2026 KAC BLUE BOOK

Keimyung Adams College

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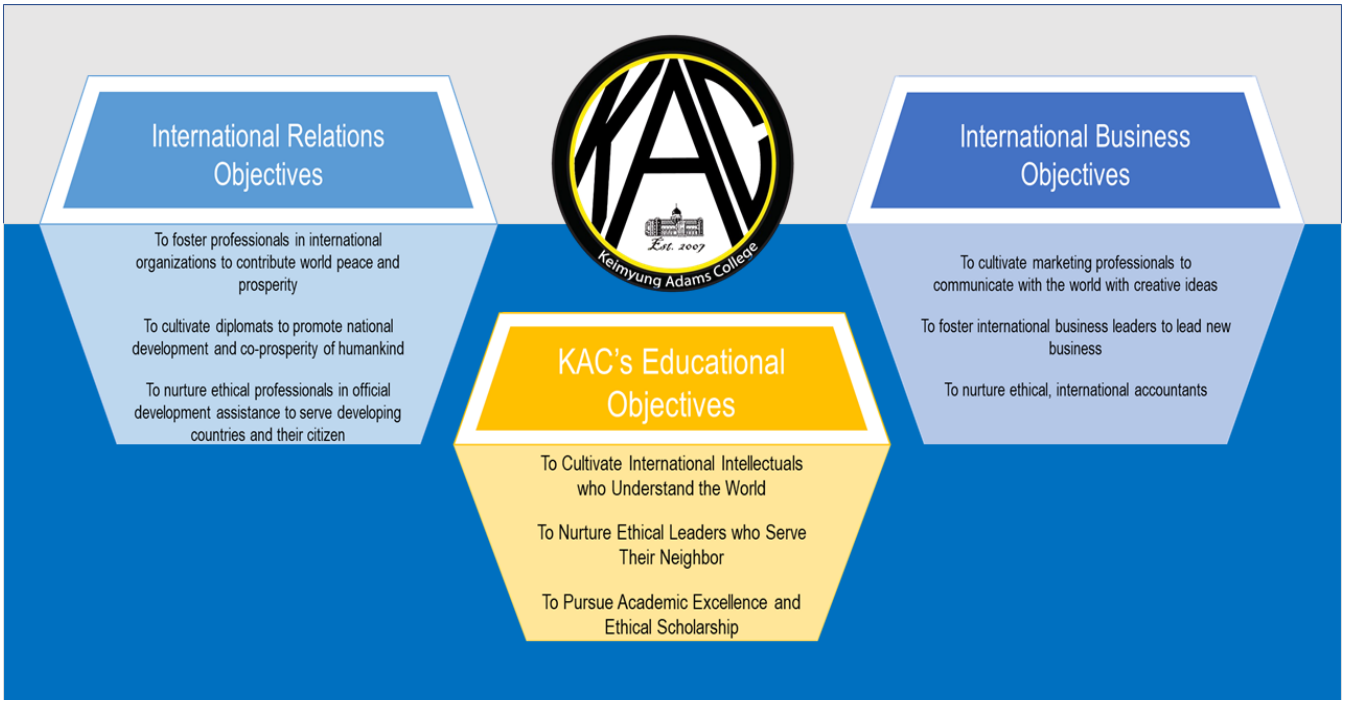
MISSION STATEMENT

KEIMYUNG UNIVERSITY'S MISSION

KAC'S EDUCATIONAL OBJECTIVES



- Important Websites & Apps -

❖ **EDWARD system** http://portal.kmu.ac.kr

- **Keimyung Student Portal System**

❖ **Class Registration Website 수강신청시스템** https://sugang.kmu.ac.kr/

- **Course Registration**

❖ **Center for Teaching and Learning 교수학습지원시스템** https://ctl.kmu.ac.kr/

- **e-learning lectures, Professor-Student supporting system**

❖ **COMpass K through EDWARD system**

- A mileage-based system for recording and managing individual students' academic activities, career development, and achievements accumulated throughout their enrollment.

❖ **KAC website:** http://kac.kmu.ac.kr

- Please check the website periodically for KAC program updates and important announcements

❖ **Attendance Check app**

• Search for "계명대학교 전자출결" app store

❖ **Academic management app: Search for** '계명대학교 학사모바일'

❖ **Keep your personal information up-to-date**

EDWARD > System > Common Services > Settings > 환경설정 → Personal Information 수정

I. Academic Information

Academic Calendar

1. Changing password
2. Confirmation of consent to personal information release
3. Basic University Terms
4. Course Registration
5. Course Wish List Registration
6. Course Withdrawal
7. Retaking Courses
8. Credit Forfeiture
9. Grading
10. Grade Warning &Expulsion
11. Double Major/Minor
12. Change of Major (Transfer)
13. Leave of Absence
14. Return from Leave of Absence
15. Drop Out and Expulsion
16. Readmission
17. Early Graduation
18. Graduation Deferral
19. Low (1-9) Credits Registration
20. Electronic Attendance Check
21. Others

Academic Calendar 2026

MAR	**1(Sun)**	Spring Semester Opening Day
	2(Mon)	Substitute Holiday for Independence Movement Day
	3(Tue)	Spring Semester Begins
	3(Tue)~5(Thu)	Add/Drop Confirmation Period
	30(Mon)	1/4 of the total class days
April	6(Mon)	1/3 of the total class days
	24(Fri)	1/2 of the total class days
MAY	**1(Fri)**	Labor Day (Holiday)
	5(Tue)	Children's Day (National Holiday)
	11(Mon)	2/3 of the total class days
	20(Wed)	University Foundation Day (Holiday)
	25(Mon)	Substitute Holiday for Buddha's birthday
JUN	**3(Wed)**	2026 Local Election (Holiday)
	9(Tue)	Make-up Date for Friday May 1
	10(Wed)	Make-up Date for Tuesday May 5
	11(Thu)	Make-up Date for Wednesday May 20
	12(Fri)	Make-up Date for Monday May 25
	15(Mon)	Make-up Date for Wednesday June 3
	16(Tue)~22(Mon)	Final Exam Period
	23(Tue)	Summer Vacation Begins
JUL	**1(Wed)~7(Tue)**	Application for Re-Admission (Fall Semester 2026)
	1(Wed)~15(Wed)	Application for Return from Absence
AUG	**4(Tue)~7(Fri)**	Course Registration for Fall Semester 2026
	17(Mon)	Substitute Holiday for Independence Day
	20(Thu)	Commencement Ceremony
	24(Mon)~27(Thur)	Tuition Payment Period
SEP	**1(Tue)**	Fall Semester Begins
	24(Thu)~26(Sat)	Chuseok (National Holiday)
	28(Mon)	1/4 of the total class days
OCT	**5(Mon)**	Substitute Holiday for National Foundation Day

	6(Tue)	1/3 of the total class days
	9(Fri)	Hangeul Proclamation Day (National Holiday)
	23(Fri)	1/2 of the total class days
November	**9(Mon)**	2/3 of the total class days
DEC	**8(Tue)**	Make-up Date for Thursday September 24
	9(Wed)	Make-up Date for Friday September 25
	10(Thu)	Make-up Date for Monday October 5
	11(Fri)	Make-up Date for Friday October 9
	14(Mon)~18(Fri)	Final Exam Period
	21(Mon)	Winter Vacation Begins
	25(Fri)	Christmas (National Holiday)
JAN	**1(Fri)**	New Year's Day (National Holiday)
	4(Mon)~8(Fri)	Application for Re-Admission (Spring Semester 2027)
	4(Mon)~15(Fri)	Application for Return from Absence
FEB	**2(Tue)~5(Fri)**	Course Registration for Spring Semester 2027
	18(Thu)	Commencement Ceremony
	22(Mon)~25(Thu)	Tuition Payment (Spring Semester 2027)
	26(Fri)	Entrance Ceremony for 2027

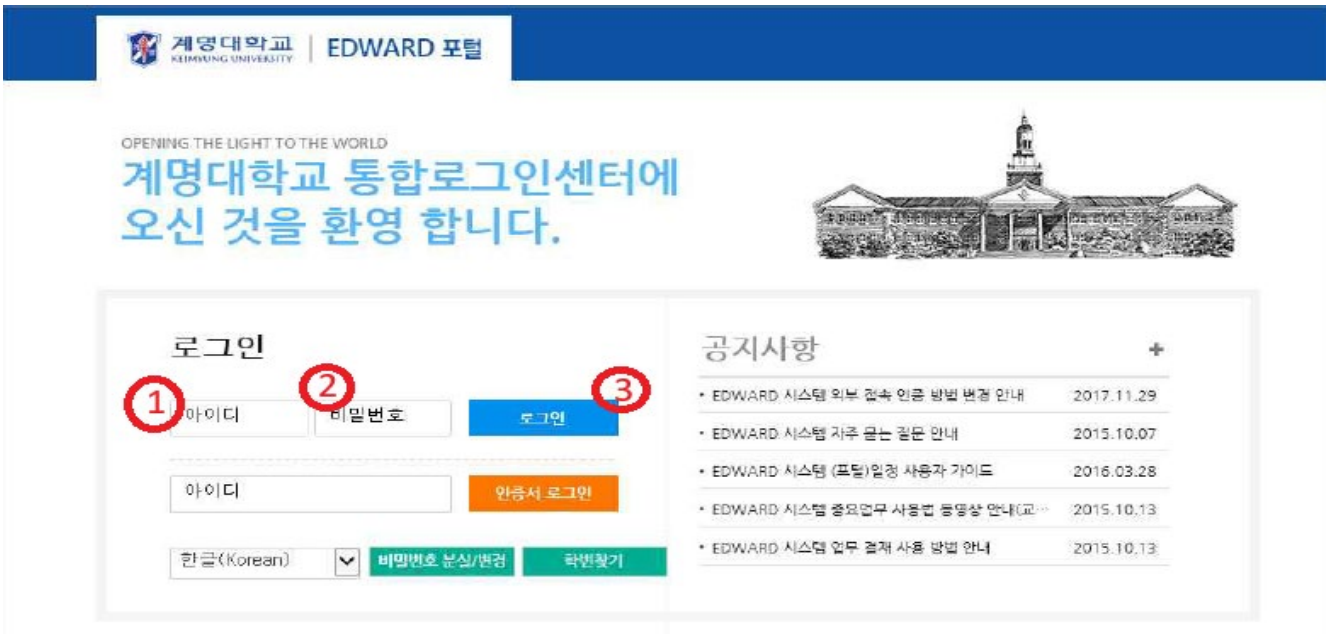
▣ Important dates of 2026 Spring semester

