

# Welcome to the Center for International Exchanges at Kyung Hee University

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<b>Location</b>	# 302, Graduate School of Pan-Pacific International Studies (GSP) Building Kyung Hee University – Global Campus		

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## Life at Kyung Hee

### Academic Calendar

#### [First (spring) Semester]

<b>March</b>	<b>First Week</b>	<b>Class Begins</b>
<b>April</b>	<b>Last Week</b>	<b>Mid-term Examinations</b>
<b>May</b>	<b>Third Week 18<sup>th</sup></b>	<b>Magnolia Festival Anniversary of the University</b>
<b>June</b>	<b>Second Week Third Week</b>	<b>Final Examinations Summer Vacation begins</b>
<b>August</b>	<b>Last Week</b>	<b>Registration</b>

#### [Second (fall) Semester]

<b>September</b>	<b>First Week</b>	<b>Class Begins</b>
<b>October</b>	<b>Second Week Third Week</b>	<b>Mid-term Examinations Kowhang Festival</b>
<b>November</b>	<b>Third Week</b>	<b>Pre-registration for the First Semester</b>
<b>December</b>	<b>Last Week</b>	<b>Final Examinations</b>

### Kyung Hee University at a Glance

#### [Brief History]

A private university, Kyung Hee has a comprehensive education system encompassing all grades from kindergarten to graduate school. Founded in 1949 as a two-year college, Kyung Hee established a four-year university at the Seoul Campus in 1952. The Global Campus at Suwon opened in 1979, followed by the Kwangnung Campus in 1984.

As Kyung Hee moves toward its 60<sup>th</sup> anniversary in 2009, it ascertains prestige as a university of significance and infinite possibility despite its short history of only half a century. It has appointed the next fifty years as the second Renaissance for leading

forward. As Kyung Hee reaches for its goal of expanding to the competitive university, it is concentrating its efforts into strengthening the core capacity in the fields of education, internationalization, research, and university management.

Besides, Kyung Hee strives to bridge cultural and social gaps by promoting mutual understanding and prosperity. As a result, it encourages frequent exchanges with sister schools overseas to facilitate the exchange of ideas. These activities spread a shared belief in the value of learning.

### **[Mission]**

Chancellor-Founder Dr. Young-Seek Choue championed the pursuit of breaking the barriers that insulate academia from society. This belief materialized itself in the university's founding philosophy, "The Creation of a Civilized World" and the University Motto, "Democratization of School, Ideas, and Living." In keeping with this drive for civilized culture and democracy through education, Kyung Hee has cultivated a strong relationship with the United Nation, charting the establishment of The United Nations' Day and Year of Peace.

### **[The Fact]**

- Student Enrollment: 30,668
- Undergraduate: 24,149
  - Seoul Campus: 12,444
  - Global Campus at Suwon: 11,705
- Graduate: 6,519
- University Administration
  - Chancellor-Founder: Dr. Young Seek Choue
  - President: Dr. Inwon Choue
- Three Campuses
  - Seoul Campus: 245 acres
  - Global Campus at Suwon: 510 acres, 25 miles south of Seoul
  - Kwangnung Campus (Graduate Institute of Peach Studies): 12 acres, 25 miles north of Seoul

### **[Undergraduate Colleges]**

- Seoul Campus: College of Humanities, College of Law, College of Politics and Economics, College of Business Administration, College of Hotel and Tourism

Management, College of Science, College of Human Ecology, College of Medicine, College of Oriental Medicine, College of Dentistry, College of Pharmacy, College of Nursing Science, College of Music, College of Fine Art, College of Arts and Design – School of Dance (15 Colleges in total)

- Global Campus (Suwon): College of Electronics and Information, College of Advanced Technology, College of Environment and Applied Chemistry, College of Life Sciences, College of Architecture and Civil Engineering, College of Management and International Relations, College of Foreign Languages and Literature, College of Art and Design, College of Physical Education (9 Colleges in total)

## **Campus Facilities**

### **[The Student Union Building]**

This building is at the center of the Suwon Campus. The Dongari (Clubs), cafeteria, place for refreshment such as a coffee shop, and Office of Student Affairs are here. The Cafeteria, located on the first floor, has 380 seats, and Korean, Chinese, Western and fast food are sold there at low prices. A small convenience store is inside the cafeteria and a post office is located beside it (outside). A copy room and photo studio is on the second floor. A Woori Bank branch is located on the second floor too.

