Spanish and Latin American Studies

Blue Book

2026

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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. Your 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 Spanish & Latin American Studies office(242-1, Yeongam Hall).

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

Q I've got my draft notice (call-up paper). How should I apply for a leave of absence?

A 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 use our website or instagram.

Q I want to be advised from when I should prepare for my graduation thesis and examination.

A You can receive guidance from your responsible major professor or academic advisor since the first semester in your junior year.

Blue Book: Introduction

College of Humanities and International Studies

Overview

College Composition

Department of Latin American Studies

Introduction

Academic Objectives

Paths after Graduation

Faculty Members

1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, the code of conduct for students, and basic regulations that you are advised to familiarize yourself with as a student of the Department of Spanish and Latin American Studies.

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) College Composition

The College of Humanities and International Studies is divided into the following 13 majors/departments :

Korean Language and Literature
Teaching Korean as a Foreign Language
English Language and Literature
German and Europe Studies
Chinese language and Chinese Studies
Japanese Language and Japan Studies
Russian and Central Asian Studies
American Studies
Spanish and Latin American Studies
History
Christian Studies
Philosophy
Creative Writing

3. Department of Spanish and Latin American Studies

1) Introduction

The Spanish and Latin American Studies Major was established in 2007 as one of 14 majors in Korea that offer Spanish language education. Unlike other Spanish language departments/majors, the curriculum of the Latin American Studies Major at Keimyung University focuses specifically on Latin American Studies and aims to educate students as area specialists with in-depth knowledge of the region and fluency in Spanish.

The Spanish and Latin American Studies Major addresses both local and national demands for Latin American specialists and expands the scope of the academic community at Keimyung University by adding one of the most studied regions to the Faculty of Area and International Studies' area studies program.

2) Academic Objectives

I. To provide students with practical knowledge of Latin America, preparing them to become specialists in the field.

II. To cultivate proficiency in practical Spanish, enabling students to communicate effectively in a variety of settings.

III. To encourage a well-rounded understanding of Latin America, encompassing cultural, historical, political, and economic perspectives.

3) Paths after Graduation

Graduates of the Department of Spanish and Latin American Studies have access to a wide range of opportunities. With growing demand from companies seeking to expand their business and markets in Latin America, graduates with a major in Latin American Studies can find job opportunities in international business and trade both in Korea and in Latin America. Those who participate in language programs or study abroad in Latin America can also find positions at translation and interpretation agencies. Additionally, due to a shortage of Latin American specialists in Korea, there are opportunities for those who show potential for pursuing academic careers in higher education or research institutions. Moreover, many graduates are active in the domestic and international tourism industry, working for companies such as Korean Airline, Asiana Airline, and various hotel chains.

4) Faculty Members

Name	Major Field	Office	Number E-mail
Park, Yun-Joo	Foreign Area Studies	Yeongam 514	580-5028 yunjoopark@kmu.ac.kr
Jung, Sang-Hee	Politics of Latin America	Yeongam 513 Dongyeong 101-2	580-5155 sanghjung@kmu.ac.kr
Kim, Young-Seok	Economy of Latin America	Yeongam 526-2	580-5133 youngseok.kim@kmu.ac.kr
Hwang, Ji-Hee	Hispanic Linguistics	Yeongam 505	580-5132 jiheeh@kmu.ac.kr
Chantaca Sánchez, Claudia Miriam	Literature & Philosophy	Yeongam 426-2	580-5067 claudiachantaca@gmail.com

chool Programs
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4. University Affairs Guide

- College courses are divided into required courses and elective courses. By subject, they are categorized into liberal arts courses (common liberal arts, balanced liberal arts, general liberal arts), major courses (required major courses, elective major courses, major recognition courses), and teaching courses (some departments do not have required major courses).

A. Credit

1) Credit is a unit which gives weight to the time requirement of an academic course. 2) Credits are determined by subject, and if a certain grade is not achieved for each subject, the student will be disqualified, and the disqualified subject will not be recognized as credits earned.

