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Special & General Admission Guide for  
Graduate School of Hankuk University  
of Foreign Studies, Fall 2017



한국외국어대학교 대학원

THE GRADUATE SCHOOL OF HANKUK UNIVERSITY OF FOREIGN STUDIES

## I. Application for Prospective Students

- Applicants are permitted respectively for Master's and Doctoral and Integrated MA/PhD programs by the prescribed documents and oral interview

## II. Admission Process & Graduate Division

Division	Department	Program			Major
		Master's	Ph.D	Integrated MA/PhD	
Social & Human Sciences	Department of English Linguistics	○	○	○	English Linguistics
	Department of English Literature	○	○	○	English Literature
	Department of English Translation	○	○	○	Translation Studies
	Department of French Language and Literature	○	○	○	French Linguistics
					French Literature
	Department of German Language and Literature	○	○	○	German Linguistics
					German Literature
	Department of Russian Language and Literature	○	○	○	Russian Linguistics
					Russian Literature
	Department of Spanish Language and Literature	○	○	○	Spanish Linguistics
					Spanish Literature
	Department of Italian Language and Literature	○			Italian Linguistics
					Italian Literature
	Department of Portuguese Language and Literature	○			Portuguese Linguistics
					Portuguese Literature
	Department of Scandinavian Language and Literature	○			Swedish Linguistics
					Swedish Literature
	Department of Teaching English to Speakers of Other Languages	○	○	○	TESOL
Department of Japanese Language and Literature	○	○	○	Japanese Linguistics	
				Japanese Literature	
Department of Chinese Language and Literature	○	○	○	Chinese Linguistics	
				Chinese Literature	

Division	Department	Program			Major			
		Master's	Ph.D	Integrated MA/PhD				
Social & Human Sciences	Department of India-ASEAN Languages, Literature and Translation	○	/	/	Hindi Linguistics			
					Hindi Literature			
					Hindi Translation			
					Malay-Indonesian Linguistics			
					Malay-Indonesian Literature			
					Malay-Indonesian Translation			
					Thai Linguistics			
					Thai Literature			
					Thai Translation			
					Vietnamese Linguistics			
					Vietnamese Literature			
					Vietnamese Translation			
	Department of Middle East Language and Literature	○	/	/	Arabic Linguistics			
					Arabic Literature			
					Turkish Linguistics			
					Turkish Literature			
					Persian Linguistics			
					Persian Literature			
	Department of African Language and Literature	○	/	/	African Linguistics			
					African Literature			
	Department of Central and East European Language and Literature	○	/	/	Polish Linguistics			
					Polish Literature			
					Rumanian Linguistics			
					Rumanian Literature			
					Hungarian Linguistics			
					Hungarian Literature			
					Yugoslav Linguistics			
					Yugoslav Literature			
					Czech Linguistics			
					Czech Literature			
Bulgarian Linguistics					○	/	/	Bulgarian Linguistics
								Bulgarian Literature
Department of Comparative Literature	/	○	/	Comparative Literature				
Department of Linguistics and Cognitive Science	○	○	○	Linguistics				
Department of Philosophy	○	○	○	Western Philosophy				
	○	○	○	Oriental Philosophy (Asian Studies)				
Department of History	○	○	○	Korean History				
	○	○	○	Asian History				
	○	○	○	Western History				

Division	Department	Program			Major
		Master's	Ph.D	Integrated MA/PhD	
Social & Human Sciences	Department of Archives and Information	○	○	○	Archives
	Department of Global Cultural Contents	○	○	○	Cultural Contents
	Department of Turkic, Central Asian and Mongolian studies	○	○	○	Politics·Economics
					Humanity·Sociology
	Department of International Affairs	○	○	○	Politics
					Economics
					Socio & Cultural Affairs
	Department of Political Science and International Relations	○	○	○	Politics
	Department of Public Administration	○	○	○	Public Administration
	Department of Law	○	○	○	Public Law
					Private Law
	Department of Media and Communication	○	○	○	Media and Communication
	Department of International Economics and Law	○	○	○	International Trade
	Department of Economics	○	/	/	Economics
					Financial Economics
	Department of Management	○	○	○	Business Administration
	Department of International Business	○	○	○	International Business
					International Finance
Management Information Systems					
Department of Global Sports	○	/	/	Global Sports Management	
				Global Sports Science	
Department of Korean Language and Literature	○	○	○	Department of Korean	
				Language and Literature	
				Teaching Korean as a Foreign Language	
KFL	KFLT (Korean as a Foreign Language & Translation)	○	○	/	KFLT

