2022 Fall Semester Orientation for Exchange Student

광운대학교
KwangWoon University

2022.08.11.
Office of International Affairs

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Ⅰ. Introduction of Kwangwoon University

https://www.youtube.com/watch?v=2VUtE-u-7k4

Location

Subway Line 1

KWU

30 mins

Seoul City Hall

30 minutes distance to downtown Seoul (City hall, Dongdaemun, Myeongdong)

Nearest subway stations

Line 1 — Kwangwoon University Station

Popular destinations: Dongdaemun, Jonggak, City Hall, Yongsan, Hongdae (Transfer), Myeongdong (Transfer)

Line 6 — Seokgye Station

Popular destinations: Namsan Seoul N Tower (Transfer), Itaewon, Noksapyeong, Hapjeong Yeouido Hangang Park (Transfer)

Line 7 — Taereung Station

Popular destinations: Konkuk Univ., Ttukseom Hangang Park, Apgujung, Lotte Tower (Transfer), Gangnam, COEX Mall (Transfer)

KWANGWOON UNIVERSITY

Campus Guide

Office of International Affairs, Donghae Arts Center #111

1. **Address : Kwangwoon University, Kwangwoon-ro 20, Nowon-gu, Seoul, 01897**
2. **Contact No.: 02-940-5014**
3. **Subway**
   Kwangwoon Univ. Station (Subway Line No.1), Seokgye Station (Subway Line No. 6)
4. **Blue Bus** : 261, 163
5. **Green Bus** : 1017, 1137, 1140, Seongbuk12

Click the link to see campus buildings : www.kw.ac.kr/en/about/tour02.jsp

Central Library

Ice Rink

Amphitheatre

Happy Dormitory

Dormitory Information

Category	Happy Dormitory (Bitsoljae)	International House
Structure	2 people in 1 room	4 people in 1 room
Fee	About 1.6 million won / semester ※ The amount is based on the first semester of 2021, and it can change.	
Private facility	Bed (personally prepared bedding), bookcase, desk, chair, wardrobe, toilet, shower, internet, etc.	
Public facility	Laundry room, ironing room, fitness room, seminar room, communal cooking room, unmanned delivery box, etc.	Living room, washing machine, refrigerator, microwave, etc.

80th Anniversary Building / Kwangwoon Square

Educational and Foundational Philosophy

In 1934 Dr. Cho Kwang-Woon founded Chosun Radio Technical Institute

Educational Philosophy : Veritas et Lux

Founding Philosophy

 Diligence(勤勉誠實) : Work hard and you will have no difficulty

 Frugality(儉素節約) : Be frugal and you can repay for what the country and nature provide you with

 Exploratory Act(探究實踐) : Explore and act on yourselves and you will find delight

History of Kwangwoon : www.kw.ac.kr/en/about/history01.jsp

International Office Responsibilities and Contacts

Donghae Arts Center #111 #114 Weekdays 9AM~5:30PM (12~1PM Lunch break) Visit, Call, Email

Tel: 02-940-5014~6 Korean, Chinese, English, Vietnamese multilingual guidance

Name	Position	Responsibilities	Phone number	E-mail
JaeHyun Han	Dean	General International Affairs overseeing work	02-940-5013	jhan@kw.ac.kr
Byong Yob Ko	Team Leader	Office of International Affairs overseeing work, establishing, and operating international exchange development plan	02-940-5014~5	byobko7@kw.ac.kr
Kyoung Oh Nam	Chief Manager	Education internationalization competency certification system and department index management, operation and management of foreign head professor system, operation of employment support program, response to internal and external request data	02-940-5014~5	kicoops@kw.ac.kr
Mun Cheol Shin	Chief Manager	Attracting international students (undergraduate, graduate school, language courses), finding, and managing partner companies (China), holding and managing the International Exchange Committee, higher education statistics, COVID-19 response	02-940-5016	mcshin@kw.ac.kr
Sunae Han	**Section Chief Manager**	**Admission, recruitment, dispatch and management of exchange students, development and operation of internationalization programs (including recognition of language training credits), OIA website management, management of clubs under the OIA, management of part-time students, and production of materials for various on-campus meetings (dean, end lectures, etc.)**	**02-940-5014~5**	sunae_01@kw.ac.kr
Yunsang Lee	Employee	Production of publicity media (university, invitation videos, etc.), planning and production of printed materials (calendar, diary), support for department (division) international student management business, international student satisfaction survey	02-940-5014~5	yslee@kw.ac.kr

