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**2023**

# **Academic Life Guidebook**

**UNDERGRADUATE PROGRAM**

# 2023 UNIST Academic Calendar

Sem.	Month	Date	Schedules
2 0 2 3  Spring Semester	2	27(Mon)	<b>2023 Spring Semester / classes Begins</b>
	3	1(Wed)	Holiday – Samiljeol(Independence Movement Day)
		2.27(Mon) ~ 3.3(Fri)	Course Changes and confirmation, Spring Application for graduation & early graduation
		24(Fri)	End of first quarter of the semester, Course Drop Deadline
	4	17(Mon) ~ 21(Fri)	Mid-term Exams
		21(Fri)	End of second quarter of the semester, Leave of Absence application deadline(General)
	5	5(Fri)	Holiday - Children's Day
		8(Mon) ~ 12(Fri)	Application for return from absence(Summer Session)
		19(Fri)	End of third quarter of the semester [G]Deadline for Thesis Committee Nomination
		22(Mon) ~ 26(Fri)	<b>[UG] Major application &amp; change period</b>
		25(Thu) ~ 26(Fri)	[UG/G]Course Registration for the summer session
		27(Sat)	Holiday – Buddha's birthday
	6	6(Sun)	Holiday - Memorial Day
		12(Mon) ~ 16(Fri)	Final Exams
		16(Fri)	End of spring semester
		17(Sat) ~ 8.27(Sun)	Summer Vacation
		19(Mon) ~ 7.28(Fri)	Summer Session
	7	3(Mon)	Confirmation of Spring 2023 Grading
		3(Mon) ~ 14(Fri)	<b>Application for 2023 Fall Leave of absence/return(1st) [G]Application for Program Change</b>
	8	3(Thu) ~ 4(Fri)	[UG/G] Course Registration for fall semester
		7(Mon)	Confirmation of Summer 2023 Grading
		7(Mon) ~ 18(Fri)	Application for 2023 Fall Leave of absence/return(2nd)
		15(Tue)	Holiday - National Liberation Day
		18(Fri)	Conferral of degrees(2023-1st)
		22(Tue) ~ 24(Thu)	Tuition fee payment(2023 Fall)
		28(Mon)	<b>2023 Fall semester begins / classes begin</b>
		28(Mon) ~ 9.1(Fri)	Course changes and confirmation Fall Application for graduation & early graduation

Sem.	Month	Date	Schedules
2 0 2 3  Fall Semester	9	22(Fri)	End of first quarter of the semester, Course Drop Deadline
		28(Thu)	Holiday - UNIST Foundation Day
		28(Thu)~ 30(Sat)	Holiday - Chuseok(Korean Thanksgiving Day)
	10	3(Tue)	Holiday - National Foundation Day
		9(Mon)	Holiday - Hanguk Proclamation Day
		16(Mon) ~ 20(Fri)	Mid-term exams
		20(Fri)	End of second quarter of the semester Leave of Absence application deadline(General)
	11	6(Mon) ~ 10(Fri)	Application for return from absence(Summer Session)
		17(Fri)	End of third quarter of the semester [G]Deadline for Thesis Committee Nomination
		20(Mon) ~ 24(Fri)	<b>[UG] Major application &amp; change period</b>
		23(Thu) ~ 24(Fri)	[UG/G] Course Registration for the winter session
	12	11(Mon) ~ 15(Fri)	Final Exams
		15(Fri)	End of fall semester
		16(Sat) ~ 2024.2.25(Sun)	Winter Vacation
		18(Mon) ~2024.1.26(Fri)	Winter Session
		25(Mon)	Holiday - Christmas
	2024 1	1(Mon)	Holiday – New Year’s Day
		2(Tue)	Confirmation of Fall 2023 Grading
		2(Tue) ~ 12(Fri)	Application for Leave of absence/return(1st) (Spring 2024) [G]Application for Program Change
	2	1(Thu) ~ 2(Fri)	[UG/G] Course Registration for spring semester
		5(Mon)	Due date for winter session grading
		5(Mon) ~ 16(Fri)	Application for 2024 Leave of absence/return(2nd)
		9(Fri)~11(Sun)	Holiday – Lunar New Year’s Day
		15(Thu)	Conferral of degrees(Fall 2023), <b>Commencement Ceremony</b>
		20(Tue) ~ 22(Thu)	Tuition fee payment(Spring 2024)



# UNIST Vision, Goal, The Concept of Talent, Core Competencies

## UNIST 비전, 목표, 인재상, 핵심역량

**비전** 인류의 삶에 공헌하는 세계적 과학기술 선도대학

**목표** 2030 세계 10위권 과학기술 특성화 대학

교육 전략	인재상
<ul style="list-style-type: none"> <li>• 창의</li> <li>• 융합</li> <li>• 글로벌</li> </ul>	<ul style="list-style-type: none"> <li>• 과학기술 혁신에 끊임없이 도전하는 <b>창의적 전문인</b></li> <li>• 사회적 다양성을 존중하고 협업하는 <b>융합적 지성인</b></li> <li>• 지역사회와 글로벌 번영을 선도하는 <b>자주적 세계인</b></li> </ul>

핵심역량	창의적 기획력	융합적 사고력
	문제해결 능력	상호협업 능력
	의사소통 능력	글로벌 리더십

**Vision** World Leading University to Advance Science and Technology for the Prosperity of Humankind

**Goal** To be Ranked within the Top 10 Science and Technology University by 2030

Strategies	The Concept of Talent
<ul style="list-style-type: none"> <li>• Creativity</li> <li>• Interdisciplinary</li> <li>• Globalization</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Creative professionals</b> constantly challenging scientific and technological innovation</li> <li>• <b>Integrated Intellectual</b> who respects and collaborates with social diversity</li> <li>• <b>Independent world leader</b> who leads the Community and Global Prosperity</li> </ul>

Core Competencies	Creative Planning Ability	Integrated Thinking Ability
	Problem-solving Ability	Collaboration Ability
	Communication Skills	Global Leadership

# 교가

박종해 글  
김준범 곡

C G C Am Em G7

1. 정 기 어 린 가 지 산 해 오 름 보 라  
2. 맑 고 푸 른 태 화 강 정 기 - 를 받 아  
3. 서 기 어 린 태 봉 산 아 누 - 한 품 속

F Em Am D7 G

우 리 는 진 리 의 - 빛 세 기 영 - 재 들  
우 리 는 겨 레 의 - 꽃 세 기 영 - 재 들  
우 리 는 민 족 의 - 얼 세 기 영 - 재 들

Dm7 G/F Em Am F B Em/G G7

창 의 의 과 학 기 술 기 치 높 이 들 - 고  
글 로 벌 과 학 기 술 기 치 높 이 들 - 고  
최 칙 단 과 학 기 술 기 치 높 이 들 - 고

