

BLUE BOOK

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FAQ

Q I am a freshman, and I don't know how to register for lectures.

A All freshmen are automatically registered for lectures. But sophomores, juniors and seniors should register for lectures by themselves on <http://sugang.kmu.ac.kr>.

Q I am a freshman. I wonder who will be my academic advisor and what he or she will advise?

A Please check through EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Check Available Academic Advisor. We recommend you to meet your advisor at least once a semester. You will be able to consult and be advised for overall study issues.

Q I am a freshman. Where can I see more information about my major.

A Read the handbook carefully. But if you still need more information, please visit our administration office.

Q If you have any recommendations for our major, what should you do?

A You can contact our student council. The student council will collect your opinions and forward them to the college student council and the major faculty council for consideration.

Q I would like to be a member of a club or a society.

A [Club] School Website → Student Service → Student Activity → Club Association of Keimyung University[Study Group] School Website → Open Hall → Join Us → Study Group (For more information, see page ?)

Q How should I apply for a leave of absence?

A Thank you for your service for protecting our nation in advance. Process: EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Leave of Absence(Please apply from 2 weeks prior to the date of entry into the service and attach scanned draft notice.)

Q I have a hard time keeping up with my academics. I would keep up the steam if I could receive somebody's help.

A We recommend you to ask your academic advisor for counseling. Otherwise, you can consult the student counseling center.

Q I am a foreign student. I am doing my best in my studies. But I still need a little help. How can I get help?

A Please visit our major office (No. 243-1, Yeongam Hall) for assistance.

Tips Provided by Your University Seniors

<Library Use Regulations>

- * With the app ('clicker'), you can use the library easily without having to use your student ID card.
- * When you have a group assignment, you can reserve a study space in the library using the 'clicker.'

<Library Use Regulations>

- * As the server can sometimes goes down, do not log-in at that time, but open the browser window twenty minutes earlier.
- * If a lot of people are connected, you may also not be able to log in. To prepare for such occurrences, please make a copy of the course registration website address in advance.
- * Please make sure that you apply for all your courses within the application period! It will make your application for enrollment easier. (Otherwise, you will have to enter the course code individually for each course.)

<School Building Tips>

- * Yeongam Hall has a vending machine on the ground floor.
- * There is also a reading room and a resting room for female students.
- * The PC room is on the third floor.
- * If you want to print out your work, please use the photocopy room on the 2nd floor or use the 3rd floor PC room in Yeongam Hall.
- * Each floor also has a gallery zone. When you need some space to study or a place to take a rest, you can go there. (In addition, our major room is always open. You are welcome anytime!)
- * The lockers for the students of our major are in front of Room 240 in Yeongam Hall.

Some more small tips to help you settle into campus life ... 😊

- * Do you have meals to recommend while studying on campus?
 - New Bauer Hall (Sinbau-gwan) has delicious Korean-style food, the Old Bauer Hall (Bau-gwan) has Andong braised chicken, and Aram Hall has bibimbap and pork cutlet!
- * Where is the best off-campus student accommodation?
 - The rooms for rent located near the East Gate of the university are the cleanest and the most beautiful!
- * What space is available for female students to take a rest between classes?
 - The Female Students' Resting Room
- * Which is closer Keimyung University subway station or Gangchang subway station?
 - Gangchang subway station is definitely closer to Yeongam Hall.
- * What if I'm hungry and don't have much time to eat?
 - Old Bauer Hall basement bakery and Dongyeong Hall café, which serves hotdogs, are both highly recommended!
- * How do I work out a 'successful timetable'?
 - A timetable without 9:00 classes ...?
- * If you have a headache or any minor injury, please use the Bauer Hall nursing room. (Please note that only students who have paid their student fees are allowed to use it.)
- * Keep checking the university's homepage! Information about courses and scholarships often appears there. Don't forget your major's homepage also ...
- * Where should I go to study?
 - There is a reading room on the ground floor of Yeongam Hall.

BLUE BOOK?

The College Of Humanities And International Studies

Overview

Department

Teaching Korean as a Foreign Language

Introduction

Academic Objectives

History

Career after graduation

1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, code of conduct for students and basic regulations from which you are advised necessarily as a student of the Department of Tourism Management.

2. The College Of Humanities And International Studies

1) 대학개요

"진리와 정의와 사랑의 나라"를 추구하는 계명대학교의 교육이념 아래 수준 높은 인문국제학 교육을 통하여 먼저 국민의 한 사람으로서 갖추어야 할 기본적인 소양을 충실히 채득하게 하고, 이를 기반으로 글로벌 시대를 선도할 수 있는 국제적 전문지식을 갖춘 능동적이고 역량있는 세계시민 양성을 미션으로 삼고 있으며 교육목표는 "국제적 감각을 갖춘 도전적 지식인 양성, 창의적 사고를 지닌 국제전문가 양성, 윤리적 소양을 갖춘 전인적 지도자 양성"이다.

