

KEIMYUNG
UNIVERSITY

2026

KMMU

A Study on the School Guidebook

Blue Book



A Study on the School Guidebook (Blue Bbook) for 2026 years

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2. Department/College Introduction

A. College of Natural Sciences

1) Introduction

"Cradle of Cultivating Creative and Reasonable Natural Science Talents, Toward a New Future with College of Natural Sciences, Keimyung University "We, the College of Natural Sciences, aim to develop and nurture young students to become professional scientists who have the spirit of love and service. The goal is to educate creative intellectuals, cultivate practical professionals, and foster empirical society members. The College of Natural Sciences will devote its full capabilities to basic science fostering and practical science education.

2) Programs

It is composed of faculty of basic sciences (mathematics, statistics, chemistry, life sciences), faculty of food & health sciences (public health, food science and technology, food science and nutrition), and faculty of environment (environment science, global environment). It is important for the administrative affairs to refer to the Student Handbook, and then ask the administrative assistant to understand and handle the business support matters accurately. Food Science and Technology Major Office ☎053-580-5372

3) History

- 1976 Department of Mathematics and Chemistry (Department of Science and Engineering)
- 1978 Accreditation to Department of Electronics and Statistics
- 1979 Accreditation to Biology, Department of Medicine
- 1981 Acquisition of new physics department
- 1983 Moved to the Seongseo campus
- 1984 Reorganized as College of Natural Sciences and Engineering
- 1988 Established Microbiology Department
- 1989 Established Food Science and Technology Department
- 1992 Department of Environmental Science newly established
- 1995 Reorganized the Department of Environmental Science into the College of Environmental Science
- 1997 the College of Natural Sciences was reorganized into the Department of Basic Science and the Department of Applied Science.
- 2001 Reorganization of Basic Science and Applied Science into Natural Sciences
- 2003 Department of Food and Nutrition changed from the Department of Life Science to the Department of Natural Sciences
- 2007 It consisted of 9 departments including Mathematics, Statistics, Digital Physics, Chemistry, Biology, Microbiology, Public Health, Food Science and Technology, and Food Science and Nutrition.

- 2015 The Departments of Biology and Microbiology were merged into the Department of Life Sciences
- 2020 Department of Environmental Planning abolished
- 2021 Dr. Sam-bin Lee inaugurated as the 21st Dean of the College of Natural Sciences

B. Department of Food Science and Technology

1) Introduction

Food science draws from many disciplines such as biology, chemical engineering, and biochemistry in an attempt to better understand food processes and ultimately improve food products for the general public. The food you consume on a daily basis is the result of extensive food research, a systematic investigation into a variety of foods' properties and compositions. After the initial stages of research and development come the mass production of food products using principles of food technology. All of these interrelated fields contribute to the food industry.

2) History

The Department of Food Science & Technology was established at the College of Natural Science in 1989. The department offers graduate programs leading to a master's of science degree and doctoral degree in Food Science and Technology.

3) Educational goals

- Nurturing food researchers demanded by society
- Nurturing food experts required in the field of food and biotechnology
- Nurturing creative and moral food experts

4) Facilities and Equipment

The Department of Food Science & Technology utilizes several instruments for both classes and research. We have 7 laboratories for Food Biochemistry, Functional Food, Food Materials, Nano-Bio Food Materials, Fermentation, Food Molecular Biology, and Natural Food Materials Mechanism. We also have HPLC, GC, high pressure homogenizer, ultrasonication, freeze dryer, spray dryer, universal testing machine, optical microscope, fluorescence microscope, UV-Spectrophotometer, fermentor, centrifuge, etc.

5) Faculty Introduction

Name(Professor)	Education (University)	Specialization	Name(Professor)	Education (University)	Specialization
 Lee, Syng-Ok (Professor)	Doctor of Philosophy (Keimyung University)	Food Biotechnology	 Jeong, Young-Jin (Professor)	Doctor of Philosophy (Yeungnam University)	Fermentation Engineering
 Yang, Seun-Ah (Associate Professor)	Doctor of Philosophy (奈良女子大學)	Food Safety/Natural Product Science	 Oh, Se Yeon (Associate Professor)	Doctor of Philosophy in Pharmacy (Kyung Hee University)	Pharmaceutical Analytical Chemistry
 Shin, Dong-Min (Assistant Professor)	Doctor of Philosophy in Agriculture (Konkuk University)	Animal Product Processing	 Hong, Song Jun (Assistant Professor)	Doctor of Philosophy (Gyeongsang National University)	Flavor Chemistry

6) Laboratory Information

Laboratory	Email	Building / Room	Tel.
Lee, Syng-Ok	synglee@kmu.ac.kr	Baekeun Hall, Room 551	053)580-5570
Jeong, Young-Jin	yijeong@kmu.ac.kr	-	053)580-5557
Yang, Seun-Ah	seunahy@kmu.ac.kr	Baekeun Hall, Room 411	053)580-5117
Oh, Se Yeon	syoharoma@kmu.ac.kr	Baekeun Hall, Room 417	053)580-5371
Shin, Dong-Min	sdm@kmu.ac.kr	Baekeun Hall, Room 555	053)580-5870
Hong, Song Jun	-	Baekeun Hall, Room 413	-

3. 2026 Academic Calendar (Website > Campus Life > Academic Calendar > Detailed Academic Schedule)

Mon Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Detailed Schedule
March 2026	1	2	3	4	5	6	7	<ul style="list-style-type: none"> Start of Spring Semester (Semester Begins): Mar 1 Substitute Holiday (Independence Movement Day): Mar 2 Spring Semester Begins (Classes Start): Mar 3 Course Add/Drop (Schedule Revision): Mar 3–5 1/4 Point of Instructional Days (Quarter Mark): Mar 30 (27th day: Mar 29, Sunday) Passion Week: Mar 30–Apr 4.
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
April				1	2	3	4	<ul style="list-style-type: none"> 1/3 Point of Instructional Days: Apr 6 (35th day) Passion Week: Mar 30–Apr 4 Easter Sunday: Apr 5 Easter Worship Service: Apr 9 1/2 Point of Instructional Days (Midpoint): Apr 24 (53rd day)
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
May						1	2	<ul style="list-style-type: none"> Labor Day (No Classes): May 1 Teaching Practicum: May 4–29 Children’s Day (Holiday): May 5 2/3 Point of Instructional Days: May 11 (70th day) University Foundation Day (No Classes): May 20 Substitute Holiday (Buddha’s Birthday): May 25
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
June		1	2	3	4	5	6	<ul style="list-style-type: none"> 2026 Local Elections: Jun 3 Make-up Class (for May 1 Labor Day cancellation): Jun 9 Make-up Class (for May 5 Children’s Day cancellation): Jun 10 Make-up Class (for May 20 Foundation Day cancellation): Jun 11 Make-up Class (for May 25 Substitute Holiday cancellation): Jun 12 Make-up Class (for Jun 3 Local Elections cancellation): Jun 15 Spring Semester Final Exams: Jun 16–22 Summer Vacation & Summer Session Begin: Jun 23
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28	29	30					
July				1	2	3	4	<ul style="list-style-type: none"> Fall Semester Readmission Application (Round 1): Jul 1–7 Fall Semester Return-from-Leave Application (Round 1): Jul 1–15
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31		
August							1	<ul style="list-style-type: none"> Fall Semester Course Registration: Aug 4–7 Substitute Holiday (Liberation Day): Aug 17 2025 Academic Year (Late) Undergraduate Graduation Day: Aug 20 2025 Academic Year (Late) Graduate School Graduation Day: Aug 20 Fall Semester Tuition Payment Period: Aug 24–27 Fall Semester Opening Worship Service: Aug 26
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						

Day	Mon							Detailed Schedule
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
September			1	2	3	4	5	<ul style="list-style-type: none"> Start of Fall Semester (Classes Begin): Sep 1 1/4 Point of Instructional Days (Quarter Mark): Sep 28 (27th day: Sep 27, Sunday) Chuseok Holiday: Sep 24–26 (No classes: Sep 24–25)
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
October					1	2	3	<ul style="list-style-type: none"> Substitute Holiday (National Foundation Day): Oct 5 1/3 Point of Instructional Days: Oct 6 (35th day: Oct 5, holiday) Hangeul Day (Holiday): Oct 9 1/2 Point of Instructional Days (Midpoint): Oct 23 (53rd day)
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
November	1	2	3	4	5	6	7	<ul style="list-style-type: none"> 2/3 Point of Instructional Days: Nov 9 (70th day) Thanksgiving Worship Service: Nov 19
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
December			1	2	3	4	5	<ul style="list-style-type: none"> Make-up Class (for Sep 24 Chuseok cancellation): Dec 8 Make-up Class (for Sep 25 Chuseok cancellation): Dec 9 Make-up Class (for Oct 5 Substitute Holiday cancellation): Dec 10 Make-up Class (for Oct 9 Hangeul Day cancellation): Dec 11 Christmas Worship Service: Dec 11 Fall Semester Final Exams: Dec 14–18 Winter Vacation & Winter Session Begin: Dec 21 Christmas Day (Holiday): Dec 25
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
January 2027						1	2	<ul style="list-style-type: none"> New Year's Day (Holiday): Jan 1 2027 Spring Semester Readmission Application (Round 1): Jan 4–8 2027 Spring Semester Return-from-Leave Application (Round 1): Jan 4–15
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							
February		1	2	3	4	5	6	<ul style="list-style-type: none"> 2027 Spring Semester Course Registration: Feb 2–5 2026 Academic Year (Early) Undergraduate Graduation Ceremony: Feb 18 2026 Academic Year (Early) Graduate School Graduation Ceremony: Feb 19 2027 Spring Semester Tuition Payment Period: Feb 22–25 General Faculty Meeting: Feb 23 2027 Spring Semester Opening Worship Service: Feb 24 2027 Entrance Ceremony: Feb 26
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	
	28							

※ Instructional Days: Based on a 15-week semester: 1/4 point: 26.25 days (27th day), 1/3 point: 35th day, 1/2 point: 52.5 days (53rd day), 2/3 point: 70th day

4. Curriculum

- Courses that students must complete at the university are divided into required courses (must be completed) and elective courses (chosen by the student). By category, courses are classified as general education (Common General Education, Balanced General Education, General Electives), major courses (Major Required, Major Electives, Major-Approved/Recognized), and teaching certification courses. (Note: Some departments may not have Major Required courses.)

