졸업예정자 졸업신청 및 졸업이수요건 확인서 제출 안내
Instructions for submitting the Bachelor's graduation application and Checklist for graduation requirement completion

We kindly ask graduating students to review the following schedule and procedures. Please ensure to submit the required documents to your department office by the specified deadline.

< Important schedule for graudation and required documents>

Please ensure to review the detailed schedules and notices provided by each department.
It is strongly recommended to regularly check your department's website and submit the required documents within the specified tiem frame.

Expected Graduation Semester Spring Semester	Fall Semester	Key Contents and Required Documents	details
within the course registration period		(ZEUS)Course registration for Undergraduate Thesis Research II and provide thesis advisor information	* Course registration system: Undergraduate Thesis Research II [Add] > Advisor Search[Select] > [Save]
Feb.	Aug.	Submit the graduation application, check list for graduation requirement completion to your department office	* ZEUS: My Service > Qualification Graduation > [R]졸업성적이수표출력 ※ Only courses with the completion status 'Y' (Completed) are recognized. Please refer to the academic handbook for specific requirements for each criterion.
Feb.	Aug.	For students who have declared a double major, minor, or Advanced major, please inquire with the respective department in advance to confirm the recognition of courses with ambiguous classifications for completion.	* When making inquiries in advance, please attach your transcript for reference
Mar.	Sep.	fill out Undergraduate Thesis Research plan(Zeus) / Submit the application documents to the department office	* ZEUS: MyService > Qualification Graduation > Research for thesis(individual research) registration > [New] > fill out the contents > [Apply] > print out > get the approval of advisor and dean/dept. chair
Apr.	Oct.	Select two members for the thesis evaluation committee and Submit the list to the department Office	To form the thesis evaluation committee, it is mandatory to consult with your thesis advisor. The chair of committee will be your thesis advisor, and other members should be recommended bt the chair
May	Nov.	(ZEUS) Apply for thesis evaluation	* ZEUS> MyService > Qualification Graduation > Examination of a thesis request > [New] >enter contents> [Apply] *If the date is not confirmed, please put any date in June or December.
May	Nov.	(ZEUS) Check and update your personal Information	* ZEUS: MyService > School register > Personal identifiable information > Check and update your personal information(contacts, English name, Email, etc.) > [Save] ※ The English name in the ZEUS will be printed on the degree certificate, so please make sure to update it.
May	Nov.	Submission of Dissertation Draft for Defense(2 copies) and Declaration of Ethical Conduct in Research to the department office	The submission method for the thesis for evaluation may vary by department, so please confirm it in advance.
Jun.	Dec.	Evaluation of thesis and oral examination	
Jun.	Dec.	Submit the Result for the Bachelor's thesis evaluation, Abstract(Printed version), Final version of the thesis(Printed version), Thesis Approval Form(Printed version) to the department office	
Aug.	Feb.	Commencement Ceremony	* Refer to the GISTwebsite Academic Calender

※Important Notices
- Those who graduate within the 7th semester(including the leave of absence periods) must submit the application for early graduation during the specified period.

- If you wish to withdraw your graduation application, please immediately inform your department of the reason for withdrawal.

- Graduation cannot be postponed once all requirements, including earned credits and completion of the undergraduate thesis, have been fulfilled.

- Please ensure that you review all the notifications disseminated via the academic handbook, notices, emails, etc

- The criteria for the recognition of credits from domestic and foreign universities during the regular semester are determined based on the credit recognition application submitted by the individual.

- The criteria for recognition of credits from foreign universities during the summer session are determined by the course registration guideline and approval of the relevant department at the time of the exchange semester.

- **Minor**: Electrical Engineering and Computer Science, Materials Science and Engineering, Mechanical Engineering, Earth Sciences and Environmental Engineering, Life Sciences, Physics, Chemistry, Mathematics, Biomedical Science & Engineering, Energy, Culture Technology, Intelligent Robotics, Humanities and Social Sciences, AI Convergence
- **Double Major, Advanced Major**: 7 major(Electrical Engineering and Computer Science, Materials Science and Engineering, Mechanical Engineering, Earth Sciences and Environmental Engineering, Life Sciences, Physics, Chemistry)

20XX년도 X반기(X월) 졸업신청 및 졸업 이수요건 확인서
Graduation Application and Checklist for graduation requirement completionm

[2021학번~]

