

# Guideline for Nonsubject Education

Graduate School in Ajou University

# Outline of Nonsubject Education

<b>Criteria of completion of Nonsubject Education based on Research Study</b> .....	3
<b>Research Ethics</b> .....	4
- How to register for Online Classes of Research Ethics .....	5
- How to upload the certificate of completion of Online Lecture .....	9
<b>Research Note Writing</b> .....	11
- How to register for Online Classes of Research Note writing .....	12
- How to upload the certificate of completion of Online Lecture .....	13
<b>Thesis Writing</b> .....	15
- How to register for Online Classes of Thesis Writing .....	16
<b>How to search for the completion of Nonsubject Education</b> .....	19

# Criteria of completion of Compulsory Nonsubject Education based on Research Study

Subject : Students who entered after 2014 (Encourage students who entered before 2014 to take classes)

※Students who entered after 2014 do not submit the Dissertation without taking Nonsubject Education as below.

## Qualifications for completion

- 1) Students who take regular classes will be recognized alternatively.
- 2) Students in Ph.D program will be exempted from “Research Ethics” once and from “Research Note Writing” only in case that a student completed those classes in his/her Master’s program.

Classification	Qualification for completion	Subject of application for compulsory education	Period of Completion (Recommendation)
Research Ethics	Master’s program : at least once or more Ph.D / Integrated program : at least twice or more	Students who entered after 2014	Before submitting Thesis
Research Note Writing	At least once or more	Students who entered after 2014 (Limited in the major field of Natural Science and Engineering)	Until 2 <sup>nd</sup> semester (Recommendation)
Thesis Writing	At least once or more	Students who entered after 2014	Until 2 <sup>nd</sup> semester (Recommendation)

# 1) Research Ethics

Choose one of them to complete the “Research Ethics”

Take Regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Research Ethics	Molecular Science and Technology	Introduction to Molecular Science and Technology (Spring semester)
	NCW Engineering	NCW Seminar
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data

- From 2015, Students who take courses of ‘Methodology for Biomedical Research 1,2’ or ‘Analysis and utilization of biomedical data’ will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

Take Online Lecture for Research Note Writing : Login the website (KIRD, <https://cyber.kird.re.kr/main.do>) - Online Education -Take Courses - Print out the certificate of completion - Upload the certificate of completion on Ajou portal Website

Students have to take courses before submitting the thesis for degree.

