

# 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 Police Administration.

# Contents

1. Introduction of college of social science
2. Introduction of Department
3. Faculty Member
4. Academic Information
5. Orientation for Freshmen
6. Course Application
7. Leave of Absence
8. Return from Leave of Absence
9. Standards for Grade Warnings and Expulsion Cautions, Graduation requirement
10. Student ID Card
11. Academic Scholarship
12. Library
13. Counseling and Employment Guide
14. Compass K
15. Health and Counseling Center
16. Edward system Modifying Personal Information
17. College Student Council
18. Student Activities
19. Other Notices
20. Q&A
21. Contact Information & Location

## 1. THE COLLEGE OF SOCIAL SCIENCE

### English Bluebook

#### THE COLLEGE OF SOCIAL SCIENCE AT KEIMYUNG UNIVERSITY

The College of Social Science specializes in the study of "social" and related academic disciplines through numerous departments and majors. Established in 1980, currently the College of Social Science hosts more than 130 professors and 4,200 students who research and study together across various academic fields in eight departments and three faculties (comprising seven majors), with thirteen foreign professors responsible for teaching various subjects in English.

The College of Social Science includes almost all academic fields of study within the so-called social sciences. With innovative new attempts in cooperation and convergence, the College is breaking down the boundaries of traditional scholarly disciplines. In this way, professors are promoting academic achievement and well-rounded development of students who can realize their specific dreams for the future.

The three faculties of the College of Social Science are the Faculty of Economics & Commerce (Major in Economics & Finance, Major in International Commerce, and Major in E-Trade), the Faculty of Public Service (Major in Public Administration, and Major in Politics & International Relations), and the Faculty of Communication (Major in Journalism & Visual Communication, and Major in Advertising & Public Relations). The eight departments are the Department of Consumer Information Studies, the Department of Sociology, the Department of Social Welfare, the Department of Psychology, the Department of Library & Information Science, the Department of Law, the Department of Police Law, and the Department of Police Administration.

The College of Social Science is located in the center of the Seongseo campus of Keimyung University. The campus Central Library, which is the largest in the nation, is located in a building immediately next to the College of Social Science. Students' halls with convenient facilities that students can use on a daily basis, such as bookstores, cafes, restaurants, travel agencies, and stationery stores, are also facing the College of Social Sciences, making it easy for students to enjoy university life at any time.

#### Educational Objectives

1. To Educate Proactive International Specialists in the Age of Globalization
2. To Educate Experts equipped with Flexibility and Universality
3. To Educate Citizens with higher Ethical Standards

#### Facilities

The modern College of Social Science building (Bonggyeong Hall) offers 16,503m<sup>2</sup> of floor space. It is equipped with a special lecture room with state of art educational technology and equipment,

multi-media seminar lecture rooms, and computer laboratories. The building also hosts faculty offices, department offices, rooms for students' associations, faculty library, student seminar rooms and experiment rooms, etc.

#### Administration Office

Office hours for the Administration staff run from 8:30 A.M. to 5:30 P.M., Monday through Friday.

Location: Room 163, Social Science Building

Telephone: (+82-53) 580-5391~3, 5472

## 2. Introduction of Department

The Department of Police Administration continually attempts to solicit brilliant students who will help to lead the development of Keimyung University. We possess suitable educational programs and learning systems, which help to develop the talents of our students as future elites in the Criminal Justice system including: police, prosecution, courts, correctional institutions etc. In addition, we also provide students with numerous field trips and internships that help to promote leadership and field experience. The department also supplies places to study for all students preparing for various national exams. As a result, many alumni successfully get into core positions in Korean National Agencies, such as the National Police Agency, National Intelligence Service, Prosecutor's Office, Courts, correctional institutions etc.