Name	Position	Responsibilities	Phone number	E-mail
Young Kim	Employee	Korean language course admission management, discovery and management of study abroad partners (China and other regions), issuance of admission letter (language courses, undergraduate), FIMS response such as alien registration and visa issuance and extension, electronic document reception	02-940-5016	kcklc5307@kw.ac.kr
Yerim Kim	Employee	Operation of university innovation support projects (mentoring, lunch talk talk, global challenger), orientation for new and transfer students, exchange universities discovery and signing of agreements	02-940-5014~5	yerimuiwtx@kw.ac.kr
Hong Yu Carmen Li	Employee	Application for graduate school admissions, production of promotional materials for graduate school entrance exams, graduate school admissions consultation, data collection and analysis for graduate school foreign students special admission, issuance of admission letter (graduate school), management of English website, equipment (printer) management	02-940-5016	hongyucarmenli@kw.ac.kr
Tran Thi Dung	Employee	Counseling and management of Vietnamese and other nationalities students, reception and handling of school enrollment changes, tuition fee and insurance payment management	02-940-5014~5	52022042@kw.ac.kr
Songi Jin	Employee	Management of induction programs (Qingdao University of Science and Technology, Yodong University, etc.), dormitory operation and management (dormitory, International House, etc.), counseling management within the team (including counseling and management of Chinese students), operation of grades and scholarship system, management of Korean Graduation Certification System	02-940-5016	kcklc5307@kw.ac.kr

https://oiaeng.kw.ac.kr/guide/guide.php

Ⅱ. Academic System

1. Academic Calendar for Fall 2022

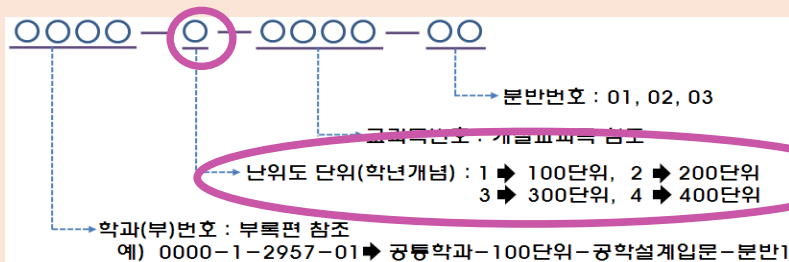| Year	Month	Date	Events
2022	August	11(Thu)	Orientation for exchange students(online)
		16(Tue) ~ 18(Thu)	Course registration for exchange students(Dates are different according to student's major)
		23(Tue) ~2 Sep(Fri)	Course registration for exchange students who did not register any classes(Registration should be done within one day, Except weekends)
	Sep	1(Tue)	Fall semester begins
		6(Tue) ~ 7(Wed)	Course correction period(Drop/register/change)
		9(Fri) ~12(Mon)	Chuseok(Korean Thanksgiving Holiday : No classes)
		15(Thu) ~ 23(Fri)	Course drop period(Only dropping classes)
	Oct	20(Thu) ~ 26(Wed)	Fall semester mid-term examination
	Dec	1(Thu) ~ 14(Wed)	Fall semester course evaluation(required)
		8(Thu) ~ 21(Wed)	Fall semester final exam

www.kw.ac.kr/en/life/bachelor_calendar.jsp

2. Lecture and Academic System

1) Course Category

Course Category	Division	Remark
General Education	교필	교양필수/교양선택 –Elective Course
	교선	
Major Course	전필	전공필수 – Major Mandatory
	전선	전공선택 – Major Elective
Elective Course	일선	일반선택–Major Courses offered at different majors
Double Major Course	복필	복수전공학과(부)의 전공필수 – Double Major Mandatory Courses
	복선	복수전공학과(부)의 전공선택 - Double Major Elective Courses

○○○○ ─ ○ ─ ○○○○ ─ ○○

→ 분반번호 : 01, 02, 03

→ 교과목번호 : 개설과목코드 참조

→ 난위도 단위(학년개념) : 1 ➡ 100단위, 2 ➡ 200단위
                        3 ➡ 300단위, 4 ➡ 400단위

→ 학과(부)번호 : 부록편 참조
   예) 0000−1−2957−01 ➡ 공통학과−100단위−공학설계입문−분반1

2) Course number shows difficulty level of the class : 1(Easy) -2-3-4(Hard)

* Only one class at the same difficulty level is accepted per semester from each elective course group

2. Lecture and Academic System

6) Time of Lecture, Grade Evaluation Criteria

(1) Credit hour

    1 lecture = 3 credits(3 hours per week)

(2) Lecture Time : 1 lecture 75 mins

교시 Period	Time Slot
1st Period	09:00 ~ 10:15
2nd Period	10:30 ~ 11:45
3rd Period	12:00 ~ 13:15
4th Period	13:30 ~ 14:45
5th Period	15:00 ~ 16:15
6th Period	16:30 ~ 17:45

* All assignments must be submitted by the advertised deadline

Grade	Score	GPA	Remark
A+	95 - 100	4.5	
A0	90 - 94	4.0	
B+	85 - 89	3.5	
B0	80 - 84	3.0	
C+	75 – 79	2.5	
C0	70 - 74	2.0	
D+	65 - 69	1.5	
D0	60 - 64	1.0	
F	Under 60	0	
P / NP	PASS / FAIL	-	

