

2024 KAC BLUE BOOK



Keimyung Adams College

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Educational Concept

- KMU's Educational Mission

[Institutional Precept]

For the Kingdom of Truth, Justice and Love



[Educational Purposes]

Pursuit of Academic Excellence

Enhancement of Ethical Values

Explication of Existential Nature of Man



[Educational Objectives]

Foster Creative Professionals Dedicated to the Search for Truth

Cultivate Ethical Intellectuals Committed to the Realization of Justice

Nurture Holistic Leaders performing Proactive Service to Others

- KAC's Educational Objectives

To Cultivate International Intellectuals who Understand the World

To Nurture Ethical Leaders who Serve Their Neighbor

To Pursue Academic Excellence and Ethical Scholarship

- Department's Educational Objectives

■ International Business Department

To foster international businessmen to lead a new business

To cultivate marketing professionals to communicate with the world with creative ideas

To nurture ethical international accountants

■ International Relations Department

To foster professionals in international organizations to contribute to the world peace and prosperity

To cultivate diplomats to promote national development and co-prosperity of humankind

To nurture ethical professionals in official development assistance to serve developing countries and their citizen

▣ Academic Information ▣

1. University Term Explanation

1) Student ID Number

The Student ID number is important. Be sure to remember the information as it will be frequently asked/required during your university life.

2) Course Credit

- A. One credit is equivalent to one hour of a course you take per week.
- B. Students should register for 8 semesters over 4 years and achieve at minimum of **120 credits** to meet the graduation requirements. A course credit is set according to each course. There is a grading system in place for students. A failed course will not be counted as credits.

0 credit	In order to graduate, the Chapel and Thesis courses are needed to pass. (even though the courses bear zero credit)
1 credit	1-hour class instruction a week or each 2-hour laboratory class/ experiment class/practice class a week during a semester.
2 credits	2-hour class instruction a week or each 4-hour laboratory class/experiment class/practice class a week during a semester.
3 credits	3-hour class instruction a week or a 6-hour laboratory class/experiment class/practice class a week during a semester.

3) Course Registration

- A) Students have full responsibility to select and register for courses.
- B) Students can register for a maximum of **18 credits a semester**, and the number of credits cannot exceed more than 34 in a year.
- C) Students can register for a **maximum of 136 credits over 4 years**. Students have to earn a **minimum of 120 credits** and meet other requirements to graduate.
- D) Students who have GPA over 4.25 for the previous semester can register for additional 3 credits in the following semester.
- E) If there is a course that a student wants to register for, and it exceeds the maximum number of enrollees, or the application process for taking the course is limited, the student should register for another course. Therefore, students should register for the courses they want at the beginning of the course registration date as soon as possible.
- F) The guidance procedure for the course registration in the EDWARD system.

<p>Guidance for the Course Timetable (강의시간표 조회)</p>	<p>① EDWARD System (EDWARD 시스템) ② Academics (학사행정) ③ Courses (수업) ④ Enrollment (수강신청관리) ⑤ View Course Schedule (강의시간표 조회)</p>
<p>For Changes in the Course Timetable (강의시간표 변경 조회)</p>	<p>① EDWARD System (EDWARD 시스템) ② Academics (학사행정) ③ Courses (수업) ④ Enrollment (수강신청관리) ⑤ View Class Schedule Changed (강의시간표 변경조회)</p>
<p>To Check the Course Registration List (수강신청 내역 확인)</p>	<p>① EDWARD System (EDWARD 시스템) ② Academics (학사행정) ③ Courses(수업) ④ Enrollment (수강신청관리) ⑤ View My Enrollment (수강신청 확인서 출력)</p>
<p>How to check the Permanent Grade (영구성적 조회)</p>	<p>① EDWARD System (EDWARD 시스템) ② Academics (학사행정) ③ Grades (성적) ④ Grading Process (성적처리) ⑤ View My Permanent Grades (영구성적조회)</p>
<p>※ Items to be Confirmed in Class</p> <p>① A student must make sure to check the course registration list. If the name of student is not on the attendance list, it means the course registration has not been proceeded successfully.</p> <p>② Before beginning of each semester, a student should check a list of registered courses, course timetable, and lecture room.</p>	

2. Curriculum

- ◆ Courses are mainly divided by fields: Liberal Arts and Major courses. The major courses are divided into two sections: required courses and elective courses. Required courses are mandatory courses and elective courses are optional courses which a student can choose to take. Liberal Art courses are Common Liberal Arts, Balanced Liberal Arts, General Liberal Arts.
- ◆ Please refer to the KAC graduation requirement for further information.

☆ Check the Mandatory Courses of your major

Dpt.	No.	Course Code	Course title	Credits	Remarks
International Business	1	31961	Designing University Life and Career	1	1 st year
	2	26504	Probability & Statistics	3	1 st year
	3	34982	Fundamentals of Finance	3	1 st or 2 nd year
	4	26926	Principles of Management	3	2 nd year
	5	44482	Basic Accounting	3	1 st year
	6	30880	Thesis(IB)	0	4 th year

Dpt.	No.	Course Code	Course title	Credits	Remarks
International Relations	1	31960	Designing University Life and Career	1	1 st year
	2	26504	Probability & Statistics	3	1 st year
	3	30881	Thesis(IR)	0	4 th year

- Required courses in your admission year are required to be completed. If the required courses are changed or abolished, those courses will not be required to be completed.

3. Lecture Hours

Class	Time		Class	Time	
	50 Min.	75 Min.		50 Min.	75 Min.
1 st		07:30-08:45	8 th A	15:00-15:50	15:00-16:15
	08:00-08:50		8 th B		
2 nd A	09:00-09:50	09:00-10:15	9 th A	16:00-16:50	16:30-17:45
2 nd B			9 th B		
3 rd A	10:00-10:50		10 th A	17:00-17:50	
3 rd B			10 th B		
4 th A	11:00-11:50	10:30-11:45	11 th	18:00-18:45	Evening Classes
4 th B					
5 th A	12:00-12:50	12:00-13:15	12 th	18:50-19:35	
5 th B					
6 th A	13:00-13:50		13 th	19:40-20:25	

6 th B		13:30-14:45			
7 th A	14:00-14:50		14 th	20:30-21:15	
7 th B					
			15 th	21:20-22:05	

4. Academic Calendar

- Please refer to the academic calendar on the website (KAC Website: <http://kac.kmu.ac.kr>)

5. Modification of Personal Information on the EDWARD System: (<http://portal.kmu.ac.kr>)

How to Modify Personal Information	<ul style="list-style-type: none"> ① EDWARD System (EDWARD 시스템) ② System (공통) ③ Common Services (시스템 공통) ④ Settings (환경설정) ⑤ My Account Settings (개인정보수정)
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- Input your English name (ex: Hong, Gil Dong)
- Address: Tuition bills or any kinds of academic notices are to be sent by mail
- E-mail: If your password for the EDWARD System is lost or forgotten, the password will be re-sent to your E-mail address. Important notice from KAC office will be sent to your E-mail, too.
- C.P: This is to send you the SMS messages, the number for confirmation of the leave of absence(휴학) and return to university(복학), and any other kinds of academic information.