## 3. Faculty Member

-James Bryan Pattison Assistant Professor Syracuse Univ. 1988 , ( Law )

-Kim, Hye-Kyung Associate Professor yonsei Univ. 2005 , ( Law )

-Woosuk Yun Associate Professor City University of New York 2009 , ( Criminal Justice )

-Lee Sung Yong Associate Professor University Augsburg 2006 , ( Law )

-Huh, Koung-Mi Professor Dongguk Univ. 2000 , ( Criminal Justice )

-Choi, Woo Jeong Professor Univ. Leipzig 2004 , ( Law )

-Chang, Eung Hyeok Assistant Professor Korea Univ. 2016 , ( law )

-Kim, Joong gon Assistant Professor Florida State University 2018 , ( Criminology )

-Jang, Jae sung Assistant Professor Korea Univ.2025 . ( Science of Public Administration)

#### 4. Academic Information

◎ Curriculum

1) Course is divided into two types: Mandatory and Elective, and classified as

(1) Liberal Arts, (2) Major Basic and (3) Major courses.

2) ① Liberal Arts course: Common, Balanced and General Liberal Arts course

② Major Basic (it is not included in Major credits.)

③ Major: Major Mandatory, Major Elective

(Some departments have no Major Mandatory courses)

3) In order to graduate, you should complete the following credits as stated in the table below

◎ Required credits for freshmen (except the College of Engineering): 130 credits or higher

#### [Liberal Arts courses]

Classification		Type	Course Credit	Year of study	Required credits	Notes
Liberal Arts	Common	Mandatory	1-3	1	<b>15 credits</b>	Common liberal arts courses: Chapel(1), Chapel(2), Culture Seminar Writing, Understanding of Christianity, Keimyung Spirit (Servant Leadership Social Service), Academic English, Communication English, Managing University Life & Career, Fundamentals of writing and etc. <b>Instead of Academic English (2 credits) and Communication English (2credits), international student should take 2 courses among the designated Korean courses (Current Topics in Korean, Practical Korean Conversation, Reading in Korean, Writing in Korean). Other common liberal arts courses can be replaced with other liberal arts courses.</b>
	Balanced	Mandatory	3	1-4	<b>15 credits</b>	15 credits from the 5 course fields should be completed out of the 6 course fields. For students of the Natural Sciences, Science and Technology course field should be

						included, Balanced liberal arts course field: Philosophy and History, Society and Culture, Science and Technology, Literature and Arts, Global Leadership, Career exploration/Self Improvement
	Gene-ral	Electi-ve	3	2-4	<b>0 credit or higher</b>	History of Lifelong Education, courses for international exchange students, online courses, foreign languages, IT information, Startup of Enterprise

#### [Major courses]

Classification		Type	Course Credit	Year of study	Required credits	Notes
Major Basic		Mandatory	3	1	<b>0-15 credits</b>	Courses designated by each college or department (1-3 courses)
Major	Major Mandatory	Mandatory	0-3	1-4	<b>69 credits or higher</b>	Completing <b>69 credits</b> in combination of <b>54 credits</b> from Major (1 <sup>st</sup> Major) and Minor courses. Major Mandatory courses and graduation thesis should be completed. Some departments (major) may not require graduation thesis to be completed.
	Major Elective	Elective	1-3			

© How to find major mandatory courses

1) Major Mandatory courses by admission year:

Web Information System → class → grade

2) You should complete Major Mandatory courses of your admission year. If a Major Mandatory course has been discontinued, or its classification has changed, you don't have to take that particular course.

3) Freshmen of the College of Engineering (departments related to ABEEK Program) are recommended to follow the instruction on the detailed curriculum offered by the Administrative Office of the College of Engineering and the Academic Affairs Team.