Division	Department	Program			Major
		Master's	Ph.D	Integrated MA/PhD	
Natural Science	Department of Mathematics	○	○	○	Mathematics
					Mathematical Finance
	Department of Physics	○	○	○	Physics
	Department of Chemistry	○	○	○	Chemistry
					Biochemistry
	Department of Statistics	○	○	○	Statistics
	Department of Environmental Science and Engineering	○	○	○	Environmental Science
Atmospheric and Environmental Science					
Department of Bioscience and Biotechnology	○	○	○	Biotechnology	
Engineering	Department of Information Communications Engineering	○	○	○	Information Communications Engineering
	Department of Electronics Engineering	○	○	○	Electronics Engineering
	Department of Computer and Electronic Systems Engineering	○	○	○	Computer Engineering
					Electronic Systems Engineering
	Department of Industrial and Management Engineering	○	○	○	Data Analytics
Industrial Management Engineering					
Interdisciplinary program	Global Multi-modal Convergence Major	○	○		Global Multi-modal Convergence Major

### III. Eligibility

#### 1. Master's Program or Integrated MA/PhD Program

##### [Special Admission]

- 1) For those having successfully completed a Bachelor's degree or expected to earn one in August, 2017\* with at least 3.0/4.5 GPA

\*September, 2017 for those who will graduate from a Japanese university

(Self-Education Service and Academic Credit Bank System is only available for the degree recipient)

- 2) For those equivalent to the above approved by the related academic policy

##### [General Admission]

- 1) For those having successfully completed a Bachelor's degree or expected to earn one in August, 2017\*.

\*September, 2017 for those who will graduate from a Japanese university

(Self-Education Service and Academic Credit Bank System is only available for the degree recipient)

- 2) For those equivalent to the above approved by the related academic policy

#### 2. Doctoral Program

##### [Special Admission]

- 1) For those having successfully completed a Master's degree or expected to earn one in August, 2017\* with at least 3.5/4.5 GPA

\*September, 2017 for those who will graduate from a Japanese university

- 2) For those equivalent to the above under permission of the dean of graduate school

##### [General Admission]

- 1) For those having successfully completed a Master's degree or expected to earn one in August, 2017\*.

\*September, 2017 for those who will graduate from a Japanese university

2) For those equivalent to the above under permission of the dean of graduate school

## IV. Admission Evaluation Process

### 1. Evaluation Process : Examination of Documents and Interview

#### 1) Document Examination

- Applicants of Master's and Integrated MA/PhD program: grade of undergraduate school
- Applicants of Doctoral program: grade of graduate school

2) Oral Interview : Please refer to Evaluation Factors indicated below

### 2. The Distribution Chart of Evaluation Factors

Master's program or Integrated MA/PhD program			Doctoral program		
Evaluation Segment	Evaluation Standards	pts	Evaluation Segment	Evaluation Standards	pts
Document	The grade of undergraduate school	50	Document	The grade of graduate school	40
Interview	1. Research proposal of major 2. Academic knowledge for major 3. Academic aptitude & sincerity	50	Interview	1. Research career (a master's thesis, work or translated one) 2. Work experience 3. Research proposal of major 4. Academic knowledge for major 5. Academic aptitude & sincerity	60
Total		100	Total		100

### 3. Additional Advantage

1) The additional 5% of the total score is authorized for Master's or Integrated MA/PhD applicants having completed a Bachelor's degree which is completely identified or corresponds to the prospective major of graduate school.