Mon	Dates	Occasions
Feb	26(Thu)	Courses Registration for Freshmen
	27(Fri)	Entrance Ceremony
March	3(Tue)	Class Begins
	3(Tue) ~ 5(Thu)	Course Add/drop period
	30(Mon)	1/4 of the total class days
April	6(Mon)	1/3 of the total class days
	24(Fri)	1/2 of the total class days
May	11(Mon)	2/3 of the total class days
	20(Wed)	University Foundation Day (Holiday)
June	16(Tue)~22(Mon)	Final Exam Period

▣ Academic Information ▣

1. Changing your Password when logging into EDWARD system for the first time

On the login page for EDWARD: **https://portal.kmu.ac.kr**



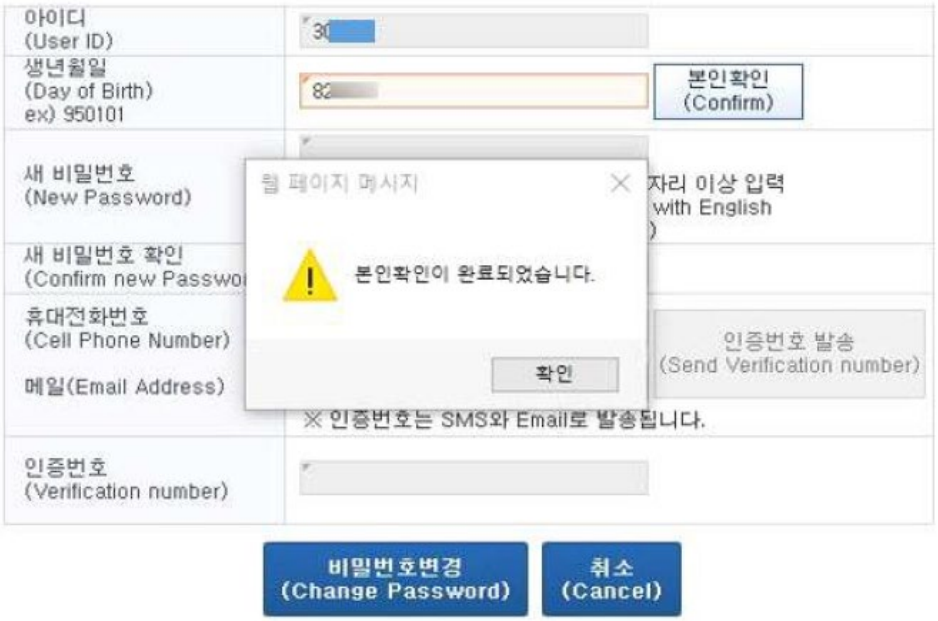
1. Enter your student number in the first ID (아이디) space.
2. If this is the first time logging into EDWARD, your password is the 6 digits of your birthday (YYMMDD). Example: November 30th 2005 → 051130. Enter this into the second space for password (비밀번호).
3. Then press the blue button to log in (로그인). There will be a popup.

   ID: student number

   Password: 6 digits of birthday (YYMMDD)

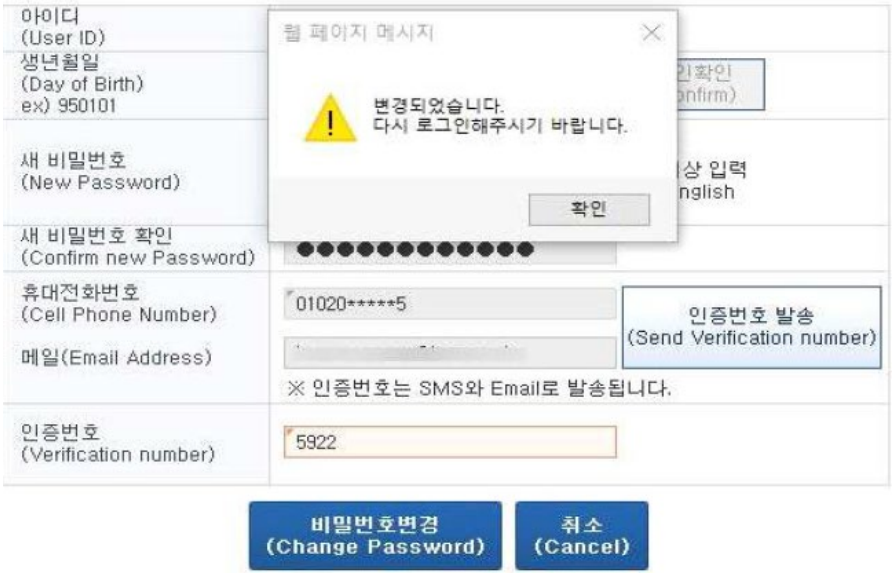
On the next screen:

1. Enter your User ID (student number) and your date of birth.
2. Click "Confirm". In the pop up, click 확인 (confirm).

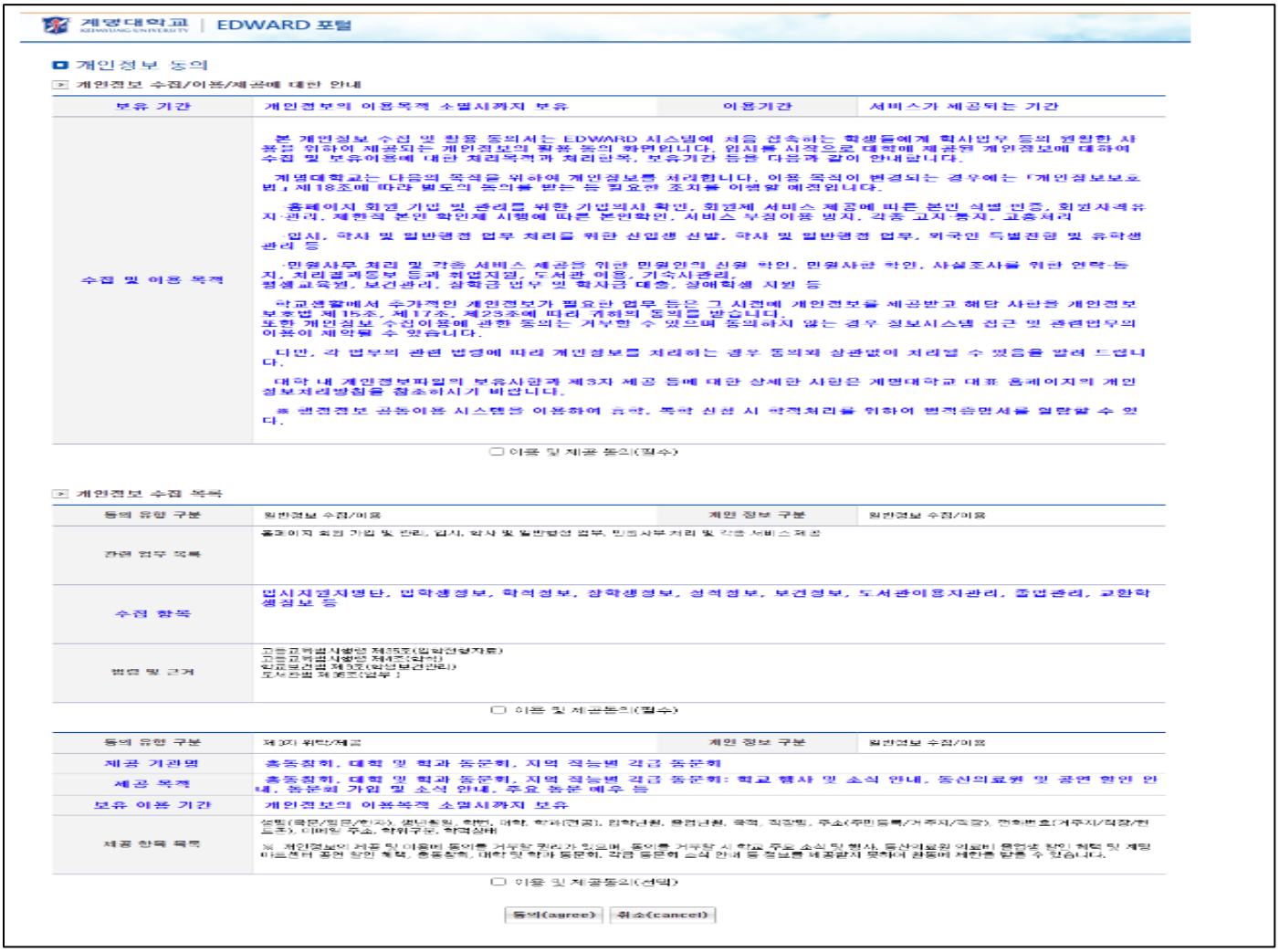


3. Input your new password
4. Enter your cell phone or email.
5. Click "Send Verification Number". In the pop up, click 확인 (confirm).

6. Once you receive this put it in the "Verification number".
7. Click "Change password". In the pop up, click 확인 (confirm). Your password is saved.



2. Confirmation of consent to personal information release



[Required] Personal Information to be collected: Admissions information, academic records (student status/registration), scholarships, grades, health information, library usage, graduation information, exchange student information, etc.

[Optional] Consent to provide personal information to: The Alumni Association, University/Department alumni associations.

3. Basic University Terms

■ Student ID Number 학번

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

■ Course Credit 학점

A. One credit is equivalent to one hour of a course taken per week.

B. Students should register for 8 semesters over 4 years and achieve minimum **120 credits** to meet the graduation requirements. A course credit is set according to class hours of each course. A failed course will not be counted as earned credits.

0 credit	In order to graduate, the Thesis course is 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.

■ Course Classifications 이수구분

Liberal Arts 교양		Major 전공	
공통교양	Common Liberal Arts	전공필수	Major Required
균형교양	Balanced Liberal Arts	전공선택	Major Elective
일반교양	General Liberal Arts		

* Major courses offered by other departments will be indicated on your transcript as 타전공 (Other major).

4. Course Registration 수강신청 (January/July)

A) Students have full responsibility to select and register for courses.

B) Students can register for a maximum of **18 credits per semester**, and **34 per year**.

C) Students can register for a **maximum of 136 credits over 4 years**. However, if students who achieve GPA over 4.25 can register for additional 3 credits in the following semester.

D) If seats are available, course registration will be processed on a first-come, first-served basis.