A. Credits

- 1) Credits are based on the number of instructional hours for each course.
- 2) Credits are assigned by course. If a student does not achieve the required performance/grade in a course, the student receives Fail, and failed courses are not counted toward completed credits.

Credits	Description
0	Courses such as Chapel and Graduation Thesis have no credits, but if they are required, students must receive a Pass (P) to graduate.
1	1 hour/week of lecture for one semester, or 2 hours/week of lab/practice/training.
2	2 hours/week of lecture for one semester, or 4 hours/week of lab/practice/training. *In arts/physical education majors, 3 hours/week of practice may be counted as 2 credits.
3	3 hours/week of lecture for one semester, or 6 hours/week of lab/practice/training. *In arts/physical education majors, 4 hours/week of practice may be counted as 3 credits. For the Applied Music & Sound program, 3 hours/week (2 hours lecture + 1 hour practice) may also be counted as 3 credits.

※ Note: Depending on curriculum 운영, some courses may follow different credit standards than those listed above.

3) Graduation Credits & Maximum Credits Allowed

A) Graduation Credit Requirements by Admission Year

(1) For students admitted in 2024 or later: 120 credits

- Departments in the College of Education and Nursing: 130 credits or more, Medicine: 155 credits or more, Architecture: 165 credits or more, Pharmacy and Pharmaceutical Sciences: 216 credits or more

(2) For students admitted in 2023 or earlier: 130 credits

- Medicine: 155 credits or more, Architecture: 165 credits or more, Pharmacy and Pharmaceutical Sciences: 216 credits or more

B) Maximum Credits Allowed by Admission Year

(1) For students admitted in 2024 or later: Maximum: 18 credits per semester, 34 credits

per academic year

- College of Education departments, Nursing, Architecture: max 20 credits/semester, 36 credits/year
- Medicine, College/Department of Pharmacy, Pharmaceutical Sciences: max 24 credits/semester
- Pre-Medicine: max 21 credits/semester

(2) **For students admitted in 2023 or earlier:** Maximum: 20 credits per semester, 36 credits per academic year

- Medicine, Pharmacy, Pharmaceutical Sciences: max 24 credits/semester, Pre-Medicine: max 21 credits/semester

B. General Education Curriculum

- 1) General education courses consist of Common General Education, Balanced General Education, and General Electives, and completion requirements vary by admission year as follows.
- 2) General education requirements for students admitted in the 2024 academic year or later are as follows.

Category		Credits	Year	Course / Area	Credits
Common General Education	Required	12	1	Liberal Arts Seminar and Discussion	3
				Christianity and the Keimyung Student	2
				Global Citizenship	1
				Chapel (1), Chapel (2) (P/F)	0
				COLLEGE ENGLISH(designated course among I, II, or III)	3
			AI and Computational Thinking (Online/Remote; P/F)	1	
			2	Smart Business and Entrepreneurship Basics (Online/Remote; P/F)	2
Balanced & General Education	Elective	18+	1~4	- Complete 18 credits or more in total without distinguishing between Balanced GE and General Electives. (Balanced GE is recommended to be taken evenly across areas.) ※ For Nursing, the criteria follow the College of Nursing Academic Regulations.	
Total		30+	Students must complete 12 credits of required Common GE and 18+ credits of Balanced/General GE for a total of 30+ credits.		

※ The general education requirements for international students follow the "Regulations on the Management of International Students, Exchange Students, and Language Trainees."

※ For the DigiPen Game Engineering Department, Common General Education follows the "KMU-DIT Dual Degree Program Regulations."

- ※ For students in KAC College, all Common General Education courses are conducted in English through in-person classes
- ※ Courses such as Military Studies and Lifelong Educator are taken only by eligible students and are included in graduation credits.

3) General Education Requirements for Students Admitted in 2023 or Earlier

Category		Credits	Year	Details
Common General Education	Required	12	1~2	<p>Students must complete a total of 12 credits without repeating the same course, including Chapel (1) and Chapel (2). Course titles may vary by admission year; students must complete 12+ credits from courses designated as Common General Education.</p> <p>※ List of Common General Education Courses (examples): Keimyung Spirit and Service (Online, 1 credit); Global Citizenship (1); Understanding Christianity (2); ACADEMIC ENGLISH (choose 1 among I/II/III, 2); COMMUNICATION ENGLISH (choose 1 among I/II/III, 2); Liberal Arts Seminar (3); College Life & Career Design (1); AI and Computational Thinking (Online, 1); Smart Business and Entrepreneurship Basics (Online, 2); Liberal Arts Seminar and Discussion (3); Christianity and the Keimyung Student (2); COLLEGE ENGLISH (designated course among I/II/III); etc.</p>
Balanced General Education	Required	15+	1~4	<p>Complete 3 credits each in 5 out of 6 areas (total 15 credits). Six areas: Philosophy & History; Society & Culture; Science & Technology; Literature & Arts; Global Leadership; Career Exploration / Self-Development / Entrepreneurship.</p> <p>- Notes: Separate standards apply to the College of Humanities & International Studies (CORE program, 2017-2019 admitted students), College of Nursing, Pharmacy, Pharmaceutical Sciences, and Keimyung Adams College. For Fine Arts College students admitted in 2023, it is sufficient to complete 3 credits each (6 credits total) in two of the following areas: Literature & Arts, Global Leadership, Career Exploration/Self-Development/Entrepreneurship.</p>
General Electives	Elective	0+	1~4	<p>Courses such as Military Studies, Lifelong Educator Program courses, inter-university online exchange courses, exchange student-related courses, K-Humanities Core curriculum, replacement GE courses for international students, and credit recognition for overseas language training, etc.</p>

※ The general education requirements for international students follow the "Regulations on

the Management of International Students, Exchange Students, and Language Trainees.”

※ For the DigiPen Game Engineering Department, completion of Common General Education follows the “KMU–DIT Dual Degree Program Regulations.”

※ For students in Keimyung Adams College (KAC), all Common General Education courses are conducted in English through in-person classes.

※ AI and Computational Thinking (1 credit, Year 1) and Smart Business and Entrepreneurship Basics (2 credits, Year 2) have been required courses for freshmen since the 2022 academic year.

※ Courses such as Military Studies and the Lifelong Educator Program are taken only by eligible students and count toward graduation credits.

★ Transitional Measures Following the 2024 Revision of the General Education Curriculum

▶ Transitional Measures Following the 2024 Revision of the General Education Curriculum

▶ Students admitted in 2013 or earlier

Students must complete at least 30 credits in total, including Chapel (1) and Chapel (2), across Common General Education, Balanced General Education, Track/Discipline General Education, and General Electives, without repeating the same course.

▶ Students admitted from 2014 to 2023

1. Transitional rule for Common General Education: Students must complete a total of 12 credits, including Chapel (1) and Chapel (2), without repeating the same course.

2. Transitional rule for Balanced General Education:

A. Students admitted from 2014 to 2023 must complete Balanced General Education by earning at least 3 credits in each of 5 out of 6 areas (total 15 credits or more).

B. College of Fine Arts students (admitted in 2023): Students must complete at least 3 credits in each of 2 areas (total 6 credits or more) among the following: Literature & Arts, Global Leadership, Career Exploration / Self-Development / Entrepreneurship.

C. If separate completion standards are specified, students must follow the relevant regulations and internal guidelines, including:

1) College of Humanities and International Studies (CORE Program, students admitted 2017–2019): “Internal Regulations for the Keimyung Humanities Competency Enhancement Project”

2) College of Nursing: “College of Nursing Academic Regulations”

3) Keimyung Adams College: “Keimyung Adams College Academic Regulations”

C. A Major Curriculum

1) Major courses consist of Major Required, Major Electives, and Major-Approved/Recognized courses. All courses designated as Major Required must be completed.

2) The structure of the major curriculum is as follows.

Curriculum Category	Description
Major Foundations	Courses designed to help students acquire the basic (introductory-level) theories and knowledge necessary to complete the major curriculum.
Major Core	Courses designed to help students acquire in-depth (intermediate-level) theories and knowledge in general areas and topics related to the major.
Major Advanced	Courses designed to help students acquire in-depth (advanced-level) theories and knowledge in specific areas and topics related to the major, providing a foundation for growth into a professional expert.

3) The major curriculum can be viewed in the EDWARD System under: Academic Administration → Classes → Curriculum Management → Curriculum by Year.

4) Required completion standards for the first major and micro-degree may vary depending on changes in academic status (e.g., change of major/department transfer, readmission) and curricular/organizational restructuring (e.g., department mergers).

A) Department Merger

Category		Students Whose Department Was Merged After Admission	Students Admitted After the Department Merger
Major Credits (First Major) – Completion Criteria	For students admitted up to 2023:	Complete 54+ credits in the first major (including major-required courses) and 69 credits in total (including other majors). (Separate standards apply to Architecture, Pharmacy, Pharmaceutical Sciences, and the College of Medicine.)	
	For students admitted from 2024:	Apply the lower of the two standards: (1) the graduation requirement of the original department (year: admission year) and (2) the graduation requirement of the merged department *(year: year of merger).	Apply the graduation requirements of the merged department (year: admission year; including major-required courses).
Required Completion Criteria for a Micro-Degree in Another Department	Up to 2023:	-	
	From 2024:	-	Apply the graduation requirements of the merged department (year: admission year).

