

2026 Department of Accounting and Taxation Guidebook (BLUEBOOK)

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1. Department Overview

A. History

The Department of Accounting and Taxation was newly established in 2025 through the integration of the Department of Accounting, originally founded in 1977, and the Department of Taxation, established in 1998. Since their inception, both departments have produced numerous graduates. Notably, the top scorer in the Certified Public Accountant (CPA) examination in 1987 was from our department, and in 1989, we recorded the highest number of CPA passers among regional universities. Now operating as a unified department, we aim to cultivate practice-ready professionals through hands-on training based on the National Competency Standards (NCS).

- 1977: Department of Accounting established
- 1980: Evening program for Accounting launched
- 1996: Introduction of the undergraduate school system for Accounting
- 1998: Department of Taxation established
- 2006: Taxation major established under the Graduate School of Accounting
- 2011: Acquired accreditation from the Korean Association of Business Education
- 2022: Discontinuation of evening admissions for the Department of Accounting
- 2025: Integration into the Department of Accounting and Taxation

B. Introduction

Accounting and tax information are essential for sound decision-making in a capitalist economy with diverse economic activities. As our society becomes more transparent and the economy more complex, the demand for accounting and taxation experts continues to rise. To meet this growing demand, our department focuses on educating students in the fair and effective provision of accounting and tax-related information, thereby contributing to a prosperous society and the equitable distribution of wealth. Our specific educational objectives are: ① To foster accounting and taxation professionals with both theoretical knowledge and practical skills ② To cultivate professionals with strong ethical values ③ To train globally competent experts in accounting and taxation. In addition to accounting and tax studies, our curriculum covers related disciplines such as law and economics. We also emphasize internationalization to meet the demands of the global economy and provide education in computerized accounting and taxation systems to keep pace with rapid digitalization.

- Department Office Contact: ☎ +82-53-580-6429(6)

C. Faculty

Our department currently has 14 full-time faculty members. In addition, adjunct professors who are certified professionals such as CPAs and tax accountants also teach major-related courses.

Name	Specialization	Specialization
Hongbok An	Financial Accounting	053-580-6398
Hyunmi Ji	Financial Accounting	053-580-6399
Younghwan Lee	Taxation	053-580-6420
Younghwa Kim	Accounting	053-580-6424
Younghwa Kim	Accounting	053-580-6422
Hyuk Son	Financial Accounting	053-580-6394
Indeok Hwang	Financial Accounting	053-580-6669
Miranda Asterio Jr. Tene	Extension Education	053-580-6419
Jongcheol Yoon	Financial Accounting	053-580-6436
Jungmo Kim	Financial Accounting	053-580-6393
Heonsun Hwang	Tax Law	053-580-6381
Hyejin Kim	Financial Accounting	053-580-6423
Sangjong Lim	Managerial Accounting	053-580-6391
Yeonhee Lee	Managerial Accounting	053-580-6437

D. Career Paths

Graduates of our department can pursue careers as professionals in the fields of accounting and taxation. Those who acquire certifications such as CPA or Certified Tax Accountant can work in private companies, tax offices, accounting firms, and law firms. Passing civil service exams in which our major subjects are included can also lead to positions in government and local authorities as accounting or tax officials. Additionally, many graduates are employed in financial institutions (e.g., as fund managers or management consultants) and in accounting or finance departments of large corporations or mid-sized enterprises. The high demand for computer-based certifications included in our curriculum further enhances the employment prospects in the field.

2. 2026 Academic Calendar

※ **Note: The academic schedule is subject to change based on circumstances.**

MAR	1(Sun)	Samiljeol(National Holiday)
	1(Sun)	Spring Semester Begins
	3(Tue)–5(Thu)	Add/Drop Confirmation Period
	3(Tue)–6(Fri)	Enrollment(2nd round)
	10(Tue)–23(Mon)	Lecture satisfaction Survey Period(1st)
	11(Wed)–13(Fri)	Enrollment(3rd round)
	16(Mon)–27(Fri)	Application for Early Graduation(EDWARD System)
	23(Mon)–31(Tue)	Final Course Drop(Withdrawal) Period
	23(Mon)–4/24(Fri)	Application for Dual Degree, Minor and Micro Degree
APR	3(Fri)	Major Change Application for Fall Semester 2026(EDWARD System)
	14(Tue)–5/4(Mon)	Lecture satisfaction Survey Period(2nd)
	21(Tue)–27(Mon)	Mid-term Examination Recommended Period
MAY	1(Fri)	Labor Day(Holiday)
	5(Tue)	Children's Day(National Holiday)
	20(Wed)	Foundation Day(Holiday)
	22(Fri)	Interview for Major Change
	25(Mon)	Buddha's birthday(Alternative National Holiday)
	26(Tue)–6/8(Mon)	Lecture satisfaction Survey Period(3rd)
JUN	1(Mon)–4(Thu)	Course Registration for Summer Session 2026
	3(Wed)	2026 Local Election(National Holiday)
	9(Tue)–7/6(Mon)	Lecture satisfaction Survey Period(4th)
	9(Tue)	Make-up Date for Friday May 1
	10(Wed)	Make-up Date for Tuesday May 5
	11(Thu)	Make-up Date for Wednesday May 20
	12(Fri)	Make-up Date for Monday May 25
	15(Mon)	Make-up Date for Wednesday June 3
	16(Tue)–22(Mon)	Final Exam
	23(Tue)	Summer Vacation Begins
	23(Tue)–7/13(Mon)	Summer Session 2026

JUL	1(Wed)–15(Wed)	Application for Return from Absence(1st Round)
	1(Wed)–16(Thu)	Application for Re-Admission(Fall Semester 2026)
	2(Thu)–6(Mon)	Grade Checking Period for Spring Semester 2026
	2(Thu)–7(Tue)	Grade Correction Period for Spring Semester 2026
	8(Wed)	Confirmation of Grade
	9(Thu)	Application for Leave of Absence(Fall Semester 2026)
	16(Thu)–23(Thu)	Application for Return from Absence(2nd Round)
AUG	3(Mon)–6(Thu)	Course Registration for Fall Semester 2026
	3(Mon)–9(Sun)	Application for Postponement of Graduation
	18(Tue)–27(Thu)	Application for Return from Absence(3rd Round)
	20(Thu)	Commencement Ceremony
	24(Mon)–27(Thu)	Enrollment for Fall Semester 2026(including Re-admitted Students)

3. Curriculum

- Courses are categorized into two main types: **required courses**, which must be completed, and **elective courses**, which students can choose to take. These courses are further divided into different areas:

- General Education Courses (Common General Education, Balanced General Education, General Electives)
- Major Courses (Required Major Courses, Elective Major Courses, Approved Major Courses)
- Teaching Profession Courses (Some departments may not have required major courses.)

a. Credits

1) The criteria are based on the class hours of each course.