Department of Police Administration Curriculum

※ To get a detailed description of the course, please click on the course title.

semester	type	code	Course Title	Advanced Levle	Credits	Hours of Instruction	Practicum
1/1	prerequisite	20715	<a href="#">INTRODUCTION TO POLICE SCIENCE</a>		3	3	0
	basic	21178	<a href="#">INTRODUCTION TO LAW</a>		3	3	0
	elective	38312	<a href="#">SOCIAL PATHOLOGY</a>		3	3	0
1/2	prerequisite	27719	<a href="#">GENERAL THEORY OF CRIMINAL LAW</a>		3	3	0
2/1	elective	18898	<a href="#">CONSTITUTIONAL LAW</a>		3	3	0
	elective	19908	<a href="#">DEFENSIVE TACTICS</a>		3	0	6
	prerequisite	21175	<a href="#">CRIMINOLOGY</a>		3	3	0
	elective	27778	<a href="#">GENERAL THEORY OF CRIMINAL LAW(2)</a>		3	3	0
2/2	elective	19913	<a href="#">POLICE PERSONNEL MANAGEMENT</a>		3	3	0
	prerequisite	21356	<a href="#">CRIMINAL INVESTIGATION</a>		3	3	0
	elective	25275	<a href="#">JUDO TACTICS</a>	◆	3	0	6
	elective	25651	<a href="#">CONTEMPORARY SOCIAL PROBLEMS</a>	◆	3	3	0
	elective	27776	<a href="#">SPECIAL PART OF CRIMINAL LAW(1)</a>		3	3	0
	elective	32819	<a href="#">UNDERSTANDING BASIC HUMAN RIGHT</a>		3	3	0
	elective	33819	<a href="#">RESEARCH METHOD IN CRIMINAL JUSTICE</a>		3	3	0
2	elective	29081	<a href="#">INTRODUCTION TO CRIMINAL JUSTICE(LECTURE IN ENGLISH)</a>		3	3	0
	elective	39006	<a href="#">ETHICS IN CRIMINAL JUSTICE</a>		3	3	0
3/1	elective	11582	<a href="#">CORRECTION</a>		3	3	0
	elective	13362	<a href="#">PSYCHOLOGY OF CRIME</a>		3	3	0
	elective	13654	<a href="#">COMPARATIVE POLICE SYSTEM</a>	◆			

(The courses marked with  are offered every other year.)

Semester	Type	Course Code	Course Title	Advanced Level	Credits	Grading System	Hours of Instruction	Practicum
3/1	elective	27777	<a href="#">SPECAIL PART OF CRIMINAL LAW(2)</a>		3	class	3	0
	elective	33739	<a href="#">CRIMINAL PROFILING</a>		3	class	3	0
	elective	19915	<a href="#">VICTIMOLOGY</a>		3	class	3	0
	elective	20716	<a href="#">POLICE ADMINISTRATIVE LAW</a>	◆	3	class	3	0
	elective	25525	<a href="#">TERROR AND PUBLIC SECURITY</a>	◆	3	class	3	0
	elective	28352	<a href="#">POLICING PUBLIC SAFETY</a>		3	class	3	0
3/2	elective	32026	<a href="#">DISCIPLINE-SPECIFIC ACADEMIC WRITING(DEPARTMENT OF POLICE ADMINISTRATION)</a>		3	class	3	0
	elective	39008	<a href="#">CRIME PREVENTION</a>		3	class	3	0
	elective	13224	<a href="#">PRIVATE SECURITY</a>		3	class	3	0
	elective	19100	<a href="#">CRIMINAL PROCEDURE</a>		3	class	3	0