<Detailed Example>

► Example Based on Graduation Credit Requirements: If Departments A and B were operated separately until the 2024 academic year and were merged into Department AB in the 2025 academic year:

1. Graduation credit requirements for students admitted in 2024

- Department A: 60 credits; completion of two micro-degrees from other departments is required.
- Department B: 69 credits; no micro-degree from other departments is required.

2. Example for students admitted in 2024 (Departments A and B) before the merger, under the merged Department AB (2025)

Graduation Requirements for the Merged Department AB (2025 Standard)		
Merged Dept. AB (2025 standard)	Students admitted to Dept. A in 2024	Students admitted to Dept. B in 2024
Below 60 credits	Complete below 60 credits under the AB standard	
60 credits	Complete 60 credits under the AB standard	
61–68 credits	Apply 60 credits (2024 Dept. A graduation standard)	Complete 61–68 credits under the AB standard
69 credits	Apply 60 credits (2024 Dept. A graduation standard)	Complete 69 credits (same under both the original and merged department standards)
※ Rule: The lower credit requirement applies between (1) the student’s original department first-major requirements based on the admission year, and (2) the merged department first-major requirements based on the year of merger.		

3. Example of Micro-Degree Completion for Students Admitted to Departments A and B in 2024 (Before the Merger) Under the Merged Department AB (2025)

Micro-Degree Requirements for the Merged Department AB (2025 Standard)		
Merged Dept. AB (2025 micro-degree standard)	Students admitted to Dept. A in 2024	Students admitted to Dept. B in 2024
No requirement	Not applicable	
1 required	Complete 1 micro-degree under the AB standard	Not applicable
2 required	Complete 2 micro-degrees under the AB standard	Not applicable
3 or more required	Complete 2 micro-degrees (based on the 2024 admission-year standard)	Not applicable
※ Rule: The lower/less stringent standard applies between (1) the micro-degree requirement based on the student's original department and admission year, and (2) the micro-degree requirement based on the merged department and the year of merger.		

B) Change of Major/Department

(1) When transferring (changing into) a general department

Category		Standard
Category Standard Major Credits (First Major) – Completion Criteria	Up to 2023 admitted students	Apply the graduation requirements of the department you transfer into (year: admission year; including major-required courses).
	From 2024 admitted students	
Required Completion Criteria for a Micro-Degree in Another Department	Up to 2023:	Not applicable.
	From 2024:	Apply the graduation requirements of the department you transfer into (기준 year: admission year).

(2) When Transferring to or from a Merged (or Split) Department

Category		Students Admitted Before the Department Merger/Split, Transferring into the Merged/Split Department	Students Admitted After the Department Merger/Split, Transferring into the Merged/Split Department
Major	Up to 2023	Complete 54+ credits in the first major (including major-required courses)	

Credits (First Major) – Completion Criteria	admitted students:	and 69 credits in total (including other	
	From 2024 admitted students:	Apply the graduation requirements of the department you transfer into (year: year of transfer; including major–required courses).	From 2024 admitted students: Apply the graduation requirements of the department you transfer into (year: admission year; including major–required courses).
Required Completion Criteria for a Micro–Degree in Another Department	Up to 2023:	Not applicable.	
	From 2024:	Apply the graduation requirements of the department you transfer into (year: year of transfer).	Apply the graduation requirements of the department you transfer into (year: admission year).

<Detailed Example>

If Departments A and B were operated separately until the 2024 academic year and were merged into Department AB in the 2025 academic year:

Change-of-Major (Transfer) Example 1: Students Admitted Before the Merger/Split Transferring into the Merged Department
→ A student admitted to Department C in 2024 (before the merger) who transfers to Department AB in 2025 must follow the first-major completion requirements of Department AB for the transfer year (2025).

Change-of-Major (Transfer) Example 2: Students Admitted After the Merger/Split Transferring into the Merged Department
→ A student admitted to Department D in 2025 (after the merger) who transfers to Department AB in 2025 must follow the first-major completion requirements of Department AB for the student's admission year (2025).

Micro-Degree Example 1: Students Admitted Before the Merger/Split Transferring into the Merged Department
→ A student admitted to Department C in 2024 (before the merger) who transfers to Department AB in 2025 must follow the micro-degree completion requirements under Department AB's graduation standards for the transfer year (2025).

Micro-Degree Example 2: Students Admitted After the Merger/Split Transferring into the Merged Department
→ A student admitted to Department D in 2025 (after the merger) who transfers to Department AB in 2025 must follow the micro-degree completion requirements under Department AB's graduation standards for the student's admission year (2025).

C) Readmission

(1) When being readmitted to a general department

Category		Standard
Major Credits (First Major) – Completion Criteria	Up to 2023 admitted students:	If the student’s department still exists (is maintained) prior to dismissal, the student must meet the graduation requirements for the department based on the student’s original admission year (including major–required courses).
	From 2024 admitted students:	If the student’s former department no longer exists due to admission suspension/merger and the student is readmitted to a similar or merged department, the student must meet the graduation requirements based on the year of readmission (including major–required courses).
Required Completion Criteria for a Micro–Degree in Another Department	Up to 2023:	Not applicable.
	From 2024:	Micro–degree completion follows the graduation requirements for the department based on the student’s original admission year.

(2) When Being Readmitted to a Merged (or Split) Department

Category		Students Admitted Before the Department Merger/Split, Readmitted to the Merged/Split Department	Students Admitted After the Department Merger/Split, Readmitted to the Merged/Split Department
Major Credits (First Major) – Completion Criteria	Up to 2023 admitted students:	Complete 54+ credits in the first major (including major–required courses) and 69 credits in total (including other majors).	
	Up to 2023 admitted students:	Apply the department’s graduation requirements for the year of readmission (including major–required courses).	Apply the department’s graduation requirements based on the student’s admission year (including major–required courses).
Required Completion Criteria for a Micro–Degree in Another Department	Up to 2023:	Not applicable.	
	From 2024:	Complete the micro–degree according to the department’s graduation requirements for students admitted in the year of readmission.	Complete the micro–degree according to the department’s graduation requirements based on the student’s admission year.

<Detailed Example>

If Departments A and B were operated separately until the 2024 academic year and were merged into Department AB in the 2025 academic year:

Readmission Example 1: Student Admitted Before the Merger/Split, Readmitted to the Merged

Department

→ A student admitted to Department C in 2024 (before the merger) who is readmitted to Department AB in 2025 must follow the first-major completion requirements of Department AB for the year of readmission (2025).

Readmission Example 2: Student Admitted After the Merger/Split, Readmitted to the Merged Department

→ A student admitted to Department D in 2025 (after the merger) who is readmitted to Department AB in 2026 must follow the first-major completion requirements of Department AB based on the student’s admission year (2025).

Micro-Degree Example 1: Student Admitted Before the Merger/Split, Readmitted to the Merged Department

→ A student admitted to Department C in 2024 (before the merger) who is readmitted to Department AB in 2025 must follow the micro-degree completion requirements under Department AB’s graduation standards for the year of readmission (2025).

Micro-Degree Example 2: Student Admitted After the Merger/Split, Readmitted to the Merged Department

→ A student admitted to Department D in 2025 (after the merger) who is readmitted to Department AB in 2026 must follow the micro-degree completion requirements under Department AB’s graduation standards based on the student’s admission year (2025).

5) Major Curriculum Completion Requirements (for Students Admitted in 2024 or Later)

Category		Credits per Course	Required Major Credits	Recommended Year(s)	Key Details
Major Required	Required	0~3	54~69	1~4	<ul style="list-style-type: none"> - Major-required courses must be completed. - If a graduation thesis (or similar) is designated as a major-required course, it must be passed. (Some departments may not have major-required courses.) - Students must satisfy the department’s graduation requirements. - For programs with different major-credit requirements (Architecture, College of Medicine, Nursing, Pharmacy, Pharmaceutical Sciences), refer to each department’s graduation standards.
Major Electives	Elective	1~3			

6) Major Curriculum Completion Requirements (for Students Admitted in 2023 or Earlier)

Category		Credits per Course	Required Major Credits	Recommended Year(s)	Key Details
Major Foundations	Required	3	First major: 54+ credits (69+ credits total including other majors)	1~2	<ul style="list-style-type: none"> Major Foundations and Major Required courses must be completed. For students admitted up to 2023, credits earned in Major Foundations are not counted toward first-major credits. If a graduation thesis (or similar) is designated as a major-required course, it must be passed. (Some departments may not have major-required courses.) Students must satisfy department-specific graduation requirements. For programs with different major-credit requirements (Architecture, College of Medicine, Nursing, Pharmacy, Pharmaceutical Sciences), refer to each department's graduation standards.
Major Required	Required	0~3			
Major Electives	Elective	1~3		1~4	

★ Transitional Measures Following the 2024 Revision of the Major Curriculum

► As the "Major Foundations" category was abolished starting in the 2024 academic year (with related courses discontinued or reclassified as Major Electives or Major Required), students do not need to take courses that were classified as "Major Foundations" up to the 2023 academic year.

D. A teaching curriculum: The requirements are the same regardless of admission year.

1) Completion Requirements

Category		Credits per Course	Required Major Credits	Recommended Year(s)	Key Details
Teacher Certification Courses	Required (for eligible students only)	2	22	2~4	<ul style="list-style-type: none"> Students in the College of Education and those approved for the teacher certification program must complete the required teacher certification courses and practicum in order to obtain a teaching certificate.

