science and technology research, designated by the director of military affairs, to improve the competence of and to promote and develop national industries.

• When admitted to KAIST Ph.D. course, pursuant to the Government Designated Research Institution Promotion Law, all doctorate course students (government scholarship students or KAIST scholarship students) are subject to be assigned as Specialized Research Personnel exclusively. They are waived the qualification exam for the Specialized Research Personnel. After finishing one-year course work, one may serve at his department for three years as Specialized Research Personnel, which is mandatory service for the substitution of military service.
※ During the period of mandatory service, the student may not change his major (transfer departments).

• Ph.D. Course: When assigned the Specialized Research Personnel after finishing two semesters, students should take full day class for more than two consecutive semesters according to the University Rules and Regulation Article 34 63 Clause on the Minimum Class Units.
※ Students who are enrolled in the integrated M.S. + Ph.D dual program are recognized as the doctorate program from their third semester, after completion of 2 semesters of the integrated program (master’s program).
  - When a student expects to finish his Ph.D. course before turning 35, he is eligible for taking three and half years for Ph.D. course.

• Mandatory Research Service Term: Three years after finishing course work of Ph.D.

• Call for training
  - While on mandatory research service after finishing Ph.D. course, student will be notified a call for training from MMA and required to enter the Military Training Camp in Nonsan for 4-weeks training.
13. Work Place Reserve Forces

A. Eligibility

• One who works or enroll at KAIST as reserved faculty, staff and students
• One who volunteers reserved forces working at KAIST

B. Requirement

• Reserved solider (private-sergeant): Up to 8th year after discharge from the military service
• Reserved officer (petty office and officer): Up to the retiring age of from 43 to 45

C. Report for reserve forces assignment

<table>
<thead>
<tr>
<th>Report Period</th>
<th>Within one week after re-enrollment or assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place</td>
<td>KAIST headquarters of Reserved Forces Battalion (W-8 2ndfloor)</td>
</tr>
<tr>
<td>Eligibility</td>
<td>Faculty, staff and student who completed military service within 8 years after discharge</td>
</tr>
<tr>
<td>Required Documents</td>
<td>One copy of certificate of military service completion, one photo(3×4cm)</td>
</tr>
<tr>
<td>Note</td>
<td>Upon failing to report, one will not be eligible for the training session assigned at the local Reserve Forces</td>
</tr>
</tbody>
</table>

D. Training session

• Eight hours per year (training session will be held during Summer Break)
• Training place: Reserved Forces Training Camp in Yusong-gu, Daejeon

E. Report to status change

• Moving-in report: One is required to report within a week upon the admission, re-enrollment to the Reserved Forces battalion
• Departure report: One who has his status change such as leave of absence, expulsion, graduation, is required to report to the Reserved Forces battalion within a week from the date of status change. In reporting, one also should submit his telephone numbers.
• For more info and required documents available at the Reserved Forces battalion office and http://kiast.ac.kr
• One who is on foreign trip is also required to report to the Reserved Forces battalion office for asking determent of training session by submitting required documents including copies of passport and visa).

### 14. Work Place Civil Defence

**A. Eligibility**

- Male whose age is from 20 to 40

**B. Members subject to report**

- One who is on 1st~4th year: Four-hour civil defense basic training a year at the Youseong District Office
- More than 5th year and members whose age is under 40: Two-hour emergency call training per year at the work place
- Civil defense drill: Three regular and unannounced drills organized by National Emergency Management Agency
- Disaster drill: Four times per annum including three drills in the local district and one civil defense drill
  * Any member who fails to participate in the civil defense training will be offered two make-up sessions and will be fined.
15. Immigration

A. Alien Registration

Any foreigner who wishes to stay in Korea for more than 90 days needs to obtain an alien registration card from the Daejeon Immigration Office. Students must visit the Daejeon Immigration Office to register their fingerprints. International Scholar and Student Services (ISSS) will assist you in obtaining the card.

- How to get there
  - Take bus #106, #108, #511, or #514 and get off near Mok-dong Sun Hospital and walk for a few minutes to reach the Immigration Office.
  - It may be more convenient to take a taxi. This following note will help you communicate with a taxi driver if you cannot speak Korean.

  Daejeon Immigration Office (대전출입국사무소)
  Jungchon-dong 16-8, Jung-gu, Daejeon (대전 중구 중촌동 16-8)
  Immigration Contact Center: 1345
  Website: www.hikorea.go.kr

- Who is subject to alien registration?
Foreigners intending to stay in Korea for more than 90 days after entering

- Registration Deadline
Foreigners intending to stay in Korea for more than 90 days after entry must register within 90 days of their entry. However, all international students at KAIST are strongly advised to apply for their alien registration card as soon as they arrive at KAIST.

Foreigners granted appropriate status or permission for a status change must immediately register after being notified of the new status.

- Required Documents
- Application Form (Available at ISSS)
- Passport (original & copy)
- 1 photo (3.5 cm x 4.5 cm)
- Fee: 30,000 KRW in cash
- Certificate of Enrollment (can be obtained from the automated machine on the 1st floor of E11)
- Proof of Residency (Certificate of Residence from kds.kaist.ac.kr or a copy of your housing contract)

• Fingerprint Registration
To complete your alien registration, you must go to the Daejeon Immigration Office in person to register your fingerprints.

• Alien Registration Card
When you’re done with the application, you will receive a sheet of paper showing that your application is being processed (“Receipt”), go to ISSS and submit the paper. Stop by ISSS in two to three weeks to receive your alien registration card.

B. Extension of Stay
A registered foreigner shall apply for an extension of stay before your visa expires. Prepare the required documents (listed below) and submit them to ISSS at least two weeks before the expiration date of your visa.

In the case of applying for an extension after the expiration date, the individual shall pay the penalty according to Article 25 of the Immigration Act.

• Required documents For Study (D–2 Visa):
  - Application Form (available at ISSS)
  - Alien Registration Card
  - Copy of Passport
  - Transcript and Certificate of Enrollment (issuable from the automated machine on the 1st floor of the Creative Learning Building (E11))
  - Certificate of Scholarship(Degree-seeking students only)
  - Certificate of Exchange studentship (issuable from IRT, exchange students
only)
- 60,000 KRW in Revenue Stamps (stamps can be purchased at Woori Bank (W2)
- Proof of Residency
- *Health Check-up Form (only for those who are from the listed 18 countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Phillipines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan)
  - Temporary Extension of Stay: short-term (under 30 days) extension of your stay for flight scheduling reasons after completing courses at KAIST.
  - Application Form (available at ISSS)
  - Alien Registration Card
  - Passport
  - Copy of flight ticket (E-ticket)

C. Permission to work part-time
  - Application Form (available at ISSS)
  - Alien Registration Card
  - Passport
  - Transcript (Minimum required GPA: 2.3)
  - Recommendation for part-time work for foreign student (available at ISSS)
  - Copy of Certificate for business registration (company you intend to work for)
  * D-2 holders must get this permission from the Immigration Office before starting work off campus

D. Obligation to Report Changes to your Alien Registration Card

If any of the following incidents should occur to a registered foreigner, it must be reported to Daejeon Immigration Office within 14 days from its occurrence.

  - Incidents to report
    - Change of name, sex, date of birth, or nationality
    - Change of passport number, issuance date, or its expiration date
- Change in place of residency, school, workplace, etc. If a registered foreigner does not report these changes within 14 days of it occurring, he/she will be considered to be in breach of Article 35 of the Immigration Control Act, and will be fined accordingly.

**Required Documents**

- Passport
- Foreigner Registration Card
- Application form (available at ISSS)
- Verifying documents for the changes

※ Items subject to change depending on individual circumstances.

For more information on immigration such as change of status of sojourn, or activities outside authorized purpose of stay, please visit ISSS (1st floor W2-1) or visit https://io.kaist.ac.kr
### 1. Cafeteria

#### A. Cafeteria & Food Court

<table>
<thead>
<tr>
<th>Type</th>
<th>Place</th>
<th>B/D</th>
<th>Company</th>
<th>Food Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Cafeteria</td>
<td>Student Center</td>
<td>N11</td>
<td>Shinsegae</td>
<td>Cafeteria/Set Menu</td>
</tr>
<tr>
<td>Membership Cafeteria</td>
<td>Faculty Club</td>
<td>N6</td>
<td></td>
<td>Set Menu (Korean/Western)</td>
</tr>
<tr>
<td>East Student Cafeteria</td>
<td>Faculty Hall 1st Floor</td>
<td>E5</td>
<td>Samsung welstory</td>
<td>Cafeteria, Set Menu and Etc(noodles, hot bowl soup etc.)</td>
</tr>
<tr>
<td>Faculty Restaurant</td>
<td>Faculty Hall 2nd Floor</td>
<td></td>
<td></td>
<td>Set Menu (Korean/Western)</td>
</tr>
<tr>
<td>Faculty Club</td>
<td>Faculty Hall 2nd Floor</td>
<td>E5</td>
<td>Samsung welstory</td>
<td>Faculty Only</td>
</tr>
<tr>
<td>West Student Cafeteria</td>
<td>Student Center</td>
<td>W2</td>
<td>IB Food</td>
<td>Korean, Set Menu, Noodle</td>
</tr>
<tr>
<td>Grillcook</td>
<td>Taewoolguan</td>
<td>N13</td>
<td>IB Food</td>
<td>Steak, Pasta, Pilaff</td>
</tr>
<tr>
<td>Italian restaurant</td>
<td>Student Center</td>
<td>W2</td>
<td></td>
<td>Western Meal</td>
</tr>
<tr>
<td>TTuk Bae Gi</td>
<td>Student Center</td>
<td>N11</td>
<td>MJ Food</td>
<td>Korean</td>
</tr>
<tr>
<td>Hue Gimbab</td>
<td>Student Center</td>
<td>N11</td>
<td>Hue Gimbab</td>
<td>Light Korean Meal</td>
</tr>
<tr>
<td>Onigiri &amp; gyudong</td>
<td>Student Center</td>
<td>N11</td>
<td>Onigiri &amp; Noodle</td>
<td>Noodle</td>
</tr>
<tr>
<td>MEILU</td>
<td>Student Center</td>
<td>N11</td>
<td>Hyundai Green Food</td>
<td>Chinese Food</td>
</tr>
<tr>
<td>Secret</td>
<td>Student Center</td>
<td>N11</td>
<td>Say Food</td>
<td>Fruit &amp; Salad</td>
</tr>
<tr>
<td>Pulbit Maru</td>
<td>Student Center N12</td>
<td></td>
<td>Undergraduate co-operative society</td>
<td>Halal, Burrito, Fruit juice</td>
</tr>
</tbody>
</table>

#### B. Fast food /Bakery /Cafe

<table>
<thead>
<tr>
<th>Type</th>
<th>Place</th>
<th>B/D</th>
<th>Company</th>
<th>Food Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Café Gran</td>
<td>Student Center</td>
<td>N11</td>
<td>Ourhome</td>
<td>Coffee, Sandwiches</td>
</tr>
<tr>
<td>Hansel &amp; Gretel</td>
<td>Mechanical Eng B/D</td>
<td>N7</td>
<td>Hansel &amp; Gretel</td>
<td>Coffee, Sandwich</td>
</tr>
<tr>
<td>Lotteria</td>
<td>JangYoungShin Student Bdg</td>
<td>N13-1</td>
<td>Taekwang Fast Food</td>
<td>Hamburgers, Chicken, Beverages</td>
</tr>
<tr>
<td>Pizza</td>
<td>Student Center</td>
<td>W2</td>
<td>DDDN Pizza</td>
<td>Pizza, Bagels</td>
</tr>
<tr>
<td>Dunkin Donuts</td>
<td>Information &amp; Electronics B/D</td>
<td>E3-2</td>
<td>BR Korea</td>
<td>Donut, Coffee</td>
</tr>
<tr>
<td>Mangosix</td>
<td>KI B/D 1st Floor</td>
<td>E4</td>
<td>Aramark</td>
<td>Coffee, Beverages</td>
</tr>
<tr>
<td>Coffee Bean</td>
<td>International Center</td>
<td>W2-1</td>
<td>Coffee Bean</td>
<td>Coffee, Beverages, Snack</td>
</tr>
<tr>
<td>Tous Les Jours</td>
<td>Natural Science B/D</td>
<td>E6-4</td>
<td>Tous Les Jours</td>
<td>Bakery, Coffee</td>
</tr>
<tr>
<td>Twosome Place</td>
<td>Kim Byung Ho IT Center</td>
<td>N1</td>
<td>Twosome Place</td>
<td>Coffee, Sandwiches</td>
</tr>
<tr>
<td>Smoothie King</td>
<td>Applied Engineering</td>
<td>W1-1</td>
<td>Smoothie King</td>
<td>Beverage, Coffee, Sandwich</td>
</tr>
</tbody>
</table>
### C. Opening Hours

<table>
<thead>
<tr>
<th>Type</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Campus Closing Day</th>
<th>Holiday</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shinsegae Food</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Cafeteria</td>
<td>08:00~09:30</td>
<td>11:30~13:30</td>
<td>17:30~19:30</td>
<td>Open</td>
<td>Operates on Rotation</td>
<td>Open on Weekends</td>
</tr>
<tr>
<td>Faculty Club</td>
<td>11:20~13:30</td>
<td>17:30~18:30</td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Samsung Wellipse</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East 1st Floor</td>
<td>08:00~10:00</td>
<td>11:30~14:00</td>
<td>17:30~19:30</td>
<td>18:00 ~ 19:00</td>
<td>Operates on Rotation</td>
<td>Open on Weekends</td>
</tr>
<tr>
<td>East 2nd Floor</td>
<td>11:30~13:30</td>
<td>17:30~19:00</td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>IB Food</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West 1st Floor</td>
<td>08:00~10:00</td>
<td>11:30~14:00</td>
<td>17:30~19:30</td>
<td>08:00 ~ 19:00</td>
<td>Operates on Rotation</td>
<td>Open on Weekends</td>
</tr>
<tr>
<td>Italian restaurant</td>
<td>West 2nd Floor</td>
<td>Not decided</td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Lotteria</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Open on Weekends</td>
</tr>
<tr>
<td>JangYoungShin</td>
<td>09:00~03:00</td>
<td>11:00~24:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TTuk Bae Gi</strong></td>
<td>10:00 ~20:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Hue Gimbap</strong></td>
<td>09:00~20:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Onigiri &amp; gyudong</strong></td>
<td>10:30~19:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>MEILU</strong></td>
<td>11:00~19:30</td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
<td>Every Other Week</td>
</tr>
<tr>
<td><strong>Secret</strong></td>
<td>11:10~19:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Café Gran</strong></td>
<td>08:30~19:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Grillcook</strong></td>
<td>08:00~20:00</td>
<td></td>
<td></td>
<td></td>
<td>Sat, Closed</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>(Chicken, beer: 18:00~02:00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sun. open</td>
</tr>
<tr>
<td><strong>Pulbit Maru</strong></td>
<td>11:00~19:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td><strong>Hansel &amp; Gretel</strong></td>
<td>08:00~24:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Lotteria</strong></td>
<td>24-hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>DDD Pizza</strong></td>
<td>11:00~19:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Dunkin Donuts</strong></td>
<td>07:00~23:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Mangosix</strong></td>
<td>08:30~21:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Coffee Bean</strong></td>
<td>08:00~21:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Tous Les Jours</strong></td>
<td>07:00~24:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Twosome Place</strong></td>
<td>07:00~23:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
<tr>
<td><strong>Smoothie King</strong></td>
<td>08:00~24:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Closed (subject to change)</td>
</tr>
</tbody>
</table>
# 2. Sports Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Hour</th>
<th>B/D</th>
<th>Reservation/Fee</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sports Complex</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Stadium</td>
<td>N3</td>
<td>06:00~24:00</td>
<td>Ext. 4682~3</td>
<td></td>
<td>Ext. 4813~4</td>
</tr>
<tr>
<td>Annex</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fitness, Golf</td>
<td>N3</td>
<td>Mon<del>Fri: 07:00</del>23:00</td>
<td>Ext. 4833</td>
<td>Membership</td>
<td></td>
</tr>
<tr>
<td>Annex Ext.</td>
<td></td>
<td>Sat: 08:00~18:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>West Gym</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Stadium</td>
<td>W2 Basement</td>
<td>06:00~24:00</td>
<td></td>
<td>Reservation Required for the Usage of Group</td>
<td>Ext. 4813~4</td>
</tr>
<tr>
<td>Racquetball Court</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table Tennis Court</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Indoor Swimming Pool</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>E15</td>
<td>Mon<del>Fri: 08:00</del>21:00</td>
<td>Ext. 4824</td>
<td>Daily Pass Student:1,000 won/ Faculty&amp;Staff: 2,000 won</td>
<td></td>
</tr>
<tr>
<td>Fitness Room</td>
<td></td>
<td>08:00~18:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>East Stadium</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football Field (Artificial Turf Field)</td>
<td>E17</td>
<td>Sunrise to 22:00</td>
<td></td>
<td>Reservation Required/ Night Lights Fee: 10,000 won per Hour</td>
<td>Ext. 4813~4</td>
</tr>
<tr>
<td>Jogging Track</td>
<td></td>
<td>Year Round</td>
<td></td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td><strong>North Stadium</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football, Baseball Stadium</td>
<td>Next to Tae Wul Gwan N13</td>
<td>Year Round (Sunrise to Sunset)</td>
<td>Ext. 4813~4</td>
<td>Reservation Required/ Free for Day</td>
<td></td>
</tr>
<tr>
<td>Futsal Stadium</td>
<td></td>
<td>Year Round (Sunrise to 24:00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toeball Stadium</td>
<td></td>
<td>Year Round (Sunrise to 24:00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tennis Court</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Court</td>
<td>N6</td>
<td>Year Round (Sunrise to 22:00)</td>
<td></td>
<td>Faculty, Staff Court</td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineering B/D</td>
<td>N7 Back Side</td>
<td>Year Round (Sunrise to 22:00)</td>
<td></td>
<td>Reservation Required for the Usage of More Than 2 Courts (Night Lights Fee: 10,000 won per half hour)</td>
<td></td>
</tr>
<tr>
<td>East Side (Stadium)</td>
<td>E17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Open Hours are subject to change in case of special circumstances such as government guidelines.
3. Medical Facilities