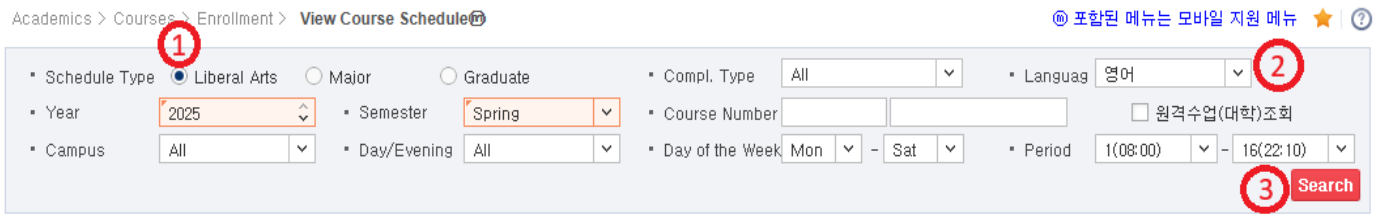
■ **Procedures for Course Registration**

4-1. Searching for Classes 강의 시간표 조회

Log into the EDWARD System Academics → Enrollment → View Course Schedule

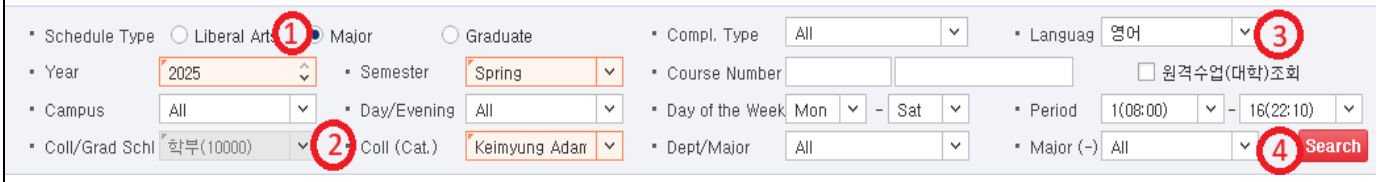
Liberal Arts Course Search:

1. Select Liberal Arts (may already be selected)
2. In Language, select 영어 (English).
3. Click the red Search button.



Major Course Search:

1. Select Major
2. Under Coll (Cat.) select Keimyung Adams College
3. In Language, select 영어 (English).
4. Click the red Search button.



Guide to reading class lists:

1. Major. 국제경영학과(IB) = International Business, 국제관계학과(IR) = International Relations
2. Course Number. Necessary to register classes. Write down the course numbers you wish to take.
3. Course Title. To learn more about a course, click on a course title and a pop up will appear showing the class plan (explanation below)
4. Completion Type: Shows whether the course is required (전공필수) for graduation or an optional major course (전공선택).
5. 수강 정원: shows the maximum number of students that can register for the class
6. Lecture Time (Classroom): shows the day and time period. The numbers that follow show the room number (subject to change)

   월: Monday, 화: Tuesday, 수: Wednesday, 목: Thursday, 금: (Friday)

   국: Dong Young Hall ex: (국 508) = room 508 in Dong Young Hall
7. Available: shows the remaining seats in each class.

Order	개설학과(전공	Course	Course Title	Credi	Langu	Grad	Completi Type	Type	Instructor	Target Studen	수강정원	Lecture Time (Classroom)	Availal	Area	Camp	Cour Satisfa	강의교재
1	국제경영학과(	10378-01	MANAGERIAL ACC	3	영어	등급	전공선택		Timbate, Luka	국제경영학과(IB	28	월10:30~11:45 목13:30~14:45(국508)	0		Seons	결과	1건
2	국제경영학과(	26924-01	MICROECONOMIC	3	영어	등급	전공선택		Charoensook,	국제경영학과(IB	28	월15:00~16:15 목09:00~10:15(국206)	0		Seons	결과	
3	국제경영학과(	26925-01	PRINCIPLES OF M	3	영어	등급	전공선택	MD	Islam, Maidul	국제경영학과(IB	28	화09:00~10:15 목15:00~16:15(국241)	0		Seons	결과	
4	국제경영학과(	26926-01	PRINCIPLES OF M	3	영어	등급	전공필수	MD	Islam, Maidul	국제경영학과(IB	30	화12:00~13:15 금10:30~11:45(국241)	0		Seons	결과	
5	국제경영학과(	27264-01	CONSUMER BEHA	3	영어	등급	전공선택		손상아	국제경영학과(IB	28	화15:00~16:15 금12:00~13:15(국424)	0		Seons	결과	
6	국제경영학과(	27905-01	BUSINESS RESEAI	3	영어	등급	전공선택		Islam, Maidul	국제경영학과(IB	28	수12:00~13:15 금15:00~16:15(국206)	0		Seons	결과	
7	국제경영학과(	27915-01	CURRENT TOPICS	3	영어	등급	전공선택		Timbate, Luka	국제경영학과(IB	28	화10:30~11:45 목16:30~17:45(국508)	0		Seons	결과	1건
8	국제경영학과(	27916-01	CURRENT TOPICS	3	영어	등급	전공선택		한아름	국제경영학과(IB	28	월09:00~10:15 수15:00~16:15(국345)	8		Seons	결과	
9	국제경영학과(	27982-01	ORGANIZATIONAL	3	영어	등급	전공선택		Sheikh Shabn	국제경영학과(IB	28	화13:30~14:45 금09:00~10:15(국424)	0		Seons	결과	
10	국제경영학과(	31961-25	대학생활과진로설계	1	영어	P/F	전공필수		Timbate, Luka	국제경영학과(IB	30	월12:00~12:50(국508)	0		Seons	결과	
11	국제경영학과(	34982-01	FUNDAMENTALS (	3	영어	등급	전공필수	MD	Charoensook,	국제경영학과(IB	30	월16:30~17:45 목10:30~11:45(국206)	0		Seons	결과	
12	국제경영학과(	36736-01	FINANCIAL ECONC	3	영어	등급	전공선택		Charoensook,	국제경영학과(IB	28	수10:30~11:45 금13:30~14:45(국206)	0		Seons	결과	
13	국제경영학과(	42053-01	ACCOUNTING INFC	3	영어	등급	전공선택		Timbate, Luka	국제경영학과(IB	28	월13:30~14:45 수09:00~10:15(국206)	3		Seons	결과	1건
14	국제관계학과(	26503-01	FUNDAMENTALS (	3	영어	등급	전공선택		김진하	국제관계학과(IR	20	월15:00~16:15 목09:00~10:15(국346)	0		Seons	결과	
15	국제관계학과(	26929-01	INTERNATIONAL S	3	영어	등급	전공선택	MD	Erdem, Cagri	국제관계학과(IR	20	화13:30~14:45 금09:00~10:15(국507)	0		Seons	결과	
16	국제관계학과(	27821-01	QUANTITATIVE ME	3	영어	등급	전공선택		김진하	국제관계학과(IR	20	화09:00~10:15 목15:00~16:15(국206)	0		Seons	결과	
17	국제관계학과(	27921-01	CULTURE & INTER	3	영어	등급	전공선택	MD	김진하	국제관계학과(IR	20	월13:30~14:45 수09:00~10:15(국507)	0		Seons	결과	
18	국제관계학과(	27964-01	INTERNATIONAL L	3	영어	등급	전공선택	융합	Stollery, Quen	국제관계학과(IR	20	화12:00~13:15 금10:30~11:45(국346)	0		Seons	결과	1건
19	국제관계학과(	27977-01	MODEL UN	3	영어	등급	전공선택		김진하	국제관계학과(IR	20	화16:30~17:45 목12:00~13:15(국507)	4		Seons	결과	
20	국제관계학과(	27979-01	NEGOTIATIONS &	3	영어	등급	전공선택		Stollery, Quen	국제관계학과(IR	20	수10:30~11:45 금13:30~14:45(국346)	0		Seons	결과	1건
21	국제관계학과(	31961-26	대학생활과진로설계	1	영어	P/F	전공필수		홀죠지아나	국제관계학과(IR	30	월13:30~14:20(국242)	0		Seons	결과	

Guide to reading a syllabus

Syllabi are able to be viewed in two ways.

① via the "View Course Schedule"

The first is via the "View Course Schedule" tab explained above (EDWARD → Academics → Enrollment → View Course Schedule) After selecting Keimyung Adams College classes, click on any course title to view its syllabus. However, these are only in Korean. In order to see syllabi in English, follow the steps below

② via the "View Syllabus" tab

EDWARD → Academics → Syllabus → View Syllabus

How to search a class:

1. BETTER METHOD: Look up the last name of the instructor, press enter (full name will appear), then click the red search button. Then select the class you wish to see its syllabus.
2. Search via the name of the course in the second search bar. You must type in CAPS.
3. Additionally, you may search via the course code if known.

On a syllabus you can find all of the information about a course you need including the instructor, the instructor's office and contact number, the instructor's office hours, and the location of the class.
Example:

Spring 2025 Syllabus

▣ Course Information

Course Title	KOREAN GOVERNMENT & POLITICS(LECTURE IN ENGLISH)			Course Code	10360-01		
Coll (Cat.)	교양학부			Dept/Major	교양학부		
Course Category	일반교양	Credit	3	Enter Grade	등급		
Weeks	15			Design Category (ABEEK)		Design Credit (ABEEK)	0
Convergence Course				Industry-related Course			
Class Hour				Instructor	Cagri Erdem		
Contact No.	063-680-6508			E-Mail	cerdem@kmu.ac.kr		
Eligible Students	외국인 및 수강희망자			Office Hour	Fri 10:15-12:00		
Class Room	국241			Office	동영관 603		
Video File of Syllabus				Homepage/SNS	N/a		

** Building Name and its abbreviation on the class schedule 강의 건물

국	영	사	의	백	쉐
동영관 Dong Young Hall (KAC)	영암관 College of Humanities	봉경관 College of Social Sciences	의양관 College of Business Administration	백은관 College of Natural Sciences	쉐턱관 College of Law and Police Administration
음	체	오	공	건	대
음악공연예술대학 College of Music and Performing Arts	체육관 College of Physical Education	오산관 Osan Hall	공학관 College of Engineering	덕래관 College of Architecture	동천관 Graduate School

***** Class Hours 수업시간**

Class	Time		Class	Time	
	50 Min.	**75 Min.**		50 Min.	**75 Min.**
1st		**07:30-08:45**	8th A	15:00-15:50	**15:00-16:15**
	08:00-08:50		8th B		
2nd A	09:00-09:50	**09:00-10:15**	9th A	16:00-16:50	
2nd B			9th B		**16:30-17:45**
3rd A	10:00-10:50		10th A	17:00-17:50	
3rd B		**10:30-11:45**	10th B		
4th A	11:00-11:50		11th	18:00-18:45	**Evening Classes**
4th B					
5th A	12:00-12:50	**12:00-13:15**	12th	18:50-19:35	
5th B					
6th A	13:00-13:50		13th	19:40-20:25	
6th B		**13:30-14:45**			
7th A	14:00-14:50		14th	20:30-21:15	
7th B					

