



International Scholars
 **handbook**

+ Center for International Exchanges
Kyung Hee University at Suwon Campus



International Scholars Handbook



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■ ■ Academic Calendar



First (spring) Semester

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



Second (fall) Semester

| | | |
|------------------|-------------|-----------------------------------------|
| September | First Week | Class Begins |
| October | Third Week | Mid-term Examinations |
| | Fourth Week | Kowhang Festival |
| November | Last Week | Pre-registration for the First Semester |
| December | Second Week | Final Examinations |

■ ■ Kyung Hee University at a Glance



Brief History

A private university, Kyung Hee is 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 Suwon Campus opened in 1979, followed by the Kwangnung Campus in 1984.



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 Nations, charting the establishment of The United Nations' Day and Year of Peace.



The Facts

- **Student Enrollment** : 29,080
- **Undergraduate** : 23,638
 - Seoul Campus : 12,410
 - Suwon Campus : 11,228
- **Graduate** : 5,442
- **University Administration**
 - Chancellor-Founder : Dr. Young Seek Choue
 - President : Dr. Byung-Mook Kim
- **Three Campuses**
 - Seoul: 245 acres
 - Suwon : 510 acres / 25 miles south of Seoul
 - Kwangnung (Graduate Institute of Peach Studies) : 12 acres / 25 miles north of Seoul

Center for International Exchanges (CIE)



Brief History

In 1984, the Center for International Exchanges (CIE) was established on the Seoul Campus to promote international education exchange programs for students and faculty members as well as to coordinate various other international activities at the university. With the enlargement of its roles and activities, the CIE was set up also on the Suwon Campus in 2005.



The Major Activities of CIE include the Following:

- Cross-institutional credit exchange programs with sister universities overseas
- Joint-research and faculty exchange programs
- Cultural and educational programs for international students
- Support for the various international conferences and activities held at the Kyung Hee University campuses

CIE at KHU can provide you with practical advice and information that will help you prepare for living in Korea and studying at KHU. When you arrive, KHU students together with our staff will help you to ease into campus life in the Korean community. Please report to CIE as soon as you arrive and we will be more than happy to assist you.





Office Staff

■ **Prof. Gon Khang (gkhang@khu.ac.kr)**

- Dean, Center for International Exchanges
- Professor, College of Electronics and Information

■ **Ms. Kyungah Suh (kasuh@khu.ac.kr)**

- International Program Coordinator

■ **Ms. Bo-Ah Chang (boa@khu.ac.kr)**

- International Program Coordinator

■ **Mr. Jongkoo Jo (jongkoojo@khu.ac.kr)**

- International Program Coordinator

■ **Ms. Kyungah Hwang (neggya@khu.ac.kr)**

- Associate Staff



Contact Us

- Address : 1 Seocheon-dong, Giheung-gu, Yongin-si,
Gyeonggi-do 446-701, Republic of Korea
- Tel : +82-31-201-3177~8
- Fax : +82-31-201-3179
- E-mail : intlctr@khu.ac.kr
- Web site : <http://intl.khu.ac.kr> (English) / <http://intlctr.khu.ac.kr> (Korean)
- Location : Graduate School of Pan-Pacific International Studies,
3rd Floor (Room 302), Kyung Hee University at the Suwon Campus

■ ■ International Service Center (ISC)



Brief History

The International Service Center (ISC) is the embodiment of our efforts at Kyung Hee University to create a location in which both our international and Korean students can join together, share cultural insights, and learn about one another. ISC was established in 2005 at the Suwon Campus and provides a forum not only for language exchange, but also for expanding our cultural horizons, embracing differences, and promoting discussion between Korean and foreign students and faculty about international topics. ISC activities range from informal discussions to academic seminars and cultural celebrations.



Mission

The mission of the International Service Center is to support Kyung Hee's teaching, research, and public service efforts by effectively meeting the campus and community needs of international students and scholars. Our staff assists with problems related to immigration and employment status, social and personal adjustments to a new culture, and practical matters related to students stay in Kyung Hee University. Students are asked to report to ISC when they arrive in Suwon and bring their passports. They will be provided with an orientation to the university community and city of Suwon, as well as receive an information package. ISC also can assist visiting international scholars with immigration matters, work permits, advice on personal concerns, or any topic of special interest.



