Ewha Womans University Division of International Studies

Notice on 'Guidelines for Transfer of Major Course Credits from Overseas Exchange Programs'

Hello, this is the DIS Office of Ewha Womans University.

We hereby announce the 'Guidelines for Transfer of Major Course Credits from Overseas Exchange Programs' as applied by the Division of International Studies.

Please also refer to the official student guide provided by the Office of Academic Affairs, attached as a file.

Students who wish to obtain pre-approval for credit transfer must pay special attention to <Ⅲ. [Important] Procedure for Transfer of Major Credits>, carefully review the guidelines, and then email the DIS Office.

Thank you.

[Division of International Studies Guidelines for Transfer of 'Major Course' Credits from Overseas Exchange Programs]

For international students, please refer to the attached Word file.

Ⅰ. Basic Information on Transfer of Major Credits

1️⃣ Up to 12 credits per semester may be transferred to the DIS major, based on Ewha’s credit system.

- This applies per semester of exchange study.

- Therefore, if you participate in two semesters of exchange study (one academic year), you may transfer up to 24 credits in total as major credits.

2️⃣ Please check in advance how many Ewha major credits each course at the host institution may be recognized for, according to the host institution’s credit system.

- See the “Credit Transfer Standards for Overseas Exchange Universities” image below.

- [Example]

UK 10 credits × 1/2 = 5 ECTS credits

5 ECTS credits × 2/3 = 3.333 Ewha credits ≒ 3 Ewha credits (rounded at the second decimal place)



3️⃣ Regardless of the host institution’s credit system (ECTS, regular semester system, etc.), the maximum transferable Ewha credits per major course is 3 credits.

- [Example] A 5 ECTS course at a French exchange university corresponds to 3.333 Ewha credits (5 × 2/3), but only 3 credits can be transferred as the maximum allowed per major course.

4️⃣ Guidelines on Course Matching Between Host Institution and Ewha

1. Courses taken at the host institution that are similar to Ewha DIS major courses may be matched and transferred.

- To match, the converted credit must be equal to the Ewha major course credit (3 credits).

2. If no one-to-one matching Ewha course exists, but the course belongs academically to the field of International Studies (AS, IBE, IR), the student may transfer it as a “General International Studies Major” course with the approval of the Department Chair.

- In this case, the credits will still count toward the total major credits required for graduation.

3. Restrictions on Course Matching

- Once transferred through matching, the course cannot be retaken at Ewha.

- Transferred courses do not count toward the 18-credit requirement of a concentration (AS, IR, IBE).

4. Notes on Matching

- Host institution’s core courses can only be matched with Ewha’s first-year major core courses.

- The level of difficulty (by academic year) must also be reflected when matching.

- The “Course Description” section of both syllabi must be similar for the course to be matched (other factors such as subject, textbook, and difficulty may also be considered).

- For transfer as “General International Studies Major,” the course must fall within the theoretical scope of International/Global Korean Studies (AS, IR, IBE).

- Examples of courses not transferable as either matched or general IS major: student exchange courses, volunteer courses, internship courses, literature or language courses of specific regions.

5️⃣ Calculation Method for Credit Conversion

- When conversion results in a non-integer, round at the second decimal place.

- Conversion must be calculated for each course individually. It is not allowed to apply the conversion ratio (e.g., 2/3 for ECTS) to the total credits earned in one semester.

6️⃣ Other Notes

1. For exchange during summer/winter semesters: if during enrollment, maximum 6 credits may be transferred; if during leave of absence, maximum 3 credits may be transferred. (Pre-approval is also required for seasonal exchange semesters.)

2. Minimum grade requirements for transfer:

- If the host institution uses an alphabet grade system, students may choose whether to transfer the grade as-is or as S/U (PASS/FAIL).

- If the grading system differs from Ewha’s, only S/U transfer is possible.

- Any grade above failing (e.g., E grade) may be transferred as S (PASS).

Ⅱ. Reasons for Restriction on Transfer of Major Credits (when matched with Ewha courses)

1. Courses already completed at Ewha cannot be transferred again.

2. Once transferred, the Ewha course cannot be retaken. Recognition is limited to the designated Ewha course’s credits.

(Example: “Microeconomics (5 credits)” at host institution matched with Ewha “Principles of Microeconomics (3 credits)” is recognized only up to 3 credits.)

3. Transfer is allowed up to the designated Ewha course’s credits (but not below, in case of major-required courses).

4. Two or more courses from the host institution may be combined to match one Ewha course.

5. For recognition as interdisciplinary major, major core, required, advanced, or 3rd/4th year designated Ewha courses, the transfer must be “Matched with Ewha-recognized course.”

※ Interdisciplinary major: Only possible if officially approved as a double or minor major.

6. General education, teacher education, and lifelong education-related courses cannot be transferred as “Matched Ewha courses.”

7. After transfer is confirmed, only the host course name will appear on Ewha transcripts, but for graduation review, it will be recognized as the corresponding Ewha course.

Ⅲ. [Important] Procedure for Transfer of Major Credits - "Pre-approval before departure + Post-approval after return via Eureka"

1️⃣ [Pre-approval① Before Departure] Send pre-approval request email to DIS Office following these guidelines.

※ Checklist before sending to DIS Office

- Confirm that the list of courses to take is finalized (if changes are expected after departure, inform DIS Office beforehand).

- Confirm that no more than 12 credits (four 3-credit courses) are requested for transfer. If over 12 credits are requested, the request will be rejected.

- For each course, specify whether it will be matched to a specific Ewha course or transferred as “General International Studies Major.”

- If matched, attach: (1) syllabus/description of host course, (2) syllabus/description of Ewha course, (3) info on academic year/major core classification, (4) general assessment of sub-major area (IR, IBE, AS).

- If “General International Studies Major,” also specify the assessed sub-major area (IR, IBE, AS).

2️⃣ [Pre-approval② Before Departure] Forward the reviewed email (with DIS Office comments) to the Department Chair to request pre-approval.

- Cc the DIS Office email (e600057@ewha.ac.kr).

- Once approved by the Chair, pre-approval is complete.

3️⃣ [Post-approval① After Exchange Semester] After completing the exchange semester and receiving the transcript from the host institution, before entering credits into Eureka, send the following (1)–(4) items to the DIS Office by email.

※ If changes occurred in the courses taken, request approval again via the same process as [Pre-approval①], and then send the following items:

(1) Forward the original email showing pre-approval from the Department Chair

(2) Host transcript file and the syllabi used for pre-approval (host and Ewha courses)

(3) For each course, indicate host institution credits (or hours) and the converted Ewha credits (or hours), calculated based on ‘Ⅰ-2️⃣’

(4) If grades were given in alphabet letters, specify per course whether to transfer them as-is or as S/U.

4️⃣ [Post-approval② After Exchange Semester] Once the DIS Office replies confirming that items (1)–(4) are in order, forward the same contents to the Department Chair to obtain post-approval.

5️⃣ [Post-approval③ After Exchange Semester] After step 4️⃣ is completed, enter the credits into Eureka “exactly as approved by the Department Chair.” Any arbitrary entries will be rejected.

- For details on entering credits into Eureka, refer to the attached Office of Academic Affairs guide.

Ⅳ. Others

✔ Inquiries - DIS Office (02-3277-6593, e600057@ewha.ac.kr)

✔ Official Ewha Website for Credit Transfer Guidelines - http://ewha.ac.kr/ewha/bachelor/credit03.do

✔ Exchange Program Reports Search Website - http://rwcms.ewha.ac.kr/oia/1160/subview.do