2) Teacher Certification Curriculum Table

Area	Course Title	Credits	Required Credits (Minimum)	Remarks
Teacher Education Theory	Introduction to Education	2	12+ credits	At least 6 courses
	Philosophy and History of Education	2		
	Sociology of Education	2		
	Philosophy and History of Education	2		
	Curriculum	2		
	Educational Evaluation	2		
	Instructional Methods and Educational	2		
	Educational Administration and	2		
	Student Guidance and Counseling	2		
Teacher Competency	Introduction to Special Education	2	6+ credits	
	School Violence Prevention and Understanding Students	2		
	Teaching Practice (Professional Practice for Teachers)	1		
	AI & Digital Application in Education	1		
Teaching Practicum	School Field Practicum	2	2 credits	4 weeks
	Educational Volunteer Service	2	2 credits	60 hours or
Subject Pedagogy Area (excluding librarian, health, professional counseling, and nutrition teachers)	Biology Education	3	8+ credits	Complete 3 courses within the major
	Science Teaching Materials Research and Teaching Methods	2		
	Scientific Logic and Argumentation/Writing	3		

3) Application for the Teacher Certification Program

A) Application Period: Scheduled for early March 2026

B) Departments Offering the Teacher Certification Program

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

C) Eligibility: Students in departments offering the teacher certification program who have earned at least 30 credits by the 2nd year, 1st semester (3rd semester) (College of Nursing: 33 credits) while in enrolled status. (However, students who have received disciplinary action of suspension of one semester or more under university regulations are excluded.)

D) Important Notes for Application

- Applicants must review the "Teacher Certification Program" guidelines before applying. (University website → Campus Life → Academic Information → Teacher Education website → "Teacher Certification Program")
- Applications are accepted only during the designated semester and application period.
- At the time of application (March), the student must be in 2nd year, 1st semester (3rd semester) and have an academic status of "enrolled."
- Students on a leave of absence cannot apply, so plan the leave period carefully.
- Students returning from leave must time their return so they are enrolled in 2nd year, 1st semester (3rd semester) during the application period (early March) to be eligible.

E Selection Criteria (subject to change depending on circumstances)

- Each department's evaluation committee selects students based on character and aptitude, and ranks them primarily by academic performance during enrollment (including failed (F) courses and summer/winter session grades).
- 1) Character and aptitude evaluation is conducted under the responsibility of the department chair (major supervisor professor) through interviews and other assessments by a committee composed of major faculty members.
- 2) Department-specific criteria (examples):
 - English Language and Literature: 50% first-year GPA + 40% official English test score + 10% interview
 - Chinese Language and Chinese Studies: 70% grades + 20% Chinese proficiency (e.g., HSK) + 10% interview
 - Business Administration: First-year GPA 3.0 or higher
 - Mathematics: Two-stage selection (total 100 points)
 - Stage 1 (select 2× the final quota): 40 points (first-year grades) + 20 points (Calculus I & II grades)
 - Stage 2: 40 points oral exam (for Stage 1 finalists)

-Tie-breakers (in order): Calculus grades → first-year grades → oral exam score → younger age

- Library and Information Science: Must have completed at least 2 major courses in the department during the first year and have a GPA of 3.7 or higher

5. Multiple Majors / Interdisciplinary Majors

A. Double Major (or Secondary Major)

- 1) Eligibility: Enrolled students with 3 or more recognized semesters completed
- 2) Application: Apply through the EDWARD system during the designated period within 60 days from the start of each semester
- 3) Restrictions
 - A) Double Major
 - Students from other departments cannot double major in: Pre-Medicine, Medicine, Nursing, Architecture (5-year), Pharmacy, Pharmaceutical Sciences, and Keimyung Adams College (KAC). However, double majors within departments of KAC are allowed.
 - Students may double major in departments within the College of Education, but those not approved for the teacher certification program cannot obtain a teaching certificate.
 - In principle, departments with admission suspended cannot be applied for as a double major.
 - B) Minor: Students from other departments cannot minor in: Pre-Medicine, Medicine, Nursing, Architecture (5-year), Pharmacy, and Pharmaceutical Sciences.
- 4) Completion Requirements
 - A) Double Major (content continues)

Category	Key Details
Students admitted in 2010 or later	<ol style="list-style-type: none"> 1. Students must earn at least 42 major credits for the first major (home major) and at least 42 major credits for the double major (including required major courses for both majors; same applies to transfer students). Note: If the double major is not approved/recognized, the student may be unable to graduate due to insufficient credits in the first major, so caution is required. 2. If the double-major department (major) requires a graduation thesis (or graduation exam, recital, exhibition/presentation, practical performance, etc.) as a graduation requirement, the student must complete it. 3. If a course is the same/overlapping major course in both the first major and the double major, duplicate credit is not allowed (it can count toward only one major), so the student must take additional courses to make up the credits. 4. For teacher-certification double majors, students must complete 50 or

Category	Key Details
	<p>more major credits in the relevant department/major. If the student completes the basic required courses of the double-major department, these may be 인정 as fulfilling the required courses of that major (however, the graduation thesis is mandatory).</p> <p>5. For majors requiring labs/practicals/performances, additional lab/practical fees may be charged when taken as a double major.</p>
Students admitted in 2009 or earlier	<p>1. Students must earn at least 36 major credits for the first major and at least 36 major credits for the double major (including required major courses for both majors; excluding internship and project courses; same applies to transfer students). Note: If the double major is not approved/recognized, the student may be unable to graduate due to insufficient first-major credits.</p> <p>2. If the double-major department requires a graduation thesis (or graduation exam, recital, exhibition/presentation, practical performance, etc.), the student must complete it.</p> <p>3. If a course is the same/overlapping major course in both majors, duplicate credit is not allowed (it can count toward only one major), so the student must take additional courses as needed.</p> <p>4. For teacher-certification double majors, students must complete 42 or more major credits in the relevant department/major (however, students admitted in 2009 must complete 50 or more major credits). Completing the basic required courses of the double-major department may be 인정 as fulfilling the required courses (the graduation thesis is mandatory).</p> <p>5. For majors requiring labs/practicals/performances, additional lab/practical fees may be charged when taken as a double major.</p>

B) Minor

- Students who wish to complete a minor must complete 54 major credits (including required major courses) in their home department, and at least 21 major credits in the department of the minor.
- Students who wish to complete multiple minors (two or more minors) must complete 42 major credits in their home department, and at least 21 major credits in each minor department.

B. Micro-degree

- 1) Definition: A micro-degree refers to completing a minimum-unit specialized curriculum designed to cultivate future talent with interdisciplinary/convergent competencies, in response to changing social demands and educational environments.
- 2) Application and Withdrawal

- A) Eligibility to apply for a micro-degree is, in principle, limited to enrolled students who have completed at least 2 semesters (transfer students: at least 1 semester).
 - B) Students must apply through the EDWARD system during the designated period within 60 days from the start of each semester. (However, students under the credit-registration system or time-registration system follow separate rules.)
 - C) Students who wish to withdraw from a micro-degree must also apply through the EDWARD system during the designated period within 60 days from the start of each semester.
- 3) How to Complete
- A) Students must complete the required credits specified for each micro-degree curriculum.
 - B) Students cannot complete a micro-degree that is offered by their first major department.
 - C) Courses completed as part of a micro-degree are recognized as other-major courses. If a course overlaps (is identical) between the first major and the micro-degree, it is recognized as a major course of the first major. However, if a student requests a change in course classification, the course may be recognized as a major course of the micro-degree department/major, but it cannot be counted twice for both the first major and the micro-degree.
 - D) Courses taken before applying for the micro-degree may also be as micro-degree credits.
 - E) If a student who completed a micro-degree also meets the requirements for a double major or minor in the same department/major (or an interdisciplinary major), the micro-degree will not be awarded.
- 4) Notation on Degree Certificate: If the student meets graduation requirements and completes the micro-degree, the name of the micro-degree will be printed on the diploma.
- 5) Micro-Degree Status by Department
- A) <https://haksa.kmu.ac.kr/haksa/9178/subview.do>
 - B) Also available via: EDWARD System → Academic Administration → Classes → Micro-Degree → Micro-Degree Status Inquiry

C. Student-Designed Major

- 1) Purpose of the Program
 - A) A system in which students design their own curriculum based on micro-degrees and complete it as a double major or minor
 - B) To cultivate interdisciplinary talent by utilizing micro-degrees
- 2) How to Complete a Student-Designed Major
 - A) Eligibility: Enrolled students with at least 2 recognized semesters completed

- B) Application: During the period announced by the university, the student completes the Student-Designed Major Application Form, obtains approval from the academic advisor and the chair (or head) of the student's home department, submits it via the dean of the student's college, and then submits it to the Academic Affairs & Teacher Education Team
- 3) Curriculum Design: Students who wish to complete a student-designed major must organize the curriculum using the university's micro-degree programs as follows:
 - A) The curriculum must be composed of micro-degree programs
 - B) Micro-degrees offered by the student's first major department cannot be included
 - C) Students may not include two or more micro-degrees from the same department
- 4) Required Credits / Completion Requirements
 - A) Double Major: If completed as a double major, the student must complete at least 4 micro-degrees that meet the requirements for a micro-degree certificate issued by the Vice President for Academic Affairs (or Academic Affairs Director)
 - B) Minor: If completed as a minor, the student must complete at least 2 micro-degrees that meet the certification requirements
 - C) For courses requiring labs/practicals/performances, additional lab/practical fees may be charged
- 5) Degree Award
 - A) Students cannot graduate with only a student-designed major as a single major
 - B) If graduation requirements for both the first major and the student-designed major (double major) are satisfied, a degree will be awarded with both majors listed together

D. Interdisciplinary Major

- 1) Purpose of the Program
 - A) To respond to future societal changes represented by the Fourth Industrial Revolution
 - B) To reduce barriers between majors and promote interdisciplinary education
 - C) To strengthen career guidance and employment education through interdisciplinary education certification
- 2) How to Complete an Interdisciplinary Major
 - A) Eligibility: Enrolled students with at least 3 recognized semesters completed
 - B) Application: Apply through the EDWARD system during the designated period within 60 days from the start of each semester
 - C) Requirements
 - 1) As a Double Major: Complete 33 or more credits (including core courses) from the interdisciplinary major curriculum
 - 2) As a Minor: Complete 54+ credits in the first major and 15+ credits (including core courses) in the interdisciplinary major. If completing two or more interdisciplinary

minors, complete 42+ first-major credits and 15+ credits (including core courses) in each interdisciplinary major.