C Dm F G7(b9) C

미 래 로 세 계 로 앞 서 나 아 가 자  
미 래 로 세 계 로 앞 서 나 아 가 자  
미 래 로 세 계 로 앞 서 나 아 가 자

C Am Dm D7 G -F

인 류 삶 에 공 헌 하 는 세 계 의 선 도 대 - 학  
융 합 학 문 개 척 하 는 세 계 의 선 도 대 - 학  
조 국 번 영 이 룩 하 는 세 계 의 선 도 대 - 학

E A7 Dm -D -/F C/G G C

세 시 대 학 문 요 - 람 유 니 스투 영 원 하 라  
세 시 대 리 더 요 - 람 유 니 스투 영 원 하 라  
세 시 대 인 재 요 - 람 유 니 스투 영 원 하 라

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# UNIST HONOR CODE

1. The members of UNIST will behave conscientiously in all academic procedures.
1. The members of UNIST will not cause harm or damage to others.
1. The members of UNIST will not violate the law in all the procedures required for learning, teaching and researching, and in providing service.
1. The members of UNIST will respect each other and all members of the community.
1. The members of UNIST will be honest and diligent in our academic and social lives.
1. The members of UNIST will be responsible for all we do.

# UNIST STUDENT OATH

1. As a proud student of UNIST, I will strive for a position of global leadership in science and technology by taking full advantage of the education, training, and opportunities available.
1. I pledge to let my conscience guide me in all academic and social activities.
1. I will value and respect my fellow students as they are my lifetime colleagues, teachers, and friends.



# GENERAL ACADEMIC POLICIES

## 학사일반 안내

### Program Duration 수업연한

- Period that the students must register and take courses for graduation or course completion:
  - Undergraduate Program: **4 years**
  - If degree requirements are met, the duration can be reduced for the undergraduates.  
수업연한은 4년이며, 학위 수여 요건이 충족되면 수업연한 단축 가능

### Enrollment Period 재학연한

- The maximum period that is allowed for the students to be enrolled:
  - Undergraduate Program: 6 years
  - Students who do not complete the program until the period ends will be expelled from the university. (Period of academic leave is excluded in this period).  
재학연한이 경과하여도 소정의 과정을 이수하지 못한 자는 제적됨

### Academic Year and Semesters 학년도/학기

- Semesters: 1<sup>st</sup> semester (Spring) / 2<sup>nd</sup> semester (Fall)
- Session: Summer/Winter (4~6 weeks)  
정규학기: 1학기(봄) / 2학기(여름) , 계절학기: 여름/겨울학기(4~6주)

□ Kinds of Academic Leave 휴학종류

Category	Subcategory
Military Service 군휴학	-
Personal Reasons 일반휴학	Illness 질병휴학
	Study, Studying abroad 개인 학업계획
	Internship, Entrepreneurship 창업/인턴십
	Etc. 기타

- Academic leave for military service 군휴학

·Students joining the army during academic leave must apply for academic leave for military service with a copy of the notice for military duty attached.

입영통지서가 나온 학생은 이를 첨부하여 군휴학 신청

·After discharge, a copy of the certificate of discharge should be attached when applying academic return.

전역 후 전역증 사본 또는 주민등록초본(병역사항 기재)을 첨부하여 군복학 신청

·If returning to home is ordered, you should submit a certificate of the order, request for academic return or general leave to your school(department) office directly.

군휴학한 학생이 귀향조치를 받았을 경우에는 귀향증명서를 첨부하여 복학하거나 일반휴학으로 변경

□ Period of academic leave 휴학기간

- Freshmen cannot apply for academic leave for the first semester except for the military service and illness.

신입생, 재입학생은 첫 1학기 동안은 입대, 질병 사유를 제외하고는 휴학 불가

- Students can have academic leave for 1 semester or 2 semesters at a time. Students can apply for academic leave no longer than 2 years during the period of attendance at the university.

일반휴학은 1학기 또는 1년 단위로 신청 가능하고, 재학기간 중 총 2년을 초과할 수 없음

- Leave for military service are not included in the number of leave period that can be granted. Leave for pregnancy and childbirth(1 semester), childcare(within 3 years), entrepreneurship(within 2 years) shall be permitted and it is also not included in the number of leave periods that can be granted.

군휴학(병역법 복무기간)의 경우 일반휴학 기간에 산입되지 않으며, 임신출산휴학(1학기), 육아휴학(3년 이내), 창업휴학(2년 이내), 질병 등 부득이한 사유가 인정되는 경우 추가 휴학 허가

□ Application Methods, Period and Procedures 신청방법

Methods	Contents	Period	Procedures
Application via Internet	General academic leave, leave for military service	Designated period(January, July); refer to the academic calendar	Portal→Student Registry →Status Change→ Application for leave
Application via document	Leave for illness, entrepreneurship, pregnancy, childcare	Designated period, refer to the academic calendar	Submit 'Request for academic leave' to academic & student affairs team of the college with documentary evidence

- For detailed information, please refer to portal notice. 포털 공지사항 안내문 참조
- Application for leave for military service is open year-round except final exam period  
군휴학 1년 내내 신청 가능 (기말고사 기간 제외)

□ Check points when applying academic leave 유의사항

- Books checked out: When applying for academic leave, no books should be overdue and all books checked out should be returned.  
휴학 전 도서반납 및 연체료 납부 필수 (미해결 시 휴학불가)
- Scholarship: Scholarship recipients must consult with the staff member in charge of the scholarship from the Student Affairs Team(217-1135) before applying for academic leave.  
휴학신청 전 학생팀 장학금 담당자(내선 1135)에게 장학금 관련 사항 확인
- Update your contact information up-to-date in Portal → Student Registry → Student information change.  
긴급 학생 연락시 필요한 개인정보 업데이트 필요

## Academic Return 복학안내

### □ Academic Return Period & Procedure 복학신청

- Period : During January/July(Refer to the academic calendar) 방학 중 신청
- Procedure: Portal » Student Registry » Status Change » Application for return
- ※ Students who do not return to school in the semester following the expiration of leave of absence will be expelled according to school regulation.  
휴학 기간이 만료되는 학생은 복학해야 하며, 복학하지 않는 경우 제적 사유가 됨

## Permanent Academic Leave / Dismissal from the University 자퇴/제적안내

### □ Permanent Academic Leave 자퇴










- Any student who wishes permanent academic leave from the University should submit application for voluntary resignation with the reasons specified and co-signed by student's guarantor to obtain approval from student's academic advisor, the department(school) head.  
자퇴를 원하는 학생은 자퇴원을 구체적으로 작성 후 지도교수 면담 및 승인, 학과(부)장의 승인을 받고 학부행정실로 제출