Division	Contents
P credit	Graduation thesis course: it has no credit, but you should pass it
1credit	One hour theory course or a two hour experiment·practice course per week for one semester (16 weeks)
2credits	Two hour theory course or a four hour experiment·practice course per week for one semester (16 weeks). In the Arts and Physical education field, a three hour experiment·practice course can be equal to 2 credits.
3credits	Three hour theory course or a six hour experiment·practice course per week for one semester (16 weeks). In the Arts and Physical education field, a four hour experiment·practice course can be equal to 3 credits.

※ Other: Depending on the curriculum operation, courses other than the above credit standards may be offered.

3) Graduation credits and credits allowed for completion

a) Graduation Credits by Year of Admission

(1) Students entering in 2024 and beyond: 120 credits

(2) Students entering up to and including 2023: 130 credits

b) Permitted Credits by Year of Admission

(1) Students entering in 2024 and beyond: No more than 18 credits per semester or 34 credits per academic year

(2) Students entering up to and including 2023: No more than 20 credits per semester or 36 credits per academic year

B. Liberal arts curriculum

1) Liberal arts courses are comprised of Common Liberal Arts, Balanced Liberal Arts, and General Liberal Arts. Completion criteria are as follows for each year of admission:

2) Completion criteria for the Liberal Arts curriculum for students entering in 2024 and thereafter

Division		Credits earned	Year of earned	Subject/Area	Credits
Common Liberal art	Essential	12 credit	1	Liberal Arts Seminar and Discussion	3
				Keimyung Spirituality and Service	2
				Global Citizenship	1
				Chapel(1), Chapel(2) ※ P/F evaluation	0
				COLLEGE ENGLISH(1 subject from Ⅰ, Ⅱ, Ⅲ)	3
				AI and Computational Thinking (remote learning) ※ P/F evaluation	1
			2	Smart Business and Entrepreneurship Foundation(remote learning) ※ P/F evaluation	2
Balance Liberal art and Liveral art	Select	18 credits or more	1~4	- Completion of at least 18 credits without distinction between balanced liberal arts subjects (it is recommended to complete balanced liberal arts subjects in each field) and general liberal arts subjects	
Total		30 credits or more		A total of 30 credits must be completed, including 12 credits of general liberal arts (required) and 18 credits of balanced liberal arts and general liberal arts.	

※ The standards for completing liberal arts courses for international students follow the "Internal Regulations for the Management of International Students, Exchange Students, and Language Trainees."

3) Completion criteria for liberal arts curriculum for students entering the school year 2023

Division		Credits earned	Year of earned	Subject/Area
Common Liberal art	Essential	12 credit	1~2	- A total of 12 credits must be completed without duplicates of the same subjects, including Chapel (1) and Chapel (2). - The names of the general education courses may differ depending on the year of admission. A total of 12 credits or more must be completed in courses designated as general education courses. ※ List of common subjects - Keimyung Spirituality and Service (remote learning) (1 credit), Global Citizenship (1 credit), Understanding Christianity (2 credits), ACADEMIC ENGLISH (1 subject from I, II, or III) (2 credits), COMMUNICATION ENGLISH (1 subject from I, II, or III) (2 credits), Liberal Arts Seminar (3 credits), University Life and Career Planning (1 credit), AI and Computational Thinking
Balance Liberal art	Essential	15 credits or more	1~4	(remote learning) (1 credit), Smart Business and Entrepreneurship Foundation (remote learning) (2 credits), Liberal Arts Seminar and Discussion (3 credits), Christianity and Keimyung People (2 credits), COLLEGE ENGLISH (complete designated subjects from I, II, or III), etc.
				- Balanced Liberal Arts Course Completion: 3 credits each in 5 of the 6 areas (15 credits total) - 6 areas: Philosophy and History, Society and Culture, Science and Technology, Literature and Arts, Global Leadership, Career Exploration/Self-Development/Entrepreneurship
Liberal art	Select	0 credits or more	1~4	- Military Science, Lifelong Education, Regional University Distance Learning, International Exchange Programs, K-Humanities Core Curriculum, General Education Replacement Program for International Students, Overseas Language Training Credit Recognition, etc.