2) The additional 5% of the total score for the indicated below

a) Master's or Integrated MA/PhD applicants with the designated scores of English Proficiency Test of a 750 for FLEX, TOEFL(CBT 250, IBT 100), 850 for TOEIC, or better scores than stated above.

(Please be sure that the certificate is before expiry)

b) Doctor's applicants with more than 1 year experience of full-time instructor

or 5 year's part-time one at any university(community college) in Korea or an overseas country

♣ Non-attendance for oral interview will disqualify you with any reason.

## V. Admission Process Time-Table

### [Special Admission]

Steps for Applying	Date	Place	Notes
Online Application		www.hufs.ac.kr/gra →Admission →Application Document	Application available for 24hrs (the closing date only valid by 17:00)
Document Submission	2017-04-03(Mon) 09:00 ~ 04-07(Fri) 17:00	Seoul Campus : The Administration Office of Graduate School Global Campus : Academy Support Center and Registrar	Mail-in or In-person Application available by the closing date
Applicants Notice & Interview Location	2017-04-27(Thu) 14:00	www.hufs.ac.kr/gra → Admission Notice	Please visit our homepage
<b>Oral Interview</b>	<b>2017-04-29(Sat) 10:00</b>	<b>The designated interview location(Seoul-Campus)</b>	Identification& Test identification slip on the interview day in the waiting room by 9:50
Announcement	2017-05-12(Fri) 14:00	Graduate School Homepage	Please visit our homepage ( No personal notice )
Registration	2017-05-22(Mon) ~ 05-26(Fri)	Registration available through virtual account from nationwide branches of Woo-Ri Bank	Enrollment Notice available from our homepage

### [General Admission]

Steps for Applying	Date	Place	Notes
Online Application		www.hufs.ac.kr/gra →Admission →Application Document	Application available for 24hrs (the closing date only valid by 17:00)
Document Submission	2017-05-08(Mon) 09:00 ~ 05-16 (Tue) 17:00	Seoul Campus : The Administration Office of Graduate School Global Campus : Academy Support Center and Registrar	Mail-in or In-person Application available by the closing date
Applicants Notice & Interview Location	2017-06-01(Thu) 14:00	www.hufs.ac.kr/gra → Admission Notice	Please visit our homepage
<b>Oral Interview</b>	<b>2017-06-03(Sat) 10:00</b>	<b>The designated interview location(Seoul-Campus)</b>	Identification& Test identification slip on the interview day in the waiting room by 9:50
Announcement	2017-06-22(Thu) 14:00	Graduate School Homepage	Please visit our homepage ( No personal notice )
Registration	2017-06-26(Mon) ~ 06-30(Fri)	Registration available through virtual account from nationwide branches of Woo-Ri Bank	Enrollment Notice available from our homepage



\* Admission Guide distributed at :

- Seoul Campus : The Administration Office of Graduate School
- Global Campus : Academy Support Center and Registrar

## VI. Admission Requirements

### ☞ Application documents required in common

- ▶ A copy of online application form(Document Preparation & Output available on Internet)  
(※ Your picture required to online process)
  - ▶ A copy of the final or scheduled diploma of undergraduate or graduate school for a master's, Integrated MA/PhD, or doctoral program applicants(**The final transcript only available for transfer students**)
  - ▶ A copy of the final or scheduled academic transcript of undergraduate or graduated school applicants(Another copy of the former school must be attached in terms of transfer students.)
    - \* An academic transcript of a prospective graduate is permitted to exclude its record of the last semester from the school.
  - ▶ A copy of research proposal(Download available on our homepage)
  - ▶ A copy of consent of Academic Record Verification(Download available on our homepage)
- \* Any diploma or transcript written in neither Korean nor English must be submitted with an officially translated version in Korean
- \* Applicants who have achieved Diploma abroad would be required to submit Certificate of Graduation and Transcript as below

- 1) Documents certifying the highest level of education you have completed must be verified by the Korean Embassy or Apostille Verified.
- 2) Applicants who graduated from Chinese university are required to submit Certificate of Graduation or Degree officially verified from China Higher-education Student Information.