2) 대학구성

3개의 학부와 3개의 학과로 구성됨. 한국어문학부(국어국문학전공, 글로벌한국어문화교육전공), 외국어문학부(영어영문학전공,독일어문학전공,중국어문학전공,일본어문학전공,러시아어문학전공), 국제지역학부(중국학전공,일본학전공,미국학전공,유럽학전공,스페인어중남미학전공), 철학윤리학과, 사학과, 기독교학과

3. Major In Teaching Korean as a Foreign Language

1) Introduction

As a new major required by this age of multiculturalism and internationalization, the Teaching Korean as a Foreign Language Major was established in 2003 to nurture teachers capable of Teaching Korean language and culture to foreigners and overseas Koreans based on their humanities skills. The Teaching Korean as a Foreign Language Major offers a curriculum that nurtures students' abilities to effectively teach Korean and deepens their understanding of other cultures and multiculturalism, thereby promoting the attitude of cultural inclusion and teaching ability necessary for Korean language and culture education. In addition, students will gain adaptability and practical skills through various comparative courses, domestic and international internship programs, overseas cultural visits, and opportunities to work as Korean language education assistants. In addition to graduating

with a BA degree, a special advantage of the Teaching Korean as a Foreign Language Major is that students are also able to acquire a Korean Language teaching Certificate.

2) Education Goals

Major in Teaching Korean as a Foreign Language aims to foster professional in Korean language and Korean culture education. Our objectives are:

·To establish a foundation for intercultural Korean language and Korean culture education that takes into account both university and uniqueness of Korean culture and diversity of other cultures

·To develop skills required for effective Korean language education, both in Korea and abroad

3) History

2003: Department of Korean Studies was established as the first in Korea.

2007: Master's and doctoral programs in Teaching Korean as a Foreign Language were opened

4) Career after graduation

The Teaching Korean as a Foreign Language graduates have successfully entered and play important roles in many fields.

▶ The graduates can work as Korean language teacher in places such as language institutes at universities, multicultural family support centers, middle-high schools and universities abroad, King Sejong Institutes, and many others. Especially those who decide to teach Korean language abroad have a great opportunity to become the vanguard of culture diplomacy in the era of globalization.

▶ The graduates can teach theory and practice of Korean culture on the basis of their practical skills and deep understanding of Korean culture and other cultures. Especially when teaching Korean language abroad, they play a leading role in propagating Korean culture all around the world.

Degree Guide

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Scholarship

Leave and Return

Expulsion

Acquisition Of Korean Language Teacher Certification:

Overseas Internships

Issuance of Certificate

Government education support projects in which our major participates

4. Degree Guide

1) Academic Courses

▢ [University Website](#) → [Academics](#) → [Colleges/Graduate Schools](#) → [Humanities and International Studies](#) → [Curriculum](#) → Select "Course Title" and refer to the course description

2) General Credit System (Applicable to Students in General)

CURRICULUM		TYPE	CREDIT SCALE	YEAR OF STUDY	REQUIRED CREDITS	NOTE
LIBERAL ARTS	REQUIRED	Required	0-3	1	15 credits	- Chapel(1) and Chapel(2) are non-accredited courses. - Designing University Life and Career(1 credit), Basic Writing (3 credits), Liberal Arts Seminar (3 credits), Understanding of Christianity (2 credits), and Global Citizenship (1 credit).
	BALANCE	Required	3	1-4	15 credits or higher	- Students are required to choose and complete 5 Balance Courses, including Philosophy and History, among 6 different areas of study. - The 6 areas of study are as follows: Philosophy and History, Society and Culture, Science and Technology, Literature and Arts, Global Citizenship, and Career Designing - Students majoring in Nursing must complete 12 Liberal Arts credit units designated by the corresponding department.
	GENERAL	Elective	3	2-4	0 credit or higher	- Courses on Military Science, Continuing Education, Foreign Languages, and Courses for Preparation for Employment, Courses for Exchange Students are considered as Elective Liberal Arts Courses.
MAJOR	MANDATORY MAJOR	Required	0-3	1-4	69 credits or higher	- Students must fulfill more than 69 credits, constituted by major courses (at least 54 credits) and minor courses. - Completion of Mandatory Major Courses is a prerequisite to earn a bachelor degree. Some majors may require graduation thesis to be completed. - Some majors do not have mandatory major courses.
	ELECTIVE MAJOR	Elective	1-3			
COURSES FOR THE TEACHING PROFESSION		Required	2	2-4	22 credits	- Students in the College of Education and those who complete teaching preparation program must fulfill the requirements of these courses to earn teacher certification.

For the first year students, the university selects and assigns freshmen courses for the first two semesters to help students prepare for the transition to college. The course selection may vary, depending on majors and departments. In case, students who do not meet their course requirements will fail the course and cannot earn the credit.