* Grades are given only when your attendance is more than ¾ ('F' grade for more than ¼ absent)

3. Korean language course curriculum and course registration

Training Area	Course A (Upper TOPIK 2 ~ TOPIK 3) * Students should attend 3 classes together	Course B (TOPIK 4 or above) * Students should attend 2 classes together
Communication skills	대학한국어 Korean grammar	한국어발표와토론 Korean presentations and discussions
Writing	글쓰기연습 Writing practice	논리적글쓰기 Logical writing
Reading	한국어텍스트읽기 Korean text reading	-

※ 3 credits/3 hours per subject

1) Korean courses will be **registered by the Institute of International Education, cannot be registered by individual student**.

  * **Courses can be registered individually using the course registration program**

    : 시사한국어, 한국어표현연습, 인문사회한국어, 경영한국어

2) Check the notice board of our website **on 16 August** for your Korean language courses, credits, and class time correctly, and register other courses

Ⅲ. Course Registration/Online Course Guide

To first leaders equipped with human dignity, integrative thinking ability
field-execution power and global competency

Course Registration Guide

1. Check the date of course registration   *Registration is available daily from **10 AM to 4 PM**

   1) Exchange student registration date: 16 - 18 August((Dates are different according to student's major))

Date	Major
16 August	Environmental Engineering
17 August	Computer Information Engineering, International Studies, Electrical and Biological Physics
18 August	International Trade, Media Communication(Film), Korean Language and Literature, Business Administration

  2) Students who did not register for any course: **23 August(Tue) ~2 Sep(Fri)**

     Only one day during the period (Except weekends)

  3) Course correction period: **6(Tue) ~ 7(Wed) August** *Register/Drop/Change

  4) Course registration guide www.youtube.com/watch?v=sWaUVUVDxTs

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2022 Fall Semester Course Registration Materials
www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=40025(Reference book)
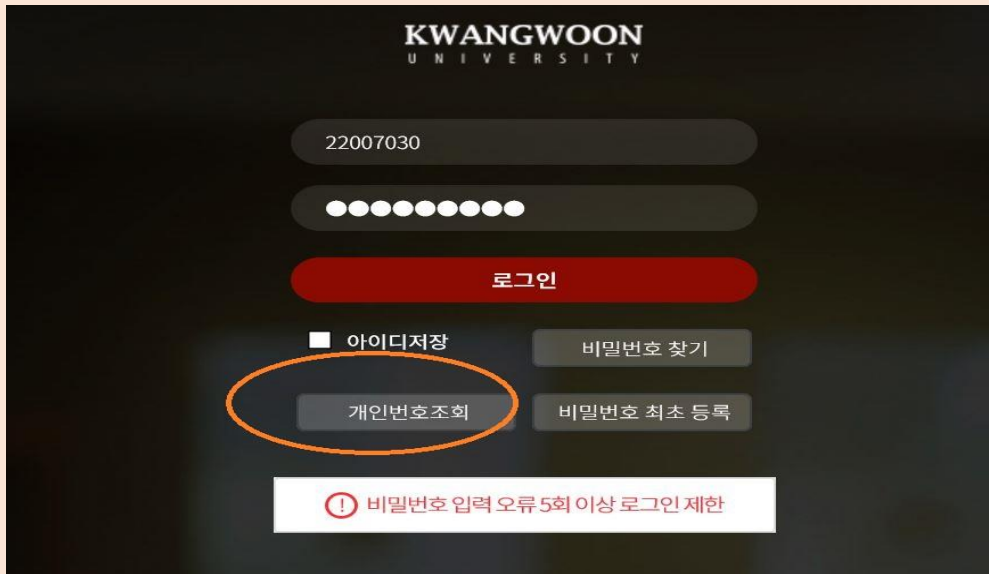**www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=40101(Announcement)**

2022 Spring Semester Course Registration Manual **(Guide Video)**

www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=38395
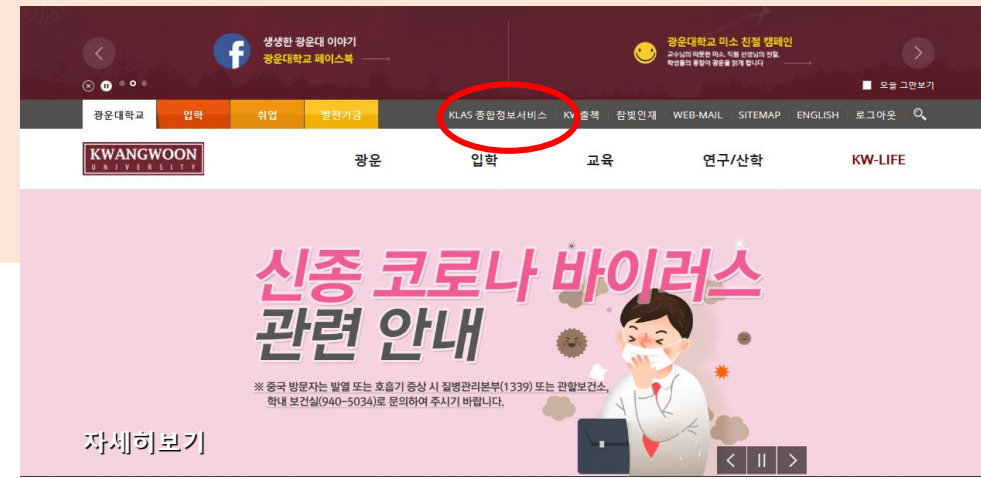
Course Registration Guide