2) Credits are assigned per course, and if a student does not achieve a certain grade in a course, they are disqualified, and the disqualified course will not count toward the earned credits.

Classification	Details
0 Credits	Courses such as chapel and graduation thesis do not carry credits; however, students must receive a Pass (P grade) in required courses to graduate.
1 Credits	For a theory class that meets for 1 hour per week or a practical class that meets for 2 hours per week during one semester.
2 Credits	For a theory class that meets for 2 hours per week or a practical class that meets for 4 hours per week during one semester. Note: In the arts and physical education fields, a practical class that meets for 3 hours per week may also be counted as 2 credits.
3 Credits	For a theory class that meets for 3 hours per week or a practical class that meets for 6 hours per week during one semester. Note: In the arts and physical education fields, a practical class that meets for 4 hours per week may be counted as 3 credits; in practical music, a class that meets for 3 hours (2 hours lecture + 1 hour practice) may also count as 3 credits.

※ Additional Notes:

- Depending on the curriculum, there may be courses that deviate from the above credit criteria.

- To complete the standard curriculum, students must undergo 8 semesters over 4 years (the medical school program consists of 4 semesters for pre-medicine, 8 semesters for medicine, the architecture program is 5 years or 10 semesters, and the pharmacy program is 6 years or 12 semesters).

- Students must meet the graduation requirements established by their respective departments.

b. General Education Curriculum

1) The general education courses are divided into common general education, balanced general education, and general electives. The completion criteria vary by year of admission as follows:

2) The completion criteria for the general education curriculum for students entering in the 2024 academic year

Classification		Completed Credits	Year of Study	Course/Area	Credits
Common General Education	Required	12 credits	1	교양세미나와토론 (General Education Seminar and Discussion)	3
				기독교와계명인 (Christianity and Character Education)	2
				글로벌시민준심 (Global Citizenship)	1
				채플(1), 채플(2) (Chapel (1), Chapel (2)) ※ Pass/Fail Assessment	0
				COLLEGE ENGLISH(Completion of designated course from I, II, or III)	3
			AI와컴퓨팅사고(원격수업) (AI and Computational Thinking (Online Course)) ※ Pass/Fail Assessment	1	
			2	스마트비즈니스와창업기초(원격수업) (Introduction to Smart Business and Entrepreneurship (Online Course)) ※ Pass/Fail Assessment	2
Balanced and General Electives	Elective	18 credits or more	1~4	- Complete 18 credits or more in balanced general education courses (it is recommended to take these courses in a balanced manner across different areas) and general elective courses, without distinction between the two. ※ The completion criteria for balanced general education and general elective courses in the nursing department follow the "Academic Regulations of the College of Nursing."	
Total		30 credits or more	"Must complete 12 credits in common general education (required) and 18 credits or more in balanced general education and general elective courses, for a total of 30 credits or more."		

※ The completion criteria for general education courses for international students follow the "Regulations for Managing International Students, Exchange Students, and Language Learners."

※ The common general education requirements for the Department of Digital Game Engineering follow the "KMU-DIT Dual Degree Program Regulations."

※ All common general education courses for students affiliated with KAC College are conducted in English through face-to-face classes.

※ Courses such as Military Studies and Lifelong Education are subjects that applicable students must complete and are included in graduation credits.

3) Completion Criteria for the General Education Curriculum for Students Entering Until the 2023 Academic Year

Classification		Completed Credits	Year of Study	Course/Area
Common General Education	Required	12 credits	1~2	<ul style="list-style-type: none"> - Students must complete a total of 12 credits without duplication among the same courses, including Chapel (1) and Chapel (2). - The names of common general education courses may vary by year of admission, and students must complete at least 12 credits in courses designated as common general education. <p>※ List of Common General Education Courses</p> <ul style="list-style-type: none"> - Keimyung Spirit and Service (Online)(1 credit), Global Citizenship(1 credit), Understanding Christianity(2 credits), ACADEMIC ENGLISH (Choose one course from I, II, or III)(2 credits), COMMUNICATION ENGLISH (Choose one course from I, II, or III)(2 credits), Liberal Arts Seminar(3 credits), University Life and Career Planning(1 credit), AI and Computational Thinking (Online)(1 credit), Introduction to Smart Business and Entrepreneurship (Online)(2 credits), Liberal Arts Seminar and Discussion(3 credits), Christianity and Keimyung(2 credits), COLLEGE ENGLISH (Completion of designated course from I, II, or III)
Balanced General Education	Required	15 credits or more	1~4	<ul style="list-style-type: none"> - Balanced General Education Courses: Students must complete 3 credits from 5 out of the 6 areas, totaling 15 credits. - The 6 areas are: Philosophy and History, Society and Culture Science and Technology, Literature and Arts, Global Leadership, Career Exploration/Self-Development/Entrepreneurship <p>※ The College of Humanities and International Studies (for students admitted from 2017 to 2019 under the CORE program), the College of Nursing, the Department of Pharmacy, the Department of Pharmaceutical Science, and Keimyung Adams College follow separate criteria.</p> <p>※ Students admitted to the College of Fine Arts in the 2023 academic year must complete at least 3 credits in 2 of the following areas: Literature and Arts, Global Leadership, and Career Exploration/Self-Development/Entrepreneurship (totaling 6 credits).</p>
General Electives	Elective	0 credits or more	1~4	<p>Military Science, Lifelong Education Courses, Remote Classes for Local University Exchanges, Foreign Exchange Students, K-Humanities Core Curriculum, Alternative Common General Education for International Students, Credits Recognition for Overseas Language Study, etc.</p>

※ The completion criteria for general education for international students follow the "Regulations for the Management of International Students, Exchange Students, and Language Study Students.

※ The completion of common general education courses for students in the Department of DigiPen Game Engineering follows the "KMU-DIT Dual Degree Program Regulations."