**[Central Library]** <http://library.khu.ac.kr>

### **<Overview>**

The Central Library first opened in the College of Engineering Building in 1980 when the Suwon Campus was established in the Yongin area. The current library building, one of the most monumental architecture at Kyung Hee, was constructed in September 1994 with an area of 22,800 square meters.

Despite its relatively short history, the Central Library was one of the pioneer institutions in Korea to introduce a digital library system in the early 1990s. In 1994, the Library introduced KULIS (Kyung Hee University Library Information System), a totally automated information system. The Central Library currently possesses about 650,000

books and non-book materials, including important Korean classics, government documents and archives, foreign books and materials, an extensive CD-ROM collection, and AV materials. In addition, it subscribes to more than 9,000 electronic journals and holds a variety of online databases. Most recently, the Central Library has obtained a United Nations Depository Library Status with which it receives all the materials published by the UN. The Central Library has been proud of being a main gateway for university members to reach out to the sea of information in Korea and throughout the world.

Phone: +82-31-201-3217, 3174

Fax: +82-31-204-8111

E-mail: [library@khu.ac.kr](mailto:library@khu.ac.kr)

### <Services>

#### **Circulation**

The library user needs the ID card to enter the library and borrow the library materials. The ID card can't be borrowed to others. All the staffs and students are registered as library member automatically in March every year. Library membership is also issued at the Circulation Department on the ground floor.

#### **Reservation**

When the requested book is borrowed, the library user can reserve it. When the book is returned, the e-mail notice will be to the requester.

#### **Renewal**

Books not requested by other borrowers may be renewed one more time using KULIS. But when the book is overdue or reserved by others, it can't be renewed.

#### **Borrowing Privileges**

- Undergraduate: 5 books / 14 days
- Graduate: 10 books / 28 days
- Lecturer: 10 books / 30 days
- Faculty & Staff: 30 books / 180 days

#### **Fine & Cost Policies**

Borrowed books must be returned in due date. Borrowers are subject to overdue penalties

for the late return of library books.

- Overdue Penalties: 100 *Won* per day per book up to 20,000 *Won* maximum

- Lost

: If the borrowed materials are considered lost, borrowers will be assessed the replacement of the lost item or fines twice the current cost of the replacement item.

### **Copier & Scanner**

Photocopiers and scanners are located in Circulation (ground floor), Domestic Periodicals Room (second floor), and Foreign Periodicals Room (third floor). Library use needs a photocopy card to copy the materials. The card is sold at the store on the second floor. The use of scanner is for free.

### **Internet & Printing**

Library user can use the computer in the Open Computer Lab on the second floor. Word processor is available and printing costs 50 *Won* per sheet. Internet surfing is also available in the Internet Café on the ground floor.

### **Document Delivery Service**

When the needed materials are not held in the library, library user can request document delivery service. Interlibrary loan service is on the third floor. User can also request the document delivery service through the internet. Registration is needed, and for more information, contact [joohee@khu.ac.kr](mailto:joohee@khu.ac.kr).

### **<Opening Hours>**

#### **During the Term**

- Circulation: 9:00 a.m. – 8:00 p.m., Mon. – Fri. / 9:00 a.m. – 3:00 p.m., Sat.
- AV Room: 9:00 a.m. – 7:00 p.m., Mon. – Fri.
- Foreign Periodicals Room: 9:00 a.m. – 5:30 p.m., Mon. – Fri.
- Domestic Periodicals Room: 9:00 a.m. – 8:00 p.m., Mon. – Fri.
- Study Rooms: 5:00 a.m. – 24:00, Mon. – Sun.