### ☞ Selective documents below

- ▶ An original copy of English Proficiency Test score(FLEX, TOEFL, TOEIC) for some extra points among applicants of a master's or Integrated MA/PhD program
- ▶ A copy of a graduate thesis or relevant records of work experience for a doctoral

### program applicants

- ▶ A copy verifying lecturing career for some extra points among a doctoral program applicants
- ▶ A copy of any certificate directly relevant to the applied major(For the applied only)

### Foreign Applicants only

- ▶ A copy of passport OR a copy of alien registration card
- ▶ An original copy of the certificate of Language Proficiency Test (Korean or English)
  - 1) Korean Proficiency Test (TOPIK or KLPT) on the level of 3(submit 4 before graduation) and over or English Proficiency Test (TOEFL CBT 210, IBT 80, FLEX 550, TEPS 550, IELTS 5.5 and over).
  - 2) No acceptance of the out-of-date score (The score must be valid as of the initial day of application)
  - 3) Foreign Applicants must submit a copy of the Language Proficiency Test transcript equivalent to the above mentioned 1) clause.
    - \*Submission of Language Proficiency Test score is waived if :
      - (1) applicant is from the country of which mother tongue is English
      - (2) applicant has achieved Bachelor's, Master's or Doctoral degree from the English-speaking country
      - (3) applicant has achieved Bachelor's, Master's or Doctoral degree from one of the Korean universities
      - (4) applicant has been selected as a scholarship grantee from Korean government or its affiliated organization
- ▶ A Financial Certification (Download available on our homepage)
- ▶ An applicant's, parents' or financial guarantor's bank certificate of deposit balance which shows that there is US \$20,000 or more(deposit must be 1 month or over, expiration date must be after September 2017).

## VII. Application Fee

- A master's program : 85,000won(KRW)
  - A Integrated MA/PhD or doctorate program : 95,000won(KRW)
  - ※ Additional Internet Application Charge(5,000won)
- Application fee is not refundable after the interview.

## VIII. Instructions

### ☞ Reference to Application and Admission Process

- ▶ All your information from application documents is updated and maintained, once you are successfully enrolled. Therefore, please make sure to examine if there is any false entry from your information. We are not responsible for any type of **disadvantages derived from your mistakes**, and please do not slip your mind that you must print out your online documents to confirm whether there is any mistake before submission.
- ▶ It is **only** before your payment that you are allowed to modify your information on the documents, so please be careful to follow your process always with reliable information.
- ▶ The Language Proficiency Test score(FLEX, TOEFL, TOEIC) must be presented within valid **2 years** from your application date, and we **never** accept any exception from the above.
- ▶ Once you fill out your application, you must complete the admission fee. If not, you will not be permitted to successfully apply.
- ▶ Your application number is automatically available on our homepage.
- ▶ Master's or Integrated MA/PhD applicants from transfer should mark as the following (The entrance date of university for your transfer date, The name of university and GPA for your final school)
- ▶ A name of overseas university must be presented in full name only, and please fill in the name in English.  
Ex) • 델라웨어대학교(x) -> University of Delaware(○)  
• 와세다(早稻田)대학교(x) -> Waseda University(○)
- ▶ Much detailed research proposal is welcomed since it is considered to be reference of evaluation for oral interview.
- ▶ You will be **never** permitted to enroll school in case of illicit admission such as a false entry, falsification, and etc.
- ▶ Submitted documents and application fee will not be returned, and mentioned items from the documents cannot be altered randomly.
- ▶ Application materials by ordinary(registered) mail must be the original, and the mail-in applications will **only** be accepted if received until the **due date**.(any duplicate must be approved by enclosing the original in the case that you are not able to issue another original document and to submit it.)
- ▶ Test identification slip must be accompanied on the selection day in terms of mail-in applications.