Semester	type	Course Code	Course Title	Advanced Level	Credits	Grading System	Hours of Instruction	Practicum
4/2	elective	24608	<a href="#">CRIME SCENE INVESTIGATION</a>	◆	3	class	3	0
	elective	30244	<a href="#">CRIMINAL PROCEDURE AND HUMAN RIGHT</a>		3	class	3	0
	elective	33818	<a href="#">NATIONAL INTELLIGENCE STUDIES</a>		3	class	3	0
4	elective	19093	<a href="#">SEMINAR IN CRIMINAL LAW</a>		3	class	3	0
	elective	19910	<a href="#">POLICE ETHICS</a>		3	class	3	0
	elective	24576	<a href="#">POLICE ADMINISTRATION LONG-TERM INTERNSHIP</a>		15	P/F	0	480
	elective	29080	<a href="#">POLICING &amp;THE MANAGEMENT OF POLICE ORGANIZATIONS(LECTURE IN ENGLISH)</a>		3	class	3	0
All	elective	18903	<a href="#">CONSTITUTIONAL LAW(2)</a>		3	class	3	0
	elective	24575	<a href="#">POLICE ADMINISTRATION PROJECT</a>		2	P/F	0	64
	elective	28842	<a href="#">CRIMINAL TRIAL PRACTICE</a>		3	class	3	0
	elective	31467	<a href="#">POLICE ADMINISTRATION INTERNSHIP (1)</a>		3	P/F	0	160
	elective	31468	<a href="#">POLICE ADMINISTRATION INTERNSHIP (2)</a>		3	P/F	0	160
	elective	34014	<a href="#">STARTUP FIELD TRAINING(1)</a>		3	P/F	0	160
	elective	34101	<a href="#">STARTUP FIELD TRAINING(2)</a>		3	P/F	0	160
	elective	34192	<a href="#">LONGTERM STARTUP FIELD TRAINING</a>		15	P/F	0	480
	prerequisite	34243	<a href="#">STEP BY STEP CAREER DEVELOPMENT</a>		1	P/F	0	0
	elective	35881	<a href="#">FIELD PLACEMENT(1)</a>		3	P/F	0	160
	elective	35959	<a href="#">FIELD PLACEMENT(2)</a>		3	P/F	0	160
	elective	36037	<a href="#">FIELD PLACEMENT(3)</a>		3	P/F	0	160
	elective	36116	<a href="#">FULL-SEMESTER FIELD PLACEMENT</a>		15	P/F	0	480

## 5. Orientation for Freshmen

1) Target : 2018 Freshmen

2) 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

## 6. Course Application

1) Application method

- Decide which subject the student will take his or her own course, log in at the enrollment application system (<http://sugang.kmu.ac.kr>) and apply the subject on a first-come first-served basis. However, as for the first year, the required courses must be taken by the Academic Affairs team, and these classes can not be corrected.

- Collective application subject : Common culture, foundation of major, required major in freshman year

- For all subjects other than those for collective application subject, one has to sign up for the class during the first and second period.

- Before starting school, check your class and class room by checking the class you signed up for

- If the class you are going to take exceeds the allowed number of students, you will not be able to enter it, so you must sign up for another class. Therefore, you must enter it at a faster time at the beginning of the class to apply for the subject you want.

- Attendance check(Check during class)

If your name is not listed in the attendance book, be sure to check the class application details because the application is not done correctly

-The maximum number of credit hours can not exceed 20 credits and 36 credits a year. The maximum number of credit hours a person can normally sign up for is 144 in 4 years, of which they must earn at least 130 and meet other graduation requirements.

2) Announcement of course application

-Guidance for the Course Timetable

① EDWARD System> ② Academics > ③ Courses > ④ Enrollment> ⑤ View Course Schedule

-How to check the Permanent Grade

① EDWARD System >② Academics >③ Grades > ④ Grading Process >⑤ View My Permanent Grades

-To Check Course Registration List

① EDWARD System >② Academics >③ Courses> ④ Enrollment > ⑤ View My Enrollment

## 7. Leave of Absence

### 1) Personal Affairs

- Unenrolled Leave of Absence: It is possible to apply for leave up until the end of the first quarter of the semester
- Enrolled leave of absence: It is possible to apply for leave up until the beginning of the final exam
- Students can extend the leave of absence via EDWARD System. The maximum period of leave of absence is a year/application, and the total periods cannot exceed 3 years.
- Freshmen are not allowed to be on leave of absence in the first semester of registration except for military service purposes

### 2) Absence of family affairs

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

### 3) Military Service

- Leave of absence due to the military service is limited to 3 years. If the period of leave exceeds 3 years, students should submit the application for extending the leave of absence for an additional 2 years. Regarding female voluntary enlistees, female non-commissioned official work is approved as leave of absence due to military service.

### 4) Application Procedure

- Completing online application in the EDWARD system, the student should upload a scan file of notice of enlistment
- Extension of the leave of absence is permitted through applying for an extension via the Administration Team. This would be when students are on leave of absence due to military service.

