

Bylaws of  
SNU Dept. of  
Industrial Engineering  
(Graduate)

## 1. Course Registration

### 1.1. Completion of Credits

Program	Course Credits	Research Credits (Research + Seminar)	Total Credits
Master's	24	6+1=7	31
Doctorate	30	6+1=7	37
Combined	48	12+2=14	62

- 1) Course credits obtained in the form of S/U are recognized up to 3 credits for Master's, 6 credits for Doctorate, and 6 credits for Master's+Doctorate Combined Program.
- 2) Courses that are conducted in the form of a seminar by an external lecturer held in departments other than Industrial Engineering can not exceed 3 credits.
- 3) Credits that were obtained by taking graduate-level courses during undergraduate studies at SNU and have exceeded in meeting the requirements for the undergraduate degree may be recognized up to 6 course credits.
- 4) 6 Credits may be completed from undergraduate-level major courses of the same department (or from other departments that the advisor allows.). Students of non-Industrial Engineering majors must complete minimum of 2 major courses recognized by the Dean.
- 5) Students may take graduate courses that are offered by other departments/divisions, even if not considered as major courses in their own departments/divisions, based on their academic advisors' recommendation and approval of the head of their own departments/divisions. In this case, course credits may be counted as major course credits up to half of the required credits for program completion in students' own department/divisions. Within this half of the required credits based on Article 80, Clause 1 of university regulation, students may earn by taking courses from a different department/division (six credits may be earned by taking courses in the undergraduate program, according to Article 71 Clause 2 of the university regulations).
- 6) Credits that were obtained during master's program at SNU and have exceeded in meeting the requirements for the master's degree may be recognized up to 12 credits if proceeded to doctoral program.

### 1.2. Graduate Seminars

- 1) Seminars in Industrial Engineering are held every spring semester as 2<sup>nd</sup> class

subjects, subtitles are subject to change. Seminar courses with the same subtitle may not be taken duplicately.

2) In case of special circumstances, adjustments may be made with the approval with the advisor and the department Dean.

### **1.3. Regulation regarding completion of courses**

1) For completion of graduate school degree program, required number of course subjects and areas must be completed accordingly.

- Master's : at least 4 courses in 5 Areas of [Appendix 2]
- Doctorate(Combined): at least 5 courses in more than 4 Areas of [Appendix 2] (including subjects from Master's Program in the same department)

## **2. Regulation regarding doctorate preliminary exam**

**( Applies to those admitted 2018~)**

### **2.1. Doctorate Thesis Submission Preliminary Exam**

- 1) Students who wish to take the Doctorate Thesis Submission Preliminary Exam must submit the Master's·Doctorate Qualification Exam Subject Selection Application( IE form 3-4).
- 2) Students must select 3 subjects amongst 5 of [Appendix 1] and pass. Students who have failed to pass all three subjects may later choose to re-take only the subjects that he/she did not pass.
- 3) Only students who passed the Doctorate Preliminary Exam can take the thesis submission qualification exam.

## **3. Regulations regarding thesis submission qualification exam**

### **3.1. Common Requirement**

- 1) Students who have registered for two semesters and have acquired 18 course credits are eligible to take the Master's·Doctorate Thesis Submission Qualification Exam.
- 2) Students are given 3 opportunities to take the Doctorate Qualification Exam.

### **3.2. Doctorate Thesis Submission Qualification Exam(~2010 or 2018~)**

- 1) Doctorate(Combined) students who passed the Doctorate Preliminary Exam

must select 1 subject in each of the 3 areas amongst 5 of [Appendix 2] and pass. (However, students may not choose the advance subjects that have been selected and passed in the Master's Thesis Submission Qualification Exam as advanced subjects for Doctorate Thesis Submission Qualification Exam.)

- 2) If student received a grade of A- or above in selected subjects, the written test may be replaced with an addendum assessment that subjects that is related to the topic of the subject.

### **3.3. Doctorate Thesis Submission Qualification Exam(2011~2017)**

- 1) Required Subjects: Students must select 3 subjects amongst 5 of [Appendix 1] and pass.
- 2) Advanced Subjects: Students must select 3 subjects in each of the 3 areas amongst 5 of [Appendix 2] and pass. (However, students may not choose the advance subjects that have been selected and passed in the Master's Thesis Submission Qualification Exam as advanced subjects for Doctorate Thesis Submission Qualification Exam.)
- 3) If student received a grade of A- or above in selected advanced subjects, the written test may be replaced with an addendum assessment that subjects that is related to the topic of the subject.

