

**2026**

**Department of  
Electrical Engineering**

**Departmental Handbook  
(Blue Book)**

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# 2026 Departmental Handbook (Blue Book)

## Academic Documents

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## 1. Introduction to the Department

### A. What is a Student Handbook?

This handbook covers fundamental academic information, administrative procedures, student conduct guidelines, basic regulations, and other essential information that students majoring in Electrical Engineering must familiarize themselves with.

### B. Department of Electrical Engineering

Electrical engineering is a major that deals with complex technologies of electrical energy, which are in the spotlight for building new energy systems in relation to environmental pollution and regulations, which have recently become issues around the world. In particular, we aim to foster key talents in related fields by combining theory and practice on major core technologies of electric vehicles, electric ships, and new and renewable energy systems using electric propulsion systems. It is a dynamic department where students' satisfaction is very high through convergence majors and an open educational environment, and they explore academics with the best professors in the fields of electricity and renewable energy.

#### ■ Mission

- Establishment of an open education system to quickly respond to industry trends
- Training of international working professionals applicable to overseas markets
- Field-related practical talent training
- Cultivating students into advanced international expertise through domestic and international field internship programs

#### ■ Vision

- We aim to be the best electrical energy-related department in Korea that trains practical professionals applicable not only domestically but also overseas through linked education with related research institutes and related industries.

#### ■ Core Values

- This department provides theoretical and practical education on the convergence trends of the electric energy-based power system, new and renewable green energy, smart electric devices, advanced power conversion systems, and energy storage device industries in order to cultivate creative talents required in the eco-friendly future energy industry. Provides a specialized education system

#### ■ History

- In 2012, establishment of the Department of Energy Engineering (capacity: 30)
- In 2015, department name is changed to Electrical Energy Engineering
- In 2016, affiliation and name are changed to Department of Electronic and Electrical Engineering, Electrical Energy Engineering
- In 2017, recruitment quota increased by 55
- In 2022, recruitment quota increased by 60
- In 2024, department name is changed to Department of Electronic and Electrical Engineering, Department of Electrical Energy Engineering
- In 2025, department name is changed to Department of Electronic and Electrical Engineering, Department of Electrical Engineering

### C. Faculty Members



Prof. Jun-Ho Kim  
 2011. 03 ~ 2016. 02  
 2016. 03 ~ 2017. 02  
 2017. 03 ~ Present

PhD, Dept. of Electrical Engineering, KAIST  
 Senior Researcher, Hyundai Motor Group, Namyang R&D  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Power Electronics Lab.)

전기차 충전 및 전장 시스템 (OBC, Fast charger, LDC)	수소 연료전지용 컨버터 (Hydrogen Fuel Cell)	배터리팩 및 관리시스템 (Battery pack & BMS)
<p><b>Fast Charger</b> →</p> <p>← <b>LDC (Low Voltage DC-DC converter)</b></p>	<p>SPC 시스템 전원 공급, 1번 스위치 온도 측정, 파형 계측기, 시스템 입/출력 전압 측정, SPC 제어 코드 디버깅, SPC 보드, 디지털 전원 공급, 수냉용 워터 펌프, SPC 시스템 전자 부하기</p>	<p>Battery pack, BMS, Communication module</p>



Prof. Yeongsu Bak  
 2016. 03 ~ 2019. 08  
 2019. 09 ~ 2020. 08  
 2020. 09 ~ Present

PhD, Dept. of Electrical and Computer Engineering, Ajou University  
 Post-Doc., Information and Electronic Technology Research Institute, Ajou University  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Power Conversion Lab.)

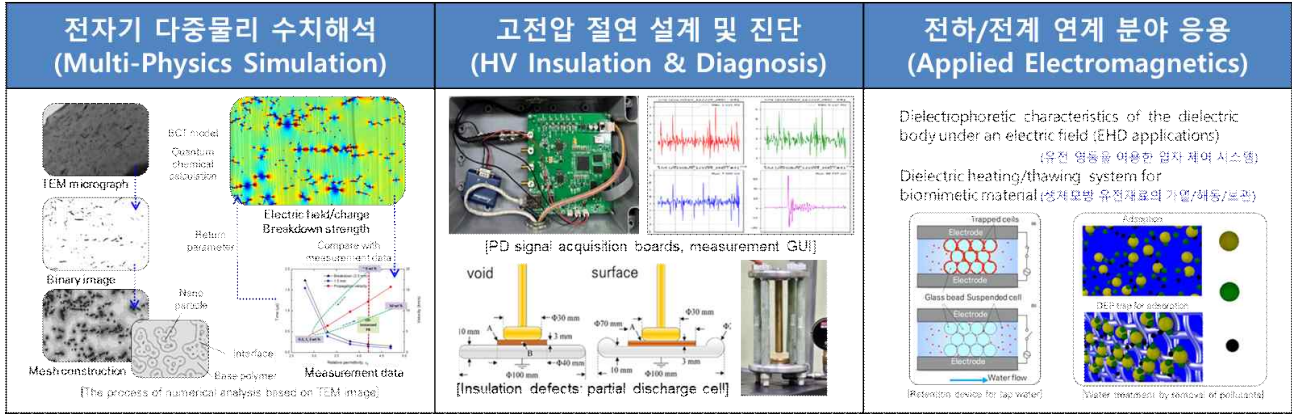
계통연계 시스템 (Grid Connected System)	전동기 구동 및 제어 (Motor Driving & Control)	전기차 충전기 (Battery Charger)
<p>Back-to-Back converter, Generator-side inverter, Grid-side converter, LCL filter, Power conversion system, Three-phase grid</p>	<p>Hydraulic turbine, IPMSG, Hot Water</p>	<p>PEC BOOST, PWM, POWER DSP, BUCK, LOAD, 220 V, EMI INPUT LINE, HB LLC, SMPS</p>



Prof. Minhee Kim  
 2019. 03 ~ 2022. 02  
 2022. 09 ~ 2023. 07  
 2023. 07 ~ 2026. 02  
 2026. 03 ~ Present

PhD, Dept. of Electronic and Electrical Engineering,  
 Kyungpook National University  
 Samsung Electronics Advanced Technology Research Institute  
 (Samsung Research)  
 Korea Electrotechnology Research Institute, Electrical  
 Equipment Division  
 Professor, Dept. of Electrical Engineering, Keimyung University

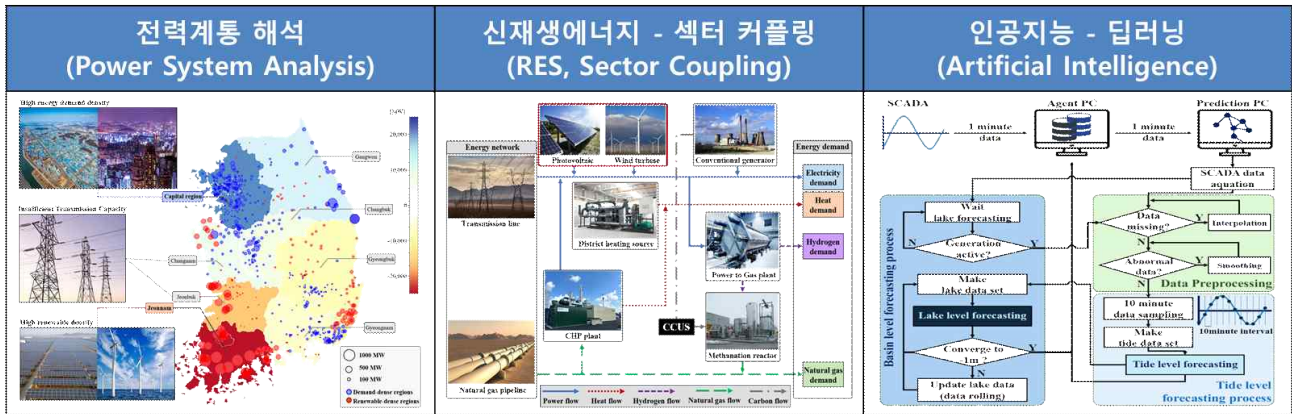
Main Research Area(High Voltage & Insulation Lab.)



Prof. Yeong-Geon Son  
 2022. 03 ~ 2025. 08  
 2025. 09 ~ 2026. 02  
 2026. 03 ~ Present

PhD, Dept. of Electrical Engineering, Hanyang University  
 CSO Post-Doc., University of Florida  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Power System Lab.)





Prof. Kyungwoo Lee  
 1990. 05 ~ 2023. 12  
 2022. 03 ~ 2025. 02  
 2025. 03 ~ Present

Senior Researcher, National Research Foundation of Korea  
 PhD, Technology Policy Cooperation Process, Yonsei University  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Modeling and analyzing the factors and outcomes that technology impacts on industry.)

연구 프로젝트 관리 (R&D Project Management)	인공지능 산업 정책 분석 (AI Industry Policy Analysis)	중국 산업 정책 분석 (China's Industry Policy Analysis)



Prof. Jee-Hyung Rheu  
 2011. 03 ~ 2020. 02  
 2024. 03 ~ Present

PhD, Dept. of Electronic Engineering, Kyungpook National University  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Anchor Box Design for RetinaNet to Detect a Vehicle on the Road)

딥러닝 기반 디지털 영상 처리 (Digital Image Processing)	지능형 교통 시스템 영상 장치 (Intelligent Transportation System)	차량 속도 검출 장치 (Tachometer)



Prof. Joowoong Kim  
 1998. 03 ~ 2003. 02  
 2025. 03 ~ Present

PhD, Dept. of Electronic Engineering, Dongguk University  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Hybrid Intelligence System for Improving the Performance of LVQ Networks)

하이브리드 지능 시스템 (Hybrid Intelligent System)	근전도 신호 측정 (Electromyography Measurement)



Prof. Jaewon Kim  
 1996. 03 ~ 2000. 02  
 2026. 03 ~ Present

PhD, Dept. of Information and Communication Engineering, Chungbuk National University  
 Professor, Dept. of Electrical Engineering, Keimyung University

Main Research Area(Voice Activity Measurement Method for Mobile Communications and Voice Encoder Implementation)

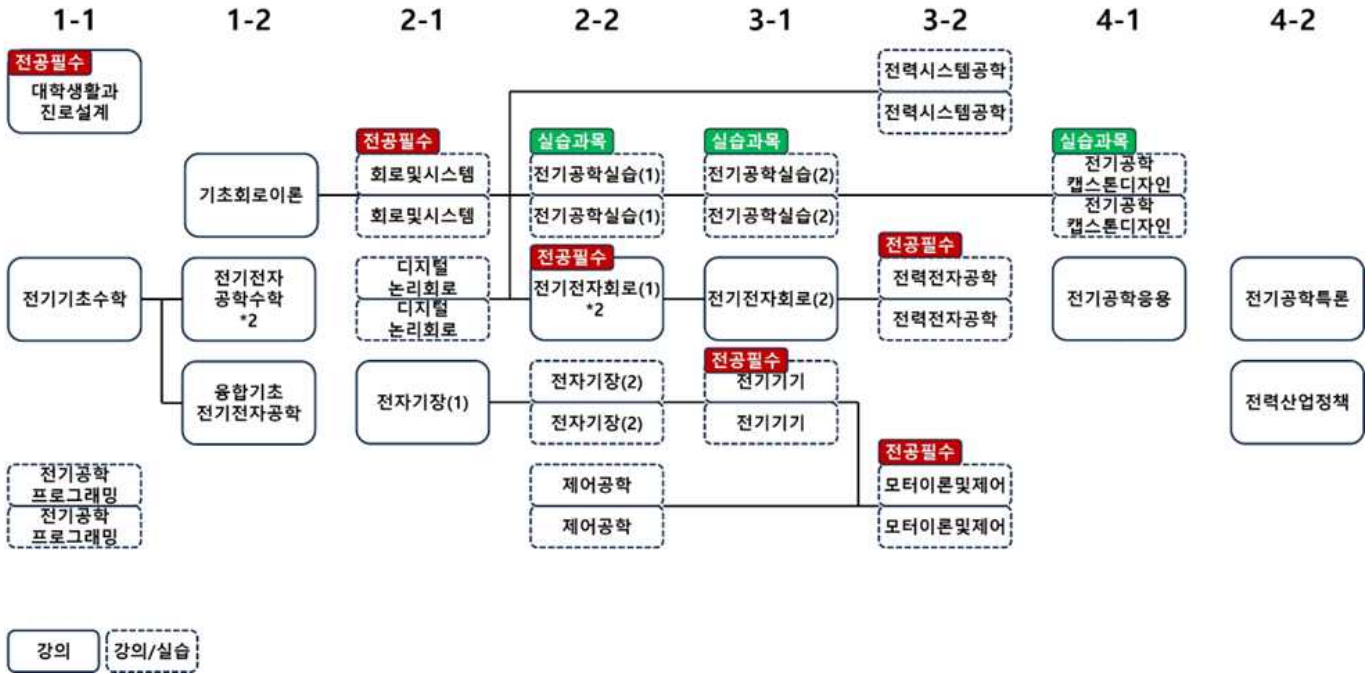
G.729 음성 코더 구현 (Implementation of G.729 Speech Coder)		

