

# Guideline for Nonsubject Education

Graduate School in Ajou University

# Outline of Nonsubject Education

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# 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

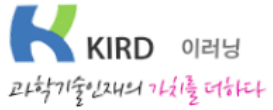
Nonsubject Education	Department	Subject Title
Research Ethics	Molecular Science and Technology	Introduction to Molecular Science and Technology (Spring semester)
	NCW Engineering	NCW Seminar
	Medical Sciences *	Methodology for Biomedical Research 1,2
	Biomedical Sciences *	Analysis and utilization of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

- ▶ Students have to take courses before submitting the thesis for degree.
- ▶ Take Online Lecture for Research Note Writing : Login the website (KIRD, <http://e.kird.re.kr/cyber/front.do>) - Online Education -Take Courses - Print out the certificate of completion - Upload the certificate of completion on AIMS2 portal Website

KIRD, <http://e.kird.re.kr/cyber/front.do>

팝업열기



교육소개

교육신청

지식

고객센터

마이페이지

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창조경제의 원동력으로 대한민국 제2의 도약을 이끌겠습니다.



회원가입



수강신청



학습진행



수료증 발급

로그인

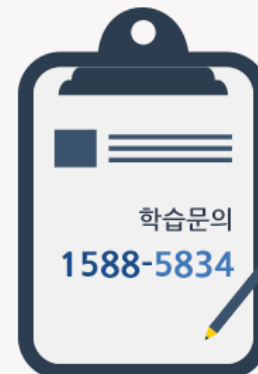
English

LOGIN

ID/PW 찾기

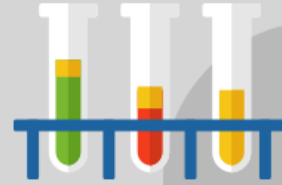
회원가입

- >
- 수강신청
- 수료증
- 콘텐츠  
공동활용
- KIRD  
자격시험
- 윤리교육  
전용홈
- 콜센터  
(1588  
-5834)
- ▲ TOP



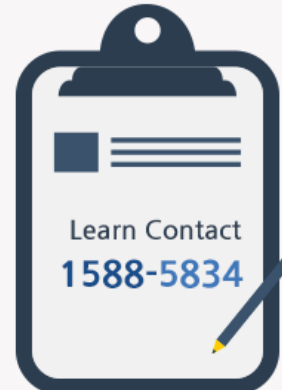
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We are committed to enhancing the skills and capabilities of science and technology HR, the authors of the creative economy, to help lead Korea into another great leap forward.



Login Korean

- Register for courses
- Certificate of Completion
- 콘텐츠 공동활용
- KIRD Certification
- Dedicated Homepage for Ethical Education
- Call Center (1588-5834)
- ▲ TOP



## 회원가입 - 회원구분

※윈도우10 엣지브라우저에서는 회원가입이 불가능하오니, IE11 또는 크롬을 사용해 주시기 바랍니다.

회원으로 가입하셔서 기관과 이러닝의 더 많은 서비스를 이용해보세요.

STEP1  
회원구분

STEP2  
이용약관 및  
개인정보인증

STEP3  
본인확인

STEP4  
정보입력

STEP5  
회원가입완료

(14세 이상 내국인)  
**일반회원**

가입하기

**내국인  
해외거주자**

가입하기

(국내, 국외거주자)  
**외국인**

가입하기

서비스이용약관 | 개인정보취급(처리)방침 | 이메일무단수집거부 | 게시판운영원칙 | 원격지원 | 오시는길

## Membership Application - Type of Members

Sign up for the membership and use more services from the agency and the eLearning.

STEP1  
Member type

STEP2  
Terms of use and  
personal information  
authentication

STEP3  
Confirmation  
of identity

STEP4  
Entering  
information

STEP5  
Completion of  
membership  
registration

### Terms of Membership

#### Article 1 [Purpose]

Under these terms, Korea Institute of Human Resources Development in Science & Technology (hereafter, "KIRD") shall define the rights, duties, and responsibilities of KIRD and the user(s) (hereafter, "member(s)") of its services.

#### Article 2 [Definition]

① The terms herein are defined as appear below.

I agree to all

I agree to the terms of membership.

### Collection and Use of Personal Information

All personal information handled by Korea Institute of Human Resources Development in Science & Technology (hereafter, "KIRD") shall be collected, retained, and processed in accordance with the relevant laws or with the agreement of the information holder.