6. Related Guidance for Grades

1) Assessment of Grades

Scores are comprehensively evaluated by our professors who are in charge of the attendance records, assignments, and presentations of the courses.

2) Grades and GPA

Grade	GPA	Grade	GPA
A+	4.50	C0	2.00
A0	4.00	D+	1.50
B+	3.50	D0	1.00
B0	3.00	F (Failure)	0.00
C+	2.50	P	Not calculated

3) Grades and GPA calculation

(Course grades X credits) total / total credits of Course Registration. However, waived credits are excluded from calculating GPA.

7. Re-take of Course

- Students can re-take a course of the same course name and code twice during their student year. However, the grade should be lower than C+ in order to retake. (Course that received an F after retaking is not counted in the limit of retaking courses)
- Higher scores between the previous grade and the retaken grade will be reflected in the final grade. In case of the same grade, the latest grade will be reflected. (Same applies to subjects with changed course classification or credit)
- The Retaken course result cannot exceed A0.
- Courses that cannot be reflected in their final results due to retaking of the course will be marked as 'R(Retake)' and it will not be counted in their total credit too.
 - Transcript: All courses that have been registered during the registration period are shown on the academic transcript (Including F)
 - A students must check the KMU website as for course registration information in January and July before every semester starts.

8. Leave of absence: Personal affairs, illness, etc.

1) Personal Affairs

Students can extend the leave of absence(휴학연장) via EDWARD System. The maximum period of leave of absence is a year/application, and the total periods cannot exceed 3 years.

Freshmen are not allowed to be on leave of absence in the first semester of registration except for military service.

A. Application Procedure

- Personal Affairs: Students apply via the EDWARD System
- Illness: Students apply via the Academic Affair Team [Hand in the leave of absence application form, written medical diagnosis]

B. Application Period

- Unenrolled Leave of Absence: It is possible to apply for leave up until ¼ of the semester completed
- Enrolled leave of absence: It is possible to apply for leave up until the beginning of the final exam

C. Alternative Acknowledgement of Tuition(대치등록)

- Students who apply for leave of absence before completing 1/3 of the semester : Full tuition is acknowledged alternatively.

- Students who apply for leave of absence after completing after 1/3 of the semester and before 1/2 of semester : Half of the tuition is acknowledged alternatively.
- Students who apply for leave of absence after completing 1/2 of semester : Tuition lapsed.

2) **Illness, Start-up, Childbirth & Childrearing, Training for National Examination Successful Candidate**

Students should visit the academic affair team with an application form and documentary evidence.

3) **Cancellation of leave of absence**

Students should visit the KAC administration team or academic affair team.

9. **Return from Leave of Absence**

If the leave of absence period ends, students should return to university through the following procedures.

1) **Submission Period**

- The period information will be updated on the KMU website.

2) **Procedure and Documents**

- Personal affairs: Students apply via the EDWARD System
- Illness reasons: Students hand in the application form: 'Return from the leave of absence' and submit a written medical diagnosis to the Administration Team.

10. **Double Major**

Double major is the system for students who want to take courses away from their first major, and it is implemented for the purpose of improving a student's practical skills in society and the performance of academic research through complex study. The diploma will have the double major's title and the bachelor's degree with the first major inscribed together.

Completion Requirements

- Students should acquire **over 42 credits including the Required Major Courses from the Double major' department.**
- Students should meet the graduation requirements including thesis, graduation examination, presentation, graduation recital and so on, of the course they wish to double major.
- For completing a double major, students should take 42 credits of each department's major courses (First Major 42 + Double Major 42, including required courses from each major, transfer students are treated as the same).

- For the double major, students should apply for the double major in EDWARD System in the expected graduation semester.

Exception:

- If a double major is not approved, students may not be able to graduate because of a lack of required credits for the First major courses.
- If the students who met the graduation requirements want to delay their graduation in order to complete a Double major, students can delay the graduation.
- Students should apply for a double major in the EDWARD System in the expected graduation semester.
- In principle, students cannot apply for a double major of a new department (major) established after their entrance year.

11. Minor Major

- Requirements for Completion:

Students should acquire over 21 credits of major courses from one certain department/major. However, only the courses that are offered in English and pre-approved by KAC will be counted as KAC graduation requirements up to 21 credits. Students should apply for the minor major in EDWARD System in the expected graduation semester.

12. Change of Major

Change of Major means that students can change from one department's classification to another one. This is implemented through the university's education procedure.

- 1) Application Qualification and Range:** Students that have enrolled in two to four semesters(1st or 2nd year).

Exception: Students on a leave of absence, transfer students, and students entering through Special Screening are excluded.

- 2) Transfer-out Departments:** All of the departments
- 3) Transfer-in Department:** All of the departments except Architecture, Pre-Medical, Medical Science, Nursing Science, and Pharmacy. In the case of Teaching Education department is available only if there is a vacancy.
- 4) Change of Major Schedule:** It will be notified through the KMU website twice a year (April, October), specific period: please see the KMU website
- 5) Application Procedure:** It can be applied for via the EDWARD System.

After the application via the EDWARD System, students should visit the Academic Affairs Team and pay the application fee.

6) Restrictions

- a. Students who got a permission to change their major are excluded from scholarship consideration during the same semester as the permitted semester
- b. A change of major is allowed just once during the period of attendance in university.
- c. The grades of the summer and winter semesters are not included in the semester when students apply for a change of major
- d. Students cannot change their major to the new department established after their entrance.

13. Early Graduation

Early graduation is the system that gives permission for high-performing to graduate early with a shortening of the learning period.

1) Qualification

- Students, who completed 4 years' worth of courses and have completed over 6 semesters with an overall GPA of 4.25(including waived completed credits) and over 130 credits. The final semester's grades should be included. However, **students who received an "F" credit cannot apply for early graduation**

2) Eligible Applicants: All of the students except those who major in Medicine, Pharmacy, Architecture, transferred and re-admitted

3) Procedure:

Students should apply for early graduation in the EDWARD System within 30 days after the beginning of the prospective graduation semester.

- ✳ Students who applied for early graduation, but failed to satisfy graduation requirements, should be enrolled in the next semester.

14. Standards for Grade and Expulsion Cautions

1) Grade Warning

A grade Warning is implemented if students receive a GPA of 1.50 (2.00, Medical and Pharmacy students)

Exception: The final semester's grades (more than 8 enrollments) are excluded from Grade Warning

2) Expulsion Warning

For students who receive 3 consecutive Grade Warnings during the period of attendance in

university

15. Voluntary Attrition and Involuntary Attrition

1) Voluntary Attrition

- Students who wish to drop out of university due to medical reasons or other reasons should apply via EDWARD System, fill in the voluntary expulsion application form, and apply for voluntary expulsion after an interview with academic adviser or chair of the department. The form should be submitted to the KAC administration office.

* Students who have paid their tuition fee should contact Finance Team.

2) Involuntary Attrition

- Students who are judged as being unable to obtain the required academic level due to medical reasons.
- Students who did not submit the application form: 'delaying leave of absence' or did not register within a certain period after the end of the leave of absence
- Students who entered another university (Students should submit drop out form)
- Students who did not enroll within a certain registration period
- Students who are to be expelled due to grade warning
- Students who are to be expelled due to disciplinary action

16. Re-admission

- 1) **Eligible applicants:** Unregistered expelled students, expelled students that didn't return, Grade-warned expelled students, Voluntary expelled students, etc.

