

# **2026 . Blue Book**

**English Version**

**Department of Sport & Leisure Studies**

**College of Physical Education**

**Keimyung University**

## Contents

### Blue Book?

.....2

### College of Physical Education

.....2

- 1) Overview
- 2) Department

### Department of Sport & Leisure Studies

.....2

- 1) Mission
- 2) Vision
- 3) Core Value
- 4) History
- 5) Student Status

### Degree Guide

.....5

- 1) Academic Courses
- 2) Credit System
- 4) Course Registration
- 5) Acceptance Criteria
- 6) Writing Self-Introduction Letter and Study Plan
- 7) Grading Procedure
- 8) Eligibility for Start-Up Business and Self-Development Course
- 9) Attendance
- 10) Curriculum
- 11) Course Registration
- 12) Application for Course Change
- 13) Credit Evaluation
- 14) Grade Appeals
- 15) Leave and Return

- 16) Expulsion
- 17) Overseas Training Program
- 18) Issuance of Certificate
- 19) Government support education program
- 20) Interdisciplinary Course

### Study Guide

.....18

- 1) Student Counselling
- 2) Academic Difficulties
- 3) Early employment
- 4) Volunteering Scholarship
- 5) Assignments
- 6) Student Participation Activities
- 7) Compass K
- 8) Health and Counselling
- 9) College Student Council
- 10) Department Student Council
- 11) Orientation for Freshmen
- 12) Clubs (Circles)

### Campus Life

.....24

- 1) Department News
- 2) Student Card
- 3) Access to Building
- 4) Classroom use
- 5) Classroom Space Reservation
- 6) Rentable Equipment
- 7) Return Date of Equipment
- 8) Library
- 9) Personal locker
- 11) Lost Property
- 12) Emergency Notice
- 13) Emergency Measure on Campus
- 14) Disaster Evacuation Drill
- 15) Hospitals near Campus
- 16) Transportation
- 17) Campus Map
- 18) Parking Facilities

## **Standards, Procedures, Policies & Regulations**

.....23

- 1) Code of Conduct
- 2) Academic Attitude
- 3) Equality & Equal Opportunity
- 4) Discrimination & Ostracization
- 5) Sexual Discrimination / Harassment
- 6) Plagiarism
- 7) Alcohol & Drugs
- 8) Smoking
- 9) Restricted Items
- 10) Access to Facilities
- 11) Internet Use Rules & Procedures

## **Contacts**

.....26

- 1) Department Office
- 2) Professors' Offices
- 3) Administration Team, College of Physical Education
- 4) Useful Information
- 5) Academic Calendar 2026

# What is Blue Book?

College of Physical Education

Overview

Department

## Blue Book?

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 Sport & Leisure Studies.

## College of Physical Education

### 1) Overview

Aims to contribute to national and community development by fostering excellent professional talent in various physical education fields such as School Physical Education, Sports for All Education, Elite Physical Education as well as Health and Sports Industry sectors.

### 2) Department

- Consists of four departments; Physical Education, Sport & Leisure Studies, Silver Sports Welfare, Taekwondo and Sports Marketing
- Graduate School of Physical Education
  - Graduate School of Sports Industry
  - Graduate School of Education; Doctoral and Graduate Course Majoring in Physical Education
- Operation of center for Second-level Sports Instructor and Exercise Health Management Training courses
- Operation of Korea Taekwondo Center, and Sports Science Research Center
- Athletic training team for various sports including Baseball, Archery, and Taekwondo

## Sport & Leisure Studies

### 1) Mission

- Competent human resources and excellent facilities
- Focus on training bright sports instructors
- Focus on certification acquisition
- Pursue integrated education in sports with various fields required by the combination of modern technology & knowledge and information society
- Focus on education that reflects the rapidly changing trends in the sports industry based on field practices

### 2) Vision

- Nurture future-oriented professional with both practical skills & theory to become leaders in the field of sports.

### 3) Core Values

Our Department of Sports & Leisure Studies aims to achieve its mission and vision through academic life based on the values of "Creativity, Ethics, and Integrity".

### 4) History

Since the establishment in 1990, our department has produced about 1,000 graduates by 2017. Particularly, our graduate students are active in various fields such as National organizations and Sports organizations, Sports for All associations, School sports instructors, Private sports instructors, Youth athletic leaders, Recreational leaders, Sports research institute researchers etc.

### 5) Current Status of Students

:: Status of Student Majoring in Sports & Leisure Studies

<b>Year</b>	<b>Total</b>	<b>Grand Total</b>
<b>1<sup>st</sup> Year – Freshman</b>	63	257
<b>2<sup>nd</sup> Year– Sophomore</b>	43	
<b>3<sup>rd</sup> Year – Junior</b>	69	
<b>4<sup>th</sup> Year– Senior</b>	82	

# Degree Guide

Academic Courses

Credit System

Curriculum

Course Registration

Application for Course Change

Credit Evaluation

Grade Appeals

Leave and Return

Expulsion

Overseas Training Program

Issuance of Certificate

Government support education program

Interdisciplinary Course

## Bachelor's Degree Guide

### 1) Academic Course

The subjects that should be taken are classified into the required courses that must be taken for graduation and the elective courses that can be selected by the applicant. The courses are divided into major (required, optional), basic, liberal, and teaching subjects.