※ The liberal arts completion criteria for international students are based on the "International
Student, Exchange Student, and Language Program Management Regulations."

※ AI and Computational Thinking (1 credit, freshman year) and Smart Business and Entrepreneurship
Foundations (2 credits, sophomore year) are required courses for incoming freshmen starting in the
2022 academic year.

C. Major Curriculum

1) Major courses consist of required major courses, elective major courses, and major recognition courses. All required major courses must be completed.

2) The major curriculum structure is as follows:

Curriculum system	Details
Major Basics	A course designed to acquire the basic (beginner level) theories and knowledge required to complete the major curriculum.
General major	A course designed to acquire in-depth (intermediate level) theory and knowledge on general fields and topics related to the major.
Major specialization	This course is designed to provide a foundation for students to grow as experts through the acquisition of in-depth (advanced level) theories and knowledge on specific fields and topics related to their major

3) Major curriculum can be found in the EDWARD System → Academic Administration →
Classes → Curriculum Management → Curriculum by Year.

4) Required Completion Criteria for First Major and Microdegrees Following Academic Changes (Major Change, Re-Enrollment, etc.) and Restructuring (Department Consolidation, etc.)

a) Department Consolidation

Division		Students whose departments were integrated after admission	Students admitted after the departments were integrated
Major credits (first major) Completion criteria	Up to students entering in 2023	entering in 2023 Complete at least 54 credits in your first major (including the required major) and 69 credits in other majors	
	From students entering in 2024	The lower value is applied between the original department graduation division (division at the time of admission: year of admission) and the integrated department graduation division (division at the time of admission: year of integration).	Integrated Department Graduation Division (Division Date: Year of Admission, including Major Requirements)
Microdegree from other departments required Completion criteria	Up to students entering in 2023	Not applicable	
	From students entering in 2024	Not applicable	Integrated Department Graduation Division (Division Date: Year of Admission)

b) Transferring to a general department

Division		Details
Major credits (first major) Completion criteria	Up to students entering in 2023	2023 Applies to the Division of the department you transferred to (Division at the time of admission: including the year of admission and the major required)
	From students entering in 2024	
Microdegree from other departments required Completion criteria	Up to students entering in 2023	Not applicable
	From students entering in 2024	Applies to the Division of the department you transferred to (Division Time: Year of admission)

5) Completion criteria for major courses for students entering in 2024 and beyond

Division		Credits by subject	Credits earned	Year of earned	Contents
Major required	Essential	0~3	**54~69**	1~4	- Major requirements must be completed. - Departments that designate a thesis or other major requirements require students to pass the thesis or other major requirements (some departments do not have a major requirement). - Graduation requirements set by the department must be met.
Elective major	Select	1~3			

6) Completion criteria for major curriculum for students admitted before the 2023 school year

Division		Credits by subject	Credits earned	Year of earned	Contents
Major Basics	Essential	3	**54 or more credits in the first major 69 or more credits in total, including other majors**	1~2	- Major Basics and Major Required must be completed. - For students entering in 2023 or later, Major Basics credits earned will not be included in the earned credits for the first major. - Departments that designate a thesis or other major requirements require students to pass the thesis or other major requirements (Some departments do not have a major requirement.) - Graduation requirements set by the department must be met.
Major required	Essential	0~3		1~4	
Elective major	Select	1~3			

★ Transitional Measures for the 2024 Academic Year Major Curriculum Reform

▶▶ As the major foundation completion classification will be abolished (subjects will be abolished, major electives will be converted to mandatory) starting from the 2024 academic year, subjects classified as major foundations will not need to be completed until the 2023 academic year.