A. KAIST Clinic

- KAIST Clinic Outpatient schedule

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact (042-350) -</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
</tr>
<tr>
<td>1F Family Medicine</td>
<td>0520 0530</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Internal Medicine</td>
<td></td>
<td>●</td>
<td>HC</td>
<td>●</td>
<td>HC</td>
<td>●</td>
</tr>
<tr>
<td>Neurology</td>
<td></td>
<td></td>
<td></td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Otorhinolaryngology</td>
<td>0580</td>
<td></td>
<td>●</td>
<td>●</td>
<td></td>
<td>●</td>
</tr>
<tr>
<td>2F Dentistry</td>
<td>0560</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Dermatology</td>
<td>0570</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>0550</td>
<td></td>
<td></td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3F Gastroenterology</td>
<td>0535</td>
<td>●</td>
<td>●</td>
<td>Endo</td>
<td>●</td>
<td>Endo</td>
</tr>
<tr>
<td>Stress Clinic</td>
<td>0540</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Gynecology</td>
<td>0597</td>
<td></td>
<td></td>
<td>●</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiology</td>
<td>0503</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Health Promotion Center</td>
<td>0590</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>

※ HC: Health check-up ※ Endo: Endoscopy clinic
※ Morning session 9AM-12:40PM, Afternoon session: 2PM-17:40PM (Lunch time: 1PM-2PM)

- All departments start at 9:30AM on every Tuesday mornings due to the Doctors' meeting.
- The Internal Medicine is off on every Tuesday and Thursday mornings due to health check-up.
- Gastroenterology outpatient session starts at 3:40PM on Thursdays due to endoscopy on Thursday mornings.
- The comprehensive health check-up is conducted every Tuesday and Thursday mornings. (Contact. 042-350-0590, 0591)
• Online appointment at https://clinic.kaist.ac.kr

• Phone appointment
  - Phone appointment: 042)350–0500, 1
  - Dentistry appointment: 042)350–0560
  - Dermatology laser treatment: 042)350–0570
  - Health Screening appointment: 042)350–0590, 1

※ Note
• Only the KAIST students, faculty, staff, and their direct family members can use the KAIST Clinic.
• If a direct family member of a KAIST member would like to use the Clinic, photo ID and family relationship certificate or health insurance card must be shown to the reception desk at one’s first visit.
• Phone appointment
  - Phone appointment: 042)350-0500~1
  - Dentistry appointment: 042)350-0560
  - Dermatology laser treatment: 042)350-0570
  - Health Screening appointment: 042)350-0590~1

※ Note
• KAIST Clinic is exclusively managed for KAIST students, faculty, staff and their dependent.
• If dependants of student, faculty and staff would like to visit the doctor, please bring the following documents: Photo ID + family relationship certificates or health insurance card.

B. Health Care Center

• Operated under the aim of health care for students and faculty
• Hours of operation
  - Weekdays (Monday~Friday): 09:00~22:00
  - Weekends (Saturday~Sunday): 10:00~18:00
※ Exclude legal holidays and lunch time (12:00~13:00)
• Main Services
  - Simple injury and emergency treatment
  - Medication (Free for KAIST students/charged to staff and faculty)
  - Medications and medical appliance supply to in-campus(dormitories etc.) and out of campus events
  - Body composition analysis and result counseling
  - Lend wheel chairs, crutches, cold and hot packs, and breast pumps.
• Location: Taewulgwan Building(N13) 2nd floor (Room 2104)
• Contact: 042)350~4817~8

C. Pharmacy

• Manufacture and sale of drugs (Contact number: 042~350~0567)
• Location: next to KAIST Clinic (E21)
4. Bookstore

- A variety of items including major books, magazines, linguistic books, paperback books, etc. are sold, and foreign books are sold at discounted prices. Books that are not in store can be purchased by placing an order.
- Items Sold and Prices
  - Books: Major books, humanities books, etc. (major books and original edition books are sold at market price
  - Paperback books: 5~ 10% discount (excluding some books)
  - 2% Mileage accumulated.
- Location and Contact Information
  - Location: Undergraduate Branch Library 1st Floor (N10)
  - Contact: Bookstore T.2064

5. Snack Bars & Convenience Store

<table>
<thead>
<tr>
<th>Type</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snack Bar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Center(W2)</td>
<td>09:00~19:00</td>
<td>09:00~13:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Faculty &amp; Staff Store(E5)</td>
<td>(Lunch Time: 13:20~14:00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate Store (N12)</td>
<td>08:00~03:00</td>
<td>09:00~19:00</td>
<td>09:00~02:00</td>
</tr>
<tr>
<td><em>(Sum/Win Session: 09:00~02:00)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>East-side Store(E8)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>West-side Store(W3)</td>
<td>19:00~02:00</td>
<td>18:30~02:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Dormitory (Night)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dasam Hall Store (W4)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>Narae Hall Store (W6)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>Convenience Store</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Store(N13)</td>
<td>09:00~19:00</td>
<td>09:00~15:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>
### 6. Female Students’ Lounges (including nursing facilities)

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Major Facilities</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Learning Building Room 413</td>
<td>E11</td>
<td>Individual air conditioning and heating, bedding cabinet, table, fridge, baby bottle sterilizers, blankets, bedding, pillow, cushions, books, full-length mirror, dressing table, chairs, PC, breast pump, etc.</td>
<td>9 pyeong</td>
</tr>
<tr>
<td>Student Center 2nd Floor</td>
<td>W2</td>
<td>Fridge, sofa, table, curtains, baby bottle sterilizers, etc.</td>
<td>3.55 pyeong</td>
</tr>
<tr>
<td>Dept. of Mathematical Sciences Room 2400</td>
<td>E6-1</td>
<td>Sofa, table, chairs, bookshelves, etc.</td>
<td>3 pyeong</td>
</tr>
<tr>
<td>Industrial Engineering &amp; Management B/D Room 1103</td>
<td>E2-2</td>
<td>Fridge, microwave, table, chairs, sofa, curtains, breast pump, etc.</td>
<td>18 pyeong</td>
</tr>
<tr>
<td>Information &amp; Electronics B/D Room 2214</td>
<td>E3-2</td>
<td>Air conditioning, sofa, chairs, table, dressing table, mirror, partitions, blinds, carpet, etc.</td>
<td>15.4 pyeong</td>
</tr>
<tr>
<td>Dept. of Computer Sciences Room 1405</td>
<td>E3-1</td>
<td>Fridge, table, chairs, sofa, beds, cushions, curtains, breast pump, UV sterilizer, etc.</td>
<td>7.8 pyeong</td>
</tr>
<tr>
<td>Dept. of Computer Sciences Room 605</td>
<td>N1</td>
<td>Charis, sofa, table, cushions, etc.</td>
<td>6.4 pyeong</td>
</tr>
<tr>
<td>Dept. of Biological Sciences Room 4221</td>
<td>E6-3</td>
<td>Air conditioning and heating, fridge, microwave, water purifier, table, sofa, chairs, etc.</td>
<td>5 pyeong</td>
</tr>
<tr>
<td>Dept. of Biological Sciences 2nd Floor</td>
<td>E6-3</td>
<td>Air conditioning and heating, cushions, fridge, microwave, water purifier, table, sofa, chairs, blinds etc.</td>
<td>5 pyeong</td>
</tr>
<tr>
<td>Dept. of Chemistry Room 510</td>
<td>E6-6</td>
<td>Fridge, microwave, sofa, table, chairs, dressing table, mirror, etc.</td>
<td>15 pyeong</td>
</tr>
<tr>
<td>Dept. of Bio &amp; Brain Engineering Room 204</td>
<td>E16</td>
<td>Fridge, TV, microwave, table, PCs, printers, blinds, bookshelves, etc.</td>
<td>23.3 pyeong</td>
</tr>
<tr>
<td>Dept. of Chemical &amp; Biomolecular Engineering Room 6119</td>
<td>W1-3</td>
<td>Air conditioning and heating, shower facilities, sofas, dressing table(with mirrors), massage chair, emergency telephone, etc.</td>
<td>5.3 pyeong</td>
</tr>
</tbody>
</table>
7. KAIST Child Care Center

- Located at the first floor of International Center
- Target children: Under 4 year old children of faculty, staff and students
- Full capacity: 49 children (under 1 year:6, under 2 years:15, under 3 years:14, under 4 years:14)
- Operation type: Private commissioned management
  - Non-profit work place child care center supervised by KAIST
  - KAIST offers and maintains the center and its facilities. The center is funded by child care fees and government subsidies.
- Personnel: 1 Headmaster, 10 child caring teachers and 1 chef
- Operation hours: Monday through Friday (07:30~19:30, extended hours: ~21:30)
- Contact: Child Care Center (T. 0853)

8. Others

<table>
<thead>
<tr>
<th>Type</th>
<th>Place</th>
<th>B/D</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry</td>
<td>Undergraduates</td>
<td>N12/W6</td>
<td>Cheaper service than off-campus laundry services</td>
</tr>
<tr>
<td></td>
<td>Graduates</td>
<td>E8/W4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>협동조합물세탁</td>
<td>W2</td>
<td></td>
</tr>
<tr>
<td>Barber shop</td>
<td>Undergraduates</td>
<td>N12/W2</td>
<td>-Student: 5,000 won Non student: 6,000 won</td>
</tr>
<tr>
<td></td>
<td>Graduates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billiard</td>
<td>Student Center</td>
<td>N12</td>
<td>Cheaper service than off-campus</td>
</tr>
<tr>
<td>Bicycle Shop</td>
<td>Student Center</td>
<td>N10</td>
<td>Discount up to 20 %</td>
</tr>
<tr>
<td>Travel Agency</td>
<td>Student Center</td>
<td>W2</td>
<td>International Airfare 2 % Off</td>
</tr>
<tr>
<td>Print Shop</td>
<td>Education Support B/D</td>
<td>W8</td>
<td>Print &amp; Book Binding</td>
</tr>
<tr>
<td>Bank</td>
<td>Student Center</td>
<td>W2</td>
<td>Woori Bank</td>
</tr>
<tr>
<td>Post Office</td>
<td>Student Center</td>
<td>N12</td>
<td>Mail Services, Banking, Insurance</td>
</tr>
<tr>
<td>Cell Phone Shop</td>
<td>Tae Wul Gwan</td>
<td>N13</td>
<td>KT Shop</td>
</tr>
</tbody>
</table>
## 1. KAIST Academic Calendar 2018 - Daejeon Campus

### KAIST Academic Calendar 2018

**January 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1(Mon)</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>1.2(Tue)</td>
<td>Final drop period for Winter 2017 classes</td>
</tr>
<tr>
<td>1.3(Wed)</td>
<td>Deadline for thesis evaluation for master’s students (for those</td>
</tr>
<tr>
<td></td>
<td>expecting to graduate in Feb. 2018)</td>
</tr>
<tr>
<td>1.3(Wed) ~</td>
<td>Spring 2018 registration/tuition payment for matriculating students</td>
</tr>
<tr>
<td>1.9(Tue)</td>
<td>Course registration for Spring 2018 classes</td>
</tr>
<tr>
<td>1.15(Mon) ~</td>
<td>Spring 2018 course registration for matriculating graduate students</td>
</tr>
<tr>
<td>1.19(Fri)</td>
<td>Spring 2018 course registration for returning students</td>
</tr>
<tr>
<td>1.11(Thur)</td>
<td>Deadline to submit final thesis for master’s degree (for those</td>
</tr>
<tr>
<td></td>
<td>expecting to graduate in Feb. 2018)</td>
</tr>
<tr>
<td>1.12(Fri)</td>
<td>Course evaluation for Winter 2017 classes</td>
</tr>
<tr>
<td>1.26(Fri)</td>
<td>End of Winter 2017 classes</td>
</tr>
<tr>
<td>1.29(Mon) ~</td>
<td>Application for academic reinstatement(returning), changing major,</td>
</tr>
<tr>
<td></td>
<td>and full-time/part-time status registration for the Spring Semester</td>
</tr>
<tr>
<td></td>
<td>2018</td>
</tr>
<tr>
<td>1.31(Wed)</td>
<td>Deadline to post grades for Winter 2017</td>
</tr>
</tbody>
</table>

**February 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.12(Mon) ~</td>
<td>Spring 2018 tuition payment for current enrollees and returning</td>
</tr>
<tr>
<td>2.20(Tue)</td>
<td>students</td>
</tr>
<tr>
<td>2.15(Thur)</td>
<td>Lunar New Year’s Day</td>
</tr>
<tr>
<td>~ 2.17(Sat)</td>
<td>KAIST foundation anniversary</td>
</tr>
<tr>
<td>2.19(Mon)</td>
<td>Orientation for matriculating undergraduate students</td>
</tr>
<tr>
<td>2.21(Wed)</td>
<td>Period to add/drop spring 2018 classes</td>
</tr>
<tr>
<td>2.19(Mon) ~</td>
<td>Commencement 2017</td>
</tr>
<tr>
<td>3. 5(Mon)</td>
<td>Registration period for spring 2018 credit accumulation exam for</td>
</tr>
<tr>
<td></td>
<td>undergraduate students</td>
</tr>
<tr>
<td>2.23(Fri)</td>
<td>Deadline to declare minor for undergraduate/graduate students or</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. 9(Fri)</td>
<td>Deadline to register/drop interdisciplinary majors for graduate students</td>
</tr>
<tr>
<td>3. 9(Fri)</td>
<td>Deadline to apply for honor program for undergraduate students</td>
</tr>
<tr>
<td>2.26(Mon)</td>
<td>Beginning of Spring 2018 classes</td>
</tr>
<tr>
<td>2.18(Mon)</td>
<td>2018 Undergraduate Matriculation Ceremony</td>
</tr>
<tr>
<td>3, 4(Mon)</td>
<td>Period to add/drop spring 2019 classes</td>
</tr>
</tbody>
</table>

