

# Blue Book

2019

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### Blue Book?

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## FAQ

**Q** I am a freshman, and I don't know how to register for lectures.

**A** All freshmen are automatically registered for lectures. But sophomores, juniors and seniors should register for lectures by themselves on <http://sugang.kmu.ac.kr>.

**Q** I am a freshman. I wonder who will be my academic advisor and what he or she will advise?

**A** Please check through EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Check Available Academic Advisor. We recommend you to meet your advisor at least once a semester. You will be able to consult and be advised for overall study issues.

**Q** I am a freshman. Where can I see more information about my major.

**A** read the handbook carefully. But if you still need more information, please visit our administration office.

**Q** I would like to be a member of a club or a society.

**A** [Club] School Website → Student Service → Student Activity → Club Association of Keimyung University[Study Group] School Website → Open Hall → Join Us → Study Group (For more information, see page ?)

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

**A** Thank you for your service for protecting our nation in advance.

Process: EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Leave of Absence(Please apply from 2 weeks prior to the date of entry into the service and attach scanned draft notice.)

**Q** I have a hard time keeping up with my academics. I would keep up the steam if I could receive somebody's help.

**A** We recommend you to ask your academic advisor for counseling. Otherwise, you can consult the student counseling center.

**Q** I have information that I would like to share with all students in the department. What should I do.

**A** Please use our website, blog or Kakao Talk chat room, facebook.

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

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

## Blue Book: Introduction

### College of Humanities and International Studies

Overview

Department

### Department of German Language & Literature

About us

special programs

“Everything comes to him who hustles while he waits”

-Thomas A. Edison

## 1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, code of conduct for students and basic regulations from which you are advised necessarily as a student of the Department of German language & literature

## 2. College of Humanities and International Studies

### 1) Overview

The College of Humanities and International Studies aims at developing a vision for the future by providing a learning environment in which students can study their majors in the context of both the past and the present. Students are empowered to investigate diverse fields of knowledge (domestic and foreign cultures, history, international and area studies and so on) and learn how to understand these different fields within authentic frames of reference, while at the same time acquiring their own personal ideas and insights.

### 2) Department

There are sixteen departments in the college: Korean Language and Literature, Korean Studies, English Language and Literature, German Language and Literature, Chinese Language and Literature, Japanese Language and Literature, Russian Language and Literature, Chinese Studies, Japanese Studies, American Studies, European Studies, Spanish and Latin American Studies, History, Christian Studies, Creative Writings [usually “Creative Writing”] and Philosophy & Ethics

For starting any administration service, first check this student handbook, then acquaint yourself with work support information by asking administrative assistant.

Contact: 053-580-5062

## 3. Department of German Language & Literature

### 1) About us

(1) Educational objectives

Learning German is the main objective of the department. Effective and methodical classes acquaint the students not only with the German language and literature but cross borders to other subjects. This implies approaching the linguistic, cultural and extra-literary context. Better understanding in Germany, the German culture and history in Europa opens possibilities to diverse future careers.

(2) History

The Department of German Language & Literature was established in 1975, as the first department of German Language and Literature Studies in south of the Han river, and it has been augmented by a Graduate School (M.A/Ph. D) focusing on research of German literature in 1979. The Department of German Language & Literature – former known as “독어독문학과” and called “독일어문학과” since 1997, called “독일어문학전공” since 2010 according the new faculty system – cooperates already since 1976 as first Korean university with the DAAD(Deutscher Akademischer Austauschdienst / German Academic Exchange Service) which delegates German Visiting Professors in order to support the teaching in German language, literature and German Studies.

(3) Facilities

Students of our department approach the German language and culture by means of up to date media systems: TV, video, beamer, computers, internet and more are available in every room. Furthermore, they can use the multi-media-room and the special library for audio-visual classes equipped with current material in order to practice their language skills.

(4) Employments and Careers

After having successfully graduated from the department of German Language & Literature,

students can apply for a job in one of the about 500 German companies located in South Korea. German, as Austrian and Swiss companies need specialists mostly in the fields of translation and interpretation. More possibilities are to find in the domains of law firms, broadcasting, press, newspapers and publishing. What is more, German proficiency would be very useful for many students, those who are preparing for a civil service exam. Beside that, graduated students can continue their studies at Graduate School or in Germany.

## 2) Special Programs

### (1) "Stammtisch Deutsch"

The "Stammtisch Deutsch" is a special program to practice listening and speaking skills in German. Furthermore, it offers the possibility to a mutual approaching of students and professors, more personal student advisory and help in all kind of situations concerning studying. Everybody is invited to cooperate!

