

IV. Teaching and Research



1. Curriculum

1) Curriculum Organization

- (1) Principle of Curriculum Organization: The curriculum is organized to help students complete each degree program (undergraduate, master's and doctoral programs). Each department is responsible for the course offerings.
 - The curriculum consists of undergraduate and graduate courses, and is organized into departments or major units.
 - The undergraduate courses consist of general education courses and major courses.
 - Graduate programs consist of master's and doctoral programs, which are administered as a whole unit.
- (2) Curriculum Committee
 - The Academic Administration Committee is responsible for researching, discussing and reviewing important matters related to the curriculum.
 - The Committee reviews the following:
 - Establishing, changing, dividing and closing of majors
 - Offering and managing major courses
 - Regulations for completion of major coursework and interim measures
 - Recommended Tracks for Undergraduate Majors
 - Other matters related to the curriculum
 - The Liberal Education Committee is responsible for matters regarding the organization of curriculum for general education.
- (3) Revision of Curriculum
 - In principle, the curriculum is revised once every year; revision needs to be completed prior to the publication of the course handbook.
 - The revision of curriculum complies with the following process:
 - A department head makes a proposal in the first half of each academic year. The respective dean of the undergraduate/graduate school examines the proposals, asks the curriculum revision committee to review them, and finally reports the result to the Division of Academic

Affairs.

- The Dean of Academic Affairs consults the other undergraduate/graduate schools to coordinate the details of the proposals.
- Coordinated proposals are sent to the Academic Administration Committee for further review.
- The contents of revision are officially announced.

2) General Education

The Faculty of Liberal Education is responsible for general education courses, and serves as the center for enhancing the quality of general education.

Organization of general education courses aims at guiding students toward understanding and appreciating the value of general education, and further cultivating students' scholarly potential. General education consists of the following three categories.

(1) Basic Courses

Basic Courses develop fundamental skills that are universally required in college-level education. For example, courses are devoted to developing communication ability in Korean and foreign languages, training in quantitative and theoretical reasoning, or teaching the characteristics of scientific knowledge and practicing laboratory experiments.

- Each college requires students to take College Korean.
- Each college requires students to take 1 or 2 courses among College English 1, 2 and Advanced English.
- Students in Natural Sciences and Engineering are required to take Calculus 1 and 2 (or Calculus for Life Science 1 and 2, or Honor Calculus 1 and 2).
- Several colleges require students to take a course in writing; Writing in Humanities, Writing in Social Sciences or Writing in Science and Technology.
- Students in Natural Sciences and Engineering are required to take several courses in basic sciences; physics, chemistry, biology or earth science, etc.
- Students in Humanities are required to take a course in a foreign

language other than English.

(2) Core Courses

Core Courses aim at developing students' intellectual knowledge and insight in main areas of human life. By taking Core Courses, students learn how to shape their points of view and express their opinions on significant issues in the world. Moreover, Core Courses enable students to formulate comprehensive knowledge beyond an individual field of study and to develop their ability to discern the complexity of the world. Core Courses consist of 5 areas, which include Literature and Arts, History and Philosophy, Society and Ideas, Nature and Technology, and Life and Environment.

- All the Core Courses are taught by full-time faculty members.
- In order to effectively administer the Core Courses, a doctoral student TA is assigned to each course in order to help with homework check, discussion session, and maintenance of e-learning system.
- Every semester, a selection of excellent papers is published, and 3 outstanding papers chosen from each field are awarded with scholarships.

(3) General Courses

The aim of General Courses is to expose students to a variety of studies. Courses introduce students of fundamental areas of knowledge. In general, introductory courses belong to this category.

※ Special Education Programs

- Freshman Seminar: By facilitating an active engagement between first-year students and full-time faculty members, Freshman Seminars foster basic academic aptitude and help students adjust to a new life in college. These seminars are strongly recommended for freshmen. These courses offer opportunities for acquiring knowledge in various fields and thus assist freshmen in choosing what to major in and how to plan their future career. As these courses are run in many flexible formats to include discussion, field trips, and guest lectures, students are able to experience learning beyond theoretical training and passive acquisition of knowledge. The class size is

limited to 15 students to facilitate communication between students and the teacher. Freshman Seminar is a one-credit course, and each freshman can take at most one freshman seminar.