Homepage (<http://www.kmu.ac.kr/>) → College of Physical education, Majoring in Sport & Leisure Studies → Curriculum → lecture name can be selected to read the description of the subject

### 2) Credit System

Field of Study	Type of Study	Study Credits	Credits per course	Courses	Year of Study
General Studies	Common Liberal Arts	15 credits	0-3 credits	*Chapel(1), Chapel(2) - P Credits (required course) *College Life and Career Design (1 credit), Writing (3 credits), Cultural Seminar and Writing (3 credits), Understanding of Christianity (2 credits), Commandment Spirit and Service (1 credit), Communication English (2 credits), Academic English (2 credits), Global Citizenship (1 credit)	1st year
	Balanced Liberal Arts	15 credits	3 credits	*Philosophy and History, Society and Culture, Science and Technology, Literature and Art, Global Leadership, Career Search / Self-Development (5 courses out of 6 above)	1-4 years
	Basic Studies	0 credits or more	3 credits	*Lifelong Education, Military Studies, Foreign Exchange, Virtual Lectures, General Foreign Language, Informationization, Interdisciplinary Education, Business Start-up Lecture, etc.	2-4 years
Major	Major	0-12	3 credits	The major courses designated by the	1 year

Studies	Foundation	credits		department (major) must be taken. <i>Major Foundation courses are not included in the Major Required Credits (69s), but included in graduation credits.</i>	
	Major Required	69 credits or more	0-3 credits	At least 69 credits, including at least 54 credits in major (primary), plus other major. * Students must complete the required core subjects (Introduction to Public Administration (1)), and graduate with a foreign language lecture in the Public Administration Department (1) or sufficient TOEIC score.	1-4 years
	Major Elective		1-3 credits	Major Elective Courses	2-4 years
<b>Graduation Credits</b>		<b>Total 130</b>	Common Liberal Arts 15 credits + Balanced Liberal Arts 15 credits + Basic Studies 30 credits + Major Required 69 credits		

Credits are set for each course. If you do not reach a certain grade, you are disqualified, and the course will not be credited.

▶ P (pass) Credits: There are no credits for chapels and graduation thesis, but you must pass (P credit) to graduate.

▶ 1 credit: 1 hour of theoretical week or 2 hours of experiment, practice, or practical course per week during the first semester (16 weeks).

▶ 2 credits: 2 hours of theory class per week or 4 hours of experimental, practice, or practical course per week during the first semester (16 weeks).

(However, in the case of the Department of Arts and Physical Education, 3 hours of practical training per week and 2 credits of practical training may be given.)

▶ 3 credits: 3 hours of theory class per week or 6 hours of experiment, practice, or practical course per week during the first semester (16 weeks).

(However, in the case of the Department of Arts and Physical Education, 4 hours of practical work per week and practical courses may be taken as 3 credits.)

**: Curriculum: Sports & Leisure Studies**

Semester	Code	Course Title	Credits
01-1	21358	SWIMMING (1)	1
	31961	DESIGNING UNIVERSITY LIFE AND CAREER	1
	42680	SPORT LEADERSHIP BUILDING	1
02-1	21359	SWIMMING(2)	1
	42694	SPORT CAREER BUILDING	1
01-2	17851	TENNIS(1)	1
	21192	BOWLING(1)	1
	21239	THEORYOFLEISURE&RECREATION	3
	21377	SOCIOLOGYOFSPORT	3
	25092	HORSERIDING	1
	28302	SKATING(1)	1
	32960	PHYSIOLOGYINSPORT	3
	32961	WATERLEISURESPORT	1
	39799	MULTI EXERCISE	1
	44416	SPORT LEISURE BLS	1
02-2	17551	HISTORY OF P.E	3
	17854	TENNIS(2)	1
	20899	BASKETBALL	1
	21193	BOWLING(2)	1
	28303	SKATING(2)	1
	32364	PROGRAMMING & COACHING IN LEISURE SPORTS	3
	32962	SPORT ANATOMY	3
	32963	THEORY OF REHABILITATION IN SPORT	3
	37023	TABLE TENNIS(1)	1
	39800	CONVERGENCE CORE FITNESS	1
	39802	INTRODUCTION TO MOTION ANALYSIS IN SPORTS	3
	40416	SPORTS INJURY ASSESSMENT AND FUNCTIONAL EXERCISE	1
	42683	THEORY FOR SPORT-FOR-ALL INSTRUCTORS	2
	44414	POP CULTURE & SPORT ISSUES	3
	44415	DYNAMIC DANCE	1
	44417	WATER SKI	1
2/1~2	42725	YACHT & SUP	1
	42726	SKI & SNOWBOARD	1
	44493	FREE & SCUBA DIVING	1
01-3	11113	GOLF(1)	1
	17974	THEORY OF TRAINING	3
	21185	BODYBUILDING(1)	1
	21469	ARCHERY	1
	22009	CHIROPRACTICS(1)	1
	25089	SPORTS REHABILITATION TAPING(1)	1
	30066	NEW SPORT	1
	32968	SPORTS INJURY & FIRST AID	3
	32971	PILATES	1
	39744	CHRONIC DISEASES AND EXERCISE OF THE ELDERLY	3
	39807	THEORY OF SPORT LEISURE INDUSTRY	3
	39811	CONVERGENCE OF PATHOPHYSIOLOGY AND EXERCISE	3
	39901	HISTORY OF KOREAN PHYSICAL EDUCATION	3
	39917	ORIENTEERING	1