5. Curriculum: Spanish & Latin American Studies

	1st Semester	2nd Semester
Freshman	Basic Spanish Grammar 1 Understanding International Areas Studies	Basic Spanish Grammar 2 Foreign Languages For Major Studies
	Introduction to Latin American Studies	
Sophomore	Basic Spanish Conversation 1 Intermediate Spanish Grammar 1 Introduction To Latin American Society Introduction To Latin American Politics Basic Spanish Reading And Composition 1	Basic Spanish Conversation 2 Intermediate Spanish Grammar 2 Introduction To Latin American Economy Basic Spanish Reading And Composition 2
Junior	Intermediate Spanish Conversation 1 Understanding of South America Intermediate Spanish Reading And Composition 1 International Cooperation Of Latin America: International Organizations And Official Development Assistance Political Development Of Latin America Spanish: Language And Culture Economic And Trade Policy In Latin America Social Change And Development In Latin America Entrepreneurship In Latin America	Intermediate Spanish Conversation 2 Latin American Popular Culture Intermediate Spanish Reading And Composition 2 Discipline-Specific Academic Writing(Department Of Spanish & Latin American Studies) Poverty And Inequality In Latin America Corporate Social Responsibility In Latin America Capstone Design In Spanish And Latin American Studies Spanish For Reading Knowledge: Current Issues Gender And Ethnicity In Latin America
	Spanish Business Conversation Reading In Advanced Spanish Text Topics In Real Spanish International Relations Of Spain And Latin America Free-Talking Of Spanish Criticism Of Spanish And Latin American Culture The Economic History Of Latin America	
Senior	Trade And Business Spanish Practice Of Interpretation & Translation Special Topics In Latin American Studies Introduction To Latin	Contemporary Brazil Special Topics In Spanish Language Advanced Seminar On Mexico Practical Course For The Preparation Of The International Evaluation Exams Of Spanish
	Mexico, Central America And The Caribbean Studies: Regional Perspectives Latin American Financial Markets	
the others	Major Project Startup Field Training(1) Startup Field Training(2) Long-term Startup Field Training Step By Step Career Development	Field Placement(1) Field Placement(2) Field Placement(3) Field Placement(4) Full-Semester Field Placement Study Abroad Program(Spanish)

▶ Attendance

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

▶ Requirements for Graduation

1) Students who entered the school in **2014~2018**

: Completed at least one <Special Topics In Latin American Studies> or Spanish native language course (foreign professor) or obtained at least 600 FLEX points, DELE B2 grade, and at least 459 SIELE points (but 300 points if only two areas are acquired)

2) Students who entered the school in **2019~**

: Completed at least one Spanish native language course (foreign professor) for the 3rd and 4th graders, or obtaining FLEX 600 or higher(but 400 points more if only two areas are acquired), DELE B1 or higher, and SIELE 459 or higher (but 300 points more if only two areas are acquired)

5) 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.

6) 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 Schol

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) International Exchange Program

▶ College of International Studies – International Exchange Program

1. Semester Abroad Program

A. Summary: This program is for students from departments in the Division of Foreign Language and Literature, and the Division of International Area Studies, to study at an affiliated foreign university with an approved curriculum for the duration of one standard semester (16 weeks). The program provides an immersive learning experience in the language, society, and culture of the host country.

B. Study term: Third year first semester or second semester.

C. Selection and Departure: March or September recruitment dependent on study term.

D. Participant Target and Selection Criteria:

1) 4-5 students per approved semester, chosen from affiliated majors (including students on leave of absence) (part-time, transfer, or students who have studied abroad in the past two years need special approval to participate. Students who intend to graduate during the semester abroad cannot participate).

2) Students who have unapproved majors, multiple-majors, or undeclared majors cannot participate.

3) Selection is based on the student's language ability for the chosen country.

4) Selection criteria also varies for each academic department.

