

Blue Book

2018

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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 your 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

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Introduction

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Students Information

“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 Japanese Studies.

2. College of Humanities and International Studies

1) Overview

Nowadays the world is overcoming geographical and cultural boundaries, and is becoming a vast global village owing to the current trend of globalization and the rapid development of information communication technology. The educational objective of the College of Humanities and International Studies is to ensure that students acquire the basic consciousness and accomplishments necessary for them to become active world citizens, who are international professionals capable of taking on the responsibilities of leadership in a global age.

2) Division

The College of Humanities and International Studies is divided into the following 16 departments:

- 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
- Philosophy & Ethics

College Admin Office:

Tel. 82-53-580-5011~5013, 5021~2

3. Department of Japanese Studies

1) Introduction

In 1977 the department was established as the first Japanese studies program in Korea, which taught Japanese politics, history and culture based on the learning of Japanese language. Our department has produced leading experts of Japan and offered systematic and practical education for students who would act as mediators between Japan and Korea to expand exchanges in both countries.

2) Academic Objectives

- ▶ Overcoming the tendency of language oriented academic system of Japan related programs, the department provides a comprehensive study of Japanese politics, economy, society, history and culture as well as Japanese language. The objective is to nurture Japanese specialists who can serve as a mediator between Japan and Korea.
- ▶ To educate specialists with pragmatic knowledge of Japan
- ▶ To foster fluency in practical Japanese
- ▶ To promote a comprehensive understanding of Japan

3) History

Keimyung University established the first department of Japanese studies (night program) in Korea in 1977. Following the undergraduate program of Japanese studies, the department of Japanese interpretation and translation was established in the Graduate School of international studies in 1995, and the master's and doctor's course in Japanese studies was established in 1998. As a pioneer in Japanese studies in Korea, the department plays a leading role in the field.

4) The current state of students

	Male	Female	Sum
Fresh men	33	46	79
Sophomore	32	49	81
Junior	26	30	56
Senior	23	55	78
Sum	114	180	294

Degree Guide

Academic Courses

Core Credit System

General Credit System

Curriculum: Major of Japanese Studies

Course Pack

Course Registration

Credit Evaluation

Grade Appeals

Leave and Return

Expulsion

Overseas Training Program

Issuance of Transcript

Government-subsidized Project

“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. Degree Guide

1) Academic Courses

Please go to University Website → Academics → Colleges/Graduate Schools → Humanities and International Studies → Curriculum → Select "Course Title," for your reference of the detailed 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 ³⁾ 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 ²⁾)								
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 ³⁾	General			Convergent Major/Interdisciplinary Major					
			Primary Major	Double Major	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
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	Frontier Studies Emerging Market Area Studies	Korean Studies

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	- Chapel(1) and Chapel(2) are non-accredited courses. - 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).
	BALANCE	Required	3	1-4	15 credits or higher	- Students are required to choose and complete 5 Balance Courses, including Philosophy and History, among 6 different areas of study. - 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 - Students in Humanities and International Studies must complete 5 K-Humanities CORE courses in the 3 categories of study: Globality, Creativity, and Korean Studies. - Students majoring in Nursing must complete 12 Liberal Arts credit units designated by the corresponding department.
MAJOR	GENERAL	Elective	3	2-4	0 credit or higher	- 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.
	BASIC MAJOR	Required	3	1	0 credit or higher	- 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.
	MANDATORY MAJOR	Required	0-3	1-4	0 to 30 credits	- Students must fulfill more than 69 credits, constituted by major courses (at least 54 credits) and minor courses. - Completion of Mandatory Major Courses is a prerequisite to earn a bachelor degree. Some
	ELECTIVE MAJOR	Elective	1-3		69 credits or higher	

Humanities Machines Cars		
Humanities MICE		
Humanities Medical Tour		

- 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.

						majors may require graduation thesis to be completed. - Some majors do not have mandatory major courses.
COURSES FOR THE TEACHING PROFESSION	Required	2	2-4	22 credits		- Students in the College of Education and those who complete teaching preparation program must fulfill the requirements of these courses to earn teacher certification.