### 5) Application Period

- From 2 weeks before the enlistment date, to the enlistment date
- \* Alternative Acknowledgement of Tuition
- Students who apply for leave before completing 2/3 of the semester : Full tuition is acknowledged alternatively.
- Students who apply for leave after completing 2/3 of the semester
- If the students wish to obtain their grades: Tuition lapsed (After printing the application form, the student should submit it to the academic affairs team.)
- If the students wish not to obtain their grades: Full tuition is acknowledged alternatively.
- ※ It is recommended for students, who want to be on leave of absence, to apply for leave of absence after enrollment in order to maintain scholarship benefits.

※ If students want to extend the leave of absence period for personal affairs, they should apply for the return from leave of absence first, and then reapply for the leave of absence.

※ If the date of return from leave of absence has passed, the student who wants to extend the leave of absence for personal matters should visit the academic affairs team with a Leave of absence extension form and a discharge certificate.

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

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

7) Returning to home

-Students who return to home because of illness should visit the Academic Affairs Team within 10 days.

8) Cancellation of leave of absence

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

9) Notes on Leave of Absence for Military Enrollment

- Students should apply for enlistment at Military Manpower Administration. If not, the status of enlistment deferment will be continued.

- Students who applied for the leave of absence without notification of enlistment will be difficult to schedule their future study plan.

## 8. Return from Leave of Absence

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

- 1) Submission Period : The period information will be updated on the KMU website. 2) Procedure and Documents - Personal affairs: Students apply via the EDWARD System
- Illness reasons: Students hand in the application form: 'Return from leave of absence' and submit a written medical diagnosis to the Administration Team.
- Military Service Leave of Absence: Students apply via the EDWARD System with attachments including one of documents among the Certificate of Discharge, Certificate of Prearranged Discharge, or abstract of their resident registration including contents regarding military service.

## 9. Standards for Grade Warnings and Expulsion Cautions, Graduation requirement

- 1) Grade Warning A grade Warning is implemented if students receive a GPA of 1.50 (2.00, Medical students) Exception: The final semester's grades are excluded in the Grade Warning.
- 2) Expulsion Caution For students who receive 3 consecutive Grade Warnings during the period of attendance in university.

### 3) Graduation requirement

Application Eligibility

Nationality Requirements: Applicants must meet one of the following Requirements

- 1) A foreign national whose parents are both foreign nationals
- 2) Completion of his or her entire education (equivalent to elementary, middle, high school and undergraduate) in a foreign country

Degree Qualification

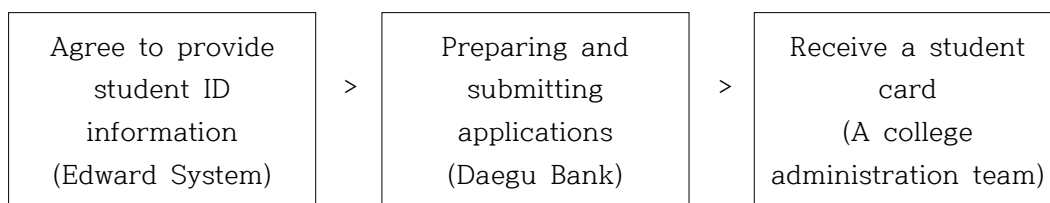
- 1) Master's Degree Program or Combined Master's and Doctoral Program
  - A bachelor's degree from an accredited college or university (or expected to receive a bachelor's degree before the admissions period of the term the applicant is applying to).
  - Educational attainment equivalent to bachelor's degree approved by laws.
- 2) Ph.D. Degree Program
  - A master's degree from an accredited college or university (or expected to receive a master's degree before the admission period of the term the applicant is applying to).
  - Educational attainment equivalent to master's degree approved by laws.