▶ P Course: Chapel (1) and (2), and Graduation Thesis. They are non-accredited course, but for graduation, students must receive a grade of "P" (pass).

▶ 1 Credit Course: 1 hour class per week, or 2 hour course of experiment or practice per week for one semester of 16 weeks

▶ 2 Credit Course: 2 hour class per week, 4 hour course of experiment or practice per week for one semester of 16 weeks, or 3 hour course of practice as for the majors in arts and physical education

▶ 3 Credit Course: 3 hour class per week, 6 hour course of experiment or practice, or 4 hour course of practice as for the majors in arts and physical education

3) Curriculum

	1st Semester	2nd Semester
Freshman	LANGUAGE AND INFORMATION INTRODUCTION TO TEACHING KOREAN LANGUAGE AND CULTURE	INTRODUCTION TO TEACHING KOREAN AS A FOREIGN LANGUAGE INTRODUCTION TO KOREAN LINGUISTICS IN TEACHING KOREAN AS A FOREIGN LANGUAGE
Sophomore	CULTURE THROUGH ENGLISH 1(LECTURE IN ENGLISH) TEACHING KOREAN PRONUNCIATION AS A FOREIGN LANGUAGE SHAMANISM AND KOREAN CULTURE DISCOURSE AND PRAGMATICS OF KOREAN HISTORY AND CULTURE OF KOREANS ABROAD INTRODUCTION TO CUSTOMIZED KOREAN LANGUAGE EDUCATION FOR OVERSEAS LEARNERS INVESTIGATING AND UNDERSTANDING TRADITIONAL KOREAN CULTURE COMPARING KOREAN AND SOUTHEAST ASIAN CULTURES	CULTURE THROUGH ENGLISH 2(LECTURE IN ENGLISH) KOREAN MORPHOLOGY TEACHING KOREAN GRAMMAR AS A FOREIGN LANGUAGE KOREAN CULTURAL TREASURES OVERSEAS SYMBOLIC DIMENSION OF KOREAN MYTHOLOGY
Junior	UNDERSTANDING CONTRASTIVE LINGUISTICS MATERIALS IN KOREAN AS A FOREIGN LANGUAGE TEACHING KOREAN VOCABULARY AS A FOREIGN LANGUAGE KOREAN LANGUAGE USE STANDARD AND COMPOSITION PRACTICE OF KOREAN CULTURE EDUCATION TRANSLATING KOREAN CULTURE TEXT TEACHING UNDERSTANDING IN KOREAN AS A FOREIGN LANGUAGE THEORY AND PRACTICE OF REGIONAL CULTURAL CONTENTS DEVELOPMENT UNDERSTANDING SOCIO-LINGUISTICS EVALUATING KOREAN LANGUAGE PROFICIENCY	OBSERVATION & PRACTICUM OF KOREAN LANGUAGE TEACHING KOREAN LANGUAGE TEACHING METHODOLOGY THEORY AND PRACTICE OF OVERSEAS MATERIALS FOR KOREAN LANGUAGE EDUCATION KOREAN CULTURE EDUCATION AND MEDIA KOREAN LANGUAGE PEDAGOGY TEACHING KOREAN PRAGMATICS GLOBAL SOCIETY AND MODERN KOREAN CULTURE DISCIPLINE-SPECIFIC ACADEMIC WRITING(MAJOR IN TEACHING AS A FOREIGN LANGUAGE)
Senior	KOREAN LANGUAGE EDUCATION IN MULTICULTURAL SOCIETY PRACTICE OF INTERPRETATION TRANSLATION USAGE IN KOREAN LANGUAGE EDUCATION PRACTICE OF MULTIMEDIA USAGE IN KOREAN LANGUAGE EDUCATION MULTICULTURAL SOCIETY AND TEACHING KOREAN CULTURE	CURRICULUM IN KOREAN AS A FOREIGN LANGUAGE TEACHING EXPRESSION IN KOREAN AS A FOREIGN LANGUAGE FOREIGN LANGUAGE ACQUISITION AND ERROR ANALYSIS KOREA THROUGH WESTERN EYES ENGLISH FOR TEACHING KOREAN AS A FOREIGN LANGUAGE
The Others	STEP BY STEP CAREER DEVELOPMENT KOREAN STUDIES DEPARTMENT FULL-SEMESTER FIELD PLACEMENT (KOREAN LANGUAGE TEACHING PRACTICUM) FIELD PLACEMENT(1) FIELD PLACEMENT(2) FIELD PLACEMENT(3) FIELD PLACEMENT(4) GLOBAL KOREAN LANGUAGE AND CULTURE EDUCATION FIELD PLACEMENT (KOREAN LANGUAGE TEACHING PRACTICUM GLOBAL KOREAN LANGUAGE AND CULTURE EDUCATION FIELD PLACEMENT (KOREAN LANGUAGE TEACHING PRACTICUM (1), (2) STARTUP FIELD TRAINING(1) STARTUP FIELD TRAINING(2)	STARTUP FIELD TRAINING(3) LONG-TERM STARTUP FIELD TRAINING TEACHING KOREAN LANGUAGE AS FOREIGN LANGUAGE FULL SEMESTER FIELD PLACEMENT TEACHING KOREAN AS A FOREIGN LANGUAGE PROJECT