Exception: Grade-warned expelled students are limited to readmission in the same semester.

- 2) **Schedule:** Re-admission is notified every semester (January, July), and the detailed notice is notified in late June and December on the KMU website (<http://www.kmu.ac.kr>).

- 3) **Application Procedure:** EDWARD System → Academics(학사행정) → Records (학적)→ Leave/Returning/university Withdrawal(재입학신청)

- 4) **Petition Submission:** Students whose department are abolished should choose another department similar to the abolished department and submit a petition.

- 5) **Permission Standard:** If a previously enrolled College, Department, or Major, and total enrollment quorum allow a vacancy.

- 6) If the previously enrolled major is abolished, students are allowed to re-admit to similar majors.

Exception: Pre-medical, Medical Science, Nursing Science, and Teaching Education is only allowed if there is a vacancy in the department classification.

- 7) **Desired Students for Credit Registration:** Readmitted students who complete over 8 semesters

and do not have to pay a re-admission fee, but only have to pay a credit registration fee.

17. Graduation Deferral

- Students who meet the graduation requirements can defer their graduation within the period of attendance in university, in order to complete a double major, interdisciplinary program, teaching education double major or minor.
- Students should apply for graduation extension in the EDWARD System, and receive approval of it.
- For students' tuition that got approval for the graduation delay, follow the Credit Registration Rule
- Graduation Extension is limited to two times.

18. Credit Registration

Students who completed 8 semesters and did not obtain the required graduation credits, and students who applied for the graduation extension, but registered below 9-course credits at the current semester, don't have to pay the full tuition and can apply for the credit registration.

● Procedure for Credit Registration

- Students who want to register credits should apply for credit registration at the designated period through the EDWARD System.
- Students who do not pass the THESIS course (Presentation, Graduation performance, Graduation exam, Project, Public certificate of foreign language proficiency, etc.) should still pay the credit registration tuition for 1 credit, at least, per semester.
- For students who apply for credit registration, they just pay the credit registration tuition but not the readmission fee.
- Credit registration fee: Credits of courses \times (Total tuition fee \times 1/20)

19. Other Academic Notice

- 1) Students get the contents regarding Course abandonment, Credits abandonment, Multi major, Minor, Grade warning, Course evaluation, Summer/Winter session, Early graduation, Graduation thesis, Teaching certificate, Lifelong educator certificate, Change of major, Leave of absence, Return to university, Special exam for credit acquisition, through the below website.

KMU website → **University Life(대학생활)** → **Academic Information(학사안내)**

- 2) In addition to the above information, students should check the bulletin board of the KMU website (<http://www.kmu.ac.kr>), EDWARD System (<http://portal.kmu.ac.kr>) every day.

- 3) Through the EDWARD System (EDWARD 시스템), students can check Course registration, Permanent grades, and Course syllabuses. If Keimyung has information to deliver to students, Keimyung contacts students with the right address or C.P. (SMS service). Please revise the changes of the contact lists accordingly.
- 4) **The Checking Procedure for Academic Advisor** is available through **EDWARD System**.

■ KAC Degree Requirements ■

※ Course Credits Completion in Curricular Areas and Completion Requirements for Non-Curricular Areas

Areas	Classification	Credit	Note
Curricular Areas	Common Liberal Arts	12	As for the General Liberal Arts course, each semester KAC office notifies the list of approved courses that are offered in English from other department. Up to 21 credits including courses from other major will be counted as KAC graduation credits during the period of attendance in KAC.
	Balanced Liberal Arts & General Liberal Arts	18	
	Major	69	Students should acquire 69 credits including credits from major mandatory.
	☆ Others	21	Common Liberal Arts, Balanced Liberal Arts, General Liberal Arts and Major credits can be included. Courses from other departments(general liberal arts and major courses) will be counted as KAC graduation credits up to 21 credits during the period of attendance in KAC. Also, The course title has to be on the list of approved courses each semester that the KAC office notifies.
	Total	120	
Non-Curricular Areas	English		TOEIC (850), TOEFL IBT (97), or New TEPS(455)[TEPS (750)], TOEIC SPEAKING 140 (LEVEL6), or OPIC IM3, or IELTS 7.0.
	2 nd Foreign Language		Chinese, Japanese, Korean, French, German, Spanish, Russian or Portuguese
	Community Service		Take community Service course(1 credit) or complete 32 or more hours of volunteer work
	Internship		work over 96 hours in such an institution or company that KAC has pre-approved

1. Completion of Curricular Area

1) **Required credits for graduation: over 120 credits**(students from 2024 entrance) Only courses offered in English are approved for credits for graduation, and non-KAC courses from other departments are only approved as authorized credits for graduation in cases stated below:

- A. 7 Courses (up to 21 credits) among the list of approved courses that are offered in English at maximum during your period of attendance in KAC.
- B. Second Language Courses except for mother-tongue language courses
- C. Community Service Courses (less than 2 courses)
- D. Courses related to Career/Self-development/Business establishment(진로선택/자기계발/창업영역) among Balanced Liberal Arts courses(less than 2 courses)
- E. Students can acquire up to 12 credits from the Special Education program.
* Detailed explanation can be found in the university regulation.
- F. International Students must take two courses out of ten courses as below:
(1) 시사 한국어 (Sisa Korean), (2) 실용 한국어 회화 (Practical Korean Conversation),
(3) 한국어 독해 (Reading Korean), (4) 한국어 작문 (Composing Korean) (5) 문화한국어,
(6) TOPIK 듣기, (7) TOPIK 쓰기, (8) TOPIK 읽기 (9) 아카데믹한국어, (10)비즈니스한국어
※ This rule is applied to the students from 2014 entrance

2. **Common Liberal Arts:** Students must take 12 credits from the courses of Common Liberal Arts offered in KAC stated below. But in the case of international students, common liberal arts credits can be filled by taking General liberal arts courses or balanced liberal arts courses that are on the list of approved courses by KAC. The list of approved courses for liberal arts is updated on the KAC website before the course registration period. Also taking the liberal arts courses from the list will be counted and regulated to the sum of 21 credits along with the major course credits of other department.

3. **Balanced Liberal Arts:** Students can take balanced liberal arts courses KAC provides as below.

Department	Title of the Course	Credits	Notes
Global Leadership	ACADEMIC WRITING I (KAC)	3	English language courses for 1 st year students
	COMMUNICATION SKILLS I (KAC)	3	
	LISTENING SKILLS	3	
	INTEGRATED ENGLISH SKILLS (1) or (2)	3	
	CROSS CULTURAL COMMUNICATION	3	
Literature & Art	THESIS WRITING	3	
Philosophy & History	WORLD HISTORY	3	
Science &Technology	CALCULUS	3	

	FUTURE TRENDS	3	
Society & Culture	WORLD GEOGRAPHY	3	
	LAW AND CIVILIZATION	3	
	BUSINESS APPLICATION	3	

4. Major Courses: Students are required to complete **over 69** credits

✳ **Required Course List for Each Major**

- **International Business**

No.	Course Code	Title of the Course	Credit	Notes
1	30880	Thesis IB	0	4 th year
2	26504	Probability & Statistics	3	1 st year
3	31961	Designing University Life and Career	1	1 st year
4	34982	Fundamentals of Finance	3	1 st /2 nd year
5	26926	Principles of Management	3	2 nd year
6	44482	Basic Accounting	3	1 st year

- **International Relations**

No.	Course Code	Title of the Course	Credit	Notes
1	30881	Thesis IR	0	
2	26504	Probability & Statistics	3	1 st year
3	31960	Designing University Life and Career	1	

5. Graduation Thesis: The Graduation thesis, which is a required course, is required to be completed as a "Pass" credit. If students do not meet the submission deadline, graduation can be deferred. (Refer to the below procedure and deadline).