E. Approved Academic Credits: **15-18 credits** within major.

F. Host University: United States, China, Japan, United Kingdom, Columbia, Mexico and all other universities affiliated with Keimyung University.

G. Tuition and Fees:

1) Tuition varies based on agreements made with each foreign university. Keimyung University provides up to 70% of the tuition as a scholarship.

2) While studying aboard the student may have to pay for various other expenses which include: additional course fees (when applicable), transportation, housing, and living costs.

2. Foreign Language Study Program (SAP)

A. Summary: To increase language fluency and to cultivate international sensibilities through cultural immersion, this language study program takes place at Keimyung's sister universities during the summer and winter terms breaks.

B. Selection and Departure: March-April or September-October recruitment for corresponding term break study.

C. Application Requirements:

1) Average G.P.A. (including failures) 3.00 or above.

2) Selection is based on the student's language ability for the chosen country. Selection criteria also varies for each academic department.

D. Approved Academic Credits: Summer/Winter term (major or distribution requirements) **3 credits**.

E. Host University: United States, China, Japan, United Kingdom, Columbia, Mexico and all other universities affiliated with Keimyung University.

F. Scholarship and Financial Aid: 500,000 won or 1,000,000 won. 20,000 won travel insurance fee provided.

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

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 he 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.)

▶ Office: #B32 of Uiyanggwan

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.

▶ Office: #B23-1 of Uiyanggwan

Campus Life

Department News

Student ID

Access to Buildings

Lecture Room Space Reservation

Library

Locker

Lost Property

Emergency Notice

Emergency Measure on Campus

Disaster Evacuation Training

6. Campus life

1) Major homepage

-Department of American Studies
http://newcms.kmu.ac.kr/americanstudies/index.do

2) Student ID

Application and Issuance: Submit an application through EDWARD System
▶ Period of Issuance: 1 to 2 weeks
▶ Procedure of Application : Edward System →
School Administration → Student Support
→Agreement about offering personal information
→Receive a student card (Administration Office of College of Humanities and International Studies)

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

-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

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

7) Locker

- Apply to each major student council for use
- Locker Location : Beside 304, Smith Hall

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 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

Access to Facilities

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/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 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

8. Contacts

1) Department Office

▶ Department of Korean Language and Literature and Korean Studies
☎ 053-580-5784
▶ Department of Teaching Korean as a Foreign Language
☎ 053-580-5579
▶ Department of English Language and Literature
☎ 053-580-5062
▶ Department of German Language and Literature
☎ 053-580-5064
▶ Department of Chinese Language and Literature
☎ 053-580-5785
▶ Department of Japanese Language and Literature
☎ 053-580-5786
▶ Department of Russian Language and Literature
☎ 053-580-5099
▶ Department of History
☎ 053-580-5096
▶ Department of Christian Studies
☎ 053-580-5156
▶ Department of Philosophy and Ethics
☎ 053-580-5104
▶ Department of Chinese Studies
☎ 053-580-5791
▶ Department of Japanese Studies
☎ 053-580-5792
▶ Department of American Studies
☎ 053-580-5787
▶ Department of European Studies
☎ 053-580-5790
▶ Department of Spanish and Latin American Studies
Yeongam Hall, 243-2
☎ 053-580-5737

2) Administration Team of College of Humanities and International Studies

Inquiry for academic administration
▶ Major in Language
☎ 053-580-5012
▶ Major in Humanities
☎ 053-580-5013