	41072	EXERCISE PROGRAM DESIGN	1
	42684	DATA ANALYSIS IN SPORTS	3
	42685	PRINCIPLES OF ATHLETIC TRAINING	3
	44413	THEORY OF SPORT ORGANIZATIONAL MANAGEMENT	3
02-3	11116	GOLF(2)	1
	13352	BADMINTON	1
	21186	BODYBUILDING(2)	1
	22010	CHIROPRACTICS(2)	1
	25090	SPORTS REHABILITATION TAPING(2)	1
	28489	METHODS OF EXERCISE PRESCRIPTION	2
	32067	DISCIPLINE-SPECIFIC ACADEMIC WRITING(DEPARTMENT OF SPORTS AND LEISURE STUDIES)	3
	37655	ARCHERY(2)	1
	39808	THEORY OF SPORT LEISURE MARKETING	3
	40417	PHOTOGRAPHY SHOOTING & DESIGN OF SPORTS	1
	42686	STRENGTH TRAINING & CONDITIONING	3
	44492	ASSESSMENT & ANALYSIS OF EXERCISE STRESS TESTING	3
3/1~2	28983	STUDY OF INTERNATIONAL LEISURE & RECREATION STUDY(LECTURE IN ENGLISH)	3
	32366	CAMPING & TRACKING	1
	32654	THEORY & PRACTICE OF SILVER SPORTS	3
	34467	SAFETY MANAGEMENT IN OUTDOOR SPORT	2
	42723	WATER JET SPORT	1
	42724	WAKE SURFING & BOARD	1
01-4	32974	SPORT CYCLING	1
	39809	THEORY OF SPORT LEISURE START-UP CONSULTING	3
	44490	OPERATION & PRACTICAL MANAGEMENT OF YOUTH SPORT PROGRAM	3
02-4	37533	SPORT CLINIC	3
	39804	SPORTS CONVERGENCE START UP AND EMPLOYMENT	1
4/1~2	22828	GRADUATION THESIS	0
ALL	24986	PROJECT	2
	34037	STARTUP FIELD TRAINING(1)	3
	34126	STARTUP FIELD TRAINING(2)	3
	34217	LONGTERM STARTUP FIELD TRAINING	15
	34243	STEP BY STEP CAREER DEVELOPMENT	1
	35905	FIELD PLACEMENT(1)	3
	35983	FIELD PLACEMENT(2)	3
	36061	FIELD PLACEMENT(3)	3
	36140	FULL-SEMESTER FIELD PLACEMENT	15
	39299	FIELD PLACEMENT(4)	5

:: Graduation Requirements for Foreign Language Courses by Department (Major)

College	Department	Graduation criteria	Apply	Remarks
Physical Education	Physical Education	Must take one or more English courses from Department of physical education or obtain more than 500 TOEIC scores.	Freshmen starting from 2014	
	Sport & Leisure Studies	Must take at least one foreign language from Major mandatory course or obtain more than 500 TOEIC scores	"	
	Taekwondo	Take at least one foreign language course or obtain 500 TOEIC scores	"	
	Sports Marketing	After the 2 <sup>nd</sup> Year, complete one or more classes of English from the department of sports marketing or obtain more than 500 TOEIC scores.	"	

:: Introduction to Entrepreneurship & Self-Development Curriculum

Subject	Year	Semester	Credit	Grade	Classification	Applied from
Entrepreneurship & Self-Development	All	Winter/Summer Seasonal semester	1	P	mandatory courses	From 2015 freshmen

- Points approved based on the assessment items from COMpass K, excluding the Academic ability item score.