· Department:
　　*(Minor:　　/ Double Major:　　/ Advanced Major:　　)
· Student No.:
· Name:
· E-mail:

- **English(4)**
  - English Ⅰ: Study Skills for Freshman(2) or English Ⅰ: Presentation and Discussion(2) select 1
- **Writing in Korean(3)**
  - Required to select 1 of 6 courses
    However, Students who take a "Writing Ⅰ" course may take a "Writing Ⅱ" course additionally
    ※ The 3 courses of Writing Ⅰ and the 3 courses of Writing Ⅱ are regarded as same courses

- **Humanities and Social Sciences**
  - The credits completed in excess of the required credits (24) for completion in Humanities and Social Sciences, up to 12 credits may be acknowledged in addition

- **Mathematics(6)**
  - Single Variable Calculus and Applications(3) or Single Variable Calculus & Applications – Honors(3) select 1
  - Multivariable Calculus & Applications(3) or Differential Equations & Applications(3) or Introduction to Linear Algebra & Applications(3) or Fundamental Differential Equations with Linear Algebra and Applications(3) select 1
- **Electrical Engineering and Computer Science(3)**
  - 컴퓨터 프로그래밍(3) Computer Programming(3)
- **Life Sciences(4)**
  - Biology(3) or Human Biology(3) or General Biology – Honors(3) select 1
  - General Biology Laboratory(1)
- **Physics(4)**
  - General Physics and Recitation I(3) or General Physics and Recitation I – Honors(3)
  - General Physics Experiment I(1)
- **Chemistry(4)**
  - General Chemistry and Recitation I(3) or General Chemistry and Recitation I – Honors(3)
  - General Chemistry Experiment I(1)
- ※ All excess credits are recognized as "Free electives – General Sciences elective" credits
- ※ An experiment course must be taken either after completing or simultaneously with a lecture course.

Classification			Total credits			Important Notices
			Completed	On-going	Subtotal	
General science and liberal arts credits	Language	7 credits				- 4 credits of English, 3 credits of Writing in Korean
	Humanities and Social Sciences	24 credits				- Including 6 credits of HUS and 6 credits of PPE
	Software	0-2 credits				- 2 credits of "Software Basics and Coding" required to be completed ※Those having completed "Computer Programming" are exempt (excluded)
	General Sciences	17-18 credits				- 6 credits of mathematics - 9 of 12 credits in total (3 Physics, 3 Chemistry, 3 Life Sciences, 3 Electrical Engineering and Computer Science) to be selected and completed 　※If the field of Physics, Chemistry or Life Sciences is selected, an experiment course (1 credit each) must be completed
	GIST 101	1 credit				- Required to be taken during the freshman year (for int'l students 2nd semester since it is offered only in Spring semester)
	GIST 102	1 credit				- Required to be taken in 2nd semester of the freshman year
Subtotal		50-53 credits				
Concentraior credits	Required	36 ~ 42 credits				- Up to 42 credits are acknowledged for graduation (However, between 30 and 42 credits for Materials Science and Engineering Concentration)
	Electives					
Research credits	Undergraduate Thesis Research	6 credits				- Required to complete Undergraduate Thesis Research I(3), Undergraduate Thesis Research II(3) ※Undergraduate Thesis Research II: Must be completed in the final semester for graduation, and, for Mechanical Engineering concentration, possible to complete "Capstone Design II" as a substitute
Free elective credits	General courses	1 credit or more				- Required to complete 1 credit of "Science, Technology and Economy" - Volunteer Social Service, Overseas Volunteer Service: Even if both courses have been completed, max. 1 credit is acknowledged - Creativity Cultivation: Max. 1 credit acknowledged
	Humanities and Social Sciences	Up to 12 credits				- The credits completed in excess of the required credits (24) for completion in Humanities and Social Sciences, up to 12 credits may be acknowledged in addition
	Language electives/Software	16-37 credits or more				- Credits completed in excess of the required credits for Language (7) and credits of related electives - Software related credits excluding 'Software Basics and Coding'', '(MOOC)Python Basics'
	General Sciences electives					- Credits completed in excess of the required credits for General Sciences (17-18) and credits completed from electives and basic majors of General Sciences
	Other concentrations					- Credits completed from courses of other concentrations and minors ※However, credits completed from Liberal Arts and Social Sciences minors are excluded
	Graduate school courses					- Credits completed from graduate school courses
Subtotal		29-38 credits or more				※However, 30-45 credits or more for Materials Science and Engineering concentration
계		130학점 이상				- 124 course credits or more
Required, no-credit	Art and Music	2 courses				
	Sports	2 courses				
	Korean language	1 course				
	GIST Colloquium	2 courses				