**March 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. 1(Thur)</td>
<td>Samiljeol, Independence Movement Day</td>
</tr>
<tr>
<td>3. 2(Fri)</td>
<td>Spring 2018 credit accumulation exam for undergraduate students</td>
</tr>
<tr>
<td>3. 6(Tue)</td>
<td>Deadline to add/drop spring 2018 classes</td>
</tr>
<tr>
<td>3. 6(Tue)</td>
<td>Final drop period for spring 2018 classes for undergraduate students (who entered in 2009 or after and 2006 or before) and graduate students (who entered in 2009 or after)</td>
</tr>
<tr>
<td>3. 6(Tue)</td>
<td>Final drop period for spring 2018 classes for undergraduate students (who entered in 2007, 2008) and graduate students (who entered in 2008 or before)</td>
</tr>
<tr>
<td>3. 19(Mon)</td>
<td>KAIST vision week</td>
</tr>
<tr>
<td>3. 23(Fri)</td>
<td>Deadline to drop minor for undergraduate/graduate students or double major/advanced major/individually designed major for undergraduate students</td>
</tr>
<tr>
<td>3. 23(Fri)</td>
<td>Deadline to apply for early graduation for undergraduate students</td>
</tr>
<tr>
<td>3. 30(Fri)</td>
<td>KAMF (KAIST Art &amp; Music Festival)</td>
</tr>
</tbody>
</table>

**April 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. 2(Mon)</td>
<td>Week for undergraduate students’ meeting with advisers</td>
</tr>
<tr>
<td>4. 6(Fri)</td>
<td>Week for undergraduate students’ meeting with advisers</td>
</tr>
<tr>
<td>4. 9(Mon)</td>
<td>Mid-course evaluation for spring 2018 classes</td>
</tr>
<tr>
<td>4. 13(Fri)</td>
<td>Spring 2018 mid-term exams</td>
</tr>
<tr>
<td>4. 16(Mon)</td>
<td>Deadline to submit dissertation defense for doctoral students (for those expecting to graduate in Aug, 2018)</td>
</tr>
</tbody>
</table>

**May 2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. 1(Tue)</td>
<td>Week for lab, leaders’ meeting with department heads</td>
</tr>
<tr>
<td>5. 4(Fri)</td>
<td>Deadline to submit course description/plans regarding liberal arts,</td>
</tr>
</tbody>
</table>
### Others

**5. 5(Sat)** Children’s Day  
**5. 7(Mon)** 5.5 Time off in lieu  
**5.15(Tue) ~ 5.17(Thur)** Spring student festival (No practice sessions)  
**5.16(Wed)** Deadline to request dissertation defense evaluation (for doctoral students expecting to graduate in Aug. 2018)  
**5.21(Mon) ~ 5.24(Thur)** Registration for summer 2018 classes  
**5.22(Tue)** Buddha’s Birthday  
**5.28(Mon) ~ 6. 8(Fri)**  
- Course evaluation for spring 2018 classes  
- Period for department registration for undergraduate students  
**5.31(Thur)**  
- Deadline to submit thesis defense for undergraduate and master’s students (for those expecting to graduate in Aug. 2018)  
- Deadline for dissertation defense evaluation for doctoral students (for those expecting to graduate in Aug. 2018)

### June 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. 6(Wed)</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>6. 7(Thur)</td>
<td>Deadline to post final dissertation evaluation results for doctoral students (for those expecting to graduate in Aug. 2018)</td>
</tr>
<tr>
<td>6.11(Mon) ~</td>
<td>Spring 2018 final exams</td>
</tr>
<tr>
<td>6.18(Mon)</td>
<td>Local Election (7th Local Election Day)</td>
</tr>
<tr>
<td>6.14(Thur) ~</td>
<td>Deadline to submit final dissertation for doctoral degree (for those expecting to graduate in Aug. 2018)</td>
</tr>
<tr>
<td>6.15(Fri)</td>
<td>End of spring 2018 classes</td>
</tr>
<tr>
<td>6.22(Fri)</td>
<td>Deadline for thesis evaluation for undergraduate and master’s students (for those expecting to graduate in Aug. 2018)</td>
</tr>
<tr>
<td>6.25(Mon) ~</td>
<td>Period to add/drop summer 2018 classes</td>
</tr>
<tr>
<td>7. 2(Mon)</td>
<td>Beginning of summer 2018 classes</td>
</tr>
<tr>
<td>6.28(Thur)</td>
<td>Deadline to post grades for spring 2018</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>6.29(Fri)</td>
<td>Deadline to post final thesis evaluation results for undergraduate and master’s students (for those expecting to graduate in Aug. 2018)</td>
</tr>
<tr>
<td>7, 3(Tue) – 7, 6(Fri)</td>
<td>Deadline to submit thesis proposal for master’s degree (for those students who entered in fall semester 2017)</td>
</tr>
</tbody>
</table>

### July 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7, 3(Tue) – 7, 6(Fri)</td>
<td>Final drop period for summer 2018 classes</td>
</tr>
<tr>
<td>7, 5(Thur) – 7, 6(Fri)</td>
<td>Deadline to submit final thesis for master’s degree (for those expecting to graduate in Aug. 2018)</td>
</tr>
<tr>
<td>7, 9(Mon) – 7, 13(Fri)</td>
<td>Course registration for fall 2018 classes</td>
</tr>
<tr>
<td>7, 27(Fri) – 8, 3(Fri)</td>
<td>Course evaluation for summer 2018 classes</td>
</tr>
<tr>
<td>7, 30(Mon) – 8, 3(Fri)</td>
<td>Fall 2018 registration/tuition payment for matriculating graduate students</td>
</tr>
<tr>
<td>7, 30(Mon) – 8, 3(Fri)</td>
<td>Fall 2018 application for academic reinstatement, changing major, and full-time/part-time status registration for the fall semester 2018</td>
</tr>
</tbody>
</table>

### August 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 10(Fri)</td>
<td>End of summer 2018 classes</td>
</tr>
<tr>
<td>8, 13(Mon) – 8, 20(Mon)</td>
<td>Fall 2018 tuition payment for current enrollees and returning students</td>
</tr>
<tr>
<td>8, 15(Wed)</td>
<td>National Liberation Day</td>
</tr>
<tr>
<td>8, 16(Thur)</td>
<td>Deadline to post grades for summer 2018</td>
</tr>
<tr>
<td>8, 17(Fri)</td>
<td>Completion date for 2017–II graduation</td>
</tr>
<tr>
<td>8, 20(Mon) – 9, 3(Mon)</td>
<td>Period to add/drop fall 2018 classes</td>
</tr>
<tr>
<td>8, 23(Thur) – 8, 25(Sat)</td>
<td>Orientation for matriculating undergraduate students</td>
</tr>
<tr>
<td>8, 27(Mon) – 8, 29(Wed)</td>
<td>Registration period for fall 2018 credit accumulation exam for undergraduate students</td>
</tr>
<tr>
<td>8, 27(Mon) – 9, 7(Fri)</td>
<td>Deadline to declare minor for undergraduate/graduate students or double major/advanced major/individually designed major for undergraduate students</td>
</tr>
<tr>
<td>8, 27(Mon) – 9, 7(Fri)</td>
<td>Deadline to register/drop interdisciplinary majors for graduate students</td>
</tr>
<tr>
<td>8, 27(Mon) – 9, 7(Fri)</td>
<td>Deadline to apply for honor program for undergraduate students</td>
</tr>
</tbody>
</table>
### September 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.27(Mon)</td>
<td>Beginning of fall 2018 classes</td>
</tr>
<tr>
<td>8.30(Thur) ~ 9.3(Mon)</td>
<td>Fall 2018 credit accumulation exam for undergraduate students</td>
</tr>
<tr>
<td>9.3(Mon)</td>
<td>Deadline to add/drop fall 2018 classes</td>
</tr>
<tr>
<td>9.4(Tue) ~ 10.12(Fri)</td>
<td>Final drop period for fall 2018 classes for undergraduate students (who entered in 2009 or after and 2006 or before) and graduate students (who entered in 2009 or after)</td>
</tr>
<tr>
<td>9.4(Tue) ~ 10.26(Fri)</td>
<td>Final drop period for fall 2018 classes for undergraduate students (who entered in 2007, 2008) and graduate students (who entered in 2008 or before)</td>
</tr>
<tr>
<td>9.14(Fri) ~ 9.15(Sat)</td>
<td>KAIST - POSTECH science war 2018 (No practice sessions)</td>
</tr>
<tr>
<td>9.21(Fri)</td>
<td>Deadline to drop minor for undergraduate/graduate students or double major/advanced major/individually designed major for undergraduate students</td>
</tr>
<tr>
<td>9.23(Sun) ~ 9.26(Wed)</td>
<td>Chuseok, Korean Thanksgiving Day (9.26 Time off in lieu)</td>
</tr>
</tbody>
</table>

### October 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1(Mon) ~ 10.8(Mon)</td>
<td>Week for undergraduate students’ meeting with advisers</td>
</tr>
<tr>
<td>10.3(Wed)</td>
<td>National Foundation Day of Korea</td>
</tr>
<tr>
<td>10.8(Mon) ~ 10.12(Fri)</td>
<td>Mid-course evaluation for fall 2018 classes</td>
</tr>
<tr>
<td>10.9(Tue)</td>
<td>Hangul Proclamation Day</td>
</tr>
<tr>
<td>10.15(Mon) ~ 10.19(Fri)</td>
<td>Fall 2018 mid-term exams</td>
</tr>
<tr>
<td>10.31(Wed)</td>
<td>Deadline to submit dissertation defense for doctoral students (for those expecting to graduate in Feb. 2019)</td>
</tr>
</tbody>
</table>

### November 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1(Thur) ~ 11.7(Wed)</td>
<td>Week for lab. leaders’ meeting with department heads</td>
</tr>
<tr>
<td>11.2(Fri)</td>
<td>Deadline to submit course descriptions/plans regarding liberal arts, basic courses and major classes for spring 2019</td>
</tr>
<tr>
<td></td>
<td>Deadline to submit course descriptions/plans for winter 2018</td>
</tr>
</tbody>
</table>
### Others

- **Deadline to submit course descriptions/plans regarding major classes for fall 2019**
- **KAIST student culture festival**
- **Deadline to request dissertation defense evaluation (for doctoral students expecting to graduate in Feb. 2019)**
- **Registration for winter 2018 classes**
- **Course evaluation for fall 2018 classes**
- **Period for department registration for undergraduate students**
- **Deadline to submit thesis defense for undergraduate and master’s students (for those expecting to graduate in Feb. 2019)**
- **Deadline for dissertation defense evaluation for doctoral students (for those expecting to graduate in Feb. 2019)**

### December 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.13(Tue)</td>
<td>KAIST student culture festival</td>
</tr>
<tr>
<td>11.14(Wed)</td>
<td></td>
</tr>
<tr>
<td>11.15(Thur)</td>
<td>Deadline to request dissertation defense evaluation (for doctoral students expecting to graduate in Feb. 2019)</td>
</tr>
<tr>
<td>11.19(Mon)</td>
<td>Registration for winter 2018 classes</td>
</tr>
<tr>
<td>11.21(Wed)</td>
<td></td>
</tr>
<tr>
<td>11.26(Mon)</td>
<td>Course evaluation for fall 2018 classes</td>
</tr>
<tr>
<td>11.30(Fri)</td>
<td>Period for department registration for undergraduate students</td>
</tr>
<tr>
<td>12.05(Wed)</td>
<td>Deadline to post final dissertation evaluation results for doctoral students (for those expecting to graduate in Feb. 2019)</td>
</tr>
<tr>
<td>12.10(Mon)</td>
<td>Fall 2018 final exams</td>
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<tr>
<td>12.11(Tue)</td>
<td>Deadline to submit final dissertation for doctoral degree (for those expecting to graduate in Feb. 2019)</td>
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<tr>
<td>12.12(Wed)</td>
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</tr>
<tr>
<td>12.14(Fri)</td>
<td>End of fall 2018 classes</td>
</tr>
<tr>
<td>12.17(Mon)</td>
<td>Period to add/drop winter 2018 classes</td>
</tr>
<tr>
<td>12.24(Mon)</td>
<td>Beginning of winter 2018 classes</td>
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<tr>
<td>12.25(Tue)</td>
<td>Deadline to post grades for fall 2018</td>
</tr>
<tr>
<td>12.26(Wed)</td>
<td>Christmas Day</td>
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<tr>
<td>12.29(Wed)</td>
<td>Deadline to drop winter 2018 classes</td>
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<tr>
<td>1.01(Tue)</td>
<td>Deadline for thesis evaluation for undergraduate and master’s students (for those expecting to graduate in Feb. 2019)</td>
</tr>
<tr>
<td>1.02(Wed)</td>
<td>Deadline to submit thesis proposal for master’s degree (for those students who entered in spring semester 2018)</td>
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### January 2019

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>1.01(Tue)</td>
<td>New Year’s Day</td>
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<tr>
<td>1.02(Wed)</td>
<td>Final drop period for winter 2018 classes</td>
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### Others

<table>
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<tr>
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<tr>
<td>1.7(Mon) ~ 1.11(Fri)</td>
<td>- Deadline for thesis evaluation for master’s students (for those expecting to graduate in Feb. 2019)</td>
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<td>- Spring 2019 registration/tuition payment for matriculating students</td>
</tr>
<tr>
<td></td>
<td>- Course registration for spring 2019 classes</td>
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<tr>
<td></td>
<td>- Spring 2019 course registration for matriculating graduate students</td>
</tr>
<tr>
<td></td>
<td>- Spring 2019 course registration for returning students</td>
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<tr>
<td>1.10(Thur) ~ 1.11(Fri)</td>
<td>Deadline to submit final thesis for master’s degree (for those expecting to graduate in Feb. 2019)</td>
</tr>
<tr>
<td>1.14(Mon) ~ 1.18(Fri)</td>
<td>Course evaluation for winter 2018 classes</td>
</tr>
<tr>
<td>1.25(Fri)</td>
<td>End of winter 2018 classes</td>
</tr>
<tr>
<td>1.28(Mon) ~ 2. 1(Fri)</td>
<td>Application for academic reinstatement (returning), changing major, and full-time/part-time status registration for the spring semester 2019</td>
</tr>
<tr>
<td>1.30(Wed)</td>
<td>Deadline to post grades for winter 2018</td>
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### February 2019

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<tr>
<td>2. 4(Mon) ~ 2. 6(Wed)</td>
<td>Lunar New Year’s Day</td>
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<tr>
<td>2.11(Mon) ~ 2.15(Fri)</td>
<td>Spring 2019 tuition payment for current enrollees and returning students</td>
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<tr>
<td>2.15(Fri)</td>
<td>Commencement 2018</td>
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<tr>
<td>2.16(Sat)</td>
<td>KAIST Foundation Anniversary</td>
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<tr>
<td>2.19(Tue) ~ 2.22(Fri)</td>
<td>Orientation for matriculating undergraduate students</td>
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<tr>
<td>2.25(Mon)</td>
<td>- Beginning of spring 2019 classes</td>
</tr>
<tr>
<td></td>
<td>- 2019 undergraduate matriculation ceremony</td>
</tr>
</tbody>
</table>

* Dates are subject to change.
2. Academic Regulations

Chapter 1 General Rules

Article 1 (Purpose) The purpose of these Regulations is to regulate matters commissioned by the Korea Advanced Institute of Science and Technology (hereinafter “KAIST”) Constitution, its Enforcement Decree, Rules on School Affairs, and matters necessary to the management of the school.

Article 2 (Education Objective and Policies) ① KAIST aims to contribute to our nation and society by leading innovations in technology and developing science through education and research. ② The following educational policies shall be established to achieve the objective prescribed in Paragraph ①.

1. Deleted ⟨7/22/1996⟩
2. Education and research as a natural sciences and engineering graduate school and university centered on research
3. Education to nurture well-rounded persons
4. Collaboration between industry and academia

Article 3 (Definitions) Definitions of terms in these Regulations shall be as follows.