## D. Curriculum and Course Requirements

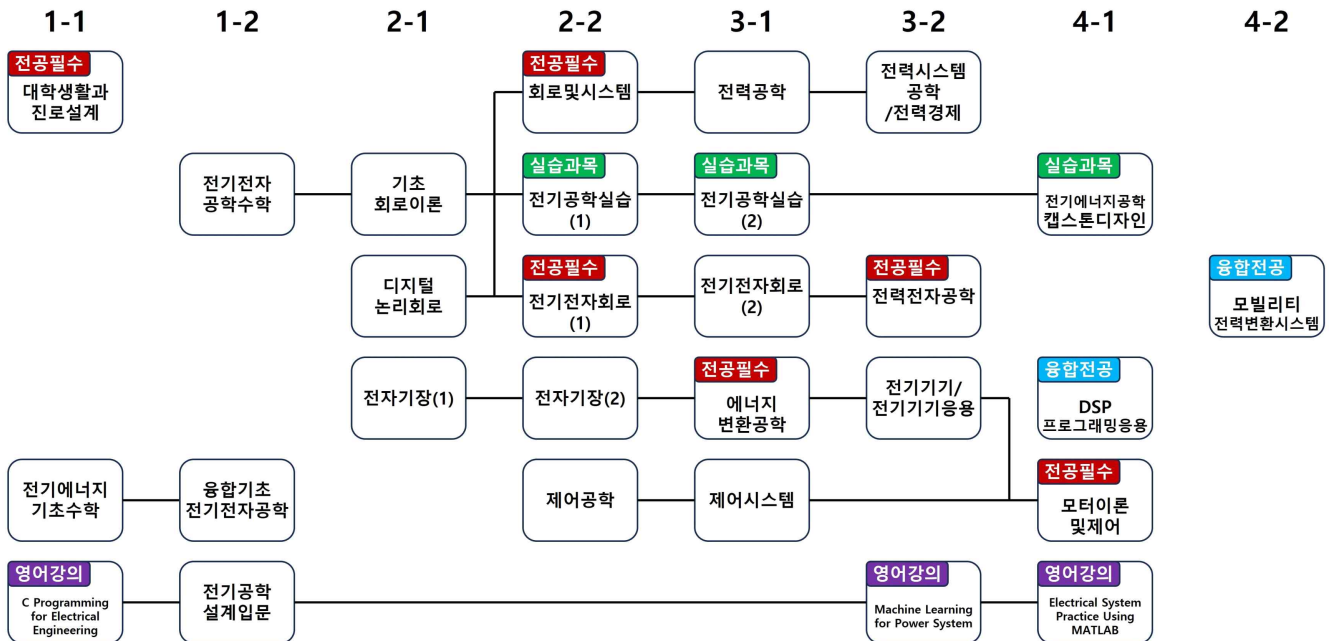
- Varies depending on year of admission

- Available at [<https://electric.kmu.ac.kr/electric/5194/subview.do>]

### 2026학년도 이후 교육과정



### 2025학년도 이후 교육과정



## E. Contact Information

### ■ Department Office(Engineering Hall 4205-2)

- Department Assistant (Hyo-Bin Park): Teaching, Overall Administration (053-580-5603)
- Training assistant (Giheong Yoon): Equipment Rental, Classroom Rental Application, Equipment Failure Inquiries, and Overall Training Areas

### ■ Professor's Lab.(Engineering 4th Hall)

- Prof. Jun-Ho Kim: 4207, 053-580-5440
- Prof. Yeongsu Bak: 4208-1, 053-580-5291
- Prof. Minhee Kim: 4208-2,
- Prof. Yeong-Geon Son: 4206,

### ■ College of Engineering Administrative Team

- Dong-hyuk Chu: College of Engineering Administrative Affairs Manager, 053-580-5041
- Kyeong-Hee Jang: Scholarship, Credit Recognition, Academic Affairs, Academic Records, Employment, Administrative Affairs, 053-580-5772
- Hee-Soo Jeong: Academic Affairs, Academic Affairs (Classes), Budget, 053-580-5262
- Young-Geun Cha: Purchasing, Asset Management, Event Management, International Exchange, 053-580-5562

### ■ Useful Information Around School

Hospital	Keimyung University Dongsan Hospital	☎ 1577-6622
	Seongseo Hospital	☎ 053-584-6655
	Kim Bu-Seon Otolaryngology Clinic	☎ 053-585-8437
	Jang Seok-Rak Internal Medicine Clinic	☎ 053-588-8879
	Kim Seung-Min Dental Clinic	☎ 053-584-6512
	Waryong Internal Medicine Clinic	☎ 053-585-7582
	Guil Dental Clinic	☎ 053-583-5221
	Koo Jun-Young Dental Clinic	☎ 053-584-0281
	Sangwon Oriental Medicine Clinic	☎ 053-586-0467
	Gwandeok Oriental Medical Clinic	☎ 053-581-9988
	Rose Mom Obstetrics and Gynecology Clinic	☎ 053-593-3575
Pharmacy	Seongseo Pharmacy	☎ 053-584-6659
Post Office	Gubauer Hall	☎ 053-580-5250
Copy/Print	Shinbauer Hall	☎ 053-580-6800

## **F. Career Paths After Graduation**

### **■ Public Companies Related to Electrical**

- Korea Electric Power Corporation, Korea South-East Power, Korea East-West Power, Korea Western Power, Korea Midland Power, Korea Southern Power, Korea Water Resources Corporation, Korea Hydro and Nuclear Power Corporation, Korea Electric Safety Corporation, Korea Gas Corporation, Korea District Heating Corporation, energy management Corporation, Korea Electric Power Corporation (KEPCO), Korea Electrotechnology Research Institute, Korea Institute of Energy Research, Korea Railroad Corporation

### **■ Private Companies Related to Electrical**

- Large companies related to plants and power facilities, such as LS Industrial Systems, LS Cable & System, LG Innotek, Samsung Heavy Industries, Samsung Electro-Mechanics, Doosan Heavy Industries, and Hyosung Heavy Industries. Energy-related small and medium-sized businesses such as solar power generation, wind power generation, and energy storage devices. Energy consulting company

### **■ Private Companies Related to Electric Vehicles**

- Hyundai Motors, Hyundai Mobis, LG Electronics

## 2. Academic Schedule of 2026

※ Academic schedules are subject to change depending on circumstances

년월	요일							내용 및 일정
	일	월	화	수	목	금	토	
2026 Mar.	1	2	3	4	5	6	7	<ul style="list-style-type: none"> <li>1st Semester Start Date: 1</li> <li>Substitute Holiday (March 1st): 2</li> <li>1st Semester Start: 3</li> <li>Course Adjustment: 3 ~ 5</li> <li>1st Semester Class Days <math>\frac{1}{4}</math> Line: 30 (27th day, 29th Sunday)</li> <li>Holy Week: 3. 30. ~ 4. 4.</li> </ul>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
Apr.				1	2	3	4	<ul style="list-style-type: none"> <li>1st Semester Class Days <math>\frac{1}{3}</math>: 6 (35th day)</li> <li>Holy Week: 3. 30. ~ 4. 4.</li> <li>Easter: 5</li> <li>Easter Service: 9</li> <li>1/2 Semester Class Days: 24 (53rd day)</li> </ul>
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
May						1	2	<ul style="list-style-type: none"> <li>Labor Day (holiday): 1</li> <li>Teaching Practice: 4 ~ 29</li> <li>Children's Day (holiday): 5</li> <li><math>\frac{2}{3}</math> of the number of class days in the first semester: 11 (70th day)</li> <li>Foundation Day (holiday): 20</li> <li>Buddha's Birthday (holiday): 25</li> </ul>
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
Jun.		1	2	3	4	5	6	<ul style="list-style-type: none"> <li>2026 Local Elections: 3</li> <li>Labor Day [May 1] Make-up day for class absence: 9</li> <li>Children's Day [May 5] Make-up day for class absence: 10</li> <li>Foundation Day (Holiday) [May 20] Make-up day for class absence: 11</li> <li>Substitute Holiday (Buddha's Birthday) [May 25] Make-up day for class absence: 12</li> <li>2026 Local Elections [Jun. 3] Make-up day for class absence: 15</li> <li>1st semester regular exams: 16 ~ 22</li> <li>Summer vacation and start of summer semester: 23</li> </ul>
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
Jul.				1	2	3	4	<ul style="list-style-type: none"> <li>Application for re-enrollment in the 2nd semester (1st): 1 ~ 7</li> <li>Application for reinstatement in the 2nd semester: 1 ~ 15</li> </ul>
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
Aug.							1	<ul style="list-style-type: none"> <li>2nd semester course registration: 4 ~ 7</li> <li>Substitute Holiday (Liberation Day): 17</li> <li>2025 second semester undergraduate degree award date: 20</li> <li>2025 second semester graduate degree award date: 20</li> <li>2nd semester tuition payment: 24 ~ 27</li> <li>2nd semester opening ceremony: 26</li> </ul>
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

연월	요일							내용 및 일정
	일	월	화	수	목	금	토	
Sep.			1	2	3	4	5	<ul style="list-style-type: none"> <li>• 2nd semester start date (starting date): 1</li> <li>• 2nd semester class days ¼ line: 28 (27th day, 27th Sunday)</li> <li>• Chuseok (holiday): 24 ~ 26 (no classes: 24 ~ 25)</li> </ul>
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
Oct.					1	2	3	<ul style="list-style-type: none"> <li>• Substitute Holiday (National Foundation Day): 5</li> <li>• ⅓ of class days in the 2nd semester: 6 (35th day)</li> <li>• Hangeul Day (holiday): 9</li> <li>• ½ of class days in the 2nd semester: 23 (53rd day)</li> </ul>
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
Nov.	1	2	3	4	5	6	7	<ul style="list-style-type: none"> <li>• ⅔ of the number of class days in the second semester: 9 (70th day)</li> <li>• Thanksgiving service: 19</li> </ul>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
Dec.			1	2	3	4	5	<ul style="list-style-type: none"> <li>• Make-up day for Chuseok Holiday [Sep. 24]: 8</li> <li>• Make-up day for Chuseok Holiday [Sep. 25]: 9</li> <li>• Make-up day for National Foundation Day Substitute Holiday [Oct. 5]: 10</li> <li>• Make-up day for Hangeul Day [Oct. 9]: 11</li> <li>• Christmas Celebration Service: 11</li> <li>• 2nd Semester Regular Exams: 14 ~ 18</li> <li>• Winter Vacation and Start of Summer Semester: 21</li> <li>• Christmas (Holiday): 25</li> </ul>
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
2027 Jan.						1	2	<ul style="list-style-type: none"> <li>• New Year's Day: 1</li> <li>• Application for re-admission in the first semester of 2027 (1st): 4 ~ 8</li> <li>• Application for re-admission in the first semester of 2027 (1st): 4 ~ 15</li> </ul>
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
Feb.		1	2	3	4	5	6	<ul style="list-style-type: none"> <li>• 2027 1st semester course registration: 2 ~ 5</li> <li>• 2026 1st semester undergraduate degree award ceremony: 18</li> <li>• 2026 1st semester graduate degree award ceremony: 19</li> <li>• 2027 1st semester tuition payment: 22 ~ 25</li> <li>• Entire faculty meeting: 23</li> <li>• 2027 1st semester opening ceremony: 24</li> <li>• 2027 1st semester entrance ceremony: 26</li> </ul>
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28							

### 3. Curriculum

- In university, courses are divided into mandatory courses that must be completed and elective courses that students can choose. Courses are also categorized into general education courses (common, balanced, general), major courses (mandatory, elective, recognized), and education courses (teacher certification).

#### A. Credits

- 1) Based on the number of class hours
- 2) Credits are assigned to each course, and if a certain grade is not achieved, the course will be disqualified, and the credits will not be recognized.

Division	Contents
0 credits	Courses like chapel attendance or graduation thesis have no credit, but for mandatory courses, students must receive a Pass (P grade) to graduate
1 credits	One hour of theory class per week for one semester or two hours of experiments/practical training per week
2 Credit	Two hours of theory class per week for one semester or four hours of experiments/practical training per week. However, in certain fields like arts and physical education, three hours of practical training can be considered as 2 credits
3 credits	Three hours of theory class per week for one semester or six hours of experiments/practical training per week. Similarly, in certain fields, four hours of practical training can be considered as 3 credits

※ Note: Depending on the curriculum, there may be courses with different credit standards.

- 3) Graduation credits and credits allowed for completion
  - a) Graduation credits by year of admission
    - (1) From students admitted in 2024: 120 credits
    - (2) From students admitted in 2023: 130 credits
  - b) Credits allowed for completion by year of admission
    - (1) From students admitted in 2024: No more than 18 credits per semester and 34 credits per academic year may be completed

## B. General Education Curriculum

1) General education courses are categorized into common education, balanced education, and general education, and the completion criteria vary depending on the year of admission as follows

2) **Completion criteria for general education curriculum for students admitted in the 2024 academic year**

Division		Credits Completed	Grade	Subject/Area	Credits
Common cultural	Required	At least 12 credits	1	Seminar and Discussion in General Education	3
				Christianity and Kyemyung Values	2
				Global Citizenship	1
				Chapel (1), Chapel (2) ※ P/F evaluation	0
				COLLEGE ENGLISH (Completion of designated courses among I, II, and III)	3
			AI Computational Thinking (Remote Class) ※ P/F evaluation	1	
			2	Smart Business and Entrepreneurship Fundamentals (Remote Class) ※ P/F evaluation	2
Balance and Normal Cultural	Optional	At least 18 credits	1~4	- Complete at least 18 credits of balanced and general education courses (there is no distinction between balanced and general education courses, with emphasis on balanced completion by field) ※ The criteria for balanced and general education completion in the Department of Nursing follow the 「Bachelor's Degree Regulations of the College of Nursing」	
Total		At least 30 credits	Complete at least 12 credits of Common Education (required) and at least 18 credits of Balanced and General Education, for a total of at least 30 credits.		

- ※ The completion criteria for general education for international exchange students follow the 「Regulations for the Management of International Exchange Students and Language Training Students」.
- ※ The completion of general education for the Department of Digital Game Engineering follows the 「KMU-DIT Dual Degree Program Regulations」.
- ※ For students enrolled in KAC College, all general education courses are conducted in English through face-to-face classes.
- ※ Subjects such as Military Science and Lifelong Education Counseling are taken by the relevant students and are included in the graduation credits.

