

Undergraduate Academic Operations Plan for Seoul Campus, 2nd semester, 2023

The following is the undergraduate academic plan for the second semester of the 2023 academic year at the Seoul campus. (As of June 2023, the academic plan is subject to change due to changes in the environment related to COVID-19, changes in the government's response policy, and other circumstances).

I Seoul campus class timetable reorganization (unification of 75-minute class modules)

- A. From the second semester of the 2023 academic year, the existing 50-minute class modules (3rd, 4th, and 7th periods) will be unified into 75-minute class modules, and weekday (9:00-18:00) classes will be reorganized into a 75-minute class module unified system to improve academic operation efficiency and student convenience.
- B. 75-minute classes based on 3 credits will be organized according to 75-minute periods, and existing 50-minute unit classes or 100-minute classes with two 50-minute periods will also be operated using 75-minute module periods.
- C. Opening a course in period 0 in special cases like teaching courses, and the start time of period 0 may differ depending on the department and course, so please check the operating hours for each individual course in advance.
- D. Be sure to check the operating hours of individual courses in advance as the operating hours of individual courses may differ from the previous period (especially for courses other than 3-credit courses).

Period		Time	Info
1	15 min Break	09:00~10:15	75 Min Class Module
2	15 min Break	10:30~11:45	
3	15 min Break	12:00~13:15	
4	15 min Break	13:30~14:45	
5	15 min Break	15:00~16:15	
6	15 min Break	16:30~17:45	
After 7	10 min Break	18:00~18:50	50 Min Class Module

Period 1~6 75 min Module, From Period 7 50 min Module starts.

II Course Withdrawal system starts from 2nd Semester 2023

A. From the second semester of the 2023 academic year, a course withdrawal system will be introduced and implemented to ensure students' course options.

B. The withdrawal period will be held in the 4th week of September (Friday, September 22 (10:00) – Monday, September 25 (09:00)) and will allow up to 9 credits, but students shall still register for at least 1 credit after the drop.

c. The withdrawal application cannot be reversed or canceled after the student's application through the portal system, and it is not possible to apply for additional courses for the number of credits given up.

D. Students should choose carefully considering that they may not be able to fulfill graduation requirements, requirements for receiving scholarships such as national scholarships, requirements for Honor students for the grade, and requirements for applying for additional courses due to course withdrawal.

E. Certain courses are not available from being dropped (prerequisite and obligatory courses, laboratory courses, team projects, flexible semesters, and other courses where withdrawal should be restricted).

b. No additional courses will be canceled due to withdrawal except when there are 0 student.

III Create and run classes

A. Classes are categorized as face-to-face, remote (non-face-to-face), and parallel (face-to-face and remote at the same time).

B. Face-to-face classes are principle, but remote classes can be organized and operated as a way to meet student demand and effective teaching and learning.

C. 1) In the process of curriculum reorganization, remote (non-face-to-face) classes are classified as appropriate, or 2) Remote or parallel (face-to-face & remote classes simultaneously) classes may be opened and operated through departmental deliberation in consideration of course nature, purpose and effectiveness, instructor-learner satisfaction, etc.

D. The semester operating period is 16 weeks in total, of which 15 weeks of statutory class days (30 for twice-weekly classes, 15 or more for once-weekly classes, but midterm and final examinations are held in one class in spring) are mandatory, and can be utilized as a one-week early termination or supplemental class period depending on class operation.

E. Class suspension and supplementation shall be implemented based on prior consultation and guidance with students, and suspension and supplementation shall be reported through the portal system.

IV Create and run Remote(non-face-to-face) classes

A. When opening a Remote(non-face-to-face) class, the number of students must be increased to at least 150% of the average number of students enrolled in the last two years.

b. Mixed operation of face-to-face and remote classes is possible when organized as a flipped class.

C. Remote and parallel classes are based on live lectures, but if 1) it is necessary to maximize educational effectiveness, meet course demand, and improve student satisfaction, 2) it is inevitable to operate classes such as travel due to instructor's official duties, reinforcement of classes, and conducting classes during the examination period, 3) if it is necessary to operate recorded lectures due to the characteristics of other subjects, it is possible to operate recorded lectures and mixed recorded/in-person lectures (such as Flipped Class) after deliberation with the department.

D. In the case of recorded lectures, in order to guarantee student rights and manage the quality of remote lectures, 1) content produced within the last three years shall be utilized, 2) lecture materials shall be uploaded in advance before the lecture time, and 3) the principle of faculty-student interaction shall be observed through learning activities (reviews, quizzes, discussions, etc.) with students.

E. When establishing a remote class, prioritize the conduct of active interaction with students.

V Utilize the classroom

- A. To ensure that 100% of the classroom capacity is utilized, the number of students in face-to-face classes is set at the same level as the classroom capacity, and it is recommended to actively utilize first, third and fourth period classes and Monday/Friday classes to efficiently operate the scarce classroom space.
- B. Remote classes are not assigned a separate classroom, and when conducting face-to-face examinations, students are assigned a classroom for the examination through the university administration or the course provider.

VI Examination period and evaluation method

- A. In principle, face-to-face examinations are conducted, but in the

case of large-scale lectures where it is difficult to secure a test site and conduct face-to-face examinations, remote (non-face-to-face) examinations may be conducted under the premise of securing fair test administration measures.

- B. Exams will be held for one week each for the midterm and final exams.

[Midterm exam: October 20 \(Fri\) – October 26 \(Thu\) \(scheduled\)](#)

[Final exam: December 15 \(Fri\) – December 21 \(Thu\) \(scheduled\)](#)

- C. Evaluated according to the evaluation type and criteria (absolute evaluation/relative evaluation) set for each course.

VII Disclosure and inquiry of lecture information

- A. Lecture types, grade evaluation methods, and test schedules are in accordance with the contents of each syllabus.
- B. [Course information for the second semester of the 2023 academic year, including the syllabus, will be disclosed through the course application website \(sugang.korea.ac.kr\) after 10:00 on Wednesday, July 19, 2023.](#)

VI Graduate School and Sejong Campus

Graduate School and Sejong Campus to be determined separately.

Office of the Academic Affairs