교육안내

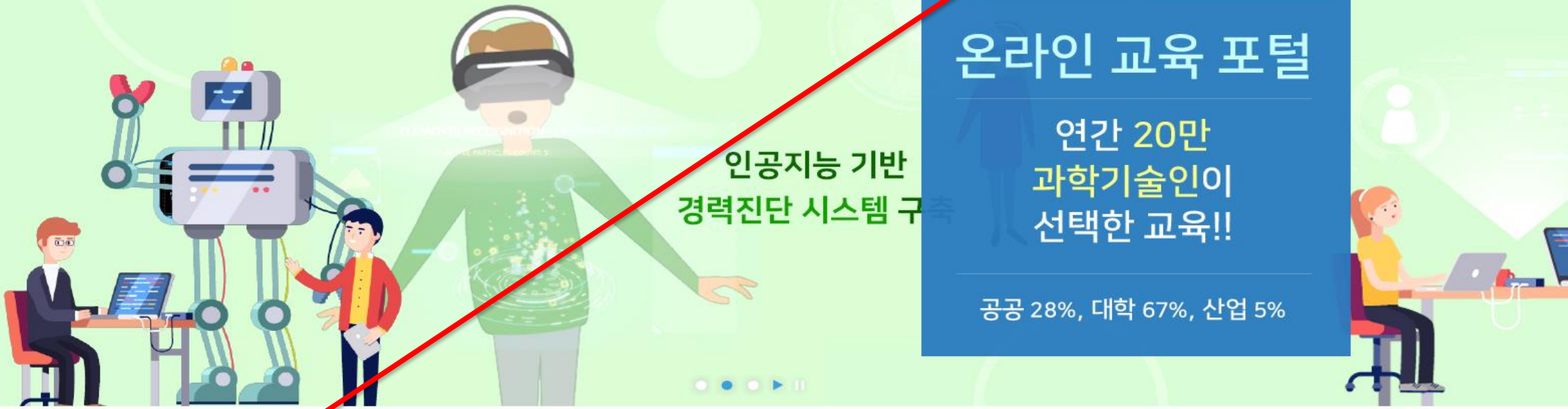
이러닝

영상·지식콘텐츠

교육신청

학습지원센터

마이페이지



회원가입

3



수강신청



학습하기



학습문의



수료증발급

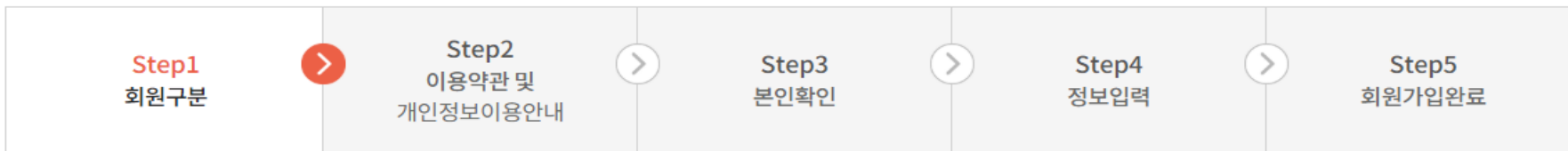


연구윤리 바로가기

학습지원센터 안내  
**1588-5834**  
평일 09:00~18:00 (토/일/공휴일 휴무)  
점심 12:00~13:00

# 통합회원가입

- 원도우10 엣지브라우저에서는 회원가입이 불가능하오니, IE11 또는 크롬을 사용해 주시기 바랍니다.
- 회원으로 가입하셔서 기관과 이력님의 더 많은 서비스를 이용해 보세요.



## 일반회원

(14세 이상 내국인)

가입하기

## 내국인 해외거주자

가입하기

## Foreigner

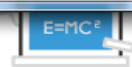
Sign up



Join



Apply Enrollment



Learning



Study Inquiry



Issue Certificate



Go to Research Ethics

Korean | 사이트 이동

My Page

## Learning portal

Chosen by  
Scientists and  
Professors annually!!

Academy 28%,  
Government 6%, industry 5%



Learning Support Center  
Information

## 1588-5834


Weekdays 09:00~18:00 (Close on Saturday,  
Sunday and Public Holidays)  
Lunch 12:00~13:00



1

  
Join

2


  
Apply Enrollment

  
Learning

  
Study Inquiry

  
Issue Certificate

  
Go to Research Ethics

 Learning Support Center Information  
**1588-5834**  
Weekdays 09:00~18:00 (Close on Saturday, Sunday and Public Holidays)  
Lunch 12:00~13:00





## Application of Online Education

R&D역량			<input type="button" value="Reset"/>
리더십역량			
공감역량			

Education Type:  Competency:

Course:

All 2 Cases 10

Course Name	Enrollment Term	Educational Term	Education Time	Preview
 <p><b>Research ethics for graduate students (Humanities and Social Sciences)</b></p> <p>연구윤리, 도덕성</p>	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28		
 <p><b>Research ethics for graduate students (Science and Engineering)</b></p> <p>연구윤리, 도덕성</p>	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28	2	<input type="button" value="Preview"/>

1. Online Education
2. Take Courses
3. Print out the certificate of completion
4. Upload the certificate of completion on Ajou portal Website

2 OR

Choose 'one' Session according to your major



## ■ Application for approval of nonsubject completion

: In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on Ajou portal when you want to apply for approval of completion for nonsubject education.

## ■ Application Procedure

: Login portal → Click Academic Affairs Information → Click Non-Academic

→ ① Non-Academic Recongnition of Completion Registration → Check the courses (연구윤리) → ② Click the 'Apply' → (Next Page)

Academic Service Academic Academic Course Grade/Graduation Scholarship/Registration **Non-Academic** Application for Student Living Counseling Support 김중화 학생(대학원) Logout Site Map Report electronic failure

HOME Non-Academic Recognition of Completion Registration

Non-Academic Recognition of Completion Registration

Program opening details Application details for recognition of completion

Program opening details

Year	Sem.	Completion Classification	Non-Academic Program Title	Application period of recognition of completion	Details	Clas.
2020	1학기	필수	연구윤리	2020/03/09 01:00~2020/06/30 23:59	DETAILS	<b>APPLY</b>
2020	1학기	필수	연구노트	2020/03/09 01:00~2020/06/30 23:59	DETAILS	APPLY

## ■ Application for approval of nonsubject completion

: In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on Ajou portal when you want to apply for approval of completion for nonsubject education.