- **Major based requirements**
  - **Electrical Engineering and Computer Science**: Electronics Laboratory(3) or Computer Systems Theory and Laboratory(4)
  - **Materials Science and Engineering**: Introduction to Materials Science and Engineering(3), Thermodynamics(3), Organic Materials Chemistry(3), Introduction to Polymer Science(3), Electronic Materials Laboratory(3), Organic Materials Laboratory(3)
  - **Mechanical Engineering**: Thermodynamics Ⅰ (3), Solid Mechanics Ⅰ (3), (MOOC) Fluid Mechanics Ⅰ (3), Dynamics(3), Mechanical Engineering Laboratory I(3), Mechanical Engineering Laboratory II(3)
  - **Earth Sciences and Environmental Engineering**: Environmental Engineering3), Environmental Laboratory I(3), Earth System Sciences(3), Earth and Environmental Transport Phenomena(3), Environmental Laboratory II(3)
  - **Life Sciences**: Organic Chemistry Ⅰ (3), Molecular Biology(3), Biochemistry-Molecular Biology Laboratory(3), Biochemistry I(3), Biochemistry II(3), Cell Biology(3), Cell & Developmental Biology Laboratory(3)
  - **Physics**: Classical Mechanics and Recitation I (3), Electromagnetism and Recitation I (3), Electromagnetism and Recitation Ⅱ (3), Quantum Physics and Recitation I(3), Quantum Physics and Recitation II(3), Thermodynamics and Statistical Physics (3), Experimental Physics I(3), Mathematical Methods of Physics I(3)
  - **Chemistry**: Analytical Chemistry(3), Physical Chemistry A(3), Organic Chemistry I (3), Physical Chemistry B(3), Synthesis and Analysis of Organic and Inorganic Compounds(3), Biochemistry Ⅰ (3), Inorganic Chemistry(3)

- The seminar on 'The present and future of physics research' is not included in the eligible credits for graduation.

The criteria for credit recognition in activities such as Summer Session, SAP, and overseas university exchange are distinguished by referring to the enrollment guidelines and checking with the relevant department at the time of application.

※ The following information is to be completed by the concerned individual, and earned credits should be included in the 'Classifications' section above.

* Summer Session Recognized Courses and Credits Completed: _____ credit (School name: 　 / Course Title: 　 / Study Abroad Semester: 　)
* SAP Recognized Courses and Credits Completed: _____ credit (School name: 　 / Course Title: 　 / Study Abroad Semester: 　)

I confirm the eligibility for the award of the Bachelor's degree for the expected graduate in the month of X, 20XX, and submit the 'Graduation Application and Checklist for graduation Requirements completion for the X Semester of 20XX'.

※The submission of the 'Graduation Application and checklist' is a process where the graduating students, upon applying for graduation, self-checks whether they are eligible. If any requirements are missing, they have the opportunity to make adjustments during the course registration modification period to fulfill the graduation requirements.

　　※Even if online course registration is confirmed within the document submission period, and the application documents have been submitted, the department does not provide separate guidance regarding supplemental requirements. The actual graduation assessment is expected to be done in June or December, following the key schedule related to degree conferment.

※Please note that the final responsibility for confirming the completion requirements for graduation lies with the student themselves. It is important to verify and complete accurately

Date: 0000. 00. 00.
Applicant: 　　　 [Sign]

[Attachment] Completed course grade (ZEUS > MyService > Qualification Graduation > [R]졸업성적이수표)

20XX년도 X반기(X월) 졸업신청 및 졸업 이수요건 확인서
Graduation Application and Checklist for graduation requirement completionm

(~2020학번)

· Department:
　　　*(Minor:　　/ Double Major:　　/ Advanced Major:　　)
· Student No.:
· Name:
· E-mail:

Classification		Total credits			Important Notices
		Completed	On-going	Subtotal	
General science and liberal arts credits	Language	7 credits			- 4 credits of English, 3 credits of Writing in Korean
	Humanities and Social Sciences	24 credits			- Including 6 credits of HUS and 6 credits of PPE
	Software	0-2 credits			- 2 credits of "Software Basics and Coding" required to be completed ※ Those having completed "Computer Programming" are exempt (excluded)
	General Sciences	17-18 credits			- 6 credits of mathematics - 9 of 12 credits in total (3 Physics, 3 Chemistry, 3 Life Sciences, 3 Electrical Engineering and Computer Science) to be selected and completed 　※ If the field of Physics, Chemistry or Life Sciences is selected, an experiment course (1 credit each) must be completed
	Seminar for Freshman	1 credit			- Required to be taken during the freshman year (for int'l students 2nd semester since it is offered only in Spring semester)
	Subtotal	49-52 credits			
Concentraion credits	Required	36 ~ 42 credits			- Up to 42 credits are acknowledged for graduation (However, between 30 and 42 credits for Materials Science and Engineering Concentration)
	Electives				
Research credits	Undergraduate Thesis Research	6 credits			- Required to complete Undergraduate Thesis Research I(3), Undergraduate Thesis Research II(3) ※ Undergraduate Thesis Research II: Must be completed in the final semester for graduation, and, for Mechanical Engineering concentration, possible to complete "Capstone Design II" as a substitute
Free elective credits	General courses	1 credit or more			- Required to complete 1 credit of "Science, Technology and Economy" - Volunteer Social Service, Overseas Volunteer Service: Even if both courses have been completed, max. 1 credit is acknowledged - Creativity Cultivation: Max. 1 credit acknowledged
	Humanities and Social Sciences	Up to 12 credits			- The credits completed in excess of the required credits (24)　for completion in Humanities and Social Sciences, up to 12 credits may be acknowledged in addition
	Language electives/Software	17-38 credits or more			- Credits completed in excess of the required credits for Language (7) and credits of related electives
	General Sciences electives				- Credits completed in excess of the required credits for General Sciences (17-18) and credits completed from electives and basic majors of General Sciences
	Other concentrations				- Credits completed from courses of other concentrations and minors ※ However, credits completed from Liberal Arts and Social Sciences minors are excluded
	Graduate school courses				- Credits completed from graduate school courses
	Subtotal	30-39 credits or more			※ However, 30-45 credits or more for Materials Science and Engineering concentration
계		130 credits or more			- 124 course credits or more
무학점 필수 Required, no-credit	Art and Music	2 courses			
	Sports	2 courses			
	Korean language	1 course			
	GIST Colloquium	2 courses			

※ The following information is to be completed by the concerned individual, and earned credits should be included in the 'Classifications' section above.

* Summer Session Recognized Courses and Credits Completed: _____credit (School name:　　/ Course Title:　　/Study Abroad Semester:　　)

* SAP Recognized Courses and Credits Completed: _____credit (School name:　　/ Course Title:　　/Study Abroad Semester:　　)

I confirm the eligibility for the award of the Bachelor's degree for the expected graduate in the month of X, 20XX, and submit the 'Graduation Application and Checklist for graduation Requirements completion for the X Semester of 20XX'.

※The submission of the 'Graduation Application and checklist' is a process where the graduating students, upon applying for graduation, self-checks whether they are eligible. If any requirements are missing, they have the opportunity to make adjustments during the course registration modification period to fulfill the graduation requirements.

※Even if online course registration is confirmed within the document submission period, and the application documents have been submitted, the department does not provide separate guidance regarding supplemental requirements. The actual graduation assessment is expected to be done in June or December, following the key schedule related to degree conferment.

※Please note that the final responsibility for confirming the completion requirements for graduation lies with the student themselves. It is important to verify and complete accurately

Date: 0000. 00. 00.
Applicant:　　(Sign)

[Attachment] Completed course grade (ZEUS > MyService > Qualification Graduation > [R]졸업성적이수표)

Side notes:

* **Minor**: Electrical Engineering and Computer Science, Materials Science and Engineering, Mechanical Engineering, Earth Sciences and Environmental Engineering, Life Sciences, Physics, Chemistry, Mathematics, Biomedical Science & Engineering, Energy, Culture Technology, Intelligent Robotics, Humanities and Social Sciences, AI Convergence
* **Double Major, Advanced Major**: 7 major(Electrical Engineering and Computer Science, Materials Science and Engineering, Mechanical Engineering, Earth Sciences and Environmental Engineering, Life Sciences, Physics, Chemistry)