### (2) Spring Literature Seminar

Every year in April students and professors meet at the Literature Seminar in order to discuss diverse subjects of German Literature. The "Spring Literature Seminar" is one of the most important events of the department initiated, organized and performed by the students.

### (3) "Novemberfest"

The "Novemberfest" is one of the most important events of the department initiated, organized and performed by the students. Each year in November, students and professors acclaim at a photo exhibition, a Festival of German Film, a performance (in German), German beer and Glühwein and more.

### (4) Exchange Programs with German Universities

The Department of German Language and Literature has an exchange contract with the University of Passau and the University of Augsburg. The exchange lasts one year during which our students enhance their language skills and knowledge of the German culture and country. The highly qualified exchange students get a subsidy which includes the airway bill and the tuition fee.

## Degree Guide

School Programs

Credit System(College of Humanities and International Studies)

General Credit System (Applicable to Students in General)

Curriculum: German Language & Literature

Course Pack

Course Registration

Grade Evaluation

Grade Appeals

Leave and Return

Failure and Expulsion

Issuance of Certification

"Create a definite plan for carrying out your desire and begin at once, whether you are ready or not, to put this plan into action."

- Napoleon Hill

#### 4. University Affairs Guide

##### 1) School Programs

☞ University Website → Academics → Colleges/Graduate Schools → Humanities and International Studies → Curriculum → Select "Course Title" and refer to the course description

##### 2) CORE Credit System (Applicable to Students in the College of Humanities and International Studies)

\*applicable to incoming students from 2017

CURRICULUM		The College of Humanities and International Studies (Students of Majors <sup>1)</sup> participating in Global Area Studies Model • Humanities-Based Convergent Major Model • College's Internal Model)				The College of Humanities and International Studies (Students to whom the general rule applies <sup>2)</sup> )					
LIBERAL ARTS	GENERAL	15 Credits				15 Credits					
	BALANCE	K-Humanities CORE curriculum 15 credit completion (Required: to complete more than one subject from the categories of Globality, Creativity, or Korean Studies)				K-Humanities CORE curriculum 15 credit completion (Required: to complete more than one subject from the categories of Globality, Creativity, or Korean Studies)					
MAJOR	BASIC	More than 6 credits (subjects designated by the relevant department/major)				More than 6 credits (subjects designated by the relevant department/major)					
	DOUBLE	CORE Convergent Major/Interdisciplinary Major <sup>3)</sup>				General			Convergent Major/Interdisciplinary Major		
		Primary Major	Double Major	Other Majors	Sum	Primary Major	Double Major	Sum	Primary Major	Double Major	Sum
		45 Credits	33 Credits	-	78 Credits	42 Credits	42 Credits	84 Credits	42 Credits	33 Credits	75 Credits
	MINOR	45 Credits	15 Credits	9 Credits	69 Credits	54 Credits	21 Credits	75 Credits	54 Credits	15 Credits	69 Credits
TOTAL		More than 130 Credits									

##### 1) Majors participating in each model

- Majors participating in Global Area Studies Model: Chinese Studies, Japanese Studies, American Studies, European Studies, Spanish and Latin American Studies
- Majors participating in Humanities-Based Convergent Major Model: Korean Studies, Christian Studies, English Language and Literature, Japanese Language and Literature, Chinese Language and Literature, German Language and Literature, Russian Language and Literature, Korean Language and Literature, History, Philosophy and Ethics
- Majors participating in College's Internal Model: Korean Language and Literature, History, Philosophy and Ethics

##### 2) Students to whom the general rule applies (exceptions may apply)

- Students who select other majors (including Interdisciplinary Major and Convergent Major) as a minor or a double major
- International students and Korean residents abroad
- Exchange students
- Those who complete a double major or Integrated master's/bachelor's program
- Those who complete teacher training courses
- Those who complete Reserve Officers' Training Corps (R.O.T.C.)

##### 3) CORE Convergent Major/Interdisciplinary Major

Humanities-Based Convergent Major Model (Convergent major)	Global Area Studies Model (Interdisciplinary major)	College's Internal Model (Interdisciplinary major)
Humanities IT Engineering Humanities Enterprise Consulting Humanities E-Culture Humanities Machines Cars Humanities MICE Humanities Medical Tour	Frontier Studies Emerging Market Area Studies	Korean Studies

- Students of majors participating in the Humanities-Based Convergent Major Model MUST take one CORE Convergent major as their double major or minor. The general rule may apply only if a student qualifies for one as in 2).
- Students of departments or majors participating in the Global Area Studies Model and the College's Internal Model CAN select the Interdisciplinary majors from the Global Area Studies Model or College's Internal Model as their double major or minor.