- 3) If completing an interdisciplinary major as a double major or minor, any courses that overlap with the first major are counted toward the first major. However, if a student requests a change in course classification, up to 6 credits may be 인정 as interdisciplinary-major credits (not counted twice with the first major).
- 4) For courses requiring labs/practicals/performances, additional lab/practical fees may be charged
- 3) Degree Notation: If the student meets the interdisciplinary major requirements and graduates, the name of the interdisciplinary major (department/major) will be printed on the diploma.
- 4) Interdisciplinary Major List/Status: Available on the university website: University → Colleges/Graduate School → K-Cloud College

6. Course Registration Information

A. Course Registration “Basket” (Pre-Registration)

- 1) Overview: This system allows students to practice course registration in advance for courses offered in the upcoming semester. By doing so, students can better understand the credits they have already earned and the credits required for graduation, and it also helps make the actual course registration process easier because it is linked to official registration. Courses that meet the required conditions will be automatically registered, so the system is implemented to help students review their course plans and syllabi in advance.

Category	Key Details	Remarks
How to Apply	Top menu on the university website → EDWARD Portal (https://portal.kmu.ac.kr) EDWARD System → Academic Administration → Classes → Course Registration Management → Course Basket Application	
How to Check Whether It Was Applied to Registration	EDWARD System → Academic Administration → Classes → Course Registration Management → Course Registration Confirmation	Can be checked in the EDWARD System
Credits Allowed for Application	Students may apply within their semester credit limit (maximum credits allowed for course registration per semester).	
Graduation Self-Diagnosis Check	EDWARD System → Academic Administration → Graduation → Pre-Graduation Review Management → Graduation Self-Diagnosis (including double majors/minors)	

2) Important Notes

- A) Adding a class (course) to the course basket does not mean that course registration is completed, so students must check whether it has been reflected in official registration.
- B) Any courses in the course basket that were not automatically applied must be registered manually by the student on the designated course registration date for their college.
- C) For online (remote) classes, if the time slot shown in the schedule is the same time block, duplicate registration is not allowed.

3) **Percentage/Rate at Which Courses in the Course Basket Are Automatically Applied to Official Registration**

Course Category	1st Semester	2st Semester
Liberal Arts (Balanced Liberal Arts, General Liberal Arts) & Teacher Certification Courses	70%	90%
Major Courses (Major Required, Major Electives)	90%	95%

Course Category	If the number of students who added the course to their basket is within the applicable ratio	If the number of students who added the course to their basket exceeds the applicable ratio	
Liberal Arts / Teacher Certification	Automatically registered regardless of department	Not automatically registered	
Major Courses	Automatic registration applies only to major courses (Priority 1: first major, Priority 2: double major). Courses outside the double major (i.e., other-major courses) are not batch-applied from the course basket.	If the first-major ratio is within the limit	Automatic registration applies to first-major students (and only if seats remain after first-major processing, it then applies to double-major students).
		If the first-major ratio exceeds the limit:	Not automatically registered

※ **Other-major courses are not eligible for automatic registration. However, if you add them to your course basket, you can register quickly during the registration period by simply selecting the course without entering the course number.**

(Exception: For courses offered under an interdisciplinary major, batch automatic registration is applied regardless of major, as long as the number of basket applicants stays within the set quota ratio — 1st semester: 90%, 2nd semester: 95%).

B. Course Registration

- 1) Registration period: Refer to the academic calendar.
- 2) Location: Anywhere with a PC connected to the internet.

- 3) How to register: Log in to the course registration system (<https://sugang.kmu.ac.kr>). (Course registration is first-come, first-served.)
- 4) Useful registration-related pages (via EDWARD portal): University website → EDWARD Portal (<https://portal.kmu.ac.kr>)
- A) View course timetable: EDWARD System → Academic Administration → Classes → Course Registration Management → Course Timetable Inquiry
- B) View timetable changes: EDWARD System → Academic Administration → Classes → Course Registration Management → Timetable Change Inquiry
- C) View permanent academic record: EDWARD System → Academic Administration → Grades → Grade Processing → Permanent Record Inquiry
- D) Check registration details: EDWARD System → Academic Administration → Classes → Course Registration Management → Registration Confirmation
- 5) Important notes on course registration
- A) If there are available seats, registration is processed first-come, first-served.
- B) If you access the registration system with the initial password, you will be redirected to a password change screen. Therefore, before registration, click "Forgot/Change Password" and change your password in advance.
- C) How to change the password:
- ① Log in with ID (student number) + initial password (first 6 digits of birthdate) →
 - ② Complete identity verification/authentication →
 - ③ Change password →
 - ④ Log in with the new password →
 - ⑤ Confirm consent to personal information collection/use/provision.
- D) Students must decide on their own courses and register for them directly.
- ※ Exception (freshmen/new students of the year): The Academic Affairs/Teacher Education Team registers required courses in bulk, and these courses cannot be changed.
- 1) Bulk-registered courses: Common liberal arts, and 1st-year major required courses (only if requested by the department)
 - 2) Courses not included in bulk registration: Major electives and liberal arts courses (excluding common liberal arts) must be registered by the student during the registration or add/drop period.
 - 3) How to check bulk-registered courses: EDWARD System → Academic Administration → Classes → Course Registration Management → Print Registration Confirmation Form
 - E) Even after registration, the instructor may change due to university circumstances or the instructor's personal circumstances.
 - F) Online courses operated by the Teaching & Learning Development Center: up to 2 courses (6 credits) may be taken. However, online common liberal arts courses are

not counted within the 2-course limit.

If the designated time-block/area (shown in the class time field) is the same, duplicate registration is not allowed.

G) Maximum credits allowed for registration

- 1) (For students admitted in 2024 or later) Up to 18 credits per semester, 34 credits per academic year
- 2) (For students admitted in 2023 or earlier) Up to 20 credits per semester, 36 credits per academic year
- 3) Departments with separate credit limits:
 - Colleges of Education, Nursing, and Architecture: up to 20 credits per semester, 36 credits per academic year
 - Medicine, College of Pharmacy/Pharmacy, Pharmaceutical Sciences: up to 24 credits per semester
 - Pre-med: up to 21 credits per semester("Academic year" is defined by registration count: 1–2, 3–4, 5–6, 7–8 as each year unit.)
- 4) Additional allowable credits beyond the standard limit by admission year/department

- Engineering students approved for teacher certification, and transfer students into the College of Education, may take an extra 2 credits per semester (up to 4 credits per year) starting from the 2nd year.
- Students approved for a teaching double major may register beyond the credit limit only for: subject pedagogy courses (each teaching methods / teaching materials & instruction / logic & writing), teaching practicum, and volunteer teaching service.
- ROTC cadet courses and courses taken by foreign 4th-year transfer students are not subject to the credit-limit restriction.
- Students with a previous-semester GPA of 4.25 or higher (including F grades and dropped credits) may register for up to 3 additional credits in the next semester (excluding Pre-med, Medicine, Architecture major, Pharmacy, and Pharmaceutical Sciences).
- The maximum additional credits allowed under the above conditions cannot exceed 6 extra credits per semester.

5) If the instructor of a course you wish to take is your parent, you are advised to avoid enrolling in that course whenever possible and take a different course instead.

6) Students selected for the semester academic excellence scholarship must, in accordance with Article 3(2) of the Scholarship Regulations Implementation Rules (Academic Excellence Scholarship Students), have earned at least 14 credits in the previous semester without any failed courses, and selection is made based on the GPA and official foreign language test scores. (Inquiry: Scholarship & Welfare Team, 580-6093)

H) Retaking Courses (Retake Policy)

1) If the course code or course title is the same and the earned grade is C+ or below (including an F), the student may retake the course up to two times while enrolled.

(If an F is received again when retaking, that attempt is not counted toward the limit.)

- 2) Between the retake grade and the previous grade, the higher grade is reflected in the GPA. If the grades are the same, the most recent grade is applied. (Credits and course classification may also change depending on the earned grade.)
- 3) The grade earned through a retake cannot exceed A0.
- 4) A course that is not reflected in the GPA due to a retake is marked as "R (Retake)" and is not included in earned credits.
- 5) If the course has been discontinued, retaking it is not possible.
- 6) **However, if a discontinued course cannot be retaken and the earned grade is C+ or below (including F), only students in their expected graduation semester (8th semester or later) may drop up to 6 credits total during their enrollment period; the course will be marked as "W (Withdraw)".**
- 7) Transcript issuance: All courses taken (including those with F grades) appear on the transcript. → Refer to: University website → Campus Life → Academic Affairs → Certificate Issuance Guide (How to issue certificates).
- 8) Before each semester (January and July), students must check the course registration announcement on the university website.

C. Add/Drop (Course Adjustment): During the add/drop period, students may register for newly opened courses, change courses registered during the initial registration period, register for courses with increased enrollment capacity, online courses, and courses that still have available seats.

D. Course Withdrawal: If a student determines that they cannot continue a registered course, they may withdraw from that course during the designated period. (After the deadline, deletion is not possible.)

- 1) Withdrawal period: Will be announced later on the university website.
- 2) Withdrawn courses are still counted toward the annual maximum allowable credits.
- 3) First-year students cannot withdraw from bulk-registered common liberal arts courses.

7. Electronic Attendance System

A. Overview: The electronic attendance system is an automatic attendance processing system that uses a mobile app and Bluetooth.