※ All common general education courses for students belonging to KAC College are conducted in-person in English.

※ The courses AI and Computational Thinking (1 credit, 1st year) and Introduction to Smart Business and Entrepreneurship (2 credits, 2nd year) are mandatory for students admitted from the 2022 academic year onward.

※ Courses such as Military Studies and Lifelong Education are for relevant students and are included in the graduation credits.

★ **Transitional Measures Following the Reformation of the General Education Curriculum for the 2024 Academic Year**

▶ Students Admitted Before the 2013 Academic Year: Must complete a total of 30 credits, including common general education, balanced general education, area-specific general education, and general education, without repeating the same course, including Chapel (1) and Chapel (2).
▶ Students Admitted from the 2014 to 2023 Academic Years: Transitional Measures for Common General Education Completion: Must complete a total of 12 credits, including Chapel (1) and Chapel (2), without repeating the same course. Transitional Measures for Balanced General Education Completion: a. Students admitted from the 2014 academic year to the 2023 academic year must complete at least 3 credits (a total of 15 credits) in 5 out of the 6 designated areas. b. Students from the College of Fine Arts (2023 Academic Year Admitted): Must complete at least 3 credits (a total of 6 credits) in 2 areas among Literature and Arts, Global Leadership, and Career Exploration/Self-Development/Entrepreneurship. c. If there are specific completion criteria set, those regulations and rules should be followed: 1) College of Humanities and International Studies (Students admitted from 2017 to 2019 under the CORE Project): Follow the "Regulations for Strengthening Keimyung Humanities Competencies." 2) College of Nursing: Follow the "Academic Regulations for the College of Nursing." 3) Keimyung Adams College: Follow the "Academic Regulations for Keimyung Adams College."

c. Major Curriculum

- 1) Major subjects consist of required, elective, and recognized subjects, and all subjects designated as required must be completed.
- 2) The structure of the major curriculum is as follows:

Curriculum Structure	Detailed Description
Major Basics	Courses designed to acquire foundational (beginner level) theories and knowledge necessary for completing the major curriculum.
Major General	Courses aimed at acquiring in-depth (intermediate level) theories and knowledge related to general fields and topics in the major.
Major Advanced	Courses offered to provide a foundation for professional growth through in-depth (advanced level) theories and knowledge related to specific fields and topics in the major.

- 3) The major curriculum can be checked in the 'EDWARD system → Academic Administration → Classes → Curriculum Management → Yearly Curriculum' section.

4) The curriculum requirements for students entering in the 2024 academic year.

Category		Credits per Subject	Credits Required	Year of Study	Main Content
Major Required	Required	0~3	54~69	1~4	<ul style="list-style-type: none"> - Major requirements must be completed. - Departments that designate graduation theses, etc., as major requirements must pass these requirements (some departments may not have major requirements). - Fulfill the graduation requirements set by the department. - For architecture, medical school, nursing, pharmacy, and pharmaceutical science departments, where major credit requirements differ from general departments, refer to the department's graduation standards.
Major Elective	Elective	1~3			

5) Criteria for completing the major curriculum for students enrolled until the 2023 academic year

Category		Credits per Subject	Credits Required	Year of Study	Main Content
Major Foundation	Required	3	#1 Major: At least 54 credits Including other majors: At least 69 credits in total.	1~2	<ul style="list-style-type: none"> - Major foundation and major requirements must be completed. - For students enrolled until the 2023 academic year, credits earned in major foundation courses do not count toward the first major requirements. - Departments that designate a graduation thesis as a major requirement must pass the thesis (some departments may not have major requirements). - Must meet the graduation requirements set by the department. - For architecture, medical school, nursing, pharmacy, and pharmaceutical sciences, which have different credit requirements than general majors, refer to the department-specific graduation criteria.
Major Required	Required	0~3		1~4	
Major Elective	Elective	1~3			

★ Transitional Measures for the Revision of the Major Curriculum for the Academic Year 2024

▶ Starting from the 2024 academic year, the classification of major foundation courses will be abolished (courses will be eliminated and converted to major electives and requirements). Therefore, students do not need to complete courses that were classified as major foundation up to the 2023 academic year.

4. Double Majors/Interdisciplinary Majors

a. Double Majors

- 1) Eligibility for Completion: Students with a recognized academic period of 3 semesters or more.
- 2) Application for Completion: Applications must be submitted through the EDWARD system within 60 days from the start of each semester.

3) Restrictions on Completion

a) Double Major

Students in the pre-medical course, medical course, nursing course, architecture course (5-year program), pharmacy college, and Keimyung Adams College are not allowed to double major (however, it is possible to double major within departments of Keimyung Adams College).

Students in discontinued programs cannot apply for a double major in principle.

b) Minor: Students in the pre-medical course, medical course, nursing course, architecture course (5-year program), and pharmacy college.

4) Completion Requirements

a) Double Major

- Students must earn at least 42 credits (including required courses) in the major subjects of the department they wish to double major in.
- If the department requires a graduation thesis as a graduation requirement, it must be completed.

b) Minor

- Students must earn 54 credits (including required courses) in their major subjects and at least 21 credits in the major subjects of the department they wish to minor in.
- Students who wish to pursue multiple minors must earn 42 credits in their major subjects and at least 21 credits in the major subjects of each department they wish to minor in.

b. Microdegree

1) Microdegree refers to completing a specialized curriculum that is the minimum unit for cultivating future talents equipped with interdisciplinary capabilities to respond to changing social demands and educational environments.

2) Application and Withdrawal

- a) The eligibility for applying for a microdegree is generally limited to students who have completed at least 2 semesters (for transfer students, at least 1 semester).
- b) Applications must be submitted through the EDWARD system within 60 days from the start of each semester. However, students registered under the credit registration system and time registration system will have separate regulations.
- c) Students who wish to withdraw from the microdegree must apply through the EDWARD system within 60 days from the start of each semester.

3) Method of Completion

- a) Students must complete the specified credits for each microdegree curriculum.
- b) Microdegrees offered in the first major cannot be pursued.
- c) Courses completed as part of the microdegree will be recognized as courses in other majors, and if the courses from the first major and the microdegree program are the

same, they will be recognized as courses in the first major. However, if a request is made to change the course classification, it may be recognized as a course in the department (major) offering the microdegree program, but it will not be recognized as overlapping with the first major.

d) Courses completed before applying for the microdegree will also be recognized as credits for the microdegree.

e) Students who have completed the microdegree will not receive the microdegree if they meet the requirements for double majoring or minoring in the respective department (major) and interdisciplinary major.