Classification	Proposal	Draft	Defense	Final
Semester Category	2 nd Semester of Junior (To Dept. Chair) & Upload in Edward System	1 st Semester of Senior (Supervisor)	2 nd Semester of Senior	2 nd Semester of Senior (Supervisor)
Expecting to graduate in Feb.	December 15 th	June 15 th	September 15 th	December 1 st
Expecting to graduate in Aug.	June 15 th	December 15 th	March 15 th	June 1 st

* Procedures and proposal writing of thesis submission is described in detail on the KAC website

<http://kac.kmu.ac.kr>

* Timeline stated above indicates that all students must finish those requirements by that semester. However, it is recommended to start earlier for the preparation of getting a job.

6. Non-Curricular Area Completion

A. Official English Proficiency Certificate

One of the following tests, must be passed with the minimum score in brackets: TOEIC (850), TOEFL IBT (97), or New TEPS(455)[TEPS (750)], TOEIC SPEAKING 140 (LEVEL6), or OPIC IM3, or IELTS 7.0.

B. Second Foreign Language Certificate

Achievement on an official test of the New HSK 3 (Chinese) or JLPT N3/JPT 415 (Japanese) or TOPIK 2 (Korean) or DELF A1 (French) or GER SD1 2(gut), ZDAF ZD (German) or FLEX 430/DELE A1/SIELE 140(Global type) (Spanish) or TORFL Basic (Russian) or CELPE-BRAS Intermediário / CAPLE A1 (Portuguese) or above is required.

Exception: Students who acquire their own mother tongue language certificates will not have these certificates accepted. (i.e. Their own nationality's official languages)

C. Community Service

Students who do not complete Community service courses Community Service(1)/사회봉사(1) or Community Service(2)/사회봉사(2) in an academic subject area, should complete 32 or more hours of volunteer work at an institute which is pre-approved by Keimyung University and get approval from KAC admin. Office after inputting the report through COMpass K system. (No credit)

D. Internship

Students should work over 96 hours in such an institution or company that KAC has pre-approved. After completing the internship, students should complete an application form, and students can obtain a "Pass" credit with a signing from the chair of the department. (No credit, the application form is available through the KAC website data bulletin)

■ KAC Extra-curricular Programs ■

1. Contents of KAC Education during the Four Year Program

Freshman Year	Sophomore Year	Junior Year	Senior Year
Intensive English Education Common Liberal Arts Balanced Liberal Arts Major mandatory	Major mandatory Major Courses Second Language	Major Courses Studying Abroad (Summer Vacation) Thesis Proposal submission (Fall Semester)	Major Courses Minor Courses Thesis Submission &Defense Internship Abroad (During Semester/ Vacation)

2. Study Abroad Program for Summer Vacation (UC Berkeley Summer Abroad Program)

- 1) **Object:** During the summer vacation, students can get credits (more than 3 credits) by taking classes that are associated with their major at a prestigious university abroad. They can have the opportunity to further their study achievements and develop their understanding of the international world.
- 2) **Dispatch University:** UC Berkeley summer session
- 3) **Applied Year:** Junior year (3rd grade)
- 4) **Application Period:** At the end of February ~ the beginning of March.
- 5) **Qualification for Application:**
 - ① Enrolled students in their junior year in KAC (Students who would not apply during their junior year because of official program participation can apply for program participation during their senior year. (Documentary evidence is mandatory))
 - ② Overall GPA (including F) above 3.5
 - ③ TOEIC score above 900
- 6) **Participation fee support:** depends on each student's scholarship.

3. English Education Program

To improve the English language skill of students with limited English proficiency, we provide the English Program during the vacation periods and process extra educational programs for excellent students so they can develop a higher level of English.

4. Special Lectures

To be international leaders, students are educated by opening a special series of lectures such as

international culture, protocol, and multicultural communication. Thus, through the special lectures, which are related to improving computer skills such as creating websites, Photoshop, and MOS, students can learn modern and essential internet skills. By attending non-obligatory special courses that are provided by KAC, submitting relevant reports, and practicing frequently, students can develop as international leaders with global knowledge and good IT ability.

5. Graduation thesis

If students submit a proposal in an interested field during the sixth semester, they are guided for one year by a suitable thesis supervisor. After that, students should submit their thesis first draft during the first semester of their senior year. The submitted draft should pass an oral defense and it will be helpful for students to improve their knowledge of their major, writing skill, and English skill, as requirements of graduation.

6. Students Teaching Assistants

Student TAs are assigned to help the student understand their studies and to help improve a student's ability in taking classes successfully. TAs will help students through review, and Q&A hours

7. Internship

During a semester or a vacation, the students can earn work experience at a Korean company, a foreign company, or a nonprofit organization through the performance of an internship.

8. KAC Student Society

Each KAC student society is managed by a professor.

* List of current student societies in KAC

- NYT (New York Times & Washington Post study group), SERVUS LEDAN (Leadership Program), Society of Believers (신우회; Christian Group), SHOT (Dance), Running Club (Sports club), etc.

■ Scholarship ■

1. KAC Semester Special Scholarship

- ✧ If students meet the qualification criteria for the KAC Semester Special Scholarship, they can receive this.
- ✧ How to Apply: Students, who met the qualification criteria on the application, can apply for this scholarship at the designated period (after the grade-inquiry period) to the KAC Administrative office.

		KAC semester Bisa-Excellence	KAC semester Truth
Qualification for application		<ul style="list-style-type: none"> - Enrolled 6 or less than 6 semesters - A GPA of over 3.8 (including F) until the previously taken semesters - Over TOEIC 900 or TOEFL IBT 103(which was acquired during previous semester) 	<ul style="list-style-type: none"> - Enrolled 5 or less than 5 semesters - A GPA of over 3.5 (including F) until the previously taken semesters - Over TOEIC 850 or TOEFL IBT 97(which was acquired during previous semester)
The contents of scholarship		<ul style="list-style-type: none"> - Full tuition & the dormitory fee are exempted until the 8th semester after meeting qualification (General Dormitory only) - Expected expenses for the studying abroad program arranged by KAC will be provided (up to ₩5,000,000) 	<ul style="list-style-type: none"> - Half tuition for 2 years & the dormitory fee will be exempted for 2 years after meeting only the qualifications (based on General Dorm) - Tuition for only the studying abroad program and roundtrip airfare for study program arranged by KAC are provided (up to ₩5,000,000)
Conditions for maintaining scholarship	Grade (Each semester)	<ul style="list-style-type: none"> - A GPA of over 3.8 and 15 credits (12 credits must be from KAC courses and without "F") from the previous semester 	<ul style="list-style-type: none"> - A GPA of over 3.5 and 15 credits (must be 12 credits from KAC courses and without "F") from the previous semester