B. Requirements for Mobile App Attendance

- Install the Smart Electronic Attendance mobile app
- Bluetooth must be enabled (network connection is not required)
- How to install the app

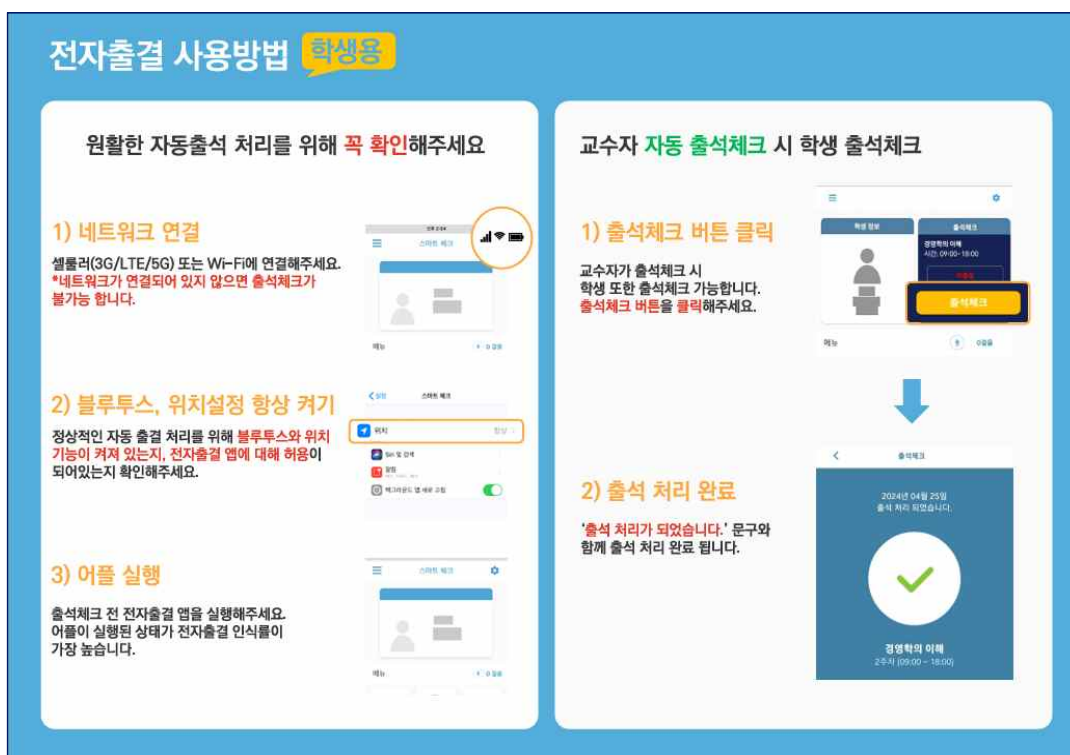
Android: Search "Keimyung University Electronic Attendance" in the Play Store and install

iPhone (iOS): Search "Keimyung University Electronic Attendance" in the App Store and

install

C. How to Check Attendance

- 1) Install the electronic attendance app on your smartphone before entering class.
- 2) Log in to the app and, following the instructor's attendance check process, confirm on your smartphone whether attendance has been processed automatically.
 - A) When the instructor presses [Automatic Attendance Check], attendance is processed automatically via Bluetooth between the instructor's and students' phones. Once processed, a message such as "Attendance has been processed." will appear. If automatic recognition fails, an [Attendance Check] button appears on the app's main screen, and the student can press it to record attendance.
 - B) iPhone (iOS) users need to perform a screen-swipe action to receive a PUSH message (not required for Android).
- 3) If an attendance error occurs, immediately request that the instructor correct/update your attendance record during class.



※ For detailed information, please refer to the attachment file posted on the university website: University Website → Notices (Academic Affairs) → “[For Students] Guide to Using the Electronic Attendance System.”

8. Grades

- A. Grade Evaluation: Grades for each course are determined by the instructor in charge based on a comprehensive evaluation of exam scores, assignments, attendance, learning attitude, etc. (Please refer to the grading criteria in the course syllabus.)

1) Grading Criteria

- A) For laboratory/practical training, performance-based courses, field training, and other similar special courses, as well as for early-employed students, grades may be evaluated using separate methods.
- B) If a student is absent for more than one-third (1/3) of the total class hours per semester (or more than one-half (1/2) for student athletes), the student will receive a Fail (F) for that course.
- C) Grade levels and GPA (grade points) for academic performance

Grade	Grade Point	Grade	Grade Point
A ⁺	4.50	C ^o	2.00
A ^o	4.00	D ⁺	1.50
B ⁺	3.50	D ^o	1.00
B ^o	3.00	F(Fail)	0.00
C ⁺	2.50	P(Pass)	Not counted (excluded from GPA)

- D) Calculation of GPA (Grade Point Average): $GPA = (\text{Sum of (grade points for each course} \times \text{number of credits)}) \div (\text{Total number of registered credits})$. However, credits for courses that were withdrawn are excluded from the GPA calculation.

B. Academic Probation and Dismissal Warning

- 1) Academic Probation: Students will be placed on academic probation if their semester GPA is below 1.50 (below 2.00 for Pre-Medicine). However, students in their expected final semester (8th semester or later) are excluded from academic probation.
- 2) Dismissal Due to Academic Probation: Students will be dismissed if they receive academic probation three consecutive times during enrollment. Pre-Medicine: dismissal after 2 consecutive probations Medicine / Pharmacy / Pharmaceutical Sciences: up to 4 probations may be allowed as repetition of a year (grade retention); dismissal occurs if this limit is exceeded.

C. Grade Correction Based on Certification (University Website → Campus Life → Academic Information)

- 1) Grade correction is allowed only if the student takes the course first and then obtains the relevant certification (official exam score).
- 2) How to apply: EDWARD System → Academic Administration → COMpass K (see attached file for details) → COMpass K Results → Personal COMpass K Entry → Certifications → Enter Information → Apply for Credit button → Print the Grade Correction Application Form → Submit the form and the original certification to the administrative office of your college (from the first day of the semester until the end of the regular exam

period).

- 3) TOPIK (Korean Language Proficiency Test): Grade correction is available only for international students.(Korean students cannot correct grades using TOPIK results.)
- 4) The grade correction standards based on certifications can be found on the university website: University Website → Campus Life → Academic Information.

9. Student Status Changes

A. Leave of Absence (EDWARD System → Academic Administration → Academic Status → Status Change Management → Status Change Application [Leave])

1) General Information

- a) Leave without tuition payment (unregistered leave): application period is until the 1/4 point of instructional days (not allowed for freshmen).
- b) Leave after tuition payment: from the official registration start date until the day before final exams begin for that semester.
- c) Leave period: Personal leave is limited to up to 1 year (2 semesters) per request, and no more than 3 years total.
- d) In the first semester of the admission year, leave is not permitted except for medical leave or military leave.
- e) Scholarships are valid only for the applicable semester; if a scholarship recipient takes an unregistered leave, the scholarship is cancelled.

2) Personal Leave (Apply via EDWARD)

- a) Apply before the 1/3 point of instructional days: full tuition carried over/credited.
- b) Apply from the day after the 1/3 point to the 1/2 point: half tuition carried over/credited.
- c) Apply after the day following the 1/2 point: tuition is forfeited.

3) Military Leave (Apply via EDWARD; attach a scanned enlistment notice)

- a) In principle, apply from two weeks before enlistment until the enlistment date.
- b) Apply before the 2/3 point: full tuition carried over/credited.
- c) Apply from the day after the 2/3 point until before final exams end:
 - If the student wants to earn grades: tuition is forfeited.

Procedure: Apply for military leave in EDWARD → print the application → obtain confirmation from each course instructor (course name/credits/instructor) → submit to the Academic Affairs & Teacher Training Team. (Without instructor confirmation, the grade becomes F.)

- If the student does not want to earn grades: full tuition carried over/credited.

d) ROTC / reserve officer mandatory service (3 years) is recognized as military leave.

4) Extension of Leave

- a) Extend personal leave: apply via EDWARD.
- b) If a student wants to extend personal leave after military service: first apply for return

- (reinstatement) in EDWARD → after approval, apply for personal leave in EDWARD.
- c) If the return period has passed after discharge and the student must switch to personal leave: visit the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202) with a leave extension form and discharge certificate.
 - 5) Extension of Military Leave (for NCOs on active duty): Submit a leave extension form and proof of service to the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202). ※ Mandatory-service military leave is up to 3 years; if service exceeds this, an additional 2-year extension is possible by submitting proof of service.
 - 6) Medical / Maternity & Childcare / National Exam Training / Startup Leave: Apply in person at the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202) with the leave application and supporting documents:
 - a) Medical leave: medical certificate with a doctor's opinion for at least 1 month (general hospital).
 - b) Maternity leave: childbirth medical certificate / expected delivery certificate.
 - c) Childcare leave: resident registration certificate.
 - d) National exam leave: training institute certificate.
 - e) Startup leave: business registration certificate, startup plan, etc. (must be related to the student's major; apply through the Startup Support Office). Inquiry: Startup Support Office Admin Team 053-580-6772 [Eligibility] Started a business at least 30 days before applying, completed at least 2 semesters, and meets one of the following:
 - 1. Award winner in a startup contest/competition
 - 2. Selected for a government startup support program
 - 3. Enrolled in a startup incubation/education program of at least 2 months
 - 4. Completed at least one startup course
 - 5. Generating sales through the business, Application note: must submit the leave application before the end of the course registration period.
 - 7) Return-to-Home Report (After Military Enlistment): If a student on military leave is sent home after enlistment due to a physical exam, they must report within 10 days to the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202).
 - 8) Cancellation of Leave
 - a) Seongseo Campus: apply in person at the college administrative office and the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202).
 - b) Daemyeong Campus: apply in person at the college administrative office.
 - 9) Notes for Personal Leave Taken for Future Military Enlistment
 - a) Even if a student takes leave, if they do not apply for enlistment through the Military Manpower Administration, their enlistment deferment continues.
 - b) Taking leave before an enlistment date is confirmed may lead to a long waiting period and mismatches in return timing, potentially disrupting future plans.
- ※ Enlistment inquiries:

- ☞ Active duty: Daegu–Gyeongbuk Regional Military Manpower Administration (Active Duty Enlistment) 053-607-6241~6
- ☞ Social service personnel: (Social Service) 053-607-6251~5

B. Return to School (Reinstatement)

(EDWARD System → Academic Administration → Academic Status → Status Change Management → Status Change Application [Return])

- 1) General: Students must apply for reinstatement via EDWARD during the reinstatement periods each semester (1st round: January/July, 2nd round: February/August) according to the academic calendar.
 - ※ If a student took leave after 1st year and plans to apply for the teacher training program, they must return in time for the first week of March (3rd semester, 2nd year 1st semester). (Inquiry: Academic Affairs & Teacher Training Team 053-580-6009)
- 2) Military leave return: apply via EDWARD and attach one scanned document (discharge certificate, resident registration excerpt showing discharge date, or expected discharge certificate).
- 3) Personal leave return: apply via EDWARD (no additional documents).
- 4) Medical leave return: submit a return application form and a health certificate (general hospital) in person to the Academic Affairs & Teacher Training Team (Haengso-gwan Room 202).