1. “Government scholarship recipients” refer to students whose education expenses are funded in part or whole by KAIST with government funds. ⟨Amended 7/22/1996, 7/26/2000, 12/27/2000⟩
2. “KAIST scholarship recipients” refer to students whose educational expenses are funded in part or whole by scholarships, external donation funds, research funds, etc. of KAIST. ⟨Amended 7/22/1996, 7/26/2000, 12/29/2000⟩
3. “Scholarship recipients” refer to students whose education expenses are funded in part or whole by an industry, research institution, educational institution, national institution (students who are affiliated with an institution and pay their own educational expenses may also be recognized by KAIST as a general scholarship recipient.) ⟨Amended 7/22/1996⟩

4. Deleted ⟨7/22/1996⟩
5. Deleted ⟨7/22/1996⟩
6. “Student Educational Fees” refers to students’ educational expenses including payments, tuition, etc. 〈Amended 7/22/1996〉

7. “Full-time faculty members” refer to scholars appointed as full-time faculty of KAIST and teaches and/or guides research. 〈Amended 7/22/1996, 6/30/2009〉

8. “Part-time faculty members” refer to part-time faculty of KAIST who undertakes tasks in education and/or research, or holds advisory positions. 〈Amended 12/21/1992, 7/22/1996〉

9. “Bachelor programs” refer to programs for bachelor’s degrees, “master’s programs” refer to programs for master’s degrees, “professional master’s programs” refer to programs for professional master’s degrees, and “doctorate programs” refer to programs for doctorate degrees.

10. “Linked Degree Programs” refer to programs that links two or more degrees that can be earned consecutively. 〈Newly inserted 4/3/1997〉

11. “Major” is a separate and specialized unit of study for which systematic education takes place separately. 〈Amended 4/3/1997〉


13. “Joint Degree Programs” refer to programs in which students complete an entire required course based on agreements with other universities at home or abroad, pass the thesis examination in both universities and receive a double degree or joint degree. 〈Newly inserted 12/27/2000, Amended 6/15/2005, 12/27/2007〉

14. “Educational Programs” refer to professional units of separate and systematic education to train professionals in specific fields according to the needs of KAIST or in regards to collaboration between industry and academia. 〈Newly inserted 12/27/2000, Amended 2003. 7.10〉

15. “M.S & Ph.D Integrated Degree Programs”<hereinafter ”Integrated Programs”> are programs in which students with the ultimate goal of earning a Ph.D enter a master’s program and advance to a doctoral program for a degree without submitting a master’s thesis or taking the doctoral program entrance examination. 〈Newly inserted 3/31/2004〉

16. Deleted 〈9/1/2013〉
17. Deleted <1/15/2006>

18. “Program(level)” refers to academic organizations such as integrated major programs and education programs established under departments(level). 〈Newly inserted 9/1/2013〉

**Article 4** (Programs) ① KAIST shall have bachelor’s, master’s, professional master’s, and doctorate programs. Combined programs, linked degree programs, or joint degree programs shall be established when needed. <Amended 4/3/1997, 12/27/2000, 3/31/2004, 6/15/2005>

② The President shall decide on the required number of years for completion, curriculum, eligibility for application, etc. for the professional master’s degree.

③ The President shall decide on matters regarding the establishment and operation of the linked degree program and joint degree program. 〈Newly inserted 4/3/1997, Amended 12/27/2000, 7/25/2003, 6/15/2005〉

④ The President shall make necessary decisions on management details and establishment of the M.S & Ph.D. Integrated Degree. 〈Newly inserted 3/31/2004〉

**Article 4.2** Deleted <1/15/2006>


<table>
<thead>
<tr>
<th>College</th>
<th>School(level)</th>
<th>Department(level)</th>
</tr>
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<tbody>
<tr>
<td>College of Natural Science</td>
<td>Dept. of Physics</td>
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<tr>
<td></td>
<td>Dept. of Mathematical Science</td>
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<td></td>
<td>Dept. of Chemistry</td>
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<td></td>
<td>Graduate School of Nanoscience &amp; Technology</td>
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<tr>
<td>College of Life Science &amp; Bioengineering</td>
<td>Dept. of Biological Sciences</td>
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</tr>
<tr>
<td></td>
<td>Dept. of Bio &amp; Brain Eng.</td>
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<tr>
<td></td>
<td>Graduate School of Medical Science and Eng.</td>
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<tr>
<td>College of Engineering</td>
<td>School of Mechanical Engineering &amp; Aerospace</td>
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<tr>
<td></td>
<td>Division of Mechanical Eng.</td>
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<tr>
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<td>Division of Aerospace Eng.</td>
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### Departments

<table>
<thead>
<tr>
<th>College of Information Science &amp; Technology</th>
<th>Division of Ocean Systems Eng.</th>
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<tbody>
<tr>
<td></td>
<td>Dept. of Chemical &amp; Biomolecular Eng.</td>
</tr>
<tr>
<td></td>
<td>Dept. of Materials Science &amp; Eng.</td>
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<tr>
<td></td>
<td>Dept. of Nuclear &amp; Quantum Eng.</td>
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<tr>
<td></td>
<td>Graduate School of EEWS</td>
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<tr>
<td></td>
<td>The Cho Chun Shik Graduate School for Green Transportation</td>
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<table>
<thead>
<tr>
<th>College of Liberal Arts and Convergence Science</th>
<th>Dept. of Electrical Eng.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Dept. of Computer Science</td>
</tr>
<tr>
<td></td>
<td>Dept. of Information &amp; Communication Eng.</td>
</tr>
<tr>
<td></td>
<td>Dept. of Industrial &amp; Systems Eng.</td>
</tr>
<tr>
<td></td>
<td>Dept. of Knowledge Service Eng.</td>
</tr>
<tr>
<td></td>
<td>Dept. of Industrial Design</td>
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<tr>
<td></td>
<td>Division of Web Science and Technology</td>
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<td></td>
<td>Graduate School of Information Security</td>
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</tr>
</tbody>
</table>

- Departments are the basic units of KAIST and are responsible for education and research.


- Educational programs shall be established in departments (level) or lower
for the education of a specific field of study. (Newly inserted 2000.12.27,

⑩ The KAIST President shall make decisions on college(level), school(level), and
department(level) organizations and the establishment and management of
lower-level organizations. (Amended 12/1/1999, 12/27/2000, 7/10/2003,

Article 6 Deleted <4/3/1997>
Article 6.2 Deleted <3/10/2000>
Article 6.3 Deleted <4/3/1997>

Article 7 (Number of Students) ① The number of students at KAIST will be
decided by the president of KAIST(thereinafter “President”) as described in
Supplementary Table 3 through deliberation by the Academic & Research
Deliberation Committee according to demands for science and
② Deleted <9/1/2013>
③ College(level), school(level), and department(level) organizations and
lower-level organizations can add students according to the expected demand
for science and technology personnel. (Amended 1/15/2006, 9/7/2006)

Article 7.2 (Student Category) Master’s, doctorate, and integrated major students
are categorized into government scholarship, KAIST scholarship, and general
scholarship recipients. (Newly inserted 9/1/2013)

Article 8 (Attached Facilities, Etc.) ① KAIST can have attached facilities and
laboratories.
② Separate regulations shall be established for the organization and
management of attached facilities and laboratories.

Chapter 2 General Rules for Each Program

Section 1 Committees and Faculty Meetings

Article 9 (Academic & Research Deliberation Committee) ① KAIST shall have
an Academic & Research Deliberation Committee (hereinafter “Deliberation
Committee”).
Separate rules shall be established for the organization, functions, and operation of the Deliberation Committee.

**Article 10 (Department Head Meeting)**

1. KAIST shall have Department Head Meetings, which shall be divided into the Plenary Department Head Meeting and College Department Head Meetings. 〈Amended 7/4/1991, 9/7/2006, 6/30/2009〉

2. The Plenary Department Head Meeting shall consist of the persons prescribed in the following Paragraphs. The President shall be the Meeting Chair, and should the President be absent the Provost shall be the interim Chair. 〈Amended 7/12/1991, 12/21/1992, 7/25/2003, 1/15/2006〉

1. Provost and Vice President 〈Amended 7/25/2003, 1/15/2006〉
2. Deans
3. Other persons designated by the President 〈Amended 7/25/2003〉
4. College Deans 〈Newly inserted 9/7/2006〉
5. Department Chairs 〈Amended 9/7/2006〉
6. Department Heads 〈Amended 9/7/2006〉

3. The Plenary Department Head Meeting shall deliberate on the following issues. 〈Amended 7/12/1991〉

1. Issues regarding department operation budget
2. Issues regarding entrance exams
3. Issues regarding the operation of courses for each program and the operation of curriculums
4. Issues regarding the development of effective educational methods
5. Issues regarding student advisory activities, scholarships, health and welfare
6. Issues regarding student employment
7. Other issues regarding the operation of departments

4. Deleted 〈7/12/1991〉
5. Deleted 〈7/12/1991〉
6. Deleted 〈7/12/1991〉

7. College Department Head Meetings shall consist of the department heads of each college. The College Dean shall be the Chair. Should the College Dean be absent, a Department Head of the college who is designated by the College Dean shall become the Interim Chair. 〈Newly inserted 7/12/1991, 9/7/2006〉

8. College Department Head Meetings shall deliberate on issues in Paragraph 3 that are relevant to the college and are entrusted to the Meeting by the

Article 11 (Curriculum Deliberation Committee) ① A Curriculum Deliberation Committee shall be established to deliberate on matters regarding the organization and operation of curriculums.
② The President shall decide on matters regarding the organization, operation and issues for deliberation of the Curriculum Deliberation Committee.

Article 12 (Department Faculty Meeting) ① Department Faculty Meetings shall be established to deliberate on overall matters regarding the operation of departments.
② Department Faculty Meetings shall consist of full-time faculty of each department.
③ Department Faculty Meetings shall be convened by the Department Head when the Department Head acknowledges its need or when 1/3 or more of the affiliated faculty request a meeting. <Amended 7/12/1991>

Article 13 (Faculty Meeting) ① KAIST shall establish Faculty Meetings to discuss on overall matters regarding academic affairs. Faculty Meetings shall be divided into the Plenary Faculty Meeting and Department Faculty Meetings. <Amended 7/12/1991, 9/7/2006, 6/30/2009>
② The Plenary Faculty Meeting shall consist of full-time KAIST faculty, and the President shall be the Chair. Department Faculty Meetings shall consist of full-time faculty of each department and the College Dean shall be the Chair. <Amended 7/12/1991, 7/25/2003, 9/7/2006>
③ The Plenary Faculty Meeting shall be convened by the President when the President recognizes its need or when 1/3 or more of the faculty requests a meeting. Department Faculty Meetings shall be convened by the College Dean when the College Dean recognizes its need or when 1/3 or more of the full-time faculty of a department request a meeting. <7/12/1991, 7/25/2003, 9/7/2006>
④ Regular faculty meetings shall be convened each semester, and provisional meetings may be convened when needed.

Section 2 Faculty

Article 14 (Full-time Faculty) ① Full-time faculty are tenure track and shall be categorized into professor, associate professor, and assistant professor. Non-tenure track faculty shall be appointed for lectures. <Amended
Ⅻ. Others


② As a principle, full-time faculty shall be appointed to the department of their major. However, he/she can be affiliated with another department if necessary. (Amended 7/22/1996)

③ Full-time faculty must lecture at least 3 hours a week and advise dissertations at least 18 hours a week. For non-tenure track faculty, the mandatory number of lecture hours is at least 9 per week. (Amended 6/30/2009, 4/6/2011)

④ The President makes decisions regarding the appointment and management of non-tenure track faculty after deliberation by the Faculty Personnel Management Committee. (Newly inserted 6/30/2009, 4/6/2011)

Article 15 (Dean) ① Each college shall have a Dean to manage the academic affairs of KAIST bachelor’s degree programs. A professor shall be appointed as the Dean.

② Each dean shall take overall control of school affairs of the relevant college upon the order of the President, direct and supervise the staff and personnel under his/her jurisdiction, and guide students. (Revised 7/25/2003)

③ Other rules regarding the Provost’s official authority shall be prescribed by separate regulations.

Article 15.2 (College Dean) ① A Dean shall be appointed to each of the following colleges: College of Natural Sciences, College of Life Science and Bioengineering, College of Engineering, College of Information Science & Technology, College of Liberal Arts and Convergence Science, and the College of Business. A professor shall be appointed as the Dean. (Revised 6/1/2008, 9/1/2013)

② Each dean shall take overall control of school affairs of the relevant college upon the order of the President.

③ Other rules regarding Deans’ official authority shall be prescribed by separate regulations.

[Newly inserted 9/7/2006]

Article 15.3 (Department Chair) ① Each department shall have one professor appointed as the Department Chair. (Amended 9/7/2006)

② The Department Chair shall manage the operation of his or her department.

③ Matters regarding the official authority of the Department Chair shall be
prescribed in separate regulations. <Newly inserted 7/12/1991>

**Article 16** (Department Head and Department Chief) ① Each department(level) academic organization shall have one Department Head and each program(level) academic organization shall have a Department Chief. An Associate Professor or higher shall be appointed to each position. <Amended 7/12/1991, 3/28/2006, 9/1/2013>
② Deleted <7/12/1991>
③ The term of the Department Head shall be within 5 years and serving consecutive terms is possible. <Amended 7/12/1991, 3/28/2006>
④ The Department Head shall represent the academic organization of the relevant department(level), and the Department Chief represents the academic organization of the relevant program(level) and manages academic operation. <Amended 7/12/1991, 3/28/2006, 9/1/2013>

**Article 17** Deleted <3/28/2006>

**Article 18** (Thesis Advisor) ① Thesis advisors shall be appointed to advise students on research for their thesis. Full-time faculty shall be appointed as thesis advisors. Part-time faculty may take on the role of advisor when needed. <Amended 4/7/1997>
② The President may, with the opinion of the Department Head, limit the advisory role of faculty whose long-term leave or overseas dispatch may have a substantial effect on thesis advisory activities. <Amended 7/12/1991, 7/25/2003, 12/31/2008>
③ Full time professors shall be appointed as advisors to guide students.

**Article 19** (Professor Emeritus) The President shall decide on matters regarding the selection process and benefits for Professors Emeritus as prescribed in Article 8 of the Rules on School Affairs of KAIST after deliberation by the Faculty Personnel Management Committee. <Amended 7/25/2003, 11/14/2006>

**Article 20** (Chair Professor, Distinguished Professor, Sponsored Professor) ① The President may appoint those with outstanding educational and research achievements with a respectful personality and high moral repute as a professor emeritus of KAIST after deliberation by the Faculty Personnel Management Committee. Professors Emeritus shall be given the title of Chair Professor or Distinguished Professor, report to the Board of Directors, and receive benefits that befit the title. <Amended 10/28/2002, 7/10/2003, 7/25/2003, 11/14/2006>
② Donations made by personal benefactors to encourage education and research at KAIST shall have a special name appointed by the benefactor. KAIST may have Chair or Sponsored Professors who receive special treatment with the aforementioned donations. 〈Amended 11/14/2006〉

③ The President shall decide on matters regarding the appointment, treatment, etc. of Chair, Distinguished, or Sponsored Professors prescribed in Paragraphs 1 and 2 after deliberation by the Faculty Personnel Management Committee. 〈Amended 7/25/2003, 11/14/2006〉

Article 21 (Tenured Professor) ① The President shall appoint faculty with substantial educational and research achievements and high growth potential as tenured professors after deliberation by the Faculty Personnel Management Committee. The results shall be reported to the Board of Directors. 〈Amended 7/24/1997, 7/10/2003, 7/25/2003, 11/14/2006, 9/1/2013〉

② The President shall decide on the appointment, treatment, etc. of tenured professors after deliberation by the Faculty Personnel Management Committee. 〈Amended 7/25/2003, 7/25/2003〉

Article 21.2 (Research Faculty) ① The President may appoint research faculty dedicated to research in order to invigorate research at KAIST. 〈Amended 7/25/2003〉

② The President shall decide on matters regarding the management of research faculty after deliberation by the Deliberation Committee. 〈Amended 7/25/2003〉

[Article newly inserted 3/31/1995]

Article 22 (Education and Research Assistant) ① KAIST shall appoint researchers from doctoral program graduates for training and to advance research activities at KAIST.

② Assistants may be appointed to assist the educational and research activities of each department.