4) Completion Notation: If the graduation requirements are met and the microdegree is completed, the name of the completed microdegree will be indicated on the diploma.

5) Status of Microdegrees by Department

- Refer to this link : <https://haksa.kmu.ac.kr/haksa/79426/subview.do>

- It can be checked in the EDWARD system > Academic Administration > Classes > Microdegree > Microdegree Status Inquiry

c . Interdisciplinary Major

1) An interdisciplinary major refers to a virtual major operated by multiple departments (majors) in addition to the first major. It aims to develop creative competencies through the integration of knowledge across disciplines, reflecting the potential for new approaches to academic inquiry and the creation of new professions in the curriculum.

2) Application and Withdrawal

a) The eligibility for application to the interdisciplinary major is generally restricted to students who have completed at least three semesters.

b) Applications must be submitted within a specified period of 60 days from the start of each semester via the EDWARD system.

3) Operation and Completion Methods

a) The interdisciplinary major operates exclusively as a double major or minor; it cannot be completed as a standalone major.

b) If a student chooses to pursue a double major in a department (major) that requires experiments, practical training, or hands-on work, additional fees for experiments and practical training may be charged accordingly.

* If a student completes an interdisciplinary major as a double major or minor, any overlapping courses between the interdisciplinary major and the first major will be recognized only as part of the first major. However, in the case of a double major, up to 6 credits may be recognized as courses from the interdisciplinary major (subject to a change in course classification). Courses completed before the establishment of the interdisciplinary major will not be recognized.

4) The interdisciplinary major that includes the Department of Business Big Data:

Interdisciplinary Major Name	Participating Departments	Responsible Professor
Business Data Analytics Major	Management Information Systems, Statistics, Business Big Data	Bae Jae-kwon (Department of Management Information Systems)
Manufacturing Big Data Analytics Major	Management Information Systems, Business Big Data , Statistics, Sports Marketing	Kim, Yang Sok (Department of Management Information Systems)
Future City Major	Transportation Engineering, Environmental Engineering, Urban Planning, Ecological Landscape Architecture, Business Big Data , Psychology, Statistics	Synn, Jienki (Department of Transportation Engineering)

5) Interdisciplinary Majors by Department

- Refer to this link: <https://haksa.kmu.ac.kr/haksa/1930/subview.do>
- You can check the interdisciplinary curriculum in the EDWARD system: Academic Administration > Courses > Curriculum Management > Interdisciplinary Curriculum Inquiry

5. Course Registration

- a. **수강꾸러미(Course Package System)**: This system allows students to pre-register for courses offered in the semester, helping them understand the credits they have earned and the credits needed for graduation. It facilitates course registration by linking it to the actual registration process. Courses that meet the conditions will be automatically registered, enabling students to thoroughly review their class plans in advance.

Classification	Main Content	Note
Application Method	School Homepage EDWARD Portal:(https://portal.kmu.ac.kr) EDWARD system → Academic Administration → Classes → Course Registration Management → Course Package Application	
Confirming Course Registration	EDWARD system → Academic Administration → Classes → Course Registration Management → Course Registration Confirmation	You can check on EDWARD system
Eligible Credits for Application	Eligible to apply within the allowable credits per semester (course registration credits)	
Graduation Credit Assessment Confirmation	EDWARD system → Academic Administration → Graduation → Preliminary Graduation Assessment Management → Graduation Credit Assessment [including double (minor) major]	

2) Notes

a) Just because courses (subjects) are included in the course package does not mean that course registration is complete, so it is essential to verify whether the course registration has been reflected.

b) Subjects that are not reflected in the course registration from the course package must be registered by the student on the designated registration date set by the respective college.

c) Remote classes cannot be registered multiple times if they are in the same category as indicated during the class time.

3) The ratio of subjects included in the course package that are applied for automatic course registration:

Classification	Semester 1	Semester 2
General Education (Balanced General Education, General Electives), Teaching Profession	70%	90%
Major Foundation, Major Courses (Major Required, Major Electives)	90%	95%

Classification	If the number of students enrolled in the course bundle is below the specified ratio	If the number of students enrolled in the course bundle exceeds the specified ratio	
General Education, Teaching Profession	Automatic course registration is applied regardless of the department	Automatic enrollment is not applicable	
Major Course	Automatic course registration is only applied to major courses (1st priority: first major, 2nd priority: double major). Courses from other majors, except for double majors, are not included in the automatic registration from the course bundle.	If the ratio of first major students is below the specified ratio	<u>Automatic enrollment is only applied to the first major (only if there are available spots after applying the first major, then applied to double majors)</u>
		If the ratio of first major students exceeds the specified ratio	Automatic enrollment is not applicable

b. Course Registration

1) Course Registration Period: Refer to the academic calendar

2) Course Registration Location: Anywhere with an internet-connected PC

3) Course Registration Method: Log in to the course registration system (<https://sugang.kmu.ac.kr>) (Course registration is on a first-come, first-served basis)

4) Course Registration Information Site: School homepage → EDWARD Portal (<https://portal.kmu.ac.kr>)

a) View Class Schedule: EDWARD system → Academic Administration → Classes → Course

Registration Management → View Class Schedule

b) View Class Schedule Changes: EDWARD system → Academic Administration → Classes → Course Registration Management → View Class Schedule Changes

c) View Permanent Grades: EDWARD system → Academic Administration → Grades → Grade Processing → View Permanent Grades

d) Check Course Registration Details: EDWARD system → Academic Administration → Classes → Course Registration Management → Check Course Registration

5) Course Registration

a) Course registration is conducted on a first-come, first-served basis if there are available seats.

b) When accessing the course registration system with the initial password, the screen will switch to the password change screen, so please click the "Forgot/Change Password" button to change your password in advance.

c) Password Change Method: ① Log in with your ID (student number) + initial password (6-digit birthdate) → ② Proceed with identity verification and authentication process, then change your password → ③ Log in with the new password → ④ Confirm personal information agreement (guidance and agreement regarding the collection/use/provision of personal information).

d) Students must decide which courses they wish to take and register for those courses themselves. However, for first-year students (new students of the current year), required courses will be registered collectively by the Academic Affairs and Teaching Team, **and these courses cannot be changed.**

(1) Courses Registered Collectively: Common Education, First-Year Major Required Courses

(2) Courses Other Than Those Registered Collectively: For major electives and general education courses excluding common education, students must register during the course registration period or the course adjustment period.

