

Blue Book

2024

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Blue Book?

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FAQ

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

A All freshmen are automatically registered for essential lectures. But sophomores, juniors and seniors should register for lectures by themselves.
(<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 Please read the handbook carefully. But if you still need more information, please visit our major's office(Youngam Hall 243-2).

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 I've got my draft notice (call-up paper). 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 have information that I would like to share with all students in the department. What should I do.

A Please visit our major's office and share the information. Otherwise, use our website or facebook.

Q I am foreigner student. How can I ask for help.

A You can visit our major's office(Youngam Hall 243-2) and ask for help. Major assistant will help you.

Blue Book: Introduction

College of Humanities and International Studies

Overview

Department

Department of English Language and Literature

Academic Objectives

Introduction

“Everything comes to him who hustles while he waits”

—Thomas A. Edison

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 English Language and Literature.

2. College of Humanities and International Studies

1) Overview

The College of Humanities and International Studies aims at developing a vision for the future by providing a learning environment in which students can study their majors in the context of both the past and the present. Students are empowered to investigate diverse fields of knowledge (domestic and foreign cultures, history, international and area studies and so on) and learn how to understand these different fields within authentic frames of reference, while at the same time acquiring their own personal ideas and insights.

2) Department

There are sixteen departments in the college: Korean Language and Literature, Korean Studies, English Language and Literature, German Language and Literature, Chinese Language and Literature, Japanese Language and Literature, Russian Language and Literature, Chinese Studies, Japanese Studies, American Studies, European Studies, Spanish and Latin American Studies, History, Christian Studies, Creative Writings [usually “Creative Writing”] and Philosophy & Ethics
For starting any administration service, first check this student handbook, then acquaint yourself with work support information by asking administrative assistant.
Contact: 053-580-5062

3. Department of English Language and Literature

1) Educational Objectives

Foster students with the leadership and skills necessary for the globalized society of the 21st century.

2) Introduction

To cultivate well-rounded students equipped with practical skills of English and a broad understanding of English literature and culture, a wide range of courses in English skills, linguistics, literature, culture, and education make up its core curriculum.

▶Facility

For communicating and learning languages, students can visit International Lounge at Bauer Hall. You can meet students from many countries and join in the language exchange program. There are a number of events for meeting foreign students. You will have cheerful campus life and opportunity of learning language.

※More information

<http://teflsites.com/lounge/#>

▶Faculty Members

Name	Major field	Office (Youngam Hall)	Office Number
Kim, Jong-hwan	Shakespeare		
Chung, Moon-young	Drama		
Gye, Joeng-meon	Novel	414	580-5086
Lee, Pil-hwan	English History & Syntax	305	580-5093
Hwang, Jae-kwang	Novel		
Park, Hye-son	Applied Linguistic	515	580-5091
Yun, Weon-hee	Phonetics	323-2	580-5134

Hwang, Byeong-hoon	Poetry	524	580-5092
D.T. Parker	Literature		
D.J. Lyons	TESOL	523	580-5095
S. McGuckin	Shakespeare	523	580-5139

▶Other Programs

①Spring Seminar

In spring season(between April and May), students of our department have spring seminar annually. To enforce students' knowledge of major, students have a session of learning about well-known English writer, composition and genre. Also, several other sessions of exchange information about our major among students and lectures from professors.

②English Fall Festival

Annual festival of our major and it holds in October or November. Programs of English speech, singing, and play, which represent major's characteristic, are performed by students. One of the important events of our major.

Degree Guide

Academic Courses

CORE Credit System(College of Humanities and International Studies)

Credit System

Curriculum: English Language and Literature

Course Pack

Course Registration

Credit Evaluation

Grade Appeals

Leave and Return

Overseas Training Program

Failure and Expulsion

Issuance of Transcript

Interdisciplinary Major

Support Program of Language Test

"Create a definite plan for carrying out your desire and begin at once, whether you are ready or not, to put this plan into action."

- Napoleon Hill

4. Degree Guide

1) Academic Courses

 <http://www.kmu.ac.kr/> → Academics → Colleges → College of Humanities and International Studies/English Language and Literature → Curriculum → Choose the Course

3) Credit System

CURRICULUM		TYPE	CREDIT SCALE	YEAR OF STUDY	REQUIRE D CREDIT S	NOTE
LIBERAL ARTS	REQUIRED	Required	0-3	1	15 credits	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 in Humanities and International Studies must complete 5 K-Humanities CORE courses in the 5 categories of study: Globality, Creativity, and Korean Studies. 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	<ul style="list-style-type: none"> 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	BASIC MAJOR	Required	3	1	0 credit or higher	<ul style="list-style-type: none"> Students are required to take up to 12 credits of Basic Major Courses. The Basic Major Courses for Humanities and International College students include Basic Foreign Language and Introduction to Foreign Literatures.
	MANDATORY MAJOR	Required	0-3	1-4	0 to 30 credits	<ul style="list-style-type: none"> Students must fulfill more than 69 credits, constituted by major courses (at least 54 credits) and minor courses.
	ELECTIVE MAJOR	Elective	1-3		69 credits or higher	<ul style="list-style-type: none"> 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.
COURSES FOR THE TEACHING PROFESSION		Required	2	2-4	22 credits	<ul style="list-style-type: none"> 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