③ The President shall make separate decisions regarding the appointment, duties, and treatment of the researchers and assistants prescribed in Paragraphs 1 and 2. 〈Amended 7/25/2003〉

Article 23 (Part-time Faculty) ① KAIST shall appoint part-time faculty such as invited professors, adjunct professors, etc. 〈Amended 1/15/2006, 12/29/2006, 1/3/2012〉

② The President shall make separate decisions regarding the appointment, duties, and treatment of part-time faculty. 〈Amended 7/25/2003〉
Article 24 (Sabbatical) ① Full-time faculty who have worked for a certain period of time shall be exempt from duties at KAIST for one year and shall receive paid sabbatical during which the faculty can focus on one’s research activities.
② The President shall make decisions on details regarding the implementation of sabbatical. <Amended 7/25/2003>

Article 25 (Faculty Retirement) ① The retirement period for full-time faculty shall be the end of the semester in which the faculty becomes 65 years old. <Amended 11/14/2006>
② Deleted < 9/1/2013>

Section 3 Academic Year, Semester, School days and Holidays

Article 26 (Academic Year, Semester) ① An academic year shall begin on March 1st and end on the last day of February of the following year.
② An academic year shall be divided into two semesters as follows.
   1st semester: March 1st – August 31st
   2nd semester: September 1st – last day of February of the following year
③ The President shall establish summer or winter sessions during the vacation period between the semesters prescribed in paragraph ②. <Amended 7/25/2003>
④ Notwithstanding paragraphs 1 and 2, the semester periods shall be adjusted when needed. <Newly inserted 11/14/2006>

Article 27 (Number of School Days) The total number of school weeks for the 1st and 2nd semesters shall be at least 32.

Article 28 (Public Holidays, Closed Days, Class Cancellation) ① Regular holidays are as follows.
1. Public holidays
2. Anniversary of school foundation <Amended 7/22/1996>
3. Deleted <7/22/1996>
4. Deleted <7/22/1996>
② Should it become difficult to conduct lectures due to uncontrollable events such as natural disasters, extraordinary geographical phenomena, war, or calamities, the President may order a temporary cancellation of classes or a special holiday for all or part of each program. <Amended 7/25/2003>
③ Should the number of school days prescribed in Article 27 be unmet due
to holidays or class cancellations prescribed in Paragraph 2, it can be made up with appropriate education methods including night classes, classes in an institution outside of KAIST, online education, etc. within 6 months of the date of occurrence. <7/22/1996>

Section 4 Admission and Registration

Article 29 (Admission Period) ① The enrollment period for the bachelor’s, master’s and professional master’s degree programs shall be within 30 days after the semester begins. The President may adjust the period to 30 days within the start of the semester, 2 times a year when needed. <7/25/2003>
② The enrollment period for the doctorate degree program shall be within 30 days after the semester begins.

Article 30 (Admission Process) The admission process shall be as follows. Some procedures may be omitted if the President acknowledges the need. <Amended 7/22/1996, 7/25/2003>
1. Application form review
2. Written exam
3. Interview
4. Other exams

Article 30.2 (Admission Method) ① Admission for the bachelor’s degree program shall be done through the early admission system of the college. As a principle students shall be admitted without a declared major.
② The date, method, exams, evaluation score distribution and other details regarding admission shall be deliberated by the Student Selection Committee for the bachelor’s degree program and the Plenary Department Head Meeting for master’s and doctoral degree programs, then decided on by the President and reported to the Board of Directors. <Amended 7/25/2003, 10/13/2010>
[Article newly inserted 7/22/1996]

② The President shall allow the enrollment of applicants for the master’s, professional master’s and doctoral degree programs after deliberation by the Plenary Department Head Meeting. <Amended 7/12/1991, 3/31/1993,
Article 31.2 (Transfer Admission) ① The bachelor’s degree program may allow transfer admission after deliberation by the Student Selection Committee, and the doctorate degree program may allow transfer admission after deliberation by the Plenary Department Head Meeting within the fixed number of students. 〈Amended 7/25/2003, 10/13/2010, 11/1/2011〉
② The President shall make decisions on matters regarding transfer admission. 〈Amended 7/25/2003, 10/13/2010, 11/1/2011 2003〉

Article 32 (Admission Registration) ① Students chosen for admission must submit files determined by the President on time, make payments, and sign up for courses to finalize admission registration. 〈7/22/1996, 7/25/2003〉
1. Deleted 〈7/22/1996〉
2. Deleted 〈7/22/1996〉
② Admission may be cancelled if a student does not follow the procedure prescribed in Paragraph 1 without a reasonable cause.

Article 33 (Student Registration) Students must complete registration within the required time period and complete the procedure for registration. 〈Amended 7/12/1991〉

Article 34 (Course Enrollment) ① Students who completed registration must receive authorization from his or her advisor on courses to enroll in and apply for those courses within the enrollment period. 〈Amended 7/12/1991, 7/26/2000〉
② Students may not arbitrarily change or cancel classes he/she signed up for without permission from the advisor. 〈Amended 7/12/1991, 7/26/2000〉
③ The President shall make decisions on changes to or cancellation of class enrollment. 〈Amended 7/25/2003〉
④ Students who do not complete registration and class enrollment without a reasonable cause shall be expelled.

Section 5 Courses, Credits and Graduation

Article 35 (Courses) ① Courses for the master’s and doctors degree programs shall be divided into CC, mandatory major courses, and elective courses. ② Courses for the bachelor’s degree program shall be categorized into general, basic, and major courses, and these courses shall be again
categorized into mandatory and elective courses. Other elective courses may also be established.

Article 36 (Curriculum) The President shall make decisions on matters necessary to the establishment of curriculums after deliberation by the Curriculum Deliberation Committee. ⟨Amended 7/25/2003⟩

Article 37 (Established Courses) Courses to be established for each semester shall be decided on by the President before the semester begins. ⟨7/25/2003⟩

Article 38 (Special Lectures) Each program may establish special for-credit lectures during the vacation period.

Article 39 Deleted ⟨7/22/1996⟩

Article 40 (Preparatory Education) The President may require up to three months of preparatory education for new students. ⟨Amended 7/22/1996, 7/25/2003⟩

Article 41 (Credits) The completion unit of courses shall be credits. One credit shall be given for completing one hour of class every week for one semester, or for an equivalent number of education hours. Credits for thesis research, seminars, experiments, practice, and physical education shall be decided by the President after deliberation by the Curriculum Deliberation Committee. ⟨7/12/1991, 7/22/1006, 7/25/2003⟩

Article 42 (Recognition of Credits Earned in Other Departments) For students who transferred departments, the President may recognize credits already earned in whole or part for courses equivalent to the ones in the new department’s curriculum with the opinion of the new department head and advisor. ⟨Amended 7/12/1991, 7/25/2003⟩

Article 43 (Recognition of Credits Earned in Other Universities) ① The President may recognize credits that students previously earned in other Korean or overseas universities in whole or part if there is a request from the department head and recommendation from relevant faculty and the student advisor. ⟨Amended 7/21/1991, 7/25/2003⟩

② Students of each department may earn credits at universities at home and abroad that have signed a credit exchange agreement with KAIST or have been recognized by the President. The President shall make decisions on details regarding credit exchange. ⟨Newly inserted 3/1/1995, Amended 7/25/2003⟩

Article 44 (Recognition of Credits Between Programs) An undergraduate student may earn credits in a master’s course and credits already earned may be included in the number of credits needed to graduate(complete) the bachelor’s
degree program or in the number of credits needed to graduate (complete) the master’s degree program after the student enrolls in the master’s program.

**Article 45** (Prerequisite Courses) ① If a lower-level course must be taken to take a major course, that course may be designated as a prerequisite course in the curriculum.

② Should a master’s or doctorate program student take a prerequisite course after enrolling in the said program, the credits for that course shall not be included in the number of credits needed to earn the degree.

**Article 46** (Degree Conferment) ① Those who have completed the entire required course for a master’s, professional master’s, or doctoral program and have passed the comprehensive exam shall receive a master’s, professional master’s, or doctoral degree. For master’s and professional master’s programs, the thesis can be substituted with a certain number of course credits. Should an integrated degree student give up midway, he/she can receive the master’s degree if all requirements are met. 〈Amended 12/27/2000, 3/31/2004〉

② Students who have completed the entire required course for a bachelor’s degree program and passed certain exams shall receive a bachelor’s degree.

③ An honorary doctoral degree may be given to those who have contributed to the development of science and technology at home or abroad or to the progress of human culture. 〈Newly inserted 10/28/2002〉

④ Separate regulations shall be established for Paragraphs 1 and 3 with the authorization of the Board of Directors after deliberation by the Deliberation Committee. 〈Amended 10/28/2002〉

**Article 47** (Date of Degree Conferment) Degrees shall be conferred at the end of each semester.

### Section 6 Exams and Grades

**Article 48** (Exams) A regular exam shall be held for each course at the end of each semester. Mid-term exams or provisional exams may take place if needed.

**Article 49** (Grade Evaluation) ① Grades are based on a comprehensive evaluation of exam scores, attendance, research reports, and classroom attitude. Letter grades and GPA are as follows. 〈Amended 7/22/1996〉

② Grades for separately designated courses such as research courses or special CC lectures shall be marked as S(Satisfactory) or U(Unsatisfactory).
A temporary I (Incomplete) shall be marked for courses for which the final grade is not decided on. (7/22/1996)

Only courses with a grade of D− or higher and S shall be recognized for credits. (Newly inserted 7/22/1996, 7/20/2006)

Section 7 Department Transfer and Change of Student Category

Article 50 (Department Transfer) Students wanting to transfer departments must turn in required documents and earn the authorization of the President. (Revised 7/22/1996, 7/25/2003)
1. Deleted (7/22/1996)
2. Deleted (7/22/1996)
3. Deleted (7/22/1996)

Article 51 (Change of Student Affiliation) ① The affiliation of students of each department cannot be arbitrarily changed during their time in KAIST except for when there is an unavoidable reason.
② Students who want to change their affiliation due to unavoidable reason(s) must submit required documents and earn the authorization of the President. (Amended 7/22/1996, 7/25/2003)
1. Deleted (7/22/1996)
2. Deleted (7/22/1996)
3. Deleted (7/22/1996)
③ The President shall make decisions on change of student affiliation, requirements, procedures, etc, after deliberation by the Deliberation Committee. (Amended 2003. 7.25)

Section 8 Academic Leave of Absence, Return, Withdrawal, Reentrance

Article 52 (Academic Leave of Absence) ① Should a student want to take an academic leave of absence for inability to take courses due to illness, accident, military service, childbirth and child care, or other unavoidable causes, the student must submit the Academic Leave of Absence Form to the
advisor and department head, and receive authorization from the President.  

1. In the case of illness or accident, a doctor’s diagnosis must be attached and the Academic Leave of Absence Form must be submitted before the final exam period begins.

2. In the case of military service, the notice of military duty must be attached to the Academic Leave of Absence Form before submission. In the case of childbirth and child care (for children 8 years or younger), relevant documents must be attached before submission. (Amended 2013. 9. 1)

3. In the case of absence for other unavoidable reasons, the Academic Leave of Absence Form must be submitted before the mid term exam period begins.

② In accordance with KAIST policy, students taking courses at other universities at home and abroad for credits or for thesis research may not have to apply for academic leave of absence. (Newly inserted 12/24/2010)

③ The total number of semesters for academic leave cannot exceed two semesters for master’s and professional master’s degree students, and four semesters for bachelor’s and doctorate degree students. Leave of absence due to start-ups can be extended within four semesters. (Amended 2/21/2005, 5/10/2005)

④ Leave of absence for military service and childbirth/child care within four semesters (two for male students) shall not be included in the total number of semesters for leave of absence. (Newly inserted 5/10/2005, Amended 12/24/2010)

⑤ Students who have submitted the Academic Leave of Absence Form and received authorization within the registration period may be exempt from making payments for that semester.

⑥ Students who have not returned after the period prescribed in Paragraph 3 has passed, shall be expelled. (Amended 12/24/2013)

Article 53 (Return) ① When a student decides to return from leave of absence, he/she must submit the Return Form and receive authorization from his/her advisor, department head, and the President. (Amended 7/12/1991, 7/25/2003)

② In principle a student’s return must occur within the registration period at the beginning of each semester. Should a student seek return because the cause of absence has terminated, such as completion of military service, the
student may be allowed to return during the semester with the opinion of the advisor and department head. 〈Amended 6/16/2008〉

**Article 54** (Withdrawal) ① Students of each department may not withdrawal without a reasonable cause. Students who wish to withdrawal because of unavoidable reasons must receive a joint signature from their advisor and department head, submit the Withdrawal Form, and receive the President’s authorization. 〈Amended 7/12/1991, 7/25/2003〉

② Should the President authorize the withdrawal of a master’s or doctoral degree student, the student must return, in whole or part, the student educational fees (hereinafter benefits) that had been supported by KAIST during the student’s stay at KAIST. The student may be exempt from this rule depending on the situation. 〈Amended 7/25/2003〉

③ The President shall make decisions on matters regarding the return of benefits as prescribed in Paragraph 2 after deliberation by the Deliberation Committee. 〈7/25/2003〉

**Article 55** (Readmission) ① Should a student apply for readmission within three years of expulsion or withdrawal, the student may be authorized to re-enroll in the same or lower level year after deliberation by the Deliberation Committee if there is recommendation by the department head and dean. However, students expelled for exceeding the maximum semester limit or students who withdrew/expelled during the extended study period shall not be allowed readmission. 〈Amended 12/12/1995, 7/22/1996, 12/31/2008〉

② Readmission shall be possible from 2 semesters after withdrawal/expulsion (including the semester in which it occurred), and can occur only once. 〈Amended 12/12/1995〉

③ The President may recognize the credits the readmitted student already earned with the opinion of the advisor and department head. 〈Amended 7/12/1991, 7/25/2003〉

④ The number of semesters the readmitted student attended shall be calculated from the first day of enrollment to the relevant department in KAIST. 〈Newly inserted 3/1/1993〉

⑤ Time spent for military service or for long-term treatment of illness shall not be calculated in the time limit prescribed in Paragraph 1 for readmission. 〈Newly inserted 7/22/1996〉

**Article 56** (Prohibition of Double Academic Registry) Students of each department may not have a double academic register. However, students in
programs for integrated degrees based on agreements with overseas universities shall be an exception to this rule. <Amended 12/27/2000, 6/15/2005>

Section 9 Rewards and Disciplinary Action

Article 57 (Rewards) The President may reward students who show commendable conduct and meet one of the following standards after deliberation by the Deliberation Committee. <Amended 7/25/2003>
1. The student has displayed outstanding creativity
2. The student has exceptionally outstanding academic grades
3. The student has been recognized for an act of goodwill that is worthy of a reward <Amended 7/22/1996>

Article 58 (Academic Warning) ① The President shall give an academic warning to students of each department who have low academic grades to encourage and develop academic interest. However, if the student is meeting the requirements for degree completion, the Deliberation Committee may omit the academic warning for the last semester before graduation after deliberation of the student’s grades for all courses and the number of credits taken in the last semester. <Amended 12/21/1992, 7/22/1996, 7/25/2003>
② Students who received an academic warning may be restricted on the number of credits allowed to be taken, extracurricular activities, etc. based on the President’s decision. <Amended 7/22/1996, 7/25/2003>
③ Master’s and doctoral degree students who received two consecutive academic warnings (three consecutive warnings for part-time students) and undergraduate students who received a total of three academic warnings shall be expelled. <Amended 7/22/1996, 7/25/2003, 1/5/2004, 12/29/2006>
④ Should a readmitted student who was previously expelled for academic warnings as prescribed in Paragraph 3 receive another academic warning, the student shall be expelled. <Newly inserted 7/22/1996, Amended 12/27/ 2000, 1/5/2004, 12/29/2006>
⑤ Should the President give an academic warning to, or expel, a student, the student’s guarantors, advisor and department head must be notified without delay. <Amended 7/12/1991, 7/25/2003>

Article 59 (Disciplinary Action) Should a student belong to one of the following Paragraphs, the President shall submit the student to disciplinary action without delay after deliberation by the Deliberation Committee and with the
1. The student shows extremely poor conduct with no sign of repentance.
2. The student is deemed unlikely to achieve academically due to extremely low course grades. (Amended 7/22/1996)
3. The student is often absent from class without a reasonable cause.
4. The student disrupts classes with unauthorized group activity or severely disrupts the academic atmosphere with on-campus activities.
5. The student’s actions in on/off campus activities severely diverts from one’s duty as a student, damaging KAIST’s reputation or damage or property.
6. The student browsed informational material without authorization or falsified, damaged, leaked the material or disrupted the normal operation of on/off campus information systems. (Newly inserted 7/22/1996)
7. The student used ghostwriting in his/her thesis or other papers. (Newly inserted 12/24/2010)
8. The student engaged in other activities that violate school regulations.