Three Recommendations for Better Campus Life

Map

9. Academic Calendar 2026

Student Notice

Month	Period	Task	Details
September	Sep. 1 (Tue)	Semester Commencement	Start of the 2nd semester of the 2026 academic year
September	Sep. 1 (Tue)	First Day of Classes	First day of classes for the 2nd semester of the 2026 academic year
September	Sep. 1 (Tue)–Sep. 3 (Thu)	Course Add/Drop & Changes	Course registration changes for the 2nd semester of the 2026 academic year
September	Sep. 1 (Tue)–Sep. 4 (Fri)	Tuition Payment	2nd tuition payment period for the 2nd semester of the 2026 academic year
September	Sep. 8 (Tue)	Course Registration	Course cancellation, course consolidation, and class section division – 2nd round
September	Sep. 8 (Tue)–Sep. 21 (Mon)	Course Evaluation	Course evaluation for the 2nd semester of the 2026 academic year (Stage 1)
September	Sep. 9 (Wed)–Sep. 11 (Fri)	Tuition Payment	3rd tuition payment period for the 2nd semester of the 2026 academic year
September	Sep. 15 (Tue)–Sep. 23 (Wed)	Graduation	Application for early graduation (EDWARD System)
September	Sep. 15 (Tue)–Sep. 23 (Wed)	Credit Recognition	Application for credit recognition for students admitted to majors no longer accepting new students through special major transfer
September	Sep. 16 (Wed)–Sep. 18 (Fri)	Expulsion for Non-registration/Non-return	Notice of expulsion to students who have not registered or returned from leave of absence
September	Sep. 21 (Mon)–Sep. 30 (Wed)	Course Withdrawal	Course withdrawal (EDWARD System)
September	Sep. 21 (Mon)–Oct. 23 (Fri)	Double Major / Minor	Application to pursue or withdraw from a double major or minor (EDWARD System)
September	Sep. 21 (Mon)–Oct. 23 (Fri)	Microdegree	Application to pursue or withdraw from a microdegree (EDWARD System)
September	Sep. 24 (Thu)–Sep. 25 (Fri)	Public Holiday	Chuseok (Korean Thanksgiving)
September	Sep. 28 (Mon)	Classes / Leave of Absence	1/4 point of the semester (deadline for recognition of leave of absence without tuition payment)
September	Sep. 29 (Tue)	Course Deletion	Batch deletion of registered courses for students who took leave of absence after course registration, etc. (2nd round)
October	Oct. 1 (Thu)–Oct. 8 (Thu)	Graduation	Preliminary graduation audit for students expected to graduate in February 2027
October	Oct. 1 (Thu)–Oct. 15 (Thu)	Credit Recognition	Application for recognition of major credits for transfer students
October	Oct. 2 (Fri)	Major Transfer	Finalization and announcement of selection criteria for major transfer applicants for the 1st semester of 2027
October	Oct. 5 (Mon)	Public Holiday	Substitute holiday for National Foundation Day
October	Oct. 6 (Tue)	Classes / Leave of Absence	1/3 point of the semester (deadline for full tuition substitution upon taking leave of absence)
October	Oct. 9 (Fri)	Public Holiday	Hangeul Day