- Credits will be recognized as seasonal grades (only 6 credits)

:: Evaluation Items

Area	Weight	Evaluation Item	Limit Score	Remarks
Goal Management Competency	46	Self-introduction	15	Mandatory
		Academic (career) Plan	15	
		Counselling History	16	Mandatory (one or more times)
		<b>Sub Total</b>	<b>46</b>	

Major Competency	400	Score	315	Excluding Entrepreneurship & Self-Development Curriculum
		Internship at home and abroad	85	
		Sub Total	400	
Internationalization Competency	360	Acquire linguistic knowledge	180	
		Chinese, French, Chinese, German, Russian, Korean, Chinese, English, Japanese,		
		Foreign Language Proficiency Test		
		Exchange student selection, credit acquisition	60	
		Complete Foreign Language course from abroad	60	
		Completion of at least an English course from the Major	30	
		Completed multicultural liberal arts courses	30	
Subtotal	360			
Volunteer & Service Competency	100	Participation in domestic and overseas service activities	80	
		Campus Activities (Student Council)	10	
		Blood Donation	10	
		Subtotal	100	
IT Competency	80	Acquired IT certification	80	
		Subtotal	80	
Creativity	150	Contest / Prize	100	
		Invention / patent acquisition, start-up	20	
		Entrepreneurship education course completion	30	
		Subtotal	150	
Career / Employment Competency	364	Acquired certification for major / employment	180	
		Participated in major / employment related education program	94	
		Off-campus Activities Related Major / Employment-	70	
		Completion of employment liberal arts course	20	
		Subtotal	364	
		TOTAL	1,185	Aggregate without grades

### 3) Application period

- Every semester, before the end of regular test

### 4) Acceptance Criteria

1. General department (major): 80 points or higher including mandatory acquisition scores, but excluding the Competency related to Major

2. Department of Arts and Physical Education (Major): 50 points higher including mandatory acquisition scores, but excluding the Competency related to Major

3. In the case of being qualified (certificate) in relation to Article 37 (2) of the enforcement order of the school regulations, acquisition score outside the evaluation item of the certificate a should be presented for acceptance.

### 5) Self-introduction & Academic Carrier Plans

1. Create and save Individual E-learning portfolio in the Edward-CTL system.(<http://elp.kmu.ac.kr>)

2. Automatically converted to COMpass K score

### 6) Grading procedure

1. When score fulfilment criteria are

satisfied, EDWARD system → Academics

→ COMpass k → Certificate of start-up and self-enrolment credit application (including self-introduction letter and academic career plan)

2. After applying for the interview time with the supervising professor through the EDWARD system (Academics → counselling), the student should get the credit approval application form and receive counselling guidance from the supervisor about his introduction letter and academic (career) plan.

3. Advisor will approve from the EDWARD system after consultation about the score, self-introduction, academic (career) plan, etc.

4. Students who is approved by the professor should also receive a signed Credit recognition letter from the supervisor and submitted to the college administration team.

5. The Administration Team of the college shall refer to the certificate of credits received to ensure that the approval of the advisor has been obtained from the EDWARD system and meets the standards for grading.

6. During seasonal vacation classes, Office of Academic Affairs will be responsible for grading

### 8) Attendance

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

## § Graduation Requirements

- In order to complete college life normally, students must pass 8 semesters for 4 years, 2 semesters per year and 130 or more credits in total to graduate

- Our major replaces the graduation thesis with the license from Sports for All level-2 or other qualifications, However, those who fail to obtain the above must complete a graduation thesis during the fourth grade.

## § Acknowledgment of attendance

- Acknowledgment of attendance due to participation in the competition and training shall be limited to those approved by the dean after submitting the supporting documents to the administration team of the College of Physical Education.

- Absence due to death of relatives::  
Parents, spouses, children: 7 days

:: Brothers, grandparents and maternal grandparents: 3 days

:: Relatives within the fourth cousins: 1 day

- Participation in special events such as government or public institutions and participation in official school events is limited to the period approved by the Director of the School's Welfare Service

- Study visits and excursions of the department (major) and college (undergraduate) are limited to the period approved by the dean.

- Your marriage: 7 days

- Absence due to teaching practice: specify the period

- Self-inpatient: up to 2 weeks (absence due to outpatient treatment is not allowed)

- Students who have been approved by other presidents

## § Electronic Attendance System Guide

1. **Electronic Attendance System:** Automatic attendance processing system using mobile (app) and Bluetooth

### 2. Essentials for Attendance System

- Installation of smart mobile app (App), Bluetooth function required (network not required)

### - Electronic Attendance System Mobile (App) Installation Method

Installation for Android: Play Store  
", " Keimyung University "

Installation for iPhone  
(iOS):<https://attendapp.kmu.ac.kr/>

• QR Code



### 3) How to Check Attendance

- Install the attendance app, before entering the class.
- Log in to the electronic App App and check by your professor to see if you have been automatically checked.
- The professor will send a PUSH message to the students by pressing the [Start Attendance Check] button, and the professor's phone and the student's phone will automatically check their attendance via Bluetooth for 30 seconds.

- iPhone (iOS) users need smartphone screen sliding action according to receiving PUSH message (except Android)
- In case of any mistakes in attendance, immediately ask the faculty member

### 3. Electronic Attendance check FLOW



자세한 내용  
홈페이지→학사안내→[전자출결 시행 안내] 붙임 파일 참조

### 9) 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.

### Course Packages

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

### 10) Course Registration (Enrolment)

- 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

### 11) Course Changes (application)

Courses can be changed during the second course registration period (during the first week of classes). 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.

