BLUEBOOK

2020

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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. Your will be able to consult and be advised for overall study issues. (For more information, see page ?)

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

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

Q I have a suggestion for the Department of Tourism Management. How can I deliver it?

A Please contact our student council. The council will collect your suggestion or opinion and forward it to our professors association. (For more information, see page ?)

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

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.

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.

Q I am a foreign student. I am trying my best for my academics, but I still need some help.

A Ask the foreign student council for help or talk to Prof. Kim, Yang Sok in our department.

Student Handbook: Introduction

College of Business Administration

Overview

Department

Department of Taxation

Introduction

Academic Objectives

History

Students Information

"Everything comes to him who hustles while he waits"

-Thomas A. Edison

1. Handbook: 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 Tourism Management.

2. College of Business Administration

1) Overview

With the vision 'becoming one of the top 10 business schools in Korea by 2020' and the mission 'fostering ethical management specialists for glocalization, the College of Business Administration aims at nurturing business leaders who are practical with an ability of solving various problems, open-minded with a sense of glocalization and ethical with rationality.

2) Department

There are five departments in the college: Business Administration, Tourism Management, Management Information System, Accounting, and Taxation)
For starting any administration service, first check this student handbook, then acquaint yourself with work support information by asking administrative assistant.
Contact: 053-580-6363

3) History

▶ Establishment of Department

1965 Established the Department of Business Administration
1977 Established the Department of Accounting
1978 Raised to the status of a university (Keimyung University) / Authorized as business school
1985 Established the Department of Tourism Management
1988 Established the Department of Management Information System

1998 Established the Department of Taxation
2003 Moved to Uiyanggwan in Seongseo Campus
2016 Selected for University for Creative Korea (CK-1)

▶ International Exchange
1982 concluded cultural exchange agreement with Momoyama Gakuin University in Japan
2000 concluded cultural exchange agreement with Nankai University in China
2015 concluded cultural exchange agreement with of Nankai University in China

▶ Stepping up to Outstanding Business School
1966 Selected as outstanding business division nationwide in evaluation of the Korean Council for University Education
2006 Planned, decided and implemented the 'GREAT MANAGEMENT 2020' project
2010 Selected as government-subsidized project for enhancement of competitiveness 2020 (4-year subsidization – 120 million Won per year)
2011년 Acquired the Korea Business Education Authentication

3. Department of MIS

1) Introduction

These days, the importance of information and effective decision-making has been increasing for successful businesses in the age of information. As a future-oriented discipline, MIS curriculum is designed to cultivate information specialists to lead the society of information and knowledge. The curriculum includes practices and theories of MIS, analysis and design of business systems, managerial skill, information & communication technology, big data, internet and IT venture start-ups and etc.

2) Educational Goals

➢ Cultivate global business leaders to gain competitive advantages through IT
➢ Cultivate professionals to develop and manage business information systems

➢ Cultivate entrepreneurs for e-business and IT venture start-ups
➢ Cultivate field-professionals for the business big data analysis

3) Major History & Digits

➢ The department (day class) was first established with a size of 50 in 1988.
➢ The number of currently enrolled students is about 300.
➢ The total number of graduates is over 1,100.
➢ The evening class was established with a size of 40 in 1995.
➢ The number of full-time professors is 9.

Degree Guide

- Napoleon Hill

4. Degree Guide

1) Curriculum

	1st Semester	2nd Semester
Freshman	THE FOURTH INDUSTRIAL REVOLUTION AND DIGITAL MANAGEMENT	PRINCIPLES OF MANAGEMENT ACCOUNTING
Sophomore	FOUNDATION OF INTERNET COMPANIES BUSINESS & INFORMATION MANAGEMENT **DATABASE & PRACTICE** BUSINESS PROGRAMMING(1) BUSINESS BIG DATA ANALYTICS ORGANIZATIONAL BEHAVIOR	MIS DATABASE DESIGN COMPUTER APPLICATIONS & PRACTICE E-BUSINESS BUSINESS PROGRAMMING(2) IT PROJECT MANAGEMENT DATA VISUALIZATION
Junior	ELECTRONIC COMMERCE IT VENTURE MANAGEMENT THEORY IT/IS ADMINISTRATION & POLICY **BUSINESS STRATEGY & INFORMATION TECHNOLOGY** NEW BUSINESS CREATION AND MANAGEMENT BUSINESS DATA ENGINEERING DATA ANALYTICS	SYSTEM ANALYSIS AND DESIGN INTERNET COMMUNICATION MANAGEMENT INFORMATION ETHICS THEORY BUSINESS INFORMATION COMMUNICATION INTERNET SHOPPINGMALL OPERATION & BUSINESS DECISION MAKING THEORY & SUPPORT SYSTEM
Senior	**GRADUATION THESIS** MIS PROJECT ENTREPRENEURSHIP AND STARTUP SEMINAR	
	WEB APPLICATIONS SPECIAL TOPICS IN MIS WEB DESIGN INFO. SYSTEM EVALUATION & AUDITING THEORY MANAGEMENT OF VENTURE TECHNOLOGY	E-BUSINESS CASE STUDIES SEMINAR IN CONTEMPORARY MIS ISSUES MIS CAPSTONE DESIGN
the others	STARTUP FIELD TRAINING(1) STARTUP FIELD TRAINING(2) STEP BY STEP CAREER DEVELOPMENT	FIELD PLACEMENT(1) FIELD PLACEMENT(2) FIELD PLACEMENT(3) LONGTERM STARTUP FIELD TRAINING