### 3) General Credit System (Applicable to Students in General)

CURRICULUM	TYPE	CREDIT SCALE	YEAR OF STUDY	REQUIRED CREDITS	NOTE	
LIBERAL ARTS	REQUIRED	Required	0-3	1	15 credits	<ul style="list-style-type: none"> <li>Chapel(1) and Chapel(2) are non-accredited courses.</li> <li>Designing University Life and Career(1 credit), Basic Writing (3 credits), Liberal Arts Seminar (3 credits), Understanding of Christianity (2 credits), and Global Citizenship (1 credit).</li> </ul>
	BALANCE	Required	3	1-4	15 credits or higher	<ul style="list-style-type: none"> <li>Students are required to choose and complete 5 Balance Courses, including Philosophy and History, among 6 different areas of study.</li> <li>The 6 areas of study are as follows: Philosophy and History, Society and Culture, Science and Technology, Literature and Arts, Global Citizenship, and Career Designing</li> <li>Students in Humanities and International Studies must complete 5 K-Humanities CORE courses in the 3 categories of study: Globality, Creativity, and Korean Studies.</li> <li>Students majoring in Nursing must complete 12 Liberal Arts credit units designated by the corresponding department.</li> </ul>
	GENERAL	Elective	3	2-4	0 credit or higher	<ul style="list-style-type: none"> <li>Courses on Military Science, Continuing Education, Foreign Languages, and Courses for Preparation for Employment, Courses for Exchange Students are considered as Elective Liberal Arts Courses.</li> </ul>
	BASIC MAJOR	Required	3	1	0 credit or higher	<ul style="list-style-type: none"> <li>Students are required to take up to 12 credits of Basic Major Courses. The Basic Major Courses for Humanities and International College students include Basic Foreign Language and Introduction to Foreign Literatures.</li> </ul>
MAJOR	MANDATORY MAJOR	Required	0-3	1-4	0 to 30 credits	<ul style="list-style-type: none"> <li>Students must fulfill more than 69 credits, constituted by major courses (at least 54 credits) and minor courses.</li> <li>Completion of Mandatory Major Courses is a prerequisite to earn a bachelor degree. Some majors may require graduation thesis to be completed.</li> </ul>
	ELECTIVE MAJOR	Elective	1-3		69 credits or higher	<ul style="list-style-type: none"> <li>Some majors do not have mandatory major courses.</li> </ul>
	COURSES FOR THE TEACHING PROFESSION	Required	2	2-4	22 credits	<ul style="list-style-type: none"> <li>Students in the College of Education and those who complete teaching preparation program must fulfill the requirements of these courses to earn teacher certification.</li> </ul>

For the first year students, the university selects and assigns freshmen courses for the first two semesters to help students prepare for the transition to college. The course selection may vary, depending on majors and departments. In case, students who do not meet their course requirements will fail the course and cannot earn the credit.

- ▶ P Course: Chapel (1) and (2), and Graduation Thesis. They are non-accredited course, but for graduation, students must receive a grade of "P" (pass).
- ▶ 1 Credit Course: 1 hour class per week, or 2 hour course of experiment or practice per week for one semester of 16 weeks
- ▶ 2 Credit Course: 2 hour class per week, 4 hour course of experiment or practice per week for one semester of 16 weeks, or 3 hour course of practice as for the majors in arts and physical education
- ▶ 3 Credit Course: 3 hour class per week, 6 hour course of experiment or practice, or 4 hour course of practice as for the majors in arts and physical education