KIRD shall honor its members' right to access and correct their personal information that they have retained in accordance with the relevant laws. With regard to the infringement of such rights, etc., the members may file an administrative appeal in accordance with the Administrative Appeals Act, and may file an application with the Personal Information Dispute Arbitration Committee, Privacy Complaints Center. etc., seeking the resolution of disputes or consultation.

I have confirmed the above contents.

### Agreement on the Gathering and Use of Personal Information (Essential/Optional)

With regard to the provision of KIRD's educational portal (e-learning portal) services, KIRD will collect and use the personal information of its members and provide it to third parties as follows. Please read the contents carefully and decide whether to agree or not to such.



KIRD, <http://e.kird.re.kr/cyber/front.do>

팝업열기

KIRD E-Learning  
Enriching the Value of Science and Technology HR

Education Introduction Educational Courses Knowledge Customer service center My Page

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We are committed to enhancing the skills and capabilities of science and technology HR, the authors of the creative economy, to help lead Korea into another great leap forward.

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KIRD Certification  
Dedicated Homepage for Ethical Education  
Call Center (1588-5834)  
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**Customized Course Recommendations**  
We offer course recommendations customized for your needs.  
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**Certificate of Completion Issuance**  
If you have completed an educational course, receive your Certificate of Completion!  
[go >](#)

Inquire  by Phone  
**1588-5834**  
Weekdays 9 AM - 6 PM  
(Close on weekends and holidays)

• Course Category: All  All  All

• Name of Course:

Recent lectures  Total 2 Posts

Name of Course	Application Period	Education Period	Education Hours	mobile	Preview	Register for courses
 Research ethics course for researcher (Natural Science & Engineering)	2017-03-01~2017-12-31	Ordinary	2	<input type="button" value="Mobile support"/>	 Preview	<input type="button" value="Register"/>
 Research ethics course for researcher (Liberal Arts & Social Sciences)	2017-03-01~2017-12-31	Ordinary	2	<input type="button" value="Mobile support"/>	 Preview	<input type="button" value="Register"/>

OR

- ▶ 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 AIMS portal when you want to apply for approval of completion for nonsubject education.
- ▶ Application Procedure : Login AIMS2 portal - Nonsubject - ① Application for approval of Nonsubject completion - Check the courses - ② Click the Application button - Write down the details of Program that you took - ③ Upload the certificate of completion of Online Lecture (Please upload the file after turning your files (certificate of completion) off) - ④ Click the Application for Completion button (Participate in the survey in case of Survey Program) - Approval of completion from Office of Graduate school

비교과 이수인증신청

대학원학사 > 비교과 > Web > 비교과 이수인증신청

프로그램 개설 내역

년도	학기	이수구분	비교과 프로그램명	이수인증신청기간	상세	구분
2014	2학기	필수	연구윤리교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청
2014	2학기		연구노트작성법교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청

[건수: 2 건]

이수인증 신청 내역 (교과과목명:연구윤리교육)

년도	학기	신청번호	신청일자	참여프로그램명	진행상태

이수인증 신청 × 5Mb 이하 파일만 등록 가능합니다.

이수구분: 필수      진행상태:      신청일자:      신청자:      진행상태

참여프로그램명:      신청자

증빙서류(필수):      업로드      다운로드

참여상세내역 [교육기간/장소등]:      업로드      다운로드

이수신청      이수신청 취소

※ 이수신청절차 : ① 비교과프로그램참여 => ② 증빙서 첨부 후 이수신청 => ③ 설문조사프로그램은 설문참여 => ④ 관리부서 확인 후 이수승인

## 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.

- ▶ Students have to take courses before submitting the thesis for degree.
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- The Entire
- R&D Essential
- R&D Professional

There are no recommended contents.



  
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We offer course recommendations customized for your needs.


  
Certificate of Completion Issuance  
If you have completed an educational course, receive your Certificate of Completion! go >

• Course Category: All  All  All

• Name of Course:

Recent lectures  Total 1 Posts

Name of Course	Application Period	Education Period	Education Hours	mobile	Preview	Register for courses
 Laboratory Notebook	2017-09-01 ~ 2017-09-20	2017-09-01 ~ 2017-09-30	2	Mobile support	 Preview	<input type="button" value="Register"/>

Inquire  by Phone  
**1588-5834**  
Weekdays 9 AM - 6 PM  
(Close on weekends and holidays)

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2014	2학기	필수	연구윤리교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청
2014	2학기		연구노트작성법교육	2014/09/23 09:00~2015/02/27 17:00	상세보기	신청

[건수: 2 건]