- Volunteer Social Services: These are offered as courses since 2006 for the purpose of overcoming the weakness of campus-centered education. Volunteer Social Services develop the students' sense of community and leadership skills. 3 courses are offered: Volunteer Social Services 1, 2 and 3. Each course is a one-credit course. Volunteer Social Service 1 is a pre-requisite for Volunteer Social Service 2, and a successful completion of both 1 and 2 with distinction is a prerequisite for Volunteer Social Service 3, which offers an opportunity to participate in the overseas service program.
- Student Directed Education: Student Directed Education courses provide students with opportunities to practice in-depth academic pursuits and collaborative efforts through an advising faculty member's close guidance and interactions with peers. 3 courses are offered including Student Directed Study 1 (2 credits, each), Student Directed Study 2 (2 credits, each), and Peer Group Seminar (1 credit). Students choose their field of study and conduct research/seminars in these courses throughout a semester under the guidance of an advising faculty member and a graduate TA.

3) Major Requirements

(1) Credit Requirements for Degree Programs

a. Undergraduate Programs: Undergraduate students are required to complete 130 credits or more including 36 credits or more in general education courses and 39 credits or more in major courses.

- Major
 - Each department offers major courses
 - Major courses consist of required and elective courses. Required courses are designated by each department. Elective courses consist of non-required courses or courses from other departments. Students are encouraged to consult Recommended Tracks for Undergraduate Majors established by each department.

- A third-year student or above in an undergraduate program may take courses in a master's program upon the approval of the department head. The credits (up to 6) may be counted either towards the graduation or for the completion of master's program upon entering a master's program, but not for both.
- Double Major
 - Double major students complete major requirements in 2 departments or majors (at least 39 credits in each).
 - Overlapping courses for both majors are approved by both as follows;
 - In case of overlapping major courses in both majors (including common coursework within a college), up to 9 credits may count towards the completion of major credits in both majors.
 - In case of courses offered by a third department, up to 3 credits may count towards the completion of major credits in both majors upon approval.
- Interdisciplinary Major
 - An interdisciplinary major is an independent major offered by 2 or more departments.
 - The student may take an interdisciplinary major as the second major by completing at least 39 credits in the interdisciplinary major.
- Minor: Students may minor in another department or major by completing at least 21 credits.
- Combined Minor
 - A combined minor consists of combined coursework (21 credits or more) designed by a department on the top of major coursework (39 credits or more).
 - A combined minor is available only for the students in the department that offers the combined minor.
- Student-Designed Minor
 - Students may design their own minors on the top of their major coursework (39 credits or more).
 - Student-designed coursework (21 credits or more) should be approved in advance.

<Minimum Credit Requirements for Undergraduate Program>

College		Graduation Requirement	GE	Major		Double Major	Minor
				Single Major	More than one Major		
College of Humanities	Depts other than Philosophy	130	36	60	39	39	21
	Dept of Philosophy			N/A			
College of Social Sciences		130	36	60	39	39	21
College of Natural Sciences	Depts other than below	130	47	60	39	39	21
	Dept. of Preliminary Medicine	68	45	17	N/A	N/A	N/A
	Dept. of Preliminary Veterinary Medicine	68	43	18	N/A	N/A	N/A
College of Nursing		140	36	94	94	N/A	N/A
College of Business Administration		130	36	60	39	39	21
College of Engineering	Depts/Majors other than below	130	56 (Dept. of Materials Science and Eng.: 55)	62	39	39	21
	Dept. of Naval Architecture and Ocean Engineering						22
	Dept. of Energy Resources Engineering						23
	Dept. of Mechanical Aerospace Engineering						24

