

## < (Summary) Guide for GIST Credit Transfer >

Type	(Same Degree Course) Credit Transfer from <u>Other University</u>	Credit Transfer from <u>MS Program</u>	Credit Transfer from <u>GIST Undergraduate course</u>
<b>Applicant</b>	Those who have enrolled in GIST with the 'same degree course' after attending (graduation, dropout, expulsion, etc.) other university	Those who have graduated from the master's program (GIST or other university) and enroll the GIST Ph.D. program	Those who have entered GIST graduate program after graduating from GIST undergraduate program
	Those who have been dispatched as the exchange student to other university while attending GIST		
<b>Applicable credits</b>	Graduate student: up to 12 credits Undergraduate student: up to 30 credits	No limit	up to 9 credits
	It is applied only for the courses which matches the GIST subject (Subject credits only / No Research credits).		
<b>Application deadline</b>	<Students admitted to GIST with the 'same degree course'> within 1 year of undergraduate course, within 1 year of master's course, within 2 years of Ph.D. course after admission	within 2 years after admission to the Ph.D. program	within 1 year after admission to the graduate program
	<Exchange student> within 1 year after the end of the dispatch period		
<b>Application documents</b>	Application (use the form) and transcript (if necessary, you can attach the subject syllabus, class materials, etc.)		
<b>Application process, Details</b>	Please be sure to read the detailed instructions carefully for each type before applying.		

## [ (Same Degree Course only) Credit Transfer from Other University ]

### ○ Applicant

1. Those who have enrolled in GIST with the 'same degree course' after attending (graduation, dropout, expulsion, etc.) other university.
  - ※ Entering the GIST Ph.D. program after graduating from other university with master's degree: Use the 'Application for Credit Transfer from MS Program'
  - ※ Entering the GIST M.S.-Ph.D. integrated program after graduating from other university with master's degree: Use the '(Same Degree Course only) Application for 'Credit Transfer from Other University'
2. Those who have been dispatched as the exchange student to other university while attending GIST.

### ○ Applicable credits

- Graduate student: up to 12 credits
- Undergraduate student: up to 30 credits
- ※ However, it is only for the subject which matches the GIST subject ('Subject credits' only).

### ○ Application deadline

1. Students admitted to GIST with the 'same degree course': within 1 year of undergraduate course, within 1 year of master's course, within 2 years of Ph.D. course after admission
2. Exchange students: within 1 year after the end of the dispatch period

### ○ Application documents: Application (use the form) and transcript (if necessary, you can attach the subject syllabus, class materials, etc.)

### ○ Application process (in order)

- Student: Fill out the application form (with transcript)
- Student: Obtain signature of the professor in charge of each subject to be matched (You can show the subject syllabus, class materials, etc.)
- Student: Obtain signature of the academic advisor and the department chair
- Student: Submit application documents to the Section of Student Records
- Section of Student Records: Document review → Internal report → System input → Notify the affiliated department

○ **Type of transferred grades written on the GIST transcript**

1 Student admitted to GIST from another university: **S(success) is written**

(Credits earned are added, but GPA will not be added.)

2 Exchange students: **Grade is written as it is**

(Credits earned are added, but GPA will not be added.)

※ 'TC (Transferred Credit)' is written in the category of transcript

○ **Inquiries: Section of Student Records / Yuri Kang (T. 062-715-2053)**

※ **Exchange student: Remember this before being dispatched to other university**

- 'Before the end of the subject(course) registration period' of the other university to be dispatched

: It is recommended for you to confirm the credit transfer 'in advance' before dispatch. We recommend you to register for subject of other university after the related GIST subject professor review the 'subject to be taken at the other university' if it can be transferred or not (If you do not receive the review in advance, even if you have completed the subject, you may not be able to receive credit transfers after returning to GIST because the subject is not matched.)

※ There is no pre-approval form but you can receive confirmation by e-mail from the professor in charge of the GIST subject.



- **Applicant: Those who have graduated from the master's program (GIST or other university) and enroll the GIST Ph.D. program**
  - ※ Entering the GIST Ph.D. program after graduating from other university with master's degree: Use the 'Application for Credit Transfer from MS Program'
  
- **Applicable credits: No limit**
  - ※ However, it is only for the subject which matches the GIST subject ('Subject credits' only).
  