4-2. Class Registration 수강신청

☐ Class Registration Website: https://sugang.kmu.ac.kr

☐ Class Registration Period: February 26th (Wednesday) 10am – 8pm KST

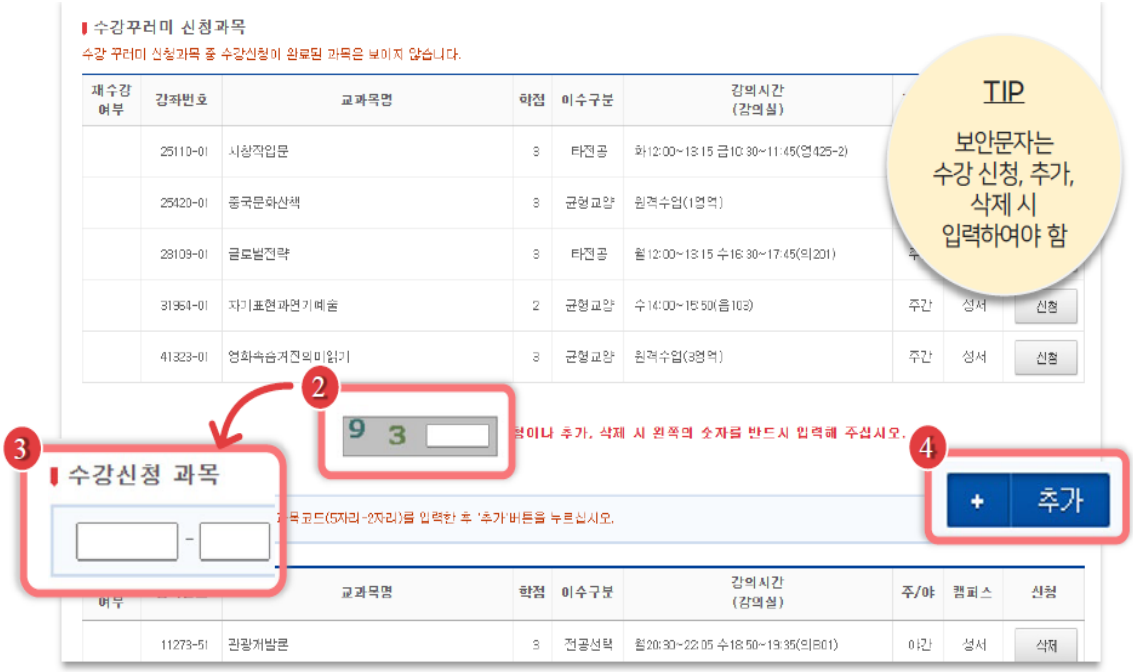
☐ Class Registration Method:

Sugang Website:

1. Login (using ID [student number] and password from EDWARD. Students who haven't changed their password yet, it's the 6 digits of your birthday [YYMMDD])

2. Answer the security question by inputting the numbers you see
3. Input the class codes of the classes you with to take
4. Click 추가 (add)
5. Confirmation of course registration is then seen at the top

It's recommended to use the most updated version of Chrome, Edge, Opera, or Firefox



4-3. Changing Classes 수강정정

You are able to change your class schedule only during the first week of classes.

☐ Class Changing Website: https://sugang.kmu.ac.kr (same website used for class registration)

☐ Class Registration Period: March 4th (Tue) 8:30 am ~ 6th (Thur) 8pm

☐ Class Registration Method: Follow the same method originally used to register for classes

4-4.Class Registration Confirmation 수강신청 내역조회

Please make sure to double-check the class registration.

□ How to confirm my class registration: EDWARD System → Academics → Courses → Enrollment →View My Enrollment

5. Couse Wish List Registration 수강꾸러미

■ A pre-registration wish list where you can save courses offered for the semester in advance to make actual registration easier.

■ **How to apply:** EDWARD Portal

■ **Application period:** Announced on the university website about 2 weeks before the course registration period.

■ **Credit limit**: Up to your approved maximum credits for the semester.

■ Important Notes>

- Registering the wish list is not first-come, first-served.
- After the wish list period ends, your major courses (within the course capacity) may be registered for you in bulk before the official registration date.
- Adding a course to the wish list does not mean you are fully registered. Except for courses that are bulk-registered, you must register yourself on the official registration day.

6. Course Withdrawal 수강포기

■ If a student determines that they cannot continue a course they have registered for, they may withdraw(drop) from (drop) the course(s) registered for that semester.

■ Course withdrawal period: Mar. 23 (Mon) – Mar. 31 (Tue), 2026 (tentative); the final schedule will be announced later on the University website.

■ Credits for withdrawn courses are counted toward the annual maximum credit limit.

■ First-year students may not withdraw from courses that were automatically registered for them.

7. Retaking Courses 재수강

■ A course may be retaken up to twice during enrollment if the course number or title is the same and the previous grade is C+ or below (including F). (If you retake a course and receive an F, that attempt is not counted toward the retake limit.)

■ For GPA calculation, the higher grade (between the original and the retake) is applied; if the grades are the same, the most recent grade is applied.

■ The maximum grade for a retaken course is A0.

■ If a course grade is not reflected in the GPA due to retaking, it will be marked "R (Retake)" and the credits will not be counted as earned.

8. Credit Forfeiture 학점 포기

If the course has been discontinued and therefore cannot be retaken, and the grade previously earned C+ or below (including F), students in their graduation-expected semester (8th semester or later) may forfeit up to 6 credits in total during their enrollment period; the course will be marked "W (Withdraw)."

9. Grading 성적평가

■ **Assessment of Grades**

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

✱ Students who are absent for more than 1/3 of the class meetings will automatically fail.

■ **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

■ **Grades and GPA calculation**

(Course grades x credits) total / total registered credits, excluding credits from withdrawn courses

10. Grade Warnings & Expulsion 학사 경고 및 제적 경고

■ **A grade warning** is implemented if students receive a GPA of 1.50 or lower.
Exception: Not given to students in their final semester (more than 8th enrolled)

■ **Expulsion** is given to students who receive 3 consecutive grade warnings.

11. Double Major/Minor 복수전공/부전공

■ Eligibility: Only enrolled students who have completed at least three recognized semesters are eligible to apply.

■ **Completion Requirements**

1) Double major

- Students should acquire **at least 42 credits including the required major courses from the department/major they wish to double major in.**
- If the second major requires graduation thesis, graduation examination, project presentation, or practical performance, students must fulfill the requirement.
- For completing a double major, students must earn 42 credits in each major courses (First Major 42 + Double Major 42, including required courses in both majors).
- Students must apply for a double major in EDWARD System.

2) Minor

- Students must complete the required major credits of their first major (including required major courses) and at least 21 credits of major courses from the department in which they wish to minor.

Exception:

- If a double major is not approved, students may not be able to graduate due to lack of required credits from courses in their first major.
- Students may delay their graduation if they have already met the graduation requirements for one major but also want to complete a double major.
- In principle, students cannot apply for a double major of a new department (major) established after their entrance year.

■ Upon graduation, the diploma will list both the first major and the double major/ minor, and the degree will be conferred as a Bachelor's degree in the first major.

12. Change of Major (Transfer) 전과

A Change of Major refers to when a student changes from one department to another one.

■ Eligibility: Students who are enrolled in at least their 1st semester.

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

■ **Transfer-in Department**: All departments except Architecture, Pre-Medical, Medical Science, Nursing Science, and Pharmacy. The Teaching Education department is only available if there is vacancy.

■ **Change of Major Schedule**: Application for a change of major are conducted twice a year (April, October) and will be announced on the university website

13. Leave of Absence 휴학

The maximum duration of a leave of absence is one year (two semesters), and the total cumulative leave period shall not exceed 3 years.

✱ Freshmen are not allowed to be on leave of absence in their first semester

■ **Application should be submitted via the International Cooperation Team.**

■ **Application Period**

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

■ **Alternative Acknowledgement of Tuition (대치등록)**

- Students who apply for leave of absence before 1/3 of the semester has passed: Full tuition may be deferred to the next semester.
- Students who apply for leave of absence when 1/3 to 1/2 of the semester has passed: Half of the tuition may be deferred to the next semester.
- Students who apply for leave of absence after 1/2 of the semester has passed: Tuition has lapsed.

14. Return from Leave of Absence 복학

- Application **Submission: please consult with the international cooperation team**
- Application period (January or July) will be announced on the university website

15. Drop Out and Expulsion 자퇴

1) Drop out (Voluntary Attrition)

- International Students who wish to drop out of university due to medical reasons or other reasons must apply via the international cooperation team.

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

2) Expulsion (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 to delay their 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 warnings
- Students who are to be expelled due to disciplinary action

16. Readmission 재입학

- **Eligible applicants**: students expelled due to not registering, students expelled due to not returning from leave, students expelled due to grade warnings, students who dropped out voluntarily, etc.
  Exception: students expelled due to grade warnings may not readmit in the same semester.
- **Schedule**: Notices about readmission are released every semester (first week of January or July), and a detailed notice is released in late June and December on the KMU website
- Application should be submitted via international cooperation team
- **Standard for Permission of Readmittance**: Only if the previously enrolled college, department, or major can allow a vacancy. If the previously enrolled major is abolished, students are allowed readmission to similar majors through submission of a petition.

17. Early Graduation 조기졸업

Early graduation is reserved for high-performing students. These students receive permission to shorten their learning period and graduate early.

- **Qualifications**

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

- **Eligible Applicants**: All students except those who transferred or were re-admitted
- **Procedure**: Students should apply for early graduation in the EDWARD System within 30 days of the beginning of the prospective graduation semester.
  ※ Students who applied for early graduation but failed to satisfy graduation requirements must enroll in the next semester.

18. Graduation Deferral 졸업유예

- Students who meet graduation requirements may defer their graduation.
- Students must apply for graduation extension via the EDWARD System, and receive approval.
- The tuition fees of students who received approval for graduation delay will follow the Credit Registration System explained below.
- Students may extend their graduation a maximum of two times.

19. Low (1-9) Credits Registration 학점등록

- **Eligibility**: Students who have completed 8 semesters but have not met the graduation requirements, or students who have applied for a graduation deferral, provided that the number of credits registered for course enrollment does not exceed 9 credits.

- **Credit Registration Procedure**
  - Students must apply for credit registration during the designated period via the EDWARD System.
  - Even if students who have applied for a graduation deferral have no courses to register for, they must register for at least 1 credit per semester.
  - Credit registration fee: Credits of courses x (Total tuition fee x 1/20)

20. Electronic Attendance Check 전자출결

The Electronic Attendance System is an **automatic attendance management system** that utilizes **mobile applications and Bluetooth technology**.

- **Mobile App installation**

Search for **"Keimyung University Electronic Attendance"** in the **Google Play Store** or **Apple App Store**, and install the application.

- **Attendance Check Procedure**

- Before entering the classroom, install the Electronic Attendance App on your smartphone.
- After logging in, check the app to confirm whether your attendance has been automatically recorded according to the professor's attendance check.
- When the professor presses the [Automatic Attendance Check] button, attendance is processed automatically via Bluetooth communication between the professor's and students' mobile devices. Once attendance is successfully recorded, the message "Your attendance has been recorded." will appear.
- If automatic attendance is not recognized, a [Check Attendance] button will appear on the main screen of the app, allowing students to manually record their attendance.