2. Login **KLAS**

1) Find student number : 개인번호조회->이름 Name(Korean name) and 생년월일 Date of Birth (6 digits,Eg)980502)
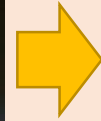
Check login method on "Using KLAS" guide

학번	국문명	영문명	대학	학과	성별	입학학년	국적
2022911601	아로	Antin Aaro Einari	공과대학	환경공학과	남	4	핀란드
2022920201	요하네스	Maatta Johannes Antti Armas	소프트웨어융합대학	컴퓨터정보공학부	남	3	핀란드
2022930404	호우정	Hu Yuting	인문사회과학대학	국어국문학과	여	3	중국
2022930405	사우형	XIE YUXIN	인문사회과학대학	국어국문학과	여	3	중국
2022930406	장주일속	ZHANG ZHOUYISU	인문사회과학대학	국어국문학과	여	3	중국
2022930407	한매방	HAN MEIFANG	인문사회과학대학	국어국문학과	여	3	중국
2022930408	연가미	Lian Jiamei	인문사회과학대학	국어국문학과	여	3	중국
2022930409	제단경	DI DANQIONG	인문사회과학대학	국어국문학과	여	3	중국
2022930410	쯔엉티쭉캉	Truong Thi Truc Khang	인문사회과학대학	국어국문학과	여	4	베트남
2022932301	캐롤라인	Schwenkglenks Caroline	인문사회과학대학	미디어커뮤니케이션학부	여	2	독일
2022932302	마틴	Ebner Martin Hannes	인문사회과학대학	미디어커뮤니케이션학부	남	2	독일
2022932303	도이각나이	Rehemutulamu Tuergenayi	인문사회과학대학	미디어커뮤니케이션학부	여	3	중국
2022932304	칼라	Kalscheuer Carla Katharina	인문사회과학대학	미디어커뮤니케이션학부	여	3	독일
2022932305	로버트	Schneider Robert Benedikt	인문사회과학대학	미디어커뮤니케이션학부	남	3	독일
2022932306	엘로이스	Ademi Eloise	인문사회과학대학	미디어커뮤니케이션학부	여	3	독일
2022932307	도안칸남	Doan Khanh Nam	인문사회과학대학	미디어커뮤니케이션학부	남	3	베트남
2022932308	가브리엘	Orlando Gabriel Matteo	인문사회과학대학	미디어커뮤니케이션학부	남	3	이탈리아
2022950803	제시카	Colditz Jessica	경영대학	경영학부	여	3	독일
2022951001	안나	Litke Anna	경영대학	국제통상학부	여	3	독일
2022951002	신디	Widdermann Cindy Isabell	경영대학	국제통상학부	여	3	독일
2022951003	알렉시아에바	Hallmann Alexia Eva	경영대학	국제통상학부	여	3	독일
2022951004	사라	Obermann Sarah	경영대학	국제통상학부	여	3	독일
2022951005	릴리	Kuka Lilly	경영대학	국제통상학부	여	3	독일
2022961001	조세프	Gravenfors Nils Josef	자연과학대학	전자바이오물리학과	남	3	스웨덴
2022980401	아야카	Inaoka Ayaka	정책법학대학	국제학부	여	3	일본
2022980402	카논	Kobayashi Kanon	정책법학대학	국제학부	여	3	일본
2022980403	유주	Noguchi Yuzu	정책법학대학	국제학부	여	4	일본
2022980404	마오	Seino Mao	정책법학대학	국제학부	여	4	일본

Course Registration Guide

2) When you're logging in for the first time, you need to go through "비밀번호 최초등록" (mandatory)

(1) A temporary password will be sent to your phone or registered email -> Login with the temporary password ->
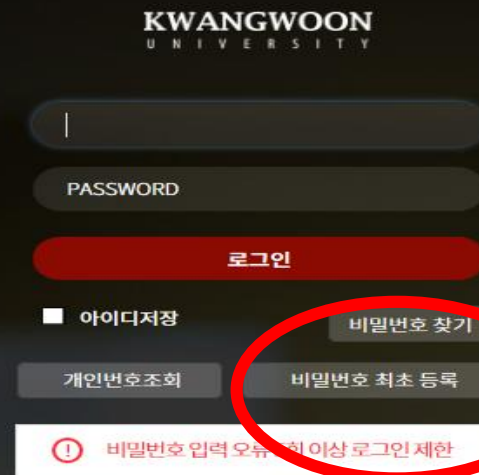
Change the temporary password to a new password

