

# **Blue Book**

– Department of Landscape Architecture –

**2026**

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## FAQ

**Q** I am a freshman, and I don't know how to register for lectures.

**A** All freshmen are automatically registered for lectures. But sophomores, juniors and seniors should register for lectures by themselves on <http://sugang.kmu.ac.kr>.

**Q** I am a freshman. I wonder who will be my academic advisor and what he or she will advise?

**A** Please check through EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Check Available Academic Advisor. We recommend you to meet your advisor at least once a semester. You will be able to consult and be advised for overall study issues.

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

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

**Q** I would like to be a member of a club or a society.

**A** [Club] School Website → Student Service → Student Activity → Club Association of Keimyung University[Study Group] School Website → Open Hall → Join Us → Study Group (For more information, see page ?)

**Q** I've got my draft notice (call-up paper). How should I apply for a leave of absence?

**A** Thank you for your service for protecting our nation in advance.  
Process: EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Leave of Absence(Please apply from 2 weeks prior to the date of entry into the service and attach scanned draft notice.)

**Q** I have a hard time keeping up with my academics. I would keep up the steam if I could receive somebody's help.

**A** We recommend you to ask your academic advisor for counseling. Otherwise, you can consult the student counseling center.

**Q** I have information that I would like to share with all students in the department. What should I do.

**A** Please use our website, blog or Kakao Talk chat room, facebook.

**Q** I want to be advised from when I should prepare for my graduation thesis and examination.

**A** You can receive guidance from your responsible major professor or academic advisor since the first semester in your junior year.

**College of Engineering**

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"Everything comes to him who hustles while he waits"

-Thomas A. Edison

## 1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, code of conduct for students and basic regulations from which you are advised necessarily as a student of the Department of Industrial and Management Engineering.

## 2. College of Engineering

### 1) Overview

The major goal of the college of Engineering is to educate students in new areas in the study and development of technology, equipping them to take the lead in this fast-changing world with the necessary skills and passion. The college is committed to providing its students with education that combines creative academic fields and the benefit of the abundant and diverse faculty experiences.

### 2) Departments

There are 16 departments/faculties in the college: Industrial and Management Engineering, Civil Engineering, Architecture, Architectural Engineering, Electronic Engineering, Electrical Energy Engineering, Computer Engineering, Game & Mobile Engineering, Transportation Engineering, Urban Planning, Landscape Architecture, Mechanical and Automotive Engineering, Mechatronics, Chemical Engineering, Advanced Materials Engineering.

For starting any administration service, first check this student handbook, then acquaint yourself with work support information by asking administrative assistant. Contact: 053-580-5042, 5562

## 3. Department of Landscape Architecture

### 1) Introduction

Founded in 2010, the Department of Landscape Architecture at Keimyung University is one of the leading department to study landscape architecture in Korea. Well-designed 4-year undergraduate and 2-year postgraduate courses spanning arts, social sciences, geography and ecology provide the theoretical foundation with practical experiences for highly motivated and enthusiastic students in a supportive environment.

The department also promotes interdisciplinary researches in landscape architecture that straddles the world of science and art, large scale planning and detailed design. Leading researchers and practitioners who have a range of academic and professional backgrounds supports students to learn in a spectacular, inspirational setting, with brilliant facilities and support. There are 7 academic staffs and over 10 associate tutors who deliver an exceptionally comprehensive and innovative landscape education to approximately 150 undergraduate and 30 postgraduate students.

In the education city, Daegu, Keimyung University offers relatively lower tuition fees, living costs and also well-prepared scholarship programs for international students, who are ready to be a creative specialist planning, designing and managing places for people and nature.

### 2) Academic Objectives

The department uses a diverse range of teaching and learning approaches. These centre upon self-directed projects supported by formal lectures, special seminars, group and individual tutorials, digital design studios, focussed workshops and field trips.

The department is committed to strong support for students by means of studio tutorials, where staff enter critical dialogue and discussion with students. There are opportunities within projects to develop specialised and personal interests, especially in the later years of courses.