- iPhone (iOS) users must perform a screen swipe action in response to the push notification to receive attendance confirmation (not required for Android users).

- If an attendance error occurs, students must immediately request a correction from the professor during class time.

21. Others

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

- EDWARD System → System (공통) → Common Services (시스템 공통)→ Settings (환경설정)
- Important notices from the KAC Office or other university offices will be sent to your email or mobile phone via text message. Please make sure to keep your email and mobile phone number up to date.

2) Students should check the bulletin board of the KMU website (http://www.kmu.ac.kr), EDWARD System (http://portal.kmu.ac.kr) regularly.

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 will contact students via their mailing address or cell phone (SMS service). Please revise these in the case they change.

4) Academic advisor assignment will be completed in the end of March/September. Please check your advisor via EDWARD System → Academics → Records → View student information: Personal info tab

II. KAC Program

KAC Degree Requirements •_____ 1. Curricular Requirements

2. Non-curricular Requirements

First Major Assignment

KAC Extra-curricular Programs

Scholarship

KAC Contact List

KAC Student Facilities

▣ KAC Degree Requirements ▣

★ **KAC students must meet both curricular and non-curricular requirements in order to graduate.**

Areas	Course Classification	Credit	Note
Curricular Requirements	Common Liberal Arts	12	- 6 credits from **any two designated Korean language courses** listed on page 23. - 6 credits from Balanced Liberal Arts offered by the KAC or General Liberal Arts courses as substitutes for the remaining Common Liberal Arts requirement
	Balanced Liberal Arts & General Liberal Arts	Min. 18	Students must complete at least **18 credits** from the **balanced liberal arts courses offered by KAC (see the list on page 22**) and from **general liberal arts courses conducted in English outside of KAC.**
	Major	Min. 69	- **Single major: 69 credits** (including required major courses) - Double major: 42 credits for each major (including required major courses) - Minor: 54 credits for the major including required major courses, and 21credits for the minor
	Electives	0~21	The remaining 0~21 credits can be earned from Korean language courses, balanced & general liberal arts courses, or major courses.
	Total	**Min 120**	**A maximum of 21 credits earned** from English-taught courses **offered outside KAC** can be counted towards graduation requirements.
Non-Curricular Requirements	English		TOEIC(850), TOEFL IBT(97), or New TEPS(455)[TEPS(750)], TOEIC SPEAKING 140 (IH), or OPIC IM3, or IELTS 7.0.
	Korean		Obtain **TOPIK Level 2 or higher**, or complete at least **8 credits of Korean language courses** with a grade of **C0 or higher or a Pass**.

1. Curricular Requirements

1) Required credits for graduation: at least **120 credits** (starting in 2024 entrance), with credits earned from KAC's curriculum conducted entirely in English. Courses offered outside of KAC are recognized towards graduation credits **only if they meet the following conditions**:

A. Up to 21 credits earned from English-taught courses offered outside of KAC during your enrollment.

B. Second language related courses, excluding native language courses.

C. Community service courses(사회봉사), limited to **two courses**.

D. Career, self-development, and business-related courses(진로선택/자기계발/창업영역)

within the university's balanced liberal arts curriculum, limited to **two courses**.

E. Special Education program courses, up to **12 credits**.

2) Common Liberal Arts: International students must complete **12 credits** including at least two Korean language courses from the designated courses below. And the remaining credits can be earned from Balanced Liberal Arts offered by the KAC or general liberal arts courses.

Course Title	Course Code	Credits	Course Title	Course Code	Credits
시사한국어 CURRENT KOREAN	25105	3	TOPIK 읽기 TOPIK READING	33862	3
한국어작문 KOREAN COMPOSITION	25615	3	실용한국어회화 PRACTICAL KOREAN CONVERSATION	25150	3
비즈니스한국어(1) BUSINESS KOREAN (1)	33863	3	한국어 독해 READING KOREAN TEXT	25609	3
문화한국어 LEARNING KOREAN THROUGH CULTURE	37072	3	아카데믹한국어 ACADEMIC KOREAN	35844	3
TOPIK 쓰기 TOPIK WRITING	33861	3	TOPIK 듣기 TOPIK LISTENING	33860	3
IT 한국어 IT KOREAN	46257	3	NCS 한국어 KOREAN BASED ON NATIONAL COMPETENCY STANDARDS	46258	3

* The Korean courses listed above are designed for international students with an intermediate level Korean proficiency. Before taking these courses, KAC international students are strongly encouraged to take "Korean Language Practice" (Course Code: 10350, 4 credits). This course counts towards the general liberal arts requirement but does not satisfy the two-course Korean language requirement above.

3) Balanced Liberal Arts Course List offered by KAC

Subject Area	Course Code	Course Title	Credits	Notes
Global Leadership	27796	ACADEMIC WRITING I (KAC)	3	English language courses for 1st year students
	27798	COMMUNICATION SKILLS I (KAC)	3	
	29997	LISTENING SKILLS	3	
	30626/30627	INTEGRATED ENGLISH SKILLS (1) or (2)	3	
	25801	CROSS CULTURAL COMMUNICATION	3	
Literature & Art	27263	THESIS WRITING	3	
Philosophy & History	27752	WORLD HISTORY	3	
	44657	HISTORY OF ECONOMIC THOUGHT	3	
Science	29770	CALCULUS	3	

&Technology	38458	FUTURE TRENDS	3
Society & Culture	23044	WORLD GEOGRAPHY	3
	31028	LAW AND CIVILIZATION	3
	25800	BUSINESS APPLICATION	3
	45743	COMMUNICATION MASTERY IN THE DIGITAL AGE	3

4) Major Courses: Students are required to complete **minimum 69** credits including required courses

■ **KAC Common Courses for freshmen**

No.	Course Code	Title of the Course	Credits	Enrollment Year
1	26504	Probability & Statistics	3	**Required**
2	31961	Designing University Life and Career	1	**Required**
3	26100	Principles of International Business	3	Electives
4	26935	Introduction to International Relations	3	Electives

■ **Major Required (전공필수) Course for International Business**

No.	Course Code	Title of the Course	Credits	Eligible students
3	34982	Fundamentals of Finance	3	1st/2nd year
4	26926	Principles of Management	3	2nd year
5	44482	Basic Accounting	3	2nd year

■ **Major Required Course (전공필수) for International Relations : N/A**

■ **Major Elective Course List can be found on KAC's website or Edward system – Academics 학사행정 – Courses 수업 – Curriculum 교육과정 관리 – View Curriculum by Academic Year**

2. Non-Curricular Requirements

1) English Language Proficiency Test Score

Minimum score in brackets: TOEIC (850), TOEFL IBT (97), New TEPS (455)[TEPS (750)], TOEIC SPEAKING 140 (LEVEL6), OPIC IM3, or IELTS 7.0.

2) Korean Language Proficiency

Obtain **TOPIK Level 2 or higher**, or complete at least **8 credits of Korean language courses** with a grade of **C0 or higher or a Pass**.

▣ First Major Assignment Criteria ▣

1. Application Period and Method

After the end of classes in the second semester of each academic year, students must apply during the application period officially announced by the University by indicating their order of preference between International Business (IB) and International Relations (IR).
(EDWARD System → Academic Administration → Academic Records → First Major → First Major Application)

2. Eligibility for First Major Assignment

Students who have completed two semesters of the first year.

3. Principles for First Major Assignment

a. **The number of students** to be assigned to each major within KAC will be calculated in proportion to the standard enrollment quota for the relevant academic year, based on the total number of applicants.

b. **Academic performance criteria for major assignment**:
Cumulative GPA based on total earned credits (excluding grades from summer/winter semester and specially awarded credits). GPA will be rounded at the 5th decimal place (F grades included).
Tie-breaker priority (in order):
(1) Higher COMpass K score
(2) Greater number of earned credits
(3) Fewer F grades

c. If a student who has completed two semesters and meets the eligibility requirements does not apply for first major assignment, the student will be assigned to the department/major with fewer applicants for the first-choice major.

4. Procedure for First Major Assignment

a. First major assignments will be made sequentially, starting with each applicant's first-choice major.

b. If the number of applicants for a major exceeds the assigned quota for that major, students will be assigned in order of academic performance.

c. If the total number of students subject to first major assignment in KAC is an odd number, one additional student will be assigned to the major with the greater number of first-choice applicants.

▣ KAC Extra-curricular Programs ▣

1. Typical four-year timeline of KAC education:

1st Year	2nd Year	3rd Year	4th Year
Common Liberal Arts	Major courses	Major Courses	Major Courses
Balanced Liberal Arts	**Community Services**	Study Abroad (Optional)	**Internship Abroad**
KAC Required courses	**Second Language**	**English Competency Test**	(Vacation)

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

1) **Objective**: During the summer vacation students can receive credits (more than 3 credits) by taking classes associated with their major at a prestigious university, UC Berkeley in California, USA. They can have the opportunity to further their studies and achievements, and to develop their understanding of the international world.
2) **Study Abroad University**: UC Berkeley (summer session)
3) **Target Applicant:** 3rd year
4) **Application Period**: At the end of February ~ the beginning of March.
5) **Qualification for Application:**
   1 Enrolled students in their 3rd year in KAC (Students who are unable to apply during their 3rd year due to participation in official programs can apply during their 4th year. (Documentary evidence is mandatory).
   2 Overall GPA (including F) above 4.0
   3 TOEIC score above 800
6) **Participation fee support:** dependent on each student's scholarship.

3. English Education Program

To improve the English language skill of students with limited English proficiency, KAC provides this English Education 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. Through special lectures students can learn modern, essential internet skills related to improving computer knowledge such as website design, Photoshop, and MOS. By attending non-obligatory special lectures provided by KAC, submitting relevant

reports, and participating frequently, students can develop into international leaders with global knowledge and fluency in IT-related fields.

5. Students Teaching Assistants (TAs)

Student TAs are assigned to help other students understand their studies and to improve other students' ability in taking classes successfully. TAs will help students through reviewing and Q&A hours.

6. 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), Soccer Club(할만해 FC), AGORA Debate Club, Frontier Podcast, etc.

▣ Scholarships ▣

1. KAC Semester Special Scholarship

✧ Available to students who meet the qualification criteria for the KAC Semester Special Scholarship.