Article 60 (Types of Disciplinary Action) Disciplinary action shall be categorized into probation, suspension, and expulsion.

Chapter 3 Special Provisions for Each Program

Section 1 Master’s & Doctoral Program

Article 61 Deleted (7/22/1996)

Article 62 (Eligibility for Application) ① A college graduate who has received (or is due to receive) a degree from home or abroad or has equivalent qualifications according to law may apply for the entrance exam for the master’s or integrated degree program. (Newly inserted 7/22/1996, Amended 2/27/2003, 6/15/2005)
② Master’s and professional master’s program students at KAIST may follow required procedures to apply for the entrance exam for the doctor’s degree program after completing courses for one year.
③ Students from other graduate schools may follow required procedures to apply for the doctor’s program entrance exam after completing the master’s program.
KAIST master’s program students may follow required procedures to apply for the integrated program. 〈Newly inserted 3/31/2004, Amended 6/15/2005〉

The entrance exams prescribed in Paragraph 1 and 3 shall be conducted according to the exam method prescribed in Article 30. The President shall make decisions on the exam period, etc. and the integrated program in Paragraph 4. 〈Amended 7/22/1996, 7/25/2003, 3/31/2004〉

Article 63 (Admission to Doctoral Programs) ① Should a KAIST graduate who received, or is due to receive, a degree want to enter the doctoral program, he/she must pass the doctoral entrance exam or be recommended by the to-be-advisor. The same shall apply to KAIST students recognized by the Deliberation Committee for outstanding course grades. 〈Amended 7/22/1996〉
② Should a student who received, or is due to receive, a master’s degree from another university(graduate school) want to enter the doctoral program, the student must pass the doctoral entrance exam and be recommended by the to-be-advisor for the doctoral degree. 〈Amended 7/22/1996〉

Article 63.2 (Years for Course Completion) ① The number of years for course completion are 2 years for master’s and professional master’s programs, 4 years for doctoral degree programs, and 5 years for the integrated degree programs.
② Students of the relevant program who have met the degree requirements prescribed in Article 66 may receive a degree regardless of the years for course completion. [Article newly inserted 4/4/2014]

Article 64 (Minimum Course Requirement) Master’s and professional master’s program students must take at least 2 semesters, doctoral program students must take at least 2 semesters, and integrated program students must take at least 4 semesters (including master’s courses already taken) of full-time courses. However, KAIST scholarship recipients and general scholarship recipients may take part-time courses if needed with the authorization of the President. 〈Amended 7/22/1996, 7/25/2003, 3/31/2004, 12/31/2008〉

Article 65 (Term for Years of Enrollment) ① Master’s and professional master’s program students may not exceed 3 years, doctoral program students may not exceed 5 years, and integrated program students may not exceed 6 years of enrollment. 〈Amended 7/22/1996, 3/31/2004, 12/31/2008〉
② Deleted 〈7/22/1996〉
③ Semesters during for academic leave of absence shall not be included in the total number of enrolled semesters. 〈Amended 7/22/1996〉
④ Should a student need to extend enrollment because of unavoidable reasons and receives recommendation from the department head and dean, enrollment may be extended 1 year at a time up to a maximum of 2 times after deliberation by the Deliberation Committee. (Amended 12/31/2008, 9/1/2013)

⑤ Students who fail to complete the required courses despite extending enrollment shall be expelled.

**Article 66** (Credits for Completion of Each Program) ① Students of each department must earn course credits and research credits, and the number of credits for each program are as follows. However, the number of credits may change according to the characteristics of each department/major after deliberation by the Curriculum Deliberation Committee and authorization of the President. (Amended 12/1/1999, 7/26/2000, 7/25/2003)

1. Master’s and Professional Master’s Programs: Must take a total of at least 33 credits including 21 credits for courses and research. (Amended 7/22/1996, 12/1/1999, 12/31/2008)

2. Doctoral Program: Must take a total of at least 60 credits including at least 30 course credits and at least 30 research credits. Course credits earned in the master’s and professional master’s programs may be accumulated in the total number of credits. (Amended 7/22/1996, 7/26/2000, 12/31/2008)

3. Integrated Programs: Must take a total of at least 60 credits including at least 30 course credits and research credits. Course credits and research credits earned during master’s programs may be accumulated in the total number of credits. (Newly inserted 3/31/2004, Amended 12/31/2008)

② GPA must be at least 2.5/4.3 to receive a degree from each department. (Newly inserted 7/22/1996)

Article 66.2 (Minor, Double Major) Students of each program may have a minor or double major with authorization from the President. The President shall make decisions on relevant details.


**Article 67** (Maximum Number of Credits) ① Full-time students of each program must complete 9 credits or more to 12 credits or less each semester, including research credits. However, if the student wishes to take more than 12 credits he/she must receive authorization from the advisor and department head in advance. (Amended 7/12/1991)

② The required number of credits per semester for part-time students of
each program shall be decided on separately by the President. <Amended 9/9/1993, 7/22/1996, 12/27/2007>

**Article 68 (Qualification Exam)**

1. In accordance with the rules prescribed in Articles 30 and 62, the President may order qualification exams to evaluate the competence of students who entered into master’s, doctoral, and integrated programs to receive a degree from the relevant program. <Amended 12/12/1995, 7/22/1996, 7/25/2003, 3/31/2004>
2. Deleted <12/12/1995>
3. Students who fail to pass the qualification exam prescribed in Paragraph 1 shall be expelled. <Amended 12/12/1995>
4. The President shall make decisions on who takes the exam, application deadline, exam method, exam period, etc. <Amended 12/12/1995, 7/25/2003>

**Article 69** Deleted <7/22/1996>

**Article 70 (Completion of Each Program)** A certificate of completion may be given to students who completed the required number of credits per program prescribed in Article 66. <Amended 7/22/1996>

**Article 71 (Reasons for and Period of Academic Warning)** Students who belong to any one of the following paragraphs shall receive an academic warning. The academic warning shall be given before the next semester begins. <Amended 7/22/1996, 4/3/1997, 3/1/2001>

1. Students whose GPA accumulated up to the previous semester is lower than 2.5/4.3. However, students whose accumulated number of course credits is less than 12 shall be exempt from this rule.
2. Students whose thesis research grade for the previous semester is U(Unsatisfactory)

### Section 2 Bachelor’s Degree Program

**Article 72** Deleted <7/22/1996>

**Article 73 (Eligibility for Application)** Eligibility for application to the bachelor’s degree program shall be decided by the President after deliberation by the Plenary Department Head Meeting. <Amended 7/12/1991, 7/25/2003>

**Article 74** Deleted <7/22/1996>

**Article 75** Deleted <7/22/1996>

**Article 76 (Number of Years for Course Completion)** The number of enrolled years to complete the bachelor’s degree program shall be 4. However, for
transferred students it shall be 2. 〈Amended 7/22/1996〉

2 Students who have completed the required number of credits for the bachelor’s program may receive a bachelor’s degree regardless of the number of enrolled years. 〈Amended 7/22/1996〉

**Article 77** (Term of Enrolled Years) ① Students in the bachelor’s program may not enroll for more than six years. However, semesters taken for academic leave of absence shall not be counted into the total number of enrolled years. Students who did not meet the English requirements for graduation and received program completion shall not be subject to the enrollment limit. 〈Amended 3/31/1995, 1/5/2004, 4/5/2012〉

2 Students who fail to meet the entire course requirement after the number of enrolled years has passed shall be expelled.

**Article 78** (Credit Completion for Each Program) ① The required number of credits to graduate the bachelor’s program shall be at least 130, and the GPA for all courses must be at least 2.0/4.3. 〈Amended 7/22/1996, 4/3/1997〉

2 Deleted 〈1996. 7.22〉

**Article 79** (Division of School Years) ① In principle there are no fixed school years, but for the convenience of handling academic affairs the school year of enrolled students shall be categorized as follows. 〈Amended 7/22/1996, 12/1/1999〉

1st Year: Until 32 credits are earned
2nd Year: Earned 33~65 credits
3rd Year: Earned 66~98 credits
4th Year: Earned more than 99 credits

2 Students who earned the number of credits prescribed in Paragraph 2 shall be recognized as having completed the according school year. 〈Newly inserted 7/22/1996〉

**Article 80** (Credit Approval Exam) ① Students may acquire credits for courses they have not taken by passing a credit approval exam. 〈Amended 7/22/1996〉

2 Students must receive a B− or higher to pass the credit approval exam, and the course grade shall be assigned according to the rules prescribed in Article 49.1. 〈Amended 7/22/1996, 12/1/1999〉

**Article 81** (Major, Minor and Double Major) ① The required number of major course credits for graduation shall be at least 40. 〈Amended 4/3/1997〉

2 Students who have selected and completed at least 18 course credits of a
specific major or educational program outside of their major shall be recognized as having a minor. 〈Amended 4/3/1997, 6/15/2005〉

③ Students in the bachelor’s degree program may complete a second major with the authorization of the President. 〈Amended 7/25/2003〉

④ The President shall make decisions on details regarding majors, minors, and double majors. 〈Amended 7/25/2003〉

Article 82 Deleted 〈7/22/1996〉

Article 83 (Course Retake) Students may retake a course they had previously taken. 〈Amended 7/22/1996〉

Article 84 (Supplementary Exams) ① Students who cannot take exams due to military service, illness, or other unavoidable reasons must submit the Supplementary Exam Form with documentary evidence attached and receive authorization from the President. 〈Amended 7/25/2003〉

② Supplementary exams shall take place before the next semester begins. 〈Amended 7/22/1996〉

③ Deleted 〈7/22/1996〉

Article 85 (Cum Laude) ① Bachelor students who have qualified for graduation, have exceptionally outstanding grades and show excellent conduct shall be categorized into summa cum laude, magna cum laude, and cum laude, and will be rewarded accordingly when they graduate. The honors shall also be recorded in their school register and diploma. 〈Amended 7/22/1996, 7/25/2003, 12/31/2008〉

② Students who had received an academic warning during their enrollment shall be excluded from receiving honors.

Article 86 (Reasons for and Period of Academic Warning) ① Academic warnings shall be given before the beginning of the next semester to students whose GPA of the previous semester was lower than 2.0/4.3. Students who received such grades during summer or winter courses shall be exempt from this rule. 〈Amended 3/1/1995, 7/22/1996, 12/29/2006〉

1. Deleted 〈7/22/1996〉

2. Deleted 〈7/22/1996〉

② Deleted 〈12/29/2006〉

Article 86.2 Deleted 〈7/22/1996〉
Chapter 4 Supplementary Rules

Section 1 Payments, Scholarships, Mandatory Service After Graduation

Article 87 (Payments) ① Students of each program must make payments (divided into admission and tuition fees) within the required registration period. Should a student’s educational expenses be collected by agreement with another institution, it shall be recognized as the payment. 〈Amended 7/11/1996, 4/17/1998〉


③ Payments may be reduced in whole or part for students in master’s or doctoral programs who receive the KAIST scholarship or general scholarships. 〈Amended 7/22/1996〉

④ The President shall make decisions regarding the type of payment and collection after deliberation by the Deliberation Committee. 〈Amended 7/25/2003〉

Article 88 〈Deleted 10/26/2015〉

Article 88.2 (Tuition Deliberation Committee) A tuition deliberation committee shall be established to deliberate on matters regarding the appropriation of payments. Faculty, students, and related experts shall compose the committee, and the President shall make decisions regarding its organization and operation. 〈Newly inserted 7/29/2011〉 〈Amended 10/26/2015〉

Article 89 (Collection of Actual Fees) ① Part of the fees used for research facilities and on-site visits may be collected from students of each program. 〈Amended 7/22/1996〉

② As a principle, fees for using dormitories shall be collected from students of each program. However, students may be exempt from this fee in whole or part when the President recognizes the need to do so. 〈Amended 7/25/2003〉

Article 90 (Scholarships) ① A fixed amount of scholarship shall be given to students with good conduct and excellent course grades.

② The Deliberation Committee shall deliberate on and establish separate
regulations for scholarship eligibility, amount, and other provisions.

**Article 91** (Educational Fees, Etc.) ① Government scholarship students in the master’s, doctoral, or integrated programs may receive an adequate amount of support or assistance in paying educational fees. 〈Amended 3/31/2004〉
② The President shall make decisions on matters regarding the implementation of Paragraph 1. 〈Amended 7/25/2003〉

**Article 92** (Tuition for Course Retake) Tuition of which the amount is decided by the President must be paid for retaken courses. 〈Amended 7/22/1996, 7/25/2003〉

**Article 93** (Tuition Support) ① For students having financial difficulties to pay tuition and show good conduct and excellent grades, or show good conduct and satisfactory grades, a certain amount of tuition support shall be given. 〈Amended 7/22/1996〉
② Tuition support shall not be provided to students for the time they are on academic leave of absence or received an academic warning. Tuition support shall not be provided for the next semester (excluding summer/winter sessions) for students who fail to acquire at least 15 credits each during the summer and winter sessions.
③ The President shall makes decisions on matters regarding the implementation of Paragraphs 1 and 2. 〈Amended 7/25/2003〉

**Article 94** Deleted 〈7/26/2000〉

**Section 2 Student Activities**

**Article 95** (Student Union) ① A student union can be established as a self-governing organization.
② Details on the organization, functions, and operation of the student union shall be prescribed in regulations authorized by the President. 〈Amended 7/25/2003〉

**Article 96** (Extracurricular Activities) ① Students may autonomously participate in extracurricular activities within the boundary prescribed in these Regulations.
② Students must be advised by their advisors on extracurricular activities and the activities may not disturb education, research, or order within KAIST.

**Article 97** (Student Life Advice) Students of each department shall receive student life advice from their advisors. Advisors shall respond to individual counseling requests from students and help resolve problems.
Article 97.2 (Support for Disabled Students) Disabled students shall be supported so that there is no discrimination or disadvantage, and the President shall make decisions on related details. <Newly inserted 9/2/2011>

Article 98 (Prohibition of For-Profit Activities) Students shall not work in other places for profit without the authorization of the President. <7/25/2003>

Article 99 (Material Publication) ① Should a student group or student wish to publish periodic or non-periodic materials such as newspapers or academic papers, the student or group must receive authorization from the President. <Amended 7/25/2003>
② Students must receive advice from an advisor chosen by the President regarding the publishing and editing of material. <Amended 7/25/2003>
③ The President shall make decisions on details related to the publishing, editing, and distribution of materials. <Amended 7/25/2003>

Section 3 Dormitories

Article 100 (Operation of Dormitories) ① KAIST shall operate dormitories for students to reside in. Students of each department can use dormitories according to decisions made by the President. <Amended 7/25/2003>
② The President shall make decisions on details regarding the use, management and operation of dormitories. <Amended 7/25/2003>

Section 4 International Students

Article 101 (Admission of International Students, Etc.) ① Each department may admit international students regardless of the student number limit. <Amended 7/22/1996>
② Deleted <7/22/1996>
③ The President shall make decisions on admission eligibility and the admission method for international students. <Amended 7/25/2003>
④ Deleted <7/22/1996>
⑤ Deleted <7/22/1996>

Section 5 Trainees, Auditors, Open Lectures

Article 102 (Training Programs) ① KAIST can establish non-degree training programs.
programs outside of the student limit for the distribution of science and technology through cooperation with industry. Training programs shall be established to the degree that they do not affect normal education.

② Educational programs shall not be longer than 2 years.

**Article 103** (Trainee Qualifications) Those who want to attend training programs must be a four-year university graduate or is recognized as having at least an equivalent level of education, and must pass the entrance exam.