	<p>Certificate of English Test (1year)</p>	<p>Scholarship students should submit the Certificate of English Proficiency Test once a year to the KAC Administration Team every year (until the end of the final exam in fall semester, students who were selected as scholarship students at fall semesters also follow the rule).</p> <p>※Expiration period of English certificate for maintaining scholarship</p> <p>1. Scholarship students in the Spring semester should submit the certificate from Jan 1st to the end of the final exam in the spring semester.</p> <p>2. Scholarship students in the Fall semester should submit the certificate from July 1st to the end of the final exam in the fall semester.</p> <p>*Students, who study abroad for over 1 semester to obtain credits, do not have to submit the Certificate of English Proficiency Test.</p>
<p>Other Notes</p>		<ul style="list-style-type: none"> - Students who have lost the Admission Scholarship cannot apply for KAC Semester Special Scholarships - If students could not meet the scholarship maintenance requirements, they will lose the scholarship in the next semester. - If students cannot maintain the scholarship requirements twice (cumulatively), they will lose the eligibility for scholarship permanently. - The level of semester scholarship cannot be changed even if students meet the qualification of the other sub-level of scholarship.

※ The Certificate for the Confirmation of the English Test should be acquired from the current academic semester.

(Current Academic Semester: From the end of the final exam in the preceding semester to the end of the final exam in the current semester)

2. Grade Scholarship for international students only

1) Truth Scholarship (All tuition waived)

Students who acquire over 15 credits without an F and get a GPA of 4.2 from the previous semester's grades, will be granted a Truth Scholarship in order of merit.

2) Justice Scholarship (Half tuition waived)

Students who acquire over 15 credits without an F and get a GPA of 3.00 from the previous semester's grades, will be granted a Justice Scholarship in order of merit.

3) Love Scholarship (30% of tuition waived)

Students who acquire over 3 credits without an F and get a GPA of 2.00 from the previous semester's grades, will be granted a Love Scholarship in order of merit.

3. Foreign language scholarship

- Students of KAC will receive a certain amount of scholarships if they acquire scores higher than, TOEFL IBT 80, IELTS 5.5, CEFR B1(ENG) or TEPS600(or NEW TEPS 327) during their regular semester.

4. On-Campus Working Scholarship:

- 1) Selection Standards:** Students who fall under the 8th income classification or less are eligible, and the student must be enrolled for less than 7th semester who achieved certain academic grades (more than 2.0 for the overall grade, acquiring at least 12 credits for before semester). Also, students who applied for government scholarship programs are eligible.
- 2) Application Period** (this is subject to change)
 - A.** The application for On-Campus Working Scholarship should be submitted during the Spring (Fall) Semester: In the first week of June and December
 - B.** Application Procedure: via EDWARD System
 - C.** Work Contents: Official assistant and support workers to a department or library

5. Extra Information about Scholarship:

Further information (loan school expenses and scholarship, payment installments of tuition fee) can be found on the website. (KMU website → University Life → Scholarships)

▣ COMpass K ▣

『COMpass K』is the differentiated program which has been developed by Keimyung for managing the students' performances in order to analyze and manage students from admission to graduation. This program is designed as a point system for students to manage their performances well. Students who got high points in certain categories of COMpass K receive benefits such as overseas travel, scholarship, employment-recommendation and so on.

EDWARD SYSTEM > ACADEMICS > COMpass K

- 1) Items related to grade evaluation, credit approval, scholarship, etc., are processed in a computerized method and points are given automatically
- 2) Regarding inputting certificates, contest exhibits, volunteer work records, etc., students can input the contents in the EDWARD System themselves, then submit evidential documents to the Administrative Office. After that, points are given through the approval process.
- 3) It is possible to prepare target-setting, study plans, resumes, cover letters or interviews with specific professors, through COMpass K.
- 4) Participation records of employment-related programs are dealt with by each department.
- 5) The Job Placement Office can input the certificate and contest exhibition records which students cannot input by themselves, if students visit the Job Placement Office.

<COMpass K Score Standards (continued on the following page)>



<< 2023학년도 실적 입력 / 승인기간 >>
 1학기: 2023. 3. 2.(목) ~ 6. 23.(금) 16:00까지
 2학기: 2023. 9. 1.(금) ~ 12. 27.(수) 16:00까지

Capability & Opportunity Mate for pass, KMU

COMPASS K는 역량 및 취업경쟁력 향상을 위해 7개 영역에 대한 재학생의 활동성과를 입력하는 프로그램입니다. 축적된 점수는 FACE(포도잔적) 개적정신, ㅊ윤리적 봉사정신, ㄷ국제적 문화감각, ㅍ창의적 전문성) 인재 특성별로 환산되어 우수 인재를 양성하는 K-STAR 인증제에 활용됩니다.
 ★모든 실적은 입학 이후의 실적만 승인 가능하고, 외국어 어학성적은 취득일 기준 최근 2년 이내의 성적만 인정함
 [단 (편)입학 이전에 취득한 자격증에 한하여 유효기간 내의 것(평생자격증 포함), 어학성적에 한하여 취득일 기준 최근 2년 이내 성적만 인정