Mail-address	107 Imun-ro, Dongdaemun-Gu, Seoul, 02450, Korea Administration Office off Graduate School, Hankuk University of Foreign Studies
Tel / Fax	Tel : 02)2173-2386 Fax : 02)2173-3369
E-mail	gsadmin@hufs.ac.kr
Homepage	<b>www.hufs.ac.kr/gra</b>

- ▶ For further information about admission process, we are so pleased to receive an inquiry. So, please contact us by the e-mail or phone numbers above.

## ☞ Admission Information

- ▶ Terms and Completion Requirements for each Course
  - Master's Program : Registration of more than 4 semesters with 24 credits or more approved
    - \* 33 or more credits needed for the following (Department of Archives and Information, Department of International Affairs, and Korean Translation as a Foreign Language major)
    - \* 30 or more credits needed for the following (Department of Global Cultural Contents)
  - Doctoral program : Registration of more than 4 semesters with 36 credits or more approved
  - Integrated MA/PhD program : Registration of more than 6 semesters with 54 credits or more approved
  
- ▶ Pre-requisites for different Majors
  - **A master's or Integrated MA/PhD program applicants** having obtained a Bachelor's degree in no relevance to their majors from graduate school must complete pre-requisites in a range of **9 to 12 credits** during the master's course.
    - \* **No need for pre-requisites for the following (Department of Archives and Information, Department of Global Cultural Contents, Department of International Affairs and Korean Translation as a Foreign Language major)**
  - **A doctoral program applicants** having obtained a Master's degree in no relevance to their majors of the doctoral course must complete pre-requisites in a range of **9 to 12 credits** during the doctoral course.
    - \* For a doctorate program applicants who finished graduate and professional school, it is **obligatory** for them to complete 9-to-12 ranged pre-requisites in the doctoral course **even if** the majors from the master's program are equivalent to the ones from the doctoral program.

▶ Transfer Credits

- Credits analogous to the ones of the same degree from national(or overseas)graduate schools are officially approved by the confirmation of a head professor with approval from dean of the graduate school.(The maximum : 9 credits)
- Credits in school for internship program at home and abroad are maximized by the number of 6.

▶ Credit Transfer Agreement

- National(overseas) graduate schools, in sign of credit transfer agreement with our school, admit credit transfer for classes we do not offer within a range of 9 **only if** there is academic need for your major study in school that you must complete some credits and no relevant courses(classes) exist for the credits in our school.

- Our school in cooperation with

The national :

KonKuk University, KyungHee University, Korea University, KookMin University, DukSung Women's University, DongGuk University, Pusan University of Foreign Studies, Seoul National University, SookMyung Women's University, ChangWon University, HanYang University, HongIk University, The Academy of Korean Studies

▶ Those who have been accepted as an expected graduate

- must submit their certificate of graduation(or diploma)
- must submit their transcript which includes the final semester's grade
- \* Submission deadline : 2017-08-25(Fri), **If those documents are not arrive by that day, the entrance qualification can be nullified.**
- \* If you do not graduate, the qualification will be nullified. In this case, you can get refund for tuition fee by submitting relevant documents.

▶ Scholarship Information :

1. For a master's and Integrated MA/PhD course applicants who graduated from our school(Hankuk University of Foreign Studies)
2. For those having successful academic performance in school
3. For those with outstanding mark on entrance test of our school
4. For international students(Freshman only)

▶ Current Tuition Policy 2017

(won : KRW)

Division	Human&Social Sciences	Natural Science	Engineering
Admission Fee	1,070,000won	1,070,000won	1,070,000won
Tuition Fee	4,313,000won	4,940,000won	5,756,000won
Total	5,383,000won	6,010,000won	6,826,000won

※ It is required that there should be another deposit of 530,000won following after the announcement for the successful applicants during the registration period. The rest of the tuition fee must be completed within the payment dates we will inform you later.

▶ We do not inform you the announcement for the successful applicants in person, so please visit our homepage for you to make sure if you are qualified, and print out the tuition bill

▶ We are strictly responsible for your acceptance of schooling canceled if there is no following registration process during the designated period of payment.