## 3) History

- ▶ established as "The Department of Ecological Environment Design " in 2010
- ▶ Prof. Soobong Kim was appointed as the Head of the department in 2010
- ▶ changed to "The Department of Landscape Architecture" in 2012
- ▶ Prof. Choe Yi was appointed as the Head of the department in 2024

## 4) Student status

School year	man	woman	Sum
1 <sup>st</sup> year	2	23	44
2 <sup>nd</sup> year	18	19	37
3 <sup>rd</sup> year	20	22	42
4 <sup>th</sup> year	26	24	50
Sum	85	88	173

## 5) Faculty Members

### Soobong KIM (Professor)

Major: Landscape Planning & Design Consultant  
Degree Ph.D. / University of Sheffield, UK  
Office: Room 7305  
Tel: +82-53-580-5254  
Email: [sbkim@kmu.ac.kr](mailto:sbkim@kmu.ac.kr)

### Yiky CHOE (Assistant Professor)

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Email: [yichoe@kmu.ac.kr](mailto:yichoe@kmu.ac.kr)

### Hae-Joon JUNG (Assistant Professor)

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Degree: Ph.D. / University of Sheffield, UK  
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Tel: +82-53-580-5647  
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### Jin-wook PARK (Assistant Professor)

Major: Landscape Planning & GIS  
Degree: Ph.D. / Osaka Pref. University, JAPAN  
Email: [pjw@kmu.ac.kr](mailto:pjw@kmu.ac.kr)

### Hyesung CHUN (Adjunct Professor)

Major: Landscape Engineering  
Degree: M.S. / Kyungpook National University, Korea  
Email: [hsung1000@kmu.ac.kr](mailto:hsung1000@kmu.ac.kr)

### Heub LEE (Adjunct Professor)

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Degree: M.S. / Yeungnam University, Korea  
Email: [leeh@kmu.ac.kr](mailto:leeh@kmu.ac.kr)

### Hyunsang LEE (Adjunct Professor)

Major: Urban Environmental Engineering  
Degree: Ph.D. / Kyoto University, JAPAN  
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## Degree Guide

Academic Courses	Leave and Return
Credit System	Failure and Expulsion
Curriculum: Industrial and Management Engineering	Overseas Training Program
Course Pack	Issuance of Transcript
Course Registration	Government-subsidized Project
Application for Change of Subject	Interdisciplinary Programs
Credit Evaluation	
Grade Appeals	

"Create a definite plan for carrying out your desire and begin at once, whether you are ready or not, to put this plan into action."

- Napoleon Hill

### 3. Degree Guide

#### 1) Academic Courses

Course is divided into two types: Mandatory and Elective, and classified as (1) Liberal Arts, (2) Major Basic and (3) Major courses.

- ▶ Liberal Arts course: Common, Balanced and General Liberal Arts course
- ▶ Major Basic (it is not included in Major credits.)
- ▶ Major: Major Mandatory, Major Elective

#### 2) Credit System

Credit is a unit which gives weight to the time requirement of an academic course.

- ▶ P credit: Graduation thesis course: it has no credit, but you should pass it.
- ▶ 1 credit: One hour theory course or a two hour experiment-practice course per week for one semester (16 weeks)
- ▶ 2 credits: Two hour theory course or a four hour experiment-practice course per week for one semester (16 weeks).
- ▶ 3 credits: Three hour theory course or a six hour experiment-practice course per week for one semester (16 weeks).

### 4. Degree Guide

#### 3) Curriculum

The department's education programs are specialized in socio-ecological approaches to solving urban problems, caused by urban sprawl, overcrowding, housing, transport, crimes, pollution and climate change. To cultivate multifunctional experts producing design solutions based on self-directed learning and personal action planning, every undergraduate student is required to be enrolled in at least one design studio class per semester. The department provide various curriculum consisting of the different strands of landscape architecture including: planning, design, management and research.

**Required credits for freshmen (except the College of Engineering): 130 credits or higher**  
**[Liberal Arts courses]**

Classification		Type	Course Credit	Year of study	Required credits	Notes
Liberal Art	Common	Mandatory	1-3	1	15 credit	Common liberal arts courses: Chapel(1), Chapel(2), Culture Seminar Writing, Understanding of Christianity, Keimyung Spirit (Servant Leadership Social Service), Academic English, Communication English, Managing University Life & Career, Fundamentals of writing and etc. Instead of Academic English (2 credits) and Communication English (2credits), international student should take 2 courses among the designated Korean courses (Current Topics in Korean, Practical Korean Conversation, Reading in Korean, Writing in Korean). Other common liberal arts courses can be replaced with other liberal arts courses.
	Balanced	Mandatory	3	1-4	15 credit	15 credits from the 5 course fields should be completed out of the 6 course fields. For students of the Natural Sciences, Science and Technology course field should be included. Balanced liberal arts course field: Philosophy and History, Society and Culture, Science and Technology, Literature and Arts, Global Leadership, Career exploration/Self Improvement