Qualification for Language Proficiency

- 1) Test of Proficiency in Korean (TOPIK): Level 3 and higher
- 2) English language proficiency: TOEFL PBT550 (CBT 210, IBT 80), IELTS 5.5, TEPS 550 and higher.
- 3) Applicants who do not meet either of the above conditions are able to apply if recommended by the chair of the department they are applying to. (Designated form downloadable from <https://newcms.kmu.ac.kr/kmugs/index.do>)

## 10. Student ID Card

### 1) New issue application



① Subject : First out of new, transferred, readmitted or enrolled students

② Who to prepare: Photo (Identification photo, 3cm x 4cm), identification card

③ Issue period : 1 to 2 weeks

④ Application procedure

EDWARD System > Academics > Student Support > Student ID Card Request > Agree to provide student ID information > Preparing and submitting applications > Receive a student card

### 2) A lost application

EDWARD System > Academics > Student Support > Student ID Card Rerequest > Lost application

### 3) Student card reissuance application

① Daegu Bank Application of visit

(EDWARD System > Academics > Student Support > Student ID Card Rerequest > Lost application > Daegu Bank application of visit > receive a student card (college administration team)

② Internet application

EDWARD System > Academics > Student Support > Student ID Card Rerequest > Lost application > Daegu bank homepage > personal internetbanking Login > General information management > card information > Ubi-IDcard Rerequest application > receive a student card (college administration team)

### 4) Reissue registration check

EDWARD System > Academics > Student Support > Student ID Card Rerequest > Reissue registration check (Check whether the code displayed at the top of the student ID picture matches the card number displayed on the screen)

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

### 5) precautions

- Approval to provide information on student ID cards can only be made once during the school year.
- Application for and receipt of a student ID card is allowed only during the school year.

(Graduates and registrants can not issue student certificates.)

## 11. academic Scholarship

### 1) A scholarship

International Student Scholarships

Undergraduate Scholarships:

Type	Eligibility	Benefit
Jinri Scholarship	Enrolled student whose GPA of the previous semester is more than 4.2 (having minimum 15 credits without any failed course)	100% Waiver of Tuition Fee for the next semester
Jeongui Scholarship	Enrolled student whose GPA of the previous semester is more than 3.0 (having minimum 15 credits without any failed course)	50% Waiver of Tuition Fee for the next semester
Sarang Scholarship	Enrolled student whose GPA of the previous semester is more than 2.0 (having minimum 3 credits)	30% Waiver of Tuition Fee for the next semester

Graduate Scholarships:

Name of Scholarship	Qualification	Benefit
Sarang Scholarship	Recommendation from department	30% of tuition fee
Jeongui Scholarship	TOPIK Level 3 ~ Level 5 (TOEFL PBT 550, CBT 210, iBT 80)	50% Waiver of Tuition Fee
Jinri Scholarship	TOPIK Level 6	100% Waiver of Tuition Fee

Scholarship will be awarded for 4 semesters if 6 credits each semester without any failed course and maintain 80 points in average for Sarang & Jeongui scholarship whereas 95 points in average for Jinri scholarship.

### 2) volunteer service scholarship

- Students will be exempted from paying tuition fees, and they will be volunteering at a 50-hour volunteer service in Mafor office.

-Application target : Low-income earners > National scholarship payment result is the factor in the 8th percentile in the income group.

(An unappointed person of National scholarship are excluded from application for academic scholarships.)

-School fees will be reduced when tuition is paid, and there will be no notice.

- If you are selected as a student, you should do volunteer work at the major office.

- If you do not perform volunteer work for 50 hours, you will be excluded from the application for the next semester's academic scholarship program, and you will be required to return the scholarship funds.

### 3) National scholarship

-The financial aid programs administered by KOSAF are customized for students' various needs. Together, the programs offer aid to an increasing range of students. Through its grants and scholarship programs, KOSAF strives to establish a system in which any qualified individual has the opportunity to pursue higher education, regardless of financial status.

KOSAF's grant and scholarship programs are divided into three main categories: need-based, merit-based, and work-based.

#### **Mailing address:**

Korea Student Aid Foundation  
125 Sinam-ro, Dong-gu  
Daegu, Korea 41200

For alternative methods (e-mail) to contact KOSAF, see the Inquiries page.