## ■ Application Procedure

: (From front page) → Click ③ FILE SELECTION and Upload the certificate of completion of Online Lecture

→ ④ Click APPLICATION FOR RECOGNITION OF COMPLETION → Approval of completion from Office of Graduate school

※ Please upload the file **after closing your file (certificate of completion)**

Academic Service Academic Academic Course Grade/Graduation Scholarship/Registration Non-Academic Application for Student Living Counseling Support 김중화 학생(대학원) Logout Site Map Report electronic failure

HOME Non-Academic Recognitio

Non-Academic Recognition of Completion Registration

Program openi

Year

Completion Clas sification		Current Status	Not Applied
Application Date	20200309	Applicant	김중화
Participated Pro gram	⊗		
Required Docum ents (mandator y)	FILE SELECTION DOWNLOAD		
Participation Det ails [교육기간/장소등]			

※ Application Procedure for Completion: ①Participation in non-academic program ⇒ ②Application for completion after attaching documentary evidence ⇒ ③Participation in survey for survey programs ⇒ ④Approval of completion after confirmation by management department

④ APPLICATION FOR RECOGNITION OF COMPLETION CANCELLATION OF APPLICATION FOR RECOGNITION OF COMPLETION

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## 2) Research Note Writing

Choose one of them to complete the “Research Note Writing”

Take regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Research Note Writing	Molecular Science and Technology	Introduction to Molecular Science and Technology(Spring Semester)
	NCW Engineering	NCW Seminar
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data

\* From 2015, Students who take courses of ‘Methodology for Biomedical Research 1,2’ or ‘Analysis and utilization of biomedical data’ will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

Take Online Lecture for Research Note Writing : Login the website (KIRD, <http://cyber.kird.re.kr/main.do>) - Online Education -Take Courses - Print out the certificate of completion - Upload the certificate of completion on Ajou portal Website

Students have to take courses before submitting the thesis for degree.

**Application of Online Education** ✓

Application of Online Education

Application of Online Education > Application of Online Education


### Application of Online Education

R&D역량			Reset
리더십역량			
공감역량			

Education Type:  Competency:

Course:

All 1 Cases

Course Name	Enrollment Term	Educational Term	Education Time	Preview
 <b>Laboratory Notebook</b> 연구노트, 데이터관리	2019-02-01 ~ 2019-02-28	2019-02-01 ~ 2019-02-28	2	<input type="button" value="Preview"/>

1. Online Education
2. Take Courses
3. Print out the certificate of completion
4. Upload the certificate of completion on Ajou portal Website

## ■ Application for approval of nonsubject completion

: In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on Ajou portal when you want to apply for approval of completion for nonsubject education.

## ■ Application Procedure

: Login portal → Click Academic Affairs Information → Click Non-Academic

→ ① Non-Academic Recongnition of Completion Registration → Check the courses (연구노트) → ② Click the 'Apply' → (Next Page)

Academic Service Academic Academic Course Grade/Graduation Scholarship/Registration **Non-Academic** Application for Student Living Counseling Support 김중화 학생(대학원) Logout Site Map Report electronic failure

HOME Non-Academic Recognition

### Non-Academic Recognition of Completion Registration

Program opening details Application details for recognition of completion

Program opening details SEARCH

Year	Sem.	Completion Classification	Non-Academic Program Title	Application period of recognition of completion	Details	Clas.
2020	1학기	필수	연구윤리	2020/03/09 01:00~2020/06/30 23:59	DETAILS	APPLY
2020	1학기	필수	연구노트	2020/03/09 01:00~2020/06/30 23:59	DETAILS	APPLY

## ■ Application for approval of nonsubject completion

: In case that you completed the nonsubject courses from outside education institute, please use the certificate of completion and attach it on Ajou portal when you want to apply for approval of completion for nonsubject education.

