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| **2015 Winter Semester Course Schedule** |

**1. Purpose**

- To secure the continuity of learning during vacation and inspire students’ academic willingness

- To expand opportunities to take a double major and earn credits to graduate

**2. Operation**

**a. Available to: All attending students and temporary-leaving students in 2015 Fall semester**About courses of work experience, students who will graduate in Feb 2016 are not available because the credits of work experience are admitted in following semester

※ For leave of absence students, regardless of whether you have earned the credits needed for graduation in the break semesters, it is obligatory for you to register the following normal-semester; also break semester registration for leave of absence students is allowed ‘only 2 times’ during a student’s study duration(Academic Affairs Team-1160, 2014.04.16.)

**b. Offered Courses**

- Suitable courses among 2015 curriculum that are short-term intense education

- Liberal Arts and basic courses, ‘Basic Natural Sciences(BSM)’ are given in English(same with regular semester)

- Work-Experience classes during season

- Major courses are established, only given by full-time faculties

※ Courses based on the principle of running by English such as BSM, are established with English (same with regular semester)

**c. Credits: Maximum 6 credits (but, within 9 credits including Summer, Winer, ISS in total)**

**d. Tuition fee**

- For class: 91,000 won (per credit)

- For lecturer: 64,500 won (per hour)

**e. Caution**

- After the period of tuition payment(1st, 2nd) ends, all the course list of those, who do not pay the tuition fee, will be deleted(when students, who registered in the 1st round, did not pay for their tuition during the 1st payment period, their course list will be deleted)

- After the semester starts, course change and cancellation are not permitted

- Tuition exemption of students in special talents(natural sciences) and North Korean defector(Saeteomin) is maintained(Academic Affairs Team-923, 2009.05.28)

- Those who do not do course evaluation, are available to see their score and raise an objection after the course evaluation on Jan 13th(Wed)

**3. Schedule**

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| **구 분** | **Process** | **Date** | **Office in Charge** |
| Management Preparation | Survey of students’ preference for opening courses | 10.27(Tue) ~ 10.30(Fri) 10:00~23:00 | Administrative OfficeInformation and Communications Office  |
| Recommendation of Open course and designation of new part-time lecturers | ~11.12(Thur) | Administrative OfficeSungkyunkwan Language Institute |
| Determination of open courses | 11.13(Fri) |  |
| Electronic Schedule Open | 11.16(Mon) 14:00 | Information and Communications Office  |
| Determination of courses application and Confirmation of kind of courses | Application for courses | 11.25(Wedn) 10:00 ~ 11.27(Fri) 23:00 | Office of Financial affairsInformation and Communications Office  |
| Tuition fee payment | 11.30(Mon) ~ 12.4(Fri) 09:00~17:00 | Office of Financial affairsInformation and Communications Office  |
| Courses finalized (Class closed or split) | 12.7(Mon) ~ 12.8(Tue) |  |
| Additional application for courses | 12.9(Thur) 10:00 ~ 12.11(Fri) 17:00 | Office of Financial affairsInformation and Communications Office  |
| Refunds request period | 12.9(Thur) 10:00 ~ 12.11(Fri) 17:00 | Office of Financial affairsInformation and Communications Office |
| Submission period for tuition fee of additional applicants | 12.14(Mon)~12.16(Wedn) 09:00~17:00 | Office of Financial affairsInformation and Communications Office |
| Refunds request period for additional applicants | 12.17(Thur) 10:00 ~ 12.18(Fri) 23:00 | Office of Financial affairsInformation and Communications Office |
| Designation of class rooms, determination of exam schedule and announcement  | 12.15(Tue) | Administrative OfficeSungkyunkwan Language Institute |

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| Running Courses  | Course Period [for 15 days] | 12.21(Mon) ~ 1.11(Mon) | Administrative OfficeSungkyunkwan Language Institute |
| Mid term exam | 12.31(Thur) | Administrative OfficeSungkyunkwan Language Institute |
| Course Evaluation | 1.5(Tue) 10:00 ~ 1.7(Thur)23:00 | Information and Communications Office |
| final exam | 1.11(Mon) | Administrative OfficeSungkyunkwan Language Institute |
| Process for score | Scoring period | 1.11(Mon) ~ 1.13(Wedn) | Information and Communications Office |
| Announcement and registration for objection | 1.13(Wedn) 10:00 ~ 1.14(Thur) 23:00 | Information and Communications Office |
| End winter semester | 1.15(Fri) 15:00 | Information and Communications Office |

※ Without course plan, Electronic Schedule Open of it is excluded

※ Subjects will be closed, where the number of students who pay tuition fee is les than 19. (referred on 12.8(Fri) 17:00)

※ Course Period: Total 15 days (There is no classes on 12/26(Sat), 1/2(Sat), but will be classes on 1.9(Sat), 1/11(Mon))

12.21(Mon) ~ 12.24(Thu) (4 days)

12.28(Mon) ~ 12.31(Thu) (4 days)

1. 4(Mon) ~ 1. 9(Sat) (6 days)

1. 11(Mon) (1 day)