4) Curriculum: English Language and Literature

	1st Semester	2nd Semester
Freshman	Introduction to English Language and Literature	Introduction to Foreign Language and Literature
Sophomore	Contemporary English Grammar History of British Literature Introduction to British and American Drama Introduction to British and American Fiction(1) Advanced English Conversation(1) PRACTICAL ENGLISH WRITING	Introduction to English Linguistics Introduction to British and American Fiction(2) Modern British and American Drama(1) Advanced English Conversation(2) Advanced English Writing CAREER ENGLISH BRITISH AND AMERICAN FICTION AND FILM
	Writing About English Literature(Lecture in English)	
Junior	History of English Language English Phonetics Introduction to British and American Poetry(1) British and American Fiction to 1900(1) Career Writin Practical English Training Logic and Critical Thinking for English Foreign Language & Communication	Advanced English Reading Theory of English Education English Phonology Introduction to British and American Poetry(2) Understanding of English Sentential Structure Modern British and American Poetry British and American Fiction(2) Shakespeare Creative Writing in English(Lecture in English) Discipline-Specific Academic Writing(Department of English Language and Literature) Film Adaptation and Interculturalism MODERN BRITISH AND AMERICAN FICTION PRACTICAL ENGLISH GRAMMAR FOUNDATIONS OF INTERPRETING AND TRANSLATION
	Study Abroad Program(English) English Language & Literature Project Academic Writing Applied English Grammar	Practical English Practice in Listening Practice in Reading Presentation and Debate
Senior	Seminar in British & American Literature Subject Specialization & Teaching Methods in English Culture Through English Literature(Lecture in English)	Graduation Thesis(Official English Test)
	취창업과 자기개발	
		Foreign Literature & Mass Media
the others	American Studies	Understanding American Culture
	English Education	Introduction to Teaching English(Lecture in English) English Teaching Methodology
	Christian Studies	INTRODUCTION TO LATIN
	Department of German and Europe Studies	AN OVERVIEW OF EUROPEAN ROMANTIC LITERATURE

▶ Attendance

Any subject of which attendance does not reach two-third of total hours of lectures will receive an 'F' grade.

▶Requirements for Graduation

Year	Course
-2008(Including enrolee)	-
2009	Graduation Thesis
2010,2011	Graduation Thesis, Introduction to English Language and Literature
2012,2013, 2014	Advanced English Conversation(1), Advanced English Conversation(2), Advanced English Writing, Introduction to English Language and Literature, Graduation Thesis
2015,2016, 2017,2018,2019	Advanced English Conversation(1), Advanced English Conversation(2), Advanced English Writing, Introduction to English Language and Literature, Graduation Thesis
Junior Enrolee (After 2009)	Graduation Thesis

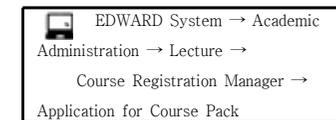
※If you do not take mandatory course of your entrance year, you cannot graduate.

▶Added graduation requirements from 2014 freshmen(Exception: Enrolee, Double Majoring in Foreign University and Foreign Students)
Completing at least two English lecture by foreign professor in our major subject(except English Conversation and English Composition) or scoring over 700 higher on TOEIC

▶Graduation Thesis(Select one among six)

- ①Scoring higher than 700 on TOEIC
- ②Scoring higher than 190 on TOEFL CBT or 68 on TOEFL IBT or 540 on TOEFL PBT
- ③Scoring higher than 5.5 on IELTS
- ④Scoring higher than level 5(120) on TOEIC Speaking
- ⑤Get grade higher than B+ at least two English lecture by foreign professor in our major subject(except English Conversation and English Composition) within 7 semester.(Since student who graduate in February, 2014)
- ⑥Meeting academic adviser and submit report

6) 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.

7) 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.

7) 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.

8) Grade Appeals

- ▶ Call the Academic Affairs Team (580 – 6066,6069)
- ▶ #104 on 1st floor, Main Building in Seongseo Campus
Contact your professor personally via telephone or email during the period of grade appeals in each semester
- ▶ Change of grade is not normally expected unless there is an error in marking by your professor.

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) Overseas Training Program

- ▶ Experiencing other cultures as a student studying tourism management is a very crucial opportunity to develop understanding of diversity, deep appreciation, and extended point of view. Therefore, we recommend you to join overseas training.
- ▶ Apply for overseas training program managed by relevant institution in the school. The selection process will sort out eligible students.