* New password must contain 9-10 letters including a number **and** an alphabet **and** a special character(such as ！@ $)

(2) If your phone number or email has been changed from your application, please contact sunae_01@kw.ac.kr

3) If you forget your password, please do the followings:

비밀번호 찾기 ->휴대폰/이메일 인증->임시비밀번호발급 -> 비밀번호 변경

Course Registration Guide

3. Now you know your student number and your password

Then, **Download** "수강신청 프로그램" (Course Registration Program) from KLAS
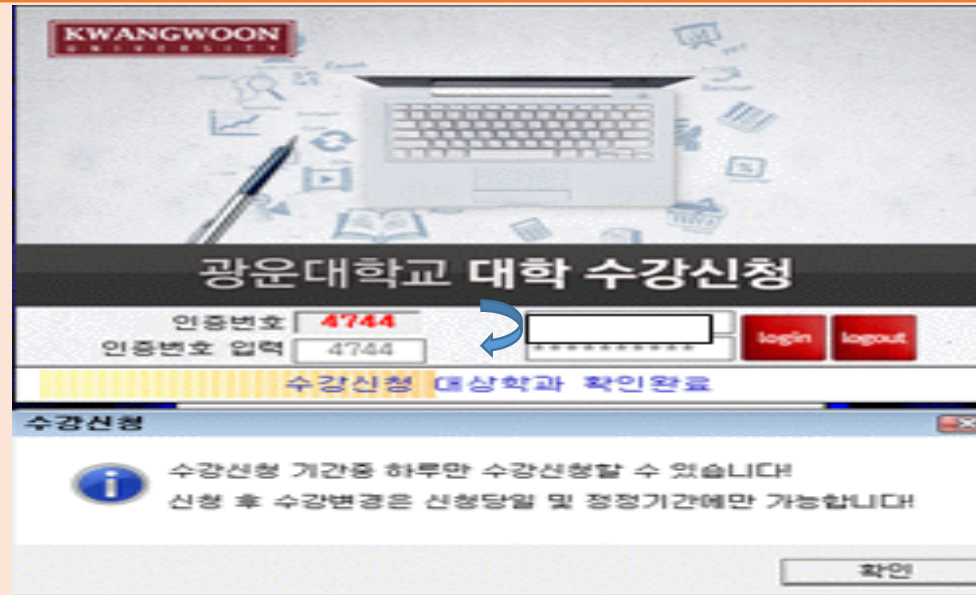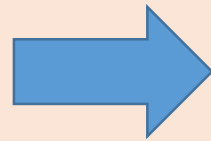
Course Registration Guide

4. Course registration can be done using 수강신청 프로그램(Course Registration Program)

   1) **Click the icon and open "수강신청 프로그램"**

   2) Login to the course registration program

    - **Copy and paste the verification code(인증번호)** (which is written in red numbers)

    - Input your Student ID and Password**(same with KLAS)**

Course Registration Guide

5. Search courses to register

   (1) Using Course Registration Program(수강신청 프로그램)

     - You can start searching courses from 12 am of your registration day

     - Add your selected courses to 즐겨찾기(favorites) in order (eg: 1->2->3,etc.)

     - How to add courses to the favorites

       - Search the course -> Choose the course-> Choose the number of favorites-> Click "즐겨찾기추가"

   (2) Kwangwoon University homepage guide

  - Check the notice board on the website and search "수강신청"

    This semester's notice: **www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=40101**

    www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=40025

  - Download **"수강신청자료집"**-> Check the full list of courses which will be opened in this semester and also check the list of courses offered in English.

   * Check notice board if there is any changes in time of courses

Course Registration Guide

6. Register courses that you already added to the favorites

- Click "**조회**" -> **Click "수강신청"**

It is recommended to add the courses you want to register to "favorites" before 10am and register between 10am-4pm

- If there is no seat available, you can try registering again during the course correction period