### 3) Completion criteria for general education curriculum for students admitted until the 2023 academic year

Division		Credits Completed	Grade	Subject/Area
Common cultural	Required	12 credits	1~2	<ul style="list-style-type: none"> <li>- Complete a total of 12 credits without duplication of the same course, including Chapel (1) and Chapel (2)</li> <li>- Complete a total of 12 credits in courses designated as common education, which may vary depending on the year of admission</li> </ul> <p>※ List of Common Liberal Arts</p> <ul style="list-style-type: none"> <li>- Understanding of the Kyemyung Spirit and Service (1 credit), Global Citizenship (1 credit), Understanding of Christianity (2 credits), Academic English (Select one from I, II, III) (2 credits), Communication English (Select one from I, II, III) (2 credits), Seminar in General Education (3 credits), University Life and Career Design (1 credit), AI and Computing Thinking (Remote Learning) (1 credit), Smart Business and Entrepreneurship Fundamentals (Remote Learning) (2 credits), Seminar and Discussion in General Education (3 credits), Christianity and Kyemyung Spirit (2 credits), Completion of Designated Course in College English (Select one from I, II, III)</li> </ul>
Balance Cultural	Required	At least 15 credits	1~4	<ul style="list-style-type: none"> <li>- Complete Balanced General Education: Complete 15 credits (3 credits for each of 5 areas out of 6 areas)</li> <li>- 6 Areas: Philosophy and History, Society and Culture, Science and Technology, Literature and Art, Global Leadership, Career Exploration/Self-Development/Entrepreneurship</li> </ul> <p>※ Students in the College of Humanities and International Studies (for those admitted from 2017 to 2019 under the CORE project), the College of Nursing, the School of Pharmacy, the Department of Pharmaceutical Sciences, and Keimyung Adams College follow separate standards</p> <p>※ For students admitted to the Department of Fine Arts in the 2023 academic year, they need to complete at least 3 credits each in the fields of Literature and Arts, Global Leadership, and Career Exploration/Self-Development/Entrepreneurship, totaling 6 credits</p>
Normal Cultural	Optional	At least 0 credits	1~4	<p>Military Science, Lifelong Education Practitioner Course, Remote Learning for Inter-University Exchange, Foreign Exchange Students, K-Humanities Core Education Curriculum, Common Education Substitution for International Students, Accreditation of Credits Earned from Overseas Language Study, etc</p>

※ The standards for completing general education for international exchange students follow the 「Regulations for the Management of Foreign Exchange Students, Exchange Students, and Language Training Students」

- ※ The requirements for completing common education for the Department of Digital Game Engineering follow the 「Regulations for the KMU-DIT Double Degree Program」
- ※ Students affiliated with the KAC College will have all common education courses conducted in English through face-to-face classes
- ※ The courses AI and Computing Thinking (1 credit, 1st year) and Smart Business and Entrepreneurship Fundamentals (2 credits, 2nd year) are mandatory courses for freshmen starting from the 2022 academic year
- ※ Subjects such as Military Science and Lifelong Education Practitioner are included in the graduation credits and are taken by students in the corresponding programs

★ **Measures Following the Revision of the General Education Curriculum for the 2024 Academic Year**

- ▶ Students admitted before the 2013 academic year: Must complete a total of 30 credits or more without duplication of the same subjects, including Common Core, Balanced Core, Departmental Core, and General Core, including Chapel (1) and Chapel (2).
- ▶ Students admitted from the 2014 academic year to the 2023 academic year
  1. Common Core Completion Requirement: Must complete a total of 12 credits without duplication of the same subjects, including Chapel (1) and Chapel (2).
  2. Balanced Core Completion Requirement
    - a. For students admitted from the 2014 academic year to the 2023 academic year, completion of the Balanced Core subjects requires obtaining at least 3 credits each from 5 out of the 6 areas, totaling 15 credits.
    - b. **For students in the Department of Fine Arts (admitted in the 2023 academic year):** they must obtain at least 3 credits each from 2 out of 3 areas: Literature and Arts, Global Leadership, and Career Exploration/Self-Development/Entrepreneurship, totaling 6 credits.
    - c. If separate completion standards are specified, they must adhere to the respective regulations and guidelines
      - 1) College of Humanities and International Studies (students admitted from 2017 to 2019 under the CORE project): 「Regulations for Strengthening Kyemyung Humanities Competencies Project」
      - 2) College of Nursing: 「Regulations for the College of Nursing」
      - 3) Keimyung Adams College: 「Regulations for Keimyung Adams College」

### C. Major Curriculum

- 1) The major courses are divided into required courses, elective courses, and recognized courses. All courses designated as required courses for the major must be completed
- 2) The structure of the major education curriculum is as follows

Curriculum Structure	Details
<b>Basic Major</b>	Courses designed to acquire fundamental (beginner-level) theories and knowledge necessary to complete the major education curriculum
<b>General Major</b>	Courses designed to acquire in-depth (intermediate-level) theories and knowledge on general fields and topics related to the major
<b>Advanced Major</b>	Courses designed to provide a foundation for growth as a professional by acquiring in-depth (advanced-level) theories and knowledge on specific fields and topics related to the major

- 3) Major Curriculum can be verified through the 'EDWARD System -> Academic Administration -> Courses -> Curriculum Management -> Yearly Curriculum' inquiry
- 4) Required completion criteria for first major and microdegree following academic changes (transfer, re-enrollment, etc.) and educational system reorganization (integration of departments, etc.)
  - a) Department integration

division		입학 후 학과가 통합된 학생	학과 통합 후 입학한 학생
<b>Major Credits (First Major) Completion Criteria</b>	Up to students entering in 2023	Complete at least 54 credits in your first major (including required major credits) and 69 credits in other majors (excluding Architecture, Pharmacy, Pharmaceutical Sciences, and Medicine)	
	From students entering in 2024	The lower value between the original department graduation standard (base point: year of admission) and the integrated department graduation standard (base point: year of integration) is applied.	Integrated Department Graduation Criteria (Based on year of admission, including major requirements)
<b>Other Departments Required Microdegree Completion Criteria</b>	Up to students entering in 2023	<b>Not applicable</b>	
	From students entering in 2024	<b>Not applicable</b>	Integrated Department Graduation Criteria (Based on Year of Admission)

<Detailed example>

► Example by graduation credits: Departments A and B, which operated as separate departments until the 2024 academic year, were integrated in the 2025 academic year.

**1. Graduation credits for students entering the 2024 school year**

- Department A: 60 credits, 2 microdegrees from other departments required
- Department B: 69 credits, no microdegrees from other departments completed

**2. Examples of students admitted to Departments A and B in the 2024 academic year before integration into the integrated Department AB in the 2025 academic year**

For students entering in 2024, if the graduation credits are 60 credits in Department A and 69 credits in Department B, the graduation criteria for the integrated AB department in 2025 are as follows:

Integrated AB Department 2025 Graduation Criteria	2024 Academic Year A admitted students	2024 Academic Year B Department Admission Students
Less than 60 credits	Completion of less than 60 credits based on the integrated AB department	
60 credits	Completion of 60 credits based on the integrated AB department	
61~68 credits	60 credits (based on graduation for students entering in 2024)	Completion of 61 to 68 credits based on the integrated AB department
69 credits	60 credits (based on graduation for students entering in 2024)	Completion of 69 credits (same as existing and integrated departments)

※ The lower of the required GPAs between the first major completion criteria for the year of admission to the original department prior to integration and the first major completion criteria at the time of integration of the integrated department will be applied.

**3. Example of Microdegree Completion for Students Entering Departments A and B in 2024 Before Merger for the Integrated AB Department in 2025**

For students entering in 2024, two microdegrees from Department A and other departments are required. If a microdegree from Department B has not been completed, the graduation criteria for the integrated AB department in 2025 are as follows:

Integrated AB Department 2025 Microdegree Completion Criteria	2024 Academic Year A admitted students	2024 Academic Year B Department Admission Students
Not required	Not applicable	
1 required	Completion of 1 integrated AB department standard	Not applicable
2 required	Completion of 2 integrated AB department standard	Not applicable
3 or more required	2 credits (based on students entering in 2024)	Not applicable

※ The lower of the microdegree completion criteria for the year of admission to the original department prior to integration and the microdegree completion criteria at the time of integration will apply.

## B) Department change

(1) When transferring to a general department

division		standard
Major Credits (First Major) Completion Criteria	Up to students entering in 2023	Graduation criteria for transferred departments (base date: year of admission, including major requirements) applied
	From students entering in 2024	
Other Departments Required Microdegree Completion Criteria	Up to students entering in 2023	Not applicable
	From students entering in 2024	Graduation criteria for transferred departments (baseline: year of admission) applied

(2) When transferring to an integrated (separated) department

division		Students from other departments who entered before the departmental integration (separation) transfer to the integrated (separated) department.	Students from other departments who entered after the departments were integrated (separated) and transferred to the integrated (separated) department
Major Credits (First Major) Completion Criteria	Up to students entering in 2023	Completion of at least 54 credits in the first major (including major requirements) and 69 credits including other majors	
	From students entering in 2024	Graduation criteria for transferred departments (baseline: year of transfer, including major requirements) applied	Graduation criteria for transferred departments (base date: year of admission, including major requirements) applied
Other Departments Required Microdegree Completion Criteria	Up to students entering in 2023	Not applicable	
	From students entering in 2024	Graduation Criteria for Transferred Departments (Based on the year of transfer)	Graduation Criteria for Transferred Departments (Based on the year of admission)

<Detailed example>

Departments A and B, which were operated as individual departments until the 2024 school year, were integrated into Department AB in the 2025 school year.

### Example 1. When a student who entered before the integration (separation) of departments transfers to the integrated department

→ Students admitted to Department C in 2024 (before integration) who transferred to Department AB in 2025 will follow the first major completion criteria for Department AB in the year of transfer (2025).

### Example 2. When a student who entered after the integration (separation) of departments transfers to the integrated department

→ Students admitted to Department D in the 2025 academic year (after integration) who transferred to Department AB in the 2025 academic year will follow the first major completion criteria for Department AB in the year of student admission (2025).

### Microdegree Example 1. When a student who entered before the integration (separation) of departments transfers to the integrated department

→ Students admitted to Department C in 2024 who transferred to Department AB in 2025 (before integration)

will follow the microdegree completion criteria among the graduation criteria for Department AB in the year of transfer (2025).

**Microdegree Example 2. When a student transfers to the integrated department after the departments are integrated (separated)**

→ Students admitted to Department D in the 2025 academic year (after integration) who transferred to Department AB in the 2025 academic year will follow the microdegree completion criteria among the graduation criteria for Department AB in the year of student admission (2025).

D) Re-admission

(1) When re-enrolling in a general department

division		standard	
Major Credits (First Major) Completion Criteria	Up to students entering in 2023	If the student's department exists (is maintained) before expulsion	Completion of the graduation requirements for students admitted to the department in their first year of admission (including major requirements)
	From students entering in 2024	If the department to which the student belonged prior to expulsion ceases to exist due to suspension of recruitment or integration, the student is readmitted to a similar department or integrated department.	Completion of courses based on the year of student re-enrollment (including major requirements)
Other Departments Required Microdegree Completion Criteria	Up to students entering in 2023	Not applicable	
	From students entering in 2024	Completion of a microdegree based on the department's graduation standards for students entering the year of their admission	

(2) When re-enrolling in an integrated (separated) department

division		학과 통합(분리) 전 입학한 타학과 학생이 통합(분리) 학과로 재입학 시	학과 통합(분리) 후 입학한 타학과 학생이 통합(분리) 학과로 재입학 시
Major Credits (First Major) Completion Criteria	Up to students entering in 2023	Completion of at least 54 credits in the first major (including major requirements) and 69 credits including other majors	
	From students entering in 2024	Completion of the department graduation standards (including major requirements) in the year of student re-enrollment	Student Year of Enrollment Department Graduation Criteria (including major requirements) Completion
Other Departments Required Microdegree Completion Criteria	Up to students entering in 2023	Not applicable	
	From students entering in 2024	Completion of a microdegree according to the graduation standards of students entering the department in the year of readmission	Completion of a microdegree based on the student's year of enrollment and department's graduation criteria

5) Completion criteria for major curriculum for students entering in 2024 and thereafter

division		Credits by subject	Completion of credits	Completed grade	Key Contents
Major Required	essential	0~3	54~69	1~4	<ul style="list-style-type: none"> <li>- Major requirements must be completed.</li> <li>- Departments that designate a graduation thesis as a major requirement require students to pass the thesis (some departments do not require a major requirement).</li> <li>- Completion of the department's graduation requirements.</li> <li>- For departments such as Architecture, Medicine, Nursing, Pharmacy, and Pharmaceutical Sciences, which have different major credit requirements than general departments, please refer to the department-specific graduation requirements.</li> </ul>
Major selection	select	1~3			

6) Completion criteria for major curriculum for students entering in 2023

division		Credits by subject	Completion of credits	Completed grade	Key Contents
Major Basics	essential	3	54 or more credits in the first major 69 or more credits in total, including other majors	1~2	<ul style="list-style-type: none"> <li>- Completion of the major foundation and major requirements is mandatory.</li> <li>- For students entering in 2023 or later, credits earned in the major foundation courses will not be counted toward the first major requirement.</li> <li>- For departments that designate a graduation thesis as a major requirement, students must pass the thesis. (Some departments do not have a major requirement.)</li> <li>- Completion of the department's graduation requirements.</li> <li>- For departments with different major requirements, such as Architecture, Medicine, Nursing, Pharmacy, or Pharmaceutical Sciences, refer to the department's graduation requirements.</li> </ul>
Major Required	essential	0~3		1~4	
Major selection	select	1~3			

★ Changes in the major curriculum for the 2024 academic year include the following measures

- ▶ As the major-based completion classification is abolished from the 2024 school year (course abolition, major elective and mandatory conversion), you do not need to complete courses with a major-based completion classification until the 2023 academic year.