- ▶ Visit school website or department notice board occasionally to check any information on overseas training for the specialized project where our department belongs to.

11) 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

12) 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

13) Interdisciplinary Major

▶CORE Convergent Major/Interdisciplinary Major Credit System

A. General Rule

- 1) Double Major Course
First Major 42 credits + Second Major 42 credits = 84 credits
- 2) Major + Minor Course
Major 54 credits + Minor 21 credits = 75 credits

B. General Rule of Convergent/Interdisciplinary Major

- 1) Double Major Course
First Major 42 credits + Convergent 33 credits = 75 credits
- 2) Major + Minor Course
Major 54 credits + Convergent 15 credits = 69 credits

C. CORE Convergent/Interdisciplinary Major

- 1) Double Major course
First Major 45 credits + CORE Convergent/Interdisciplinary Major 33 credits = 78 credits
- 2) Major + Minor Course
Major 45 credits + CORE Convergent/Interdisciplinary 15 credits + First Major or other Major 9 credits = 69 credits

▶Ask help to Initiative for College of Humanities' Research and Education(580–5329)

14) Support Program of Language Test

- ▶Certified TOEIC : fixed dates during the semester
- ▶Imitation TOEIC : fixed dates during the semester
- ▶TOEIC Speaking/OPIc : fixed period during the semester

※Each program submits first-come system. In case of Certified TOEIC and TOEIC Speaking/OPIc, if you do not submit the score to the office, you cannot get any support.

※The notice is announced on the web-site, facebook, and major notification board. You can submit by visiting the major office.

※In case of certified TOEIC and TOEIC Speaking/OPIc, the number of submit is limited during 8 semester.

Study Guide

Student Counseling

Career Program

Student Employment

Volunteering Scholarship

Compass K

Health and Counseling

College Student Council

Department Student Council (Student Council)

Orientation for Freshmen

4. 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.

B. Academic Difficulties

Receive help from your academic advisor through counseling or visiting the Student Counseling Center

▶ Student Counseling Center

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

C. Counseling : Study, worry, employment

-The person in charge : Park Kyung Ok ☎ 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://kmusangdam.org/>

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) 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	Select 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	

4) 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 waver 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 waver 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.

5) 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

6) 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 harrassment 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 harrassment or violence but also counseling students who worry about sex and dating.
- ▶ Contact and Website of Related Centers
 - 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/>

7) 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.)

8) 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.

9) Orientation for Freshmen

- ▶ Target : 2018 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
Department News
Student Card
Access to Buildings
Lecture Room Space Reservation
Library
Locker
Lost Property
Emergency Notice
Emergency Measure on Campus
Disaster Evacuation Training

6.School life

▶Major homepage
 -Department of English Language and Literature
<http://newcms.kmu.ac.kr/englanlit/index.co>

2) Student ID

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) Lecture Room

- No food and alcohol allowed in the lecture room (If detected, report to the assistant)
- Turn off electronic devices such as computer, air-conditioner, heater or lights before you leave the lecture room.
- When using the computer, do not use unauthorized program other than those for academic purpose.
- Be authorized by the training assistant when installing a program for academic purpose.
- Bear a lot of responsibility if installation of unauthorized software is detected (Ex. purchasing program, compensation, et cetera)

5) Laboratory for Rent

-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
 Book for rent conditions: Maximum 3 books for 7 days, must visit library for extension, must pay
 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 Apply

to each major student council for use

6) Facility for Rent

-Edward Systems - General Administration - Facility Space - Space Usage 2 Days Before Use

7)Library

generating knowledge information on universities and communities based on the support of multiple devices

a late fee for overdue books (applicable after 7 days of rent)

▶ Utilization time

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

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

▶ General Reading Room : 06:00~24:00
 (Chuseok, Seollal recess)

▶ Number and duration of loan books
 14 days on 10 books.
 Extension only once

8) Locker

-Submit each semester at major office
 -Place : In front of 240(Young-am Hall)

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) 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

"What we dwell on is who we become."

- Oprah Winfrey

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 harrassment, violence and stocking are banned, and any attempt will cause administrative punishment.
- For victims of sexual harrassment 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

Administration Team, College of Humanities and International Studies

The whole life of man is but a point of time; let us enjoy it.
-Plutarch

8. Contacts

1) Department Office

- ▶ Department of English Language and Literature: #242-2 of Young-am Hall
☎ 053-580-5062

2) Administration Team of College of Humanities and International Studies

Inquiry for academic administration

- ▶ Department of Humanities

☎ 053-580-5012-3

- ▶ Department of International Studies

☎ 053-580-5022

Three Recommendations for Better Campus Life

Map