### 12) Grade Evaluation (General)

- Attendance: 10-20%
- Assignment, Presentation: 20-30%
- Examination: 50-70% (course by course)

Depending on the characteristics of the subject, the grading standards may be different, and the grades of the experimental, practical, practical and comparative subjects can be evaluated by separate methods.

### 13) Grade Appeals

- Call the Academic Affairs Team (☎ 580-6063)
- Contact your professor personally via telephone or email during the period of grade appeals in each semester

### 14) Leave and Return

#### Application for Leave of Absence

§

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

§

#### Application for Return to School

§

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

### 15) Failure and Expulsion

- Academic Probation: A student holding a 1.50 GPA for the semester. However, the student's final semester is excluded.
- 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 illness.
- 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.

## 16) Overseas Training Program

- § Experiencing other cultures as a student studying Sports & Leisure Studies 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.

## 17) Issuance of Certificates

- § 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 post office in Bauer Hall and on the 1st floor of Dongsan Library

EDWARD System → Academic Administration → Transcripts /Certifications → (specify Fax, online, postal, other)

## 18) Government-subsidized Project

- § **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.

- § **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.

## 19) Connected Majors

The curriculum is run in conjunction with two or more majors in the department. If the majors are fulfilled, students can acquire additional degrees in addition to their first majors.

If you have multiple majors in connected majors and if you have earned at least 42 credits or more

from the major, you can be qualified for additional degree (double major) after acquiring additional 21 credits

§ In addition to the first major, you can apply for a secondary major or a tertiary major, However, connector major cannot be graduated with single major

### § Method of Completion

- Double Major: 42 credits

If a connected major is completed with a double major, the remaining 42 credits must be completed in total. Also, If the subject included in the connected major is the same subject as the subject of the first major (with same subject code), only 9 credits can be recognized as duplicates, and the remaining 33 credits must be completed in the designated courses associated with other majors.

- Sub major: 21 credits

In case of a minor major, a total of 21 credits or more must be completed. If the courses included in the curriculum of the major course are the same as those of the first major course (if the course code is the same), they are credited as double credits within 6 credits. The remaining 15 credits must be completed in conjunction with other major courses (other major).

### Application for completion of Connected Major

Students who want to receive completion of a related major (dual major, minor) must complete their graduation criteria and apply within the defined period (between March and September) in the web information system

### § Benefits of Connected Major

If you meet the requirements of the joint majors, you will be allowed to attach the name of your majors (minor or double major) on the certificate.

# Study Guide

Student Counselling

Academic Difficulties

Early employment

Volunteering Scholarship

Assignments

Student Participation Activities

Compass K

Health and Counselling

College Student Council

Department Student Council

Orientation for Freshmen

Clubs (Circles)

# Study Guide

## 1) Student Counselling

### Ask for Counselling

EDWARD System → Academic Administration →  
Counselling → Integrated Application for Counselling

### Academic Advisor

EDWARD System → Academic Administration → Basic  
Register Manager → Personal Information  
→ Academic Advisor can be checked.

## 2) Academic Difficulties

§ Get help from your advising professor or a counselor or use student counseling center

§ Student Counseling Center

(Student counseling center work, general counseling related work management, new student aptitude search examination, sexual harassment consultation office work, homepage management work)

§ Contact person: Park Kyunghee ☎ 580-5811

§ Study Consultation ☎ 580-6300

§ Psychological examination ☎ 580-5745

§ Individual group counseling ☎ 580-5743

§ Educational support ☎ 580-5744

§ Location: No. 1125, 1st Floor, Bauer Building, Campus advisor on issues such as employment, business start-ups, and career path.

<http://kmusangdam.org/>

## 3) Early Employment

§ When the student's first job is an internship (15 academic credits) during the student's second semester of 4th year,

§ The student can work for a company linked with the school by recommendation of the professor (annual change and recommendation company change)

### § Confirmation of Employment and Acknowledgement of Attendance for Early Employment

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

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

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

B) Including the period of employment by transfer

### § Process of Employment and Acknowledgement of Attendance for Early Employment

#### A) Step 1: Confirmation of employment

(1) Application for confirmation of early employment (within 2 weeks from the date of employment)

(2) Confirmation of early employment  
(by the Employment Support Team)

(3) Printing out the certificate of early employment (within 1 week from confirmation)

(4) Submit the certificate of early employment to and consult the professor who teaches the subject (within 2 weeks from the date of employment).

## B) Step 2: Acknowledgement of Attendance

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

(2) Acknowledgement of attendance: Acknowledged by the Employment Support Team from time to time after the application.

(3) Submission of attendance certificates:

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

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

§ Supporting Document by Type of Employment: The Employment Support Team will verify supporting document for confirmation of employment and

acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

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

## 4) Volunteering Scholarship

### § How to Apply for Volunteering Scholarship

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

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

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

\* In the event of non-fulfilment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the following semester, and the student must return the amount of scholarship.