College		Graduation Requirement	GE	Major		Double Major	Minor				
				Single Major	More than one Major						
	Dept. of Architecture/ Architecture Engineering Major										
	Dept. of Chemical and Biological Engineering										
	Dept. of Nuclear Engineering							42	42		
	Dept. of Electrical/ Computer Science and Engineering							60	39	39	21
	Dept. of Architecture/ Architecture Major							160	37	110	110
College of Agriculture and Life Sciences	Depts other than below	130	36	48							
	Dept. of Landscape Architecture and Rural System Engineering	130	36	60				48	48	24	
	Dept. of Biosystems and Biomaterials Science and Engineering	130	36					39	39	21	
	Dept. of Agricultural Economics and Rural Development	130	36								
College of Fine Arts		130	36	60	48	48	24				

College		Graduation Requirement	GE	Major		Double Major	Minor
				Single Major	More than one Major		
College of Law		140	36	63	63	N/A	40
College of Education	Depts other than below	130	36	60	52	52	21
	Dept. of Mathematics Education and Science-related depts of education		37				
	Dept. of Social Studies Education		36	65	53	53	30
	Dept. of History Education						36
College of Human Ecology	Dept. of Food and Nutrition/Dept. of Clothing and Textiles	130	41	60	48	39	24
	Dept. of Consumer and Child Studies	130	42				
College of Veterinary Medicine		148	N/A	148	N/A	N/A	N/A
College of Pharmacy		150	37	109	109	N/A	N/A
College of Music	Dept. of Vocal Music	130	36	72	72	N/A	N/A
	Dept. of Composition (Composition)			62	62	N/A	N/A
	Dept. of Composition (Theory)					46	30
	Dept. of Instrumental Music (Piano)			64	64	64	

College		Graduation Requirement	GE	Major		Double Major	Minor
				Single Major	More than one Major		
	Dept. of Instrumental Music (String and Wind Music)			74	74	74	
	Dept. of Korean Music			48	48	48	21
College of Medicine		148	N/A	148	N/A	N/A	N/A
College of Liberal Studies	Major selected from SNU's majors	130	44	Credits for Selected Major	Credits for Selected Major	N/A	N/A
	Major as Student-Designed Minor			60	39		

※ Explanation on Credit Requirements

1. Number of credits: Must earn minimum number of credits
2. Major Credits:
 - ① Credits for single major: Number of credits required for students with just one major
 - ② Credits for more than one major: Number of credits required for just the main major students are seeking and have selected more than one type of major or are concurrently taking courses for teaching certification (according to Article 68, Clause 1 of university requirements)
3. Double Major and/or Minor Credits: Number of credits required for double major and/or minor
4. ' - ' means that there are no credit requirements for the corresponding department/major
5. Further details on regulations regarding and courses needed for earning credits for main major, double major, and/or minor are specified by each department/division
6. Students under the Department of Liberal Studies must earn credits following requirements provided for their selected major

[Interim Measures]

The above credit requirements for undergraduate program apply to students admitted since 2008 and previous requirements are applied to students admitted since or before 2007 (students may choose to follow the new requirements if they wish to do so). However, credit requirements for the College of Agriculture and Life Sciences apply to students admitted since 2009 and previous requirements are applied to students admitted since or before 2008 (students may choose to follow the new requirements if they wish to do so). Furthermore, previous requirements must be applied to students admitted since or before 2007 under the College of Business Administration.

b. Graduate Program

<Minimum Credit Requirements for Graduate Program>

Program	Department	Credits
Master's	i) All depts, divisions, and majors excluding those in ii) iii), iv), v) vi), vii), and viii) and master's program (division 2) in Graduate School of Public Health	24
	ii) Dept. of Music	26
	iii) Dept. of Fine Arts, Dept. Crafts and Design, all depts in Graduate School of Public Health, Graduate School of Public Administration, and Graduate School of Environmental Studies	30 ¹⁾
	iv) Dept. of International Studies and Dept. of Business Administration	45
	v) Dept of Law	90
	vi) Dept of Dentistry	165
	vii) Dept of Medicine	148
	viii) All depts in Graduate School of Convergence Science and Technology	27
Doctoral	i) All depts, divisions, and majors excluding those in ii) iii), iv), and v)	36
	ii) Dept. of Music	40
	iii) All depts in Graduate School of Convergence Science and Technology	42
	iv) Dept. of International Studies	45
	v) Dept of Law	24

1) Excluding master's program (division 2) in Graduate School of Public Health - Evening Program.