(3) **Check Courses Registered Collectively: This can be confirmed in the EDWARD system.**

(4) Menu: **EDWARD System → Academic Administration → Classes → Course Registration Management → Print Course Confirmation**

e) After course registration, the instructor may change due to school or individual faculty circumstances.

f) The Center for Teaching and Learning Development allows students to take up to 2 remote courses (6 credits) (excluding common education remote courses): If the remote courses have the same section as indicated in the schedule, duplicate registrations will not be allowed.

g) Allowed credits for course registration

(1) (Students admitted from 2024 academic year) cannot register for more than 18 credits per semester and 34 credits per academic year. However, students from the

College of Education, Nursing, and Architecture may not exceed 20 credits per semester and 36 credits per academic year. Students in the Medicine, Pharmacy, and Pharmaceutical Sciences programs may not exceed 24 credits per semester, while students in the Pre-Medicine program may not exceed 21 credits per semester (the academic year is defined by the number of registrations: 1–2 times, 3–4 times, 5–6 times, 7–8 times for each respective academic year).

- (2) (Students admitted in the 2023 academic year and before) A maximum of 20 credits per semester and 36 credits per academic year can be registered. However, exceptions apply in the following cases:
- (3) Students with a GPA (including F grades and failed courses) of 4.25 or higher in the previous semester may register for up to 3 additional credits in the following semester. However, this does not apply to students in the pre-med, medical, architecture, pharmacy, and pharmaceutical science programs.
- (4) Pre-med students may take a maximum of 21 credits per semester.
- (5) Medical, pharmacy, and pharmaceutical science students may take a maximum of 24 credits per semester.
- (6) KMU-DIT dual degree program students may register for credits as follows during their 2.5 years at our university: 18 credits in the first semester and 22 credits in the remaining four semesters.
- (7) Students at the Keimyung Chopin Music Institute of the College of Music and Performing Arts may take a maximum of 21 credits per semester.
- (0) If the course you wish to register for exceeds the allowed number of students, you will not be able to enroll and must choose another course. Therefore, you should enter your course selection as quickly as possible at the start time of registration to secure your desired course (first-come, first-served).
- (ㄷ) If the instructor of the course you wish to take is a parent, it is advisable to avoid taking that course and to select a different one.
- (ㄹ) Students who have achieved academic excellence in the semester must comply with Article 3 (Academic Excellence Students) of the Scholarship Regulations Implementation Guidelines, which stipulates that they must earn at least 15 credits in the previous semester without failing any courses. Selections are made based on the average GPA and certified foreign language scores. [Inquiries: Scholarship and Welfare Team, 580-6093]
- (ㄱ) Regarding retaking courses
- (1) A course may be retaken only if the course number or name is identical and the earned grade is C+ or lower (including F grades). Retakes are allowed up to two times during enrollment (instances of retaking and receiving an F grade do not count toward this limit).
- (2) The higher grade earned from the retake and the previous grade will be reflected in the GPA, and in cases where the grades are the same, the most recent

grade will be considered. This principle also applies to courses where the credits or classification have changed.

(3) The grade for a retaken course may not exceed an A0.

(4) Courses that are retaken but not reflected in the GPA will be marked as 'R (Retake)' and will not count towards earned credits.

(5) If the course you wish to retake has been discontinued, you cannot retake it.

(6) However, if the course has been discontinued and the earned grade is C+ or lower (including F grades), students who are in their expected graduation semester (8 semesters or more) may forfeit credits for that course up to a total of 6 credits during their enrollment period, and the course will be marked as 'W (Withdraw).'

(7) Issuance of transcripts: All courses taken and earned (including courses with F grades) will be displayed on the transcript. Please refer to the school website → Student Life → Academic Information → Transcript Issuance Guide (methods for issuing transcripts).

(8) Before the start of each semester (in January and July), students must check the school website for announcements regarding course registration.

c. Course Change: During the course adjustment period, students can register for newly offered courses, change courses that were registered during the registration period, enroll in courses with increased enrollment limits, register for remote classes, and register for courses with available seats.

d. Course Withdrawal: If it is determined that a registered course cannot be continued, students may withdraw from the course they have already registered for in that semester (removal is not possible after the specified period).

(1) Withdrawal Period: To be announced on the school website.

(2) Courses that are withdrawn from will be included in the annual allowable credits.

(3) First-year students cannot withdraw from the common liberal arts courses that were registered for collectively.

6. Electronic Attendance System

a. Electronic Attendance System: An automatic attendance processing system utilizing mobile (app) and Bluetooth methods.

b. Essential Requirements for Mobile (App) Based Electronic Attendance:

Installation of the smart electronic attendance mobile (app) and Bluetooth functionality is required (network is not necessary).

How to Install the Electronic Attendance System Mobile (App):

For Android: Search for "계명대학교 전자출결" in the Play Store and install.

For iPhone (iOS): Search for "계명대학교 전자출결" in the App Store and install.

c. How to do 'Attendance Checking'

1. Before entering class, install the electronic attendance app on your smartphone.
2. Log in to the electronic attendance app and check whether you have been automatically marked present according to the professor's electronic attendance check via your smartphone.
 - When the professor clicks the [Start Attendance Check] button, a PUSH message will be sent to the students, and attendance will be automatically checked through Bluetooth between the professor's phone and the students' phones for 30 seconds.
 - iPhone (iOS) users need to slide the smartphone screen in response to the received PUSH message (this does not apply to Android).
 - If an attendance error occurs, immediately request the professor to correct the attendance processing during class.

d. Electronic Attendance Check FLOW



※ For detailed instructions, please refer to the school website → Announcements (Academic) → [(For Students) Guide to Using the Electronic Attendance System] attachment

7. Grades

a. Grade Evaluation: The grading for each course is determined by the course instructor, who evaluates students based on a comprehensive assessment of exam scores, assignments, attendance, and learning attitudes (please refer to the grading criteria outlined in the syllabus)