Visa and Immigration Counseling

- Foreign registration
- Permission to extend the period of stay (Visa extension)
- Permission to change the status of sojourn
- Report on change of place of sojourn
- Re-entry permit: D-2 (student visa) / D-4 (training visa) / E-1, E-2 (scholar visa)



Academic & Practical Support

- Course registration / evaluation
- Certificate services
- Internet / Computer / Printer Service
- International Program Information
- Transportation, Housing, Shopping, Health Insurance, Money, Banking, ID card



Newspapers and Magazines

The Korea Herald, Money & Investing, The Millennium, The Asian Wall Street Journal, Elle, Time, Newsweek, National Geographic, Popular Science, Premiere



Events

- Friday Night Movie
- Language Support
- Birthday Parties
- Fellowship with Korean Friends



Food and Beverages

- Coffee 200 Won / Green Tea 200 Won / Juice 500 Won
- Cookies 800 Won / Bread 700 Won

* Prices and items are subject to slightly change



Office Hours

ISC is open from Monday to Friday, except on University holidays. Our business hours are from 10:00 am to 5:00 pm. We, therefore, strongly recommend that students fill out the request form and send it by e-mail to make an appointment. If students wish to see a particular advisor or need counseling, they are asked to call or email using the ISC request form available on the Web site at <http://intl.khu.ac.kr>.



Address Updating

Have you changed your address recently? Please update your personal information and address if there have been any changes by informing us of your recent contact information by email or phone.



How to Contact Us

- Phone : +82-31-201-3177~8 or +82-31-201-2150
- Fax : +82-201-3179
- E-mail : intlctr@khu.ac.kr
- Location : Graduate School of Pan-Pacific International Studies, Ground Floor (Room 107),
Kyung Hee University at the Suwon Campus

International Programs

The Suwon Campus of Kyung Hee University offers a number of courses in English for International Students. Followings are the recommended programs for International Students, which offer their courses in English or in Korean.



Kyung Hee International College of Global Studies (KIC)

The School of International Relations and Area Studies (United States, China, Japan, Latin America, and Korea) was expanded into KIC. The main goal of KIC is to produce international leaders who have knowledge of various fields such as international relations, international economy, international commerce, and area studies as well as mastering the English language and cross-cultural communication skills, all of which are indispensable for the success in this age of globalization.

- Phone : +82-31-201-2280
- Fax : +82-31-204-8113
- E-mail : kic@khu.ac.kr
- Web site: <http://web.kyunghee.ac.kr/~kic>



Department of Korean Language and Culture

The Korean Language Program is divided into two major areas: Korean linguistics and Korean language education. Korean linguistics includes the study of phonology, syntax, semantics, and pragmatics; Korean language Program trains students interested in the Korean language to have the qualifications to teach Korean to foreigners. The Korean Culture Program is composed of courses designed to expose students to Korean culture.

- Phone : +82-31-201-2239 / 2272
- Fax : +82-31-204-8112
- E-mail : cofla7@khu.ac.kr
- Web site : <http://korean.kyunghee.ac.kr/foreign/eng/department.html>



Graduate School of Pan-Pacific International Studies (GSP)

GSP offers varied levels of scholarships for eligible students based on entrance exam scores and academic marks. Since most students are awarded scholarships, competition for admission is high. With all courses taught in English, GSP is divided into: The Department of International Trade and Cooperation, The Department of International Business, The Department of Latin American Studies, and The Department of International Relation Studies.

- Phone : +82-31-201-2146~9
- Fax : +82-31-204-8120
- E-mail : khwb7200@khu.ac.kr
- Web site : <http://gsp.khu.ac.kr>



Graduate Studies at the College of Electronics and Information

The College of Electronics and Information consisted of nine major fields: Electronic Engineering, Computer Engineering, Radio Communication Engineering, Information and Communication, Optoelectronics, Mathematics and Applied Mathematics, Physics and Applied Physics, Astronomy and Space Science, and Biomedical Engineering. Today, the total number of freshmen entering each year is 460, making it the largest college on the Suwon campus.

- Phone : +82-31-201-2135~6
- Fax : +82-31-204-8118
- E-mail : khwc5750@khu.ac.kr
- Web site : http://web.kyunghee.ac.kr/~eng_eni/



Korean Language Programs at the Institute of International Education (IIE)

The IIE (Institute of International Education) offers a Korean Language Program for overseas students from over 40 different countries. The Regular Program is a 16-week semester program with 15-21 class hours per week. A unique feature of this program is the student volunteer program in which one volunteer Korean student is designated for each participant to provide immeasurable help outside the classroom.

- Phone : +82-2-961-0081~2
- Fax : +82-2-959-9018
- E-mail : iie@khu.ac.kr
- Web site : <http://www.iie.ac.kr>



International Taekwondo Academy (ITA)

Kyung Hee University's Department of Taekwondo is one of the oldest and finest programs in the world. The department offers a 4-year Bachelors degree. Graduates leave with a 4th degree black belt and referee certification, fully prepared for a career in Taekwondo. The academy offers a two or three-week's training program in January and July with 30-35 class hours a week at skill levels ranging from beginner to instructor.