October	Oct. 12 (Mon)–Oct. 21 (Wed)	Major Transfer	Application for major transfer for the 1st semester of 2027 (EDWARD System)
October	Oct. 12 (Mon)–Oct. 21 (Wed)	Major Transfer	1st application for change of major for students in majors no longer accepting new students
October	Oct. 13 (Tue)–Nov. 2 (Mon)	Course Evaluation	Course evaluation for the 2nd semester of the 2026 academic year (Stage 2)
October	Oct. 14 (Wed)	Graduation	Notice regarding confirmation of graduation requirements for students expected to graduate in February 2027
October	Oct. 20 (Tue)–Oct. 26 (Mon)	Midterm Exams (Recommended Period)	Conducted at the discretion of the instructor
October	Oct. 23 (Fri)	Classes / Leave of Absence	1/2 point of the semester (deadline for half tuition substitution upon taking leave of absence)
October	Oct. 26 (Mon)–Oct. 30 (Fri)	Winter Session	Demand survey for the 2026 winter session
November	Nov. 9 (Mon)	Classes / Leave of Absence	2/3 point of the semester
November	Nov. 18 (Wed)–Nov. 20 (Fri)	Expulsion for Non-registration/Non-return	Expulsion processing and mailing of notices to students who have not registered or returned from leave of absence
November	Nov. 20 (Fri)	Major Transfer	Interviews for applicants for major transfer for the 1st semester of 2027 (including majors no longer accepting new students)
November	Nov. 24 (Tue)–Dec. 7 (Mon)	Course Evaluation	Course evaluation for the 2nd semester of the 2026 academic year (Stage 3)
December	Dec. 2 (Wed)–Dec. 4 (Fri)	Winter Session	Course registration for the 2026 winter session
December	Dec. 7 (Mon)	Winter Session	Course cancellation for the 2026 winter session
December	Dec. 7 (Mon)	Final Exams	Announcement of the final examination schedule for the 2nd semester of the 2026 academic year
December	Dec. 7 (Mon)–Dec. 18 (Fri)	Teacher Education	Application to pursue a double major in teacher education for the 2nd semester of the 2026 academic year
December	Dec. 7 (Mon)–Dec. 24 (Thu)	Teacher Education	Application for non-examination certification review for teacher certification for students expected to graduate in February 2027
December	Dec. 8 (Tue)	Make-up Class	Make-up class for classes cancelled due to the Chuseok holiday (Sep. 24, Thu)
December	Dec. 8 (Tue)–Jan. 6 (Wed)	Course Evaluation	Course evaluation for the 2nd semester of the 2026 academic year (Stage 4)
December	Dec. 9 (Wed)	Make-up Class	Make-up class for classes cancelled due to the Chuseok holiday (Sep. 25, Fri)
December	Dec. 10 (Thu)	Make-up Class	Make-up class for classes cancelled due to the substitute holiday for National Foundation Day (Oct. 5, Mon)
December	Dec. 11 (Fri)	Make-up Class	Make-up class for classes cancelled due to Hangeul Day (Oct. 9, Fri)
December	Dec. 11 (Fri)	Leave of Absence	Deadline for leave of absence for the 2nd semester of the 2026 academic year
December	Dec. 14 (Mon)–Dec. 16 (Wed)	Winter Session	Tuition payment for the 2026 winter session
December	Dec. 14 (Mon)–Dec. 18 (Fri)	Final Exams	Final examinations for the 2nd semester of the 2026 academic year
December	Dec. 21	Winter Session	Classes for the 2026 winter session (15 days)