2. Faculty Activities

1) Academic Calendar

- An academic year is from March 1st to February 28th of the following year. Each academic year consists of spring and fall semesters, and summer and winter sessions.
- Academic schedule is determined by the academic calendar each year
- Each semester lasts 15~16 weeks, and each session lasts 5~6 weeks.

- Formally the first semester runs from March 1st to August 31st of each academic year and the second semester runs from September 1st to February 28th of the following year.
- Please refer to the Academic Calendar each year.

2) Courses

(1) Course Syllabus

- a. Course syllabi should be submitted prior to the start of course registration.
- b. How to submit
 - Faculty members and lecturers can directly input their syllabi on the web.
 - Go to SNU's portal, my SNU (<http://my.snu.ac.kr>) and login → Administration → Course → Syllabus → Select academic year and semester → Click on course title and input the syllabus
 - ※ Foreign faculty members need to ask their department for assistance until the English version of my SNU is available. English version of my SNU is under construction.
 - Course syllabi should be submitted in advance to provide students with information about courses.

(2) Course Opening

- a. Requests for course opening are made in September and March for spring and fall semester respectively.
- b. Criteria for Course Opening
 - General Education Courses
 - Each core course may be attended by up to 200 students
 - A department opening new core courses must delete the same number of general courses offered by department.
 - Major Courses
 - The total number of credits of the courses offered by a department in each semester should not exceed the minimum credit requirement for major courses of the department.
 - In principle, the number of courses offered by a department in a semester should not exceed the number of courses offered by the

department in the corresponding semester of the previous academic year.

- Graduate Program

- A department with both master's and doctoral programs may offer courses so that the total credits are within 75% of the minimum credit requirements for the master's and doctoral degrees.

- A department with only master's or doctoral programs may offer courses so that the total credits do not exceed the minimum credit requirements for the corresponding degree.

c. Remarks

- In principle, courses that are cancelled due to the small number of students should be offered every other year.
- After course openings have been approved, it is impossible for departments to add or to substitute courses. Therefore, departments should be very cautious when finalizing their course openings.

d. Criteria for Course Cancellations

Type		Criteria for Course Cancellations	
Undergraduate	General Education Courses	Below 50% of the class capacity, or 19 or fewer students	
	Major Courses	Faculty Members and Visiting Professors	4 or fewer students
		Others	7 or fewer students
Graduate	Graduate Courses	Faculty Members and Visiting Professors	2 or fewer students
		Others	3 or fewer students

e. Course openings for spring and fall semesters are finalized in December of the previous academic year and June of the current academic year respectively.

(3) Teaching Load

- Every faculty member teaches 9 or more hours per week, in principle.
- A department with any faculty member not teaching his/her responsible hours is not allowed to have part-time lectures.
- A research professor, or researchers (including postdoctoral

researchers) or teaching assistants may teach 3 hours or less per week upon the approval of his/her undergraduate/graduate dean. Research professor and teaching assistant, however, will not receive any monetary compensation.

3) Grading

(1) Grading Criteria

- Grades are given on the basis of exam scores, homework, attendance and class performance.

(2) Grades and Point Values

Grades are given in letters A, B, C, D and F. These grades are further subdivided into +, 0, and – as follows:

Grades	A+	A0	A-	B+	B0	B-	C+	C0	C-	D+	D0	D-	F
Point Values	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0

- A student will receive “W” for any course that he/she drops after the add/drop period.

- A student may be given an “I” if he/she has an incomplete work. The student should complete the work within 3 weeks from the last day of the class to get a proper grade; otherwise he/she will receive an “F”.