### 4) Curriculum: German Language & Literature

	1st Semester	2nd Semester
Freshman	ELEMENTARY GERMAN CONVERSATION(1)	ELEMENTARY GERMAN LANGUAGE ELEMENTARY GERMAN CONVERSATION (2) INTRODUCTION TO FOREIGN LANGUAGE AND LITERATURE
Sophomore	GERMAN VOLKSMAERCHEN & SAGE GERMAN GRAMMAR (1) AUDIO-VISUAL PRACTICAL GERMAN (1) SPEAKING AND PRONUNCIATION EXERCISES (1) READING AND UNDERSTANDING GERMAN (1) BASIC GERMAN CONVERSATION (1)	INTRODUCTION TO GERMAN LITERATURE GERMAN GRAMMAR (2) AUDIO-VISUAL PRACTICAL GERMAN (2) READING AND UNDERSTANDING GERMAN (2) BASIC GERMAN CONVERSATION(2)
Junior	TRANSLATION EXERCISE GERMAN-KOREAN LEARNING GERMAN WITH NARRATIVES LISTENING EXERCISES (1) INTRODUCTION TO THE GERMAN LANGUAGE GERMANY'S REGIONS AND LOCAL CULTURES LOGIC AND CRITICAL THINKING FOR FOREIGN LANGUAGE ADVANCED GERMAN GRAMMAR (1) GERMAN CONVERSATION (1) FOREIGN LANGUAGE & COMMUNICATION	APPRECIATION OF GERMAN MASTER WORKS THEORY OF GERMAN EDUCATION GERMANY & EUROPEAN UNION GERMAN NEWSPAPERS & TELEVISION NEWS FROM GERMANY INTRODUCTION TO GERMAN LITERARY HISTORY LISTENING EXERCISES (2) ADVANCED GERMAN GRAMMAR (2) GERMAN CONVERSATION (2) DISCIPLINE-SPECIFIC ACADEMIC WRITING(DEPARTMENT OF GERMAN LANGUAGE AND LITERATURE) GERMAN LANGUAGE IN WRITING AND SPEECH
	STUDY ABROAD PROGRAM(GERMAN) GERMAN IN MEDIA(LECTURE IN ENGLISH)	
Senior	SUBJECT SPECIALIZATION & TEACHING METHODS IN GERMAN CURRENT GERMAN BUSINESS GERMAN (1) SUBJECT SPECIALIZATION & TEACHING METHODS IN FOREIGN LANGUAGE ADVANCED GERMAN CONVERSATION (1) POSTMODERN SOCIETY & WORLD CULTURE LEADERSHIP OF THE YOUNGER GENERATION IN GLOBAL TIMES EXERCISES IN BUSINESS CORRESPONDENCE	BUSINESS GERMAN (2) ADVANCED GERMAN CONVERSATION(2) PROFESSIONAL GERMAN KOREA AND EU UNDERSTANDING OF LITERATURE IN MOVIES EXERCISES IN JOB-RELATED PRESENTATION
	PROJECT OF GERMAN LANGUAGE AND LITERATURE INTERNSHIP OF GERMAN LANGUAGE AND LITERATURE CULTURE AND SOCIETY OF TODAY'S GERMANY(LECTURE IN ENGLISH) FOREIGN LITERATURE & MASS MEDIA	
the others	INTERNSHIP(PARTTIME) OF GERMAN LANGUAGE & LITERATURE(1) INTERNSHIP(PARTTIME) OF GERMAN LANGUAGE & LITERATURE(2) STARTUP FIELD TRAINING(1) STARTUP FIELD TRAINING(2)	LONGTERM STARTUP FIELD TRAINING STEP BY STEP CAREER DEVELOPMENT FIELD PLACEMENT(1) FIELD PLACEMENT(2) FIELD PLACEMENT(3) FULL-SEMESTER FIELD PLACEMENT

► Attendance

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

► Requirements for Graduation

Essential class for Graduation


year	class code	class name
after 2010 admission	27836	Elementary German language
	28966	Elementary German conversation(2)
	27835	Advanced German grammar(1)

► Graduation criteria

Completion of more than one courses among German native professor's major classes(only junior and senior's course) or GER B1(ZD) at least. (Please note that the requirements above will be applicable since 2014.)

For more information, please contact the administration office of the Department of German Language and Literature (053-580-5064)

### 5 Course Pack

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

Course Pack is the system where you can store your intended subjects prior to actual course registration like 'shopping cart'. There is a certain period for Course Pack before the date of course registration. The subjects saved in Course Pack are easily registered through the entry of simple code without any subject number on the date of course registration.

### 6) Course Registration

① Within the period of course registration "http://sugang.kmu.ac.kr" Log in (first-come-first-served basis)

② Website for course registration: EDWARD portal on the left of school website (http://portal.kmu.ac.kr)

③ How to check course registration details EDWARD System → Academic Administration → Lecture → Course Registration Manager → Check Course Registration

④ How to check lecture schedule EDWARD System → Academic Administration → Lecture → Course Registration Manager → Check Lecture Schedule

► For information on the change of subject, please visit "EDWARD System → Academic Administration → Lecture → Course Registration Manager → **Check Change of Lecture Schedule**" and fill up the relevant form and submit to the administration office within the period of additional registration.