## ■ Application Procedure

: (From front page) → Click ③ FILE SELECTION and Upload the certificate of completion of Online Lecture

→ ④ Click APPLICATION FOR RECOGNITION OF COMPLETION → Approval of completion from Office of Graduate school

※ Please upload the file **after closing your file (certificate of completion)**

Academic Service Academic Academic Course Grade/Graduation Scholarship/Registration Non-Academic Application for Student Living Counseling Support 김중화 학생(대학원) Logout Site Map Report electronic failure

HOME Non-Academic Recognitio

Non-Academic Recognition of Completion Registration

Program openi

Year

Completion Clas sification	Current Status	Not Applied
Application Date 20200309	Applicant 김중화	
Participated Pro gram *		
Required Docum ents (mandator y) *		
Participation Det ails [교육기간/장소등] *		

Only files of 5Mb or less can be uploaded. Please close file first before uploading.

FILE SELECTION DOWNLOAD

※ Application Procedure for Completion: ①Participation in non-academic program => ②Application for completion after attaching documentary evidence => ③Participation in survey for survey programs => ④Approval of completion after confirmation by management department

④ APPLICATION FOR RECOGNITION OF COMPLETION CANCELLATION OF APPLICATION FOR RECOGNITION OF COMPLETION

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# 3) Thesis Writing

Choose one of them to complete the "Thesis Writing"

Take Regular courses of Nonsubject Education based on research study

Nonsubject Education	Department	Subject Title
Thesis Writing	NCW Engineering	NCW Seminar
	Molecular Science and Technology	Full Cycle Research Methodology(Fall semester)
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of biomedical data
	Nursing	Nursing Research Dissertation Seminar

\* From 2015, Students who take courses of 'Methodology for Biomedical Research 1,2' or 'Analysis and utilization of biomedical data' will be recognized to complete all of the nonsubject education like Thesis Writing, Research Ethics and Research Note Writing.

- 1)Period : Lecture will be opened every semester
- 2)Lecture Type : Online Lecture (Take online lecture through 아주Bb of Ajou portal)
- 3)How to apply for courses : Ajou portal Login - 학사서비스(Academic Affairs Information) - 비교과(Nonsubject)
  - 수강신청(Application for classes)
- 4)Management of Attendance & Completion : Only in case that students take all chapters of each classes completely, it will be recognized as completion.(Fast forward will not be recognized) The completion of online lecture for thesis writing will be recognized en bloc by office of graduate school at the end of each semester in every year.



# Academic Affairs Information

Student Info Last Accessd Date 2020.03.10

Mailbox [Status Chg.](#) [My Info.](#)

Class Schedule

Mon. Tue. Wed. Thu. Fri. Sat.

No Data Found.

Calendar - 03.10 (화)

< 2020. 03 >

일 월 화 수 목 금 토



Notice

Notice Ajou News Seminar Campus News

- [공학교육혁신센터] 2020학년도 1학... 2020.03.10
- 2020년 상반기 「한미 대학생 연수 (... 2020.03.10
- 산학협력원 출입통제 및 공사일정안내 2020.03.10
- 공적 공급 마스크 구매 5부제 시행 안내 2020.03.10
- 2020-1학기 파란학기제 오리엔테이... 2020.03.10
- [대학일자리센터] 글로벌 기업 현직... 2020.03.10
- 원천관 441,441-1호 공사일정안내 2020.03.10
- [학부]2020-1학기 수강정정 안내 2020.03.09

Personalized Notice (대학원/NCW학과)

- 안산동학버스 초지역을 추가해주세요 2020.03.10
- 새로운 아주대학교 어플 관련해서 문... 2020.03.06

Academic Calendar

3. 4. 5. 6. 7. 8. 9.