### □ Dismissal from the University 제적

- A student in any of the following clauses shall be dismissed from the University.  
아래 사항에 해당하는 자는 제적 처리
- A person who fails to return to school in the semester following the expiration of leave of absence.  
휴학 기간이 만료되었으나 복학하지 않는 자
- A person who does not enroll(pay tuition fee) within the designated enrollment period and does not finish course registration for each semester.  
기간 내에 등록(등록금 납부) 또는 수강신청을 하지 않은 자
- A person who has received a total of three academic warnings and is considered unable to complete degree program.  
학사경고를 누적 3회 받은 자
- A person who fails to complete degree program within the maximum period for enrollment.  
재학연한 내 졸업하지 못하는 자

## Major Application and Change 전공 선택 및 변경

### □ Major Introduction UNIST 전공 소개

College of Engineering 공과대학		Department of Mechanical Engineering 기계공학과	Engineering Field 이공계열
		Department of Urban and Environmental Engineering 도시환경공학과	
		Department of Materials Science and Engineering 신소재공학과	
		School of Energy and Chemical Engineering 에너지화학공학과	
		Department of Nuclear Engineering 원자력공학과	
College of Information and Biotechnology 정보바이오융합대학		Department of Design 디자인학과	
		Department of Biomedical Engineering 바이오메디컬공학과	
		Department of Industrial Engineering 산업공학과	
		Department of Biological Sciences 생명과학과	
		Department of Electrical Engineering 전기전자공학과	
College of Natural Sciences 자연과학대학		Department of Computer Science and Engineering 컴퓨터공학과	
		Department of Physics 물리학과	
		Department of Mathematical Sciences 수리과학과	
-		Department of Chemistry 화학과	
		School of Business Administration 경영과학부	

### □ Major Selection (Major) 주전공 선택

- Application period: At the 2<sup>nd</sup> semester of first year
  - ※ During the designated period – refer to the academic calendar
  - ※ Preliminary selection: At the end of the spring semester
- Freshmen should select a major(department) from the field in which they were entered (Engineering/Business Administration).  
본인이 입학한 계열(경영계열, 이공계열) 내에서 주전공을 선택함

□ Major Selection (Minor, Double Major) 부전공, 복수전공 선택

- Application period: At the end of every semester
  - ※ During the designated period – refer to the academic calendar
- Students who are in 3<sup>rd</sup>~8<sup>th</sup> semester or under can apply.
  - 3학기~8학기 이하 재학생 신청 가능 (2학기 이상 이수한 재학생)
- Minor/Double major can be chosen from any other department regardless of the field of study.
  - 본인이 입학한 계열(경영계열, 이공계열)과 상관없이 부전공 또는 복수전공 선택 가능

□ Change of Major 전공 변경

- Application period: At the end of every semester
  - ※ During the designated period – refer to the academic calendar
- Students who are in 8<sup>th</sup> semester or under can apply.
  - 8학기 이하 학생 신청 가능 (재학생, 휴학생)

□ Change of Field 계열 변경

- Application period: At the end of every semester
  - ※ During the designated period – refer to the academic calendar
- Students under 8<sup>th</sup> semester can apply.
  - 8학기 이하 학생 중 아래 자격요건을 만족시킨 학생
- Qualification 자격조건

Change of Field	Qualification
Engineering → Business Administration 이공계열 → 경영계열	-
Business Administration → Engineering 경영계열 → 이공계열	<ul style="list-style-type: none"> <li>- Completion of 2<sup>nd</sup> year or more   <b>2학년 이상 이수한 자</b></li> <li>- Completion of 4 subjects among required major subjects in School of Business Administration (Management Information System, Organizational Behavior, Marketing Management, Financial Accounting, Operation Management, Strategic Management) <b>경영과학부 전공필수 7과목 중 4과목 이수 (경영정보론, 조직행동론, 마케팅관리, 재무회계, 재무관리, 생산운영관리, 경영전략)</b></li> <li>- Completion of 17 credits of Required Fundamentals of Engineering Field (Calculus I, General Physics I, General Chemistry I/II, General Biology, Introduction of AI Programming I, General Chemistry Lab I/II, General Physics Lab I/II) <b>이공계열 기초 필수과목 17학점 이수 (미적분학 I, 일반물리학 I, 일반화학 I or II, 일반생물, 기초 인공지능 프로그래밍 I, 일반화학실험 I or II, 일반물리실험 I)</b></li> </ul>



# CLASS & GRADING

## 수업과 성적

### Class 수업

#### □ Timetable 강의시간표

1 <sup>st</sup> period	2 <sup>nd</sup> period	Lunch	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period
09:00~10:15	10:30~11:45	11:45~13:00	13:00~14:15	14:30~15:45	16:00~17:15	17:30~18:45

#### □ Attendance 출석

- A grade can be given only when a student attends more than 3/4 of the total number of classes.

수업일수의 3/4 이상을 출석해야만 학점 부여

- In case of unavoidable circumstances, attendance can be approved when a student submits a 'Request for Attendance Approval' to the instructor in charge of the course.  
불가피한 경우 '출석인정원'을 교과목 담당교수에게 제출하여 출석으로 인정받을 수 있음

#### □ Mobile Attendance System 전자출결

- Outline 개요

·Processing and managing the class attendance through the attendance check system in each classroom.

강의실별 전자출결시스템을 통한 출결관리

·Students can check the attendance and browse the attendance result through their mobile app.

모바일 앱을 이용하여 출석체크 및 결과조회 가능

※ Please download 'UNIST Mobile Attendance System' App on your mobile phone. Also user manual is updated on the portal academic board.

- Criteria of Attendance Checking 출결기준

Attendance	( O )	Between the minutes before a lecture begins and ten minutes after it starts 수업시작 후 10분 이내
Lateness	( / )	Ten minutes to thirty minutes after a lecture starts 수업시작 후 10~30분
Absence	( X )	Thirty minutes after a lecture to the end of it 수업시작 후 30분 이후
Absence	( X )	Not present at a lecture 불참

## Grading 성적

### □ Standards for Grading 산정기준

- Instructors evaluate students' academic performance in accordance with the grading standards specified on the syllabus of their courses for that semester  
강의계획서에 명시된 기준에 따라 성적 평가
- If a student attends less than 3/4 of the classes, 'F' grade will be given.  
교과목 총 수업시간의 3/4 미만을 출석한 경우 F학점 부여  
※ In case of 32 times of classes, a student will be given 'F' from 9 times of absence.
- Scores are calculated based on one's mid-term exam, final exam, assignments, quizzes, attitude, attendance, presentations, etc.  
성적은 중간고사, 기말고사, 과제, 퀴즈, 수업태도, 출석, 발표 등을 기초로 산정하며, 교과목 담당교수에 따라 성적 산출방법은 상이할 수 있음  
※ A calculating method can differ from each instructor.