## D. Teacher Education Curriculum

### 1) Completion Criteria

Category		Credits per Course	Required Credits	Academic Year	Key Points
Teaching Methodology Courses	Applicable person required	2	<b>22 Credits</b>	2~4	- Students of the College of Education and those permitted to take teaching courses must complete teaching methodology courses and practicum to obtain teaching qualifications

### 2) Teaching Methodology Course Curriculum

Domain	Course Title	Credits	Required Credits	Remarks
Educational Theory	Introduction to Education	2	At least 12 credits	Minimum of 6 courses
	Educational Philosophy and History	2		
	Educational Society	2		
	Educational Psychology	2		
	Curriculum Instruction	2		
	Educational Evaluation	2		
	Teaching Methods and Educational Technology	2		
	Educational Administration and Management	2		
	Life Guidance and Counseling	2		
Teaching Competencies	Introduction to Special Education	2	At least 6 credits	
	Teaching Practice	2		
	Prevention of School Violence and Understanding of Students	2		
Educational Practice	School Field Practice	2	2 credits	4 weeks
	Educational Volunteer Activities	2	2 credits	Minimum of 60 hours
Educational Area (excluding librarianship, health, professional counseling, and nutrition teaching)	○○Educational Theory	3	At least 8 credits	Completion of 3 courses in the major
	○○Teaching Materials Research and Instructional Methods	2		
	○○Logic and Essay Writing	3		

### 3) Application for Teaching Certification Program

a) Application Period: Scheduled for early March 2024

b) Teaching Certification Program Installed Departments

Korean Language and Literature, History, English Language and Literature, Chinese Language and Literature, Japanese Language and Literature, Business Administration, Economics and Finance, International Trade, Psychology, Library and Information Science, Mathematics, Statistics, Chemistry, Life Science, Food and Nutrition, Chemical Engineering, Mechanical Engineering, Computer Engineering, Nursing, Orchestral Music, Vocal Music, Piano, Physical Education

- c) Current second-year students majoring in Teaching Certification Program departments who have earned 33 or more credits by the 1st semester of the 2nd year (3rd semester). (However, individuals subject to disciplinary action of expulsion or higher according to the regulations are excluded.)
- d) Application Guidelines
- Applicants for teaching certification must check the guidelines for the teaching certification program before applying.  
(School website → Student Life → Academic Information → Teaching Certification Page → Refer to 'Teaching Certification Program')
  - Applications are only accepted during the designated semester and application period.
    - At the time of application (March), applicants must be in the second year, first semester (third semester) and in the status of 'enrolled'.
    - Applications cannot be submitted during periods of leave of absence, so please be mindful of the leave of absence period.
    - After a leave of absence, applicants must return to school in the semester (second year, first semester - third semester) and during the application period (early March) to be eligible to apply.
- e) Selection Criteria (Criteria subject to change depending on circumstances)
- Applicants are selected based on academic performance (including failed (F) courses and summer session grades) in consideration of personality and aptitude by the departmental evaluation committee.
- 1) Evaluation of personality and aptitude is conducted through interviews or other methods by the evaluation committee composed of department (major) professors under the responsibility of the department head (major coordinator).
  - 2) Detailed Criteria by Department
    - English Language and Literature: First-year academic performance 50%, official English test score 40%, interview 10%
    - Chinese Language and Literature: Academic performance 70%, Chinese language (such as HSK score) 20%, interview 10%
    - Business Administration: First-year academic performance with a GPA of 3.0 or higher.
    - Mathematics: First round (double the number of selected applicants), combining results of the second test (total of 100 points)
      - First-round test: First-year academic performance 40 points, Mathematics in Science / Calculus performance with an additional 10 points
      - Second round test (for first-round selected applicants): Written exam 30 points, Oral exam 20 points
    - Library and Information Science: Must have completed two or more major courses in Library and Information Science in the first year of enrollment with a GPA of 3.7 or higher.

#### 4. Double Major/Interdisciplinary Major

##### A. Double Major

- 1) Eligibility for Completion: Currently enrolled students with at least three semesters of recognized study
- 2) Application for Completion: Apply through the EDWARD system within 60 days from the start of each semester during the designated period
- 3) Completion Restrictions
  - a) Double Major
    - Double majoring is not allowed in Medicine, Nursing, Architecture (5-year program), College of Pharmacy, and Keimyung Adams College (except for double majoring within Keimyung Adams College departments).
    - Departments under recruitment suspension generally do not accept applications for double majoring.
  - b) Minor: Medicine, Nursing, Architecture (5-year program), and College of Pharmacy
- 4) Completion Requirements
  - a) Double Major

division	Details
Students admitted from the 2010 school year	<ol style="list-style-type: none"> <li>1. Students must earn at least 42 major credits for their first major (original major) and 42 major credits for their second major (including required major credits for both the first major and the second major, and transfer students also apply). However, please note that if your double major is not recognized, you may not be able to graduate due to insufficient credits in your first major (original major).</li> <li>2. If the department (major) you wish to double major in requires a graduation thesis (including a graduation exam, a presentation of your work, a graduation performance, and a performance presentation), you must complete this requirement.</li> <li>3. If the major subjects in your first major (original major) and the department (major) you wish to double major in are the same, they will not be recognized as duplicate credits (only credits for your first major or double major will be recognized, and you will need to complete additional credits to compensate for the missing credits).</li> <li>4. Students with a double major in Education must complete at least 50 credits in the major subjects of the relevant department (major). Those who have completed a double major in Education must complete the following: Completion of the basic courses for a double major department (major) may be recognized as required courses for that major (however, a graduation thesis must be completed).</li> <li>5. When completing a double major in a department (major) that requires</li> </ol>

division	Details
	experiments, practical training, or hands-on experience, separate fees for such experiments and practical training may be charged.
Students admitted up to the 2009 school year	<p>1. Students must earn at least 36 credits for their first major (their own major) and 36 credits for their double major (including required major courses for the first major and double major, excluding internships and project courses; this also applies to transfer students). However, please note that if the double major is not recognized, graduation may not be possible due to insufficient credits in the first major (their own major).</p> <p>2. If the department (major) in which you wish to double major requires a graduation thesis (including a graduation exam, a presentation of a work, a graduation performance, and a performance presentation), you must complete this requirement.</p> <p>3. If the major courses in both the first major (their own major) and the department (major) in which you wish to double major are the same, they will not be recognized as overlapping credits (only credits for the first major or double major will be recognized; additional credits must be earned to compensate for the missing credits).</p> <p>4. Students with a double major in Education must complete at least 42 credits in the relevant department (major). (However, Students entering in 2009 must complete at least 50 credits of major courses. Students completing a double major in Education may have the basic courses of their double major recognized as required courses for the major (however, they must complete a graduation thesis).</p> <p>5. When completing a double major in a department (major) that requires experiments, practical training, or hands-on experience, a separate fee for experiments and practical training may be charged.</p>

b) Minor

- Complete at least 54 credits (including required courses) in the major field of the home department and at least 21 credits in the desired minor field.
- Students intending to complete multiple minors (two or more) must obtain at least 42 credits in the major field of the home department and at least 21 credits in each desired minor field.

## **B. Microdegree**

- 1) Microdegrees refer to specialized educational programs at the minimum unit level designed to cultivate future talents with converged competencies to adapt to changing social demands and educational environments.
- 2) Application and Withdrawal
  - a) Eligibility for Microdegree enrollment is generally for students who have completed at least two semesters (for transfer students, at least one semester).
  - b) Students must apply through the EDWARD system within 60 days from the start of each semester during the designated period. However, students under credit registration system or time registration system may have different regulations.
  - c) Students wishing to withdraw from the Microdegree program must apply through the EDWARD system within 60 days from the start of each semester during the designated period.
- 3) Completion Method
  - a) Students must complete the designated credits for the Microdegree program.
  - b) Microdegrees offered within the primary major cannot be pursued.
  - c) Courses completed as part of the Microdegree program are recognized as equivalent to courses in other majors. If there is overlap between courses in the primary major and the Microdegree program, priority is given to the primary major courses. However, if a change in course completion classification is requested, courses from the Microdegree program may be recognized as part of the primary major, but not as overlapping courses.
  - d) Courses completed before applying for the Microdegree program can also be counted towards Microdegree credits.
  - e) If a student who has completed the Microdegree program meets the requirements for a double major or minor in the primary major or interdisciplinary major, the Microdegree will not be conferred.
- 4) Record of Completion: Upon meeting graduation requirements and completing the Microdegree program, the Microdegree title will be indicated on the degree certificate.
- 5) Microdegree Status by Department
  - Refer to <https://haksa.kmu.ac.kr/haksa/79426/subview.do>
  - Check the Microdegree status through the EDWARD system: Academic Administration > Classes > Microdegree > Microdegree Status Inquiry.

### **C. Student Design Major**

#### 1) Purpose of Operation

- a) A system where students design their own curriculum based on microdegrees and complete a double major or minor
- b) Cultivating convergent talents using microdegrees

#### 2) How to Complete a Student-Designed Major

- a) Eligibility: Current students with at least two semesters of recognized academic standing
- b) Application for Completion: Complete the Student-Designed Major Application Form during the period announced by the university. Obtain approval from the advisor and the head of the student's department (division), then submit it to the Dean of the university and the Academic Affairs and Teaching Team.

3) Curriculum Structure: Students wishing to complete a student-designed major must utilize the microdegree curriculum offered by our university and develop their curriculum according to the following:

- a) The curriculum must be structured as a microdegree program
- b) Microdegrees offered within the primary major cannot be included in the program
- c) No more than two microdegrees can be included within the same department

#### 4) Credits Required

- a) Double Major: Completing a Student-Designed Major as a Double Major Students must complete at least four microdegrees that meet the requirements for a microdegree certificate issued by the Dean of Academic Affairs.
- b) Minor: If completing a student-designed major as a minor, students must complete at least two microdegrees that meet the requirements for a microdegree certificate issued by the Dean of Academic Affairs.
- c) When completing courses requiring experiments, practical training, or hands-on experience, a separate fee for such experiments and hands-on experience may be charged.

#### 5) Degree Awarding

- a) Students cannot graduate with only a student-designed major as their sole major.
- b) If the graduation requirements for both the primary major and the student-designed major are met, a degree will be awarded that includes both the primary major and the student-designed major.

## **D. Convergence major**

### 1) Purpose of Operation

- a) Responding to future social changes represented by the Fourth Industrial Revolution
- b) Reducing boundaries between majors and revitalizing convergence education
- c) Strengthening career guidance and employment training through convergence education certification

### 2) How to Complete a Convergence Major

- a) Eligibility: Current students with at least three recognized semesters
- b) Application for Completion: Apply through the EDWARD system within 60 days from the start of each semester
- c) Completion Requirements
  - 1) If completing a convergence major as a double major, students must complete at least 33 credits (including core courses) in the convergence major.
  - 2) If completing a convergence major as a minor, students must complete at least 54 credits in the primary major and at least 15 credits (including core courses) in the desired convergence major. Students who wish to complete two or more convergence minors must complete at least 42 credits in the primary major and at least 15 credits (including core courses) in the desired convergence major. A minimum of 15 credits (including core courses) must be completed.
  - 3) If a student pursues a dual major or minor in the interdisciplinary major, any courses within the interdisciplinary major that overlap with those in the primary major will be recognized as part of the primary major. However, if a student requests a change in course completion classification, up to 6 credits may be recognized as interdisciplinary major courses (not recognized as overlapping with the primary major).
  - 4) When completing courses requiring experiments, practical training, or practical skills, a separate fee for such experiments and practical skills may be charged.

3) Degree: If the student meets the requirements for the interdisciplinary major and graduates, the name of the department (major) in which the interdisciplinary major was completed will be indicated on the degree certificate.

4) Interdisciplinary major status: Available on the K-Cloud College website → College/Graduate School → K-Cloud College.

## 5. Course Registration Related

**A. Course Package:** This is a system implemented to allow students to have prior knowledge of the credits they have acquired and the credits required for graduation by applying for courses offered in the upcoming semester in advance. It facilitates course registration by integrating with actual registration, and automatically registers for courses that meet the criteria. This allows students to thoroughly review their course plans in advance.

Category	Key Points	Remarks
Application Method	Apply through the EDWARD portal at the top of the school homepage ( <a href="https://portal.kmu.ac.kr">https://portal.kmu.ac.kr</a> ). Access the EDWARD system > Academic Administration > Classes > Course Registration Management > Course Package Application.	
Confirmation of Registration	Check the status of course registration through the EDWARD system > Academic Administration > Classes > Course Registration Management > Course Registration Confirmation.	Confirmation can be done through the EDWARD system.
Available Credit for Registration	Students can apply within the allowed credits for the semester (available credits for registration).	
Graduation Diagnosis Confirmation	Confirm graduation eligibility, including double major/minor, through the EDWARD system > Academic Administration > Graduation > Pre-Graduation Assessment Management > Graduation Diagnosis [including double major/minor].	

### 2) Notes

- a) Merely adding courses to the course package does not complete the registration process; students must confirm if the registration has been reflected.
- b) Courses not reflected in the course package must be manually registered by the student on the designated registration date set by the college.
- c) Overlapping course registrations are not allowed for remote classes if they fall within the same time slot.

3) The percentage of courses applied through automatic registration for courses included in the course package

Course classification	1st semester	2nd semester
cultural(Balance, General), Education Courses	70%	90%
Basic Major, Major Courses(Required, Optional)	90%	95%

## B. Course Registration

- 1) Registration Period: Refer to the academic schedule.
- 2) Registration Location: Anywhere with internet-connected PC.
- 3) Registration Method: Log in to the registration system (<https://sugang.kmu.ac.kr>).  
(Registration is on a first-come, first-served basis)
- 4) Registration Related Information Website: School Homepage → **EDWARD Portal**  
(<https://portal.kmu.ac.kr>)
  - ㄱ) Course Schedule Inquiry: EDWARD System → Academic Administration → Classes → Registration Management → Course Schedule Inquiry
  - ㄴ) Course Schedule Change Inquiry: EDWARD System → Academic Administration → Classes → Registration Management → Course Schedule Change Inquiry
  - ㄷ) Permanent Grade Inquiry: EDWARD System → Academic Administration → Grades → Grade Processing → Permanent Grade Inquiry
  - ㄹ) Confirmation of Registration Details: EDWARD System → Academic Administration → Classes → Registration Management → Registration Confirmation
- 5) Course Registration
  - a) Registration is on a first-come, first-served basis, depending on the availability of seats.
  - b) **When accessing the registration system with the initial password, it will lead to a password change screen, so it is recommended to click on the button for password loss/change before registration to change the password in advance.**
  - c) Password Change Method: ① Log in with ID (student number) + initial password (6-digit date of birth) → ② Proceed with personal verification and authentication to change the password → ③ Log in with the changed password → ④ Confirm personal information consent (guide and consent to collection/use/provision of personal information)
  - c) Students must decide on and register for the courses they wish to take themselves. However, for first-year students (freshmen), the compulsory courses are registered collectively by the Academic Affairs Team, and changes to these courses are not allowed.
    - (1) Courses Registered Collectively: Common General Education, First-year Major Required Courses
    - (2) Courses other than those registered collectively: Major Electives, General Education Excluding Common General Education Courses must be registered by the student during the registration period or the course adjustment period.
    - (3) **Confirmation of Courses Registered Collectively: Check in the EDWARD System.**
    - (4) Menu: **EDWARD System → Academic Administration → Classes → Registration Management → Course Confirmation Printout**
  - e) Even after registration, the responsible professor may change due to school or individual circumstances.
  - f) Remote classes operated by the Center for Teaching and Learning Development allow registration for 2 subjects (6 credits) (excluding remote classes for common general education subjects). Duplicate registrations are not allowed for remote classes with the same lecture time.
  - g) Credit Limit for Registration
    - (1) **(From 2024 new students)** Cannot exceed 18 credits per semester and 34 credits per academic year. However, students in the College of Education, Department of Nursing, and Department of Architecture cannot exceed 20 credits per semester and 36 credits per academic year, and students in the College of Medicine, College of Pharmacy, and Department of Pharmacology cannot exceed 24 credits per semester, and students in the Department of Medical Education cannot exceed 21 credits per semester.
    - (2) **(Until 2023 new students)** Cannot exceed 20 credits per semester and 36 credits per academic year. However, exceptions apply in the following cases.

