

# BLUE BOOK

2025

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## FAQ

**Q** I am a freshman. How do I enroll in a class?

**A** For the first year students, the university assigns freshmen courses for the first two semesters to help students prepare for the smooth transition to college education. But sophomores, juniors, and seniors must register for courses themselves through the school website of <http://sugang.kmu.ac.kr>.

**Q** Do I have an academic advisor?

**A** Yes, your academic advisor will help you stay on track. You can go to the university website and log in to EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Check Available Academic Advisor. It is highly recommended to consult your advisor at least once a semester. With your advisor you will be able to find necessary tips and advice concerning your academic performance and job searching.

**Q** Where can I find more information about my major?

**A** This handbook will be very helpful for you. After reading the book, if you need any further information about the system or program, please feel free to visit our administration office.

**Q** How can I join an academic club or participate in student activities?

**A** You can join student organizations and clubs through the school website. Please visit School Website → Student Service → Student Activity → Club Association of Keimyung University [Study Group] School Website → Open Hall → Join Us → Study Group

**Q** I have received my draft notice. How can I apply for a leave of absence for the military service?

**A** In advance, we appreciate your contribution to the security of our country. Please follow the procedure as follows: Go to the EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Leave of Absence. The scanned copy of the draft notice must be attached. You must apply from two weeks prior to the date of entry into the service.

**Q** I have a hard time keeping up with my academics. Where can I get some advice?

**A** It is highly recommended to ask your academic advisor for counseling. You can also consult the student counseling center.

**Q** I have some good information on courses or job opportunities that I would like to share with my fellows in the department.

**A** Please feel free to use the department website and social media such as Kakaotalk and facebook.

**Q** I want to get some advice regarding the preparation of the graduate thesis and other examinations.

You can earn necessary guidance from your department chair and



academic advisor. Please feel free to make appointment with your professor and drop by his or her office.

## INTRODUCTION

Bluebook

### The College of Humanities and International Studies

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“Everything comes to him who hustles while he waits.” --- Thomas A. Edison

# INTRODUCTION

## 1. BLUE BOOK

This handbook is design to provide information on the academic system, administrative procedures, code of conduct for students and basic regulations for students who entered in the program of Korean Language and Literature.

## 2. THE COLLEGE OF HUMANITIES AND INTERNATIONAL STUDIES

### 1) Overview

Nowadays the world is overcoming geographical and cultural boundaries, and is becoming a vast global village owing to the current trend of globalization and the rapid development of information communication technology. The educational objective of the College of Humanities and International Studies is to ensure that students acquire the basic consciousness and accomplishments necessary for them to become active world citizens, who are international professionals capable of taking on the responsibilities of leadership in a global age.

### 2) Division

The College of Humanities and International Studies is divided into the following 16 departments:

- 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
- Philosophy & Ethics

College Admin Office: Tel. 82-53-580-5011~5013, 5021~2

### 3) History

The College of Humanities and International Studies was established in 2015 by combining two major colleges of Keimyung University: The College of Humanities and the College of International Studies.

The College of Humanities has its origins in the Philosophy Department and English Language and Literature Department of Keimyung Christian College, which was founded in 1954 and subsequently became Keimyung University in 1978. At that time the Humanities College had a total of six departments (Korean Language and Literature, Philosophy, History, English Language and Literature, German, and French). Then in 1997, in accordance with a newly adopted system in higher education, the college was subdivided into two different tracks: the Humanities Track (Korean Language and Literature Department, Philosophy, and History) and the Language-Literature Track (English Language and Literature Department, German, and French). In 2003, these two tracks became two independent colleges: the Humanities College (Korean Language and Literature Department, Philosophy, History, Ethics, Theology, Creative Writing, and Korean Studies) and the Foreign Language-Literature College (English Language and Literature, German Language and Literature, French Language and Literature, Chinese Language and Literature, Japanese Language and Literature, and Russian Language and Literature). In 2007 these two colleges were reunited as the Humanities College, which now has a total of twelve departments.

The College of International Studies first opened its doors in 1979 under the name of the College of Foreign Studies. Established as the first college of area studies in Korea, it was selected in 1997 by the Ministry of Education and Human Resources as a government-sponsored college to nurture experts in foreign cultures and international relations. The college focused on developing the practical expertise and capabilities of students thus helping them become true leaders in a global community.