- Phone : [+82-31-201-2708](tel:+82-31-201-2708)
- E-mail : jksong@khu.ac.kr



■ ■ Immigration Information

This information has been excerpted from the Web site of Immigration Bureau at <http://www.immigration.go.kr/indeximmeng.html>, and please visit its Web site for more information.

■ ■ Visa Application

If you want to visit Korea for a stay of more than 90 days, you must obtain a Korean visa before commencing a travel to Korea.

※ Canadian citizens, however, can enter Korea without a Korean visa for a stay of up to 6 months. But, if the Canadian citizens wish to engage in remunerative activities during their stay in Korea, they also must obtain a Korean visa appropriate to their purpose.

Document requirements are as follows:

- A travel document (i.e. passport)
- A color photograph
- Application forms (Downloadable at <http://www.immigration.go.kr/indeximmeng.html>)
- A Certificate for Recognition of Visa Issuance, if applicable
- Other documents according to the visa category may be additionally required

| | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professor (E-1) | <ul style="list-style-type: none"> ■ A certificate for recognition of visa issuance, if applicable <ul style="list-style-type: none"> * Please refer to the detailed information below ■ A certificate of career ■ An employment contract, or a certificate of prearranged employment |
| Foreign Language Teaching (E-2) | <ul style="list-style-type: none"> ■ A certificate for recognition of visa issuance, if applicable <ul style="list-style-type: none"> * Please refer to the detailed information below ■ An employment contract, or a certificate of graduation ■ Documents related to the set-up of the foreign language teaching institution ■ Reference ■ A certificate of performance as sealed by the graduated university |

- Fees : Visa fees are as follows:
 - Single entry visa for a stay of no more than 90 days : USD30
 - Single entry visa for a stay of more than 90 days : USD50
 - Multiple entry visa : USD80
 - For citizens of United States of America, multiple entry visa fee is USD45 on the basis of the mutual agreement in 1994
 - Extension of Re-entry Permit : USD20
 - * All fees are subject to change under the government regulation

Note 1) Nationals of the countries below are exempted from paying Visa fees, under specific conditions.

| Visa fees exemption countries | Conditions |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Britain, Sweden, Spain, Italy, Thailand, Japan, Taiwan | Every Visa (Regardless of its period of stay) ※In case of Britain, the period of stay should be no more than six months |
| Colombia, Barbados, Peru, Liberia, Dominican Republic | Only for long-term visas with the period of stay more than 91 days |
| Paraguay, Benin, Romania, Brazil, Uruguay | Only for long-term visas with the period of stay more than 91 days, and applied by diplomatic or official passport holders only |
| Mongolia, Venezuela | Only for the visas with the period of stay more than 31 days, and applied by diplomatic or official passport holders only |
| Australia | Only for C-2 Visa with the period of stay no more than 90 days |

Note 2) A Certificate for Recognition of Visa Issuance, if applicable

- A Certificate for Recognition of Visa Issuance is for facilitating visa issuance processes. Korean missions abroad, when appropriate, are issuing Korean visas in accordance with a Certificate for Recognition of Visa Issuance.
- A Certificate for Recognition of Visa Issuance is not equal to a Korean visa. Thus, if you arrive at ports of entry in Korea without a Korean visa, you may be subject to inadmissibility
- How to get issued:
 - Step 1 : An inviter in Korea makes an application for a Certificate for Recognition of Visa Issuance to a local or district Immigration office having jurisdiction over the place of his/her residence.
 - Step 2 : A Korean inviter receives a Certificate for Recognition of Visa Issuance from an Immigration office and sends it to his/her invitee overseas.
 - Step 3 : The visa applicant submits a Certificate for Recognition of Visa Issuance to a Korean mission overseas, along with other documents required, when applying for a visa.

Note 3) What to submit to the Center for International Exchanges besides to the Department of Academic Affairs

- You need to send the **official transcripts sealed by your school stamp** and the **original degrees** both of which are from your graduate and undergraduate to the Center for International Exchanges with following address:

Center for International Exchanges
Kyung Hee University (Suwon Campus)
1 Seocheon-dong, Giheung-gu, Yongin-si,
Gyeonggi-do 446-701, Republic of Korea

* Original degrees will be returned to you later

- Besides for visa application, you will need to submit several documents to the Department of Academic Affairs for your contract. Please contact the Department of Academic Affairs for your contract and required documents via email at khwa5031@khu.ac.kr or phone to +82-31-201-3031~4.