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: Japanese Studies

	1st Semester	2nd Semester
Freshman	ELEMENTARY IN JAPANESE (1)	ELEMENTARY IN JAPANESE (2)
Sophomore	PRACTICE IN JAPANESE (1) JAPANESE POPULAR CULTURE JAPANESE CONVERSATION FOR BUSINESS JAPANESE STUDIES EXERCISE JAPANESE PRACTICES INTERMEDIATE JAPANESE PRACTICE INTRODUCTION TO JAPANESE AREA STUDY LANGUAGE EXPRESSION OF JAPANESE STUDY ABROAD PROGRAM (JAPANESE)	PRACTICE IN JAPANESE (2) JAPANESE GEOGRAPHY & CLIMATE JAPAN & THE WORLD PRACTICAL JAPANESE CONVERSATION JAPANESE READING JAPANESE COMPOSITION CONTEMPORARY JAPANESE GRAMMAR JAPANESE LIFE AND CULTURE STUDY ABROAD PROGRAM (JAPANESE)
Junior	UNDERSTANDING OF JAPANESE HISTORY (1) MEDIA JAPANESE INTRODUCTION TO JAPANESE LINGUISTICS JAPANESE POLITICS & SOCIETY LOGIC AND CRITICAL THINKING FOR FOREIGN LANGUAGE MODERN AND CONTEMPORARY JAPANESE ECONOMY SEMINAR ON INTERNATIONAL STUDIES JAPANESE TRADITIONAL CULTURE AND ART	UNDERSTANDING OF JAPANESE HISTORY (2) JAPANESE EDUCATION SPECIAL TOPICS IN JAPANESE THE CULTURE OF JAPANESE LANGUAGE DISCIPLINE-SPECIFIC ACADEMIC WRITING(DEPARTMENT OF JAPAN) JAPANESE COMMUNITY NORTHEAST ASIA ECONOMY & THE TRADE POLICY OF JAPAN SEMINAR ON AREA STUDIES LINGUISTIC LIFE STYLE OF JAPANESE JAPANESE FIELD STUDY SPECIAL TOPICS IN JAPANESE JAPANESE HISTORY AND CULTURE SEMINAR IN ADVANCED JAPANESE LANGUAGE JAPANESE LOCAL INDUSTRY MODERN JAPANESE SOCIETY PRACTICE IN JAPANESE AREA STUDY INTERNATIONAL RELATIONS IN JAPAN KOREAN AND JAPANESE CROSS CULTURAL COMMUNICATION MASS COMMUNICATION IN JAPAN
Senior	JAPANESE LANGUAGE TEXTBOOK AND PEDAGOGICS JAPANESE INTERPRETATION EXERCISE SEMINAR OF JAPANESE STUDIES THEORY OF KOREA-JAPAN RELATION TOURISM-CULTURE IN JAPAN FOREIGN LANGUAGE TEXTBOOK AND PEDAGOGICS SEMINAR FOR ACCESSION COMPREHENSION FOR JAPANESE LANGUAGE MEDIA ENTREPRENEURSHIP OF JAPAN	SPECIAL TOPICS IN JAPANESE STUDY JAPAN & ASIA CONTRASTIVE STUDY OF KOREAN-JAPANESE UNDERSTANDING OF JAPANESE'S MODERN HISTORY JAPANESE ECONOMIC HISTORY JAPANESE MODERN AND CONTEMPORARY VISUAL CULTURE
	Graduation Thesis (JAPANESE STUDIES)	
the others	PROJECT OF JAPAN STUDIES INTERNATIONAL TRADE PRACTICES OVERSEAS CULTURAL TOURISM HISTORY OF JAPANESE LITERATURE INTERNSHIP OF JAPAN AREA INTERNSHIP(1) INTERNSHIP(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

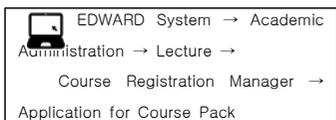
For all students in the Department of Japanese studies should (1) fulfill language requirements

and (2) write graduation thesis to successfully complete the requirements for graduation. To fulfill the language requirements, students should complete the course of "JAPANESE STUDIES EXERCISE" and one course taught by a Japanese native instructor, OR submit JPT score over 700 or JLPT score of level 1. As for the graduation thesis, students should write and submit the thesis in the second semester of the fourth year and pass the examination of a thesis. The course of Graduation Thesis is automatically registered for the students in the second semester of the fourth year by the school. If not, students can register the course individually.

Please note that the requirements above will be applicable to all day and night admissions since 2014.

For more information, please contact the administration office of the Department of Japanese Studies (053-580-5792)

5) 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.

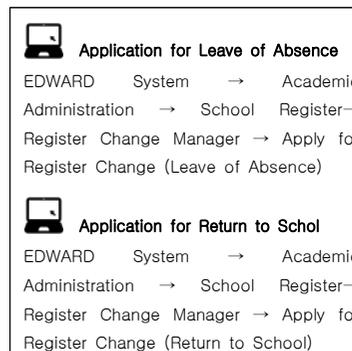
8) Grade Appeals

- ▶ 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



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) Overseas Training Program

- ▶ In order to join the overseas training program, you must apply to the relevant institution and program. The opportunities are provided to those who satisfy the requirements of the program.
- ▶ Please feel free to visit **school website and department bulletin board** frequently. The announcement of recruitment methods and information are often available at the website. Please consider that each specialized program requires different skills and expertises.