### □ Grading System 성적체계

- Details of grading system are as follows:

Grades	A+	A°	A-	B+	B°	B-	C+	C°	C-	D+	D°	D-	F	S	U
Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0	Not Calculated	Not Calculated

- GPA is defined as follows:

$$\text{GPA} = \frac{\text{(Each grade point} \times \text{Credits)}}{\text{Total graded credits}}$$

- ※ GPA should be calculated down to two decimal places and the numbers to three decimal places should be rounded off.

### □ Grade Browsing and Correction 성적열람 및 정정

- An objection may be filed within the grading correction period and if there is a reasonable reason, the grade can be corrected by the instructor.  
성적열람 및 정정기간 내 이의를 신청하고 정당한 이의인 경우 성적 정정 가능
- Period of grade browsing and correction
  - 1<sup>st</sup> semester : End of June
  - 2<sup>nd</sup> semester : End of December

- How to browse grade

- All semesters : Portal - Grade - Academic Transcripts
- This semester : Portal - Grade - Grade browsing of this semester

<Grade Conversion Table>

Grade	GPA	GPA/Real Score Conversion Method		Grade	GPA	GPA/Real Score Conversion Method	
		GPA	Real Score			GPA	Real Score
A+	4.3	4.3	100	D+	1.3	1.3	69
		4.25	99			1.2	68
		4.2	98			1.1	67
		4.1	97				
A°	4.0	4.0	96	D°	1.0	1.0	66
		3.9	95			0.9	65
		3.8	94			0.8	64
A-	3.7			D-	0.7	0.7	63
		3.7	93			0.6	62
		3.6	92			0.5	61
		3.5	91			0.4	60
		3.4	90			0.3	59
						0.2	58
						0.1	57
B+	3.3	3.3	89	F	0.0	0.0	56 or lower
		3.2	88				
		3.1	87				
B°	3.0	3.0	86	S	Satisfactory	Not Calculated	Not Calculated
		2.9	85				
		2.8	84				
B-	2.7	2.7	83	U	Unsatisfactory	Not Calculated	Not Calculated
		2.6	82				
		2.5	81				
		2.4	80				
C+	2.3	2.3	79				
		2.2	78				
		2.1	77				
C°	2.0	2.0	76				
		1.9	75				
		1.8	74				
C-	1.7	1.7	73				
		1.6	72				
		1.5	71				
		1.4	70				



# AWARDS & ACADEMIC WARNING

## 포상 및 학사경고

### Awards 포상

#### □ Semester Awards 학기포상

- A student of exemplary conduct who fits the following criteria shall be recorded as an honor student on the academic records.

다음 요건을 충족할 경우 우등생으로 학적부에 기재

※ Student who has not received an F and W in any of courses taken during the semester

·Student who has completed 15 credits or more with a GPA of 3.9 or higher at the end of each semester

학기말에 15학점 이상 이수하고 평점평균이 3.9 이상인 학생

·Student who has exhibited excellent creativity

탁월한 창의력을 발휘한 학생

·Student deserves to be rewarded for praiseworthy conduct

뛰어난 미행으로 표창할만한 학생

#### □ Graduation Awards 졸업포상

- A student who showed good conduct and outstanding academic performance throughout the enrollment period at the University shall be recorded on academic records and diploma.

재학기간을 통하여 품행이 단정하고 학업성적이 우수한 학생은 졸업 시에 다음과 같이 포상하고 학적부와 졸업증서에 기재

※ Student who has received disciplinary action shall be excluded from these awards

Honors	GPA
Summa Cum Laude	3.9 or higher
Magna Cum Laude	3.6 or higher
Cum laude	3.4 or higher

### Academic Warning 학사경고

□ A student who shows poor academic performance and earns a grade point average below 2.0 for a semester shall be given an academic warning.

매 학기 평점평균이 2.0에 미달한 학생에게는 학사경고를 과함

- A student who has been placed on academic warning for two consecutive semesters shall be suspended for one year.  
재학 중 학사경고 횟수가 재학학기 기준 연속 2회의 경우 1년간 강제휴학에 처함
  
- If placed on academic warning for a total of three times during enrollment period, the student will be expelled from the university and cannot be readmitted.  
재학 중 학사경고 횟수가 통산 3회인 경우 제적
  
- ※ Academic warning may not be given on the last semester for graduation.  
졸업학기에는 이를 부과하지 않을 수 있음
- ※ The department(school) head and the academic advisor may limit the number of credits to take for student on academic warning.  
학사경고를 받은 학생에게는 지도교수 및 소속 학과(부)장이 수강신청 학점을 제한할 수 있음



## TIPS #01

### E-mail Manner / 이메일 매너 안내

During your academic life, you will send various e-mail to UNIST members. Here are some tips you should know when sending e-mail.

대학생활 중에는 이메일을 보낼 상황이 다수 발생합니다. 알아두면 좋은 이메일 작성 에티켓을 안내드립니다.

#### Title 제목

- In the title, clearly state your identification and the purpose.

Example) [2018XXXX John] Question about Introduction to XXX or Inquiry of scholarship

- 메일 제목에는 신원과 목적을 적어주세요.

예시) [2018XXXX 김유니] XXX공학개론 수업 관련 질의사항입니다. or [2018XXXX] 장학금 관련 문의입니다.

#### Introduction 도입부

- In the beginning, introduce yourself and student number so that the recipient can identify you clearly.

Example) Dear [Professor / Name / etc.], I am a student in your ## lecture(ID: 2018XXXX)

- 도입부에는 본인 소개를 해주세요.

예시) 000교수님 안녕하세요, 저는 XXX공학개론을 수강하고 있는 2018XXXX 김유니라고 합니다.

#### Main Contents 본문

- In the body of the e-mail, clearly state your purpose, keep the body short and straight to the point.

Example) I have a question regarding last March 10<sup>th</sup> lecture which I couldn't find the answer to.

- 메일 내용은 짧고 간결하게 목적을 정확하게 기재합니다.

예시) 지난 3월 10일 수업 중 제가 명확하게 이해하지 못한 부분이 있어 메일로 문의 드리고자 합니다.

#### Conclusion 결론

- End with a clear closing and don't forget to sign off at the end

Example) I look forward to hearing from you. Kind regards(Best Regards, Best Wishes, etc.)

John(2018XXXX)

- 메일 끝 부분 또한 간단 명료하게, 예의를 갖추어 감사 인사 등을 전하고 끝맺음한다.