### 7) Grade Evaluation


Grade Evaluation (General)


- Attendance: 10-20%
- Assignment, Presentation: 20-30%
- Examination: 50-70%
- Any grade of experiment, practice, practical work and other special subject equivalent can be evaluated separately.

### 8) Grade Appeals

- Call the Academic Affairs Team (580 - 6066)
- #104 on 1st floor, Main Building in Seongseo Campus  
Contact your professor personally via telephone or email during the period of grade appeals in each semester
- Change of grade is not normally expected unless there is an error in marking by your professor.

### 9) Leave and Return

 **Application for Leave of Absence**  
EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Leave of Absence)

 **Application for Return to School**  
EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Return to School)

### 10) Failure and Expulsion

- Academic Probation: A student holding a 1.50 GPA for a semester of the year concerned, but excluding final semester
- Expulsion due to Academic Probation: A student receiving academic probation for 3

consecutive semesters

- A student being regarded as being beyond hope of academic achievement due to disease
- A student not having registered or not having submitted the application for extension of leave of absence within the time specified after leave of absence
- A student entering another university
- A student not having registered within the time specified
- A student being subject to expulsion due to academic probation
- A student being subject to expulsion due to disciplinary action

### 11) Issuance of Certificate

- Issuance on Visit  
Certificates are issued at the administration team of each college or at the Certificate Issuance Center on the 1st floor of the main building.
- Automatic Issuer  
In front of the postoffice in Bauer Hall and on the 1st floor of Dongsan Library
- Other  
Issuance by fax or via online

## Study Guide

Student Counseling

Academic Difficulties

Career Program

Volunteering Scholarship

Compass K

Health and Counseling

College Student Council

Department Student Council (Student Council)

Orientation for Freshmen

## 5. Study Guide

### 1) Student Counseling

A. Application procedure

How to Ask for Counseling: EDWARD System  
→ Academic Administration → Counseling →  
Integrated Application for Counseling  
Academic Advisor: EDWARD System →  
Academic Administration → Basic Register  
Manager → Personal Information → Academic  
Advisor can be checked.

### 2) Academic Difficulties

Receive help from your academic advisor through counseling or visiting the Student Counseling Center

#### ▶ Student Counseling Center

General counseling for students

Office administration, conducting aptitude test for freshmen

Counseling for sexual harassment, Website management

C, Counseling : Study, worry, employment

-The person in charge : Park Kyung Ok

☎ 580-5811

- Academic Counseling ☎ 580-6300

- Psychological Test ☎ 580-5745

- Counseling for Individual/Group ☎ 580-5743

- Educational Support ☎ 580-5744

- Location: #1125, 1st floor of Bauer Hall in Seongseo Campus

Website: <http://kmusangdam.org/>

### 3) Career Program

▶ After graduation, we systematically operate a variety of programs for successful employment that our students want, and also consult relevant departments and academic advisor on issues such as employment, business start-ups, and career path.

Confirmation of Employment and Acknowledgement of Attendance for Early Employment

▶ Eligibility: A student who gets a job during the graduating semester

▶ Acknowledgement of Attendance: Applicable to the lectures equivalent to the period of employment

A) The total period of employment confirmed as early employment during the graduating semester

B) Including the period of employment by transfer

▶ Process of Employment and Acknowledgement of Attendance for Early Employment

A) Step 1: Confirmation of employment

(1) Application for confirmation of early employment

(within 2 weeks from the date of employment)

(2) Confirmation of early employment

(by the Employment Support Team)

(3) Printing out the certificate of early employment

(within 1 week from confirmation)

(4) Submit the certificate of early employment to and consult the professor who teaches the subject

(within 2 weeks from the date of employment).

B) Step 2: Acknowledgement of Attendance

(1) Application for acknowledgement of attendance : Edward System, A personal application.

(2) Acknowledgement of attendance :

Acknowledged by the Employment Support Team from time to time after the application.

(3) Submission of attendance certificates :

Submit it to the Professor in charge of the subject prior to the end of the regular exam.

※ Submit the acknowledgement of attendance for early employment to the professor who teaches the subject (prior to the closing date of regular test).