	(Mon)–Jan. 12 (Tue)		
December	Dec. 25 (Fri)	Public Holiday	Christmas Day
January	Jan. 1 (Fri)	Public Holiday	New Year's Day
January	Jan. 4 (Mon)–Jan. 6 (Wed)	Grade Inquiry	Grade inquiry and appeals for the 2nd semester of the 2026 academic year
January	Jan. 4 (Mon)–Jan. 11 (Mon)	Readmission	Application for readmission for the 1st semester of 2027
January	Jan. 4 (Mon)–Jan. 19 (Tue)	Course Evaluation	Course evaluation for the 2026 winter session
January	Jan. 4 (Mon)–Jan. 26 (Tue)	Return from Leave of Absence	1st application for return from leave of absence for the 1st semester of 2027
January	Jan. 11 (Mon)	Grades	Generation and inquiry of permanent grades for the 2nd semester of the 2026 academic year
January	Jan. 11 (Mon)–Jan. 14 (Thu)	Credit Cancellation	Application to cancel earned credits for students expected to graduate
January	Jan. 12 (Tue)	Leave of Absence	Application for leave of absence for the 1st semester of 2027
January	Jan. 12 (Tue)–Jan. 15 (Fri)	Academic Warning	Confirmation of students subject to academic warning for the 2nd semester of the 2026 academic year
January	Jan. 12 (Tue)–Jan. 18 (Mon)	First Major Approval	Application for approval of first-major completion for the EMU College of Business Administration, Division of Interdisciplinary Studies, and College of Pharmacy (EDWARD System)
January	Jan. 14 (Thu)	Major Transfer	Announcement of successful applicants for major transfer for the 1st semester of 2027 (including special major transfer)
January	Jan. 18 (Mon)–Jan. 19 (Tue)	Winter Session	Grade inquiry and grade correction for the 2026 winter session
January	Jan. 18 (Mon)–Jan. 20 (Wed)	Academic Warning	Notification of academic warning and processing/notification of expulsion for students subject to expulsion for the 2nd semester of the 2026 academic year
January	Jan. 20 (Wed)	Winter Session	Generation and inquiry of permanent grades for the 2026 winter session
January	Jan. 20 (Wed)	First Major Approval	Announcement of first-major completion approvals for 2027
January	Jan. 20 (Wed)–Jan. 28 (Thu)	Graduation	Graduation audit for students graduating in February 2027 (college level)
January	Jan. 25 (Mon)–Jan. 27 (Wed)	Course Cart	Course cart application for the 1st semester of 2027
February	Feb. 1 (Mon)	Readmission	Announcement of readmission results
February	Feb. 1 (Mon)–Feb. 4 (Thu)	Course Registration	Course registration for the 1st semester of 2027
February	Feb. 1 (Mon)–Mar. 4 (Thu)	Credit Registration	Application for credit registration for the 1st semester of 2027
February	Feb. 8 (Mon)–Feb. 9 (Tue)	Public Holiday	Seollal (Korean Lunar New Year)
February	Feb. 8 (Mon)–Feb. 12 (Fri)	Graduation	Application to defer degree conferment for students expected to graduate in February 2027

February	Feb. 15 (Mon)–Feb. 25 (Thu)	Return from Leave of Absence	2nd application for return from leave of absence for the 1st semester of 2027
February	Feb. 18 (Thu)	Graduation	Commencement ceremony for the 2026 academic year
February	Feb. 22 (Mon)–Feb. 25 (Thu)	Tuition Payment	Tuition payment for the 1st semester of 2027 (including readmitted students)
February	Feb. 25 (Thu)	Course Registration	Course registration for freshmen, transfer students, readmitted students, and international freshmen and transfer students
February	Feb. 26 (Fri)	Entrance Ceremony	Entrance ceremony for the 2026 academic year
February	Feb. 26 (Fri)	Course Deletion	Batch deletion of registered courses for students who took leave of absence after course registration, etc. (1st round)
March	Mar. 1 (Mon)	Public Holiday	March 1st Independence Movement Day
March	Mar. 1 (Mon)	Semester Commencement	Start of the 1st semester of the 2027 academic year
March	Mar. 2 (Tue)	First Day of Classes	First day of classes for the 1st semester of the 2027 academic year
March	Mar. 2 (Tue)–Mar. 4 (Thu)	Course Add/Drop & Changes	Course registration changes for the 1st semester of the 2027 academic year

10. Three Recommendations for Better Campus Life

"Reading, Writing and Speaking"

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.

Have a habit of writing notes helps your memory, makes you monitor yourself and leads you to be grown and developed. If we could only rely on memory without recording, we would lose a lot. The simple habit of filling your small notebook with records in each semester will become a present called 'self development and growth'.

Speaking

Nobody will read what you think if you do not speak because we are belonged to the world of human beings. We ever expected that someone would understand our thoughts even though we do not speak. You you are a grown-up in university and you should express your thoughts now and soon. Also, you will face a lot of opportunities for joining a discussion for a specific subject. Discussion is a speaking technique that argues logically proving with reasons to carry each other in respect of a subject split to the position between 'Agree' and 'Disagree'. Discussion (Speaking) is a basic living of an intellectual.

10. Seongseo Campus Map

계명대학교 KEIMYUNG UNIVERSITY

Issued by | Department of Spanish & Latin American Studies
Written by | Handbook Compilation Committee
Editors | Professors in Spanish and Latin American Studies
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