예시) 바쁘신 와중에도 시간 내주셔서 감사합니다. 김유니 드림(올림) (2018XXXX)



# GRADUATION

졸업

## Graduation Requirements 졸업요건

Category	Requirements
Total Credits	over 124 credits *Refer to each department(school) requirement
Total GPA	2.0 or above
Internship	3 credits or above
Leadership Program	6AU

## Early Graduation 조기졸업

### Requirements

- All of the graduation requirements should be met
- Total GPA should be over 3.4
- Application: Apply through portal > Academic Affairs > Application for Early Graduation

## Graduation Requirement 졸업요건

### □ Engineering Field(이공계열)

※ Below credits are minimum requirements for each category (각 영역별로 기재된 학점은 최소 충족 학점임)

Category		Course List		Credits		Total (Credits)
Basic 기초	Required 기초필수	Calculus I		3		17
		General Physics I		3		
		General Chemistry I		3		
		General Biology		3		
		Introduction to AI Programming I		3		
		General Physics Lab I		1		
		General Chemistry Lab I		1		
	Elective 기초선택	Follow each department(school) requirements		At least 13		At least 13
Liberal Arts 교양	Language 언어*	Korean Students	Chinese I	Choose 1 (2 credits)	2	At least 24
			Chinese II			
			Korean Writing			
		International Students	Korean I	Choose 1 (2 credits)		
			Korean II			
	English 영어	Lev.1	English Camp		4	
			English Listening & Speaking (Intermediate)			
			English Reading & Writing			
		Lev.2	English Listening & Speaking (Intermediate)			
			English Reading & Writing			
		Lev.3	English Listening & Speaking (Advanced)			
			English Reading & Writing			
		Lev.4	Exemption			
	Liberal Arts 교양	Take 18 credits in Liberal Arts Category		18		
Major 전공 <small>*Refer to each department(school) requirements</small>	Major [전공]		At least 48		At least 51	
	Internship (Choose one among Research, Industrial, Venture Creation, Co-op)		3			
	Double Major [복수전공] (Optional)		At least 36		-	
	Minor [부전공] (Optional)		At least 18			
Free Elective 자유선택	All courses acceptable		Follow Each department(school) requirements			
Leadership 리더십프로그램	UNIST Leadership Program		6AU			

Total 124 credits / 6AU

\*Language: Students can fulfill requirements taking French/Japanese/German/Russian courses through credit exchange

□ Business Administration Field(경영계열)

※ Below credits are minimum requirements for each category (각 영역별로 기재된 학점은 최소 총족 학점임)

Category		Course List		Credits	Total (Credits)
Basic 기초	Required 기초필수	Calculus I		3	9
		Introduction to AI Programming I		3	
		General Physics I	Choose 1	3	
		General Chemistry I			
	General Biology				
Elective 기초선택	Follow each department(school) requirements		At least 19	At least 19	
Liberal Arts 교양	Language 언어*	Korean Students	Chinese I	Choose 1 (2 credits)	2
			Chinese II		
			Korean Writing		
		International Students	Korean I	Choose 1 (2 credits)	
			Korean II		
	English 영어	Lev.1	English Camp		4
			English Listening & Speaking (Intermediate)		
			English Reading & Writing		
		Lev.2	English Listening & Speaking (Intermediate)		
			English Reading & Writing		
		Lev.3	English Listening & Speaking (Advanced)		
			English Reading & Writing		
	Lev.4	Exemption			
Liberal Arts 교양	Take 18 credits in Liberal Arts Category		18	At least 24	
Major 전공 <small>*Refer to each department(school) requirements</small>	Major [전공]		At least 48	At least 51	
	Internship (Choose one among Research, Industrial, Venture Creation, Co-op)		3		
	Double Major [복수전공] (Optional)		At least 36	-	
	Minor [부전공] (Optional)		At least 18		
Free Elective 자유선택	All courses acceptable		Follow Each department(school) requirements		
Leadership 리더십프로그램	UNIST Leadership Program		6AU		

Total 124 credits / 6AU

\*Language: Students can fulfill requirements taking French/Japanese/German/Russian courses through credit exchange



# STUDENT EXCHANGE PROGRAM

## 학생 교류 프로그램

### Domestic Student Exchange Program 국내 학점교류

Section	Main Content
Applicable University 교류대학	<ul style="list-style-type: none"> <li>- Regular Semester 정규학기 및 계절학기 : KAIST, POSTECH, GIST, DGIST 한국과학기술원, 포스텍, 광주과학기술원, 대구경북과학기술원</li> <li>- Seasonal Session 계절학기 : Seoul National University, Yonsei University, Korea University, Kyungpook National University, Pusan National University, Chonnam National University, Chonbuk National University, Handong University 서울대학교, 연세대학교, 경북대학교, 부산대학교, 전남대학교, 전북대학교, 한동대학교</li> </ul>
When to apply 신청시점	1 month before the start of the semester
How to apply 신청방법	Apply through portal > Academic Affairs > Credit Exchange > Application for Credit Exchange
Qualification 자격요건	<ul style="list-style-type: none"> <li>- (Regular Semester) Students who have registered for the third semester or above (정규학기) 파견학기 기준 3학기 이상 8학기 이하 재학생</li> <li>- (Seasonal Semester) Students who have registered under 8<sup>th</sup> semester (계절학기) 파견학기 기준 8학기 이하 재학생</li> <li>※ Unable to apply seasonal semester right before graduation 졸업 직전 계절학기 파견 불가</li> <li>- No experienced of penalty and academic warning for previous semester 징계 및 직전학기 학사경고를 받은 사실이 없는 학생</li> <li>- Students whose average of the GPA until the last semester is 2.7 or higher 직전학기까지의 누적 평점평균이 2.7 이상인 학생</li> <li>- Students who have not attained two or more subjects under the C rank from other universities in Korea 종전 국내 타 대학 학점교류 성적 중 2과목 이상 C등급 이하를 취득한 적이 없는 학생</li> </ul>
Credit Limit 인정학점	<p>Accept up to 12 credits while attending school. However, exceptions are made for the credits earned at the universities of science and technology.</p> <p>수학대학에서 취득한 학점은 재학 중 최대 12학점까지 인정한다. 단, 과학기술특성화대학간의 교류를 통한 학점인정은 예외로 한다.</p>
Grades 성적	<p>Evaluation of a student's performance in the course attended at an exchanging university must follow the guideline or the policy of the attending university and the recorded scores and grades shall be recognized and indicated as shown.</p> <p>수학대학에서 취득한 교과목의 성적 평가는 수강대학 규정에 따르며 학점 및 성적은 그대로 인정, 표기한다.</p>

### International Student Exchange Program 국외 학점교류

- This program is designed for students to study at a foreign host institution with tuition waiver for one semester or one year.
- For more Information on this program, please visit Center for International Affairs

### International Summer Session 국제 학점교류(하계)

- The summer session program is students who wish to make use of summer break and improve their English skills, or earn academic credits towards their major at foreign institutions.
- For more Information on this program, please visit us at Center for International Affairs <http://cia.unist.ac.kr>