※ The required number of required course credits and class hours for acquisition of the Korean Language Teaching Certificate

번호	영역	영역별 필수 이수 학점	해당 과목 (우리학과 과목)	인정 가능 과목 (교양 및 타학과 과목)
1.	Korean Language	6 credits	KOREAN LANGUAGE USE STANDARD AND COMPOSITION, KOREAN MORPHOLOGY, DISCOURSE AND PRAGMATICS OF KOREAN	
2.	General Linguistics and Applied Linguistics	6 credits	UNDERSTAND CONTRASTIVE LINGUISTICS, LANGUAGE AND INFORMATION, FOREIGN LANGUAGE ACQUISITION AND ERROR ANALYSIS	언어학의이해(국어교육과)
3.	Korean Language Education as a Foreign Language	24 credits	KOREAN LANGUAGE EDUCATION IN MULTICULTURAL SOCIETY, CURRICULUM IN KOREAN AS A FOREIGN LANGUAGE, INTRODUCTION TO TEACHING KOREAN AS A FOREIGN LANGUAGE, MATERIALS IN KOREAN AS A FOREIGN LANGUAGE, TEACHING KOREAN GRAMMAR AS A FOREIGN LANGUAGE, TEACHING KOREAN PRONUNCIATION AS A FOREIGN LANGUAGE, TEACHING KOREAN VOCABULARY AS A FOREIGN LANGUAGE, TEACHING UNDERSTANDING IN KOREAN AS A FOREIGN LANGUAGE, TEACHING EXPRESSION IN KOREAN AS A FOREIGN LANGUAGE, PRACTICE OF KOREAN CULTURE EDUCATION, TRANSLATING KOREAN CULTURE TEXT, KOREAN LANGUAGE TEACHING METHODOLOGY, INTRODUCTION TO CUSTOMIZED KOREAN LANGUAGE EDUCATION FOR OVERSEAS LEARNERS, THEORY AND PRACTICE OF OVERSEAS MATERIALS FOR KOREAN LANGUAGE EDUCATION, MULTICULTURAL SOCIETY AND TEACHING KOREAN CULTURE, TEACHING KOREAN PRAGMATICS	
4.	Korean Culture	6 credits	SHAMANISM AND KOREAN CULTURE, SYMBOLIC DIMENSION OF KOREAN MYTHOLOGY, SOCIO-EMOTIONAL GRAMMAR OF KOREANS, KOREAN CULTURAL TREASURES OVERSEAS, HISTORY AND CULTURE OF KOREANS ABROAD, KOREA IN THE EYES OF FOREIGNER	
5.	Korean Language Education	3 credits	KOREAN STUDIES DEPARTMENT INTERNSHIP(KOREAN LANGUAGE TEACHING PRACTICUM), OBSERVATION & PRACTICUM OF KOREAN LANGUAGE TEACHING, GLOBAL KOREAN LANGUAGE AND CULTURE EDUCATION INTERNSHIP(KOREAN LANGUAGE TEACHING PRACTICUM)	
	합계	45 credits		

▶ Class Attendance

Students who are absent for more than one-third of the class hours automatically fail the course (F grade).

▶ Graduation requirements

To graduate from the major in Teaching Korean as a Foreign Language, students must complete CULTURE THROUGH ENGLISH 1, 2 (elective major) or get a TOEIC score of 550 or higher. (Based on the semester you graduate in, your grades must be registered in the EDWARD system within two years.) Please be aware that this applies to all students starting from the 2014 school year.

***외국인 유학생 토폭 4급 이상

※ Graduation requirements for freshmen

▶ Starting from the year 2015, all students must take the course "Self-development for Gaining Employment" in order to be able to graduate.

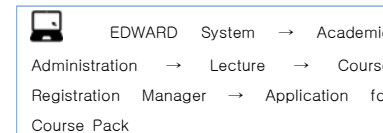
▶ Since the College of Humanities and International Studies has been selected as a CORE initiative participant, students entering the 2017 school year must complete a double major or minor major in a humanities-based fusion major to be able to graduate. (Except for students with a multiple major/minor or exchange students, ROTC, foreign students and

overseas residents)

For more information, please refer to the university homepage → curriculum → graduation requirements.

For further inquiries, please contact the Office of the Teaching Korean as a Foreign Language Major (053-580-5579).

