**Those who wants to apply for graduation at 6 th or later semesters, please check this model schedule both Spring and Fall semester**  (Prepared based on previous semesters)

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| --- | --- |
| March/ September |  |
| April/ October | * Submission of graduation exam result to the office (biotech or Oriental medicine)
* Defense pre-evaluation presentation in our lab and biotech department (for biotech students)
* Submission of defense pre-evaluation evaluation form by Professor (공개발표 학점 부여 보고서)
* Thesis Submission form ( 청구논문 제출 양식(전체)
 |
| May/ November | * Final defense presentation at biotech and oriental medicine department
* 학위과정별 제출서류 각 1부
* Payment for your thesis evaluation (논문심사비 납부)
* 청구논문결과 제출
* 졸업예정자 석·박사학위논문제출 안내
 |
| June/ December | * After your final defense and final thesis soft copy, first need to enter into university library homepage – thesis submission – fill the details asked. They will check your format and inform you through sms . then you can final click “ok” then print “제출확인서” (Conformation for thesis submission).
* Number of copies of Thesis submission: 석사 2 copies, 박사 4 hard copies (하드커버, 그 중 인준지 원본 1부 포함) at library 중앙도서관 지층 자료열람실.
* Submit theiss along with 논문 제출 및 전공확인서 (Thesis submission and major conformation form). This you can get sign after your final defense.
* At the time of your final defense you can bring the stamp/sign page to the defense room to get sign (seal) from your Dissertation Committee members. MS (minimum 3 copies, and PhD (minimum 5 copies).

Thesis printing: 옥천프린팅 (Okchon printing center) (cheapest one). |
| July/January  |  |
| August/ February  | * Graduation
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* All biotech students have to take oral test before the graduation semester (example at 5 th semester, if u want to graduate at 6 th semester).

**For all students from semester 1 ~**

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| Feb/ august  | * Class registration
* Prerequisite class registration
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| March/ September | * Possible to change or add or delete the classes (only first week)
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| April/ October |  |
| May/ November |  |
| June/ December |  |
| July/January  |  |
| August/ February  |  |

* Total Prerequisite class registration required for graduation (9 credits for master and 12 credits for Ms-PhD combined, PhD).
* All the Phd and Ms-combined Phd students should check the payment of research (연구등록금)
* Every semester you have to pay insurance fee before the semester starts
* The required model forms are attached here. Please check for English translations
* If you need any clarifications, please contact Ramya or Gyuhwan or current incharge student of our department.