* **English(4)**
  - English Ⅰ: Study Skills for Freshman(2) or English Ⅰ: Presentation and Discussion(2) select 1
  - English Ⅱ: Introduction to Academic Writing in Science and Engineering(2)
* **Writing in Korean(3)**
  - Required to select 1 of 6 courses
    However, Students who take a "Writing I" course may take a "Writing II" course additionally
    ※ The 3 courses of Writing I and the 3 courses of Writing Ⅱ are regarded as same courses

* **Humanities and Social Sciences**
  - The credits completed in excess of the required credits (24)　for completion in Humanities and Social

* **수학(6)**
  - 미적분학과 응용(3), 고급미적분학과 응용(3) select 1
  - Single Variable Calculus and Applications(3) or Single Variable Calculus & Applications – Hon(3)
  - 다변수해석학과 응용(3), 미분방정식과 응용(3), 선형대수학과 응용(3), 기초미분방정식과 선형대수의 응용(3) 중 택1
  - Multivariable Calculus & Applications(3) or Differential Equations & Applications(3) or Introduction to Linear Algebra & Applications(3) or Fundamental Differential Equations with Linear Algebra and Applications(3)
* **전컴(3)**
  - 컴퓨터 프로그래밍(3) Computer Programming(3)
* **생명(4)**
  - 생물학(3), 인간생물학(3), 고급일반생물학 I(3) select 1
  - Biology(3) or Human Biology(3) or General Biology – Honors(3)
  - 일반생물학 실험(1) General Biology Laboratory(1)
* **물리(4)**
  - 일반물리학 및 연습 I(3) 또는 고급일반물리학 및 연습 I(3)
  - General Physics and Recitation I(3) or General Physics and Recitation I – Honors(3)
  - 일반물리학 실험 I(1) General Physics Experiment I(1)
* **화학(4)**
  - 일반화학 및 연습 I(3) 또는 고급일반화학 및 연습 I(3)
  - General Chemistry and Recitation I(3) or General Chemistry and Recitation I – Honors(3)
  - 일반화학 실험 I(1) General Chemistry Experiment I(1)
  ※ 4분야를 전부 이수할 경우 한 분야는 '자유선택(기초과학선택)'으로 인정
  ※ 실험과목은 반드시 강의과목을 선 이수하거나 강의 과목과 동시 수강
  ※ All excess credits are recognized as "Free electives – General Sciences elective" credits
  ※ An experiment course must be taken either after completing or simultaneously with a lecture course.

* The seminar on 'The present and future of physics research' is not included in the eligible credits for graduation.

* **Major based requirements**
  - **Electrical Engineering and Computer Science**: Electronics Laboratory(3) or Computer Systems Theory and Laboratory(4)
  - **Materials Science and Engineering**: Introduction to Materials Science and Engineering(3), Thermodynamics(3), Organic Materials Chemistry(3), Introduction to Polymer Science(3), Electronic Materials Laboratory(3), Organic Materials Laboratory(3)
  - **Mechanical Engineering**: Thermodynamics Ⅰ(3), Solid Mechanics Ⅰ(3), (MOOC) Fluid Mechanics Ⅰ(3), Dynamics(3), Mechanical Engineering Laboratory I(3), Mechanical Engineering Laboratory II(3)
  - **Earth Sciences and Environmental Engineering**: Environmental Engineering(3), Environmental Laboratory I(3), Earth System Sciences(3), Earth and Environmental Transport Phenomena(3), Environmental Laboratory II(3)
  - **Life Sciences**: Organic Chemistry Ⅰ(3), Molecular Biology(3), Biochemistry-Molecular Biology Laboratory(3), Biochemistry I(3), Biochemistry II(3), Cell Biology(3), Cell & Developmental Biology Laboratory(3)
  - **Physics**: Classical Mechanics and Recitation I(3), Electromagnetism and Recitation I(3), Electromagnetism and Recitation II(3), Quantum Physics and Recitation I(3), Quantum Physics and Recitation II(3), Thermodynamics and Statistical Physics(3), Experimental Physics I(3), Mathematical Methods of Physics I(3)
  - **Chemistry**: Analytical Chemistry(3), Physical Chemistry A(3), Organic Chemistry I(3), Physical Chemistry B(3), Synthesis and Analysis of Organic and Inorganic Compounds(3), Biochemistry Ⅰ(3), Inorganic Chemistry(3)

The criteria for credit recognition in activities such as Summer Session, SAP, and overseas university exchange are distinguished by referring to the enrollment guidelines and checking with the relevant department at the time of application.

(Note) Completed course grade Print

<ZEUS 졸업성적이수표출력 화면>