10. Graduation

A. Required Graduation Credits by Admission Year **(Edit and use according to each department's graduation requirements)**

- 1) Graduation standards: University Website → Campus Life → Academic Information → [Graduation]
- 2) For students admitted from 2024:

College	Department (Major)	Minimum required credits							Must complete Micro Degree(s) from other major(s)	Number of Micro Degrees required (e.g., MD 1 or MD 2)
		Liberal Arts (Common Liberal Arts)	Single Major	Double Major		Minor (Convergence Minor)		Total graduation credits (minimum)		
			1st Major credits	1st Major credits	2nd Major credits	1st Minor credits	2nd Minor credits			
College of Natural Sciences	Department of Mathematics	30(12)	54	42(42)	42(33)	54(54)	21(15)	120		
	Department of Statistics	30(12)	54	42(42)	42(33)	54(54)	21(15)	120	MD(2)	
	Department of Chemistry	30(12)	63	42(42)	42(33)	54(54)	21(15)	120	MD(2)	
	Department of Life Sciences	30(12)	54	42(42)	42(33)	54(54)	21(15)	120	MD(1)	
	Department of Public Health	30(12)	54	42(42)	42(33)	54(54)	21(15)	120	MD(1)	
	Department of Food Processing	30(12)	57	42(42)	42(33)	54(54)	21(15)	120	MD(1)	
	Department of Food and Nutrition	30(12)	54	42(42)	42(33)	54(54)	21(15)	120	MD(1)	

※ Double major in KAC-affiliated departments is not allowed (however, KAC-affiliated students may double major between KAC departments, but a convergence double major is not allowed), when completing a double major: First major 42 credits, double major 42 credits

※ A minor in KAC-affiliated departments is allowed (when completing a minor: First major 54 credits, minor 21 credits)

3) Students admitted from the 2003 to the 2023 academic year

A) General departments

Admission Year		2003~2009	2010~2013	2014~2018	2019~2021	2022~2023	Remarks
Common Liberal Arts		30		12			▶ Among students admitted from 2014 to 2023, those who have not completed Common Liberal Arts must complete a total of 12 credits, including Chapel (1), Chapel (2), with no duplicate courses.
Balanced Liberal Arts		Must complete 30 credits or more in total with no duplicate courses, including Chapel (1), Chapel (2) and courses such as Common Liberal Arts, Balanced Liberal Arts, College/Division Liberal Arts, General Liberal Arts, etc.		15			▶ Balanced Liberal Arts completion 기준 for students admitted 2014~2023 - Must complete at least 3 credits in each of 5 or more areas out of 6 areas (total ≥ 15 credits) ▶ College of Humanities and International Studies (students admitted 2017~2019 under the CORE project), College of Nursing, Pharmacy, Pharmaceutical Sciences, and Keimyung Adams College follow separate standards. ▶ College of Fine Arts students (admitted in 2023) must complete at least 3 credits each (total ≥ 6 credits) in 2 areas among: Literature & Arts, Global Leadership, Career Exploration/Self-Development/Entrepreneurship
Major Foundation		-	-	0~12			Since 2024, the Major Foundation classification has been abolished (course X / converted to Major Electives or Major Required), so it does not need to be completed.
Major Credits	First Major Credits to Complete (including Major R required)	45+	54+	54+			▶ School of Medicine: First major 155 credits or more ▶ Department of Nursing: First major 73 credits or more ▶ College of Pharmacy: First major (transfer) 165 credits or more, (new admission) 174 credits or more ▶ Keimyung Adams College, College of Nursing apply separate standards
	Other Major	0~24+	0~15+	0~15+			▶ Major Required / Major Elective courses opened by other departments (majors)
	Total Major Credits Completed	69+					▶ Sum of First Major + Other Major

Admission Year	2003~2009	2010~2013	2014~2018	2019~2021	2022~2023	Remarks
Minimum Graduation Credits Requirement (Total)	130+					<ul style="list-style-type: none"> ▶ School of Medicine: 155 credits or more ▶ College of Pharmacy: (transfer) 165 credits or more, (new admission) 216 credits or more

B) College of Engineering

※ For Digipen Game Engineering and Architecture, please contact the department (major) office separately.

Admission Year	2003~2006	2007~2009	2010~2011	2012~2013	2014~2018	2019	2020~2021	2022~2023	Remarks
Common Liberal Arts	30 Including Chapel(1) and Chapel(2), students must complete at least 30 credits in total without duplicating the same course, across				12			▶ Among students admitted from 2014 to 2023, those who have not completed Common Liberal Arts must complete a total of 12 credits without duplicating the same course, including Chapel(1) and Chapel(2).	
Balanced Liberal Arts	same course, across Common Liberal Arts, Balanced Liberal Arts, Track/Division Liberal Arts, General Liberal Arts, etc.				15			▶ Balanced Liberal Arts completion requirement for students admitted from 2014 to 2023: Complete at least 3 credits each in 5 or more areas out of 6 areas (total 15 credits).	
Major Foundation	-	-	-	-	9 (2015-2019: Architecture, Urban Planning, Ecological Landscape Architecture)		12 ~ 18	12 ~ 18	Starting in 2024, the Major Foundation classification is abolished (courses abolished or converted into Major Electives / Major Required), so it does not need to be completed.
Major Credits	First Major Credits to Complete (including Major Required)	54+	45+	54+	54+	54+			▶ Architecture: First Major 120 credits or more
	Other Major	-	0~15+	0~6+	0~15+	0~15+			▶ Major Required / Major Elective courses offered by other departments (majors)
	Total Major Credits Completed	54+	60+	60+	69+	69+			▶ Sum of First Major and Other Major
Minimum Graduation Credits Requirement (Total)	130+								▶ Architecture: 165 credits or more

B. Early Graduation: An early graduation program that allows academically outstanding students to shorten their period of study and graduate earlier.

1) Eligibility

A) A student who has registered for at least 6 semesters, has earned at least the departmental graduation-required credits, and has met the graduation requirements with an overall GPA of 4.25 or higher across all earned credits (including withdrawn credits).

B) Students cannot apply if they have any F grade (including grades from the expected graduation semester).

2) Eligible Students: All students except those in: Medicine (Department of Medicine), Architecture major (5-year program), Pharmacy, Pharmaceutical Sciences, Transfer students, Readmitted (re-enrolled) students

3) Application Procedure: Students who wish to apply for early graduation must apply through the EDWARD System within 30 days after the start of classes in the expected graduation semester.

11. Other Academic Information

A. Student ID Card (Student Support Team)

1) Application & Issuance: Apply via the EDWARD System.

2) Application Steps: EDWARD System → Academic Administration → Student Support → Student ID Card Issuance Application → Apply by either: Visiting iM Bank (any branch), or Applying via the iM Bank app → Receive the student ID card (pick up in person at your college administrative office after receiving an SMS).

* Required documents when applying: ID card, iM Bank account, One 3×4 cm ID photo

3) Report Lost Card: EDWARD System → Academic Administration → Student Support → Student ID Card Reissuance Application/Registration → Report Lost Student ID Card

4) Reissuance Application

a) Apply in person at iM Bank (any branch)

b) Apply via the iM Bank app (only for iM Bank internet banking members; issuance fee is free)

5) Issuance Period: Approximately 2–3 weeks

6) How to Check Issuance Status

EDWARD System → Academic Administration → Student Support → Student ID Card → Student ID Card Reissuance Application/Registration → View Student ID Card Issuance Information

7) Contact: 053)580-6085 / https://www.kmu.ac.kr/uni/main/page.jsp?mnu_uid=3388

B. Scholarship System (Scholarship & Welfare Team)

1) To receive scholarships, students must register a primary bank account under their own

name: EDWARD System → Common → System Common → Settings → Edit Personal Information

- 2) Students selected as semester-based academic excellence scholarship recipients / Keimyung Happiness Scholarship recipients must complete 10 hours of volunteer work.
- 3) Selection Criteria for Semester-based Academic Excellence Scholarships Selection is based on: 70% of the previous semester's grades, and 30% of an official foreign language test score obtained within the last 2 years.
- 4) Payment Method: In principle, scholarships are applied as a tuition reduction at the time of tuition payment each semester.
- 5) On-campus/off-campus scholarships may be received concurrently within the tuition amount, but excess beyond tuition is not allowed. On-campus/off-campus work-study, volunteer, or other conditional scholarships, Expense-type scholarships (e.g., overseas training, exchange programs, book expenses, dormitory fees, etc.), One-time award-type scholarships, Living expense / academic incentive-type scholarships, Scholarships separately designated by the University President
- 6) Scholarships Allowed for Concurrent Benefits Concurrent benefits are allowed for:
- 7) Scholarship System Information(For details, refer to the Scholarship & Welfare Team website.)