**Article 104** (Auditors) ① The President shall allow students who meet qualifications to audit courses. 〈Amended 7/12/1991, 7/26/2000, 7/25/2003〉
② The President shall make decisions on details regarding auditor qualifications, registration, certification and audit fees. 〈Amended 7/25/2003〉

**Article 105** (Open Lectures) KAIST shall establish open lectures and the President shall make decisions on its details. 〈Amended 7/22/1996, 12/1/1999, 7/25/2003〉

**Article 105.2** (For-credit Open Lectures) ① For-credit open lectures shall be established during winter or summer vacations for students enrolled in other universities or graduates of other universities.
② Should a student who completed for-credit open lectures enter a master’s program in KAIST, the credits and grades shall be recognized. 〈Amended 7/22/1996〉

[Newly inserted 7/12/1991]

**Section 6 Others**

**Article 106** (Amendments to Regulations) A resolution by the Board of Directors and authorization of Minister of Science, ICT and Future Planning is required to make amendments to these Regulations. 〈Newly inserted 7/22/1996, Amended 12/1/1999, 3/31/2008, 3/23/2013〉

**Article 107** (Enforcement of Regulations) The President shall make decisions on the enforcement of these Regulations. 〈Amended 7/25/2003〉
Attached Table 1, Deleted <7/12/1991>

Attached Table 2

**Departments for University of Science and Technology Majors**

<table>
<thead>
<tr>
<th>Department</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Physics</td>
<td>Physics Major</td>
</tr>
<tr>
<td>Department of Biological Engineering</td>
<td>Biological Engineering Major</td>
</tr>
<tr>
<td>Department of Mathematical Sciences</td>
<td>Mathematical Sciences Major</td>
</tr>
<tr>
<td>Department of Chemistry</td>
<td>Chemistry Major</td>
</tr>
<tr>
<td>Department of Management Science</td>
<td>Management Science Major</td>
</tr>
<tr>
<td>Department of Industrial Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Mechanical Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Production Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Material Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Electrical Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Computer Science</td>
<td>Computer Science Major</td>
</tr>
<tr>
<td>Department of Civil Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Aeronautical Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Nuclear Engineering</td>
<td></td>
</tr>
<tr>
<td>Department of Chemical Engineering</td>
<td>Chemical Processing Major</td>
</tr>
<tr>
<td>Department of Industrial Design</td>
<td>Department of Industrial Design</td>
</tr>
</tbody>
</table>
3. Network Usage and Information Security

A. Applying for an IP address

- Go to the KAIST information communications and security service website http://ict.kaist.ac.kr
- Log in using the web portal account; apply through IP & Account Request Service
- Each room in a dormitory is assigned an IP address so set the IP address accordingly
B. Applying for an IP address online

- Fill in all the blanks to apply for an IP address
C. Searching for an existing IP address

- Click on “KAIST IP Address Check Service” and “Dormitory IP Search Service”

D. PC Network Setup

- KAIST IP Address Check Service
- Windows IP Setup Methods
  - Start à Set up à Control à Network Connection à Local Areas Connection à Internet Protocol (TCP/IP)
  - Enter the IP and gateway Addresses
  - Ex: If the IP address is “143.248.222.11”,
    * IP address: 143.248.222.11
    * Subnet Mask: 255.255.255.0
    * Default Gateway: 143.248.222.1
    * Default Setup DNS: 143.248.1.1.77

E. Windows Network Setup Confirmation

- Start à Run à please input CMD à ipconfig/all
- If the IP set-up appears, then the network has been properly set.
F. Network Connection – IAA Verification

- IAA Verification
  - Only approved users can connect to the network so as to ensure security of the system.
  - Both wired/wireless computers must input authentication information and be approved to be connected to the network.
  - For more information, please visit the ICT website.

G. When you have problems connecting to the network

- IP blocked from IP collision
- De-authentication due to expiration of usage period
  - If your given period for network use expires, you must go through the authentication process using a new authentication page
- Searching for blocked IP addresses
  - Explanation and other information regarding an IP blockage can be searched on the ICT homepage

H. Computer Security

- No network misuse and/or abuse
- Copyright violation will lead to legal punishment
  - Be cautious about files under copyright laws such as movies and music files
- Corrective measures for maintaining information security
  - Update the OS and the latest virus vaccines.
  - Regularly update important data.
  - Regularly change to secure passwords.
  - Passwords must be a minimum of 8 characters and include both letters and numbers.
  - Do not share files.
  - Do not open suspicious e-mails. Delete such e-mails immediately.
  - Only use certified software.
  - Turn off computers when away.
I. Applying for a WiFi account

- Applying for a wireless LAN account: https://ict.kaist.ac.kr or https://rd.kaist.ac.kr
  - The wireless LAN account ID and portal ID are the same, but a new password must be set for a wireless LAN account.
  - However, the VPN account and the wireless LAN account are the same and can be used after applying.
  - SSID: Welcome_KAIST
  - Connect to the Internet after logging in using the wireless LAN account.
- Refer to the manual for using wireless LAN

J. Accessing KVPN

- Use KVPN to access an on-campus PC or server from off-campus.
- VPN accounts are the same as wireless LAN accounts.
- First access KVPN, and then run the application program to access your own system.
4. Using Telephones

A. Wired Telephones

- Extension telephones installed on campus
- Can make and receive calls within campus as well as off-campus, and also supports other special functions
- How to call

<table>
<thead>
<tr>
<th>Call Type</th>
<th>Area</th>
<th>How to Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calling within campus (designated calls)</td>
<td>Within area</td>
<td>Extension number</td>
</tr>
<tr>
<td></td>
<td>On campus administration</td>
<td>*0 + extension</td>
</tr>
<tr>
<td></td>
<td>Dormitories (on-campus, Moonji, Hwa-am)</td>
<td>*0 + extension</td>
</tr>
<tr>
<td></td>
<td>Seoul Campus (including Dogok-dong)</td>
<td>*1 + extension</td>
</tr>
<tr>
<td></td>
<td>Korea Science Academy of KAIST (Busan)</td>
<td>*5 + extension</td>
</tr>
<tr>
<td></td>
<td>EM Life Science Research Institute</td>
<td>*6 + extension</td>
</tr>
<tr>
<td></td>
<td>Outgoing calls</td>
<td>9 + phone number</td>
</tr>
<tr>
<td></td>
<td>On campus administration (including Moonji Campus)</td>
<td>042 – 350 – extension</td>
</tr>
<tr>
<td></td>
<td>Dormitories (On-campus, Moonji, Hwa-am)</td>
<td>042 – 351 – extension</td>
</tr>
<tr>
<td></td>
<td>Seoul Campus</td>
<td>02 – 958 – extension</td>
</tr>
</tbody>
</table>

B. Wireless Telephone (Free Zone)

- Free Zone allows wire telephones and KT carriers to call freely within the KAIST campus by linking the wire switchboard and the wireless switchboard.
- Apply for the Free Zone service at the certified KT store on campus, and register at the Information Communication Team website (http://ict.kaist.ac.kr)
- Calling using Free Zone: # + extension number + call
- Receiving calls from off campus
  Ex) if the free zone number is 072000: 042 – 351 – 2000
C. Information regarding telephone usage and other functions
   • Refer to the Telephone Guide on the Information Communication Team website (http://ict.kaist.ac.kr)

D. Help desk for inquiries regarding information communication
   • Inquiries about network: T. 2412
   • Inquiries about information security: T. 2413
   • Inquiries about voice communication: T. 2000
   • Inquiries about phone numbers: T. 2114
## 5. Major Websites

### A. Portal

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>PC: <a href="http://portal.kaist.ac.kr">http://portal.kaist.ac.kr</a> Mobile: <a href="http://m.portal.kaist.ac.kr">http://m.portal.kaist.ac.kr</a></td>
<td></td>
</tr>
<tr>
<td>Logging in</td>
<td>Use your Portal ID and password to log in New members click on “Join”</td>
<td></td>
</tr>
<tr>
<td>Main service contents</td>
<td>Shortcut feature (Direct links to other school services)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Announcements (regarding offices, students, seminars/events, family events, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bulletin board (living hall, repairs and cleaning, IT service inquiries, proposals and inquiries, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calendar (academic, personal, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Search (members, office phone numbers, posts, etc.)</td>
<td></td>
</tr>
<tr>
<td>Linked services</td>
<td>Email, WebERP, academic affairs system, library, Security Team, reservations, KLMS, etc.</td>
<td>For questions, contact the person in charge of the respective team.</td>
</tr>
</tbody>
</table>

### Home main screen

![KAIST Portal Home Screen](image_url)

### Department in charge

Academic Affairs Information Team  
(042 - 350 - 1491, portal@kaist.ac.kr)
### B. S/W License(정품 S/W)

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Desk Top version : <a href="https://kftp.kaist.ac.kr">https://kftp.kaist.ac.kr</a></td>
</tr>
<tr>
<td>Logging in</td>
<td>Use your Portal ID and password to log in</td>
</tr>
<tr>
<td></td>
<td>※ New member click to &quot;IAM service(Sign up)&quot;</td>
</tr>
<tr>
<td>Main service</td>
<td>Microsoft(windows8, windows7, Windows Vista, Windows XP, Office, Visual Studio, Visio Pro)</td>
</tr>
<tr>
<td></td>
<td>Acrobat Professional 9, 10, XI (Mac, Windows)</td>
</tr>
<tr>
<td></td>
<td>Flash Pro CS5.5, CS6</td>
</tr>
<tr>
<td></td>
<td>Illustrator CS5</td>
</tr>
<tr>
<td></td>
<td>Photoshop Extended, Professional X</td>
</tr>
<tr>
<td></td>
<td>Adobe Premiere Pro, After Effects, InDesign, Dreamweaver</td>
</tr>
<tr>
<td></td>
<td>SAS, MatLab, Anti–Virus, UCS, Mind Map</td>
</tr>
</tbody>
</table>

### Home main screen

![Image of KAIST students]

### Department in charge

Managerial Information Team  
📞 042–350–5938  📧 portal@kaist.ac.kr

Managerial Information Team  
📞 042–350–5938  📧 portal@kaist.ac.kr
C. Electronic Library

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>PC: <a href="http://library.kaist.ac.kr">http://library.kaist.ac.kr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobile: <a href="http://m.library.kaist.ac.kr">http://m.library.kaist.ac.kr</a></td>
<td></td>
</tr>
<tr>
<td>Logging in</td>
<td>① SSO Log In: using Portal ID and password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>② Library Log In: using student number and password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>set by owner</td>
<td></td>
</tr>
<tr>
<td>Main service</td>
<td>Research (liberal arts/major books, electronic</td>
<td></td>
</tr>
<tr>
<td>contents</td>
<td>books, electronic journals, database, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loan/Extension/Checking reservations, requesting a book</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for purchase, applying for library use education</td>
<td></td>
</tr>
<tr>
<td>Linked services</td>
<td>KOASAS (KAIST Open-Access Self Archiving System)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://koasas.kaist.ac.kr">http://koasas.kaist.ac.kr</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subject Guides (<a href="http://libguides.kaist.ac.kr">http://libguides.kaist.ac.kr</a>)</td>
<td></td>
</tr>
</tbody>
</table>

Home main screen

Department in charge
Academic Information Development Team
(042 – 350 – 4495 / library@kaist.ac.kr)
### D. RIMS / RIMS Discovery

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td><a href="http://rims.kaist.ac.kr">http://rims.kaist.ac.kr</a> (login with the portal ID and password)</td>
<td>Not available for mobile</td>
</tr>
<tr>
<td>Site introduction</td>
<td>RIMS allows to collect, register, and utilize the research achievements of the KAIST researchers. Also, it is linked with related systems.</td>
<td></td>
</tr>
</tbody>
</table>
| Access Privileges     | - RIMS: Full-time faculty, Ph. D students, department managers and students designated as assistants  
                       - RIMS Discovery: KAIST members |                                  |
| Site content          | - RIMS: Journal articles, conference papers, books, research projects, patents, careers, degrees, lecture records, advised students and other research activities  
                       - RIMS Discovery: Retrieval and analysis services of researchers, journal articles, conference papers, research projects, patents on the RIMS | Linked with the ERP              |
| Linked system         | The achievements on the RIMS are sent to the KRI ([http://www.kri.go.kr](http://www.kri.go.kr)). KOASAS, and ResearcherID. |                                  |

### Homepage main screen

![Welcome to RIMS Discovery](image)

Find KAIST researchers & research output through RIMS Discovery

### Department in charge

Academic Information Development Team  
(042 – 350 – 4493~4 / rims@kaist.ac.kr)
## E. KLMS

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Address      | PC: [http://edu3.kaist.ac.kr](http://edu3.kaist.ac.kr), [http://klms.kaist.ac.kr](http://klms.kaist.ac.kr)  
Mobile: [http://edu3.kaist.ac.kr](http://edu3.kaist.ac.kr), [http://klms.kaist.ac.kr](http://klms.kaist.ac.kr)  
App version: ready for service |         |
| Logging in   | ① Shortcut from Portal: Log In to Portal and click on “KLMS shortcut”  
② SSO Log in: access KLMS, use Portal account to log in |         |
| Main service contents | - Offers course page for each class (can upload and download class related materials)  
- Video streaming of lectures on campus |         |
| Home main screen | ![KLMS Home Main Screen](image) |         |
| Department in charge | Education 3.0 Initiative Global eLearning Center  
Administrative Operation Team  
(042 - 350 - 6073 / klms@kaist.ac.kr) |         |
## F. OTL (Online Timeplanning with Lectures)

<table>
<thead>
<tr>
<th>구분</th>
<th>내용</th>
</tr>
</thead>
</table>
| Address      | PC: http://otl.kaist.ac.kr  
Mobile: under construction                                               |
| Logging in   | Go to OTL website → Log in using Portal ID                           |
| Main service contents | Able to plan timetables in advance using the courses open per semester  
Offers information related to course evaluation and student opinions for different courses |
| Home main screen | ![Home main screen screenshot]                                           |
| Department in charge | KAIST Service Development  
Opensource student club SPARCS  
[otl@sparcs.org]                                                      |
### G. KAIST Herald

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| Address | PC: [http://herald.kaist.ac.kr](http://herald.kaist.ac.kr)  
App version: ready for service (Search Keyword: Herald KAIST) | |
| Logging in | - Not required | |
| Main service contents | - Offers articles of monthly English newspaper published by undergraduate students of KAIST | |

#### Home main screen

![Image of KAIST Herald home main screen]

#### Department in charge

KAIST Herald (kaistherald@gmail.com)
H. KAIST International Student Association (KISA)

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>PC: <a href="http://kisa.kaist.ac.kr">http://kisa.kaist.ac.kr</a></td>
<td></td>
</tr>
<tr>
<td>Logging in</td>
<td>- Register first</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Login using your account</td>
<td></td>
</tr>
<tr>
<td>Main service contents</td>
<td>- News for KAIST International students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Posting articles on international students’ online forum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Registrations of the KISA-room</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- PM to communicate with other registered users</td>
<td></td>
</tr>
</tbody>
</table>

Home main screen

Department in charge
KAIST International Student Association (President Rana Islamiah Zaroh, ranaiz@kaist.ac.kr / Vice President Saw Phei Er, pheier@kaist.ac.kr)
### I. Graduate Student Association Life Union

<table>
<thead>
<tr>
<th>Type</th>
<th>Content</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td><a href="http://gsa.kaist.ac.kr/union/">http://gsa.kaist.ac.kr/union/</a></td>
<td></td>
</tr>
<tr>
<td>Logging in</td>
<td>Log in with Portal SSO ID/PW</td>
<td></td>
</tr>
<tr>
<td>Main service contents</td>
<td>Graduate student association life union do cooperative purchase for apples, etc</td>
<td></td>
</tr>
<tr>
<td>Home main screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department in charge</td>
<td>KAIST Graduates Life Union Committee</td>
<td>(☎ 042-350-0381 <a href="mailto:gcoop@gsa.kaist.ac.kr">gcoop@gsa.kaist.ac.kr</a>)</td>
</tr>
</tbody>
</table>
6. Shuttle Bus Information

A. Main Campus – Wolpyeong Station – Downtown Section
Roundtrip Shuttle Operation
Target Users: Constituents of KAIST and visitors
Vehicle: 25 person Minibus
Operating Info: Operates 8 times a day during the week 2016.09.26 ~
※ Operating Schedule

<table>
<thead>
<tr>
<th>No</th>
<th>Depart from Main Campus</th>
<th>Downtown Section</th>
<th>Arrive at Main Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Auditorium</td>
<td>Administration Building</td>
<td>Duck Pond</td>
</tr>
<tr>
<td>1</td>
<td>09:05</td>
<td>09:07</td>
<td>09:09</td>
</tr>
<tr>
<td>8</td>
<td>17:05</td>
<td>17:07</td>
<td>17:09</td>
</tr>
</tbody>
</table>