## 5) Assignments

Basically, Students should submit two assignment midterm and final (however, it can differ depending on the course instructor or the professor)

## 6) Student Participation Activities

Special Lectures, Experience based learning activity related to the Major during 1<sup>st</sup> and 2<sup>nd</sup> semester (According to University policies and Department's allocated budget.

## 7) Compass K

- **Introduction of Program**
  - Developed to enhancing learning capability and job competitiveness of current students
  - Consisting of 7 sectors: goals management, major, globalization, IT, volunteer service creativity, career and employment
  - Classifies 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
  - Point approvals: the items related to grade evaluation and credit acquisition are automatically processed on the system.
  - After the student enters the information on the web, he / she must provide evidence (certificate or original certificate) to administration.
  - 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 Centre: Implementing free physical check-up 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)

### Health Check Request

EDWARD System Academic Administration Student Support Apply on Student Health Examination

## § Sexual Harassment Counseling Center

- Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
- Aims at contributing to the establishment of sense of values about sex and the
- An open place not only for healing damaged mind from sexual harassment or violence but also counseling students who worry about sex and dating.
- settlement of healthy sexual curiosity through preventive education.

## Contact and Website of Related Centers

- Human Rights Counseling Center of National Human Rights Commission 1331 <http://www.humanrights.go.kr>
- Korea Sexual Violence Relief Center 02-338-2890~1 <http://www.sisters.or.kr>
- Sexual Violence Counseling Center of Womenlink 02-739-5796 <http://womenlink.or.kr/>
- Daegu Women's Hot Line

- 053-471-6484~6 <http://www.dwhotline.or.kr/>

## College Student Council

### - Role

To organize and lead all the events held in the school and identify and resolve 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, vice-president, secretary and staff are recommended between February to March and registered voluntarily → Voting to select
- Student representative and assistant student representative for each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)

## 10) Department Student Council

### § Definition:

- The student council, representing students in the major, is the representative body of students based on the values of responsibility (rights + obligations) and community (cooperation + respect) ".

### § Role:

- To support academic affairs of students, collect suggestions, closely communicate with

other student councils across the college and university, and to serve as a channel for communication with professors of our department, and plan and conduct events organized by our department.

§ Election:

- The department's student Captain and Vice-Captain, as well as a representative for each year of students, is elected in December.

**11) 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

§ Period: End of February of each year.

**12) Clubs (Circles)**

Name	Event
Phenix	Football
Match Point-	Tennis
Bajoh-nal	Windsurfing
Wave	Swimming
RTP	Sports Medicine
Hat Trick	Women's Football
Volante	Badminton
Magic	Basketball

# Campus Life

Department News

Student Card

Access to Building

Classroom use

Classroom Space Reservation

Rentable Equipment

Return Date of Equipment

Library

Personal locker

Lost Property

Emergency Notice

Emergency Measure on Campus

Disaster Evacuation Drill

Hospitals near Campus

Transportation

Campus Map

Parking Facilities

## Campus Life

### A) Department News

Check the Homepage: <http://newcms.kmu.ac.kr/ksmart/index.do>

▶ Announcement by year level: TA – College student leader – Department student leader together with assistant leader – Students by Kakao

### B) Student ID

Application and Issuance: Submit application documents through the EDWARD system

#### ▶ Application Procedure

EDWARD Portal → EDWARD System → Academics → Student Support →

Application for issuance of student card → Consent for providing personal information. Visit Daegu Bank

For application (all stations). You will receive your ID card from your college administration team.

#### ▶ Issuance period: 1 ~ 2 weeks

### C) Access to university buildings

School Operation Policy: AM 06:00 ~ PM 24:00

You have to register in case you want entry Saturdays, Sundays and public holidays.

See earlier Lecture Building Acronyms for a list of the different buildings in the campus.

### D) Using the classroom

- When using a computer, use only department-related programs.

- If you want to install department-related programs, ask permission from the TA.

- Unauthorized installation of software is the responsibility of the installer (e.g. program purchase, reimbursement, etc.)

- Do not bring food or alcohol into the classroom.

- After using the classroom, be sure to turn off the computer, air conditioner / lamp, etc. and leave.

- When extending use of the classroom, consult with the TA beforehand and get approval.

### E) Library

If you have a student ID, you can enter and use it from 06:00 to 24:00.

Maximum number of books per person: 3 books, maximum 7 days for loaning. For extension of use, visit the library.

Overdue fee after 7 days may be subject to library policy

▶ Opening Hours: During the semester 09: 00-19: 30 (Weekdays); Closed on Saturdays.

During the vacation: 9:30-17:00 (Weekdays); Closed on Saturdays

▶ Bring your student ID card to gain entrance.

▶ Number and period of loaning books: A maximum of 10 books can be extended for 14 days. Extension can only be done once.