	Gene -ra	Electi -v	3	2-4	0 credit or high	History of Lifelong Education, courses for international exchange students, online courses, foreign languages, IT information, Startup of Enterprise
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\* How to find Balanced Liberal Arts courses: University website → [학생서비스] → [졸업기준(일반학생/편입생)] → [교양교육과정 균형교양과목 현황]

**[Major courses]**

Classification		Type	Course Cred	Year of study	Required credi	Notes
Major Basic		Mandator	3	1	0-15 credit	Courses designated by each college or department (1-3 courses)
Major	Major Manda-tor	Mandator	0-3	1-4	69 credits or high	Completing 69 credits in combination of 54 credits from Major (1st Major) and Minor courses. Major Mandatory courses and graduation thesis should be completed. Some departments (major) may not require graduation thesis to be completed.
	Major Elective	Mandator	1-3			

\* Freshmen of the College of Engineering are recommend to refer to the graduation requirements posted on the university website (<http://www.kmu.ac.kr>).

University website → [학생서비스] → [졸업기준(일반학생/편입생)]

▶ Attendance

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

▶ Requirements for Graduation

For all students in the Department of Industrial and Management Engineering should fulfill the following requirements for graduation:

- 1) Completing 15 or more credits in Common Liberal Arts;
- 2) Completing 15 or more credits in Balanced Liberal Arts(Three credits or more in each of five course fields among six course fields(Including three credits in category of Philosophy and History from 2017 freshmen));
- 3) Completing 69 or more credits in combination of 54 credits from Major (1st Major) and Minor courses;
- 4) Required credits for freshmen: 130 or more credits including liberal arts, minor and major subjects.

**Added graduation requirement for ABEEK program**

▶ 30 or more credits in MSC(mathematics, science and computer)(See details in relevant regulation): From 2018 freshmen, Calculus(3), Probability and statistics(93), General physics and lab(1)(2)(3, 3), Differential equation(3), General chemistry(3), Linear algebra(3), one or two computer relevant subjects; otherwise, Calculus(3), Probability and statistics(93), General physics and lab(1)(2)(3, 3), Differential equation(3), General chemistry(3), one or two computer relevant subjects,

▶ Completing Creative engineering design(3) and Industrial and management engineering capstone design(3).

**Added graduation requirement from 2014 freshmen.**

▶ Completing one English lecture in any major subject or scoring 400 or higher on TOEIC

**Added graduation requirement from 2015 freshmen.**

▶ Completing Step-by-step career development(1 credit)

For more information, please contact the administration office of the Department of Industrial and Management Engineering (053-580-5818)

**4) Course Pack**

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

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

**5) Course Registration**

- ① Within the period of course registration  
"http://sugang.kmu.ac.kr"  
Log in (first-come-first-served basis)
- ② Website for course registration:  
EDWARD portal on the left of school website  
(http://portal.kmu.ac.kr)
- ③ How to check course registration details  
EDWARD System → Academic Administration → Lecture  
→ Course Registration Manager → Check Course Registration
- ④ How to check lecture schedule  
EDWARD System → Academic Administration → Lecture  
→ Course Registration Manager → Check Lecture Schedule

- ▶ For information on the change of subject, please visit "EDWARD System → Academic Administration → Lecture → Course Registration Manager → **Check Change of Lecture Schedule**" and fill up the relevant form and submit to the administration office within the period of additional registration.

## 6) Grade Evaluation


Grade Evaluation (General)


- ▶ Attendance: 10–20%
- ▶ Assignment, Presentation: 20–30%
- ▶ Examination: 50–70%
- ▶ Any grade of experiment, practice, practical work and other special subject equivalent can be evaluated separately.

## 7) Grade Appeals

- ▶ Call the Academic Affairs Team (580 – 6066)
- ▶ #104 on 1st floor, Main Building in Seongseo Campus  
Contact your professor personally via telephone or email during the period of grade appeals in each semester
- ▶ Change of grade is not normally expected unless there is an error in marking by your professor.