- (3) Students with a previous semester GPA (including F grades and credits for withdrawal) of 4.25 or higher can exceed up to 3 credits in the following semester. However, this does not apply to students in the College of Medicine, College of Pharmacy, and Department of Pharmacology.
  - (4) Students in the Department of Medical Education cannot exceed 21 credits per semester.
  - (5) Students in the College of Medicine, College of Pharmacy, and Department of Pharmacology cannot exceed 24 credits per semester.
  - (6) Students under the KMU-DIT Dual Degree Program can register for up to 18 credits in the first semester and up to 22 credits for the remaining 4 semesters during their 2.5-year period at our university.
  - (7) Students in the Department of Music Performance Arts, affiliated with Keimyung-Chopin Music Institute, cannot exceed 21 credits per semester.
- h) If the number of students applying for a course exceeds the allowed number of participants, registration will not be possible, and students must register for another course. Therefore, it is recommended to enter as soon as possible at the start of the registration period to register for the desired course (first-come, first-served).
- i) It is advisable not to take courses taught by professors who are parents, if possible, and to take other courses instead.
- j) Honor students with exceptional academic performance are selected based on Regulation Article 3 (Honor Students) Clause 2, which requires them to have earned at least 15 credits without disqualification in the previous semester, reflecting both their GPA and certified foreign language scores. For inquiries, please contact the Scholarship and Welfare Team at 580-6093.
- k) Regarding Re-registration
- (1) Re-registration is allowed for a maximum of twice per course if the course number or name is the same, and the grade obtained is C+ or lower (including F grades), during the student's enrollment (Re-registration resulting in receiving an F grade is not included in the limited number of attempts).
  - (2) When re-registering, the higher grade obtained through re-registration will be reflected in the GPA compared to the previous grade obtained, and if the grades are the same, the most recent grade will be reflected (this principle applies equally to courses where credits and course classifications have changed).
  - (3) The grade for a re-registered course cannot exceed A0.
  - (4) For courses not reflected in the GPA due to re-registration, they will be marked as 'R (Retake)' and will not be included in the credits earned.
  - (5) If a course is no longer offered for re-registration, re-registration is not possible.
  - (6) However, for courses that cannot be re-registered due to course discontinuation and have a grade of C+ or lower (including F grades), students in their expected graduation semester (8th semester or later) can waive up to 6 credits of the course within their enrollment period, and the course will be marked as 'W (Withdraw)'.**
  - (7) Issuance of Academic Transcript: All courses registered for and completed, including those with a grade of F, are indicated on the academic transcript. For guidance on how to request a transcript, please refer to the school website under "Student Life" -> "Academic Information" -> "Transcript Issuance Guide."
  - (8) Before the start of each semester (January, July), it is essential to check the school website for course registration instructions.

**C. Course Adjustment:** During the course adjustment period, students can add newly opened courses, make changes to courses applied for during the registration period, enroll in additional seats for existing courses, participate in remote classes, and register for courses with available seats.

**D. Course Withdrawal:** If a student determines they cannot continue with a registered course, they have the option to withdraw from it for the current semester (deletion is not possible after the specified period).

- 1) Withdrawal Period: To be announced on the school website.
- 2) Withdrawn courses count towards the annual credit limit.
- 3) Freshmen cannot withdraw from common general education courses that were automatically registered.

## 6. Electronic Attendance System

A. Electronic Attendance System: An automated attendance processing system utilizing mobile (app) and Bluetooth technology.

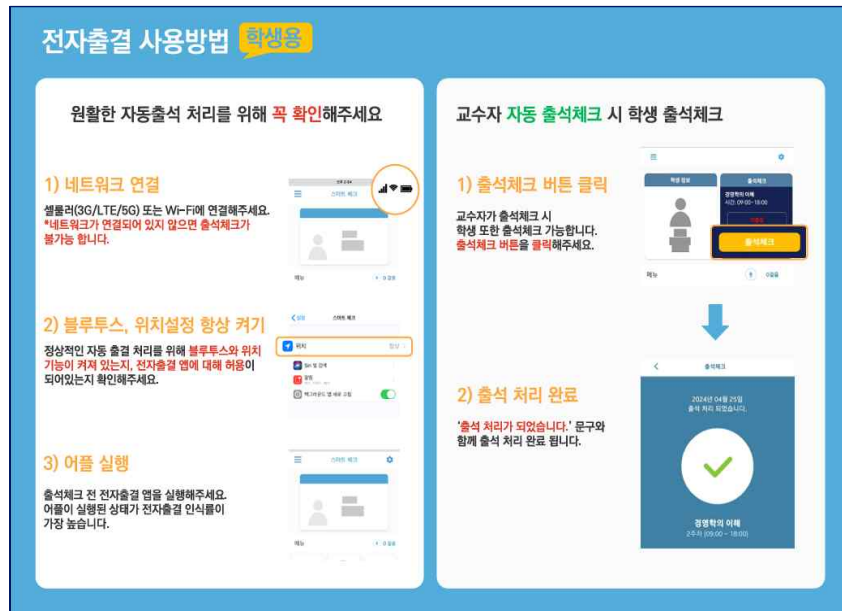
### B. Essential Requirements for Electronic Attendance Using Mobile (App)

Installation of Smart Electronic Attendance Mobile (App), Bluetooth functionality required (no network required).

- Installation Instructions for the Electronic Attendance System Mobile (App)
- For Android: Search and install "Keimyung University Electronic Attendance" from the Play Store.
- For iPhone (iOS): Search and install "Keimyung University Electronic Attendance" from the App Store.

### C. Attendance Check Process

- 1) Install the Electronic Attendance App on your smartphone before entering the class.
- 2) Log in to the Electronic Attendance App and verify automatic attendance processing based on the professor's electronic attendance check using your smartphone.
  - When the professor presses the [Start Attendance] button, a PUSH message is sent to students. For the next 30 seconds, attendance is automatically checked between the professor's phone and the student's phone via Bluetooth.
  - iPhone (iOS) users need to perform a screen sliding action upon receiving the PUSH message (excluding Android).
- In case of attendance discrepancies, students should immediately request attendance correction from the professor during class.
- 3) If an error occurs in attendance information, immediately request the professor to correct the attendance during class.



※ For detailed information, please refer to the attached file titled "Guide to Using the Electronic Attendance System (for Students)" located on the school website under Notices (Academic) section.

## 7. Grades

**A. Grade Evaluation:** Grades for courses are evaluated by instructors based on exam scores, assignments, attendance, and learning attitude (refer to the grading criteria in the course syllabus).

1) Grading Criteria

- a) Grades for laboratory work, practical skills, internships, and similar special courses, as well as early employment students, may be evaluated using separate methods.
- b) If absences exceed one-third of the total class hours per semester (except for student athletes, for whom it is one-half), the grade for that course will be marked as "F" (Fail).

c) Grading Scale and Grade Points

Grade	Grade Point	Grade	Grade Point
A <sup>+</sup>	4.50	C <sup>o</sup>	2.00
A <sup>o</sup>	4.00	D <sup>+</sup>	1.50
B <sup>+</sup>	3.50	D <sup>o</sup>	1.00
B <sup>o</sup>	3.00	F(disqualification)	0.00
C <sup>+</sup>	2.50	P	Non-credit

- d) Calculation of Grade Point Average (GPA): The GPA is calculated as the sum of (grade points for each course × credits) divided by the total credits registered for. However, credits for withdrawn courses are excluded from the GPA calculation.

## B. Grade Warning and Dismissal Warning

- 1) If the GPA for the current semester falls below 1.50 (2.00 for the College of Medicine), a grade warning will be issued. However, this does not apply to students in their final semester (8th semester or higher).
- 2) Dismissal Warning: Students who receive three consecutive grade warnings during their academic tenure will face dismissal. Exceptions apply for students in the College of Medicine, with two warnings allowed, and for students in the Schools of Medicine, Pharmacy, and Pharmaceutical Sciences, where up to four warnings are permitted before dismissal.

## C. Grade Adjustment Due to Certification Acquisition

- 1) Students who obtain certification (e.g., through official exams) after completing a course may apply to adjust their grades for that course.
- 2) Application for Grade Adjustment: Access the EDWARD system → Academic Administration → COMpass K → COMpass K Records → Individual COMpass K Record Entry → Certification → Information Entry → Grade Adjustment Application Button → Print Grade Adjustment Application Form → Submit the form along with the original certification to the respective college administrative team (from the start of the semester until the regular exam period ends).
- 3) Grade adjustment based on Korean Language Proficiency Test certification is available only for foreign students (certification obtained by Korean students is not eligible for grade adjustment).
- 4) Grade adjustment criteria based on certifications can be found on the school website under Student Life → Academic Affairs.

## 8. Student Status Changes

### A. Leave of Absence

- 1) General
  - a) Application Period for Non-Registration Leave of Absence: Until one-fourth of the total class days (Not applicable for freshmen)
  - b) Leave of Absence after Registration: From the regular registration date of the semester until the day before the start of the regular semester examination
  - c) Duration of Leave: General leave of absence is limited to a maximum of one year (two semesters) at a time and cannot exceed a total of three years cumulatively
  - d) No Leave of Absence Allowed in the First Semester of the Freshman Year except for Illness or Military Service
  - e) Scholarship Benefits are valid only for the current semester (If a scholarship recipient applies for non-registration leave of absence, the scholarship will be forfeited)
- 2) Household Affairs Leave (Apply via the EDWARD System)
  - a) Applicants who apply before one-third of the class days of the semester: Full tuition fee refund recognized
  - b) Applicants who apply from the day after one-third of the class days until one-half: Half of the tuition fee recognized
  - c) Applicants who apply after one-half of the class days: Tuition fee forfeited
- 3) Military Service Leave (Apply via the EDWARD System - Attach the Enlistment Notice by Scanning)
  - a) Leave of absence application for military service is generally accepted from two weeks before the enlistment date to the day of enlistment
  - b) Applicants who apply before two-thirds of the class days of the semester: Full tuition fee refund recognized
  - c) Applicants who apply from the day after two-thirds of the class days until the end of regular examinations
    - For those who wish to obtain grades: Tuition fee forfeited  
Students wishing to acknowledge grades must apply for military service leave via the EDWARD System, print out the application form, confirm the course name, credits, and instructor, and submit the military service leave application form to the Academic Affairs Office (If the instructor's confirmation is not received, the course grade will be marked as F)
    - For those who do not wish to obtain grades: Full tuition fee refund recognized
  - d) Military Service Leave for Non-commissioned Officers recognized as 3 years of mandatory service
- 4) Extension of Leave of Absence
  - a) Extension of Household Affairs Leave: Apply via the EDWARD System
  - b) Students who wish to extend household affairs leave after military service discharge must first apply for re-admission via the EDWARD System and then apply for household affairs leave extension via the EDWARD System
  - c) Students who need to convert to household affairs leave after military service discharge must submit a leave of absence extension application and discharge certificate to the Academic Affairs Office (Room 202, Administration Building) for processing
- 5) Extension of Military Leave (For students serving as Non-commissioned Officers): Apply with the Leave of Absence Extension Form and Certificate of Military Service to the Academic Affairs Office (Room 202, Administration Building)
  - ※ Military leave due to mandatory service is limited to within 3 years, and if the military

service period exceeds this, an extension of 2 years can be granted upon submission of a discharge certificate

6) Leave of Absence for Illness, Childbirth, Childcare, National Examination Preparation, Entrepreneurship: Submit leave of absence application and relevant documents to the Academic Affairs Office (Room 202, Administration Building)

a) Sick Leave: Medical diagnosis from a comprehensive hospital for over one month

b) Maternity Leave: Maternity diagnosis, Expected birth diagnosis

c) Childcare Leave: Resident registration copy

d) National Examination Leave: Training center certificate

e) Entrepreneurship Leave: Business registration certificate, Business plan, etc.

\* (Apply to the Entrepreneurship Education Center for inquiries: 580-6772)

[Eligibility for Entrepreneurship Leave]

Applicants for Entrepreneurship Leave must have started a business at least 30 days before the application date and have completed at least two semesters. They must meet one of the following conditions

1. Awarded in entrepreneurship-related contests or competitions

2. Selected for entrepreneurship support programs conducted by government agencies

3. Enrolled in entrepreneurship incubation or education programs lasting more than two months internally or externally

4. Completed one or more entrepreneurship course(s)

5. Operating as a business with revenue from entrepreneurship

\* [Application] - Submit a leave of absence application before the end of the registration period.