**이수인증 신청 내역 (교과목명:연구윤리교육)**

년도	학기	신청번호	신청일자	참여프로그램명	진행상태

**이수인증 신청** × 5Mb 이하 파일만 등록 가능합니다.

이수구분: 필수      진행상태:      신청일자:      신청자:     

참여프로그램명:     

증빙서류(필수):      업로드      다운로드     

참여상세내역 [교육기간/장소등]:     

이수신청      이수신청 취소

※ 이수신청절차: ① 비교과프로그램참여 => ② 증빙서 첨부 후 이수신청 => ③ 설문조사프로그램은 설문참여 => ④ 관리부서 확인 후 이수승인

# 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	
		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.

- ▶ Take Online Lecture for Thesis Writing (AIMS2 portal E-Class)

1) Period : Lecture will be opened every semester

2) Lecture Type : Online Lecture (Take online lecture through E-Class of AIMS portal)

3) How to apply for courses : AIMS portal Login - 대학원학사(Academic Information for Graduate school) - 비교과(Nonsubject) - 수강신청(Application for classes) - E-Class

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.

## ▶ How to register for Online classes for Thesis Writing

- Procedure : AIMS2 Portal Login - 비교과(Nonsubject) - ① 비교과수강신청(Application for Nonsubject education) - Confirm the classes opened - ②Application(신청)

- 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 ④the cancellation button.

비교과

학적(Personal Info.) 교과수업(Class Info.) 성적(Grades) 장학 등록(Reg.) 비교과 졸업(Gradu.) 통합상담 학생 생활관(Dorm.) 기초교육대학

비교과 수강신청

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년도	학기	이수...	비교과 교과목명	정원	수강신청기간	교육기간	구분	상세
2014	2학기	필수	(인문사회계)논문작성법(	1000	2014/09/02 09:00~2014/12/31 17:00	2014/09/15~2014/12/31 [] 09:00 23:59	신청	상세보기
2014	2학기	필수	(인문사회계)논문작성법(	1000	2014/09/02 09:00~2014/12/31 17:00	2014/09/15~2014/12/31 [] 09:00 23:59	신청	상세보기
2014	2학기	필수	(이공계)논문작성법(영어	1000	2014/09/25 09:00~2014/12/31 17:00	2014/09/25~2014/12/31 [] 09:00 23:59	신청	상세보기

[건수: 3 건]

수강신청 내역

년도	학기	비교과 교과목명	신청일자	진행상태	반려사유	구분	상세
2014	2학기	(이공계)논문작성법(한국어강의)	2014/10/27 15:49	수강승인		취소	상세보기



# Online Lecture for Thesis Writing

## ► English Lecture

Major	Professor	Contents	Running Time	Remarks
Engineering	Sangsin Na (Electrical and Computer Engineering)	Structuring your Manuscript	2min 40''	PPT: English English Lecture (127min)
		Titling Your Work	18min 19''	
		Designing an Abstract	16min 38''	
		Designing a Paragraph(1)	25min 51''	
		Designing a Paragraph(2)	27min 24''	
		Structuring the Main Body	15min 13''	
		Referencing Other Works	20min 31''	
Humanity & Social Science	Woojin Moon (Political Science and Diplomacy)	How to Write an Analytical and Empirical Research Paper in Social Sciences(1)	27min 24''	PPT : English English Lecture (51min)
		How to Write an Analytical and Empirical Research Paper in Social Sciences(2)	24min 13''	

# How to search for the completion of Nonsubject Education

How to search for the completion of Nonsubject Education (AIMS2 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 AIMS2 portal website.

- Procedure : AIMS2 portal - Nonsubject - ① Search for the completion of nonsubject education - ② Click “search” button

The screenshot displays the AIMS2 portal interface. On the left sidebar, under the 'Web' section, the link '비교과 이수내역조회' (Search for Comparison Subject Completion Record) is highlighted with a red box and a red circle containing the number '1'. The main content area shows a table titled '비교과 이수 내역' (Comparison Subject Completion Record). The table has the following columns: '이수구분' (Completion Category), '대상과목명' (Target Course Name), '이수여부' (Completion Status), '이수방법' (Completion Method), '이수년도' (Completion Year), '이수학기' (Completion Semester), and '이수과목명' (Completion Course Name). The table contains two rows of data:

이수구분	대상과목명	이수여부	이수방법	이수년도	이수학기	이수과목명
필수	논문작성법	미이수				
필수	연구윤리	미이수				

In the top right corner of the table area, there is a '조회' (Search) button, which is highlighted with a red circle containing the number '2'. The entire table area is enclosed in a red rectangular border.

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