B. Roundtrip Shuttle Between Campuses
Operating Route (roundtrip) : Main campus – Munji Campus – Hwaam Dormitory
※ Boarding location: Main Campus (E15 Auditorium, W8 Educational Support B/D, W8 Educational Support B/D next to the duck pond) – Munji Campus (In front of the main building) – Hwaam Dormitory (Entrance)
Vehicle: Bus
Operating Company: Koreana Travel (Co.)
Operating Info: operates 27 times a day during the week, 13 times on weekends and holidays.
Operates from 07:40~03:40 the following day.
※ Main Campus - Munj Campus - Hwa-am Dormitory, Shuttle Bus Schedule (During Weekdays)

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:10</td>
<td>7:20</td>
<td>7:30</td>
<td>7:34</td>
<td>7:50</td>
<td>8:05</td>
<td>8:10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>7:40</td>
<td>7:50</td>
<td>8:00</td>
<td>8:04</td>
<td>8:20</td>
<td>8:35</td>
<td>8:40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>8:10</td>
<td>8:20</td>
<td>8:30</td>
<td>8:34</td>
<td>8:50</td>
<td>9:05</td>
<td>9:10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>8:40</td>
<td>8:50</td>
<td>9:00</td>
<td>9:04</td>
<td>9:20</td>
<td>9:35</td>
<td>9:40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9:20</td>
<td>9:30</td>
<td>9:40</td>
<td>9:44</td>
<td>10:00</td>
<td>10:15</td>
<td>10:20</td>
<td>10:30</td>
<td>10:40</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>9:50</td>
<td>10:00</td>
<td>10:10</td>
<td>10:14</td>
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※ Main Campus – Munj Campus – Hwa-am Dormitory, Shuttle Bus Schedule(Saturdays, Sundays and Holidays)

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C. Seoul Shuttle Bus from Main Campus
Operating Route (One way) : Main Campus – Gangnam Terminal – Shinchon Rotary
Vehicle: Bus
Operative Company: Koreana Travel (Co.)
Operating information: Departs every Friday (18:00) in front of the auditorium
Price: 9,000 KRW per person (one way)
Application Procedure: Make reservations on the portal reservation system ※ Faculty and staff may apply after the students.
D. OLEV On-campus Shuttle

Operating Route: 8 locations on campus (departs from the undergraduate cafeteria)

Operating Interval: 15 minutes

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8. Public Transportation and How to get to KAIST

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<th>Starting point</th>
<th>Operation interval</th>
<th>Sutonggol</th>
<th>Last stop</th>
<th>Tambang Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>104 간선 (Kaan)</td>
<td>Weekdays 16 – 18 minutes</td>
<td>Saturdays 17 – 19 minutes</td>
<td>Holidays 18 – 20 minutes</td>
<td></td>
</tr>
<tr>
<td>Hanbat University, Samsung Fire &amp; Marine Insurance Co., Training Institute, Gu-‘am 8 tong, National Cemetery Station, Yuseong Market, Jangdae Middle School, Chungnam University, Yuseong Gu Office, Daejeon Regional Meteorological Administration, National Science Museum, Seogu Health Center, Mugunghwa Apartments, Hanareum Apartments, Sungryong Elementary School, Nuri Apartments back gate, Galma Station, Dunsan Girls’ High School, Galleria Timeworld, Daejeon City Hall, Nokwon Apartments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Starting point</th>
<th>Allocation interval</th>
<th>Tamnip-dong</th>
<th>Last stop</th>
<th>Songrim Maeul</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 자선 (Kaan)</td>
<td>Weekdays 18 – 20 minutes</td>
<td>Saturdays 19 – 21 minutes</td>
<td>Holidays 20 – 22 minutes</td>
<td></td>
</tr>
<tr>
<td>Tamnip Pedestrian Overpass, Water Resources Corporation Training Institute, Daedeok Innopolis Sports Park Entrance, Jeonmin-dong Community Center, Jeonmin 4, Expo Apartments, MBC Broadcasting Company, National Science Museum, Daejeon Regional Meteorological Administration, KAIST, Yuseong-Gu Office, Chungnam University, Yuseong Hot Spring Station, Yuseong Intercity Bus Stop, Daejeon Cheonyangwon, National Cemetery Station, Noeun Agriculture and Fisheries Market, Neoun Station, Hagi Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### B. Subway Information

- Subway from Daejeon Station (about 30 minutes): Daejeon Station to Wolpyeong (KAIST) Station
- Use the round–way shuttle from main campus to Wolpyeong station
- Operating days: only on weekdays (does not operate on holidays, Saturdays and Sundays)
- Wolpyeong (KAIST) Station Departure timetable: Departing from Wolpyeong → KAIST
  - 08:28, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00
- Boarding location: Wolpyeong Station Exit 3 → walk 50m → next to the bus station
- KAIST departure timetable: departing at KAIST to Wolpyeong
  - 09:40, 10:40, 11:40, 12:40, 13:40, 14:40, 15:40, 16:40, 18:00
- Boarding location: In front of the Auditorium (E15 Building) → Information Center next to the Educational Support Building (W8) → at the Duck Pond (near the main gate)

C. Driving to KAIST
- North Daejeon IC
  Go to North Daejeon IC, and then make a left at the three-way intersection towards the Yuseong and Daedeok Research and Development Zone → Go straight at the Hwa-Am intersection → Turn right at Do-Ryong three-way intersection (in front of the Daedeok Science and Culture Center) in the City Hall and Government Complex direction → Turn right at the Science Park intersection in the Yuseong and KAIST direction → Go straight for about 700 m at the Guseong three-way intersection → KAIST Main entrance
- Yuseong IC
  Go to Yuseong IC and turn right at the Yuseong IC three-way intersection → Turn right at the World Cup intersection towards Chungnam University → Go straight at the Gung Dong intersection and then enter the side road next to the underground road way → Make a slight left at the Chungnam University main gate five-way crossing → Yuseong borough office → KAIST Main entrance

D. Using public transportation
- Bus: Disembark at the Yuseong Geum Ho Express Bus Terminal and take a taxi (total distance: about 4 km; estimated time: about 10 minutes)
• Train: After arriving at Daejeon Station, take the subway and disembark at Wolpyeong Station → take a taxi (about 1.7km; estimated time: about 5 minutes)

• There is a free shuttle at the KAIST shuttle bus station across from the E-Mart Traders at Wolpyeong Station. (Refer to the Shuttle Bus Information for the operation times)

E. Taking the express bus and city bus

• Dongbu Express / Intercity bus terminal (about 40 minutes): 602 bus and 604 bus

• Take the 604 bus at the Noblesse Wedding Hall past the police station in front of the express bus terminal > Disembark at Yongmoon Station and transfer to the 604 bus

• Yuseong Geumho Express Bus terminal (about 10 minutes): 104 bus
  - First walk in the SK Energy direction and take the bus at the Chung Yang building on the right side of the main road

• Yuseong Intercity bus terminal (about 10 minutes): 102 bus and 5 town shuttle bus

F. Taking a taxi at the express bus terminal

• Dongbu Express / Intercity bus terminal (about 20 minutes)
  - Go to the taxi stand next to the express bus terminal

• Yuseong Geumho Express Bus Terminal (about 10 minutes)
  - Take a taxi in front of the terminal

• Yuseong Intercity bus terminal (about 10 minutes)
  - Take a cab from across the terminal

G. Taking subway from Daejeon Station

• Daejeon Station to Wolpyeong Station (KAIST Station) – about 30 minutes

• Shuttle bus in operation from Wolpyeong station to KAIST

• Shuttle bus only operates on weekdays (does not operate on holidays, Saturdays and Sundays)
• Wolpyeong (KAIST) Station Departure timetable: Departing at Wolpyeong → KAIST
  - 08:28,10:00,11:00,12:00,13:00,14:00,15:00,16:00,17:00
• Boarding location: Wolpyeong Station Exit 3 → walk 50m → next to the bus station
• KAIST Departure timetable: departing from KAIST to Wolpyeong
  - 09:40,10:40,11:40,12:40,13:40,14:40,15:40,16:40,18:00
• Boarding location: In front of the Auditorium (E15 Building) → Information Center next to the Educational Support Building (W8) → at the Duck Pond (near the main gate)

H. Taking city bus from Daejeon Station

• Bus from Daejeon Station (about 40 minutes): 606 bus → transfer to 104 bus (to KAIST main entrance), 604 bus (KAIST back gate)
• Come out of the station square and walk 300 m to the right, take the 606 bus in front of Shin ophthalmologist → transfer at Seogu health center

I. Taking a taxi at Daejeon Station

• Taxi from Daejeon station (about 25 minutes)
• Come out of the station square and go to the taxi stand on the right

J. Taking a taxi from West Daejeon Station

• Taxi from West Daejeon station (about 20 minutes)
• Go past the station square, cross the two-lane road and go to the taxi stand
• There is no convenient bus route from West Daejeon station, so taxis are highly recommended.
### K. Incheon Airport to Daejeon (via bus)

<table>
<thead>
<tr>
<th>Route name</th>
<th>Stop number</th>
<th>Passing stops</th>
<th>First bus</th>
<th>Last bus</th>
<th>Operation interval</th>
<th>Estimated time</th>
<th>Fare</th>
<th>Operating company contact info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gangnam Express Bus Terminal</td>
<td>4A, 10A</td>
<td>Incheon Airport &gt; Gangnam Express Bus Terminal (Central City, Marriott Hotel)</td>
<td>To Gangnam Express Terminal 05:20</td>
<td>To Gangnam Express Terminal 22:20</td>
<td>10–20 minutes</td>
<td>60 minutes</td>
<td>12,000 won</td>
<td>Central City 02)282–0606</td>
</tr>
<tr>
<td>Yeongdeungpo Station (608 Bus)</td>
<td>6B, 13A</td>
<td>Incheon Airport, International Business District (Incheon International Airport Corporation), Camppo Airport, Songjeong Station, Balsan station, Naebusun Arcade for tourists, 88 Gymnasium, Gimpo Station, Yeongdeungpo Trolleybus Company, Yeongdeungpo Market Station, Yeongdeungpo Station (Lotte Department Store), Yeongdeungpo Phil Department Store</td>
<td>To Yeongdeungpo Station 05:45</td>
<td>To Yeongdeungpo Station 23:00</td>
<td>20 minutes</td>
<td>60 minutes</td>
<td>6,500 won</td>
<td>Gimpo: 4,500 won</td>
</tr>
<tr>
<td>Yeongdeungpo Station (301 Bus)</td>
<td>2A, 9A</td>
<td>Incheon Airport, Camppo Airport, Songjeong Station, Balsan station, Naebusun Arcade for Tourists, Gangeso Health Center, River Park Hotel, Yeongdeungpo Station, Samseong Station, Sookmyung Women’s University Station, Seoul Station, City Hall</td>
<td>To Yeongdeungpo Station 06:30</td>
<td>To Yeongdeungpo Station 22:00</td>
<td>35–40 minutes</td>
<td>100 minutes</td>
<td>4,500 won</td>
<td>GangIn Passengers 02)578-1738</td>
</tr>
<tr>
<td>Seoul Station (603 Bus)</td>
<td>6A, 12B</td>
<td>Incheon Airport, Camppo Airport, Songjeong Station, Balsan station, Naebusun Arcade for Tourists, Gangeso Health Center, River Park Hotel, Yeongdeungpo Station, Samseong Station, Sookmyung Women’s University Station, Seoul Station, City Hall</td>
<td>To Seoul Station 05:13</td>
<td>To Seoul Station 22:50</td>
<td>100 minutes</td>
<td>100 minutes</td>
<td>6,500 won</td>
<td>Gimpo: 4,500 won</td>
</tr>
<tr>
<td>Seoul Station</td>
<td>4A, 10A</td>
<td>Incheon Airport ↔ Yongeun Station ↔ Seoul Station</td>
<td>To Seoul Station 05:25</td>
<td>To Seoul Station 22:20</td>
<td>10–15 minutes</td>
<td>60 minutes</td>
<td>12,000 won</td>
<td>Central City 02)282–0606</td>
</tr>
<tr>
<td>Daejeon</td>
<td>8B</td>
<td>Incheon Airport, In front of Hotel Lotte Daejeon, Daejeon Government Complex (West gate), Daejeon (Dongbu Intercity Bus Terminal)</td>
<td>To Daejeon Station 06:00</td>
<td>To Daejeon Station 22:10</td>
<td>30–60 minutes</td>
<td>200 minutes</td>
<td>Regular 14,200 won</td>
<td>Geumnam Express Bus 042)384–7770</td>
</tr>
</tbody>
</table>
L. Incheon Airport to Daejeon (via train)

- Operating routes (Honam Line)

<table>
<thead>
<tr>
<th>Main Stops</th>
<th>Distance</th>
<th>Estimated Time</th>
<th>Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seoul – West Daejeon</td>
<td>160.8km</td>
<td>49 minutes</td>
<td>19,800 won</td>
</tr>
</tbody>
</table>

- Operating routes (Gyeongbu Line)

<table>
<thead>
<tr>
<th>Main Stops</th>
<th>Distance</th>
<th>Estimated Time</th>
<th>Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seoul – Daejeon</td>
<td>159.8km</td>
<td>49 minutes</td>
<td>19,700 won</td>
</tr>
</tbody>
</table>

- Connecting bus from Incheon Airport to high-speed train (Seoul Station and Yongsan Station direction)

<table>
<thead>
<tr>
<th>Route name</th>
<th>Stop number</th>
<th>Passing stops</th>
<th>First bus</th>
<th>Last bus</th>
<th>Operation interval</th>
<th>Estimate d time</th>
<th>Fare</th>
<th>Operating company contact info.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seoul Station</td>
<td>4A, 10A</td>
<td>Incheon Airport ↔ Yongsan Station ↔ Seoul Station</td>
<td>To Seoul, Yongsan 05:25</td>
<td>To Seoul, Yongsan 22:20</td>
<td>10 – 15 minutes</td>
<td>50 – 60 minutes</td>
<td>12,000 won</td>
<td>Central City 02)6282 – 0606 Airport Express Bus 02)592 – 4943</td>
</tr>
</tbody>
</table>
9. School Anthem

궁 등 작사
정 두영 작곡

협찬 고 무게있게 (♩ = 92)

C       F
C

반 만 년 역사 속에 용지를 펼치는 여기
한 민족 푸른 꿈을 세계로 깔치는 여기

G       C       F       C       G7       C

전 림의 전당 한국 과학 기술 원
창조의 산실 한국 과학 기술 원

Am       Em       Am       G7

과학 도의 궁지와 포부를 안고
끌임없는 탑구와 창의력으로

C       F       C       Dm       G7       C

빈 열하늘 미래의 신구자 되자
전진하는 인류의 햇빛이 되자

G7       C       D7       G7

새 역사의 주인 새로운 대의 보람

C       F       C       F#dim7       C       G7       C

한국 과학기술 원 우리의 자랑

www.kast.ac.kr
Counseling / Support

Is Counseling / Support needed?

Yes

1. Academics / Career

What kind of help is required?

2. Psychological / General student life

Curriculum
- Tutoring Program
- Administrative Team of the School of Freshman [T.1242]
- Academics and Career Counseling Office [T.2466, 2468]
- TAs

Academics / Career
- Academics / Career Academic Advisor
  - Department CA
  - Each Department Administration
- Director of Undergraduate Studies
  - Each Department Administration
- Academics and Career Counseling Office [T.2466, 2468]

Mentoring Program
- Mento
  - Counseling Center [T.7942]

Professional Counseling
- Counseling Center [T.7942]
  - Homepage: kcc.kaist.ac.kr
- KAIST Clinic [T.0590, 0591]
  - Homepage: clinic.kaist.ac.kr

3. Human Rights

Center for Ethics and Human Rights
- Homepage: humanrights.kaist.ac.kr
- Graduate Association Students
  - Human Rights Center
  - Email: hro@gsa.kaist.ac.kr
- Ombudsperson [T.2011]
  - Email: ombudsperson@kaist.ac.kr

Freshman Support
- Proctor / Academic advisor / Administrative Team of the School of Freshman
  - Homepage: freshman.kaist.ac.kr

International Student Support
- Buddy Program
  - International Scholar and Student Services Team [T.2482]
- ISSS Advisor
  - International Scholar and Student Services Team [T.2481]