### **3. MAJOR OF KOREAN LANGUAGE AND LITERATURE**

#### **1) Overview**

The Department of Korean Language and Literature aims to nurture capable individuals who can engage in and create Korean culture through a process of studies on Korean language, literature, tradition, and culture and also aim to prepare students with a vision of globalization of Korean studies in the 21st century. The curriculum of the program entails the examination of linguistic and literary theories, the survey courses on premodern and modern Korean literature, and critical studies on major topics relating to Korean linguistic and literary tradition.

#### **2) History**

The Department of Korean Language and Literature was established in 1964. Since then, the alumni number increased up to a total of 2,500. The establishment of the department was aimed to help students to demonstrate knowledge of the history and theories of the Korean language and understand the features of Korean literary texts. The objective is to encourage students to employ knowledge of linguistic and literary tradition to create and maintain their competitive advantage in the changing environment.

Since the program was equipped with curriculum in 1968, a number of our graduates have gone on to become teachers in middle and high schools. The MA degree program was established in 1972. The graduate program was expanded to

implement the doctorate program in 1974. Currently, more than 180 alumni with master's and doctorate's degrees are affiliated with major research institutes and universities in Korea.

### 3) Faculty Members

Since the establishment in 1964, the department has eleven faculty members, specialized respectively in traditional Korean fiction, premodern lyrics, Korean syntax, and language history, modern poetry, modern fiction, and gender studies. The faculty members of Korean Language and Literature aspire to conduct researches and teach various topics on Korean language and literature and take the field of Korean Studies to a higher level.

## ACADEMIC AFFAIRS

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General Credit System

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### Issuance of Certificate

“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.”

# ACADEMIC AFFAIRS

## 1) Academic Courses

Please go to University Website → Academics → Colleges/Graduate Schools → Humanities and International Studies → Curriculum → Select “Course Title,” for your reference of the detailed course description

## 2) General Credit System

CURRICULUM	TYPE	CREDIT SCALE	YEAR OF STUDY	REQUIRED CREDITS	NOTE	
LIBERAL ARTS	REQUIRED	Required	0-3	1	12 credit	<ul style="list-style-type: none"> <li>- Chapel(1) and Chapel(2) are non-accredited courses.</li> <li>- Designing University Life and Career(1 credit), Liberal Arts Seminar (3 credits), Understanding of Christianity (2 credits), and Global Citizenship (1 credit). Smart Business and Foundation for Start-up(2 credit), AI and Computing Thinking(1 credit)</li> </ul>
	BALANCE	Required	3	1-4	15 credit or higher	<ul style="list-style-type: none"> <li>- Students are required to choose and complete 5 Balance Courses, including Philosophy and History, among 6 different areas of study.</li> <li>- 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 (Philosophy and History is the area to study certainly)</li> <li>- Students majoring in Nursing must complete 12 Liberal Arts credit units designated by the corresponding department.</li> </ul>

	<b>GENERAL</b>	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.
<b>M A J O R</b>	<b>BASIC MAJOR</b>	Required	3	1	0 credit or higher	- 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.
	<b>MANDATORY MAJOR</b>	Required	0-3	1-4	0 to 30 credits	- 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.
	<b>ELECTIVE MAJOR</b>	Elective	1-3		69 credits or higher	- Some majors do not have mandatory major courses.
	<b>COURSES FOR THE TEACHING PROFESSION</b>	Required	2	2-4	22 credits	- Students in the College of Education and those who complete teaching preparation program must fulfill the