## 12. Library

-The library, which has supported research and learning activities since its opening in 1958, has been named a library in honor of Dr. Shin Tae-sik, the honorary president. In March 1933, the library was established in the and the environmental improvement project was completed in March 2014. Application of the data processing room, laptop, reading room, information service center, electronic information center, group study room for the previous group discussion space It plays a leading role in generating knowledge information on universities and communities based on the support of multiple devices

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

- Utilization time

During the semester : 09:00~22:00(Weekdays)

09:00~13:00 (Saturday)

During the vacation : 09:00~17:00Weekdays)

Saturday(Rest)

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

3) Number and duration of loan books

14 days on 10 books.

Extension only once

section(floor)		semester		vataion	
		monday - friday	saturday	monday - friday	saturday
Collections room	Circulation desk (1F)	09:00-22:00	09:00-13:00	09:30-17:00	closed
	Image information room(1F)	09:00-17:00	closed		
	Multimedia information room(1F)	09:00-22:00	09:00-13:00		
	Main circulation desk(2F)				
	Digital information room(2F)				
	Material room by subject(4F-6F)				
	Journals/ Dissertations room(6F)	09:00-17:00	closed		
	Korean classics room((7F)	09:00-19:30	closed		
Daemyung campus library					

section(floor)		semester		vacation	
		weekdays	saturday	monday - friday	saturday
Reading room	Reading room 3(1F)	05:00-24:00			
	Reading room 1(3F)	06:00-22:00			
	Reading room 2(3F)				
	Reading room for graduate studen(3F)				
	Daemyung campus reading room	06:00-24:00			

▪ Closed on every sunday, on May 20 (anniversary of university), and on national holidays.

## 13. Counseling and Employment Guide

### 1) Student Counseling

- 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.

- 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

- 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

### 2) Career Program

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

### 3) Confirmation of Employment and Acknowledgement of Attendance for Early Employment

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

- Acknowledgement of Attendance: Applicable to the lectures equivalent to 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

- Step 1: Confirmation of employment

- Application for confirmation of early employment  
(within 2 weeks from the date of employment)
- Confirmation of early employment  
(by the Employment Support Team)
- Printing out the certificate of early employment  
(within 1 week from confirmation)
- Submit the certificate of early employment to and consult the professor who teaches the subject  
(within 2 weeks from the date of employment).

- Step 2: Acknowledgement of Attendance

- Application for acknowledgement of attendance : Edward System, A personal application.
- Acknowledgement of attendance :  
Acknowledged by the Employment Support Team from time to time after the application.
- Submission of attendance certificates :  
Submit it to the Professor in charge of the subject prior to the end of the regular exam.  
\* Submit the acknowledgement of attendance for early employment to the professor who teaches the subject (prior to the closing date of regular test).

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

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

## 14. Compass K

### 1) 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.

### 2) 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.)
- Developed to enhance the competitiveness of the students educational competence, it is composed of seven areas : target management, major, globalization, IT, volunteer creativity, career path and employment.
- It is organized so that the educational capability of students can be divided into 18 detailed items.

### 3) Purpose of implementation

- Provide motivation to set goals early and develop training skills
- Manage job specifications by creating a portfolio for each individual
- Job Hope Management, Successful Employment, Employment Management
- Program Composition : career Search, Career Consulting, and Competence management
- Competency development point scholarship payment
- Compass K- Approval can be granted by using a computer with regard to items related to grade evaluation and acquisition of credits
- After the student enters into the web information, check and approve the supporting evidence(Original certificate or certificate source) with the college administration team manager every Thursday.
- One performance is recognized as a single discipline capability(Unable to recognize performance in more than one field as a result of one performance)

## 15. Health and Counseling Center

1) 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

2) 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.

3) 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/>

## 16. Edward System Modifying Personal Information

-Common > System common > basic setting > Preferences > Personal Information Modification

-Be sure to enter (check and modify) the contact number, English name, street address, phone number, and email to prevent notification of various academic information items due to the unreliverable power.