4) Course Pack



Course Pack is the system where you can store your intended subjects prior to actual course registration like 'shopping cart'. There is a certain period for Course Pack before the date of course registration. The subjects saved in Course Pack are easily registered through the entry of simple code without any subject number on the date of course registration.

5) Course Registration

- ① Within the period of course registration "http://sugang.kmu.ac.kr" Log in (first-come-first-served basis)
- ② Website for course registration: EDWARD portal on the left of school website (http://portal.kmu.ac.kr)
- ③ How to check course registration details EDWARD System → Academic Administration → Lecture → Course Registration Manager → Check Course Registration
- ④ How to check lecture schedule EDWARD System → Academic Administration → Lecture → Course Registration Manager → Check Lecture Schedule

▶ For information on the change of subject, please visit "EDWARD System → Academic

Administration → Lecture → Course Registration Manager → Check Change of Lecture Schedule" and fill up the relevant form and submit to the administration office within the period of additional registration.

6) Grade Evaluation

Grade Evaluation (General)

- ▶ Attendance: 10-20%
- ▶ Assignment, Presentation: 20-30%
- ▶ Examination: 50-70%
- ▶ Any grade of experiment, practice, practical work and other special subject equivalent can be evaluated separately.

7) Grade Appeals

- ▶ Call the Academic Affairs Team (580 - 6066)
- ▶ #104 on 1st floor, Main Building in Seongsseo Campus

Contact your professor personally via telephone or email during the period of grade appeals in each semester

8) Scholarship

▶ Scholarship of Excellence Selection Criteria for Semester Result

- ① Obtain 15 credits without fail in the previous semester
- ② Student who has minimum 3.00 GPA
- ③ **Selected in order by 70% GPA + 30%**

Authorized Foreign Language Score converted score

▶ Payment Amount

성적진리	Full amount / 100% Tuition Fee
성적정의	Half amount / 50% Tuition Fee
성적사랑	30% Tuition fee (without admission fee)

※ Recognized score is only from courses offered in regular semester, not score from special program or certificate.

9) Leave and Return

▶ **Application for Leave of Absence:** EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Leave of Absence)

▶ **Application for Return to School:** EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Return to School)

10) Failure and Expulsion

▶ Academic Probation: A student holding a 1.50 GPA for a semester of the year concerned, but excluding final semester

▶ Expulsion due to Academic Probation: A student receiving academic probation for 3 consecutive semesters

▶ A student being regarded as being beyond hope of academic achievement due to disease

▶ A student not having registered or not having submitted the application for extension of leave of absence within the time specified after leave of absence

▶ A student entering another university

▶ A student not having registered within the time specified

▶ A student being subject to expulsion due to academic probation

▶ A student being subject to expulsion due to disciplinary action

11) Acquisition of Korean language teacher certification

In order to acquire a Korean language teaching certificate, students must acquire all the required credits (45 credits). Please check the EDWARD system each semester and apply for enrollment by referring to the "Subject-specific table". Because students cannot check their individual requirements in their major, students who plan to acquire this qualification should plan well in advance and make sure that they are not disqualified because they have not fulfilled all the requirements.

▶ **Application Guide for Korean Language**

Teachers

- After graduation, students can apply for a certificate personally through the National Korean Language Teachers' website (<http://kteacher.korean.go.kr>).

- Required Documents: Application form (print out directly from the website), transcript, graduation certificate, TOPIK Grade 6 transcript

- Certificate Application Date: Before/after graduation each semester, according to the requirements of the National Institute of the Korean Language (This information is not announced separately by our major so please check the website of the National Institute of the Korean Language).

12) Overseas Internships

The 'overseas internship' program enables students to deepen their major by putting what they have learned in class into practice. Every semester, students will be sent to a Sejong Institute or Keimyung Korea Center in the United States, Vietnam, Indonesia, and China, and they will have the opportunity to improve their professional and practical skills as Korean language teachers. Applicants must have been enrolled for more than five semesters in the teaching Korean as a Foreign Language Major and are selected based on their grades, foreign language scores (mock/official TOEIC and other foreign language tests), and scores based on the department events participation mileage system.

13) Issuance of Certificate

▶ Issuance on Visit : Certificates are issued at the administration team of each college or at the Certificate Issuance Center on the 1st floor of the main building.

▶ Automatic Issuer : In front of the postoffice in Bauer Hall and on the 1st floor of Dongsan Library

▶ Other : Issuance by fax or via online

14) Government education support projects in which our major participates

Our major has consistently participated in government education support projects. Starting from NURI (University Innovation Strengthening Project), which took place from 2004 to 2009, our major has also participated in the 'University Specialization Project' (CK-1) in 2014 and 2015 and the 'CORE' initiative.