✧ 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. 1st

<table>
<tr><th colspan="2"></th><th>KAC semester “Bisa-Excellence”</th><th>KAC Semester “Truth”</th></tr>
<tr><td colspan="2">Qualification for Application</td><td>- Enrolled 1st-6th semester
- GPA over 4.2 (including Fs) through the previous semester
- Minimum score TOEIC 900 or TOEFL IBT 103 acquired in previous semester</td><td>- Enrolled 1st-5th semester
- GPA over 3.5 (including Fs) through the previous semester
- Minimum score TOEIC 850 or TOEFL IBT 97 acquired in previous semester</td></tr>
<tr><td colspan="2">Scholarship Contents</td><td>- Exemption of full tuition & General Dormitory fee from the time the qualifications are met until the 8th semester
- All expected expenses for the studying abroad program arranged by KAC (up to ₩5,000,000)</td><td>- Exemption of half tuition & the full General Dormitory fee for two years from the time the qualifications are met until the 8th semester
- Tuition and roundtrip airfare for the studying abroad program arranged by KAC. (up to ₩5,000,000)</td></tr>
<tr><td rowspan="2">Conditions for Maintaining the Scholarship</td><td>Grade (Each semester)</td><td>- A GPA over 3.8 and 14 credits (12 credits must be from KAC courses and without F grades) from the previous semester</td><td>- A GPA over 3.5 and 14 credits (must be 12 credits from KAC courses and without F grades) from the previous semester</td></tr>
<tr><td>Certificate of English Test (1year)</td><td colspan="2">Scholarship students should submit a test score from an English proficiency test to the KAC administration team once a year until the end of the final exam in the fall semester, including students selected as scholarship students in fall semesters.
※ English test score expiration periods:
1. Scholarship students in the Spring semester must submit their test scores from Jan 1st to the end of the final exam in the spring semester.</td></tr>
</table>

		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. *Students, who study abroad for over 1 semester to obtain credits, do not have to submit the Certificate of English Proficiency Test.
Other Notes		- Students who have lost the admission scholarship cannot apply for KAC Semester Special Scholarships. - If students cannot meet the requirements to maintain the scholarship they will lose the scholarship in the next semester. - If students cannot maintain the scholarship requirements twice, they will lose the eligibility for scholarship permanently. - A student receiving the "Truth" scholarship may upgrade to the "Bisa-Excellence" scholarship if they meet the requirements, however students who originally receives the "Bisa-Excellence" scholarship are unable to downgrade to the "Truth" scholarship.

※ The Certificate for the English test score should be acquired during the current academic semester. This time period runs 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 reserved for international students:

1) **Truth Scholarship (All tuition waived)** (different from KAC Semester "Truth" Scholarship)
   Students who acquire over **14 credits** without an F and receive a GPA of **4.2** from the previous semester will be granted the Truth Scholarship in order of merit.
2) **Justice Scholarship (Half tuition waived)**
   Students who acquire over **14 credits** without an F and receive a GPA of **3.**00 from the previous semester will be granted the Justice Scholarship in order of merit.
3) **Love Scholarship (30% of tuition waived)**
   Students who acquire over 3 credits without an F and receive a GPA of 2.00 from the previous semester will be granted the Love Scholarship in order of merit.

3. Foreign Language Scholarship

- KAC Students will receive a pre-determined amount of scholarships if they acquire the following minimum scores on a foreign language exam during their regular semester: TOEFL IBT 80, IELTS 5.5, CEFR B1(ENG) or TEPS600 (or NEW TEPS 327). Please check the international

office website for application period.

4. On-Campus Working Scholarship:

1) **Selection Standards**: Students who fall under the 8th income classification or less are eligible. Students enrolled in up to their 7th semester who achieved more than 2.0 for their overall grade and acquired at least 12 credits in the previous semester are able. Students who applied for government scholarship programs are also eligible.
2) **Application Period** (subject to change)
   - **A.** The application for On-Campus Working Scholarship should be submitted during the semester: the first week of June for fall semester and first week of December for spring semester.
   - **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)

▣ KAC Faculty & Administration Team Contacts ▣

Faculty Members

Position	Name	Office	Phone	E-mail
Dean	Erdem, Cagri	129	053-580-6500	cerdem@kmu.ac.kr
IB	Islam, Maidul	502	053-580-6514	islam.mcu@gmail.com
	Timbate, Lukas	505	053-580-6511	lukofamu@gmail.com
	Butler, Timothy	521	053-580-5766	timothy@kmu.ac.kr
IR	Kim, Jin Ha	501	053-580-5143	jhkim@gw.kmu.ac.kr
	Havertz, Ralf Arnold	514	053-580-6507	rhavertz@gmail.com
	Erdem, Cagri	503	053-580-6508	cerdem@kmu.ac.kr
	Hall, Georgeanna	515	053-580-6756	georgeanna.hall@gmail.com
	Stollery, Quentin Vyvyan Adams	Dormitory Love Building 111	053-580-8710	quentinstollery@yahoo.co.uk

KAC Administration Team

Position	Office	Phone	E-mail
Team Leader	Bongkyung Bldg. 163	053-580-5391	kac@kmu.ac.kr
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

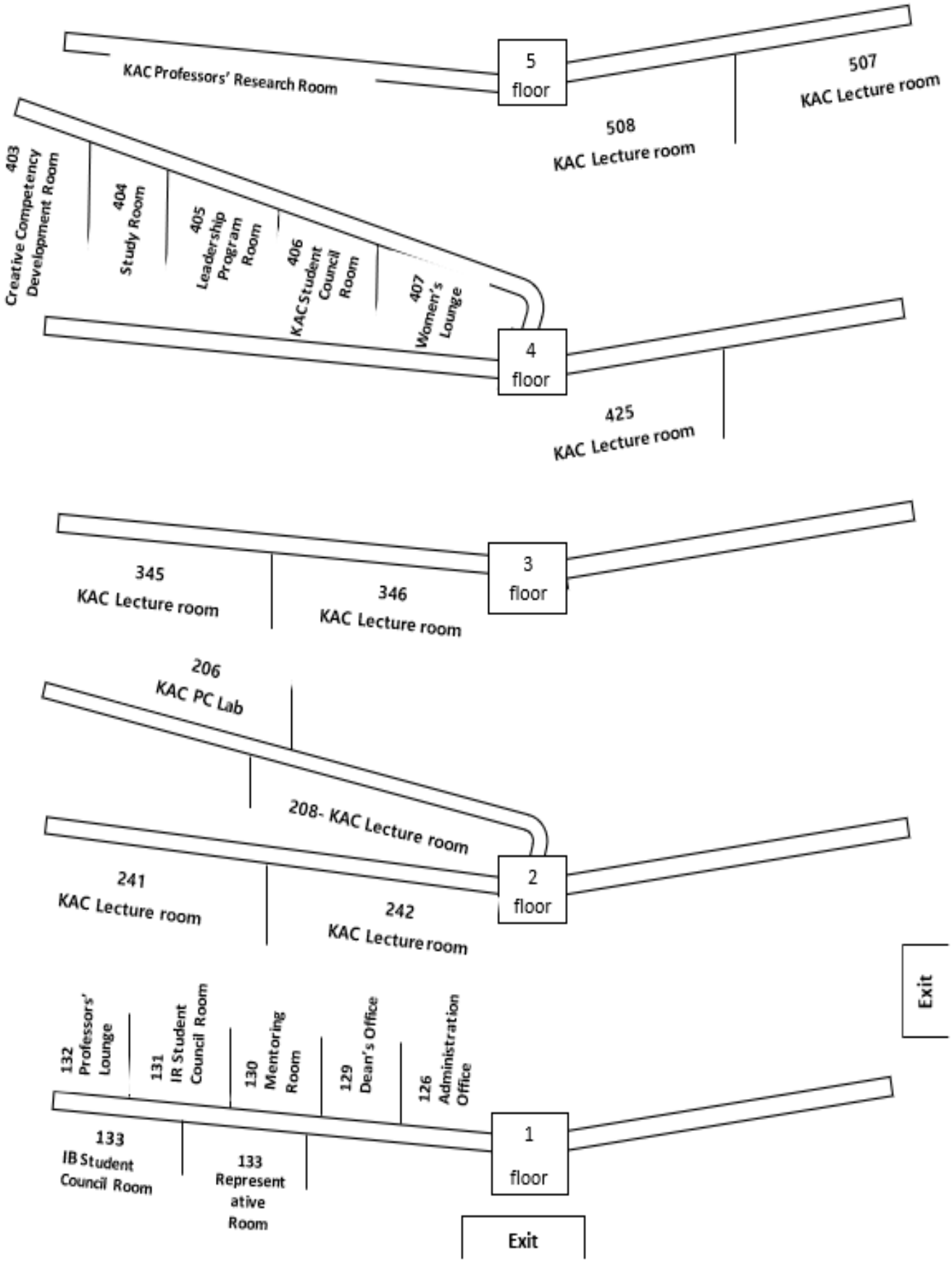
KAC Official Website : http://kac.kmu.ac.kr

▣ KAC Student Facilities ▣

Floor	Name of facility	Room Number	비고
1	**KAC Administration Office**	126	
	KAC Dean's Office	129	
	KAC Mentoring Room	130	
	KAC IR Student Council Room	131	
	KAC Faculty Lounge	132	
	KAC IB Student Council Room	133	
2	KAC PC Lab	206	
	KAC Lecture Room	208	
3	KAC Lecture Room	345, 346	
4	KAC Lecture Room	425	
	KAC Creative Competency and Development Room	403	
	KAC Study Room	404	
	KAC Leadership Program Room	405	
	KAC Student Body	406	
	KAC Women's lounge	407	
5	KAC Lecture Rooms	507, 508	

- Meditation Room: You can request keys to the prayer room at the Sarangbang 사랑방 on the 3rd floor
- International Cooperation Office: # 120