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

	SPRING SEMESTER	FALL SEMESTER
<b>FIRST YEAR</b>	UNDERSTANDING MODERN LITERATURE	INTRODUCTION TO KOREAN LANGUAGE READINGS OF MODERN LITERATURE
<b>SECOND YEAR</b>	KOREAN CLASSIC NOVEL KOREAN LITERARY AESTHETICS UNDERSTANDING KOREAN CONTEMPORARY POETRY KOREAN PHONOLOGY READINGS OF MIDDLE KOREAN LANGUAGE WRITING AND UNDERSTANDING OF THE SCRIPT	HISTORY OF KOREAN CLASSIC LITERATURE KOREAN CLASSIC POETRY KOREAN MORPHOLOGY KOREAN MODERN NOVEL THEORY OF KOREAN NOVEL EXERCISE OF KOREAN SPEAKING AND WRITING DATA MINING AND ANALYSIS IN KOREAN LANGUAGE
<b>THIRD YEAR</b>	SCIENCE IN KOREAN LITERARY TRADITION(LECTURE IN ENGLISH) STUDY OF LITERARY THEORY KOREAN LANGUAGE USE STANDARD AND COMPOSITION LOGIC AND CRITICAL THINKING FOR KOREAN HISTORY OF KOREAN LANGUAGE KOREAN SYNTAX HISTORY OF KOREAN LITERATURE AND KOREAN STUDY	THEORY OF KOREAN EDUCATION STUDY OF KOREAN POPULAR LITERATURE CRITICAL APPROACHES TO KOREAN LITERATURE STUDY ON KOREAN WRITERS KOREAN MODERN POETRY KOREAN ORAL LITERATURE KOREAN LANGUAGE AND LITERATURE AND MAPPING THE CAREER PATH DISCIPLINE-SPECIFIC ACADEMIC WRITING (DEPARTMENT OF KOREAN LANGUAGE & LITERATURE) MIDDLE KOREAN GRAMMAR
<b>FOURTH YEAR</b>	SUBJECT SPECIALIZATION & TEACHING IN KOREAN LANGUAGE EDUCATION HISTORY OF KOREAN MODERN LITERATURE MODERN KOREAN DRAMA KOREAN LITERATURE APPLICATION & PRACTICE KOREAN LITERATURE & STUDY OF THE CULTURE PLANNING KOREAN LITERATURE AND TRADITIONAL LITERATURE KOREAN DIALECTOLOGY KOREAN SEMANTICS	BACKGROUND OF KOREAN LITERATURE PRACTICE IN PRESENTATION AND DISCUSSION HISTORY OF KOREAN LINGUISTICS HISTORY OF KOREAN LINGUISTICS AND CHARACTERS THE PROJECT OF KOREAN LAN AND LITERATURE
<b>ALL YEARS</b>	GENDER AND VISUAL IMAGES ENGLISH BASICS FOR KOREAN STUDIES (LECTURE IN ENGLISH) KOREAN WOMEN WRITERS (LECTURE IN ENGLISH) STARTUP FIELD TRAINING (1)	FULL-SEMESTER FIELD PLACEMENT FIELD PLACEMENT(1) FIELD PLACEMENT(2) FIELD PLACEMENT(3) FIELD PLACEMENT(4) GENDER AND VISUAL CULTURE

STARTUP FIELD TRAINING (2)	STEP BY STEP CAREER DEVELOPMENT
LONG-TERM STARTUP FIELD TRAINING	INTRODUCTION TO CHINESE CHARACTERS AND KOREAN LITERATURE

**The graduation requirements from 2022 freshmen.**

- ▶ Complete two English course in any major subject below TOEIC score of 500
- Complete one English course in any major subject between 550 and 600
- Exemption for those above 600 or higher on TOEIC

Please note that the requirements above will be applicable to all day and night admissions since 2022.

For more information, please contact the administration office of the Department of Korean Language and Literature (Tel. 053-580-5784)

**4) Course Pack**

 EDWARD System → Academic Administration → Lecture →  
 Course Registration Manager → Application for 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 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.

## 8) Leave of Absence



### 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)

## 9) 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

## 10) Overseas Training Program

- ▶ For students in the program of Korean Language and Literature, it is encouraged to explore diverse cultures and communities. To enhance the opportunities to develop understanding of diversity, deep appreciation, and extended point of view, the university offers many training programs overseas.
- ▶ In order to join the overseas training program, you must apply to the relevant institution and program. The opportunities are provided to those who satisfy the requirements of the program.
- ▶ Please feel free to visit **school website and department bulletin board** frequently. The announcement of recruitment methods and information are often available at the website. Please consider that each specialized program requires different skills and expertises.

## 11) Issuance of Certificate

- ▶ Issuance on Visit  
Certificates are issued at the administration team of each college, which is located at the Certificate Issuance Center on the lobby floor of Youngam Hall.
- ▶ Automatic Issuer  
You can also use the automatic machine at the front of the postoffice in Bauer

Hall and also at the first floor inside Dongsan Main Library

▶ Other

You may apply for the issue of certificate through fax and via online

## **STUDY GUIDE**

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Career Program

Acknowledgment of Attendance for Early employment

Volunteering Scholarship

Compass K

Health and Counseling

College Student Organization

Department Student Organization

Orientation for Freshmen

# STUDY GUIDE

## 1) Student Counseling

### A. Application procedure

Ask for professional counseling service:

EDWARD System → Academic Administration → Counseling  
→ Integrated Application for Counseling

Make an appointment with academic advisor:

EDWARD System → Academic Administration → Basic Register Process  
→ Personal Information → Academic Advisor

### B. Academic Difficulties

The student counseling service is available at the below facilities:

#### Student Counseling Center

The center provides general counseling for students and conducts aptitude test for freshmen,

offers help for the issues regarding sexual harassment and violation

- 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 Address : <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) Acknowledgment of Attendance for Early Employment

The acknowledgment of attendance is applied to students who are employed during the graduating semester. The acknowledgement is equivalent to full attendance and participation of class during the period of employment. Please note that the duration of employment should be notified as soon as possible and the transferring

period of employment can be accredited.

► 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 and/or Certificate of employment insurance and/or Certificate of employment and/or Certificate of paycheck	Choose the two documents	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 the certificate of entry and exit		

#### 4) Volunteering Scholarship

- ▶ How To Apply for Volunteering Scholarship

GO TO EDWARD 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.

#### 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.)

GO TO 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  
T. 1331 <http://www.humanrights.go.kr>

- Korea Sexual Violence Relief Center  
T 02-338-2890~1 <http://www.sisters.or.kr>

- Sexual Violence Counseling Center of Women's link  
T. 02-739-5796 <http://womenlink.or.kr/>

- Daegu Women's Hot Line  
053-471-6484~6 <http://www.dwhotline.or.kr/>

## 7) College Student Organization

▶ 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 Organization

▶ 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

### ▶ Objectives

- To make freshmen well adapted in new environment. It is an opportunity to acquire various information about Keimyung University and the Department of Korean Language and Literature.

### ▶ Program includes:

- Guidance on Campus Life (You can also find the details in this blue book, of course!)

- Introduction to Course Timetable and Registration
- Introduction to Major/Department and Professors
- Guidance on how to make a student ID card
- Tips and Information: updating student profile and information

## **CAMPUS LIFE**

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How to Use Lecture Room(s)

How to Reserve Seminar Room(s)

Library

Locker

Lost Property

Emergency Notices

Disaster Evacuation Training

## 6. School life

### 1) Department News

Please find information and updates concerning major and department at <http://newcms.kmu.ac.kr/kmkorean/index>

Recruitment of volunteer program, internship, and oversea training programs will be announced through the dept. website and the bulletin board near the department office.

### 2) Applying for Student ID Card

Application and Issuance: Submit an application through EDWARD System. It takes about one to two weeks to receive a student ID card.

### 3) Building Access Hours

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

### 4) How to Use Lecture Room(s)

- Please note that no food and alcohol allowed in the lecture room (If detected, report to the technical assistant.)
- Please 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.
- Please get the permission from the training assistant when installing a program on computer for academic purpose.
- Student bears a lot of responsibility if installation of unauthorized software is detected.

### 5) How to Reserve Seminar Room(s)

Go to Edward Systems → General Administration → Facility Space  
→ Space Usage 2 Days Before Use → Fill in the information on the time, schedule, and purpose of the use.

In case any materials and supplies are lost or damaged in the seminar room, it is considered the responsibility of the loaner.

### 6) 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

- Rent Period: Maximum 3 books for 7 days
- Please note that student must visit library to ask for an extension. If the book is overdue, borrower must pay a fine for overdue books (applicable after 7 days of rent)

▶ Library Access Hours

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

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

▶ General Reading Room : 06:00~24:00 (closed on Chuseok, New Year's Day)

▶ Number and duration of loan books: 14 days on 10 books, extension only once

## 7) Locker

Student can contact each major student council for use the locker.

## 8) 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.)

## 9) 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)

## 10) 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 stay on third or fourth floor which is relatively upper floor of the building, you must 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 and 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 run 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.

## 11) Parking on Campus

- Parking permit is issued on application in the beginning of the semester.
- You should park at only designated space.
- Only local and street students can use the parking permit at school.



## SCHOOL POLICY AND REGULATIONS

Code of Conduct

Academic Attitude

Equality & Equal Opportunity

Restriction on Discrimination & Ostracization

Restriction on Sexual Discrimination/Harassment

Alcohol & Drug

Smoking

Restriction on Restricted Items

“What we dwell on is who we become.”--- Oprah Winfrey

# SCHOOL POLICY AND 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

Students conduct responsible behaviors and understand their rights and obligations, and show respect for cultural diversity.