## 8) Leave and Return

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

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

## 9) Failure and Expulsion

- ▶ Academic Probation: A student holding a 1.50 GPA for a semester of the year concerned, but excluding final semester
- ▶ Expulsion due to Academic Probation: A student receiving academic probation for 3 consecutive semesters
- ▶ A student being regarded as being beyond hope of academic achievement due to disease
- ▶ A student not having registered or not having submitted the application for extension of leave of absence within the time specified after leave of absence
- ▶ A student entering another university
- ▶ A student not having registered within the time specified
- ▶ A student being subject to expulsion due to academic probation
- ▶ A student being subject to expulsion due to disciplinary action

## 10) Overseas Training Program

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

## 11) Issuance of Certificate

### ▶ Issuance on Visit

Certificates are issued at the administration team of each college or at the Certificate Issuance Center on the 1st floor of the main building.

### ▶ Automatic Issuer

In front of the postoffice in Bauer Hall and on the 1st floor of Dongsan Library

### ▶ Other

Issuance by fax or via online

## 12) Government-subsidized Projects

The Department of Industrial and Management Engineering has continuously participated in the following government-subsidized projects: LINC\*, ACE\*, Center for Engineering Education Innovation, WISSET.

- ▶ ACE\*: A project financially funded by the Ministry of Education, which aims to support the leading and distinctively competitive leading universities in order to create various advanced educational models for undergraduate education, and to expand support the well-teaching universities in parallel with the overall advancement of curriculum and education support systems.

- ▶ LINC\* (Leaders in Industry-university Cooperation): 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.

- ▶ Center for Engineering Education Innovation: A project financially funded by the Ministry of Trade, Industry and Energy, which aims to solve the problems caused by the gap between the technical level of the university graduate and the industry demand level and to improve the quality of the university engineering education.

- ▶ WISSET(Women In Science, Engineering & Technology): A project financially funded by the Ministry of Science and ICT, which aims to nurture female engineers who can lead the community and contribute to balanced development.

## 13) Interdisciplinary Programs

The Department of Industrial and Management Engineering establishes three interdisciplinary programs for cultivating engineers with practical ability to meet the varying demand of industries: Smart Mechanical Systems Engineering, Knowledge Service Startup, and Future Vehicle Practical Engineering.

- ▶ Smart Mechanical Systems Engineering: Industrial and Management Engineering, Electronics Engineering, Mechanical and Automotive Engineering

- ▶ Knowledge Service Startup: Industrial and Management Engineering, Game & Mobile Engineering, Management Information System

- ▶ Future Vehicle Practical Engineering: Industrial and Management Engineering, Mechatronics, Mechanical and Automotive Engineering

## Study Guide

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Compass K

Health and Counseling

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Orientation for Freshmen

## 4. Study Guide

### 1) Student Counseling

#### A. Application procedure

How to Ask for Counseling: EDWARD System  
→ Academic Administration → Counseling →  
Integrated Application for Counseling  
Academic Advisor: EDWARD System →  
Academic Administration → Basic Register  
Manager → Personal Information → Academic  
Advisor can be checked.

#### B. Academic Difficulties

Receive help from your academic advisor through counseling or visiting the Student Counseling Center

##### ▶ Student Counseling Center

General counseling for students  
Office administration, conducting aptitude test for freshmen  
Counseling for sexual harassment, Website management

#### C. Counseling : Study, worry, employment

- The person in charge : Park Kyung Ok  
☎ 580-5811
- Academic Counseling ☎ 580-6300
- Psychological Test ☎ 580-5745
- Counseling for Individual/Group ☎ 580-5743
- Educational Support ☎ 580-5744
- Location: #1125, 1st floor of Bauer Hall in Seongseo Campus

Website: <http://kmusangdam.org/>

### 2) Career Program

- ▶ After graduation, we systematically operate a variety of programs for successful employment that our students want, and also consult relevant departments and academic advisor on issues such as employment, business start-ups, and career path.