- 1학기 수강지도기간 02.11 (화) ~ 03.23 (월)
- 삼일절 03.01 (일) ~ 03.01 (일)
- 1학기 종합시험(석·박사) 신... 03.06 (금) ~ 03.10 (화)
- 1학기 등록기간 03.09 (월) ~ 02.13 (목)
- 1학기 외국어시험(석·박사) 03.13 (금) ~ 03.13 (금)

More

Search contacts

Name

- Main Contact 031) 219-2114
- Industry-Academi... 031) 219-1754
- Development Fund 031)219-2107~9, 2099
- Central Library 031) 219 - 2126

AJOU SCHOLAR

Book Search

Borrowed Book List

• Check Out • Overdue

Notice

Reading Room

Reserve Lounge

Course Status

## How to register for Online classes for Thesis Writing

- Procedure : Portal Login → Academic Affairs Information → ① Non-Academic

→ ② Non-Academic Course Registration → Confirm the classes opened → Click Apply

- The list of classes that you applied : You can check the list of classes you applied from bottom table, and you can cancel it by clicking the cancellation button.

- All Menus
- My Favorites
- Academic
- Academic Course
- Grade/Graduation
- Scholarship/Registration
- Non-Academic
  - Non-Academic Course Registration
  - Non-Academic Recognition of Completion Registration
  - Management of Academic & Other Activities
  - Participate in Survey
  - View Non-Academic Completion Details
- Application for Student Living
- Counseling Support

HOME Non-Academic Course Re

### Non-Academic Course Registration

List of Courses Course Registration List

Non-Academic Curriculum Opening Details

SEARCH

⊗ Choose one session

Year	Sem.	Completion Classification	Non-Academic Course Title	Quota	Course Registration Period	Education Period	Clas.	Details
2021	1학기	필수	한국어 - 논문작성법(이공계)	500	2021-02-10 09:00~2021-03-10 17:00	2021-03-02~2021-06-22 [] 09:00 17:00	APPLY	DETAILS
2021	1학기	필수	ENG - Thesis Writing(Natural Science ...)	500	2021-02-10 09:00~2021-06-22 17:00	2021-03-02~2021-06-22 [] 09:00 17:00	APPLY	DETAILS
2021	1학기	필수	한국어 - 논문작성법(인문사회계)	500	2021-02-10 09:00~2021-06-22 17:00	2021-03-02~2021-06-22 [] 09:00 17:00	APPLY	DETAILS
2021	1학기	필수	ENG - Thesis Writing(Liberal Arts & So...)	500	2021-02-10 09:00~2021-06-22 17:00	2021-03-02~2021-06-22 [] 09:00 17:00	APPLY	DETAILS

Choose 'one' session for students with Natural science major & engineering major

Choose 'one' session for students with Liberal Arts & social sciences major

# Take Online Lecture for Thesis Writing

Ajou Bb



아주대학교

(NEW) Academic Affairs Infor

Academic Affairs I

Ajou Gm

Ajou

e-Attenda

nu

Commun

Main Sit

Student Info Last Accessd Date 2020.03.10

Mailbox [Status Chg.](#) [My Info.](#)

Class Schedule

Mon. Tue. Wed. Thu. Fri. Sat.

No Data Found.

Calendar - 03.10 (화)

2020. 03						
일	월	화	수	목	금	토
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Mailbox Received Mail (386/5066)

• 개강2주 및 부각1주 유영계회 송부드... 2020.03.10



Notice

Notice Ajou News Seminar Campus News

- [공학교육혁신센터] 2020학년도 1학... 2020.03.10
- 2020년 상반기 「한미 대학생 연수 (... 2020.03.10
- 산학협력원 출입통제 및 공사일정안내 2020.03.10
- 공적 공급 마스크 구매 5부제 시행 안내 2020.03.10
- 2020-1학기 파란학기제 오리엔테이... 2020.03.10
- [대학일자리센터] 글로벌 기업 현직... 2020.03.10
- 원천관 441,441-1호 공사일정안내 2020.03.10
- [학부]2020-1학기 수강정정 안내 2020.03.09

Personalized Notice (대학원/NCW학과)

No Data Found.

Ajou Plaza

Write to School Free Board

- 안산통학버스 초지역을 추가해주세요 2020.03.10
- 신규 전자출결 시스템에 관해 문익드... 2020.03.09
- 새로운 아주대학교 어플 관련해서 문... 2020.03.06

Academic Calendar

3. 4. 5. 6. 7. 8. 9.