영역별 배점 기준 및 승인 방법										
영역	역량	평가 요소	점수	한도	승인 방법					
목표	F	자기소개서 작성 / 학업계획서 작성 (교수학습지원시스템)	15	30	학생 입력 → 전산 처리					
	F	교수 상담	2	16	학생 신청 → 상담 교수 입력					
전공	E	성적	4.0 ~ 2.5	45 ~ 5	315	학점취득은 전산처리 (학점취득과 관계없는 현장실습은 교육형신팀으로 증빙자료 제출) 교육형신팀 승인 전산 처리				
	E,C	국외 현장실습	15학점 취득 또는 12주 이상	55	85					
			5학점 취득 또는 8주 이상	30						
			3학점 취득 또는 4주 이상	20						
	F	국내 현장실습	15학점 취득 또는 12주 이상	30						
			5학점 취득 또는 8주 이상	20						
			3학점 취득 또는 4주 이상	10						
	E	프로젝트 과목	이수	10						
F	국제기구, 정부 관련 국외 현장실습	추가 배점	30							
F	국내 교류대학 교환학생	정규학기 이수	30	30						
영역	역량	구분	평가 요소 (자격증/승인시험)		점수	한도	승인 방법			
국제화	한국어능력시험	한국어능력시험	ToKL	1 ~ 6급	KLT	1- ~ 4+급	100 ~ 50	학생 입력 → 단과대학 행정팀 자격증 제출 * 기타 자격증은 유사 자격증에 준하여 배점 →교육형신팀에 자격증 제출 * 동일 종류의 시험은 최상위 점수만 인정		
			한국어문화	1 ~ 3급	상용회의소	1 ~ 3급				
		한자능력시험	한자능력시험	1 ~ 5급	한자실력급수	시험 ~ 3급	100 ~ 60			
			한국한자검정	1 ~ 준3급	한자급수자격검정	시험 ~ 2급				
	그 외 등급 및 기타 민간 자격(급수 무관)					10				
	영어능력시험 (듣기/읽기)	영어능력시험 (듣기/읽기)	TOEIC	TOEFL (CBT)	TOEFL (IBT)	TEPS	New TEPS		100 ~ 10	
			900점 ~ 450점	253점 ~ 160점	102점 ~ 50점	850점 ~ 350점	490점 ~ 187점			
			IELTS	TESOL (CEFR)	Cambridge Exam	G-TELP Ly. 1	G-TELP Ly. 2			G-TELP Ly. 3
			7.5 ~ 3.0	C2 ~ B1	CAE ~ KET	59 ~ 70	50 ~ 90		50 ~ 99	
	영어능력시험 (쓰기/말하기)	영어능력시험 (쓰기/말하기)	TOEIC SPEAKING	TOEIC WRITING	ORIC	ESPT			100 ~ 30	
			8급 ~ 4급	9급 ~ 5급	AL ~ NL	1급 + ~ 5급				
	일본어능력시험	일본어능력시험	JPT	850점 ~ 450점	JLPT 신	N1 ~ N5			100 ~ 20	
	중국어능력시험	중국어능력시험	HSK 신	6급 ~ 1급	BCT	5급 ~ 1급			100 ~ 20	
	프랑스어능력시험	프랑스어능력시험	DELTA	B2 ~ A1	DALF	C1 ~ C2			100 ~ 30	
	독일어능력시험	독일어능력시험	GER	ZDaF	TestDaF	DSH			100 ~ 30	
			C1 ~ A1	ZD	Pass	Pass				
	러시아어능력시험	러시아어능력시험	TORFL		2단계 ~ 기초단계		100 ~ 40			
	스페인어	스페인어	DELE	C1 ~ A1	SILE	140 ~ 858			100 ~ 30	
외국어능력시험	외국어능력시험	FLEX(듣기/읽기)		FLEX(쓰기/말하기)		100 ~ 20				
		1A ~ 3C		1A ~ 3C						
역량	구분	평가요소		점수	한도	승인방법				
C	전공 외국어 교과목 이수	외국어로 강의하는 전공과목		10	30	전산 처리				
C	다문화 교양교과목 이수	다문화 교양교과목		10	30					
C	국제화, 다문화 관련 교내 프로그램	단기 프로그램		1 (최대 5점)	70	부서 일괄 또는 학생입력				
C		장기 프로그램 (20시간 or 2개월 이상)		10						
C	국제화, 다문화 관련 대외 특별활동(2개월 or 20시간 이상)			10	30					
역량	구분	평가 요소		점수	한도	승인 방법				
C	국외 교환학생 (현지학기, 교환학생, 복수학위)	정규학기 이수		60	60	전산 처리				
C	외국대학부설 어학교육기관, 사설교육기관 등에서 어학연수 후 학점 취득 또는 자비로 2개월 이상 어학연수 수료	장기 국외어학연수(6학점)		60	60	학생입력 → 단과 대학 행정팀 증빙자료 제출				
		단기 국외어학연수(3학점)		30						
		SAP 국외어학연수(15학점)		60						
		SAP 국외어학연수(3학점)		30						
		3개월 이상 국외어학연수		60						
2개월 이상 국외어학연수		30								

영역별 배점 기준 및 승인 방법													
영역	역량	구분	평가 요소				점수	한도	승인 방법				
IT	F,E	IT관련 자격증 취득	컴퓨터 활용능력 1급 MOS Master, ICOL START (동일 종류 자격증으로 1개만 인정)워드프로세서 1급, 컴퓨터 활용능력 2급 등 * 동일 종류의 자격증은 최상위 점수만 인정				10~100	100	학생 입력 → 단과대학 행정팀 자격증 제출				
	E	IT 관련 교내 프로그램 수료			단기 프로그램 (최대5점)		1	40	시행부서 일괄입력				
			장기 프로그램 (20시간 or 2개월 이상)		10								
영역	역량	구분	평가 요소				점수	한도	승인 방법				
봉사 / 인성	A,C	국외봉사활동 참가(학생지원팀 국외봉사는 전산처리)		2시간		1	80	학생 입력 → 단과대학 행정팀 증빙자료 제출					
	A	국내봉사활동 참가		2시간		1	180						
	A			헌혈(1회 4시간)		2							
	A	교내 학생회 간부 / 행정부서 지원 활동		특, A, B, C/D, 기타		10 ~ 1	20	전산 처리					
	A	봉사, 인성 관련 교내 프로그램 수료			단기 프로그램 (최대5점)		1	40	시행부서 일괄입력				
			장기 프로그램 (20시간 or 2개월 이상)		10								
A	인성 관련 교양교과목 이수			인성 교양교과목		10	30	전산 처리					
영역	역량	구분	평가요소			1등	2등	3등	4등	한도	승인 방법		
청의	F	국제대회, 공모전 수상	국외기관 국제대회		100	90	80	70	100	학생 입력 → 단과대학 행정팀 증빙자료 제출			
	국내기관 국제대회		70	60	50	40							
	전국대회		50	40	30	20							
	지역대회		40	30	20	10							
	F	국내대회, 공모전 수상	전체/총장명목의상장		30	20	10	5					
	교내 대회		단과대학 /부서장명목의상장		20	10	5	-					
	F	도전, 자기주도, 창업, 융합 관련 프로그램			단기 프로그램 (최대5점)		1	70	시행부서 일괄입력 또는 학생입력				
			장기 프로그램 (20시간 or 2개월 이상)		10								
영역	역량	구분	평가 요소			점수	한도	승인 방법					
청의	F	지식재산권/창업	지식재산권 취득(단, 특허는 출원 인정)			20	60	110	위와 동일				
	창업			20	20								
	F	창업/융합관련 교양교과목 이수	창업관련 교양교과목 이수 또는 융합관련 교양교과목 이수			10	30		전산 처리				
영역	역량	구분	평가 요소				점수	한도	승인 방법				
학습 / 진로 / 취업	F, E	진로 및 취업 관련 자격증 취득	회계사 등 국가고시급 자격증				120	180	학생 입력 → 단과대학 행정팀 자격증 제출				
			기사자격증, 산업기사자격증, 기능사자격증, 국제공인자격증, 국가기술자격증, 국가공인자격증 등 * 동일 종류의 자격증은 최상위 점수만 인정				100 ~ 10						
	F	학습·심리·진로·취업상담, 1회			2	한도 24	94	시행부서 일괄입력					
	E	학습/진로/취업 관련 교내 활동			각종 진단 및 적성검사					2			
		교내 학습/진로/취업 프로그램 및 동아리 활동		단기 프로그램 (최대5점)		1							
			장기 프로그램 (20시간 or 2개월 이상)		10								
	E,E	학습/진로/취업 관련 대외 활동		대외 특별 활동 (2개월 or 20시간 이상)				10	120	학생 입력 → 단과대학 행정팀 또는 교육혁신팀 증빙자료 제출			
				외부기관 주관 교육 프로그램 참여 (2개월 or 20시간 이상)				10					
				학습 연구 활동		학술대회 (수상)		국제				50	한도 100
								국내				30	
학술대회 (발표)						국제	50						
						국내	30						
학술지 게재		국제	100										
		국내	70										
국내 공연 및 전시활동				10									
국외 공연 및 전시활동				20									
E	취업관련 교양교과목 이수		진로선택과 자기개발, 직업선택과 취업준비, 취업전략과 사회 진출 등				10	20	전산 처리				
총점			* 상기 배점 기준은 상황에 따라 변동될 수 있습니다.				2,240점						