#### F) Locker

▶ The college student committee manages the locker assignment of students.

Every year before the first semester, a list of students who wish to use a locker will be evaluated.

#### G) Lost Property

If you find a lost item, please bring to the administration office.

If you want to claim a lost item, please fill out the exact information about the lost item and submit it to the TA. The TA makes the final decision regarding lost items.

In case of misrepresentation, the concerned student may face disciplinary actions.

#### H) Emergency Notification

If an emergency occurs, call your department professors.

When an emergency occurs, it will be announced promptly and clearly through the communication system for each year level.

(Department office / president of the school → representative of each year level → all students)

#### I) Emergency Preparedness Training

▶ Earthquake

1) If you detect an earthquake, open the nearest door.

- There is a possibility that a door will not open as a result of an earthquake.

- The person who opened the door should shout first and direct the evacuation route.

2) Protect your head with a book, a notebook or anything that can protect your head.

- In case of underground facilities, it is relatively safer than upper ground facilities.

Protect your head and wait until the vibration stops.

- In case of underground facilities, evacuation may be delayed due to crowded exit routes.

Follow the command of the person near the exit door.

- In the case of the relatively high-rise floors with 3 or 4 levels, hide under a table or desk as it is difficult to evacuate. (As soon as the vibration stops, evacuate as soon as possible.)

3) Evacuate quickly out where the door is open.

- Running in a crouch position as much as possible is advisable.

- Escape thru the window except when on the first floor where windows can be so damaged.

4) Evacuate from the building and move to a wide open space

- Stand by to prepare for damage caused by additional aftershocks.

(If you have evacuated, do not sit or lie down, keep standing and waiting.)

\* Countermeasures against fire in the event of an earthquake

1. If you detect even the smallest vibration, shout "Fire!" to notify the people around you and turn off the heater.

2. When the tremble has stopped, shout "Fire!" again to alert the people around you.

<Extinguishing fire>

3. Prevent a fire from growing within 1 or 2 minutes by using a fire extinguisher.

Always keep a fire extinguisher around.

#### ► Fire escape tips

- Press the fire alarm emergency bell.

- If you cannot evacuate downstairs, evacuate to the roof.

- When you pass through the flames, wrap your body and face with a wet blanket or towel.

- Be careful of hot door knobs.

- After coming out, never go back inside.

- In case of evacuation, wait for rescue from the side where the wind blows.

### 13) Nearby Hospitals

- § Seongseo Hospital ☎ 053-584-6655
- § Seongseo Orthopedics ☎ 053-581-0070

### 14) Transportation

- § **Subway:** Line 2, Keimyung University Station or Gangchang Station
- § **Bus**
- Keimyung University Alumni Station (East Gate): Express 1, Express 5, Express 7,

503, 524, 527, 564, Dalseo 3, Dalseo 5, Seongseo 1

- Keimyung University (Front Gate): Express 1, 425, 524, 527, 564, 655,

### 15) Campus Parking

- § Parking permit is issued on application in the beginning of the semester.
- § You should park at only designated space.

### 16) Seongseo Campus Map



# **Standards, Procedures, Policies & Regulations**

Code of Conduct

Academic Attitude

Equality & Equal Opportunity

Discrimination & Ostracization

Sexual Discrimination / Harassment

Plagiarism

Alcohol & Drugs

Smoking

Restricted Items

Access to Facilities

Internet Use Rules & Procedures

## **Standards, Procedures, Policies & Regulations**

### **1) Code of Conduct**

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

### **2) Academic Attitude**

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

### **3) Equality & Equal Opportunity**

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

### **4) Restrictions on Discrimination & Ostracization**

Our university do not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all

discrimination or ostracization will cause administrative punishment.

### **5) Restrictions on Sexual Discrimination/ Harassment**

§ Our university does not discriminate or not make discriminated against a certain gender, and our gender equality is strictly protected by law. Any and all discrimination will cause administrative punishment.

§ No sexual psychological/physical harassment, violence and stocking are banned, and any attempt will cause administrative punishment.

§ For victims of sexual harassment or discrimination and those concerned about it, please report and consult at any time.

### **6) Plagiarism**

§ Plagiarism is the use of another's work (sound, music, images, text, etc.) without permission of the owner (there is a non-commercial educational use exception).

§ Our university prohibits plagiarism, there are legal effects in case of violation, and very serious liability can arise, depending on the will of the copyright owner.

## 7) Alcohol & Drugs

No alcohol or drug may be possessed in or brought on campus, students caught drinking or using drugs may face administrative punishment.

## 8) Smoking

Smoking is allowed only in the designated area. smoking elsewhere may result in administrative punishment.

## 9) Restricted Items

No items regarded as to be dangerous are allowed in the campus. (Examples. explosive material, volatile liquids, etc)

Consult the department office if you are not sure about the dangerousness of an item.