### 3) Confirmation of Employment and Acknowledgement of Attendance for Early Employment

- ▶ Eligibility: A student who gets a job during the graduating semester
  - ▶ Acknowledgement of Attendance: Applicable to the lectures equivalent to the period of employment
    - A) The total period of employment confirmed as early employment during the graduating semester
    - B) Including the period of employment by transfer
  - ▶ Process of Employment and Acknowledgement of Attendance for Early Employment
    - A) Step 1: Confirmation of employment
      - (1) Application for confirmation of early employment  
(within 2 weeks from the date of employment)
      - (2) Confirmation of early employment  
(by the Employment Support Team)
      - (3) Printing out the certificate of early employment  
(within 1 week from confirmation)
      - (4) Submit the certificate of early employment to and consult the professor who teaches the subject  
(within 2 weeks from the date of employment).
    - B) Step 2: Acknowledgement of Attendance
      - (1) Application for acknowledgement of attendance : Edward System, A personal application.
      - (2) Acknowledgement of attendance :  
Acknowledged by the Employment Support Team from time to time after the application.
      - (3) Submission of attendance certificates :
- Submit it to the Professor in charge of the subject prior to the end of the regular exam.
- \* Submit the acknowledgement of attendance for early employment to the professor who teaches the subject (prior to the closing date of regular test).
- ▶ Supporting Document by Type of Employment: The Employment Support Team will verify supporting document for confirmation of employment and acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

Type of Employment	Supporting Document		Remark
Business with Registration	Certificate of qualification for health insurance / Certificate of employment insurance / Certificate of employment + Certificate of payslip	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-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the following semester, and the student must return the amount of scholarship.

#### 5) Compass K

##### ▶ Introduction of Program

- Developed to enhancing learning capability and competitiveness in employment of current students
- Consisting of 7 sectors: objectives management, major, globalization, IT, volunteering, creativity, career and employment
- Classified student's learning capability into 18 items to be managed.

##### ▶ Purpose of Point System

- To set career objectives earlier and to give motivation for developing learning capability
- To manage competitiveness in employment through preparation for individual portfolio
- To manage job seekers and successful candidates in employment
- To organize program: career search, career counseling, capability management
- To grant scholarship in the form of point for capability development
- Regarding the approval of point, the items related to grade evaluation and credit acquisition are automatically processed on the system.
- For students, please fill up the information on the web system and get your supporting document such as license or certificate confirmed and approved by the staff of the college administration team.
- One achievement is recognized as an ability in a single sector. (One achievement cannot be recognized in two or more sectors.)

How To Use: EDWARD System → Academic Administration → See user guide on CompassK

## 6) Health and Counseling

- ▶ Health Examination Center: Implementing free physical checkup service on an annual basis to help students to find disease in advance
  - Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
  - EDWARD System → Academic Administration → Student Support → Apply on Student Health Examination
  
- ▶ Counseling Center for Preventing Sexual Harassment
  - Providing appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
  - Aims at contributing to the establishment of sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
  - A open place not only for healing damaged mind from sexual harassment or violence but also counseling students who worry about sex and dating.
  
- ▶ Contact and Website of Related Centers
  - Human Rights Counseling Center of National Human Rights Commission  
1331 <http://www.humanrights.go.kr>
  - Korea Sexual Violence Relief Center                      02-338-2890~1  
<http://www.sisters.or.kr>
  - Sexual Violence Counseling Center of Womenlink  
02-739-5796 <http://womenlink.or.kr/>
  - Daegu Women's Hot Line  
053-471-6484~6 <http://www.dwhotline.or.kr/>

## 7) College Student Council

- ▶ Role
  - To organize and lead all the events held in the school and genuinely sort out suggestions from students.
- ▶ Selection
  - One month notice for candidate registration in the event of replacement or additional selection of the student president or student council of college
  - Candidates for the president of society, vice-president of society, manager and secretary are recommended between February to March and registered voluntarily → Voting to select
  - Student representative and assistant student representative of each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)
- ▶ Office: #B32 of Uiyangwan

## 8) Department Student Council (Student Council)

- ▶ Role: To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.
- ▶ Office: #B23-1 of Uiyangwan

## 9) Orientation for Freshmen

- ▶ Target: Freshmen
- ▶ Objectives
  - To make freshmen well adapted in new environment. It is an opportunity to acquire various information about school or academic course.
- ▶ Program
  - Guide on Campus life (See blue book)
  - Guide on Course timetable and registration
  - Introduction of department and professors' meeting
  - Guide on issuance of student ID
  - Guide on entry of student data