Study Guide

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Volunteering Scholarship

Compass K

Health and Counseling

College Student Council

Department Student Council (Student Council)

Orientation for Freshmen

5. Study Guide

1) Student Counseling

A. Application procedure

How to Ask for Counseling: EDWARD System
→ Academic Administration → Counseling →
Integrated Application for Counseling
Academic Advisor: EDWARD System →
Academic Administration → Basic Register
Manager → Personal Information → Academic
Advisor can be checked.

- ▶ Student Counseling Center
General counseling for students
Office administration, conducting aptitude test
for freshmen
Counseling for sexual harassment, Website
management

-The person in charge : ☎ 580-5811
- Academic Counseling ☎ 580-6300
- Psychological Test ☎ 580-5745
- Counseling for Individual/Group ☎ 580-5743
- Educational Support ☎ 580-5744
- Location: #1125, 1st floor of Bauer Hall in
Seongseo Campus

Website:
<http://newcms.kmu.ac.kr/kmusd/index.do>

2) Career Program

- ▶ After graduation, we systematically operate a
variety of programs for successful
employment that our students want, and also
consult relevant departments and academic
advisor on issues such as employment,
business start-ups, and career path.

3) Student Employment

- ▶ On the second semester of the fourth year, it
is possible to substitute with internship (15
credits) for first job experience / employment
- ▶ It is possible to get a job by Professor's
recommendation and linked company
(Connected and recommended company
varies every year)

4) Confirmation of Employment and Acknowledgement of Attendance for Early Employment

- ▶ Eligibility: A student who gets a job during
the graduating semester
- ▶ Acknowledgement of Attendance: Applicable
to the lectures equivalent to the period of
employment
 - A) The total period of employment confirmed
as early employment during the
graduating semester
 - B) Including the period of employment by
transfer
- ▶ Process of Employment and Acknowledgement of
Attendance for Early Employment
 - A) Step 1: Confirmation of employment
 - (1) Application for confirmation of early
employment
(within 2 weeks from the date of
employment)
 - (2) Confirmation of early employment
(by the Employment Support Team)
 - (3) Printing out the certificate of early
employment
(within 1 week from confirmation)
 - (4) Submit the certificate of early
employment to and consult the professor who
teaches the subject
(within 2 weeks from the date of
employment).
 - B) Step 2: Acknowledgement of Attendance
 - (1) Application for acknowledgement of
attendance : Edward System, A personal application.
 - (2) Acknowledgement of attendance:
Acknowledged by the Employment Support
Team from time to time after the application.
 - (3) Submission of attendance certificates :
Submit it to the Professor in charge of the
subject prior to the end of the regular exam.
※ Submit the acknowledgement of attendance
for early employment to the professor who
teaches the subject (prior to the closing
date of regular test).
- ▶ Supporting Document by Type of

Employment: The Employment Support Team will verify supporting document for confirmation of employment and acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

Type of Employment	Supporting Document	Remark
Business with Registration	Certificate of qualification for health insurance / Certificate of employment insurance / Certificate of employment + Certificate of payslip	Elect One Excluding employment in business or academy without registration
One Person Business	Business registration and confirmation of working hours for one person	
Overseas Employment	Employment contract and certificate of entry and exit	

5) Volunteering Scholarship

▶ How To Apply for Volunteering Scholarship

EDWARD Portal → System → Academic Administration → Scholarship → Apply for Scholarship → Apply for Volunteering Scholarship → Print out the application for scholarship after filling up → Submit to the administration office

- ▶ What is volunteering scholarship? It is a system that gives a tuition waiver to students who volunteer at the department office for 50 hours. These students are called 'Volunteering Scholars'.
- ▶ Period of Application: To be notified on Kakao Talk chat room by year
- ▶ Eligibility: A student belonging to within the 8th income class as a result of examination

for provision of national scholarship

- ▶ A student has not applied for national scholarship will be excluded from the eligibility for volunteering scholarship.
 - ▶ It gives a tuition waiver when the payment of tuition is made, and there is no notice regarding the scholarship. (necessary to report the name of volunteering scholarship and amount of scholarship on the tuition bill.
 - ▶ Students selected as a volunteering scholar will have voluntary activities at the department office.
- * In the event of non-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the following semester, and the student must return the amount of scholarship.

6) Compass K

▶ Introduction of Program

- Developed to enhancing learning capability and competitiveness in employment of current students
- Consisting of 7 sectors: objectives management, major, globalization, IT, volunteering, creativity, career and employment
- Classified student's learning capability into 18 items to be managed.

▶ Purpose of Point System

- To set career objectives earlier and to give motivation for developing learning capability
- To manage competitiveness in employment through preparation for individual portfolio
- To manage job seekers and successful candidates in employment
- To organize program: career search, career counseling, capability management
- To grant scholarship in the form of point for capability development
- Regarding the approval of point, the items related to grade evaluation and credit acquisition are automatically processed on the system.
- For students, please fill up the information on the web system and get your supporting document such as license or certificate

confirmed and approved by the staff of the college administration team.

