

Date : 20240106

2024 KU Graduate School Achievement Award Guideline

1. Overview

- A. **Purpose:** To discover and encourage outstanding academic and social achievements of our graduate students, thereby fostering motivation and promoting excellence externally
- B. **Event Name:** KU Graduate School Achievement Award
- C. **Content:** An award ceremony for graduate students' achievements (papers, inventions, etc.)
- D. **Frequency:** An annual event
- E. **Eligibility:** Enrolled graduate student of KU(eligible for 'general graduate school(일반대학원)' & 'professional graduate school(전문대학원) student only)

2. Eligibility and Application Method

- A. **Eligibility Requirement:** Graduate students who correspond to below requirements (also who are enrolled 'general graduate school(일반대학원)' & 'professional graduate school(전문대학원), and degree candidates(수료연구재학생)
 - 1) Graduate students who have published papers in renowned academic journals or authored influential research works (excluding theses for degree completion)
 - 2) Graduate students who have won awards at prestigious national or international conferences related to their field of study.
 - 3) Graduate students who have created notable social value through entrepreneurship, inventions, patents, etc., in their field of study.
 - 4) Graduate students who have demonstrated high achievements in leadership activities or other recognized accomplishments in their field of study.
- ※ Students who have received awards during their enrollment period are not eligible to apply.**

B. Application Method: Prepare below ‘documents to submit’ and submit through online survey system(Google Form) by 2025.Jan.20.(Mon) 10:00AM

- 1) [KOR] <https://forms.gle/BdAtHUg4Matk9DWx9>
- 2) [ENG] <https://forms.gle/ZCngJLAQDkJHd2Jj6>

C. Documents to submit

- 1) KU Achievement Award Recommendation Letter(use the form provided)
 - 2) KU Achievement Award Application Letter(use the form provided)
 - 3) KU Achievement Award_Achievement List(use the form provided)
 - 4) Evidence documents that are written in the list above
- ※ Achievements that are made during the ‘Enrolled period’ will be accepted and all the achievements must have support documents for evidence

D. Guideline for Documents to submit

1) Application Letter

- Automatic disqualification if signature or stamp is missing.
- Automatic disqualification if the application date is missing.
- The letter may be written on more than one page.

2) Advisor Professor’s Recommendation Letter>

- Automatic disqualification if the advisor professor’s signature or stamp is missing.
- Automatic disqualification if the application date is missing.
- The letter may be written on more than one page.

3) Achievement List (Excel)

- Only include achievements for which supporting documents can be submitted (others will not be recognized).
- Only achievements that occurred during the period of enrollment will be considered.
- The file name format for the Excel file should be as follows:

2024 KU Achievement Award_Achievement List_Student Name_Student ID

4) Achievement Evidence Files (ZIP)>

- Number the achievements in the order they appear on the application form, then compress the files.
- Upload the compressed (ZIP) file (use maximum compression)
- The ZIP file name format should be as follows:

2024 KU Achievement Award_Achievements_Student Name_Student ID

- The individual file in ZIP must be named as follows:

Serial Number_Achievement Category_Student Name_Achievement Title

****the ‘serial number’ must match the numbering in the excel(file 3)**

- Example of individual file names:

1_Paper_Isaac Newton_Philosophiæ Naturalis Principia Mathematica

2_Invention_Isaac Newton_Newtonian Telescope Patent Certificate

3_Leadership Activity_Isaac Newton_President of the Royal Society Certificate

4_Leadership Activity_Isaac Newton_Director of the Mint Appointment Certificate

Note:

If the file is too large to upload, please email it and follow up for confirmation (mandatory).

Email address: dhnaml4@korea.ac.kr

Contact number: 02-3290-1353

Submitting through this survey is the safest, so please set the compression rate to maximum.

3. Awardee Selection Method

- A. The number of selected awardees will be determined based on the budget and may differ from the previous year's number of awardees.
- B. Evaluations will be based on the documents submitted by students and assessed according to the following criteria:

Criteria	Score
Recommendation and Application	10
Quantitative Excellence of Achievements	10
Qualitative Excellence of Achievements	10
Overall Recommendation Level	20
Total	50

- C. During the final evaluation meeting, one representative student (with the highest overall score) will be selected.

4. Award Ceremony Plan (tentative)

- A. Date & Venue: 2025.Feb.20.(Thu) 14:00,
 Centennial Samsung Hall International, Room 109(Remote Conference Room) (Tentative)
 ** The schedule is subject to change and the final details will be sent via email to the awardees
- B. **Ceremony Content:** Presentation of certificates, plaques, and prizes
 ** the list of awardees will be displayed on a plaque in the Graduate School Library (1st floor).
- C. **Expected Participants:** Approximately 130 attendees, including awardees, academic advisors, and related department staff.
- D. **Schedule for the Award Ceremony: Approximately 60 minutes.**

Duration	Details(tentative)
5min.	Host's greeting and introduction of the award ceremony (Head of the Graduate School Innovation Office)
5min.	Congratulatory speech by the Dean of the Graduate School
10min.	Awarding of the certificate to the representative student and remarks by the academic advisor
30min.	Awarding certificates to individual students and photo sessions (with academic advisors and the Dean)
10min.	Group commemorative photo