▣ KAC Student Facilities ▣

- ◆ **KAC Administration Team Office (#126)**
- ◆ **IB Dept. Student Council Room (#130)**
- ◆ **IR Dept. Student Council Room (#131)**
- ◆ **KAC Student Council Room / KAC Student Supervisory Council Room (#133)**
- ◆ **PC Laboratory (#206)**
 - Not available from 12:00 ~ 13:00 and vacation
 - Possible to use this room except during class hours.
 - Printing and copying are available
- ◆ **KAC Creativity Lab. (#403) is available when a student gets approval from the KAC administration team**
- ◆ **KAC Study Room (#404) is managed by the KAC student council**
- ◆ **KAC Leadership Program Room (#405)**
- ◆ **KAC Mentoring Room (#406)**
- ◆ **KAC Female Student Lounge (#407)**

<How to reserve classrooms>

- * Students can use a study room after applying for using facilities through Edward System.
- * Application for weekends and holiday: Apply via EDWARD System. Students need to apply two days prior to the usage

시설사용신청 X

유의사항

- 시설내 음식물 취식이나 흡연은 일체금지
- 시설사용 후 정리정돈 및 청결유지(쓰레기를 반드시 처리)
- 고의 및 과실로 인하여 시설물 손괴시 사용자가 변상책임
- 학교행사와 중복될 시 학교행사 우선

위의 유의사항을 동의 합니다. 동의

기본정보

행사구분	학교행사	신청자구분	교직원	신청상태		
건물명	001014 동명관	호실/명	208 KAC 강의실	사용승인부서	사회과학대학 KAC 행정팀	
사용일시	2017.02.03 ~ 2017.02.03 10 시 00 분 ~ 11 시 59 분 <input type="checkbox"/> 야간 사용					
신청자	<input type="text"/>	신청자소속	00687 사회과학대학 KAC 행	이메일	<input type="text"/>	
행사명	TOEIC 스터디			연락처	010-1234-5678	
행사내용	1. 이용자 학번 : 5123456 김○○ / 5123411 신○○ / 5123489 최○○ / 5123467 박○○ 2. 이용 내용 : TOEIC 스터디					
기자재	<input type="checkbox"/> 마이크 <input type="checkbox"/> 빔프로젝트		첨부파일	<input type="text"/>	관리팀승인대상	해당없음
참여인원	재학생	<input type="text"/>	졸업생	<input type="text"/>	교직원	<input type="text"/> 1
담당교수	<input type="text"/>		외부인	<input type="text"/>	승인원	<input type="text"/> 1

신청 **닫기**

▣ Information on Campus Life ▣

1. EDWARD System

Keimyung Website Quick Link → EDWARD System

Course registration, confirmation of course registration, permanent grade queries, the syllabus, etc., are all available through the EDWARD System. If there is some important information for the students, the university contacts the students by letter or SMS. If there is a change in your basic information, address, or cell phone number, please revise via the system promptly.

2. Input Student Record (EDWARD System > System > Common Services > My Account Settings)

Be sure to input your contact information in the personal information section of the EDWARD System. Students should pay attention and avoid being criticized for any mistakes in not inputting the below information correctly.

- 1) **Student Information:** Graduation date and name of elementary, middle, and high schools.
- 2) **Family Relations:** Reference data for professors' student consultation
- 3) **Career Path**
- 4) **Address:** Sending tuition bills and several sorts of academic information for guidance
- 5) **E-mail:** When there is a password loss on the EDWARD System, it will be re-sent to an e-mail address, and job market information from the Job Placement Office can also be sent this way.
- 6) **Cell Phone:** The cell phone is important for delivering SMS services, and academic information such as acceptance number for leave of absence and return, enrollment, etc.

3. Issuing Student ID Cards

- 1) **How to apply:** Available at Daegu Bank after the 2nd of March, 2023
- 2) **What to prepare:** Photo (Identification photo, 3cm x 4cm) and identification card
- 3) The Student ID card is received within about 1 month applying. (If issued, you would be contacted by SMS.)
- 4) Students should sign the agreement to provide personal information via EDWARD System in advance. (EDWARD System > Academics > Student Support > Student ID Card Request)

***Student ID cards are available as debit card and library card.**

계명대학교 EDWARD 시스템 공통 학사행정 일반행정 산학연구 부속행정

학사행정 마이메뉴 학생증발급신청

메뉴검색

학생지원

- 학생건강검진
 - 학생건강검진신청
 - 건강검진자료조회
- 학생증
 - 학생증발급신청**
 - 학생증재발급 신청/등록
 - 봉사활동
 - 국외봉사프로그램신청
 - 사회봉사활동신청
 - 사회봉사활동결과보고
 - 사회봉사조회
 - 학생단체
 - 동아리신규등록
 - 동아리재등록
 - 학생단체회원조회
 - 학생단체활동정보등록

학사행정 > 학생지원 > 학생증 > 학생증발급신청

○ 학생증발급신청

※제공되는 개인정보는 학생증 카드 발급 이외의 다른 목적에는 절대 사용되지 않습니다.

학번		성명	
소속대학		소속학과	

◆개인정보 제공에 대한 동의◆

1. 제공항목 : 학생증 카드 발급을 위해 개인정보(학번, 성명, 소속대학, 소속학과, 생년월일)가 제공됩니다.
2. 제공 기관명 : 대구은행
3. 이용목적 : 학생증 카드 발급
4. 보유 및 이용기간 : 우리 대학교 재학기간 중 [개인정보는 우리 대학교 졸업(수로 및 제적 포함)시 삭제됩니다.]
5. 학생증 카드 발급에 따른 정보제공이 완료되면 대구은행(전 지점)에 방문하여 학생증카드 발급 신청을 하시기 바랍니다.

동의함

※개인정보제공에 대한 거부할 권리가 있으며, 이를 거부할 경우 학생증 카드를 발급 받을 수 없습니다.

이미 학생증발급 정보제공 동의 신청이 접수되었습니다.

대구은행(전 지점)에 방문하여 학생증발급 신청서를 제출하시기 바랍니다.

5) How to apply when Students lost their ID cards: Apply via the EDWARD System(EDWARD System > Academics > Student Support > Student ID Card Re-issuance Request>Student ID Loss/Cancel>Add button and visit DAEGU Bank(or apply via Internet)

계명대학교 EDWARD 시스템 공통 학사행정 일반행정 산학연구 부속행정

학사행정 마이메뉴 학생증발급신청 학생증재발급 신청..