## 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/Harrassment

- ▶ 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 restrictions.

## 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.

# CONTACT

Department Office

Administration Office  
of the College of Humanities  
and International Studies

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

## CONTACT

### 1) Department Office

- ▶ Major of Korean Language and Literature : College of Humanities 243-1  
☎ 053-580-5784
- ▶ Korean Language Education. : College of Humanities 243-1  
☎ 053-580-5579
- ▶ Department of English Language and Literature : College of Humanities 243-2  
☎ 053-580-5062
- ▶ Department of German european studies : College of Humanities 243-2  
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- ▶ Department of Chinese Studies : College of Humanities 243-2  
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- ▶ Department of Japanese Studies : College of Humanities 243-2  
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- ▶ Department of Russian Central Asian Studies : College of Humanities 243-2  
☎ 053-580-5099
- ▶ Department of History : College of Humanities 243-1  
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- ▶ Department of Christian Studies : College of Humanities 243-1  
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- ▶ Department of Philosophy & Ethics : College of Humanities 243-1  
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- ▶ Department of American Studies : College of International Studies 120  
☎ 053-580-5787
- ▶ Department of Spanish and Latin American Studies : College of International Studies 120  
☎ 053-580-5737

### 2) Administration Team of The College of Humanities and International Studies

- ▶ Faculty of Language and Literature  
☎ 053-580-5012
- ▶ Faculty of Humanities  
☎ 053-580-5013
- ▶ Faculty of International Studies  
☎ 053-580-5022

Academic Calender 2023

Three Recommendations for A Better Campus Life

Campus Map

“Learning is not attained by chance, it must be sought for with  
ardor and attended to with diligence.”

--- Abigail Adams

# ACADEMIC CALENDAR 2023

## (1) Spring Semester

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Event & Date
2023 Mar				1	2	3	4	<ul style="list-style-type: none"> <li>• Start of semester: 1</li> <li>• Samil Independence Movement Day: 1</li> <li>• Start if classes:2</li> <li>• Add/Drop Confirmation Period:2~6</li> </ul>
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
Apr							1	
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30							
May		1	2	3	4	5	6	<ul style="list-style-type: none"> <li>• Children's Day: 5</li> <li>• Foundation Day: 20</li> </ul>
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30	31				
Jun					1	2	3	<ul style="list-style-type: none"> <li>• Final Exam: 15~21</li> <li>• Summer Vacation Begins / Summer Session Begins: 22</li> </ul>
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30		

Jul							1	<ul style="list-style-type: none"> <li>• Re-Admission(Fall Semester 2023): 3~14</li> <li>• Application for Return from Absence(1st Round): 3~21</li> </ul>
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
Aug			1	2	3	4	5	<ul style="list-style-type: none"> <li>• Course Registration for Fall Semester 2023: 8~11</li> <li>• Enrollment for Fall Semester 2023(Including Re-admitted Students): 22~25</li> </ul>
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			

(2) Fall Semester

## Three Recommendations for a Better Campus Life

### READING

People say that you are not an educated or a cultured person unless you have read 'Mun-Sa-Cheol 600'. Mun-Sa-Cheol 600 means 300 books of literatures, 200 books of history and 100 books of philosophy and it is a strict lesson that you cannot be raised to the intellectual without reading them at an early age. Needless to say, there are heaps of benefits of reading books. Not reading books can be evidently regarded as that you are apathetic about your inner world.

### WRITING

It is said that "records last longer than clear memories". Particularly, recording is very useful in your schoolwork. The habit of writing notes helps your memory, makes you monitor yourself, and can lead you to be grown and developed further. Often memorization without notes or records are vulnerable, as we tend to forget things. The simple habit of taking notes with records can be your powerful tool for self-development and realization.

### SPEAKING

Nobody will read what you think if you are unable to express. We belong to the human world where we exchange ideas and communicate with each other. The university is the best place to interact and exchange with people. You will enjoy many opportunities to express your opinion, thoughts, and ideas and join a discussion for a specific subject in classroom. Discussion requires a speaking technique that logically argues and persuade others, providing reasons to support the opinion, which can be split into two different positions of "agreed" and "disagreed." Yet, having discussion and expressing yourself is one of the important and indispensable activity in academia.

## 10. Seongseo Campus Map



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**계명대학교**  
KEIMYUNG UNIVERSITY