- Enter English Name : Be sure to enter foreign teachers

(Ex : Hong Gil Dong)

- Address : Mail all kinds of academic information.

- E-mail : Send all kinds of academic information.

- Phone number : Communication of various academic information, such as SMSservice, vacation and return approval numbers, registration, etc.

## 17. College Student Council

### 1) College student council

#### ① Role

- To organize and lead all the events held in the school and genuinely sort out suggestions from students.

#### ② 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: #B128-1 of Bonggyung

### 2) Department Student Council (Student Council)

#### ① Role

- To organize and lead all the events held in the school and genuinely sort out suggestions from students.

#### ② 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: #B08 of Shattuck

## 18. Student Activities

- Gyung Si heon: It has a study facility for students who prepare for various exams, including the judicial examination.

- Campus Police: They patrol school campuses in the same form as regular districts each evening for school security and other activities.

- Study: Studies conducted primarily on first graders are administered once every two weeks to provide practical help, such as in English.

- Running: After all the classes, all grades get together and run around campus.
- Judo: It is time to learn judo that is the necessary martial arts to become a police officer.
- Crime Science Investigation : They do forensic science practical activities and latent fingerprint collection/lifting practice etc.
- Air : After all the classes, group member get together at the gym and do badminton or basketball.
- Tornado : After all the classes, group members get together and do soccer on the ground.

## 19. Other Notices

- There are details on giving up classes, giving up credit, double major, double major, grade warning, class evaluation, seasonal semester, early graduation, graduation thesis, teacher certificate, transfer, return to school, and acquisition of special credits on the academic Web site.

(Top of the Homepage Edge → Students Service → Academic Guide)

- In addition to the above information, check the university homepage (<http://www.kmu.ac.kr>) frequently.

- How to check the Professor in charge

Edward System > Academic > Academic basic management > Personal information

## 20. Q&A

**Q1** : I want to go to Keimyung University police administration. How can I enter there?

**A1** : The admission process for Keimyung College, which is open to the police administration, is largely divided into the regular Regular evaluation process (student department general, student department curriculum) and the regular admission process. In this case, during the regular evaluation process, the comprehensive evaluation of the student body includes the school life cycle, the potential performers, the opportunity selection model, and the rural students, and so on.

**Q2** : I'm a freshman. Who is my tutor? What can you guide?

**A2** : Edward System > Academic > Academic basic management > Personal information / It is recommended to meet at least once a semester. The advisor will give you advice and counseling on your overall academic performance.

**Q3** : I'm a freshman. How can I find out more questions about our major?

**A3** : The first is to look in the handbook and if there are still any questions, you can visit any of the academic books.

**Q4** : I have a suggestion for our major. What should I do?

**A4** : You can contact the student council of our major department. The student council will gather your input and deliver it to the College Students ' Association and its faculty members.

**Q5** : We have a warrant to enlist in the army. How do I proceed with the leave of absence procedure?

**A5** : Apply for leave of absence from the EDWARD system and then scan and attach the draft notice. As a rule, the length of application for the leave of absence from the service shall be from two weeks before the date of entry to the date of application

**Q6** : Please let me know in detail that I can get a special appointment if i come to the police administration department.

**A6** : Police administration and special recruitment programs are available when a person aged 20 to 40 years has graduated from a police administration related department at a university for more than two years, or has enrolled in a police administration related department at a four-year university. They must take at least 45 credits of a subject that can be recognized as a police administration major and have good physical conditions.

The subject of written examination is the introduction to police science, investigation, Administrative law, criminal law, criminal procedure law and In the case of the four-year police administration department, applicants can apply for the exam regardless of the grade, if they take 45 credits in a subject recognized as a police administration major.

**21. Contact Information & Location**

Social Science Office	053-580-5392,5472
Police Administration Office	053-580-5594,5911

location: 1095, Dalgubeol-daero, Dalseo-gu, Daegu, Republic of Korea, Shattuck 207-5