# INTERNSHIP PROGRAM

## 인턴십 프로그램

Section	Research Internship 연구인턴십	Industry Internship 산업체인턴십	Venture Creation Internship 창업인턴십
Common requirement	- Requirement for graduation(3 Internship credit as major) 졸업요건(인턴십 3학점) - S&U Credit system(Pass/Fail) 취득학점 S/U 처리 - Possible to get 3 credits by mixing internships ※ Research, Industry, Venture creation, Coop 연구인턴십, 산업체인턴십, 창업인턴십, Coop을 합쳐 3학점 취득 가능		
Overview	To procure and cultivate talented researcher and graduate student sponsored by each department(school) 각 학과(부)의 우수 연구자 및 대학원생 육성	To develop the talent with practical & business competency sponsored by student affairs team and Center for International Affairs 학생들에게 필요한 비즈니스 실무 능력 개발	To cultivate talented entrepreneurship undergraduate students interested in startup throughout the entrepreneurship related education sponsored by Center for Entrepreneurship Education and School of Business Administration 탁월한 기업가정신을 갖춘 창업 인재 개발
Credit Approval Criteria	- Research Internship (1~3credits) - Possible to take 3 credits of research internship only 연구인턴십만 이수로만 3학점 충족 가능	- Short-term industry internship (1-3 credits) - Long-term internship (4-10 credits)	- Venture Creation Internship (1~3 credits)
Required Grade	- Sophomore or higher 2학년 이상 학생	- Completed more than 4 semesters 4학기 이상 이수한 학생	- Freshmen or higher 1학년 이상 학생

### Coop Program Coop 프로그램 안내

#### □ What is Coop Program?

Coop Program is a customized education program for junior or above students, and is a short-term internship program in major-related companies. Programs include carrying out substantial and significant projects and this links to credit completion.

UNIST 3학년 이상의 학사과정 학생들을 위한 맞춤형 교육 프로그램으로, 6개월 단위로 전공관련 기업에서 단기프로젝트 수행 등의 실질적이고 유의미한 프로젝트를 수행하고 이를 학점 이수와 연계 가능한 프로그램

- For detail information: contact U innovative education center (U교육혁신센터)

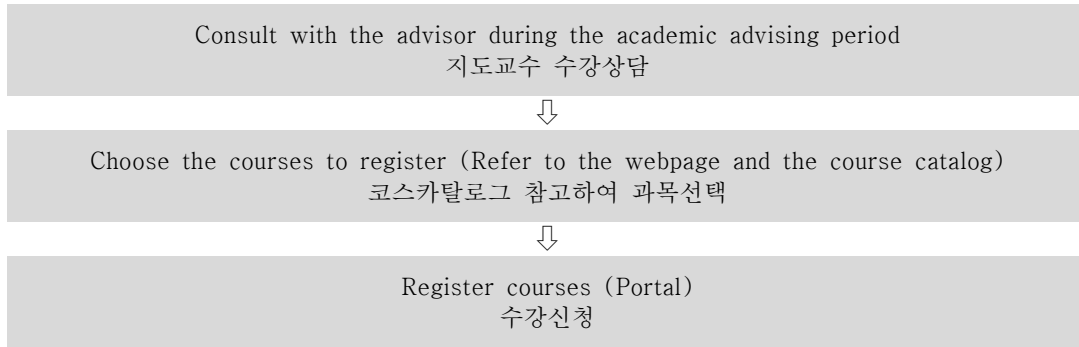


# COURSE TAKING

수업 이수

## Course Registration 수강신청

### □ Procedure 절차



### □ Academic Advising System 수강상담제도

- Period : Before the course registration starts  
수강신청 이전 지도교수와 수강상담을 완료하여야 수강신청 가능  
※ Without completing this process, students can't access to course registration system
- Target : Students who are involved in 2<sup>nd</sup>~4<sup>th</sup> grade  
1학년을 제외한 모든 학생들 대상
- How to
  - Portal > Academic Affairs > Cours Taking > Apply for Consultation/Status Inquiry  
※ Students must apply for consultation and get an approval from the academic advisor on the portal  
포털에서 신청 후 반드시 지도교수 승인을 받아야 함

### □ Course Registration Credits 수강신청학점

Category	Maximum	Minimum
Spring / Fall semester	21 ※ Academic warning of previous semester: 15	10
Summer / Winter Session	6	

※ 24 credits are permissible if the grade of the previous semester is 3.4 or above and there is no F.

직전학기 평점평균이 3.4 이상이고 F가 없는 경우 24학점까지 최대신청학점 변경 신청 가능

※ 18 credits are permissible for students getting an academic warning of the previous semester.

직전학기 학사경고인 경우 18학점까지 최대신청학점 변경 신청 가능

※ To receive a scholarship, students must COMPLETE at least 12 credits.

최소 12학점을 이수하여야 장학금 지급

#### □ Graduate Course Registration 대학원 과목 신청

- Undergraduates(3rd~4th grade) may register the courses of graduate program if the professor of the graduate course approves of it.

대학원 과목의 담당교수가 승인한 경우 학사과정생(3, 4 학년)도 대학원 과목 수강신청 가능

※ The 'Application for Graduate Course Registration' must be submitted to the college/school office

#### □ Academic Advising System 수강대기신청

- Period : After the course registration (during designated period)

- Students can register up to 24 credits for waiting list and if they get an approval from the instructor, they can register for courses during course confirmation and change period.

최대 24학점까지 수강대기신청 가능하며, 담당과목교원 승인 후 수강정정기간에 수강신청 가능

#### □ Change/Drop of the Registered Courses 수강정정/취소

- Change of registered courses 수강정정

·During the course confirmation and change period, students can cancel a course and register for another course if applicable.

- Course drop 수강취소

·When a student wants to drop a course during designated period, apply course drop through portal.

수강신청한 과목을 취소하고자 하는 경우 기간 내 포털에서 수강취소 신청

·The course will be deleted from registration record after department(school) head approves it.

취소한 과목은 학과(부)장 승인 완료 후 수강신청 기록에서 삭제됨

- The credits after drop must be over the minimum application credits.

#### □ Repeating a Course 재수강

- A course that has been already taken can be repeated only one time regardless of the previous grade, but required courses can be repeated without any limit.

이미 이수한 과목은 1회에 한하여 재수강할 수 있으나, 필수과목의 경우 예외로 할 수 있음

- When course repeating occurs, the previous grade should be deleted and the new grade remains with the mark 'R' before its course classification.  
재수강한 경우 이전 학점은 삭제되고 'R' 표기와 함께 새로 취득한 학점으로 대체
- The grade obtained after repeat may be up to B+.  
재수강 후 취득하는 성적은 최대 B+까지만 인정

#### □ Notes 유의사항

- The course registration starts approximately a month before the semester begins.  
수강신청은 학기시작 1개월여 전에 진행
- It is allowed to conduct the course registration only for the students whose academic status is 'Enrolled(Returned to school)' and counsel of the advisory professor has been completed.  
※ For freshmen, course consultation is not mandatory  
학적이 '재학' 이며 지도교수 수강상담을 마친 경우에만 수강신청 가능 (1학년 제외)
- Some courses aim at particular students or require a prerequisite, so students should refer to the bulletin board of the UNIST Portal.  
일부 교과목은 특정 학생들만을 대상으로 하거나 선이수 과목이 지정되어 있으므로, UNIST 포털사이트를 참조

#### □ How to Register for the Courses 수강신청 방법

- Access  
Portal > Log-in > Course Registration Quick Link

### UNIST Course Registration Guide



– **Browsing Courses**

- 'Search' Tab : Courses can be searched with the course number or with the course title.
- 'Major' Tab : Courses being open in one's major appear
- 'Another school' Tab : Courses can be searched by department/school.