메뉴검색

학생지원

- 학생건강검진
 - 학생건강검진신청
 - 건강검진자료조회
- 학생증
 - 학생증발급신청
 - 학생증재발급 신청/등록**
 - 봉사활동
 - 국외봉사프로그램신청
 - 사회봉사활동신청
 - 사회봉사활동결과보고
 - 사회봉사조회
 - 학생단체
 - 동아리신규등록
 - 동아리재등록
 - 학생단체회원조회
 - 학생단체활동정보등록

학사행정 > 학생지원 > 학생증 > 학생증재발급 신청/등록

○ 학생증발급정보

※제공되는 개인정보는 학생증 카드 발급 이외의 다른 목적에는 절대 사용되지 않습니다.

개인정보수정

학번		성명	
소속대학		학과(전공)	
E-MAIL			
휴대전화		전화	
주소			
신규발급일자	2014.03.07	재발급일자	2014.03.07

○ 학생증 분실/취소 신청

※ 학생증 재발급은 대구은행을 방문하여 신청 ※ 추가 버튼 클릭후 신고 버튼을 클릭

상태	접수번호	분실신고일자	신고취소일자	재발급등록여부
	5133	2015.09.16		N
				<input type="button" value="취소"/>

4. Input the Deposit Account Number in EDWARD System

Please make sure that your deposit account number must be uploaded to the EDWARD System,

because if you don't input the account number, you will be excluded from selecting the scholarship.

- How to Apply: EDWARD System > System > Common Services > My Account Settings > Edit My Info

5. Useful University Program

- 1) **Overseas Volunteer Work:** Student Affairs Team's student service – volunteer work
- 2) **Overseas Cultural Expedition:** Scholarship and Student Welfare Team's student service – cultural expedition
- 3) **Social Volunteer Course:** Student Affairs Team's student service – social volunteer
- 4) **International Lounge:** New Bauer Hall 1st floor
- 5) **Student Career Guidance:** <http://jobs.kmu.ac.kr/>
Student Consulting Center: <http://newcms.kmu.ac.kr/kmusd/index.do>
- 6) **IT Education Center:** <http://edu.kmu.ac.kr/>
- 7) **Center for Teaching & Learning:** <http://ctl.kmu.ac.kr/>

6. International Programs

- 1) Student Exchange Program
- 2) SAP(Study Abroad Program)
- 3) Buddy Program
- 4) KMU-CCAP
- 5) International Week/Day
- 6) The U.S. Army Internship
- 7) Korean American Friendship Circle

※ **Some of the international programs above may not be applicable for int'l students**

※ **Qualification and the recruitment period can be changed, thus please check any changes on the International Office website frequently.**

7. Other Notice

- 1) Students' vehicles are only accessible in the students' parking lot, and also students can access the students' parking lot with an issued parking ticket.
- 2) **Students' Welfare/Convenience (School Bus, medical checkup, etc)**
: KMU website → University Life
- 3) Important information for students is regularly updated on the KAC bulletin board or KAC website

(<http://kac.kmu.ac.kr>), thus students should check them frequently. Students are responsible for any problems caused by not checking the information frequently. It is recommended that students frequently check the updated data on the KMU website which includes academic information, scholarship, recruitment, etc.

- 4) Further official events (except the freshmen orientation) are not planned. Therefore, students should not be concerned with other unofficial events.

8. Library

1) Facility

- Dong-san Library on Seong-seo Campus: B2~7th floor, 21,860m²

Reading room	Laptop room	Self-studying room	Co-Working Space	Reading room for graduate students	Material room
229 seats	108 seats	84 seats	54 seats	44 seats	1,661 seats

- 36 Group Study rooms: 10 people at maximum in one room can use this room for the purpose of group study.
 - Presentation room: There are 6 presentation rooms with big screen monitor and data transmission video display equipments.
 - UCC Making room: There is one room for UCC making with beam project, and blue screen.
- 2) Cho-Am Library: 3rd floor, Dae-myung Campus, 200 seats
- 3) Dae-myung Campus Library: B1 floor, 236 seats
- 4) Music Library: 1st floor in Musical College, 80 seats

9. Bibliotheca

- 1) Books: 2.16 million books
- 2) Academic Journals: 1,700 kinds and other university journals
- 3) Multimedia: 64,000 kinds
- 4) Academic Data Base: 43 kinds

10. Using Library

- 1) You can enter library by using the student's ID card.
- 2) Clicker app: Clicker app can be downloaded from Apple's App Store or Android Market, log in using your student ID number and password, and enter through the QR code.
- 3) Logging into Website (<http://library.kmu.ac.kr>)

- ID: Student number
- PW: Same as Edward System password

11. Opening hours

Floors	Name	During the Semesters		During the Holidays	
		Weekdays	Saturday	Weekdays	Saturday
7	Old/Ancient documents	09:00-17:00	Closed	09:30-17:00	Closed
6	Series/Journals	09:00-22:00	09:00-13:00	09:30-17:00	
5	Reference room 2				
4	Reference room 1				
3	Electric information room				
2	Delivery room Info-service center				
1	General Reading room Laptop Reading room	05:00-24:00			
DM	Dae-myung Library	09:00-19:30	Closed	09:30-17:00	Closed

12. Lending/Returning

- Lending: You can borrow 10 books at maximum for 2 weeks, and you can extend the date to return the book only once.
- The extension lasts for 2 weeks, and you cannot extend if you have any delayed books to return.
- Reservation: If the book is already borrowed by someone else, you can make a reservation through the library webpage. Reserved books can be found on the second floor of the library and it is first-come-first-served.
- Returning: Borrowed books can be returned to any campus.
- Delay: If you do not return the book by the due date, there will be a fine (100 KRW per day) or you cannot borrow the book as much as the dates that you delayed.
- If you lost your student ID card, you have to make a report through the EDWARD system.

13. Other Services

(1) Purchase Request

- You can make an application for the purchase of books that are not in our library.
- How to apply: Log in to the library website → My Library → [Requisition order] (자료구입신청) → Input the information about the book that you want to request

▣ KAC Faculty & Administration Team Contacts ▣

Faculty Members

Position	Name	Office	Phone
Dean	Seo, Jung Soo	129	053-580-6500
IB	Charoensook, Banchongsan	517	053-580-6751
	Islam, Maidul	502	053-580-6514
	Tait, Andrew Philip	521	053-580-5766
IR	Kim, Jin Ha	501	053-580-5143
	Havertz, Ralf Arnold	514	053-580-6507
	Erdem, Cagri	503	053-580-6508
	Hall, Georgeanna	515	053-580-6756
	Stollery, Quentin Vyvyan Adams	Dormitory Love Building 111	053-580-8710

KAC Administration Team

Position	Name	Office	Phone
	Team Leader	Bongkyung Bldg. 163	053-580-5391
	Executive Coordinator	Dongyoung Bldg. 126	053-580-6502
	Coordinator		053-580-6503
	IB Dept. Assistant		053-580-6503
	IR Dept. Assistant		053-580-6501
	PC Lab. Assistant	Dongyoung Bldg. 126	053-580-6518

KAC Office Hour(Semester) : 08:30 ~ 17:30, Lunch Hour : 12:00 ~ 13:00

KAC Office Hour(Vacation) : 09:30 ~ 16:30, Lunch Hour : 12:00 ~ 13:00

KAC Email Address : kac@kmu.ac.kr

KAC Official Website : <http://kac.kmu.ac.kr>

KAC Fax :: 053-715-2032