: 6(Tue) ~ 7(Wed) August
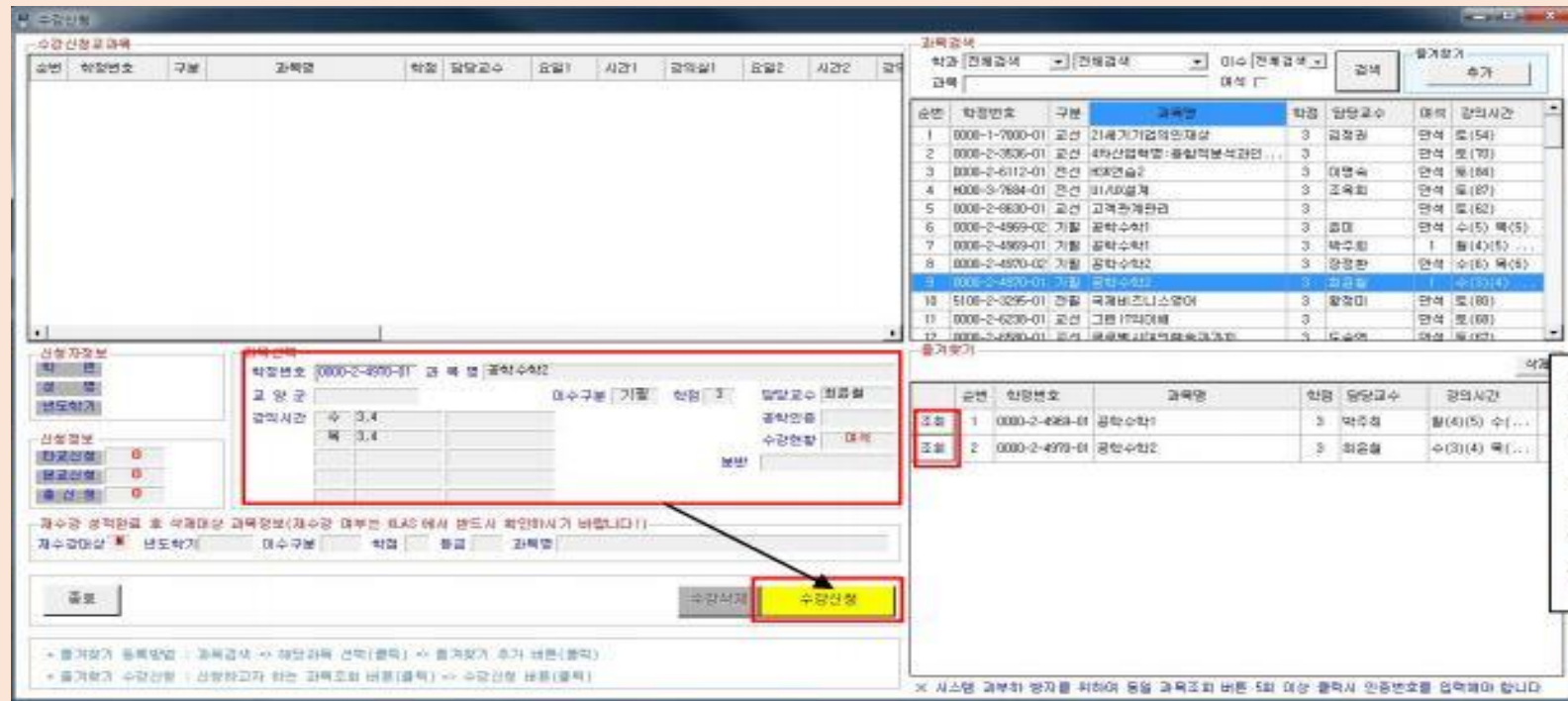
Course Registration Guide

7. Things to check while registering course

  1) **Courses open only for international students**

    - **www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=40025**

  2) Courses offered in English : Will be sent through email

  3) Check "Korean courses" for international undergraduate students

    - Check class allocation result will be announced on 16 Aug from the notice board of KW homepage

    - Korean courses will be registered by the Institute of International Education

     *Students cannot register on their own or change

    - **When applying for other courses rather than Korean courses, make sure that the schedule do not overlap with the schedule of Korean courses**

Classes requested by the International Education Center can be checked at KLAS from 8/19 (Fri)

KWANGWOON
UNIVERSITY

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field−execution power and global competency

Online Lecture Guide

1. Online lecture guide for international students

   : www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=35192

2. Types of online class

Online Class

Recorded Video Learning (**Can be taken within the given period**)

Virtual Lecture (**Can only be taken at a designated time**)