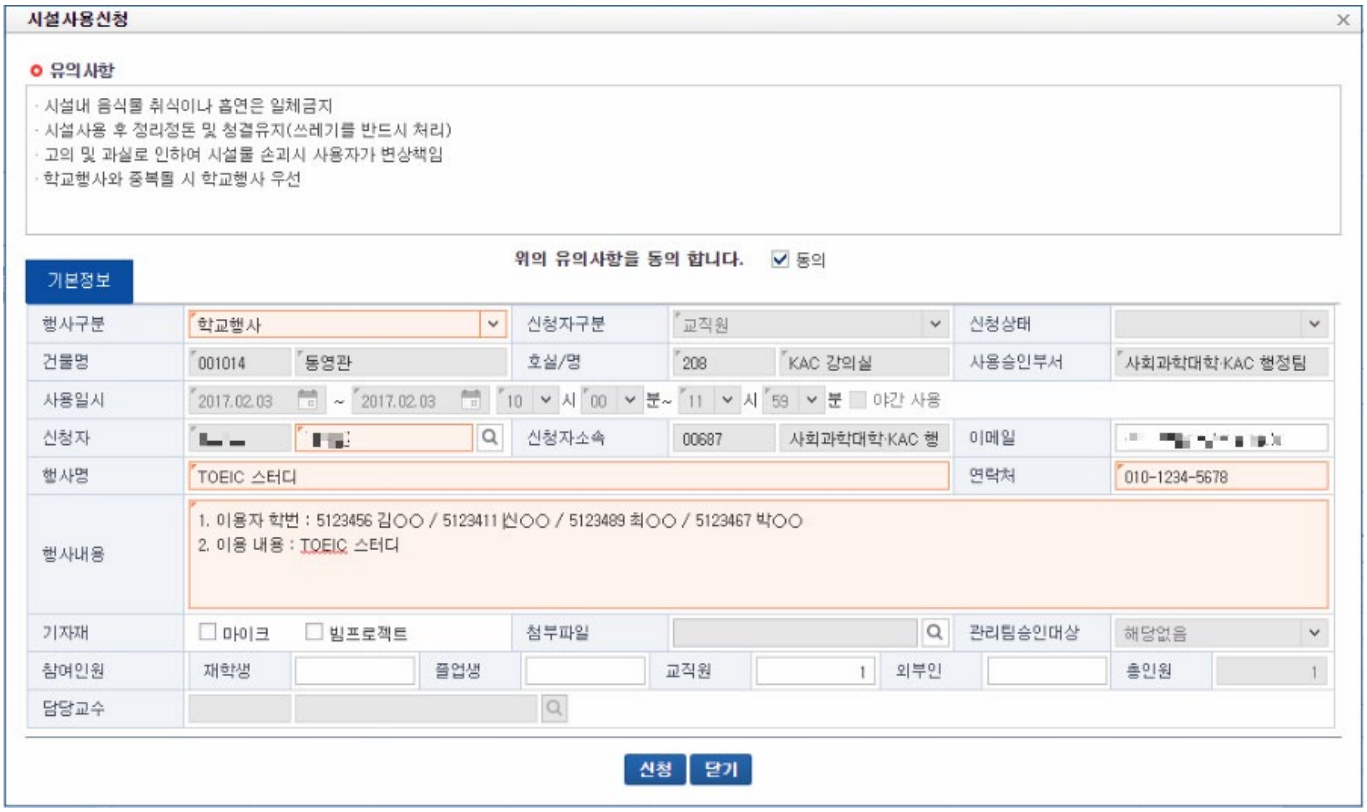
Floor Map for KAC Exclusive Areas



<How to Reserve Classrooms>

1) Students can submit an application to use facilities through the Edward System.

2) Application for weekends and holiday: Apply via EDWARD System. Students need to apply two days prior to the usage



III. Campus Life

▣ COMpass K

▣ Campus Life

1. EDWARD System

1-1. Input Personal Information

1-2. Input Bank Account Information

2. Student ID Card Issuance

3. Useful University Programs

4. International Programs

5. Others

6. Library

7. Seongseo Campus Map

▣ COMpass K ▣

『COMpass K』 is a program developed by Keimyung for managing its students' performances in order to analyze and manage students from admission to graduation. This program is designed as a points system for students to manage their performances well. Students who get high points in certain categories of COMpass K receive benefits such as overseas travel, scholarships, 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) Students input certificates, contest exhibits, volunteer work records, etc. into 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>

영역별 배점 기준 및 승인 방법						
영역	역량	평가 요소		점수	한도	승인 방법
목표 관리	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 교육혁신팀으로 증빙자료 제출)
	F,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		교육혁신팀 승인
	F	국내 교류대학 교환학생	정규학기 이수	30	30	전산 처리

영역	역량	구분	평가 요소 (자격증/공인시험)				점수	한도	승인 방법
국제화	C,E	한국어능력시험	ToKL	1 ~ 6급	KLT	1- ~ 4+급	100 ~ 50	120	학생 입력 → 단과대학 행정팀 자격증 제출 * 기타 자격증은 유사 자격증에 준하여 배점 →교육혁신팀에 자격증 제출 * 동일 종류의 시험은 최상위 점수만 인정
		한자능력시험	한국어문회	1 ~ 3급	상공회의소	1 ~ 3급	100 ~ 60		
			한자능력시험	1 ~ 5급	한자실력급수	사범 ~ 3급			
			한국한자검정	1 ~ 준3급	한자급수자격검정	사범 ~ 2급			
			그 외 등급 및 기타 민간 자격(급수 무관)				10		
		영어능력시험 (듣기/읽기)	TOEIC	TOEFL(CBT)	TOEFL(IBT)	TEPS	New TEPS	100 ~ 10	180
			900점 ~ 450점	253점 ~ 160점	102점 ~ 50점	850점 ~ 350점	490점 ~ 187점		
			IELTS	TESOL (CEFR)	Cambridge Exam	G-TELP Lv.1	G-TELP Lv.2	G-TELP Lv.3	
			7.5 ~ 3.0	C2 ~ B1	CAE ~ KET	59 ~ 70	50 ~ 90	50 ~ 99	
		영어능력시험 (쓰기/말하기)	TOEIC SPEAKING	TOEIC WRITING	OPIc	ESPT		100 ~ 30	
			8급 ~ 4급	9급 ~ 5급	AL ~ NL	1급+ ~ 5급			
		일본어능력시험	JPT	850점 ~ 450점	JLPT 신	N1 ~ N5		100 ~ 20	
		중국어능력시험	HSK 신	6급 ~ 1급	BCT	5급 ~ 1급		100 ~ 20	
		프랑스어능력시험	DELF	B2 ~ A1	DALF	C1 ~ C2		100 ~ 30	
		독일어능력시험	GER	ZDaF	TestDaF	DSH		100 ~ 30	
			C1 ~ A1	ZD	Pass	Pass			
		러시아어능력시험	TORFL		2단계 ~ 기초단계			100 ~ 40	
		스페인어	DELE	C1 ~ A1	SIELE	140 ~ 858		100 ~ 30	
		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 (최대5점)	70	부서 일괄 또는 학생입력
		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, ICDL 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	1 (최대5점)	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 – 국내봉사활동	2시간	1	180	
		국내봉사활동 참가 – 헌혈(1회 4시간)	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	1 (최대5점)	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
창의	F	국제대회, 공모전 수상	국외기관 국제대회		100	90	80	70	100	학생 입력 → 단과대학 행정팀 증빙자료 제출
			국내기관 국제대회		70	60	50	40		
	F	국내대회, 공모전 수상	전국대회		50	40	30	20		
			지역대회		40	30	20	10		
			교내 대회	전체/총장명의상장	30	20	10	5		
				단과대학 /부서장명의상장	20	10	5	-		
	F	도전, 자기주도, 창업 ,융합 관련 프로그램	단기 프로그램					1 (최대5점)	70	시행부서 일괄입력 또는 학생입력
			장기 프로그램 (20시간 or 2개월 이상)					10		

역량	구분	평가 요소	점수	한도	승인 방법
F	지식재산권/창업	지식재산권 취득(단, 특허는 출원 인정)	20	60	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/진로/취업 관련 교내 활동	학습 · 심리 · 진로 · 취업상담, 1회			2 (한도 24)	94	시행부서 일괄입력
	E		각종 진단 및 적성검사			2		
			교내 학습/진로/취업 프로그램 및 동아리 활동	단기 프로그램		1 (최대5점)		
				장기 프로그램 (20시간 or 2개월 이상)		10		
	F,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		
			학술 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 자기계발, 직업선택과 취업준비, 취업전략과 사회진출 등			10	20	전산 처리
총점			※ 상기 배점 기준은 상황에 따라 변동될 수 있습니다.			2,240점		

▣ 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 promptly revise this information in EDWARD.

1-1. 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 you forget your password, it will be re-sent to the e-mail address provided. Job market information from the Job Placement Office will also be sent via email.
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.

1-2. Input your Bank Deposit Account Number in the EDWARD System

Your deposit account number must be uploaded to the EDWARD System. Failure to not input the account number will result in being excluded from scholarship selection.

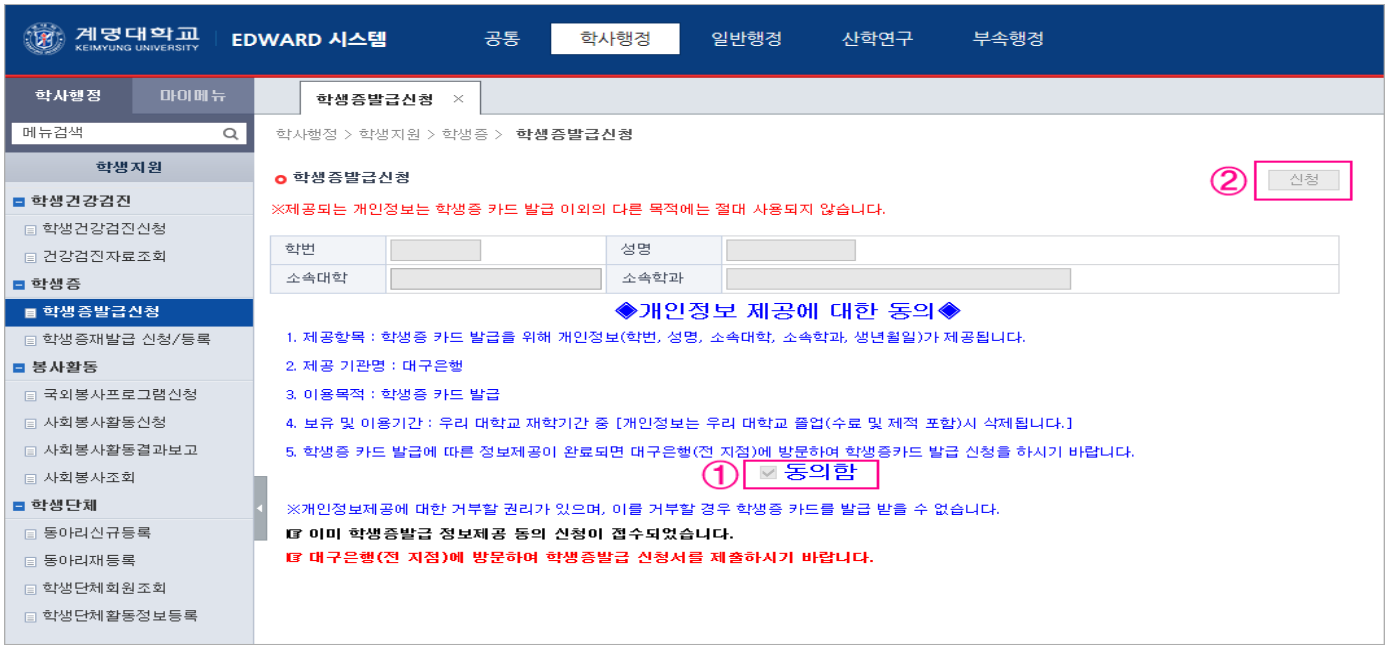
- How to Apply: EDWARD System > System > Common Services > My Account Settings > Edit My Info