#### **During the Vacation**

- Circulation: 9:00 a.m. – 5:30 p.m., Mon. – Fri.
- AV Room: 9:00 a.m. – 5:30 p.m., Mon. – Fri.
- Foreign Periodicals Room: 9:00 a.m. – 5:30 p.m., Mon. – Fri.

- Domestic Periodicals Room: 9:00 a.m. – 5:30 p.m., Mon. – Fri.
- Study Rooms: 5:00 a.m. – 24:00, Mon. – Sun.

### **[Sports Facilities]**

Students may use the gymnasium at the College of Physical Education and play tennis, basketball, baseball and soccer on the sports field. In addition, a health club is available at a very low cost.

Phone: +82-31-201-2737

Fax: +82-31-201-8117

E-mail: [sportedu@khu.ac.kr](mailto:sportedu@khu.ac.kr)

### **[One-Stop Service Center]**

Student ID Card as well as other certificates related to your academic status will be issued here. Please stop by the office with your Student ID Number which will be given by the Center for International Exchanges in case of the exchange students. One-Stop Service Center is located on the second floor of the Student Union Building. (Phone: +82-31-201-2288 / Fax: +82-31-204-8123)

### **[Campus Clinic]**

Students who are confident about their spoken Korean, the Campus Clinic is available. This facility is located on the second floor of the Student Union Building next to the Central Library (Phone: +82-31-201-3118~9).

If students become ill, with a common cold and minor complaint, seeing a pharmacist is usually sufficient. However, for any persistent or serious problem, a doctor is recommended. There is a drugstore on practically every block, and most prescription drugs are available in Korea. If you need an unusual medicine, please write ahead to see whether it is available here or not.

In case of serious health problems, students are recommended to contact the office staff immediately so that arrangements can be made.

### **[Student Cafeteria]**

Student cafeterias are located on the first floor of the Student Union Building and Woojungwon Dormitory. They usually serve Korean food at affordable prices.

### **[Post Office]**

The campus post office is located on the first floor of the Student Union Building (Phone: +82-31-202-4830 / Fax: +82-31-202-2355). Stamps, envelopes and boxes can be purchased at the post office as well. Letters with the correct postage applied may be mailed at the post offices or at any mailboxes (letter boxes) throughout the city. Collection times are posted on the boxes.

### **[Banking]**

A branch of Hana Bank (<http://www.hanabank.com/>) is located on the first floor of the Woojungwon Dormitory (Phone: +82-31-203-1111 / Fax: +82-31-273-9511) as well as Woori Bank branch (<http://www.hanabank.com/>) on the second floor of Student Union Building (Phone: +82-31-201-2858 / +82-31-273-4384).

### **[Woojungwon Dormitory]**

Woojungwon, built on September 1998, is a dormitory complex with residence and business area that can accommodate about 2,000 students. Each unit is furnished with a shower room, beds, desks, cabinets, and a phone. Each room is supplied with a LAN cable which provides an internet use and e-mail on hand.

#### **<Fee per semester>**

- Semester Fee (4 months) for two beds: 1,112,000 Won per student (1,170 USD / semester)
- Semester Fee (4 months) for three beds: 759,000 Won per student (799 USD / semester)
- Deposit (Refundable): 100,000 Won - Waived for Exchange Students
- Student Fee: 10,000 Won
- Meal plan (90 meals per semester / Optional) = 171,000 won (180 USD)

#### **<Period of Stay>**

- 1st Semester (March intake): Feb 27 (Mon) ~ June 20 (Tue)



- 2nd Semester (September intake): Aug 30 (Wed) ~ Dec 20 (Wed)
- During the vacation, it also opens with extra fee.