Using KLAS

Cisco webex — Using Webex

zoom — Using Zoom
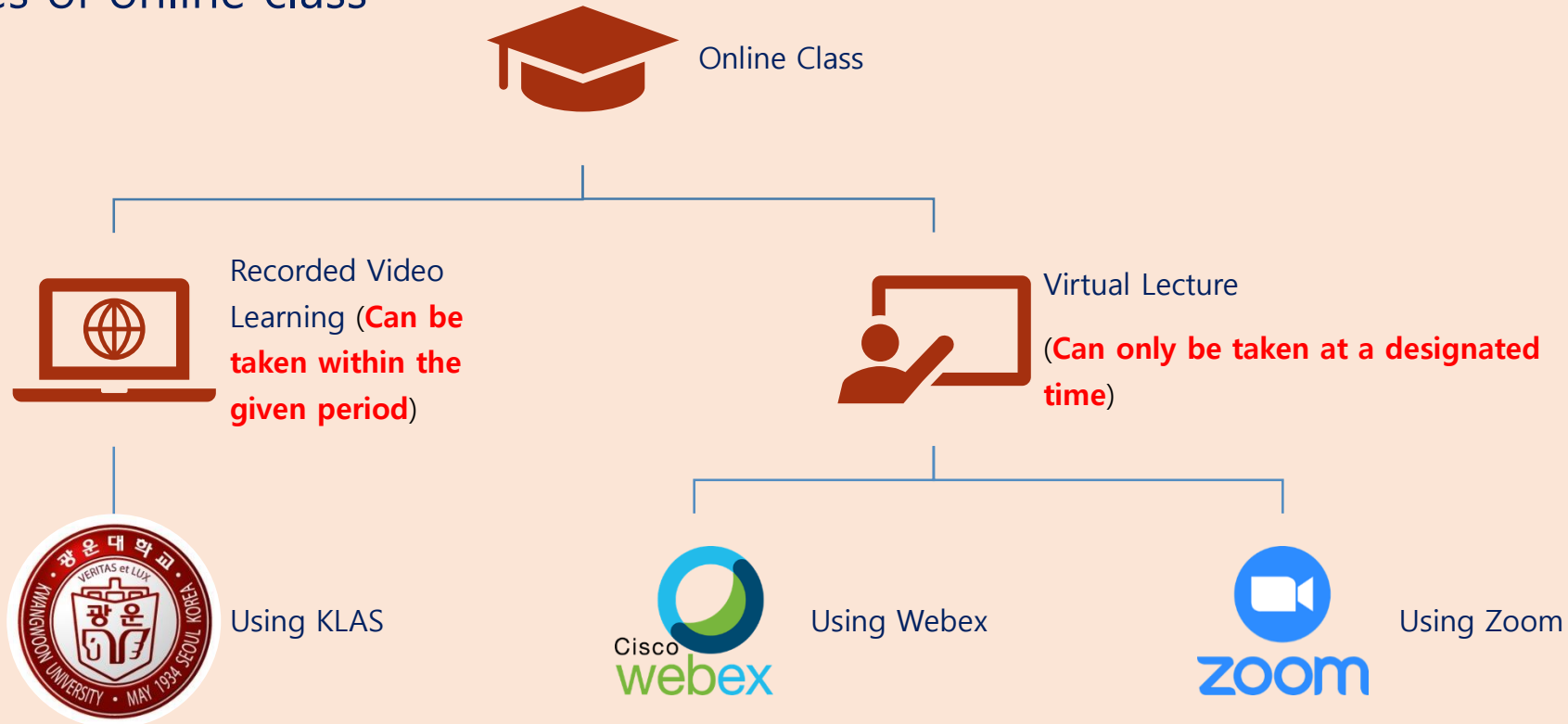
* Lecture operation principles may change depending on the COVID-19 situation

Online Lecture Guide

4. Online lecture FAQ

1) I am listening to an internet lecture on my mobile phone, but it keeps getting cut off and

   suddenly turns off.

   : Trying using other browsers like NaverApp instead of Safari

2) Attendance was not accepted because there was no microphone sound.

   : Make sure to take a microphone test before entering Zoom/Webex class and wear

   earphones, and take the class.

3) How do I get an attendance certificate when I'm feeling ill?

   : Bring supporting documents such as a medical certificate and contact the professor

4) I finished class, but why did I get absent?

   : Attendance is recognized only when the learning rate is 100%, and the learning rate of

   lectures must be checked in KLAS.

IV. International Student Insurance Guide

To first leaders equipped with human dignity, integrative thinking ability
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1. Mandatory National Health Insurance for Exchange Students

(1) Exchange students are automatically joined to the National Health insurance when the foreigner registration
   number is made.

(2) Health insurance benefits are available after the alien registration number is made.

(3) Health insurance fee : 56,030 Won per month(* Subject to change)

   - If you receive medical coverage equivalent to medical care benefits by foreign laws, from foreign insurance, you
     may apply for exemption by visiting the NHIS center : www.nhis.or.kr/english/wbheaa02100m01.do
     Necessary documents : 1) a photocopy of your insurance policy 2) a translated insurance policy into Korean
     3) your foreigner registration card

   - Additional fee will be added if you do not pay within the payment deadline

(4) Payment method

   - Student who has a bank account in Korea : Transfer the fee to the designated account number on your bill using
     ATM or mobile banking application

   - Student who do not have a bank account in Korea : Visit Hana Bank with your Mentor and transfer the fee to
     the designated account number on your bill

Health insurance inquiry 1577-1000
Foreign language service shortcut number 7 (English, Chinese, Vietnamese, Uzbek language consultation)

V. Immigration Control System

1. Foreigner Registration Card

1) You must register as a foreigner at Sejong-ro immigration **office within 90 days of entry.**

2) Sejong-ro Immigration Office: Exit 6, Jonggak Station, Seoul Global Center 2F.