▶ 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 Tourism Management should pass graduation examination to successfully complete the requirements for graduation. 'Graduation thesis' means not actual writing of a thesis but a condition that you should get at least **60** out of 100 in graduation examination to reach the pass mark.

Graduation examination will take place normally between midterm examination and final examination, and please note that it is notified through text message and website.

In addition, there are 'qualifications for exemption' which can replace graduation examination. Any student who is applicable to the below and submits relevant qualification to the administration office of the Department of Tourism Management (#320 Uiyanggwan) prior to the deadline for submission of the **qualification for exemption** will be exempted from final examination.

The eligible qualifications for being exempted from final examination are as follows:

▶ **Eligible Qualifications for Exemption (Select One)**

License in Major	Class 1 or Class 2 License recognized by the Department of Taxation
Foreign Language Test Result	40 points or higher in Compass K foreign language point system scored for the last 2 years (Ex: 600 or higher on TOEIC, 65 or higher on TOEFL(IBT))

Double Major	In the case that a student of the College of Business Administration did a double major in two departments in the College.

▶ Specialized Program and Special Lecture (Included in eligible qualification for exemption)
 - Completing at least three programs in the specialized education project for the Department of Tourism Management

▶ **List of License Replacing Final Examination**

| Professional qualifications and other |
|---|
| ◎ First pass certificate IDSL, ORACLE, MOS Master and so on. |

New Requirement for Graduation

▶ 1) We take English lecture course to open in tax law major more than one course,
2) Take one or more of the foreign language courses taught in the department of taxation and related majors with the approval of the head of department,
3) TOEIC 600 points or other equivalent foreign language test score should be obtained.

→ <<<You are eligible for graduation when you meet with at least one of the requirements above.>>>

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 Tourism Management (053-580-6428)

2) **Course Pack**

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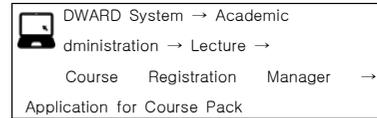
Course Pack is the system where you can store your intended subjects prior to actual course registration like 'shopping cart'. There is a certain period for Course Pack before the date of course registration. The subjects saved in Course Pack are easily registered through the entry of simple code without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

5) **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.
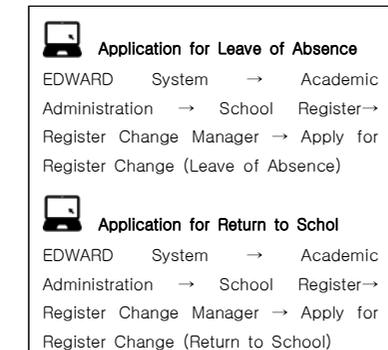
6) **Grade Evaluation**

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.

7) **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.

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

9) **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

10 Overseas Training Program
▶ Experiencing other cultures as a student studying tourism management is a very crucial opportunity to develop understanding of diversity, deep appreciation, and extended point of view. Therefore, we recommend you to join overseas training.
▶ Apply for overseas training program managed by relevant institution in the school. The selection process will sort out eligible students.
▶ Visit **school website or department notice board** occasionally to check any information on overseas training for the specialized project where our department belongs to.

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

12 Government-subsidized Project
The Department of Tourism has continuously participated in the government-subsidized project. Starting from NURI (New University for Regional Innovation) between 2004 and 2009, now we are selected for 'University for Creative Korea (CK-1)' and 'Leaders in INdustry-university Cooperation (LINC)'.

(1) University for Creative Korea (CK-1)
The project that the government supports universities for being specialized in strong sectors based on the demand of local community. The first project took place in 2014 with 107 universities selected (264 project units from 79 regional universities, and 77 project units from 28 universities around the capital area. Keimyung University is selected with 7 project units being supported with 480 million Won.