## 10) Access to Facilities

- § Opening Hours (Weekdays)
- § Opening Hours (Weekends)
- § Operation Policy: 06:00 ~ 24:00
- § Opening Hours: AM 06:00 ~ PM 24:00
- § You must record your entry in the logbook on Saturdays, Sundays, and holidays.

## ▶ Process of Requesting use of Vacant Lecture Room

Apply for rent of intended Edward lecture room at least one week prior to the date of use. Application and Issuance: Submit an application through the EDWARD System.

### Vacant Rooms Request

EDWARD Portal → System → Administration → Facilities and Space → Space Reservation Request. (There are activity limitations and warnings for those who have made unauthorized use of classrooms.)

## 11) Internet Use Rules & Procedures

- § The wired / wireless internet available on campus may be used only to search and store contents for studying.
- § Rules applicable to all devices that can access the Internet, such as a public computer, a personal computer, or a personal smartphone.
- § External data can only be transmitted via USB and CD.
- § Activity such as KakaoTalk and Webtoon used for personal purposes are not authorized, as they may disturb proper computer use in classrooms.

# Contacts

Department Office

Professors' Offices

Administration Team, College of Physical Education

Useful Information

Academic Calendar 2026

## Contacts

### 1) Department Office

Department office : Room No. :150  
 Teaching Assistant : 580-5526  
 College of P.E Administration Office : 580-5511, 5513, 6210

### 2) Professor's Contact Information

<i>Name</i>	<i>Contact</i>	<i>Office</i>	<i>Remarks</i>
<i>Youngho Park</i>	5258	204	
<i>Hongbum Shin</i>	5561	209	Department Head
<i>Na Young Ahn</i>	5563	213	
<i>Sangsoo Kim</i>	5753	214	
<i>Seunghyun Jang</i>	6215	211	
<i>Myungwon Seo</i>	5257		

### 3) College of P.E Facilities

Gymnasium 580-6213  
 Stadium Management Center 580-6212  
 Fitness Center 580-6216  
 Exercise Behavior Laboratory 580-6218  
 Exercise Prescription Laboratory 580-6217  
 Exercise Measurement Laboratory 580-6219  
 Exercise Nutrition Laboratory 580-6209  
 Archery Training Center 580-5944  
 College of Physical Education Management Room 580-5531 체육실 580-6213

### 4) Student Support Information

Book Store 580-5102  
 Cafeteria 580-4925  
 Stationery Store 580-3188  
 Photo Studio 583-2842  
 Optician 583-0053  
 Post Office 592-1350  
 Daegu Bank 581-1262

## Spring Semester 2026

---

	1(Fri)	Samiljeol(National Holiday)
	4(Mon)	Spring Semester Begins
	4(Mon)~6(Wed)	Add/Drop Confirmation Period
	4(Mon)~7(Thu)	Enrollment(2nd round)
MAR	11(Mon)~29(Fri)	Application for Early Graduation(EDWARD System)
	11(Mon)~4/26(Fri)	Application for Dual Degree, Minor(EDWARD System)
	13(Y-/ed)~15(Fri)	Enrollment(3rd round)
	18(Mon)~29(Fri)	Final Course Drop(Withdrawal) Period
	10(Wed)	National Assembly Election Day(National Holiday)
APR	15(Mon)~19(Fri)	Major Change Application for Fall Semester 2026(EDWARD System)
	22(Mon)~26(Fri)	Mid-term Examination Recommended Period
	1(Y-/ed)	Labor Day(Holiday)
	6(Mon)	Children's Day(Alternative National Holiday)
MAY	150Med)	Buddha's birthday(National Holiday)
	20(Mon)	Foundation Day(Holiday)
	24(Fri)	Interview for Major Change
	3(Mon)~5,y.Jed)	Course Registration for Summer Session 2026
	6(Thu)	Memorial Day(National Holiday)
	17(Mon)	Make-up Date for Wednesday May1
JUN	18(Tue)	Make-up Date for Wednesday May15
	190Hed)	Make-up Date for Monday May 20
	20(Thu)~26(Wed)	Final Exam

---

	27(Thu)	Summer Vacation Begins
	27(Thu)~7/18(Thu)	Summer Session 2026
	1(Mon)~S(Fri)	Application for Re-Admission(Fall Semester 2026)
	1(Mon)~19(Fri)	Application for Return from Absence(1st Round)
	4(Thu)~8(Mon)	Grade Checking Period for Spring Semester 2026
JUL	10(Wed)	Confirmation of Grade
	11(Thu)	Application for Leave of Absence(Fall Semester 2026)
	11(Thu)~17(Y-/ed)	Application for Postponement of Graduation
	29(Mon)~8/2(Fri)	Application for Return from Absence(2nd Round)
	6(Tue)~9(Fri)	Course Registration for Fall Semester 2026
	19(Mon)~30(Fri)	Application for Return from Absence(3rd Round)
AUG	20(Tue)	Commencement Ceremony
	23(Fri)~28CNed)	Enrollment for Fall Semester 2026(Including Re-admitted Students)

---