1) Grading Criteria

- a) The grades for special courses such as experiments, practical training, field training, or equivalent courses, as well as for students with early employment, may be evaluated using separate methods.
- b) If a student is absent for more than 1/3 of the total class hours in a semester (1/2 for student-athletes), their grade for the course will be marked as a fail (F).
- c) Grade scale and GPA:

Grade	GPA	Grade	GPA
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(실격)	0.00
C ⁺	2.50	P	불계

d) The GPA (Grade Point Average) is calculated as follows:

GPA = (Sum of (Grade Points × Credit Hours) for each course) / Total Credit Hours Registered. However, credits for courses that were dropped are excluded from the GPA calculation.

b. Grade Warning and Dismissal Warning

- 1) Grade Warning: A student receives an academic warning if their GPA for the semester falls below 1.50 (for pre-med students, the threshold is 2.00). However, students in their final semester (8th semester or beyond) are exempt from receiving an academic warning.
- 2) Dismissal Warning: A student is dismissed if they receive academic warnings for three consecutive semesters during their time in school. For pre-med students, dismissal occurs after two warnings. For medical, pharmacy, and pharmaceutical science students, up to four warnings are allowed, after which dismissal occurs if exceeded.

c. Grade Adjustment for Certification Acquisition (School Homepage→Student Life→Academic Guide)

- 1) Credits can only be adjusted if the student has taken the relevant course and obtained a certification (or official test score) afterward.
- 2) Credit Adjustment Application: Access EDWARD System → Academic Administration → COMpass K (For detailed information, refer to the attached file) → COMpass K Records → Personal COMpass K Record Entry → Certifications → Enter Information → Click "Apply for Credits" → Print the Credit Adjustment Application → Submit the application form and original certification to the administrative office of your department (from the start of classes until the regular exam period ends).
- 3) Only foreign students can apply for credit adjustments with the Korean Language Proficiency Test (TOPIK). Korean students cannot use this test for credit adjustment.
- 4) The criteria for credit adjustments based on certifications can be found on the university website → Student Life → Academic Guide.

8. Academic Status Changes

a. **Leave of Absence** [EDWARD System → Academic Affairs → Academic Records → Academic Status Change Management → Academic Status Change Application (Leave of Absence)]

1) General Information

- a) Leave of Absence Without Registration: Application submission period is until 1/4 of the class days (not available for new students).
- b) Leave of Absence After Registration: Available from the start of regular registration for the semester until the beginning of the final exam period for that semester.
- c) Duration of Leave: General leave of absence can be taken for up to 1 year (2 semesters) per request, and the total period cannot exceed 3 years.
- d) Restriction for First-Semester Freshmen: Freshmen cannot apply for leave during their first semester except for medical or military service reasons.
- e) Scholarship Eligibility: Scholarships are valid only for the applicable semester. If a scholarship student takes leave without registering, the scholarship is forfeited.

2) Personal Leave (can be applied through EDWARD System)

- a) Before 1/3 of the Class Days: Full tuition credit is granted.
- b) From 1/3 to 1/2 of the Class Days: Half of the tuition is credited.
- c) After 1/2 of the Class Days: Tuition is forfeited.

3) Military Service Leave (can be applied through the EDWARD System - scan and attach the enlistment notice)

- a) Application Period: Leave for military service should be applied for between two weeks prior to the enlistment date and the enlistment date itself.
- b) Before 2/3 of the Class Days: Full tuition credit is granted for those who apply before this point.
- c) From 2/3 of the Class Days Until Before the End of Regular Exams:
 - **If wishing to earn credits:** Tuition will be forfeited. Students who wish to receive credit must apply for military service leave through the EDWARD system, print the application, confirm the course name, credits, and instructor, and then visit the academic affairs team to submit the application. If the instructor is not confirmed, the course grade will be recorded as F.
 - **If not wishing to earn credits:** Full tuition credit is granted.
- d) Mandatory Service for Officers: The three years of mandatory service will be recognized as military service leave.

4) Extension of Leave

- a) Extension of Personal Leave: This can be applied for through the EDWARD system.
- b) Students wishing to extend personal leave after military discharge must first apply for readmission through the EDWARD system, and once approved, they should then apply for personal leave through the EDWARD system.
- c) For students who need to switch to personal leave after the readmission period has passed following military discharge, they must visit the academic affairs team (Room 202, Haengso Hall) to submit the leave extension application along with the discharge certificate.

5) Extension of Military Leave (for students serving as noncommissioned officers): Students must visit the academic affairs team (Room 202, Haengso Hall) with the leave extension application and a service verification certificate attached to apply.

※ The military leave period due to mandatory service is within 3 years. If the service period exceeds this, students can submit a service verification certificate to extend the leave for an additional 2 years.

6) Leave of Absence for Medical Reasons, Childbirth, Childcare, National Exam Training, and Entrepreneurship: Students must visit the academic affairs team (Room 202, Haengso Hall) with the leave application and relevant supporting documents attached to apply.

a) Medical Leave: Medical certificate from a general hospital with a recommendation for at least one month of rest.

b) Childbirth Leave: Birth certificate or expected birth certificate.

c) Childcare Leave: A copy of the resident registration certificate.

d) National Exam Training Leave: Certificate of training from the training institution.

e) Entrepreneurship Leave: Business registration certificate and business plan (must be related to the student's major – apply through the Startup Education Center).

* For inquiries about entrepreneurship leave: Startup Education Center (580-6772)

[Eligibility for Entrepreneurship Leave]

Students who have been operating a business for at least 30 days before applying and have completed at least two semesters can apply for entrepreneurship leave if they meet one of the following criteria:

Awarded in a startup-related competition or contest.

Selected for a startup support program by a government agency.

Currently participating in a startup incubation or education program lasting two months or more.

Completed at least one course in a startup-related subject.

A business generating revenue through startup activities.

[Application Deadline]: Leave application must be submitted by the end of the course registration period.

7) Return Notification: Students who take a leave of absence for military enlistment and are sent back home after their physical examination or other reasons must report their return to the Academic Affairs Team (Room 202, Haengso Hall) within 10 days.

8) Cancellation of Leave of Absence:

a) Seongseo Campus: Visit your college's administrative team and the Academic Affairs Team (Room 202, Haengso Hall) for application.

b) Daemyung Campus: Visit your college's administrative team for application.