## Campus Life

Major Homepages

Student ID

Access to Buildings

Lecture Room

Library

Personal Locker

Lost Property

Emergency Notice

Disaster Evacuation Training

Holidays

Parking on Campus

## 6. Campus life

### 1) Major Homepages

- College of Engineering  
<http://newcms.kmu.ac.kr/abees/index.do>
- Department of Industrial and Management Engineering  
<http://newcms.kmu.ac.kr/ims/index.do>

### 2) Student ID

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

### 3) Access to Buildings

Opening Hours: AM 06:00 ~ PM 24:00

### 4) Lecture Room

- No food and alcohol allowed in the lecture room (If detected, report to the assistant)
- Turn off electronic devices such as computer, air-conditioner, heater or lights before you leave the lecture room.
- When using the computer, do not use unauthorized program other than those for academic purpose.
- Be authorized by the training assistant when installing a program for academic purpose.
- Bear a lot of responsibility if installation of unauthorized software is detected (Ex. purchasing program, compensation, et cetera)

### 5) Laboratory for Rent

- Edward Systems - General Administration - Facility Space - Space Usage 2 Days Before Use
- Complete details of usage date, usage details and attendance
- If materials and supplies are lost or damaged in the classroom, it is considered the responsibility of the loaner
- Keimyung Capacity development room
- Book for rent conditions: Maximum 3 books for 7 days, must visit library for extension, must pay
- The library, which has supported research and learning activities since its opening in 1958, has been named a library in honor of Dr. Shin Tae-sik, the honorary president. In March 1933, the library was established in the and the environmental improvement project was completed in March 2014. Application of the data processing room, laptop, reading room, information service center, electronic information center, group study room for the previous group discussion space It plays a leading role in generating knowledge information on universities and communities based on the support of multiple devices

a late fee for overdue books (applicable after 7 days of rent)

- ▶ Utilization time
- During the semester : 09:00~22:00(Weekdays)  
09:00~13:00 (Saturday)
- During the vacation : 09:00~17:00Weekdays  
Saturday(Rest)

- ▶ General Reading Room : 06:00~24:00 (Chuseok, Seollal recess)

- ▶ Number and duration of loan books
- 14 days on 10 books.
- Extension only once

### 7) Personal Locker

Apply to each major student council for use

### 8) Lost Property

- If you have found a lost property, give it to the department office.
- If you want to release a lost property found, write down the details of the lost property and submit it to the assistant.
- (If the owner appears after the release of the lost property by the assistant's

## 6) Library

judgment, there will be a corresponding legal penalty.)

### 9) Emergency Notice

In the event of any emergency situation, announce quickly and clearly through contact system by year.  
(Department Office / President of Society → Representative by year → All students)

### 10) Disaster Evacuation Training

- ▶ Earthquake

※ The campus buildings are built from concrete without earthquake resistant design.

- ① When you sense an earthquake, open the closest door wide.
  - There is a possibility that you cannot evacuate as the door may not be opened due to the twisted status of the building.
  - The person who first opened the door should shout fire and keep others informed about a fire escape
- ② Protect your head with a book, laptop or other article which can protect your head.
  - Underground facility is relatively safer than on-ground facility, but you should keep waiting at your place until the shaking stops.
  - As delay of evaluation to underground facility may occur due to a massive number of people flocked. Therefore, start evacuation from letting people near the exit out under the direction of the leader.
  - If you are staying on third or fourth floor which is relatively upper floor of the building, get under the desk or the table when the earthquake occurs as it is likely to evacuate depending on the condition of damages on the building  
(Evacuate immediately when the strength of earthquakes is lowered.)
- ③ Evacuate quickly through where a door is opened
  - Run crouching down and covering your head
  - Evacuate avoiding windows  
(Do not evacuate through windows as those on the first floor tend to be seriously damaged during earthquake.)
- ④ After evacuation, move to a wide empty lot
  - Wait for rescue standing up for preventing damages from additional minor shakes (It is dangerous to squat or lie on the ground after evacuation.)

- ▶ How to evacuate building on fire
  - Activate a fire alarm.
  - If you cannot go downstairs, go onto the rooftop.
  - Make your face and body covered with wet blanket or towel when you should run into flames.
  - If door handles are too hot to turn, do not open the door and find another way.
  - Once you evacuate, do not go into the building again.
  - After evacuation, wait for rescue at the windward side.