12) 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

Career Program

Student Employment

Volunteering Scholarship

Compass K

Health and Counseling

College Student Council

Department Student Council (Student Council)

Orientation for Freshmen

4. 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.

B. 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 ☎ 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/>

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

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	

'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: #216 of 1st Student Union Building

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: #212 of 1st Student Union Building

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

Lecture Room Space Reservation

Library

Locker

Lost Property

Emergency Notice

Emergency Measure on Campus

Disaster Evacuation Training

Holidays

Lost Property

Emergency Notice

Emergency Measure on Campus

Disaster Evacuation Training

Hospitals near Campus

Holidays

Transportation

6. School life

▶ Major homepage

-Department of Japanese Studies

<http://newcms.kmu.ac.kr/japanology/index.do>

Recruitment of volunteer program, internship, and oversea training programs will be announced through the dept. website and the bulletin board near the department office.

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,

6) Library

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

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

"What we dwell on is who we become."
- Oprah Winfrey

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/Harrassment

► 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

Contacts

Department Office

Administration Team, College of Business Administration

Useful Information

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

8. Contacts

1) Department Office

- ▶ Department of Korean Language and Literature: #243-1 of Youngam
☎ 053-580-5784
- ▶ Department of Korean Studies: # 243-1 of Youngam
☎ 053-580-5579
- ▶ Department of English Language and Literature: #243-2 of Youngam
☎ 053-580-5784
- ▶ Department of German Language and Literature: #243-2 of Youngam
☎ 053-580-6426
- ▶ Department of Chinese Language and Literature: #243-2 of Youngam
☎ 053-580-5785
- ▶ Department of Japanese Language and Literature: #243-2 of Youngam
☎ 053-580-5786
- ▶ Department of Russian Language and Literature: # 243-2 of Youngam
☎ 053-580-5099
- ▶ Department of History: #243-1 of Youngam
☎ 053-580-5096
- ▶ Department of Christian Studies: #243-1 of Uiyanggwan
☎ 053-580-5156
- ▶ Department of Philosophy and Ethics: #243-1 of Youngam
☎ 053-580-5104
- ▶ Department of Chinese Studies: #120 of Smith
☎ 053-580-5791
- ▶ Department of Japanese Studies: #122 of Smith
☎ 053-580-5792
- ▶ Department of American Studies: #124 of Smith
☎ 053-580-5787
- ▶ Department of European Studies: #126 of Smith
☎ 053-580-5790
- ▶ Department of Spanish and Latin American Studies: #121 of Smith

☎ 053-580-5737

2) Administration Team of College of Business Administration

Inquiry for academic administration

▶ Faculty of Language and Literature
☎ 053-580-5012

▶ Faculty of Humanities
☎ 053-580-5013

▶ Faculty of International Studies
☎ 053-580-5022

"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

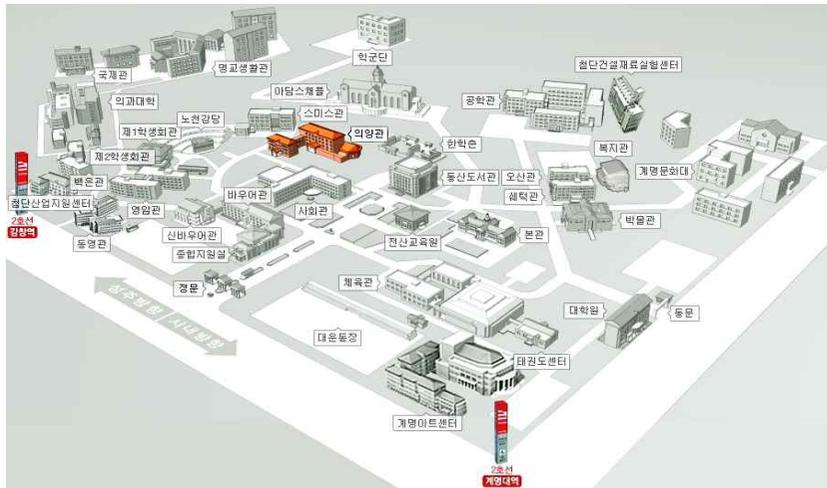
It is said that "records last longer than clear memories". Particularly, recording is very useful in your schoolwork.

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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Issued by | Department of Japanese Studies

Written by | Handbook Compilation Committee

Editors | KIM, MYUNG SU (The chair of Japanese Studies)

KIM, SE HEE (Assistant)

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