(3) Grade Distribution

- For an undergraduate course, it is recommended to give 20~30% of students As, 30~40% of Bs, and 30~50% of Cs.
- For a general education course, A and B may be given to up to 70% of students.
- Distribution of +, 0 and – within the same grade may be determined by professors and lecturers.

(4) Remarks

- A student taking a leave of absence during a semester is considered to be canceling his/her registered courses.
- For a student receiving a disciplinary punishment, the faculty council of the responsible college handles and assigns the student's grades. All the registered courses will be cancelled for a student receiving a

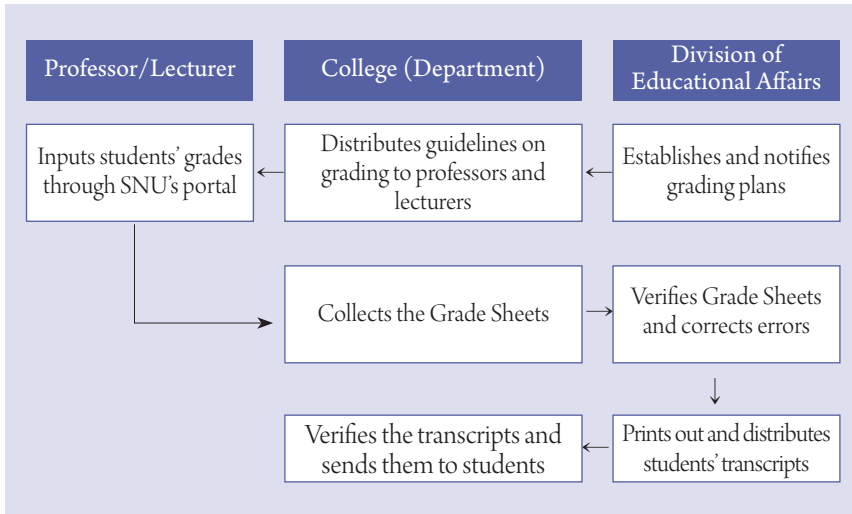
suspension lasting more than one quarter of a semester before the final examination week.

- Grade Assignment for Repeated Courses: When a student takes the same course twice or more, the last grade is counted. On his/her transcript, the course is indicated as a repeated course.

(5) Submission of Grades

- Due Date for Grade Submission: Within a week of the last day of the class
- Procedures of Grade Submission
 - Online Submission: Go to SNU's portal, my SNU (<http://my.snu.ac.kr>) and login ➡ Administration ➡ Grade management ➡ Use the grade input menu (Until the English version, which is under construction, is available, you may need assistance of your department.)
 - Submission of a Printed Version: Print out and submit the 'Grade Sheet' to your department within a week from the last day of the class.
 - Incomplete Grade: When a professor cannot give a grade to a student within the due date for some reason, he/she may submit a grade of "I" (incomplete) along with a statement explaining the reason. The professor must submit a completed grade within 3 weeks from the last day of the class; otherwise, the student will receive an "F" automatically.
 - Transcripts: The Division of Educational Affairs prints out and verifies 'transcript (for student)' and sends them to colleges to be delivered to students. A missing grade for any course at the time of printing out is automatically processed as an "F".