- One achievement is recognized as an ability in a single sector. (One achievement cannot be recognized in two or more sectors.)

How To Use: EDWARD System → Academic Administration → See user guide on Compass K

7) Health and Counseling

- ▶ Health Examination Center: Implementing free physical checkup service on an annual basis to help students to find disease in advance
- Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
EDWARD System → Academic Administration → Student Support → Apply on Student Health Examination

▶ Counseling Center for Preventing Sexual Harassment

- Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
- Aims at contributing to the establishment of sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
- A open place not only for healing damaged mind from sexual harassment or violence but also counseling students who worry about sex and dating.

▶ Human Rights Counseling Center of National Human Rights Commission

- 1331 <http://www.humanrights.go.kr>
- Korea Sexual Violence Relief Center
02-338-2890~1
<http://www.sisters.or.kr>
- Sexual Violence Counseling Center of Womenlink
02-739-5796 <http://womenlink.or.kr/>
- Daegu Women's Hot Line

053-471-6484-6 <http://www.dwhotline.or.kr/>

8) College Student Council

▶ Role

- To organize and lead all the events held in the school and genuinely sort out suggestions from students.

▶ Selection

- One month notice for candidate registration in the event of replacement or additional selection of the student president or student council of college
 - Candidates for the president of society, vice-president of society, manager and secretary are recommended between February to March and registered voluntarily → Voting to select
 - Student representative and assistant student representative of each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)

9) Department Student Council (Student Council)

- ▶ Role: To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.

10) Orientation for Freshmen

▶ Target : 2019 Freshmen

▶ Objectives

- To make freshmen well adapted in new environment. It is an opportunity to acquire various information about school or academic course.

▶ Program

- Guide on Campus life (See blue book)
- Guide on Course timetable and registration
- Introduction of department and professors' meeting
- Guide on issuance of student ID
- Guide on entry of student data

Campus Life

Our Major News

Student Card

Access to Building

Classroom use

Reserving major seminar rooms (resource rooms)

Laboratory for Rent

Library

Locker

Lost Property

Emergency Notice

Emergency on campus

Disaster Evacuation Training

6. Campus Life

1) Our Major News

Our major bulletin can be checked on our homepage

(<http://newcms.kmu.ac.kr/korst/index.do>)

Recruitment for various programs, internships, etc. will be circulated by the student representative for each student year group in our major

2) Student Card

Application and Issuance: Submit an application through EDWARD System

▶ Period of Issuance: 1 to 2 weeks

3) Access to Building

Opening Hours: AM 06:00 ~ PM 24:00

4) Using the classroom

- You have to take strict responsibility for detecting unauthorized software installation. (ex. program purchase, compensation, etc.)
- Do not bring food or alcohol into the classroom.
- After using the classroom, make sure to turn off the computer/cooler/light.

5) Reserving major seminar rooms (resource rooms)

- If you want to use the seminar room (No. 241-1), come to the major office (No. 243-1), write your name in the register and get the key from the assistant.
- Books in the seminar room cannot be borrowed. If necessary, please request a copy from our major's assistant.

6) Laboratory for Rent

- Edward Systems - General Administration - Facility Space - Space Usage 2 Days Before Use
- Complete details of usage date, usage details and attendance
- If materials and supplies are lost or damaged in

the classroom, it is considered the responsibility of the loaner
-Keimyung Capacity development room

7) Library

The library, which has supported research and learning activities since its opening in 1958, has been named a library in honor of Dr. Shin Tae-sik, the honorary president. In March 1933, the library was established in the and the environmental improvement project was completed in March 2014. Application of the data processing room, laptop, reading room, information service center, electronic information center, group study room for the previous group discussion space It plays a leading role in generating knowledge information on universities and communities based on the support of multiple devices

▶ Utilization time

During the semester : 09:00~22:00(Weekdays)
09:00~13:00 (Saturday)

During the vacation : 09:00~17:00Weekdays
Saturday(Rest)

▶ Number and duration of loan books

14 days on 10 books.

Extension only once

8) Locker

- Apply to each major student council for use

9) Lost Property

- If you have found a lost property, give it to the department office.

- If you want to release a lost property found, write down the details of the lost property and submit it to the assistant.

(If the owner appears after the release of the lost property by the assistant's judgment, there will be a corresponding legal penalty.)

10) Emergency Notice

In the event of any emergency situation, announce quickly and clearly through contact system by year.

(Department Office / President of Society → Representative by year → All students)

11) Tips in case of an emergency on campus

In the event of an emergency, act quickly to ensure safety and notify through the contact system.

12) Disaster Evacuation Training

► Earthquake

※ The campus buildings are built from concrete without earthquake resistant design.

① When you sense an earthquake, open the closest door wide.

- There is a possibility that you cannot evacuate as the door may not be opened due to the twisted status of the building.
- The person who first opened the door should shout fire and keep others informed about a fire escape

② Protect your head with a book, laptop or other article which can protect your head.