▶ Supporting Document by Type of



Employment: The Employment Support Team will verify supporting document for confirmation of employment and acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

Type of Employment	Supporting Document	Remark
Business with Registration	Certificate of qualification for health insurance / Certificate of employment insurance / Certificate of employment + Certificate of payslip	Excluding employment in business or academy without registration
One Person Businesses	Business registration and confirmation of working hours for one person	
Overseas Employment	Employment contract and certificate of entry and exit	

#### 4) Volunteering Scholarship

- ▶ How To Apply for Volunteering Scholarship

EDWARD Portal → System → Academic Administration → Scholarship → Apply for Scholarship → Apply for Volunteering Scholarship → Print out the application for scholarship after filling up → Submit to the administration office

- ▶ What is volunteering scholarship? It is a system that gives a tuition waiver to students who volunteer at the department office for 50 hours. These students are called

'Volunteering Scholars'.

- ▶ Period of Application: To be notified on Kakao Talk chat room by year
- ▶ Eligibility: A student belonging to within the 8th income class as a result of examination for provision of national scholarship
- ▶ A student has not applied for national scholarship will be excluded from the eligibility for volunteering scholarship.
- ▶ It gives a tuition waiver when the payment of tuition is made, and there is no notice regarding the scholarship. (necessary to report the name of volunteering scholarship and amount of scholarship on the tuition bill.
- ▶ Students selected as a volunteering scholar will have voluntary activities at the department office.
  - \* In the event of non-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the following semester, and the student must return the amount of scholarship.

#### 5) Compass K

- ▶ Introduction of Program
  - Developed to enhancing learning capability and competitiveness in employment of current students
  - Consisting of 7 sectors: objectives management, major, globalization, IT, volunteering, creativity, career and employment
  - Classified student's learning capability into 18 items to be managed.
- ▶ Purpose of Point System
  - To set career objectives earlier and to give motivation for developing learning capability
  - To manage competitiveness in employment through preparation for individual portfolio
  - To manage job seekers and successful candidates in employment
  - To organize program: career search, career counseling, capability management
  - To grant scholarship in the form of point for capability development
  - Regarding the approval of point, the items related to grade evaluation and credit

acquisition are automatically processed on the system.

- For students, please fill up the information on the web system and get your supporting document such as license or certificate confirmed and approved by the staff of the college administration team.
- One achievement is recognized as an ability in a single sector. (One achievement cannot be recognized in two or more sectors.)

How To Use: EDWARD System → Academic Administration → See user guide on Compass K

#### 6) Health and Counseling

- ▶ Health Examination Center: Implementing free physical checkup service on an annual basis to help students to find disease in advance
  - Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
  - EDWARD System → Academic Administration → Student Support → Apply on Student Health Examination
- ▶ Counseling Center for Preventing Sexual Harassment
  - Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
  - Aims at contributing to the establishment of sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
  - A open place not only for healing damaged mind from sexual harassment or violence but also counseling students who worry about sex and dating.
- ▶ Contact and Website of Related Centers
  - Human Rights Counseling Center of National Human Rights Commission  
1331 <http://www.humanrights.go.kr>
  - Korea Sexual Violence Relief Center

02-338-2890~1

<http://www.sisters.or.kr>

- Sexual Violence Counseling Center of Womenlink  
02-739-5796 <http://womenlink.or.kr/>
- Daegu Women's Hot Line  
053-471-6484~6 <http://www.dwhotline.or.kr/>

#### 7) College Student Council

- ▶ Role
  - To organize and lead all the events held in the school and genuinely sort out suggestions from students.
- ▶ Selection
  - One month notice for candidate registration in the event of replacement or additional selection of the student president or student council of college
  - Candidates for the president of society, vice-president of society, manager and secretary are recommended between February to March and registered voluntarily → Voting to select
  - Student representative and assistant student representative of each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)
- ▶ Office: #B32 of Uiyangwan

#### 8) Department Student Council (Student Council)

- ▶ Role: To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.
- ▶ Office: #B23-1 of Uiyangwan

#### 9) Orientation for Freshmen

- ▶ Target : 2019 Freshmen
- ▶ Objectives
  - To make freshmen well adapted in new

environment. It is an opportunity to acquire various information about school or academic course.