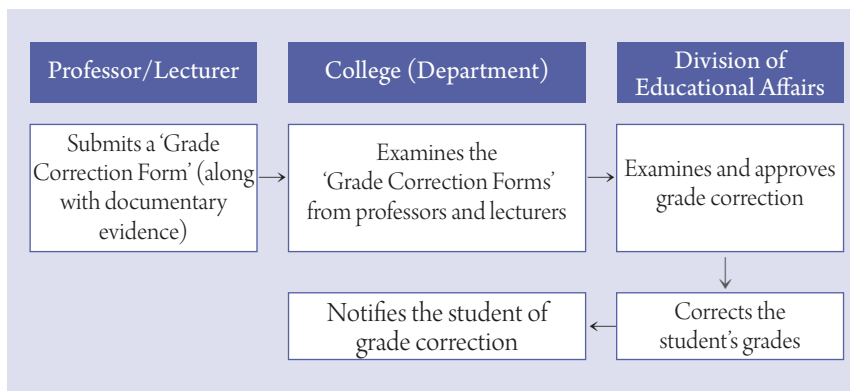
< Flowchart of Grading Procedures >



(6) Grade Correction

- Grade correction can be made in case of a professor's mistake. Correction needs to be made within 4 weeks from the last day of the class.
- Procedures: A professor submits a 'Grade Correction Form' along with documentary evidence (an attendance sheet, exams, scores, etc.) to the dean through his/her department head. The dean examines the 'Grade Correction Form' and attached documents, and sends them to the Division of Educational Affairs. The Division of Educational Affairs examines the 'Grade Correction Form' and attached documents. Then, the University President approves the grade correction.

<Flowchart of Grade Correction Procedures>



4) Student Advising

- (1) When a student registers for courses, he/she needs approval from his/her advisor or department head. When cancelling a course, a student needs approval from the professor or lecturer of the course.
- (2) When a student applies to take a leave of absence or to return to university, he/she needs approval from his/her advisor. When withdrawing from the university a student needs approval from his/her advisor.

5) Miscellaneous

- (1) Teaching at Other Schools
 - A faculty member is considered to be teaching at other schools when he/she is teaching regular or non-regular (extracurricular) courses at other institutions for more than a month on a regular basis.
 - In such a case, the following principles should be observed:
 - A faculty member may not teach more than 2 days or 6 hours a week at other schools.
 - A faculty member who has not fulfilled his/her teaching responsibilities at SNU, or a research professor is not allowed, in principle, to teach at other schools.
 - A faculty member whose teaching loads have been reduced due to an administrative appointment at SNU is not allowed to teach at other schools.

- A faculty member in charge of Extension Programs during the semester is not allowed to teach at other schools.
- The total number of teaching hours of a faculty member at SNU and other schools cannot exceed 16 hours per week.
- A teaching assistant is not allowed to teach for more than one day (3 hours a week) at more than one school (including SNU).
- A faculty member is not allowed to teach at grade schools since this may influence entrance exams and cause social criticism.
- In exceptional cases, a faculty member may teach at other schools upon approval from the University President.
- Request for Approval: A faculty member intending to teach at other schools submits the 'Request Form for Teaching at Other Schools' to his/her department in order to get approval from the university. The approval should be gotten at least 10 days prior to the beginning of corresponding semester.

(2) Extension Programs

- An Extension Program is a non-degree program offering educational training to the community in accordance with Article 26 of the Higher Education Act. An Extension program lasts a year, a semester or less.
- The Extension Program Administration Committee approves Extension Programs considering their purpose, participating students, duration, and curricula.
- Extension Programs are evaluated every 2 years by the Committee. An Extension Program evaluated as C two consecutive times may be cancelled.

3. Academic Research

1) Sabbatical Leave

- (1) Purpose: A sabbatical leave provides a faculty member with an opportunity to refresh himself/herself, to develop his/her research and teaching ability, and to search for a new field or direction of study.
- (2) Selection Criteria: A faculty member may apply for a sabbatical leave to

focus on his/her research or academic development. In principle, the number of faculty in each department exempted from lectures cannot exceed one seventh of the total number of faculty members in the department (For more details, please contact the Office of Academic Affairs).

(3) Eligibility

- Basically, a faculty member is eligible for a sabbatical leave of one semester after 3 years of teaching or 2 semesters after 6 years of teaching.
- A faculty member is not eligible for a sabbatical leave if:
 - He/she has been exempted from lectures for one semester (6 months) or more within the last 3 years, or 2 semesters (one year) or more within the last 6 years.
(With the exception of maternity leave, leave of absence for less than a year due to pregnancy, childbirth and the rearing of children, and sick leave, leave of absence due to a disease and military service compelled by law, leave of absence due to government call, etc., the exemption period is not included in the number of semesters in service);
 - He/she has not submitted research reports;
 - His/her retirement date is within one year from the last day of his/her sabbatical year.