※ How to deal with fire following earthquake

1. Shout 'Fire!' immediately after feeling minor quakes before the next big quake to alarm around and turn off the heat,
2. Shout 'Fire!' when big quake stops. Put out the fire
3. The big aftermath is exhausted within one to two minutes, so you can put out in its early stages. Keep fire extinguisher or big fire-extinguishing bowl at any possible spot of fire for immediate action.

## 11) Holidays

### ▶ 1<sup>st</sup> Semester

March 02: Substitute Holiday  
May 01: Labor Day  
May 05: Children's Day  
May 20: School's Foundation Day  
May 24: Buddha's Birthday  
May 25: Substitute Holiday  
June 03: Local Elections

### ▶ 2<sup>nd</sup> Semester

September 24 to 26: Chuseok Holidays  
October 03: National Foundation Day  
October 03: Substitute Holiday  
October 09: Hangul Proclamation Day

## 12) Parking on Campus

- Parking permit is issued on application in the beginning of the semester.
- You should park at only designated space.
- Only local and street students can use the parking permit at school.

## Criteria, Procedures, Policies & Regulations

Code of Conduct  
Academic Attitude  
Equality & Equal Opportunity  
Restrictions on Discrimination & Ostracization  
Restrictions on Sexual Discrimination/Harassment  
Alcohol & Drug  
Smoking  
Restrictions on Restricted Items  
Access to Facilities

"What we dwell on is who we become."

– Oprah Winfrey

## 7. Criteria, Procedures, Policies & Regulations

### 1) Code of Conduct

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

### 2) Academic Attitude

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

### 3) Equality & Equal Opportunity

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

### 4) Restrictions on Discrimination & Ostracization

Our university do not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all discrimination or ostracization will cause administrative punishment.

### 5) Restrictions on Sexual Discrimination/Harrassment

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

- No sexual psychological/physical harrassment, violence and stocking are banned, and any attempt will cause administrative punishment.
- For victims of sexual harrassment or discrimination and those worrying about it, please report and consult at any time.

### 6) Alcohol & Drug

No alcohol or drug is allowed to posses in or bring to the campus, and drinking or administering may cause administrative punishment.

### 7) Smoking

Smoking is allowed only in the designated area. smoking in designated smoke-free areas may cause administrative punishment.

### 8) Restrictions on Restricted Items

No items regarded as to be dangerous are allowed in the campus. (Ex. explosive material, volatile liquid, et cetera)

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

### 9) Access to Facilities

-Opening Hours (Weekdays)

Opening Hours (Weekends)

-Operation Policy:

AM 07:00 ~ PM 24:00

► Process of Rent of Vacant Lecture Room

Apply for rent of intended Edward lecture room at least one week prior to the date of use

## Contacts

Department Office  
Administration Team, College of Business Administration

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

-Plutarch

## 8. Contacts

### 1) Department Office

▶ Department of Landscape Architecture : # 7311 of Engineering Building 7  
(Deokrae Hall)

☎ 053-580-5326

### 2) Administration Team of College of Engineering

Inquiry for academic administration

☎ 053-580-5042, 5262

Useful Information

Three Recommendations for Better Campus Life

Seongseo Campus Map

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

– Abigail Adams

## 9. Useful Information

### 1) Three Recommendations for Better Campus Life

"Reading, Writing and Speaking"

#### Reading

People say that you are not an educated or a cultured person unless you have read 'Mun-Sa-Cheol 600'. Mun-Sa-Cheol 600 means 300 books of literatures, 200 books of history and 100 books of philosophy and it is a strict lesson that you cannot be raised to the intellectual without reading them at an early age. Needless to say, there are heaps of benefits of reading books. Not reading books can be evidently regarded as that you are apathetic about your inner world.

#### Writing

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

Have a habit of writing notes helps your memory, makes you monitor yourself and leads you to be grown and developed. If we could only rely on memory without recording, we would lose a lot. The simple habit of filling your small notebook with records in each semester will become a present called 'self development and growth'.

#### Speaking

Nobody will read what you think if you do not speak because we are belonged to the world of human beings. We ever expected that someone would understand our thoughts even though we do not speak. You you are a grown-up in university and you should express your thoughts now and soon. Also, you will face a lot of opportunities for joining a discussion for a specific subject. Discussion is a speaking technique that argues logically proving with reasons to carry each other in respect of a subject split to the position between 'Agree' and 'Disagree'. Discussion (Speaking) is a basic living of an intellectual.

### 2) Seongseo Campus Map