- Underground facility is relatively safer than on-ground facility, but you should keep waiting at your place until the shaking stops.
- As delay of evaluation to underground facility may occur due to a massive number of people flocked. Therefore, start evacuation from letting people near the exit out under the direction of the leader.
- If you are staying on third or fourth floor which is relatively upper floor of the building, get under the desk or the table when the earthquake occurs as it is likely to evacuate depending on the condition of damages on the building
(Evacuate immediately when the strength of earthquakes is lowered.)

③ Evacuate quickly through where a door is opened

- Run crouching down and covering your head
- Evacuate avoiding windows
(Do not evacuate through windows as those

on the first floor tend to be seriously damaged during earthquake.)

④ After evacuation, move to a wide empty lot

- Wait for rescue standing up for preventing damages from additional minor shakes (It is dangerous to squat or lie on the ground after evacuation.)

► How to evacuate building on fire

- Activate a fire alarm.
- If you cannot go downstairs, go onto the rooftop.
- Make your face and body covered with wet blanket or towel when you should ran into flames.
- If door handles are too hot to turn, do not open the door and find another way.
- Once you evacuate, do not go into the building again.
- After evacuation, wait for rescue at the windward side.

※ How to deal with fire following earthquake

1. Shout 'Fire!' immediately after feeling minor quakes before the next big quake to alarm around and turn off the heat,
2. Shout 'Fire!' when big quake stops.
Put out the fire
3. The big aftermath is exhausted within one to two minutes, so you can put out in its early stages. Keep fire extinguisher or big fire-extinguishing bowl at any possible spot of fire for immediate action.

Criteria, Procedures, Policies & Regulations

Code of Conduct

Academic Attitude

Equality & Equal Opportunity

Discrimination & Ostracization

Sexual Discrimination/Harassment

Alcohol & Drug

Smoking

Restricted Items

7. Criteria, Procedures, Policies & Regulations

1) Code of Conduct

All students of our university are important members of our community, active and cooperative, respect for diversity of creative individuals and pursue a community of adults built with a sense of responsibility.

2) Academic Attitude

Responsible rights and obligations, respect for diversity, voluntary consideration
→ Community Spirit

3) Equality & Equal Opportunity

All students of our university will equally receive opportunities for learning regardless of gender, race, religion, sexual orientation, disability, et cetera, and we pursue equality by giving preferential treatment to social minorities.

4) Restrictions on Discrimination & Ostracization

Our university do not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all discrimination or ostracization will cause administrative punishment.

5) Restrictions on Sexual Discrimination/Harrasment

- ▶ Our university does not discriminate or not make discriminated against a certain gender, and our gender equality is strictly protected by law. Any and all discrimination will cause administrative punishment.
- ▶ No sexual psychological/physical harrasment, violence and stocking are banned, and any attempt will cause administrative punishment.
- ▶ For victims of sexual harrasment or discrimination and those worrying about it,

please report and consult at any time.

6) Alcohol & Drug

No alcohol or drug is allowed to posses in or bring to the campus, and drinking or administering may cause administrative punishment.

7) Smoking

Smoking is allowed only in the designated area. smoking in designated smoke-free areas may cause administrative punishment.

8) Restrictions on Restricted Items

No items regarded as to be dangerous are allowed in the campus. (Ex. explosive material, volatile liquid, et cetera)
Consult the department office if you are not sure about the dangerousness of an item.

Contacts

Department Office

Faculty research laboratory

The College Of Humanities And International Studies Administration Team

Educational and Teaching Team

Scholarship and Welfare Team

8. Contacts

1) Department Office

- ▶ 영암관 243-1호(인문계열통합사무실)
조교 박한결
☎ 053-580-5579

2) Faculty research laboratory

- ▶ 김선정 교수님
영암관 218호/동영관 102-1호
☎ 053-580-6941/5100
- ▶ 민경모 교수님
영암관 213호/동영관 102-2호
☎ 053-580-5015/6310
- ▶ 최정도 교수님
영암관 210호/동영관 105호
☎ 053-580-5325/6359
- ▶ 차쿠라 보시데오 교수님
영암관 206호
☎ 053-580-5317

3) The College Of Humanities And International Studies Administration Team

- 학사행정 관련 문의
☎ 053-580-5012~3

4) Educational and Teaching Team

- ▶ 교무 관련
☎ 053-580-6008
- ▶ 수업 관련
☎ 053-580-6066, 6068, 6069
- ▶ 학적 관련
☎ 053-580-6062-3

5) Scholarship and Welfare Team

- ▶ 장학 관련
☎ 053-580-6092-4, 6098

Three Recommendations for Better Campus Life

Map



발행 | 한국어교육과
집필 | 2021년 블루북편집위원회
편집위원 | 한국어교육과 교수진
발행일 | 2026년 3월