3) **Application documents** : Passport, Application form, 1 Photograph, Certificate of Enrollment, Proof of residence(Dormitory Office),

　　　　　　　　　　　fee of 30,000 won

4) **How to apply**

　A. After reserving a visit from www.hikorea.go.kr/resv/ResvIntroR.pt, prepare necessary documents and visit the Sejong-ro

　　immigration office.

　B. On campus group foreigner registration is scheduled on 14 Sep(Wed).

　　Please check the notice board of our university website(www.kw.ac.kr). Advance reservation is required.

5) **Information Change Report** : If any change such as Name, Gender, Date of Birth, Nationality, Passport No, School, Address occurs

after foreigner registration, it must be reported **within 15 days** to the Immigration office (penalty shall be imposed if not reported)

6) If you have any questions regarding your visa, call **1345**

(you can also consult in foreign languages such as Korean, Chinese and English).

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2. Part-time Work Permit and Other Information

Part-time job information for international students https://www.kw.ac.kr/ko/life/notice.jsp?BoardMode=view&DUID=33104

1) Part-time work permit

 (1) Work permit is required in advance if you want to work part-time.

 (2) Work allowance

 • **Students with TOPIK score : 25 hours per week** during semester (unlimited during weekends and vacations)

  * Freshmen -Sophomore : TOPIK level 3 or higher   * Junior – Senior : TOPIK 4 or higher

 • **Students without TOPIK score : 10 hours per week** during semester (unlimited during weekends and vacations)

 • Limited to **two** places (workplace) *Not allowed to work at a factory or a construction site

 • Allowed for one year within the range of the length of stay (can be extended.)

 (3) How to apply : **Visit the International Office and apply directly from www.hikorea.go.kr**

2) Visa information for academic changes (Leave of absence/expulsion/withdrawal/graduation)

 • When the a change such as leave of absence/expulsion/withdrawal/graduation occurs, the **visa will be expired regardless of the remaining period of stay.**

 • You must return to your home country **within 30 days** from the date of academic change

 • If you stay in Korea after 30 days of your academic change, you stay become illegal.

VI. International Student Programs

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U N I V E R S I T Y

1. Mentoring

멘토링 컬쳐데이 경복궁 한복체험

This is a program that helps Korean students and International students become 1:1 mentors and mentees.
The mentees can adapt to Korea and Kwangwoon University in 1 semester and they can also exchange Korean culture with other mentoring students through Mentoring Culture Day.

2. Lunch Talk-Talk

This is a program to give a chance to communicate between international office staff and international students regarding living in Korea and study life, etc
It aims to troubleshoot once every two weeks during lunch break

3. Friendship Night

The Kwangwoon International Student friendship night is held once every semester and twice a year.

This program helps to Kwangwoon University international students to have fun through various fun recreations and events while all international students gather and eat together.

4. Cultural Experience Program

It provides opportunities to experience Korean tradition and modern culture through interesting programs so that students can improve their Korean language skills and have a satisfactory university life.

Things to check before heading for Korea

1) TB negative result should be submitted before 15 August to

   : **https://naver.me/xHi8aCRv** or sunae_01@kw.ac.kr

   Without the TB result, students can not check in to our dorm

2) Before departing for Korea : PCR Test(48 hours before the departure date) or supervised RAT taken

at a hospital(24 hours before the departure date) should be registered to Q-code

: cov19ent.kdca.go.kr/cpassportal/

3) We recommend you get the PCR test on the day of arrival in Korea on your own at the airport or

Nowon gu health center.

Result should be registered to Q-code : cov19ent.kdca.go.kr/cpassportal, and sunae_01@kw.ac.kr

* PCR testing centers

 - ICN airport : www.airport.kr/ap_cnt/en/svc/covid19/medica2/medica2.do

    : KRW 80,000, Reservation must be done in advance : Safe2GO pass

 - Nowon gu health center : https://naver.me/xZDZHT6m : Free, 09:00-12:00, 13:00-18:00(Mon-Fri)

Things to check before heading for Korea

4) Airport pick up will be prepared from the pickup meeting point at the airport to the designated hotel(https://naver.me/xjeztLNa) near Kwangwoon University and will stay until the PCR negative result comes out. Result usually comes out by the next day of testing.

- Hotel fee will be paid by the university, so, please let the hotel know that you are a KW student when checking in the hotel.

- Students should move to our dorm from the hotel by themselves. Come to the dorm office at 1:30 pm as our student helper will be waiting on the 1st floor to help checking in to the dorm

5) Airport pickup meeting point

ICN Terminal 1 : 12 – Gate

ICN Terminal 2 : A - Gate

Gimpo : Arrival Floor Dunkin Donuts

6) In case you have PCR positive result you must immediately contact sunae_01@kw.ac.kr

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