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- 삼일절 03.01 (일) ~ 03.01 (일)
- 1학기 종합시험(석·박사) 신... 03.06 (금) ~ 03.10 (화)
- 1학기 등록기간 03.09 (월) ~ 02.13 (목)
- 1학기 외국어시험(석·박사) 03.13 (금) ~ 03.13 (금)

More

Search contacts

Name

- Main Contact 031) 219-2114
- Industry-Academi... 031) 219-1754
- Development Fund 031)219-2107~9, 2099
- Central Library 031) 219 - 2126

AJOU SCHOLAR

Book Search

Borrowed Book List

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Notice

Reading Room Reserve Lounge

Course Status

# Organizations

Organizations

← 2021학년 2학기

Current Organizations ▾

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Courses

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Tools

Admin

Sign Out

☰ ☒  Filter All Organizations ▾

- 2021학년 2학기
- PRO\_2021\_066  
2021-2 Thesis Writing(Liberal Arts& Social Science)  
심으뜸 . | More info ▾
  - PRO\_2021\_064  
2021-2 Thesis Writing(Natural Science & Engineering)  
심으뜸 . | More info ▾
  - PRO\_2021\_063  
2021-2 논문작성법(이공계)  
심으뜸 . | More info ▾
  - PRO\_2021\_065  
2021-2 논문작성법(인문사회계)  
심으뜸 . | More info ▾

# Take Online Lecture for Thesis Writing (Ajou portal - 아주Bb)

The screenshot displays the Ajou portal interface for the 'Thesis Writing(Liberal Arts & Social Sciences)' course. On the left, a dark navigation menu contains the following items: 'Thesis Writing(Liberal Arts & Social Sciences)', 'Home Page', 'Class Notice', 'Video Lectures', 'Online Attendance', '게시판', 'Q&A', 'Tools', and 'Help'. A red box labeled '1' highlights the 'Video Lectures' menu item, and a red arrow points from it to the 'Video Lectures' section of the main content area. The 'Video Lectures' section shows a folder icon and the title 'Thesis Writing(Liberal Arts & Social Sciences) 1' with a red box labeled '2' around it. Below the title, it states 'The period of attendance is from March 4, 2019 (Mon) to June 30, 2019 (Sun)'. The main content area lists two video lectures: 'XIN - 1.How to Write an Analytical and Empirical Research Paper in Social Sciences 1 1 / 2019-03-04 00:00 ~ 2019-06-30 23:59' and 'XIN - 2.How to Write an Analytical and Empirical Research Paper in Social Sciences 1 2 / 2019-03-04 00:00 ~ 2019-06-30 23:59'. A red box highlights these two items, and a red arrow points from the first item to a video player. The video player shows a thumbnail with the Korean text '논문작성법' (Thesis Writing Method) and '인문사회계열' (Humanities and Social Sciences), with a play button in the center. The video title is 'XIN - 1.How to Write an Analytical and Empirical Research Paper in Social Sciences 1\_1 / 2019-03-04 00:00 ~ 2019-06-30 23:59'. The video player also shows a sidebar menu on the left and a user profile 'ajou.jay09' in the bottom right corner.

# How to search for the completion of Nonsubject Education

How to search for the completion of Nonsubject Education (Ajou portal)

How to search for the completion of nonsubject education : You can find the subject title, how to complete the education and the Period of completion through Ajou portal website.

- Procedure : Portal - Academic Service - ①Grade/Graduation - ②View Graduation Requirements Acquisition Status(Geneal Graduate School) - ③Extra-Curricular Course Completion Stauts

**Academic Service** Academic Academic Course **Grade/Graduation** Scholarship/Registration

테스트 학생(대학원) Logout Site Map

1

### View Graduation Requirements Acquisition Status (General Graduate School)

3

Course Completion Status	Major Required Course Completion Status by Department	Advisor Designated Course Completion Status	Foreign Language Exam Comprehensive Exam	Extra-curricular Course Completion Status	Journal Publication Status
Extra-curricular course completion status (Eligibility Requirements for Dissertation Submission)					
Completion Status	Course name	Completed Y/N	Required Number of Completion	Number of Completion	
필수	논문작성법	미이수	1	0	
필수	연구노트작성법	미이수	1	0	
필수	연구윤리	미이수	2	0	

2

- View Graduation Requirements Acquisition Status (General Graduate School)



The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a clean white space where the text is placed.

Thank you :)

Graduate School in Ajou University