**Browse Open Courses**

\* Academic year: 2021    \* Semester: 1st Semester

Search   **Major**   Another school

\* Major: Energy Engineering    Search

– **Course Registration**

· A course is registered by selecting a course and clicking 'Application'.

Another school

Site Course: Undergraduate/graduate: School    Department(School): SLA    Major: School of Liberal Arts    Search

Information in 'Major' field is the classification of your own curriculum, and 'course classification' field in 'other department' is the classification of the course registration year curriculum. Please refer to 'List of course taking' in portal - graduation

Grading Criteria	Course classification	Course Code	Course Title	Professor's Name	Credits/lecture/experiment	Remaining Seats	Lecture Time(Lecture Room)	Program	Prerequisite	Who to Take Course	Application
GR_P	Liberal Arts	ENG11001	English Listening&Speaking (Intermediate)	Milagrita Shin	2/1.0/2.0	1	MON TUE WED THU FRI 10:30-11:50 (114-204)	Undergraduate Course			Application

· A registered course can be canceled by clicking 'Cancel'.

Course Title	Professor's Name	Credits/lecture/experiment	Lecture Time(Lecture Room)	Program	Date of Course Registration	Note	Recognition of Credit	Cancel
Digital System Lab	Hyun-Deok Kang	3/1.0/4.0	MON 10:30-11:20 (104-E104) THU 17:30-20:50 (106-307)	Undergraduate Course	2021.02.15	Self registration	<input type="checkbox"/>	Cancel



# GUIDE TO ACADEMIC SERVICES

## 학사 서비스 안내

### How to check notice board 공지 확인 방법

- Check information through Portal > Bulletin Board > U-space > Student Notice > Academic Notice board. All important notice will be notified through the board.

The screenshot shows the UNIST portal interface. At the top, a navigation bar includes 'Home', 'Academic Affairs', 'Research Project', 'Research Admin.', 'General Admin.', 'Purchasing MNG', 'General Affairs', 'Bulletin board', 'U-Click', and 'Settings'. The 'Bulletin board' menu item is highlighted with a red box. Below this, a tree view shows the 'Bulletin board' structure, with 'Academic Notice(Eng)' highlighted by a red box and a red arrow pointing to it from the top box. At the bottom, another navigation bar includes '홈', '학사', '연구과제', '연구행정', '일반행정', '구매', '총무일반', '게시판', 'U-Click', and '환경설정'. The '게시판' menu item is highlighted with a red box, and a red arrow points from it to the 'Academic Notice(Eng)' box in the sidebar.

### Portal Menu

- Portal > Log-in > Site map : Get Information from Each Category Below

The screenshot shows the UNIST portal site map. At the top, a navigation bar includes 'Home', 'Academic Affairs', 'Research Project', 'Research Admin.', 'Purchasing MNG', 'General Affairs', 'Bulletin board', and 'U-Click'. The 'Site map' menu item is highlighted with a red box. Below this, a 'Site Map' section is displayed with a grid of categories. The categories are: Home, Academic Affairs, Research Project, and Research Admin. Under 'Academic Affairs', there are sub-items: Student Registry, Course Taking, Grade, Credit Exchange, Graduation, Activities, Enrollment/Scholarship, and Classroom Reservation. Under 'Research Project', there are sub-items: Student pooling project, Research Project, and Research Notebook. Under 'Research Admin', there are sub-items: Research Equipment, Intellectual Property, Research Equipment(Common), and 전문연구요원.

## Personal Data Input and Correction on the Portal 학생 정보 입력 및 수정

- Portal > Student Registry > Student Information → Change the information and click 'Save'.  
포털 > 학적 > 학생정보 → 정보 수정 후 저장

※ Carefully check cellphone number and E-mail address for academic announcements.

※ English name should be entered, otherwise, certificates in English will not be issued.

영문 성명이 입력되어야 영문 증명서 발급이 가능함 (포털에서 영문 성명표기 수정 가능)

※ For changing photo on the portal, students send their image file to Educational Affairs Team.  
포털에 등록된 사진을 변경하고자 하는 경우 학사팀 담당자에게 사진 파일을 보내야 함

The screenshot shows the 'Student Information' section of a web portal. It includes a navigation menu on the left and a main content area with a search bar and a table of student information. The table has columns for Start Date, End date, Start Year, Start Semester, State of school register, Reason(s) for status change, Details for status change, and Year in which Academic T.

Start Date	End date	Start Year	Start Semester	State of school register	Reason(s) for status change	Details for status change	Year in which Academic T
2015 03 01	9999 12 31	2015	1st Semester(Summer)	Enrolled	The first admission		

## Certificate Request 증명서 발급

### □ Types of Certificates 증명서 종류

Types		Certificate
1	Undergraduate/Graduate	Certificate of Enrollment 재학증명서*
2	Undergraduate/Graduate	History of Enrollment 재적증명서
3	Undergraduate/Graduate	Certificate for Leave of Absence 휴학증명서
4	Undergraduate/Graduate	Certificate of Expulsion 제적증명서
5	Undergraduate	Certificate of Grade Completion 학년수료증명서
6	Graduate	Certificate of Course Completion 수료증명서
7	Graduate	Certificate of Expected Course Completion 수료예정증명서
8	Undergraduate	Certificate of Expected Graduation 졸업예정증명서
9	Graduate	Certificate of Expected Degree Conferment 학위수여예정증명서
10	Undergraduate	Certificate of Graduation 졸업증명서
11	Graduate	Certificate of Degree Conferment 학위수여증명서
12	Undergraduate/Graduate	Academic Transcripts 성적증명서
13	Undergraduate/Graduate	Confirmation of Scholarship 장학금지급확인서
14	Undergraduate/Graduate	Confirmation of Non-Payment of scholarship 장학금미지급증명서

- ※ Certificate of Enrollment can be issued during enrolled period. (not available during the leave of absence) 재학증명서는 재학기간 중 발급되며, 휴학기간 중에는 휴학증명서 발급 가능
- ※ In the Certificate of Grade Completion, the grade completion is marked based on the completed credits, not based on the number of enrolled semesters  
학년수료증명서의 이수학년 표기는 등록학기수 기준이 아니라 이수학점 기준으로 표기됨