## IX. Scholarships

▶ Scholarships Offered by HUFSS Graduate School

A. The HUFSSan Scholarship

- a. Eligibility: Graduates of a HUFSS undergraduate program with a GPA higher than 3.5/4.5
- b. Number of Beneficiaries: Two or four persons for each department for each school year (through departmental review processes)
- c. Amount: 100% tuition waiver for 4 semesters or 2 semesters
- d. Disqualification: Failure to maintain the GPA over 4.0/4.5 for each semester
  - \* HUFSSan Scholarship condition can be changed
  - \* If you are selected as a HUFSSan Scholarship grantee, you must work as a T/A in your department.

B. Entrance Exam Excellence Scholarship

- a. Eligibility: In-coming graduate students
- b. Number of Beneficiaries: eight (priorities given by grade ranking)
- c. Amount: 50% tuition waiver

C. Academic Excellence Scholarship

- a. Eligibility: Registered students
- b. Number of Beneficiaries: About 30% of the registered students by department  
(selection based on departmental criteria)
- c. Amount: KRW1,400,000 each semester

D. Departmental Assistant Scholarship

- a. Eligibility: Registered students in departments without the HUFSSan Scholarship recipients
- b. Number of Beneficiaries: One person per semester
- c. Amount: KRW1,600,000 each semester

E. Foreign Student Scholarship

- a. Eligibility: Students with a foreign citizenship
- b. Number of Beneficiaries: 15 students in the Master's program  
12 students in the Ph.D. program
- c. Amount:
  - (i) Graduate-Master's program
    - Humanities and Social Science divisions: 50% tuition waiver for 4 semester
    - Natural Science and Engineering Divisions: 100% tuition waiver for 4 semesters
  - (ii) Graduate-Ph.D. program: 100% tuition waiver for 4 semesters

F. Other Scholarships

Other scholarship opportunities include Student Leader Scholarships and HUFSS-GS Administrative Assistant Scholarships.

► **Scholarships Offered by External Organizations**

A. Korean Government Recruit Scholarship

- a. Eligibility: Students admitted through a governmental recruit program
- b. Number of Beneficiaries: Undetermined (between 10 and 100)
- c. Amount: 100% tuition waiver for 4 semesters and first-semester entrance fees
- d. Disqualification: In the event the recipient's GPA goes below 80 percent at any semester, the host agency may issue a warning.

B. Overseas Koreans Foundation Scholarship

- a. Eligibility: Students admitted through recommendation by the Overseas Koreans Foundation
- b. Number of Beneficiaries: Undetermined (between 10 and 100)
- c. Amount: 100% tuition waiver for 4 semesters
- d. Disqualification: Failure to maintain the GPA over 3.0 for each semester

C. Korea Student Aid Foundation; National Research Scholarship

- a. Eligibility: Registered students in the 2nd or 3rd semester
- b. Number of Beneficiaries: Undetermined (between 10 and 100)
- c. Selection Procedure: Korea Student Aid Foundation announces the scholarship opportunities at the beginning of the year, and selection is based on the review of the statement of research objectives submitted during the announced period.
- d. Amount: KRW4,000,000 for each semester

▶ **Campus Address & Traffic Information**

• Seoul Campus

Location : 107 Imun-ro, Dongdaemun-Gu, Seoul, 02450, Korea

Administration Office of Graduate School, Hankuk University of Foreign Studies ☎ 02)2173-2386

Subway : Hankuk University of Foreign Studies Station on line number 1

Bus : 120, 147, 261, 273(Blue Bus) / 1215, 1217, 1222(Green Bus)

• Global Campus

Location : 81, Oedae-ro, Mohyeon-myeon, Cheoin-gu, Yongin-si,

Gyeonggi-do, 17035, Korea

Academy Support Center and Registrar ☎ 031)330-4634

Bus : 1005, 1113, 1117, 1150, 1500, 1500-2,(Gyeonggi-Daewon Express Bus)