- ▶ Program
  - Guide on Campus life (See blue book)
  - Guide on Course timetable and registration
  - Introduction of department and professors' meeting
- Guide on issuance of student ID
- Guide on entry of student data

## Campus Life

Department News

Student Card

Access to Buildings

Laboratory for Rent

Library

Locker

Lost Property

Emergency Notice

Disaster Evacuation Training

Holidays

Parking On Campus

## 6. School life

### 1) Department News

- ▶ Major homepage
- German Language & Literature : <http://newcms.kmu.ac.kr/deutsch1975/index.do>

### 2) Student ID

- Application and Issuance: Submit an application through EDWARD System
- ▶ Period of Issuance: 1 to 2 weeks

### 3) Access to Building

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

### 4) Lecture Room

- No food and alcohol allowed in the lecture room (If detected, report to the assistant)
- Turn off electronic devices such as computer, air-conditioner, heater or lights before you leave the lecture room.
- When using the computer, do not use unauthorized program other than those for academic purpose.
- Be authorized by the training assistant when installing a program for academic purpose.
- Bear a lot of responsibility if installation of unauthorized software is detected (Ex. purchasing program, compensation, et cetera)

### 5) Laboratory for Rent

- Edward Systems - General Administration - Facility Space - Space Usage 2 Days Before Use
- Complete details of usage date, usage details and attendance
- If materials and supplies are lost or damaged in the classroom, it is considered the responsibility of the loaner
- Keimyung Capacity development room
- Book for rent conditions: Maximum 3 books for 7 days, must visit library for extension, must pay
- The library, which has supported research and learning activities since its opening in 1958, has been named a library in honor of Dr. Shin Tae-sik, the honorary president. In March 1933, the library was established in the and the environmental improvement project was completed in March 2014. Application of the

### 6) Library

data processing room, laptop, reading room, information service center, electronic information center, group study room for the previous group discussion space It plays a leading role in generating knowledge information on universities and communities based on the support of multiple devices

a late fee for overdue books (applicable after 7 days of rent)

- ▶ Utilization time
- During the semester : 09:00~22:00(Weekdays)  
09:00~13:00 (Saturday)
- During the vacation : 09:00~17:00(Weekdays)  
Saturday(Rest)

- ▶ General Reading Room : 06:00~24:00 (Chuseok, Seollal recess)

- ▶ Number and duration of loan books
- 14 days on 10 books.
- Extension only once

### 7) Locker

Apply to each major student council for use

### 8) Lost Property

If you have found a lost property, give it to the department office.

If you want to release a lost property found, write down the details of the lost property and submit it to the assistant.

(If the owner appears after the release of the lost property by the assistant's judgment, there will be a corresponding legal penalty.)

### 9) Emergency Notice

In the event of any emergency situation, announce quickly and clearly through contact system by year.

(Department Office / President of Society → Representative by year → All students)

### 10) Disaster Evacuation Training

- ▶ Earthquake

※ The campus buildings are built from concrete

without earthquake resistant design.

- ① When you sense an earthquake, open the closest door wide.
  - There is a possibility that you cannot evacuate as the door may not be opened due to the twisted status of the building.
  - The person who first opened the door should shout fire and keep others informed about a fire escape

- ② Protect your head with a book, laptop or other article which can protect your head.

- Underground facility is relatively safer than on-ground facility, but you should keep waiting at your place until the shaking stops.
- As delay of evaluation to underground facility may occur due to a massive number of people flocked. Therefore, start evacuation from letting people near the exit out under the direction of the leader.
- If you are staying on third or fourth floor which is relatively upper floor of the building, get under the desk or the table when the earthquake occurs as it is likely to evacuate depending on the condition of damages on the building (Evacuate immediately when the strength of earthquakes is lowered.)

- ③ Evacuate quickly through where a door is opened
  - Run crouching down and covering your head
  - Evacuate avoiding windows (Do not evacuate through windows as those on the first floor tend to be seriously damaged during earthquake.)

- ④ After evacuation, move to a wide empty lot
  - Wait for rescue standing up for preventing damages from additional minor shakes (It is dangerous to squat or lie on the ground after evacuation.)

- ▶ How to evacuate building on fire

- Activate a fire alarm.

- If you cannot go downstairs, go onto the rooftop.
- Make your face and body covered with wet blanket or towel when you should ran into flames.
- If door handles are too hot to turn, do not open the door and find another way.
- Once you evacuate, do not go into the building again.
- After evacuation, wait for rescue at the windward side.

#### ※ How to deal with fire following earthquake

1. Shout 'Fire!' immediately after feeling minor quakes before the next big quake to alarm around and turn off the heat.
2. Shout 'Fire!' when big quake stops. Put out the fire
3. The big aftermath is exhausted within one to two minutes, so you can put out in its early stages. Keep fire extinguisher or big fire-extinguishing bowl at any possible spot of fire for immediate action.