- **Application deadline: within 2 years after admission to the Ph.D. program**
  
- **Application documents: Application (use the form) and transcript (if necessary, you can attach the subject syllabus, class materials, etc.)**
  
- **Application process (in order)**
  - Student: Fill out the application form (with transcript)
  - Student: Obtain signature of the professor in charge of each subject to be matched (You can show the subject syllabus, class materials, etc.)
  - Student: Obtain signature of the academic advisor and the department chair
  - Student: Submit application documents to the Section of Student Records
  - Section of Student Records: Document review → Internal report → System input → Notify the affiliated department
  
- **Type of transferred grades written on the GIST transcript: S(success) is written**  
(Credits earned are added, but GPA will not be added.)
  - ※ 'TC (Transferred Credit)' is written in the category of transcript
  
- **Inquiries: Section of Student Records / Yuri Kang (T. 062-715-2053)**



- **Applicant:** Those who have entered GIST graduate program after graduating from GIST undergraduate program
  
- **Application Requirements:** The following requirements must be 'all' met
  - During the GIST undergraduate course period, 'exceeding total 130 credits' should be earned
  - During the GIST undergraduate course period, graduate subject should be taken
  - The grade method for the graduate subject must be Letter('A+'~'C0') grade(S/U or Pass/Fail methods are not allowed), and the grade must be 'C0 or higher'.
  
- **Applicable credits: up to 9 credits** (exceeding total 130 credits during the GIST undergraduate course)
  - Premise: Up to 9 credits for graduate subjects acquired during the GIST undergraduate course.
    - ex) Acquisition of total 137 credits / When acquiring 6 credits from 2 graduate subjects  
⇒ 6 credits from 2 graduate subjects are transferred.
    - ex) Acquisition of total 145 credits / When acquiring 15 credits from 5 graduate subjects  
⇒ 9 credits from 3 graduate subjects (3 subjects should be selected by the applicant) are transferred.
    - ex) Acquisition of total 132 credits / When acquiring 3 credits from 1 graduate subjects  
⇒ Unacceptable (Partial transfer of 2 credits from 3 credits is not allowed)
  
- **Application deadline:** within 1 year after admission to the graduate program
  
- **Application documents:** **Application** (use the form) **and transcript** (if necessary, you can attach syllabus for the subject, class materials, etc.)
  
- **Application process** (in order)
  - Student: Fill out the application form (with Transcript)
  - Student: Obtain signature of the professor in charge of each subject to be matched (You can show the subject syllabus, class materials, etc.)
  - Student: Submit the application documents to the Section of Student Records
  - Section of Student Records: Document review → Internal report → System input → Notify the affiliated department
  
- **Type of transferred grades written on the GIST transcript:** S(success) is written  
(Credits earned are added, but GPA will not be added.)
  - ※ 'TC (Transferred Credit)' is written in the category of transcript
  
- **Inquiries:** Section of Student Records / Yuri Kang (T. 062-715-2053)

※ Standard for approval of 'Code Share' subject

- Undergraduate subject that has been code-shared with graduate subject: Approved  
(Put 'Undergraduate subject code' on the left side of application form)  
(Put 'Graduate subject code' on the right side of application form.)
- Note: When credits are transferred, 'Graduate subject code' will be written on transcript. However, after credits are transferred, registering for the same subject with the undergraduate code is strongly prohibited.

Application for Credit Transfer from **GIST Undergraduate course**  
**(학사과정) 선 취득 학점 인정 신청서**

Academic Department		Degree Program		Student No.	
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Name					
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Credits to be transferred (from GIST Undergraduate course)				GIST Equivalents		
Course No.	Course Title	Credit	Grade	Course No.	Course Title	Credit

Pursuant the School Regulations,  
the applicant requests approval for the above credit transfer.

Date . . .

Applicant : Seal/Signature

※ Enc. : A copy of transcript

Advisor	Dean/Dept. Chair
<Comments>          Advisor : <span style="float: right;">Signature</span>	<Comments>          Dept. Chair : <span style="float: right;">Signature</span>