7) Return Notification: If a student who has taken a leave of absence for military service receives a return notification after undergoing physical examination, etc., they must report the return within 10 days to the Academic Affairs Office (Room 202, Administration Building)

8) Cancellation of Leave of Absence

a) On the Seongseo Campus: Apply in person to the department's administrative office and the Academic Affairs Office (Room 202, Administration Building)

b) On the Daemyung Campus: Apply in person to the department's administrative office

9) Notes for General Leave of Absence for Military Service

a) If a leave of absence is taken but an enlistment application is not submitted to the Military Manpower Administration, the postponement of enlistment status continues

b) If a leave of absence is taken without the enlistment date being determined, there may be discrepancies between the time of discharge and the time of re-enrollment, affecting the individual's future plans

※ \* Inquiries regarding Enlistment

☞ Active Duty Soldiers: Daegu-Gyeongbuk Regional Military Service Office Active Duty Recruitment Department ☎ 053) 607-6241~6

☞ Social Service Workers: Daegu-Gyeongbuk Regional Military Service Office Social Service Department ☎ 053) 607-6251~5

## **B. Return From Leave of Absence**

- 1) General: If a student on leave of absence has reached the end of the leave period or if the reason for the leave has ceased, they must apply for re-admission through the EDWARD System during the re-admission application period for each semester (1st semester - January, July / 2nd semester - February, August) as indicated in the academic schedule of each semester. ※ If a student who has completed the 1st semester or the 2nd semester of the 1st year and has taken a leave of absence wishes to apply for teacher certification, they must re-enroll in the 2nd year 1st semester (3rd semester) in March of the first week, so they must return to school in accordance with the semester schedule. (Inquiries: Academic Affairs Office ☎ 053-580-6009)
- 2) Military Service Leave Students: Apply through the EDWARD System [Attach one copy of the discharge certificate, a copy of the resident registration with the discharge date specified, or one copy of the discharge expected certificate].
- 3) Household Affairs Leave Students: Apply through the EDWARD System (No separate documents required).
- 4) Illness Leave Students: Submit one copy each of the re-admission application form and the health diagnosis document (from a comprehensive hospital) to the Academic Affairs Office (Room 202, Administration Building) during the re-admission application.

## 9. Graduation

### A. Required Credits for Graduation by Admission Year

- 1) Graduation Criteria: Detailed information can be found on the school's website under University Life → Academic Information → [Graduation].
- 2) Starting from the 2024 academic year intake.

University	Department (Major)	Minimum Credits Required							Credits for Other Majors	Number of Micro Degree
		General Education	Single Major	Double Major (Integrated Double Major)		Minor (Integrated Minor)		Graduation Credits (or Above)		
			Major (Primary)	Major (Primary)	Other Majors	Major (Primary)	Other Majors			
International College of Humanities	Korean Language and Literature	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Korean Language Education	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		
	English Language and Literature	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	German and European Studies	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Chinese Language and Chinese Studies	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Japanese Language and Japanese Studies	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Russian and Central Asian Studies	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Spanish and Latin American Studies	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	History	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Christian Studies	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Philosophy	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
Creative Writing	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(1)	
Education College	Education	30(12)	58	42(42)	42(33)	54(54)	21(15)	130		MD(1)
	Chinese Language Education	30(12)	58	42(42)	42(33)	54(54)	21(15)	130		MD(1)
	Early Childhood Education	30(12)	55	42(42)	42(33)	54(54)	21(15)	130		MD(1)
	English Education	30(12)	58	42(42)	42(33)	54(54)	21(15)	130		MD(1)
	Korean Education	30(12)	58	42(42)	42(33)	54(54)	21(15)	130		MD(1)
Business Administration College	Business Administration	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Tourism Management	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Accounting	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Taxation	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Management Information Systems	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Business Big Data	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
Social Sciences College	Economics and Finance	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	International Trade	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Public Administration	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Political Science and Diplomacy	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Media and Communication Studies	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Advertising and Public Relations	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Sociology	30(12)	69	42(42)	42(33)	54(54)	21(15)	120	Required	MD(2)
	Psychology	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Library and Information Science	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Social Welfare	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
	Law	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
Police Administration	30(12)	57	42(42)	42(33)	54(54)	21(15)	120		MD(2)	
Natural Sciences College	Mathematics	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Statistics	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Chemistry	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Life Science	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Public Health	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)

University	Department (Major)	Minimum Credits Required						Credits for Other Majors	Number of Micro Degree	
		General Education	Single Major	Double Major (Integrated Double Major)		Minor (Integrated Minor)				Graduation Credits (or Above)
			Major (Primary)	Major (Primary)	Other Majors	Major (Primary)	Other Majors			
	Food Processing Engineering	30(12)	57	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Food and Nutrition	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)
Engineering College	Civil Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Architecture (5-year program)	30(12)	130	Double (minor) major not available				165		MD(1)
	Architectural Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Electronic Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Electrical Energy Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
	Computer Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
	Game Software Engineering	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Digital Game Engineering	30(12)	-	Double (minor) major not available				120		
	Transportation Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
	Urban Planning	30(12)	63	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Ecological Landscape Architecture	30(12)	66	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Mechanical Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Automotive Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Robotics Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Smart Manufacturing Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
	Chemical Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
	Materials Science and Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
Industrial Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120			
Biomedical Engineering	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(1)	
Environmental Engineering	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)	
Physical Education College	Physical Education	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Social Physical Education	30(12)	54	42(42)	42(33)	54(54)	21(15)	120	Required	MD(2)
	Sports Welfare for Seniors	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Taekwondo	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)
	Sports Marketing	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		MD(1)
Music Performing Arts College	Orchestral Music	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
	Vocal Music	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
	Piano	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
	Drama and Musical Theatre	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		MD(2)
	Dance	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
	Practical Music and Sound Engineering	30(12)	60	42(42)	42(33)	54(54)	21(15)	120		
Keimyung Adams College	Department of International Business	30(12)	69	Students from other departments: Double major not available, minor available				120		MD(1)
	Department of International Relations	30(12)	69	※ However, KAC-affiliated students follow general standards				120		MD(2)
Medical College	School of Medicine (Pre-Medicine)	30(12)	Pre medical : 52 Medicin	Double (minor) major not available				의학 155		

University	Department (Major)	Minimum Credits Required							Credits for Other Majors	Number of Micro Degree
		General Education	Single Major (Primary)	Double Major (Integrated Double Major)		Minor (Integrated Minor)		General Credits (or Above)		
				Major (Primary)	Other Majors	Major (Primary)	Other Majors			
			e: 155							
Nursing College	Nursing	33(12)	88	Double (minor) major not available			130			
Pharmacy College	Pharmacy (6-year program)	30(12)	186	Double (minor) major not available			216			
	Pharmaceutical Sciences (6-year program)	30(12)	186	Double (minor) major not available			216			
	Innovative Pharmaceutical Sciences	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		
Arts College	Painting	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Crafts and Design	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Industrial Design	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Fashion Design	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Textile Design	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Fashion Marketing	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Photography and Media	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Visual Design and Animation	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Visual Arts	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Webtoon	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		

※ For students affiliated with the KAC, double majoring is not permitted (However, students affiliated with the KAC are allowed to double major within KAC departments, but interdisciplinary double majors are not allowed). When completing a double major, 42 credits are required for the primary major and 42 credits for the double major.

※ For students affiliated with the KAC, minoring is permitted (When completing a minor, 54 credits are required for the primary major and 21 credits for the minor).

### 3) From 2003 to 2023 students enrolled

#### a) General Department

Admission Year	2003~2009	2010~2013	2014~2018	2019~2021	2022~2023	Note
General Education	30		12			▶ For students admitted from 2014 to 2023, those who have not completed common education must complete a total of 12 credits without duplication of the same subject, including chapel (1) and chapel (2).
Balanced Education	Students must complete a total of 30 credits including chapel (1) and chapel (2) in common, balanced, departmental, and general education without duplication of the same subject.		15			▶ Criteria for balanced education courses for students admitted from 2014 to 2023: - Complete at least 3 credits (total of 15 credits) in 5 out of 6 areas. ▶ Students affiliated with the College of Humanities and International Studies (for students admitted from 2017 to 2019 as part of the CORE project), College of Nursing, School of Pharmacy, Department of Pharmaceutical Science, and Keimyung Adams College follow separate criteria. ▶ Students affiliated with the College of Fine Arts (admitted in 2023) must complete at least 3 credits (total of 6 credits) in 2 out of 3 areas: Literature and Arts, Global Leadership, Career Exploration/Self-Development/Entrepreneurship.
Major Foundation	-	-	0~12			The major foundation requirement is abolished

Admission Year		2003~ 2009	2010~ 2013	2014~ 2018	2019~ 2021	2022~ 2023	Note
							starting from the 2024 academic year (abolition of courses, transition between major electives and requirements), so it is not required to fulfill.
Major Credits	Primary Major Completion Credits (Including Major Requirements)	45 or more	54 or more	54 or more			<ul style="list-style-type: none"> <li>▶ Medicine: Primary major requires 155 credits or more.</li> <li>▶ Nursing: Primary major requires 73 credits or more.</li> <li>▶ College of Pharmacy: Primary major requires (transfer students) 165 credits or more, (freshmen) 174 credits or more.</li> <li>▶ Keimyung Adams College and College of Nursing apply separate criteria.</li> </ul>
	Other Major	0~24 or more	0~15 or more	0~15 or more			▶ Required credits from courses offered by other departments (majors).
	Major Completion Credits	69 or more			▶ Total credits for primary major and other major.		
Minimum Graduation Credit Requirement (Total)		130 or more			<ul style="list-style-type: none"> <li>▶ Medicine: 155 credits or more.</li> <li>▶ College of Pharmacy: (Transfer students) 165 credits or more, (freshmen) 216 credits or more.</li> </ul>		

b) College of Engineering

※ For Digital Game Engineering and Architecture, please inquire at the department office.

Admission Year		2003 ~ 2009	2010 ~ 2013	2014 ~ 2018	2019 ~ 2021	2022~ 2023	Note	2020 ~ 2021	2022 ~ 2023	비고
General Education		30 Including chapel (1) and chapel (2), complete a total of 30 credits without duplication of the same subjects in common, balanced, specialized, and general education.					12			▶ From 2014 to 2023, students who have not completed common education must complete a total of 12 credits without duplication of the same subjects, including chapel (1) and chapel (2).
Balanced Education							15			▶ From 2014 to 2023, the criteria for balanced education for students include: Complete at least 3 credits (total of 15 credits) in 5 out of 6 areas.
Major Foundation		-	-	-	-	9 (2015~2019 Architecture, Urban Planning, Landscape Ecology)		12 ~ 18	12 ~ 18	Starting from the 2024 academic year, the major foundation requirement is abolished, so it is not required to fulfill.
Major Credits	Primary Major Completion Credits (Including Major Requirements)	54 or more	45 or more	54 or more	54 or more	54 or more			▶ Architecture: Primary major requires 120 credits or more.	
	Other Major	-	0~15 or more	0~6 or more	0~15 or more	0~15 or more			▶ Required credits from courses offered by other departments (majors).	
	Major Completion Credits	54 or more	60 or more	60 or more	69 or more	69 or more			▶ Total credits for primary major and other major.	
Minimum Graduation Credit Requirement (Total)		130 or more			▶ ▶ Total credits for primary major and other major.					

**B. Early Graduation:** A system allowing students with outstanding academic performance to graduate early by shortening their academic period.

1) Qualifications

a) Students who have registered for at least 6 semesters, acquired 130 credits or more, and have a cumulative GPA of 4.25 or above (including credits for courses waived).

b) Students with an "F" grade are not eligible to apply (including grades for the semester expected to graduate).

2) Eligibility: All students except those majoring in Medicine, Architecture (5-year program), Pharmacy, Pharmaceutical Science, transfer students, and re-admitted students.

3) Application Process: Students wishing to graduate early must apply through the EDWARD system within 30 days after the start of the semester they are expected to graduate.

**10. Other Academic Related Information**

**A. Student ID Card**

- 1) Application and Issuance: Submit application documents through the EDWARD System.
- 2) Application Procedure: EDWARD System → Academic Administration → Student Support → Student ID Card Application → Visit to Daegu Bank (All Branches) → Card Pickup (Visit to the administrative team of the affiliated college after receiving SMS notification)
- 3) Issuance Period: Approximately 2-3 weeks.
- 4) Loss Reporting: EDWARD System → Academic Administration → Student Support → Student ID Card Reissuance Application/Registration → Report Lost Student ID Card
- 5) Reissuance Application
  - a) Visit to Daegu Bank
  - b) Online Application (Available only for Daegu Bank Internet Banking subscribers, no issuance fee)
- 6) Inquiry: 580-6085

**B. Scholarship System**

- 1) Register your own bank account number for scholarship payment (EDWARD System → Common → System Common → Settings → Personal Information Modification).
- 2) Recipients of semester-based academic excellence scholarships/KMU Happiness Scholarships are required to complete 10 hours of volunteer service.
- 3) Academic excellence scholarship recipients are selected based on 70% of the previous semester's grades and 30% of the certified foreign language scores from the last 2 years.
- 4) Payment Method: Principally deducted upon tuition payment each semester.
- 5) Scholarships from both internal and external sources can be received concurrently within the tuition scope, but exceeding the limit is not allowed.
- 6) Scholarships such as internal and external work, volunteer, conditional scholarships, expense-related scholarships (overseas programs, exchange students, book expenses, dormitory fees, etc.), one-time reward scholarships, living expenses support, academic encouragement, and scholarships designated by the President can be received concurrently.
- 7) Internal and external scholarship systems (refer to the Scholarship Welfare Team homepage for details).

On-campus	Off-campus
1. Semester-based Academic Excellence Scholarship (Truth 100%, Justice 50%, Love 30% reduction) 2. Merit Scholarship 3. On-campus Work-Study Scholarship 4. Special Scholarship	1. National Scholarship 2. National Work-Study Scholarship

- 8) inquiry: 580-6092~4, 6098

### **C. Support Center for Students with Disabilities**

- 1) Support Method: Disability student scholarship (Love Sharing A, B), Counseling, Priority course registration, Disability student helper, Priority admission to Myongkyeong dormitory (dormitory), Learning aid engineering equipment, Medical service support, etc.
- 2) Registration Guide for Disability Students: Continuous registration available, Submission of application form and disability certificate
- 3) Inquiry: Disability Student Support Center (053-580-6098)
- 4) If disabled students wish to participate in on-campus programs (events), they can contact the Disability Student Support Center for more detailed guidance.