### **3.4. Master's Thesis Submission Qualification Exam**

- 1) Students must select 3 subjects in each of the 3 areas amongst 5 of [Appendix 2] and pass.
- 2) If student received a grade of A- or above in selected subjects, the written test may be replaced with an addendum assessment that subjects that is related to the topic of the subject.

## **4. Regulation regarding doctorate graduation thesis**

### **4.1. Thesis Evaluation Procedure**

- 1) (Thesis Proposal) Thesis proposal(IE form 3-1) must be submitted at least one week before the First Evaluation.
- 2) (Advising Committee) At the time of Thesis Proposal Submission, thesis advising committee including advising professor must be formed and be approved by the department Dean.
- 3) (Presentation Material Submission) Students subject to first evaluation must submit the presentation material to each of the evaluation committee member until a week prior to the evaluation.
- 4) (First Evaluation) Conducted a semester before Ph.D. graduation with minimum

of 3 evaluation members from the school including the advising professor.

- 5) (Evaluation Committee) If the evaluation committee members for the mid-evaluation have been decided, the applicant should submit a Request for Advising Committee's Review of the Doctoral Dissertation(IE form 3-2) by the end of March if the mid-evaluation is to be conducted in first semester, and by the end of September if the mid-evaluation is to be conducted in second semester, to request for doctoral thesis evaluation. Evaluation committee must include minimum 2 professors from our department and minimum of 1 member who is an outside expert.
- 6) (Dissertation Paper Submission) Students subject to mid-evaluation must submit the dissertation paper to each of the evaluation committee member until two weeks prior to the mid-evaluation.
- 7) (Mid-Evaluation) Conducted the semester after the first evaluation with minimum 5 evaluation committee members including outside members and those from the first evaluation.
- 8) (Individual Doctoral Public Presentation) must be held prior to the date of final evaluation. Students subject to mid-evaluation should notify all members from the department by informing the department office via telephone after completing the schedule and reservation of the venue.
- 9) (Final Evaluation) After the individual doctoral public presentation, the evaluation committee privately examine the revised thesis submitted for final decision.
- 10) (Thesis Submission) Those who plan to graduate in February must submit the final version of the thesis and official seals by the end of January of the corresponding year. For expecting graduation in August, the same documents must be submitted by the end of July of the corresponding year.

#### 4.2. Publication of Paper in International Journal

- 1) Those submitting doctoral dissertation must have published or have been confirmed for publication of minimum 1 paper in designated international journals as the 1<sup>st</sup> author or a corresponding author.
- 2) International journals recognized for doctoral thesis evaluation are journals listed as SSCI, SCI and SCI-Expanded.
- 3) A proof of publication must be submitted at the time of Final evaluation.

### 5. Regulation regarding Master's graduation thesis

#### 5.1. Thesis Evaluation Procedure

- 1) (Thesis Proposal) Those who plan to graduate in February submit the Thesis Proposal (IE form 3-1) by the end of September of the previous year, and those who plan to graduate in August must submit the Thesis Proposal by the end of March of the year to the department Dean.

- 2) (Evaluation Committee) After submitting the master's thesis plan, the department dean shall select two evaluation professors and a chairperson.
- 3) Prospective graduates are obligated to participate in "Master's Thesis Joint Presentation" held by the department before submission of the Dissertation Paper. Prospective graduates must incorporate the comments of professors participating in the joint presentation when writing the thesis
- 4) (Thesis for Evaluation Submission) Those who plan to graduate in February should submit the thesis for evaluation(dissertation papers) by the end of November of the previous year, and those who plan to graduate in August must submit the thesis by the end of May of the year to the evaluation committee.
- 5) (Thesis Evaluation) Conducted in the beginning of December of the previous year if expected to graduate in February, and in the beginning of June of the year if expected to graduate in August.
- 6) Those who plan to graduate in February must submit the final version of the thesis and official seals by the end of January of the corresponding year. For expecting graduation in August, the same documents must be submitted by the end of July of the corresponding year.

## 5.2. Publication of Paper in International Journal

- 1) Master's students are required to present in academic journals or conferences as an author(including co-author) in Korea or abroad.
- 2) Students must submit a proof of 'publication in academic journals in Korea or abroad' of 'presentation in academic conferences' (including poster presentation).