**<Opening Hours>**

- Woojungwon and its laundry room inside open for 24 hours
- Shops and restaurants on the first floor run from 10:00 until 22:00
- Convenience store on the first floor open 24 hours

**[Transportation]**

\* Note: Bus Schedule and fares are subject to change

**<Public Buses>**

Many buses provide transportation to and from Kyung Hee University. Although public bus fares are subject to change, currently, buses to Seoul cost 1800 Won and buses inside Suwon area cost 900 Won.

Here are some of the main public buses routes which are starting from the campus.

<b>Bus Number</b>	<b>Routes</b>
5100	Goes to Gangnam Station and Yangjae Station in Seoul
1112	Goes to Samseong Station and Coex in Seoul
7000	Goes to Ajou University in Suwon and Sadang Station in Seoul
3001	Goes to Ajou University in Suwon and Jamshil Station in Seoul
900	Goes to the Suwon Station and Kuro in Seoul
7	Goes to Suwon Station
1007-1	Goes to Bundang and Jamshil in Seoul
5500-1	Goes to Gwanghwamun in Seoul

If you use the bus to and from Seoul frequently, you may find it worthwhile to purchase a Seoul Multi Trans Card (Seoul Gytong Card). They can be purchased at branches of Woori Bank in Seoul and at kiosks near bus stops. The card is rechargeable at any subway station or bus kiosk.

**<Subway and Trains>**

To access the subway or the train, you must go to Suwon Station. The entrance to the subway and train station is in the same building but is separated. Currently, the Suwon subway line is part of the Dark Blue line (line #1) system which connects to downtown

Seoul, Seoul Station and the Blue subway line. However, Suwon Station is quite far from Kyung Hee University, and it is recommended that you take the bus into Seoul and connect to the subway there.

Train service to and from Suwon is some of the best in Korea. All trains going to and from Seoul pass through Suwon Station. You can buy tickets for Daejeon, Daegu, Busan, Gwangju, Mokpo, and Yeosu every 20 to 60 minutes. Such destinations as Ulsan, Pohang, Gyeongju, and Masan offer trains two or three times daily. Tickets can be bought at the station or through the travel agency on campus. If you find you will use the train on a regular basis, you can join the Korail Club for 20,000 won at any train station. Membership gives you access to the online reservation service at <http://www.barota.com>, where you can make reservations up to 30 days in advance. However, you will need to read Korean in order to make reservations.

### **Responsibilities of International Students**

It is extremely important for you to pay close attention to your non-immigrant visa status and maintain contact with the Center for International Exchanges (CIE). You should be aware of the restrictions imposed upon you by your particular visa status. The staff of CIE will assist you with most aspects of your immigration status. Please do not hesitate to contact CIE should you have any questions regarding your immigration status.

#### **[Alien Registration]**

Those wishing to stay in Korea for more than 90 days are required to register at a local immigration office having the jurisdiction over the place of stay within 90 days from the date of entry.

※ Those who fail to register within 90 days are subject to penalty.

To register, students/faculty should make an application to the local or district Immigration office in person.

Document requirements are as follows:

- Application forms
- Passport
- Three color photos (3×4)
- Other documents according to the visa category may be additionally required

Status of Stay	Additional Documents
Study (D-2)	A certificate of enrollment
General Training (D-4)	A certificate of enrollment

- Application Fee

If your application is accepted, the Immigration officer in charge will stamp your passport and issue an Alien Registration card to you. It usually takes three or four days for the applicant to get the Alien Registration card.

**[Extension of Stay in Korea]**

Those wishing to stay longer than the period of stay given are required to apply for permission at a local or district Immigration office before the period of stay expires.

※ Overstays are subject to penalty

Applications to extend the period of stay are accepted only when the period of stay given expires within two months of the application. The only exception to this rule is a temporarily leave from Korea on business. In this case, an earlier application may be made. To apply for permission, make an application to a local or district Immigration Office having jurisdiction over the place of stay in person.

The required documents are as follows:

- Passport
- Alien registration card, if applicable
- Application forms
- Certificate of enrollment
- Academic record
- Reference
- Certificate of balance

- Application Fee (30,000 won)
- Other documents may be additionally required

If the application is accepted, the Immigration officer in charge will stamp the applicant's passport and record the amendments on the back of the applicant's alien registration card.