### **D. Student Counseling**

- 1) Counseling Application Process: Kemyung Student Portal (STORY+) System → Student Counseling → Counseling Guide and Application → Psychological Counseling → Reservation for Counseling
- 2) Responsibilities: Psychological counseling and tests, Group counseling and workshops, Mentoring programs, Peer counseling, Various surveys and research, etc.
- 3) Contact Information
  - a) Individual Counseling: 053-580-5747
  - b) Psychological Testing: 053-580-5745
  - c) Group Counseling and Workshops: 053-580-5744
  - d) Peer Counseling: 053-580-5743
  - e) Mentoring for transfer students, international exchange students, and disabled students: 053-580-5812
  - f) Location: 1st floor, Bower Hall, Seongseo Campus
- 4) Website: <https://newcms.kmu.ac.kr/kmusd/index.do>

## **E. Teaching and Learning Support System**

- 1) Definition: A system to support the operation of regular curriculum (courses) and extracurricular programs.
- 2) Access and Login Methods
  - a) EDWARD Portal > Teaching and Learning Support
  - b) <https://ctl.kmu.ac.kr>
  - c) Login using your student ID
- 3) Functions
  - a) My Classroom Home > Courses > Courses Currently Enrolled
    - Serves as an online classroom for courses currently being taken. - Provides functions such as announcements, learning materials, assignment submissions, and Q&A within the online classroom.
  - b) My Classroom Home > Courses > Previous Semester Courses
    - Provides functions such as announcements, learning materials, and submissions for courses from previous semesters.
  - c) My Classroom Home > Extracurricular Programs
    - Apply for and enroll in extracurricular programs offered by various departments on campus.
    - Check the Teaching and Learning Support System announcements for important information.
  - d) My Classroom Home > Messages
    - Send and receive messages to and from professors in the courses currently being taken.
  - e) Resource Center > Learning Tips
    - Provides learning-related information. Provides a variety of learning methods
  - f) Bulletin Board > Q&A
    - Provides inquiries about the Teaching and Learning Support System and non-curricular programs provided by the Teaching and Learning Development Center.

## F. Student Success Center (Student Success Center Administrative Team)

### 1) Major Design Support

- a) Overview: Support for students pursuing independent majors (non-majoring) and those wishing to pursue multiple majors.

<b>Students in the autonomous major department (no department)</b>	<ul style="list-style-type: none"> <li>- Support for university adjustment and major exploration: Diagnosis, special lectures, consulting, etc.</li> <li>- Support for major design and (multiple) major selection: Major fairs, competitions, and course operations</li> </ul>
<b>Department-assigned students</b>	<ul style="list-style-type: none"> <li>- Support for major exploration to design a major based on career paths.</li> <li>- Support for designing double majors, minors, interdisciplinary majors, and microdegrees.</li> </ul>

### b) Main programs

program	Key Contents
Major Fair	<ul style="list-style-type: none"> <li>• Once per semester (May for the first semester, October for the second semester)</li> <li>• Major planning consultations with department professors and seniors</li> </ul>
Consultation with faculty advisors for each major	<ul style="list-style-type: none"> <li>• Open year-round</li> <li>• Consultation services to obtain specialized information about your department from your department professors</li> </ul>
Professional Design Partners Consultation (Peer Consultation)	<ul style="list-style-type: none"> <li>• Open year-round</li> <li>• Consultation services to obtain specialized information about your department from seniors</li> </ul>
Operation of a specialized design consultation corner	<ul style="list-style-type: none"> <li>• Open year-round</li> <li>• Location: Bauer Hall, Room 1211 (Success Design Lounge)</li> <li>• Major planning consultations with faculty from the Student Success Center</li> </ul>

### 2) Competency Management System (COMpass K)

- a) Overview: This program inputs and analyzes student performance across seven areas to enhance core competencies and employment competitiveness. By analyzing quantified performance, it supports students in setting learning goals and preparing for employment or career paths step by step.
- b) Program Usage:
- Students: Use it as a learning portfolio to accumulate and manage experiences and achievements through learning goal setting, step-by-step career preparation, and area-specific history management.
  - Faculty: Manage the learning status of students in the department and use it as a basis for student counseling.
  - Universities: Use it as an analysis tool to promote the learning experiences of students. It is also used for the Korea-Star (K-STAR) and scholarship evaluations.
- c) Application and Approval Process:
- EDWARD System Entry: Academic Administration - COMpass K - Enter (save) individual COMpass K performance records.
  - Verify performance records (original) in person: Contact your college's administrative team or the 6300 Student Contact Center (Bauer Hall, 2nd floor).
  - Confirm approved scores: EDWARD System - COMpass K - Inquiry on individual COMpass K performance records.

## G. Dongsan Library

- 1) Library Website (Clicker) Login: Same as EDWARD System account
- 2) Clicker Application: Library access, Seat reservation and authentication for reading rooms, Group study room reservation and authentication, Book borrowing
- 3) Library Information and Operating Hours:

Floor	Room	Services Provided	Operating Hours
7	Wall-mounted Literature Room	Literature, Holy Bible	Weekdays 09:00 ~ 17:00
6	Periodicals Room	Magazines, Academic Journals, Reading Discussion Club Operation	Weekdays 09:00 ~ 22:00
5	1st Reference Room	Philosophy, Religion, Social Science, Language-related Materials	
4	2nd Reference Room	Pure Science, Applied Science, Arts, Literature, History-related Materials	
3	Electronic Information Room	Multimedia Materials, Print Usage, Convergence X-Space	
2	Information Service Center	Educational Use, Information Service, Electronic Materials (eBooks, Academic DB)	
	Central Loan Room	Material Borrowing and Returning, Interlibrary Loan	
1	General Reading Room	Reading Room, Laptop Room, Co-Working Space	Every day 08:00 ~ 23:00
Daemyeong-dong	Choaam Book Room	Art, Photography, Fashion-related Materials	Weekdays 09:00 ~ 18:00

※ Library rooms are closed on Saturdays, Sundays, and legal holidays (hours may change during vacations) / General reading rooms are closed on Lunar New Year's Day and Chuseok Day

- 4) Number and Duration of Book Borrowings: 10 books for single volumes for 14 days, with one renewal possible, Late fees or suspension of borrowing rights in case of overdue
- 5) Inquiries
  - Clicker Usage and Facility Reservation: 053-580-5676
  - Book Borrowing: 053-580-5682

## 11. Other Departmental Information

### A. FAQ

- **I'm a freshman. How do I register for courses?**
  - Freshmen are automatically registered for courses.
  - Starting from the second year, you'll need to register for courses yourself, and you can do so at <http://sugang.kmu.ac.kr>.
  
- **Who is my advisor, and what kind of guidance can I receive?**
  - You can check your advisor at EDWARD System → Academic Administration → Student Basic Management → Personal Information → Advisor Confirmation.
  - We hope to have at least one meeting per semester, and your advisor will provide counseling and advice on various aspects of your academic life.
  
- **How can I find out more about our major?**
  - First, check the handbook. If you still have questions, you can visit the department office for clarification.
  
- **I have suggestions for our department. What should I do?**
  - You can contact our department student council.
  - The student council will gather your opinions and convey them to the college student council and the department faculty council.
  
- **I would like to contribute to our major's core values in any way I can. What should I do?**
  - The core values of our major are "Creativity + Responsibility + Community."
  - We encourage all students to voluntarily collaborate as members of the major community.
  - Please express your willingness to the department student council, department assistants, and your advisor.
  
- **I want to participate in club activities according to my interests. How can I do that?**
  - Clubs: School website → Student Services → Student Activities → Kyung Hee University General Club Union
  - Study Groups: School website → Open Square → Join Us → Study Group Recruitment
  
- **I received a military enlistment notice. How do I apply for a leave of absence?**
  - Apply for a leave of absence through the EDWARD System and attach a scanned copy of the enlistment notice.
  - Leave of Absence Application Period: From two weeks before the enlistment date until the enlistment date as a principle.
  - EDWARD System → Academic Administration → Enrollment → Enrollment Change

Management → Leave of Absence Application

- **I'm finding my studies too difficult for various reasons. How can I get help?**
  - You can schedule a meeting with your advisor or seek counseling at the Student Counseling Center.
  
- **I want to share information with all students in our major. How can I do that?**
  - Display detailed information on the website, blog, KakaoTalk room, etc.
  
- **I've heard that I need to start preparing for my graduation project early. When and how should I start preparing?**
  - Preparation starts from the first semester of the third year under the guidance of the advisor responsible for graduation.
  
- **I'm an international student. I'm doing my best in my studies, but I need a little help. How can I get assistance?**
  - You can seek assistance from the International Student Council or Professor Moses Amoasi Acquah, who is a foreign faculty member in our department.

## **B. Academic Guidance**

### **1) Student Counseling**

- Counseling Application: EDWARD System → Academic Administration → Counseling → Integrated Counseling Application
- Advisor: EDWARD System → Academic Administration → Student Basic Management → Personal Information → Advisor Confirmation

### **2) Student Employment**

- Operates various industry-academic cooperation programs linked to the curriculum to help students grow as engineers with communication skills adaptable to teamwork and global engineering environments, as well as a sense of responsibility for local and global technological development.
- Employment with companies affiliated with the school is possible through faculty recommendations (affiliated and recommended companies change annually).
- When undergraduates enter graduate school, full scholarships, including 100% employment, are provided through the support of the Small and Medium Business Administration.
- Certification: Electrician, Electrical Construction Worker, Energy Management Engineer, Energy Management Industry Engineer, etc.
- Confirmation of early employment and attendance recognition procedures for students graduating early
  - Target: Students enrolled in the graduating semester who are early job seekers
  - Attendance Recognition: Classes corresponding to the period of employment after employment
  - Confirmation of early employment for the entire period
  - Includes the period of employment due to mid-term job changes
- Early Employment Confirmation Procedure:
  - a) Step 1: Employment Confirmation Procedure
    - (1) Application for early employment confirmation (within 2 weeks from the date of employment)
    - (2) Early employment confirmation (confirmed by the Employment Support Team)
    - (3) Printing of early employment confirmation document (within 1 week after confirmation)
    - (4) Submission of early employment confirmation document to the faculty advisor and interview (within 2 weeks from the date of employment)
  - b) Step 2: Attendance Recognition Procedure
    - (1) Application for attendance recognition (before the end of regular exams)
    - (2) Attendance recognition (recognized by the Employment Support Team after applying for attendance recognition)
    - (3) Printing of attendance recognition document (before the end of regular exams)
    - (4) Submission of early employment confirmation document (to the faculty advisor before the end of regular exams)
- Documents for confirmation of employment type: Employment support team verifies documents related to employment confirmation and attendance recognition, and students print employment confirmation and attendance recognition documents from the EDWARD System to submit to the faculty advisor.

### **3) Scholarship**

- Scholarship Application Guide: EDWARD Portal → System → Academic Administration → Scholarship → Scholarship Application → Apply for Scholarship → After filling out, print the scholarship application form → Submit to the major office
- What is a scholarship? It refers to reducing tuition fees upon payment of tuition fees, and students who perform volunteer activities for 50 hours at the major office are referred to as scholarship students.
- Scholarship Application Period: Announced separately by year
- Eligibility: Low-income households experiencing financial difficulties (individuals whose national scholarship assessment results are within the 8th income bracket)
- Those who have not applied for national scholarships are excluded from the scholarship application
- Upon payment of tuition fees, the scholarship is processed without separate notice (the scholarship name and amount are indicated on the tuition fee invoice and processed as a tuition fee reduction).
- Once selected as a scholarship student, volunteer activities are performed at the major office (Note: Failure to complete 50 hours of volunteer activities will result in exclusion from the next semester's scholarship application and return of the scholarship grant.)

#### **4) Intellectual Property Rights**

- Encourages patent applications for outstanding inventions/technologies through introductory design and capstone design courses. Copyright of student inventions belongs to the students, and unauthorized use is prohibited without the consent of the copyright holder.
- The major office can use student job placement and departmental introductions for nonprofit purposes only with the student's consent (consent required).
- Prohibition of infringement: Infringement of intellectual property rights is legally restricted, and violations are subject to penalties.
- Protection measures: Protects all works of oneself or others, including sound, music, images, videos, writings, etc., and applies to both profit and nonprofit, educational and non-educational purposes.

#### **5) Protection of Personal Property**

- It is the responsibility of the owner to protect the personal property and assets of the major student.
- It is important to prevent loss, damage, theft, etc., of one's own property, and the responsibility lies with the owner.

#### **6) Student Participation Activities**

- Invited lectures on learning methods, academic seminars, expert-invited technical seminars
- Major experiential learning activities and industrial visits
- Athletic competitions (Engineering College, Department of Engineering)
- Major events

#### **7) Compass K**

- Program Introduction
  - Developed to enhance the educational competencies and employment competitiveness of enrolled students
  - Consists of seven areas: goal management, major, internationalization, IT, volunteerism, creativity, career, and employment

- Students' educational competencies are managed through 18 detailed items.
- Purpose of Point System Implementation
  - Early establishment of career goals and motivation for educational competency development
  - Management of individual portfolios for employment specs
  - Management of job seekers and successful employment
  - Program Composition: Career exploration, career counseling, competency management
  - Scholarships for competency development points
  - Approval of points is automatically processed by the computer for items related to grading and credit acquisition.
  - After students enter information on the web and confirm the documentary evidence (original certificates or completion certificates) with the major office administrative staff every Thursday, they will be approved.
  - One achievement is recognized as one competency, and two or more achievements in one field are not recognized.