9) Important Notes for General Leave of Absence Before Military Enlistment:

a) Even after taking a leave of absence, if you do not apply for military enlistment through the Military Manpower Administration, your enlistment will be delayed.

b) If you take a leave of absence without a confirmed enlistment date, it may lead to a long wait for enlistment, which could disrupt your future plans, including the timing of your return and readmission after discharge.

※ For Inquiries Related to Enlistment:

☞ Active Duty Soldiers: Daegu-Gyeongbuk Regional Military Manpower Office, Active Duty Enlistment Department ☎ 053) 607-62416

☞ Social Service Personnel: Daegu-Gyeongbuk Regional Military Manpower Office, Social Service Department ☎ 053) 607-62515

b. Reinstatement [EDWARD System → Academic Administration → Academic Status → Manage Academic Status Changes → Apply for Reinstatement]

1) General Information:

Students on leave of absence must apply for reinstatement through the EDWARD system during the reinstatement application period each semester (1st: January, July / 2nd: February, August) when their leave period expires or the reason for their leave ends.

※ **Students who took a leave after completing their first or second semester of the first year and wish to apply for a teaching certificate must return to school by the 1st semester of the second year (3rd semester) and apply for the certificate in the first week of March. (For inquiries: Academic Affairs and Faculty Team ☎ 053-580-6009)**

2) Military Leave of Absence:

Apply through the EDWARD system [Scan and submit one of the following: discharge certificate, resident registration certificate with discharge date, or expected discharge certificate].

3) General Leave of Absence:

Apply through the EDWARD system (no additional documents required).

4) Medical Leave of Absence:

Submit the reinstatement application and a health certificate (from a general hospital) to the Academic Affairs and Faculty Team (Room 202, Haengso Hall) in person.

9. Graduation

a. Graduation Credit Requirements by Year of Admission

1) Graduation Requirements: Detailed information can be found on the school website → Student Life → Academic Guide → [Graduation].

2) Students admitted from 2024 academic year:

College	Department(Major)	Minimum Credits						Micro Degree Completion for Other Majors	Number of Micro Degrees	
		General Education (Common Education)	Single Major	Double Major (Interdisciplinary Double Major)		Minor (Interdisciplinary Minor)				Graduation Credits (or more)
			1 st Major	1 st Major	Other Majors	1 st Major	Other Majors			

College	Department(Major)	Minimum Credits						Graduation Credits (or more)	Micro Degree Completion for Other Majors	Number of Micro Degrees
		General Education (Common Education)	Single Major	Double Major (Interdisciplinary Double Major)		Minor (Interdisciplinary Minor)				
				1 st Major	1 st Major	Other Majors	1 st Major			
Business College	Accounting and Taxation	30(12)	69	42(42)	42(33)	54(54)	21(15)	120		MD(One)

- ※ Students in KAC departments cannot pursue a double major (however, students in KAC can pursue double majors between KAC departments, but interdisciplinary double majors are not permitted). When pursuing a double major, a minimum of 42 credits for the first major and 42 credits for the double major are required.
- ※ It is possible to complete a minor in the departments under KAC (for a minor, 54 credits for the first major and 21 credits for the minor are required).

3) Students admitted from 2003 to 2023 academic year

Year of Admission		2003~2009	2010~2013	2014~2018	2019~2021	2022~2023	Note
General Education		30		12			▶ Students admitted from the 2014 academic year to the 2023 academic year who have not completed Common Education must earn a total of 12 credits without duplication of the same subjects, including Chapel (1) and Chapel (2)
Balanced Education		Complete a total of at least 30 credits without duplication of the same subjects, including Common Education, Balanced Education, Departmental Education, General Education, and Chapel (1) and Chapel (2).		15			▶ Criteria for Completing Balanced Education Courses for Students Admitted from the 2014 Academic Year to the 2023 Academic Year - Must earn at least 3 credits (a total of 15 credits) in 5 or more of the 6 areas. ▶ The College of International Studies (students admitted from 2017 to 2019 under the CORE project), the College of Nursing, the Department of Pharmacy, the Department of Pharmaceutical Science, and Keimyung Adams College follow separate criteria. ▶ Students belonging to the College of Fine Arts (students admitted in the 2023 academic year) must earn at least 3 credits (a total of 6 credits) in 2 of the following areas: Literature and Arts, Global Leadership, and Career Exploration/Self-Development/Entrepreneurship.
Major Foundation		-	-	0~12			Starting from the 2024 Academic Year, the requirement for completing major foundation courses will be abolished (courses will be discontinued and converted to major electives and required courses), so it will no longer be necessary to complete them.
Major Credits	Credits Earned in the 1 st Major (including Major Required)	45 or more	54 or more	54 or more			▶ Medical School: More than 155 credits for the first major ▶ Nursing Department: More than 73 credits for the first major ▶ College of Pharmacy: More than 165 credits for the first major (for transfer students) and more than 174 credits for the first major (for new students)

Year of Admission	2003~2009	2010~2013	2014~2018	2019~2021	2022~2023	Note
courses)						▶ Keimyung Adams College and the College of Nursing have separate criteria.
Other Majors	0~24 or more	0~15 or more	0~15 or more			▶ Required and elective courses offered by other departments (majors)
Credits Earned for Major	69 or more					▶ Total credits for the first major and other majors
Minimum Graduation Credit Requirement (Total)	130 or more					▶ Medical School: More than 155 credits ▶ College of Pharmacy: More than 165 credits for transfer students and more than 216 credits for new students

b. Early Graduation: A system that allows academically outstanding students to shorten their study period and graduate early.

1) Eligibility

a) Students who have registered for 6 semesters or more, earned at least 130 credits, and have a cumulative GPA of 4.25 or higher (including credits for courses dropped) are eligible to meet graduation requirements.

b) Students with any F grades are not eligible to apply (including grades for the expected graduation semester).

2) Target Group: All students except those in the College of Medicine, Architecture (5-year program), Pharmacy, Pharmaceutical Science, transfer students, and readmitted students.

3) Application Procedure: Students wishing to graduate early must apply through the EDWARD system within 30 days after the start of the expected graduation semester.

10. Other Academic Related Information

a. Teaching and Learning Support System (Administrative Team of the Teaching and Learning Development Center)

1) Definition: A system designed to support the operation of regular educational courses (subjects) and extracurricular programs.