### 11) Holidays – See Academic Calendar

- ▶ 1st Semester
- May 07: Substitute Holiday
- May 22: Buddha's Birthday
- June 13: Local Elections
- August 15: National Liberation Day
- ▶ 2nd Semester
- September 24 to 26: Chuseok Holidays
- October 03: National Foundation Day
- October 09: Hangul Proclamation Day

### 12) Parking on Campus

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

## Criteria, Procedures, Policies & Regulations

Code of Conduct

Academic Attitude

Equality & Equal Opportunity

Discrimination & Ostracization

Sexual Discrimination/Harassment

Alcohol & Drug

Smoking

Restricted Items

Access to Facilities

## 7.Criteria, Procedures, Policies & Regulations

### 1) Code of Conduct

All students of our university are important members of our community, active and cooperative, respect for diversity of creative individuals and pursue a community of adults built with a sense of responsibility.

### 2) Academic Attitude

Responsible rights and obligations, respect for diversity, voluntary consideration  
→ Community Spirit

### 3) Equality & Equal Opportunity

All students of our university will equally receive opportunities for learning regardless of gender, race, religion, sexual orientation, disability, et cetera, and we pursue equality by giving preferential treatment to social minorities.

### 4) Restrictions on Discrimination & Ostracization

Our university do not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all discrimination or ostracization will cause administrative punishment.

### 5) Restrictions on Sexual Discrimination/Harassment

► Our university does not discriminate or not make discriminated against a certain gender,

and our gender equality is strictly protected by law. Any and all discrimination will cause administrative punishment.

- No sexual psychological/physical harrassment, violence and stocking are banned, and any attempt will cause administrative punishment.
- For victims of sexual harrassment or discrimination and those worrying about it, please report and consult at any time.

### 6) Alcohol & Drug

No alcohol or drug is allowed to posses in or bring to the campus, and drinking or administering may cause administrative punishment.

### 7) Smoking

Smoking is allowed only in the designated area, smoking in designated smoke-free areas may cause administrative punishment.

### 8) Restrictions on Restricted Items

No items regarded as to be dangerous are allowed in the campus. (Ex. explosive material, volatile liquid, et cetera)  
Consult the department office if you are not sure about the dangerousness of an item.

### 9) Access to Facilities

-Opening Hours (Weekdays)

Opening Hours (Weekends)

-Operation Policy:

AM 07:00 ~ PM 24:00

► Process of Rent of Vacant Lecture Room

Apply for rent of intended Edward lecture room at least one week prior to the date of use

"What we dwell on is who we become."

- Oprah Winfrey

## Contacts

Department Office

Administration Team, College of Humanities And International Studies

Useful Information

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

## 8. Contacts

### 1) Department Office

▶ German Language & Literature : 243-2 of  
Youngangwan  
☎ 053-580-6425

### 2) Administration Team of College of Humanities And International Studies

Inquiry for academic administration  
☎ 053-580-5012~3

### 4) Useful Information

Three Recommendations for Better Campus Life

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

- Abigail Adams

(2) 2nd Semester

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Three Recommendations for Better Campus Life

"Reading, Writing and Speaking"

**Reading**

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

**Writing**

It is said that "records last longer than clear memories". Particularly, recording is very useful in your schoolwork.

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

**Speaking**

Nobody will read what you think if you do not speak because we are belonged to the world of human beings. We ever expected that someone would understand our thoughts even though we do not speak. You you are a

grown-up in university and you should express your thoughts now and soon. Also, you will face a lot of opportunities for joining a discussion for a specific subject. Discussion is a speaking technique that argues logically proving with reasons to carry each other in respect of a subject split to the position between 'Agree' and 'Disagree'. Discussion (Speaking) is a basic living of an intellectual.

## 10. Seongseo Campus Map



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EDWARD





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Written by | Handbook Compilation Committee

Editors | HAN, BOK HIE (The chair of German Language & Literature)  
LEE, JIN (Assistant)

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A blue book or bluebook is an almanac, buyer's guide or other compilation of statistics and information. The term dates back to the 15th century, when large blue velvet-covered books were used for record-keeping by the Parliament of England. The Oxford English Dictionary first records such a usage in 1633. The term has a variety of other meanings. The Yale College Programs of Study, referred to as the Blue Book. Get all the latest updates about Project Blue Book.Â Project Blue Book Cast discuss the historical and the supernatural. YouTube. Characters on the riseAll Characters (14)All (14).