2. Issuing Student ID Cards

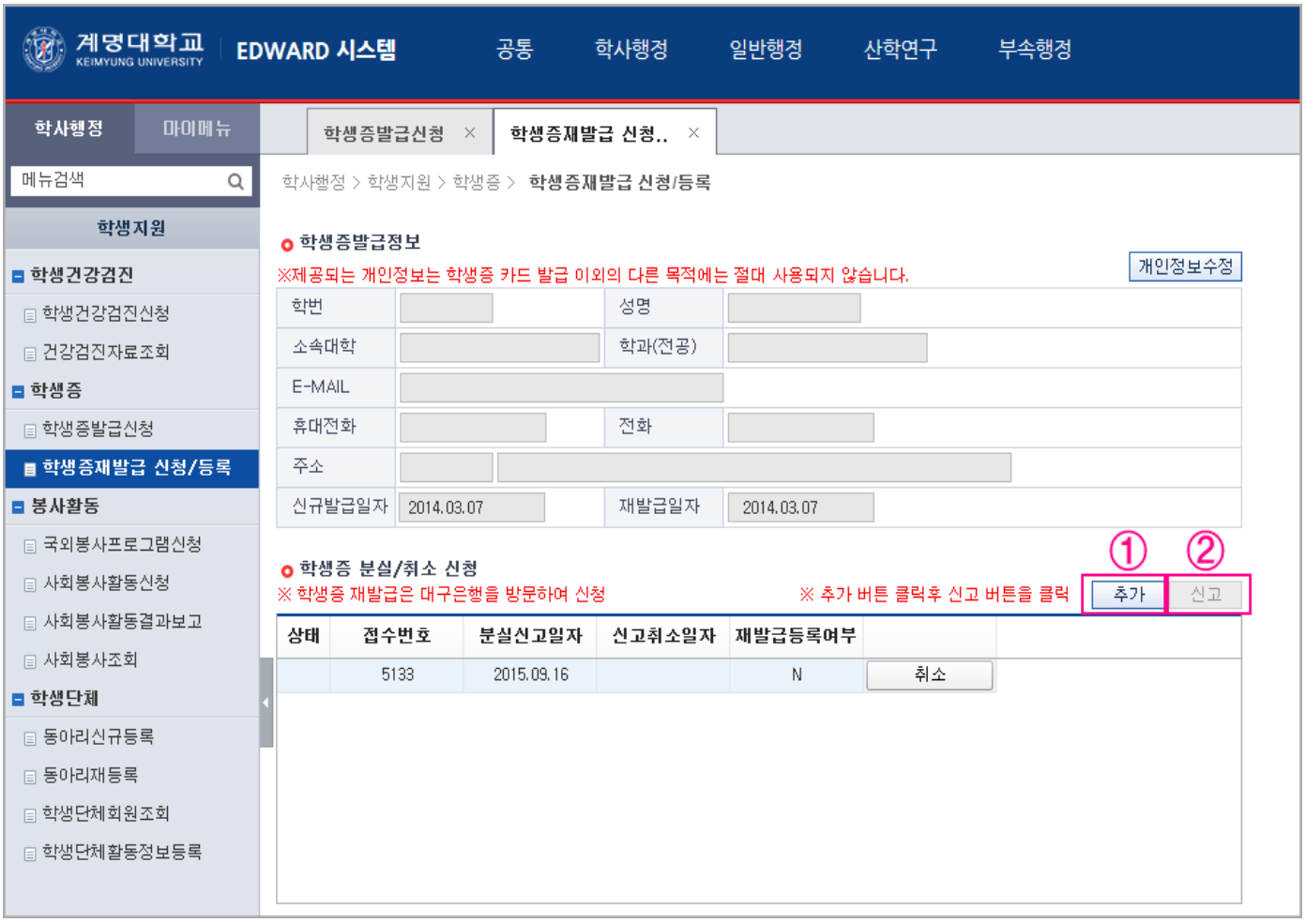
1) **What to prepare**: Photo (Identification photo, 3cm x 4cm) and identification card
2) The Student ID card is received within about 1 month of application. (You will be contacted by SMS when issued)
3) Students must sign the agreement to provide personal information via EDWARD System in

advance. (EDWARD System > Academics > Student Support > Student ID Card Request)

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



5) How to apply when your ID card is lost: 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)



3. 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/

4. 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 international students

※ Qualification and the recruitment period may be changed, thus please check for any changes on the International Office website.

5. Other Notice

1) Students' vehicles are only accessible in the students' parking lot which students can access 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 frequently checking the information. 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.

6. Library

1) Facility

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

Reading room	Laptop room	Self-studying room	Co-Working Space	Material room
299seats	96seats	60 seats	76 seats	1,678 seats

- 25Group Study rooms: maximum 10 people per one room can use for the purpose of group study.
- Presentation room: There are 6 presentation rooms with a big screen monitor and data transmission video display equipment.
- UCC Making room: There is one room for UCC making with beam projector and blue screen.

2) Using the Library

- App for Library Entry: Clicker

ID: Student ID

Pw: same as EDWARD password

<Clicker(클리커)>

<이용 가이드 보기>

- You can enter the library by using your student ID card or the Clicker phone app.
- 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.
- Logging into Website (http://library.kmu.ac.kr)

3) Opening hours

Floors	Name	During the Semesters		During the Holidays	
		Weekdays	Saturday	Weekdays	Saturday
7	Old/Ancient documents	09:00-17:00	Closed	09:30-16:30	Closed
6	Series/Journals	09:00-22:00	Closed	09:30-16:30	
5	Reference room 2				
4	Reference room 1				
3	Electronic information room				

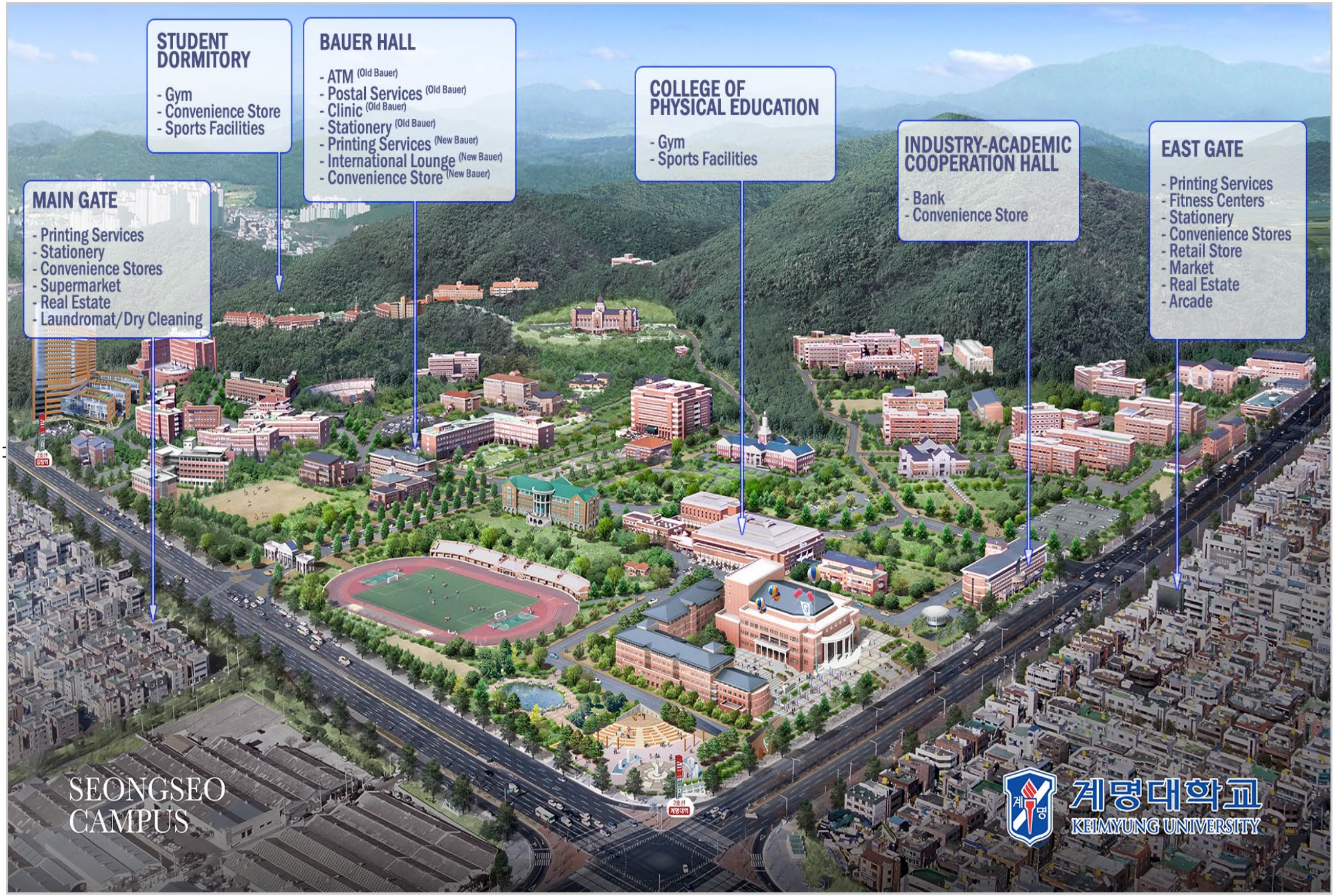
	X-Space				
2	Delivery room Info-service center				
1	General Reading room Laptop Reading room	08:00-23:00			
DM	Dae-myung Library	09:00-19:30	Closed	09:30-17:00	Closed

4) Book Lending/Returning

- **Lending**: You can borrow a maximum of 10 books over the course of 2 weeks. You can get an extension only once. The extension lasts for an additional 2 weeks, but you cannot receive an extension if you have any books that are overdue.
- **Reservation**: If the book has already been checked out 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 you will accrue a fine of 100 KRW per day, and you are unable to borrow other books for as long as you were late in returning the late book.
- If you lost your student ID card, you have to make a report through the EDWARD system.

5) 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


STUDENT DORMITORY
- Gym
- Convenience Store
- Sports Facilities
BAUER HALL
- ATM (Old Bauer)
- Postal Services (Old Bauer)
- Clinic (Old Bauer)
- Stationery (Old Bauer)
- Printing Services (New Bauer)
- International Lounge (New Bauer)
- Convenience Store (New Bauer)
COLLEGE OF PHYSICAL EDUCATION
- Gym
- Sports Facilities
INDUSTRY-ACADEMIC COOPERATION HALL
- Bank
- Convenience Store
EAST GATE
- Printing Services
- Fitness Centers
- Stationery
- Convenience Stores
- Retail Store
- Market
- Real Estate
- Arcade
MAIN GATE
- Printing Services
- Stationery
- Convenience Stores
- Supermarket
- Real Estate
- Laundromat/Dry Cleaning
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