2) Access and Login Method

a) EDWARD Portal > Teaching and Learning Support

b) <https://ctl.kmu.ac.kr>

c) Log in using your individual student ID.

3) Provided Functions

a) My Classroom Home > Registered Courses > Current Courses

- Acts as the online classroom for courses currently being taken.

- Provides functions such as announcements, learning materials, assignment submissions, and Q&A within the online classroom.

b) My Classroom Home > Registered Courses > Previous Semester Courses

- Provides functions to check announcements, learning materials, and submitted assignments for courses from the previous semester.
- c) My Classroom Home > Extracurricular Programs
 - Allows application and enrollment in various extracurricular programs offered by different departments on campus.
 - Important announcements can be found in the Teaching and Learning Support System's notice section.
- d) My Classroom Home > Messages
 - Enables sending and receiving messages to and from the instructors of the courses currently being taken.
- e) Repository > Learning Tips
 - Provides various study methods related to learning.
- f) Notice Board > Q&A
 - Provides inquiries regarding the Teaching and Learning Support System and extracurricular programs offered by the Teaching and Learning Development Center.

b. Student ID (Student Support Team)

- 1) Application and Issuance: Submit application documents through the EDWARD system.
- 2) Application Procedure: EDWARD system → Academic Administration → Student Support → Apply for Student ID → Visit Daegu Bank to apply (at any branch) → Receive Student ID (pick up after receiving SMS from your affiliated college's administrative team).
- 3) Issuance Period: Approximately 2-3 weeks.
- 4) Lost ID Application: EDWARD system → Academic Administration → Student Support → Apply for ID reissuance/registration → Apply for lost Student ID.
- 5) Reissuance Application:
 - a) Apply in person at Daegu Bank.
 - b) Apply online (only available for Daegu Bank internet banking subscribers; issuance fee is waived).
- 6) Contact: 580-6085

c. Scholarship System (Scholarship and Welfare Team)

- 1) To receive scholarships, you must register your main bank account number in your name (EDWARD system → Common → System Common → Environment Settings → Modify Personal Information).
- 2) Students selected as Academic Excellence Scholars or Keimyung Happiness Scholars must complete 10 hours of volunteer work each semester.
- 3) When selecting Academic Excellence Scholars each semester, the selection is based on 70% of the previous semester's grades and 30% of the official foreign language test score obtained within the last two years.

- 4) Payment Method: Scholarships are generally deducted from tuition fees each semester.
- 5) On-campus and off-campus scholarships can be received in combination within the tuition limits, but exceeding this limit is not allowed.
- 6) You can combine scholarships for on-campus and off-campus work, volunteer activities, and other conditional scholarships, as well as expense scholarships (such as for overseas study, exchange students, book fees, dormitory fees, etc.), one-time awards, living expense support, and study incentive scholarships as defined separately by the president.
- 7) For detailed information on the on-campus and off-campus scholarship system, refer to the Scholarship and Welfare Team's website.

On-Campus	Off-Campus
1. Academic Excellence Scholarship per Semester (100% reduction for Truth, 50% for Justice, 30% for Love) 2. Study Scholarship 3. On-Campus Work Scholarship 4. Special Scholarship	1. National Scholarship 2. National Work-Study Scholarship

8) Contact: 580-6092~4, 6098

d. Disability Support Center (Scholarship Welfare Team)

- 1) Support Methods: Provision of scholarships for disabled students (Love Sharing A, B Scholarships), counseling, priority course registration, assistance from student helpers for disabled students, priority admission to Myung-gyo Living Hall (dormitory), support for learning assistance technology and medical services etc.
- 2) Registration for Disabled Students: Registration is available year-round; submit the application form and disability certificate.
- 3) Contact: Disability Support Center (053-580-6098)
- 4) If disabled students wish to participate in campus programs (events), they can inquire at the Disability Support Center for more detailed information.

e. Student Counseling (Student Counseling Center Administrative Team)

- 1) Counseling Application Procedure: Keimyung Student Portal (STORY+) → Student Counseling → Counseling Information and Application → Psychological Counseling → Counseling Appointment Request
- 2) Responsibilities: Psychological counseling and psychological assessments, group counseling and workshops, mentoring programs, peer counseling, various surveys and research etc.
- 3) Contact Information
 - a) Individual Counseling: 053-580-5747
 - b) Psychological Assessments: 053-580-5745

- c) Group Counseling and Workshops: 053-580-5744
 - d) Peer Counseling: 053-580-5743
 - e) Mentoring for Transfer Students, International Students, and Disabled Students:
053-580-5812
 - f) Location: Seongseo Campus, Bauer Hall, Room 1127 (1st Floor)
- 4) Homepage: <https://newcms.kmu.ac.kr/kmusd/index.do>

f. Dongsan Library (Academic Information Service Team)

- 1) Library Homepage(Clicker) Login: Same as EDWARD system account
- 2) Clicker App: Used for library access, issuing reading room seats, reserving and authenticating group study rooms, and borrowing books.
- 3) Information on Resource Rooms and Operating Hours

Floor	Name	Provided Services	Operating Hours
7	Byeok-O Go Collection Room	Rare books, rare Bibles	Weekdays 09:00 ~ 17:00
6	Periodicals Room	Magazines, academic journals, operation of reading discussion clubs	
5	Reference Room 1	Materials related to philosophy, religion, social sciences, and languages	
4	Reference Room 2	Materials related to pure science, applied science, arts, literature, and history	
3	KOBUM Electronic Information Room	Multimedia materials, printing services, Convergence X-Space	
2	Information Services Center	User education, information services, electronic resources (e-books, academic databases)	
	Central Lending Room	Borrowing and returning materials, interlibrary loan	
1	General Reading Room	Reading rooms, laptop rooms, co-working spaces	Everyday 08:00 ~ 23:00
Daemyung-dong	Choam Library Room	Materials related to art, photography, and fashion	Weekdays 09:00 ~ 18:00

※ The library is closed on Saturdays, Sundays, and public holidays (operating hours may change during vacation periods). The general reading room is closed on the day of Lunar New Year and Chuseok.

- 4) Loan Policy: Up to 10 books can be borrowed for 14 days, with one extension possible. Late returns may incur fines or a loan suspension.

5) Inquiries

- For Clicker usage and facility reservations: 053-580-5676
- For borrowing materials: 053-580-5682