(2) Leaders in INdustry-university Cooperation (LINC)
Our project unit, located at the center of industrial complex, is fostering local community-based professionals and conducting various enterprise support programs through continuous and open academic-industry cooperative network cling together with local industries.

Study Guide

Student Counseling

Academic Difficulties

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

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

- 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) Student Employment

▶ Internship held during second semester in the senior year as the 'initial employment' can replace credit.
▶ Placement in businesses related to the school by professor's recommendation is available. (The list of businesses are changeable every year.)

4) 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 he 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 (prior to the closing date of regular test)
(2) Acknowledgement of attendance (Acknowledged by the Employment Support Team from time to time after the application)
(3) Printing out the acknowledgement of attendance (prior to the closing date of regular test)
(4) 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
One Person Business	Business registration and confirmation of working hours for one person	Excluding employment in business or academy without registration
Overseas Employment	Employment contract and certificate of entry and exit	

5) 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 waver 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 waver 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.

7) 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

8) 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 harrassment 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 harrassment or violence but also counseling students who worry about sex and dating.

▶ Contact and Website of Related Centers

– Gender Discrimination Center

  1544–9995 http://www.mogef.go.kr

– Human Rights Counseling Center of National Human Rights Commission

  1331 http://www.humanrights.go.kr

– Korea Sexual Violence Relief Center

  02–338–5801~2

  http://www.sisters.or.kr

– Sexual Violence Counseling Center of Womenlink

  02–739–1366~7 http://womenlink.or.kr/

– Daegu Women's Hot Line

  053–471–6484 http://www.dwhotline.or.kr/

8) 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 Uiyanggwan

9) 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 Uiyanggwan

10) Orientation for 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

6.School life

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

2) Access to Building
Opening Hours: AM 06:00 ~ PM 24:00
Fill up the access ledger place at the entrance when accessing on weekend or holiday.

3) 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)
- 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.
- For long-time use, discuss with and get approval from the training assistant.

4) Library
Book for rent conditions: Maximum 3 books for 7 days, must visit library for extension, must pay a late fee for overdue books (applicable after 7 days of rent)
▶ Operating Hours:
Term Time 09:00~22:00 (Weekdays)
              09:00~13:00 (Saturday)
Holidays 09:30~17:00 (Weekdays)
              Saturday (Closed)
▶ Present your student ID at the entrance and be authorized to access.
▶ Lending books: Maximum 10 books for 14 days. one-time extension available

5) 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.)

6) 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)

7) Emergency Measure on Campus
In the event of any emergency situation, act quickly, secure safety and alarm others through contact system.

8) 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.

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9) Holidays − See Academic Calendar

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

10) Parking on Campus
−Parking permit is issued on application in the beginning of the semester.
−You should park at only designated space.

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

Map

▶ Department of Business Administration: #326
of Uiyanggwan

Index

☎ 053-580-6425
▶ Department of Tourism Management: # 320
of Uiyanggwan
☎ 053-580-6427
▶ Department of Management Information
System: #321 of Uiyanggwan
☎ 053-580-6428
▶ Department of Accounting: #325 of
Uiyanggwan
☎ 053-580-6426
▶ Department of Taxation: #324 of Uiyanggwan
☎ 053-580-6429

2) Administration Team of College of Business Administration
Inquiry for academic administration
☎ 053-580-6362~3

4) Useful Information

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

- Abigail Adams

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.
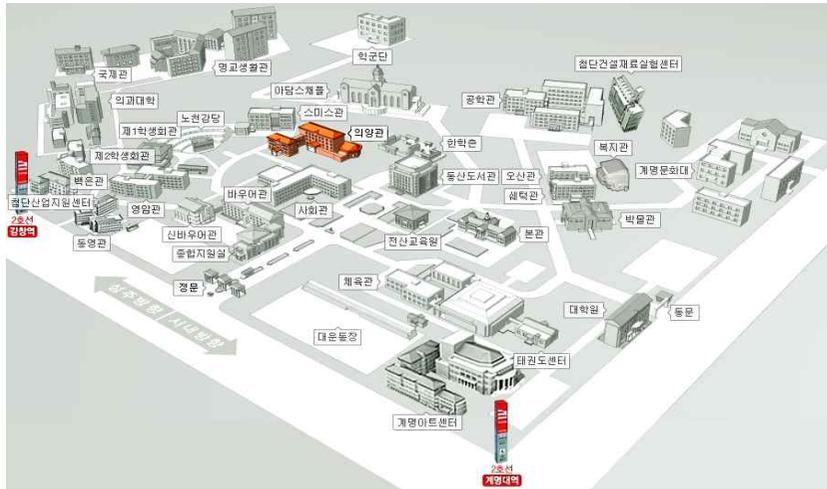
Writing

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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