On-campus	Off-campus
1. Semester-based Academic Excellence Scholarship(Jinri 100%, Jeongui 50%, Sarang 30% tuition reduction) 2. Study Scholarship 3. On-campus Work-Study Scholarship 4. Special Scholarship	1. National Scholarship 2. National Work-Study Scholarship

8) Contact: 580-6092~4, 6098

C. Center for Students with Disabilities (Scholarship & Welfare Team)

- 1) Support services: Disability scholarship support (Sarang Nanuem A, B Scholarships), counseling, priority course registration, student assistants for students with disabilities, priority dormitory admission (Myeonggyo Residence Hall), assistive learning technology devices, medical service support, etc.
- 2) Registration: Registration is available at any time (year-round)., Submit the application form and a certificate of disability.
- 3) Contact: Center for Students with Disabilities: 053-580-6098
- 4) Participation in on-campus programs/events: If a student with a disability wishes to participate in an on-campus program (event), they may contact the Center for Students with Disabilities for more detailed guidance.

D. Student Counseling (Student Counseling Center Administrative Team)

- 1) How to apply for counseling: Keimyung Student Portal (STORY+) → Student Counseling → Counseling Information & Application → Psychological Counseling → Apply for Counseling Reservation
- 2) Main responsibilities/services: Psychological counseling and psychological testing, group counseling and workshops, mentoring programs, peer counseling, various surveys and research, etc.
- 3) Contact information:
 - A) Psychological counseling (individual counseling): 053-580-5747
 - B) Psychological testing: 053-580-5745
 - C) Group counseling & workshops: 053-580-5744
 - D) Peer counseling: 053-580-5743
 - E) Mentoring (transfer students · international students · students with disabilities): 053-580-5812
 - F) Location: Bauer Building, 1st Floor, Room 1127, Seongseo Campus
- 4) Website: <https://sd.kmu.ac.kr/sites/sd/index.do>

E. Teaching & Learning Support System (Center for Teaching & Learning Administrative Team)

- 1) Definition: A system designed to support the operation of the regular curriculum (enrolled courses) and extracurricular programs.
- 2) Access & login methods:
 - a) EDWARD Portal → Teaching & Learning Support
 - b) <https://ctl.kmu.ac.kr>
 - c) Log in using your individual student ID number
- 3) Main features:
 - a) My Classroom Home → Enrolled Courses → Current Courses
 - Functions as the online classroom for courses you are currently taking
 - Provides notices, learning materials, assignment submission, Q&A, etc.
 - b) My Classroom Home → Enrolled Courses → Previous Semester Courses
 - Provides access to notices, learning materials, and submitted assignments from past courses
 - c) My Classroom Home → Extracurricular Programs
 - Allows students to apply for and participate in extracurricular programs offered by various campus departments
 - Important announcements should be checked through the system's notice board
 - d) My Classroom Home → Messages
 - Enables sending and receiving messages to/from instructors of your current courses
 - e) Resources → Learning Tips

Provides various study methods and learning-related tips

f) Board → Q&A

- Supports inquiries about the system itself and extracurricular programs provided by the Center for Teaching & Learning

F. Student Success Center (Student Success Center Administrative Team) – Basic Academic Skills Diagnostic for Freshmen

1) Support for major planning/design

a) Overview: Support for students in the autonomous major track (undeclared major) and for students who wish to pursue multiple majors

Autonomous Major Division (Undeclared Major) Students	<ul style="list-style-type: none"> - Support for university adjustment and major exploration: diagnostics, special lectures, consulting, etc. - Support for major planning and (multi-)major selection: major fairs, contests, course 운영
Students Assigned to a Department	<ul style="list-style-type: none"> - Support for major exploration to design a major plan based on a career field - Support for designing a double major, minor, interdisciplinary major, and micro-degree

B) Key Programs

Program	Key Programs
Major Fair	<ul style="list-style-type: none"> • Held once per semester (Spring: May, Fall: October) • Major-planning advising with department professors and senior students
Major-Based Major Planning Faculty Advising	<ul style="list-style-type: none"> • Available year-round • Advising with department professors to learn about the department's specialized focus/strengths
Major Planning Partners Advising (Peer Advising)	<ul style="list-style-type: none"> • Available year-round • Advising with senior students to learn about the department's specialized focus/strengths
Major Planning Advising Corner (Walk-in Advising Corner)	<ul style="list-style-type: none"> • Available year-round • Location: Bauer Hall, Room 1211 (Success Design Lounge) • Major-planning advising with Student Success Center faculty

2) Keimyung Talent Competency Management System (COMpass K)

A) Overview: A program that allows enrolled students to enter and analyze their activity achievements across seven areas in order to strengthen core competencies and employment competitiveness. By analyzing quantified performance results, it supports students in setting their own learning goals and preparing step-by-step for employment or career paths.

B) How the program is used

- Students: Use it as a learning portfolio to set learning goals and prepare for careers in stages, while accumulating and managing experiences and achievements through area-based record management.
- Faculty: Use it to manage students' learning status within the department and as reference data for student advising/counseling.
- University: Use it as an analysis tool to promote students' learning experiences; also used for the K-STAR Excellent Talent Certification Program and scholarship evaluation, etc.

C) How to apply and get approval

- Enter in EDWARD System: Academic Administration → COMpass K → Personal COMpass K Performance Entry (Save)
- In-person verification of original documents: Your college administration office or the 6300 Student Integrated Contact Corner (Bauer Hall, 2F)
- Check approved score: EDWARD System → COMpass K → Personal COMpass K Performance Inquiry

3) K-STAR Certification Program

A) Overview: A certification program that cultivates and certifies high-competency students who have both "specs and story" in each of the four talent characteristics (FACE areas) based on the university's talent model. It consists of four levels (S, T, A, R) and provides grade-specific growth goals.

B) Selection: Selects students who demonstrate both competency and story across the 8 core competencies.

- Quantitative evaluation: Assessment of learning competency and career management scores entered in COMpass K
- Qualitative evaluation: Evaluation of learning materials, learning activities, and reflection process entered in MY Portfolio

C) Use and benefits

- Identifies excellent talent with both "specs and story" based on the university's talent model and core competencies.
- Evaluates students' efforts and achievements throughout university life quantitatively and qualitatively to select and certify competency-based talent.
- Scholarship up to KRW 5,000,000 (scholarship in addition to tuition) and name displayed in the K-STAR Lounge Hall of Fame
- Leadership programs and recommendations for outstanding internal/external student awards, etc.

G. Dongsan Library (Academic Information Services Team)

1) Website: library.kmu.ac.kr (uses the same account as the EDWARD system)

2) Library entry: Use your student ID card or the Clicker application

- Clicker: Used for library entry, reading-room seat issuance, group study room reservation and verification, and book borrowing

3) Information on reading rooms and operating hours

Floors	Room Name	Services Provided	Hours of Operation
7	Byeogo Rare Books Room	Old documents, Old Bible	Weekdays 09:00-17:00
6	Serials Room	Magazines, academic journals, reading discussion club	
5	2nd Materials Room	Philosophy, religion, social sciences, language-related materials	
4	1st Materials Room	Pure science, applied science, arts, literature, history-related materials	
3	Gobum Electronic Information Room	Multimedia materials, PC use, Convergence X-Space	
2	Information Service Center	User education, information services, e-resources, Media Wall use	Weekdays 09:00-22:00
	Central Circulation Desk	Borrowing/returning materials, interlibrary loan	
1	General Reading Room	Reading room, laptop room, Co-Working Space	Daily 08:00-23:00
Daemyeong-dong	Choam Library Room	Art, photography, fashion-related materials	Weekdays 09:00-19:00

※ [Materials Rooms] Closed on weekends and national public holidays (hours may change during vacation) / [General Reading Room] Closed on the day of Seollal and Chuseok

4) Number of books and loan period: Up to 10 books (monographs) for 14 days, one extension allowed; in case of overdue, choose either an overdue fee or loan suspension

5) Inquiries

- Clicker use & facility reservations: 053-580-5679

- Book loans & returns: 053-580-5682~3, 5688

12. Other Department Notices

Q. I am a freshman student. How do I enroll?

A. Freshmen are automatically enrolled. From the second year, you have to enroll by yourself, and you can enroll online at <http://sugang.kmu.ac.kr>.

Q. How can I find extracurricular activities and join the club?

A. There are 2 ways to join a club: You can go to Keimung Homepage → Student Services → Student Activities → Club Association (Online). Otherwise, you can directly visit the club booth in front of the Bauer Hall during student association promotion period.

Q. Where can I get help with preparing a good study plan and future career goals?

A. There are several ways for you: You can get some advices from either your professor or your seniors. Or you can just contact student counselling service at the College of Natural Sciences.

Q. Where can I find a printing machine when urgent?

A. You can use a printing machine in Baekun-gwan, room 213, which is called as 'PC Room'.

Q. I'm a freshman. What are the main library's hours during the mid-term and final examination period?

A. Annually, Dongsan main library is open 24 hours for a week before the examperiod begins.

Q. How can I apply for a leave of absence in the case of unavoidable circumstances or military duty?

A. You can applyfor a leave of absence by using the EDWARD SYSTEM. In the case of military duty, you should submit a leave of absence along with an enlistment notice within 2 weeks before conscription.

Q. Does our university provide free off-campus shuttle bus services?

A. Yes, it does. The free off-campus shuttle buses run twice during the day and night each, except for holidays, university foundation day, and summer/winter breaks.

Q. How can I communicate and share information with other students in Food Science & Technology major?

A. We are notifying some important and useful information to students through Kakaotalk, SNS facebook, Internet Homepage of the Food Science & Technology department, and the bulletin board

of the Food
Science & Technology Department now.

Q. How can I pursue a double major or a minor?

A. You must complete 42 credits of major courses specified by each of the relevant departments for the completion of double major studies. If you wish to minor, you must complete 54 credits for your major, and 21 credits at least required for the minor.

Q. When I am sick, where can I get medical treatment?

A. You can find first aid medications at Student Council room. Also, you can go directly to medical facilities in Bauer Hall.