Please visit <http://www.immigration.go.kr/indeximmeng.html> for more information.

<Suwon Office> Phone: +82-31-278-3311~5

**※ Working on a Student Visa is Illegal**

According to the Immigration Law of Korea, it is illegal for foreign nationals with a student or tourist visa to have a job (including a part-time job) in Korea other than the one for which their visas were issued. Failure to abide by this law is grounds for deportation.

**※ The Way to the Suwon Immigration Office, Republic of Korea:**

Take bus number 5, 7, or 7-2 at the bus stop across the Kyung Hee University's main gate and get off at Suwon Station (수원역). It takes approximately 30 minutes. From Suwon Station (수원역), take bus number 36,37, or 39 for Guwun-dong intersection (구운동 사거리) and get off at the Gang Nam Apartment (강남아파트) bus stop. This part of the journey will take about 10 minutes. The immigration office is very close to the Gang Nam Apartment (강남아파트) bus stop. A large sign for the direction to the immigration office is visible. It should take about 5 minutes on foot. Or, you may take a taxi from Suwon Station (수원역) directly to the immigration office.

# Woojungwon Dormitory at Kyung Hee University Global Campus

**Woojungwon**, built in September 1998, is a dormitory complex with residence and commercial area that can accommodate about 2,000 students. Each unit is furnished with a shower / lavatory room, beds, desks, cabinets and a phone, and is supplied with a LAN cable which provides internet access.

## Fee per semester

One-semester (4 months) fee for a two-bed room: 1,112,000 won  
(1,170 USD / semester) per student

One-semester (4 months) fee for a three-bed room: 759,000 won  
(799 USD / semester) per student

Deposit: 100,000 won \* Waived for Exchange Students

Student union fee: 10,000 won

Meal plan: 171,000 won (90 meals per semester / optional)

## Period of stay

Spring Semester (March intake)	Feb. 27 ~ Jun. 20, 2008
Fall Semester (September intake)	Aug. 29 ~ Dec. 20, 2007

During the vacation, rooms are available for an additional fee.



- Open: September 1998
- Address: Woojungwon Dormitory,  
Kyung Hee University Global  
Campus, 1 Seocheon-dong,  
Giheung-gu, Yongin-si,  
Gyeonggi-do 446-701
- Scale: 33,700 square meters / 6 stories  
including the basement
- Tel: 82 31 201 3640  
Fax: 82 31 201 5117  
Web Site: [www.woojungwon.net](http://www.woojungwon.net)

## » Rules

1. All heating equipment is prohibited to prevent fire. For those who wish to cook, please use the international student lounge located on the 3<sup>rd</sup> floor.
2. Neither women nor men are permitted to enter the areas occupied by the opposite sex. Please get permission in advance from the dormitory office if you need to visit the rooms of the opposite sex.
3. New students should reserve a dormitory room in advance at the dormitory office or from advising professors during vacation.
4. Students are responsible for any damage or theft caused by their carelessness.
5. There will be a room inspection every other week by dormitory manager or assistant. Students are required to be in their rooms for the inspection except in an emergency. Room checks will be announced 5 days in advance.



Dormitory View



Dormitory Garden



Entrance



Twin Room



Bathroom



Study Room



Laundry Room



Common Room



Cafeteria



Convenience Store



Book Store



Stationery Shop



Bank



Pharmacy



Flower Shop



Optical Shop



Please contact your home institution's International Office or the Center for International Exchanges (CIE) of Kyung Hee University Global Campus for further information. Exchange students may reserve a room through the CIE as a special service available to them.

**Center for International Exchanges**

Kyung Hee University Global Campus at Suwon

Tel: 82 31 201 3177 / Fax: 82 31 201 3179

E-mail: [intlctr@khu.ac.kr](mailto:intlctr@khu.ac.kr) / Web site: <http://intl.khu.ac.kr>