(4) Selection Procedures

- A faculty member applying for a sabbatical leave submits an application form to his/her department.
- The department chair recommends the application for a sabbatical leave to the dean after reviewing and adjusting application within the department;
- The dean reviews the application and recommends the applicants to the University President for sabbatical leave;
- The University President approves the sabbatical leaves upon the review of the Academic Administration Committee.

(5) A faculty member who returns from a sabbatical leave should submit a report to the department within 6 months upon the completion of the sabbatical leave.

(6) Remarks

- A new faculty member is eligible for a one-year sabbatical leave after 3 years of service. During this entire year, he/she must stay abroad. In formality, one semester is used for sabbatical leave, the other for dispatch leave.
- Courses taught by a faculty member on a sabbatical leave need to be offered every other semester or every other year, or another faculty member in the same department.
- In principle, SNU does not provide the faculty members on sabbatical leave with (internal) research funds.

2) Academic Activity Support

Item of Support	Supportee	Support Details	Application	Report of Results
Expenses for participating in an international academic conference	• All faculty members including Endowed Professors	• Once a year (from January to December) • Round-trip airfares or local expenses (6 nights and 7 days) in the amount of 2 million KRW or less	• 15 days prior to participating in the conference	• Within a month upon return
Expenses for hosting domestic and international academic conferences	• College, Graduate Schools, Departments, Majors or Research Institutes, etc. Department (Major), Research Institutes, etc.	• Once a year (from January to December) • International: 5 million KRW or less outside SNU (8 million KRW or less inside SNU) • Domestic: 3 million KRW or less	• First Half: by the end of March • Second Half: by the end of June	• Within a month after the end of the conference
Publication fee in international academic journals	• All faculty members including Endowed Professors	• Up to 2 articles a year (from January to December) • Total expenses for publications	• any time	• Within a month after the publication of the article
Expenses for holding workshops	• All faculty members including Endowed Professors	• Once in a year (from January to December) • 2 million KRW or less per topic	• First Half: by the end of March • Second Half: by the end of June	• Within a month after the end of the workshop

Item of Support	Supportee	Support Details	Application	Report of Results
Expenses for inviting an internationally renowned scholar	• College, Graduate Schools, Departments, Majors or Research Institutes, etc. Department (Major), Research Institutes, etc.	• Once in a year (from January to December) • 2 million KRW per person including airfare and/or local expenses	• First Half: by the end of March • Second Half: by the end of June	• Within a month after the scholar leaves SNU

3) Overseas Travel

(1) Official Overseas Travel

- Official Overseas Travel during a Semester
 - A faculty member may take an official overseas travel during a semester to give a presentation, or to participate in discussion at an international academic conference, to make a research visit, etc.
 - Limitation: A faculty member may take official overseas travel for not more than 14 working days in one academic year (weekends, national holidays and vacations are not counted as working days).
 - ※ In case of exceeding the total of 14 days for official overseas travel, a faculty member should get a special permission from the University President prior to the travel.
 - ※ Possible official overseas travels over 14 days, for examples, are:
 - In the case that a faculty member participates in an international conference as the president or board member of the conference upon request;
 - In the case that a government agency asks and appoints a faculty member to conduct official international affairs of the agency
- Official Overseas Travel during Summer and Winter Vacations
 - A faculty member may take an official overseas travel during summer and winter vacations.
- Documents for Application of Official Overseas Travel
 - Overseas Travel Plan (Form)
 - Invitation letter and translation (if not in English)
 - Statement for special permission (in case of exceeding 14 days in one

academic year)

- Plan for rescheduling lectures (usually prepared by departments)

(2) Non-official Overseas Travel

- A faculty member may take non-official overseas travel during the semester when:
 - Undergoing urgent medical treatment;
 - Participating in relatives' funerals or weddings;
 - Visiting relatives for other urgent reasons
- ※ Days in these travels are counted towards 14 day limit.
- A faculty member may take non-official overseas travel during the summer and winter vacations.