#### □ Services 서비스 종류

Types	Contents	Service type	Cost
KIOSK	Machines are available 24/7	Print	500 won/1 copy
Internet	Real-time issuance using the Internet	Print, Digital format	Print: free Digital: 2,000 won/1 copy
PostMAN	International Mail Service (sending certificate overseas)	DHL express	Actual delivery cost (charged to students)
Fax	Applying through '정부24(gov.kr)' website	Visit community service center	Commission (community service center)

※ UNIST Internet Certificate Issuance System

[https://uni.webminwon.com/servlet/WMINDEX?COMMAND=UNIST&LA=en\\_EN](https://uni.webminwon.com/servlet/WMINDEX?COMMAND=UNIST&LA=en_EN)

[https://uni.webminwon.com/servlet/WMINDEX?COMMAND=UNIST&LA=ko\\_KR](https://uni.webminwon.com/servlet/WMINDEX?COMMAND=UNIST&LA=ko_KR)

#### □ How to issue 발급방법

Types	How to	Remarks
On campus	MAB 1F, Lobby of the Bldg.104(kiosk)	Educational Affairs Team 052-217-1116 Services related inquiries 02-1644-2378
	MAB 2F Educational Affairs Team Available time: weekdays 09:00~18:00	
Internet (PostMAN)	Portal-Certificate issuance (on the bottom of the front page)	
Mobile	'Digitalzone' mobile phone application	

※ For further information about certificate issuance, contact the Educational Affairs Team  
Tel. 052-217-1116, Fax. 052-217-1119

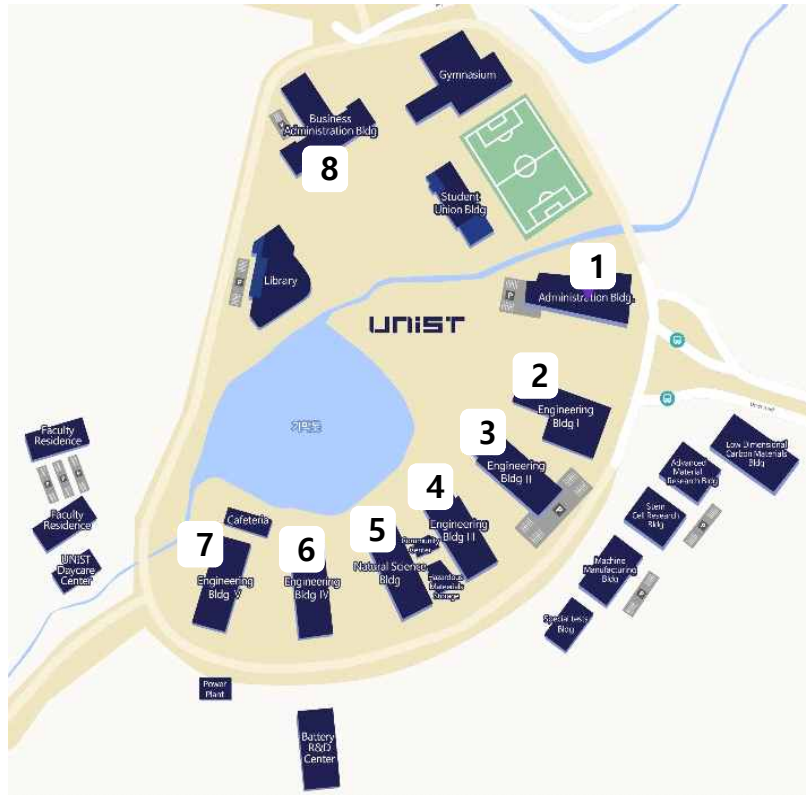


## TIPS #02

Contact here to solve your questions / 주요 문의사항별 연락처

I have question about 이런 문의사항이 있어요!	Team in charge 담당부서	Contact (052-217-)
Academic policies (Class taking, graduation, tuition fee, academic leave, internship, etc.) 학사제도 (수업/졸업/등록금/휴복학 등)	Educational Affairs Team 학사팀	1112~7
Scholarship, Industrial Internship, Award, Student Activity 장학금, 산업체인턴십, 상벌, 학생활동(동아리 등)	Student Affairs Team 학생팀	1132~7
Book rental, Library 도서 대여, 도서관 이용 등	Library Team 문헌정보팀	1417
Dormitory related question 기숙사 관련	Student Residence Team 생활지원팀	6969,6956
(Only for Korean Students) 예비군 관련 문의	Reserve Battalion 예비군대대	1573
(International Students) Visa Issuance, Sujourn support (All students) Overseas Exchange Program 해외 교환교류 프로그램	Center for International Affairs 국제협력센터	(Int.) 4125 (All) 4132
Student Venture Creation 학생 창업 관련	Business Incubation Center 창업팀	1374
Health Issues, Counseling, etc. 보건 관련, 심리 상담 등 문의	Healthcare Center 헬스케어센터	(Counsel)4011 (Health) 4012
Sexual Harassment, Sexual Violence, Human rights abuse 성희롱, 성폭행, 인권침해 사례 신고	Human Rights Center 인권센터	5000
Blackboard 블랙보드 관련 문의	U Innovative Education Center U교육혁신센터	4103
Course Evaluation 강의평가 관련 문의	Academic Planning Team 교학기획팀	1483
Leadership Program 리더십프로그램	Leadership Center 리더십센터	4333
E-mail, Software, Wifi(Network) 학내 이메일, 소프트웨어, 네트워크(와이파이)	Information Technology Team 정보기술팀	(Network)1435 1437

## Campus Map 캠퍼스맵



Organization	Contact Number	Location
Educational Affairs Team 학사팀	Tel : 052-217-1112~7 Fax : 052-217-1119	#203, 201 Main Administration Bldg. ☞ ①
College of Engineering 공과대학	Tel : 052-217-1802(MSE), 1803(UEE), 1807(ME), 1804(NE), 1806(ECHE)	#U203-1, 108 Natural Science Bldg. ☞ ⑤
College of Information and Biotechnology 정보바이오융합대학	Tel : 052-217-1845(BME, BIO), 1846 (DES, CSE), 1847(EE, IE)	#U203-2, 108 Natural Science Bldg. ☞ ⑤
College of Natural Science 자연과학대학	Tel : 052-217-1882 (PHY, MTH), 1883 (CHEM)	#701-12, 108 Natural Science Bldg. ☞ ⑤
School of Business Administration 경영과학부	Tel : 052-217-3666	#601, 114 Business Administration Bldg. ☞ ⑧
School of Liberal Arts 인문학부	Tel : 052-217-3682	#506-13, 114 Business Administration Bldg. ☞ ⑧
School of New UNISTars 새내기학부	Tel : 052-217-6703~4	#308-8, 114 Business Administration Bldg. ☞ ⑧