## 8) Health and Counseling

- Health Care and Counseling Center: Conducts free health check-ups annually to detect diseases early and help students lead healthy university lives.
  - Application Period: Mid-March (announced on the website) EDWARD System (early March) EDWARD System → Academic Administration → Student Support → Student Health Check-up Application
- Sexual Harassment Prevention Counseling Room: Located in B100 on the basement floor of the Daemyung Main Building.
  - Provides prompt response to sexual harassment and sexual violence victims, offering appropriate education and counseling to overcome the damage and sustain a healthy life.
  - Aims to contribute to establishing proper values about sex and fostering a healthy sexual culture through sexual harassment prevention education.
  - Offers appropriate education and counseling to respond promptly to sexual harassment and sexual violence victims, aiming to overcome the damage and sustain a healthy life.
  - Seeks to contribute to establishing proper values about sex and fostering a healthy sexual culture through sexual harassment prevention education.
  - Always open to students who have concerns related to sex and sexual problems, not only for responding to and healing from sexual harassment and sexual violence, but also for addressing issues related to sex and relationships.
- First Aid Kits are available at the Health Care Center (Bauer Building 1st floor room 1104).
- Related Websites, Phone Numbers, and Homepages
  - Gender Discrimination Reporting Center(<http://www.moge.go.kr>) ☎ 1544-9995
  - National Human Rights Commission Counseling Center(<http://www.humanrights.go.kr>) ☎ 02-1331
  - Korea Sexual Violence Counseling Center(<http://www.sisters.or.kr>) ☎ 02-338-5801~2
  - Korean Women's Association United Sexual Violence Counseling Center (<http://fc.womenlink.or.kr/sub5-1.htm>) ☎ 02-739-1366~7

- Daegu Women's Hotline(<http://www.dwhotline.or.kr>) ☎ 053-471-6484

### **9) College Student Council**

- Roles
  - Organizes and leads school events, addresses students' concerns, and resolves them.
- Selection
  - Candidates for college student council president and council members are announced a month before the selection process.
  - Term: 1 year.
  - Grade-level council members are also selected annually.
- Year-round Activities
  - March: College of Engineering Student Council Inauguration Ceremony, College of Engineering Club Recruitment.
  - May: College of Engineering Sports Day, College of Engineering Changmak Festival, Teacher's Day Event.

### **10) Major Student Council (Department Student Council)**

- Roles:
  - Supports students' overall school life, plans and conducts departmental events.
  - Resolves students' grievances through communication between juniors and seniors.
- Organization
  - Planning Division: Plans departmental events.
  - Treasurer's Office: Manages the association fee budget.
  - Sports Division: Plans and conducts college and department sports events.
  - Women's Division: Supports female students' school life and addresses their concerns.
  - Executive Division: In charge of event execution during department events.
  - Public Relations Division: Promotes the department on social media platforms.

### **11) International Students Gathering**

- The Electrical and Energy Engineering Department has one international student, and plans are underway to recruit more foreign professors.
- Through continuous counseling with supervising professors and subject professors, support is provided to ensure that international students do not lag behind in academic life, encouraging their participation in departmental events, sharing academic information, and assisting in school life.

### **12) Freshman Orientation**

- Aimed at helping new students adapt to their new environment.
- Program
  - Introduction to university life (handbook distribution).
  - Lecture timetable and registration guide.
  - Introduction to majors and meetings with major professors.
  - Student ID card issuance guide.
  - Student data input guide.
- Period: Late February every year.

### **13) Handbook Compilation Committee**

- The committee consists of four responsible professors, one department assistant, and one student association president, totaling six members.

- The handbook is updated annually to reflect the opinions of department students.
- Opinion Collection: Each year's students → Each student representative → Student Council → Compilation Committee.
- The handbook is distributed to all current students of the department every year, starting from the freshman orientation.

#### 14) Club

- DIY Electric Car Club: LOOKEE (LOOK Keimyung Electrical Energy Engineering)
  - Affiliated with Keimyung University's Electrical and Energy Engineering department.
  - Founded in 2016, the club focuses on designing and manufacturing DIY electric cars. Students interested in electric vehicles gather to participate directly in the design and production of electric cars, showcasing their dreams and passion in various university DIY car competitions and exhibitions.
- Main Activities
  - Circuit Design and Production: Drawing and producing circuit diagrams suitable for software inside the vehicle, and manufacturing vehicle control units and drive units.
  - Vehicle Configuration and Production: Designing and manufacturing frames using 3D programs to maximize efficiency.
  - Component Selection: Selecting tires, motors, and batteries based on factors such as vehicle weight and driving purposes.
  - Study Meetings: Students gather for study activities outside of vehicle production, including departmental classes and external activities.
- Club Achievements
  - 2023.10.06 Awarded in the DIY Electric Car Racing Competition.
  - 2023.10.19 2024 Participation in the 2024 Future Mobility Expo.
- Club Structure and Roles
  - Circuit Section: Responsible for electrical signal control and software-related elements.
  - Frame Section: Responsible for frame design and production.
  - Administrative Section: Responsible for overall club operations, including financial management and expenditure reporting.
- Club Members
  - Team Leader: Kim Kangsan
  - Circuit Section: Lee Junho, Lee Seokjun, Do Junyoung, Kim Sangmoon, Yang Deokhyun, Lee Jonghyun
  - Frame Section: Nam Hyeongju, Kim Deokgu, Yea Chanhee, Jang Jeongik
  - Administrative Section: Kim Hyeoun, Lee Gain, Yoon Dayoung

#### 15) New Student ID Card Application

- Eligibility: Freshmen, transfer students, re-entry students, and existing students who are applying for their first ID card (application possible after student ID generation).
- Required Documents: Identification card, one 3x4cm passport photo.
- Issuance Period: 2-3 weeks
- Application Process
  - Consent to Personal Information Provision: EDWARD Portal → EDWARD System → Academic Administration → Student Support → Student ID Card Issuance Application → Consent to Personal Information Provision (once during the academic period)
  - [EDWARD System → Common → System Common → Personal Information Utilization Consent Inquiry] is different from consent for ID card issuance.
  - Fill out and submit the application form: Apply in person at Daegu Bank (Keimyung

- University branch or any branch).
- Card Pickup: Visit the administrative team of your affiliated college after receiving an SMS notification.

## **16) Lost and Replacement Student ID Card Application**

- Lost Card Application
  - EDWARD Portal → EDWARD System → Academic Administration → Student Support → Student ID Card Reissue Application/Registration → Lost Card Application.
- Replacement Application
  - Apply in person at Daegu Bank: Visit any Daegu Bank branch (takes 2-3 weeks and incurs a replacement fee) → Visit the administrative team of your affiliated college after receiving an SMS notification.
  - Internet Application (available only for Daegu Bank Internet Banking subscribers, no replacement fee): Daegu Bank website → Comprehensive Information Management → Card Information → Ubi-ID Card Reissue Application → Visit the administrative team of your affiliated college after receiving an SMS notification.
  - EDWARD Portal → EDWARD System → Academic Administration → Student Support → Student ID Card Reissue Application/Registration → Confirm Reissued Student ID Registration (check if the code on the top of the ID card photo matches the card number displayed on the screen).
  - If the reissued ID card is not registered, library services cannot be used.

## **C. School Life**

### **1) School Life**

- Major Announcements: Grade-specific announcements: Assistant - Club President - Grade Representatives - Students (Grade-specific KakaoTalk chat rooms)

### **2) Student ID Card**

- Application and issuance: Submit application documents through Edward.
- Application Procedure
  - EDWARD Portal → EDWARD System → Academic Administration → Student Support → Student ID Card Issuance Application → Consent to Personal Information Provision → Apply for Issuance at Daegu Bank (all branches) → Receive Student ID (in person)
- Issuance Period: Approximately 1-2 weeks

### **3) Classroom Usage**

- Use of programs unrelated to the major is prohibited when using computers.
- Approval from the lab assistant is required for the installation of major-related programs.
- Strict responsibility must be assumed for unauthorized software installation and usage. (e.g., restrictions on usage, program purchase, compensation, etc.)
- Absolutely no food or beverages, including alcohol, allowed in classrooms (violation may result in usage restrictions).
- After using classrooms, computers, air conditioning/heating equipment, lights, and beam projectors must be turned off, and tidying up is required.

### **4) Application for Rental of Major Practicum Rooms**

- Rental applications are possible for major-related purposes outside of class hours.
- Minimum of 5 people required for rental.
- Apply via EDWARD one week before the desired date. Final approval from EDWARD is required.
- Complete the rental application form (name, student ID, contact information).
- If the list of users on the application differs from the actual users, usage may be restricted.
- Damage or loss of equipment and supplies in the classroom will be the responsibility of the applicant.

### **5) Library**

- Access and usage available from 06:00 AM to 24:00 PM with a student ID.
- Maximum of 3 books per person for borrowing, maximum borrowing period of 7 days, visit the library for extension requests, overdue fines apply after 7 days (library policy subject to change\*).
- Operating Hours: During the semester 09:00-19:30 (Weekdays), Closed on Saturdays / During vacations 09:30-17:00 (Weekdays), Closed on Saturdays
- Present student ID for entry after verification at the entrance.
- Borrowing Limit and Period: Up to 10 single books for 14 days, with one extension allowed per borrowing.

### **6) Lockers**

- Location: Engineering Building 4, 2nd floor (total of 80 lockers).
- Application: Survey for locker users conducted before the start of each academic year (lockers are allocated to students majoring in Electrical and Energy Engineering based on availability).

### **7) Lost and Found**

- Submit found items to the department office.
- If you wish to claim a lost item, provide accurate details about the lost item and submit it to the assistant. (Disposition of lost items is at the discretion of the assistant; legal action may be taken if the owner is found.)

### **8) Emergency Notifications**

- In case of emergencies, promptly and clearly announce through the contact system for each grade. (Department office/club president → Grade representatives → All students)

### **9) Protocol for Campus Emergencies**

- In the event of an emergency, take swift action to ensure safety and inform through the contact system.

### **10) Disaster Evacuation Drill**

- Earthquake
  - When an earthquake is detected, open the nearest door wide.
    - If the building twists and the door cannot be opened.
    - The first person to open the door alerts others to evacuate.
  - Protect your head with books, laptops, or objects that can shield your head.
    - In underground facilities, although relatively safer than above-ground facilities, wrap your head and wait in place until the shaking stops.
    - In underground facilities, due to the risk of delayed evacuation due to crowding during earthquakes, evacuate according to the instructions of the leader, starting with those closest to the exit.
    - In relatively high-rise buildings on the 3rd and 4th floors, it may be difficult to evacuate due to building damage, so take shelter under desks and tables (evacuate quickly as the intensity of the earthquake decreases).
  - Evacuate quickly through open doors.
    - Run in a crouched position as much as possible.
    - Avoid windows during evacuation (evacuation through 1st-floor windows is prohibited due to severe damage during earthquakes).
  - After evacuating the building, move to an open space.
    - Stand by in a standing position to prepare for additional aftershocks (standing is preferred as sitting or lying down can make it difficult to prepare for additional damage).
- Fire Suppression during an Earthquake
  - Before a major tremor, when you sense a small tremor, immediately shout "Fire!" to alert others and turn off heating devices.
  - When the major tremor stops, shout "Fire!" to alert others and suppress the fire.
  - Major aftershocks can be extinguished within 1-2 minutes, allowing for early suppression. Always keep a fire extinguisher or a large container for extinguishing nearby.
- Fire Evacuation Protocol
  - Press the fire alarm emergency bell.
  - If unable to evacuate downstairs, evacuate to the rooftop.
  - When passing through flames, wrap your body and face with a damp blanket or towel.
  - If the doorknob is hot, do not open the door and find another way out.
  - Never re-enter the building after evacuating.
  - When evacuated, wait for rescue from the direction of the wind.

## **D. Standards, Procedures, Policies, and Regulations**

### **1) Code of Conduct**

- All students in our department strive for a community that is voluntary, collaborative, and respectful of the diversity of creative individuals, while also assuming responsibility as adults.

### **2) Attitude Towards Studies**

- Responsible rights and obligations, respect for diversity, voluntary consideration → Sense of community

### **3) Equal Opportunity**

- All students in our department are provided with equal opportunities without discrimination based on gender, nationality, race, religion, sexual orientation, disability, etc., and aim for equality by favoring social minorities.

### **4) Prohibition of Discrimination and Bullying**

- Our department neither discriminates against nor tolerates discrimination or bullying based on gender, nationality, race, religion, sexual orientation, disability, etc. If such incidents occur, strict warnings and administrative actions will be taken.

### **5) Prohibition of Sexual Discrimination and Harassment**

- Our major does not discriminate or tolerate discrimination based on gender, which is legally protected.
- Any form of psychological/physical harassment, violence, stalking, etc., based on gender is strictly prohibited, and legal actions will be taken if such incidents occur.
- Victims or concerned individuals are encouraged to report and seek counseling at any time.

### **6) Prohibition of Plagiarism**

- Plagiarism refers to "using the work (sound, music, images, videos, text, etc.) of others without the permission of the copyright holder," and our department prohibits various forms of plagiarism by students.
- Violations may lead to legal consequences, and serious compensation liability may arise according to the will of the copyright holder. Protection of copyright is also protection for the work of our department's students.

### **7) Alcohol and Drugs**

- Various types of alcohol and drugs are not allowed to be owned or brought onto the campus, and students found drinking or using drugs may face administrative penalties.

### **8) Smoking**

- Smoking is only permitted in designated smoking areas, and smoking outside designated areas may result in administrative penalties.

### **9) Prohibition of Bringing Hazardous Materials**

- No items deemed hazardous may be brought onto the campus (e.g., explosives, volatile liquids, etc.). If there is ambiguity regarding the hazardous nature of an item, it must be consulted with the department office.

## 10) School Facility Usage

- Weekday Opening Hours, Weekend Opening Hours
- School Operating Policy: AM 06:00 ~ PM 24:00
- Access Record Book to be filled out when entering the campus on Saturdays, Sundays, and Public Holidays
- Procedure for Opening Empty Classrooms
  - Submit a rental application form for the Edward Hope Lecture Hall at least one week in advance, and complete two rental application forms available at the Department Office
  - (After applying for the Edward Lecture Hall, despite unauthorized use, individuals warned and restricted from activities / Written explanation and reasons for incidents occurring after 18:00, list for compensatory measures, closure of lecture halls after club activities - Submit 1 application form for lab assistant, 1 for underground security office)

## 11) Internet Usage Regulations and Procedures

- Only academic-related content is allowed to be searched and stored on the wired/wireless internet used within the campus.
- Applies to all devices capable of internet access, including public computers, personal computers, and smartphones.
- 5~8 public computers will be placed in each classroom for rendering purposes.
- External materials can only be transmitted via USB and CD: Personal use of KakaoTalk and webtoons, etc., disrupting classes and unauthorized use of empty classrooms - hence, internet access on public computers is disabled.

## 12) Map of the Seongseo Campus