■ ■ 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 (Downloadable at <http://www.immigration.go.kr/indeximmeng.html>)
- A travel document (passport)
- Three color photos (3 × 4)
- Other documents according to the visa category may be additionally required

| Status of Stay | Additional Documents |
|---------------------------------|----------------------------------------|
| Professor (E-1) | A certificate of business registration |
| Foreign Language Teaching (E-2) | A certificate of business registration |
| Research (E-3) | A certificate of business registration |

- Fee (10,000 won)

If the application is accepted, the Immigration Officer in charge will stamp the applicants 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:

- A travel document such as a passport
- alien registration card, if applicable
- An application form
(Downloadable at <http://www.immigration.go.kr/indeximmeng.html>)
- Reasons for extension of stay
- Other documents according to the visa category of visa may be additionally required

| Status of Stay | Additional Documents |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professor(E-1) | <ul style="list-style-type: none"> • An employment contract (unless the period still remains valid) • A certificate of incumbency |
| Foreign Language Teaching (E-2) | <ul style="list-style-type: none"> • An employment contract (unless the period still remains valid) • A certificate of incumbency • A certificate of business registration • A certificate of registration as a foreign language teaching institution • A reference |
| Research (E-3) | <ul style="list-style-type: none"> • An employment contract (unless the period still remains valid) • A certificate of incumbency • The materials related to the foundation of the entity (university, college, institute, etc.) |

- Fee (30,000 won)

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

■ ■ Academic Regulations



Information Regarding Lectures

1. Guidelines for Course Management

- 1) Manage class according to school procedures and create a good learning environment.
- 2) Take attendance for every class.
- 3) Give applicable assignments to students (which shall be reflected in students's grades).
- 4) Testing Procedures:
 - Administer regular exams (mid-term and final exams)
 - Administer examination questions
 - Proctor exams for his/her courses
 - Check student identification and change student seating before administering the exam

2. Managing Educational Processes

- 1) Professors will improve existing teaching materials and create new materials from time to time.
- 2) Professors will manage or participate in committees managing educational processes.

3. General Course Timetable Organization

- 1) Allocating class time over more than four days per week, or for a three-hour lecture, should be avoided (exception: exams, practice, subjects that mainly consist of practice).
- 2) For the convenience of students majoring in more than one area, block lectures and lecture times should be fixed.
- 3) Changes to the course timetable are prohibited.

4. Professor's Work Guidelines

- 1) Lectures must be given at least four times a week (lecturing at other schools is restricted).
- 2) Overseas travel and business trips during the semester should be avoided.
- 3) Canceling class should be avoided. In the event class must be cancelled, the professor must submit a statement regarding the class cancellation to the appropriate administrative office.
- 4) Teaching nine credit hours per week per semester is required.
- 5) Course syllabus should be submitted in a timely manner to the appropriate administrative office before the semester begins as requested.

- 6) Attendance at various meetings and school functions is encouraged.
- 7) Grades should be based on exam results, among other things.
(i.e., mid-term exam : 40-60%, final exam: 40-60%)
- 8) If you have more questions, please contact the Department of Academic Affairs.(Tel : +82-31-201-3042)

5. Full-time Teachers' Lecture Time Allotments

- 1) Allocating class time over more than four days per week, or for a three-hour lecture, should be avoided. However, for those full-time professors who lecture at both Seoul and Suwon campuses, they must teach at least three days a week at their main campus.
- 2) Arbitrary changes to the general course timetable or assigned lecture time or room is prohibited.

6. Full-time Teachers' Weekly Time Requirement

- 1) Teaching nine credit hours per week per semester is required. However, the following exceptions shall apply:
 - Courses that include both theory and practice require 10 credit hours a week;
 - Courses that mainly include practice require 11 credit hours a week; and
 - Courses that mainly include experimenting and practice require 18 credit hours per week.
 - According to the specific course type, the ratio should be as follows: for theory/practice courses—one hour of theory to one hour of practice, for experiment/practice courses: two hours of experiment time to one hour of practice.
- 2) Calculation for Weekly Time Requirement
 - Required credit hours from both the undergraduate and graduate level shall be combined for the calculation of the weekly time requirement.
 - In the event the required credit hours for spring semester are not achieved, then such professor must make up for those credit hours in the fall semester.
 - In the event the required credit hours for fall semester are not fulfilled and the number of credit hours taught for the spring semester exceed the required number of credit hours, the professor shall return payment for lectures for the spring semester and whether that will be sufficient.

7. Calculation of Extra Pay

Extra pay will be calculated by hourly rates according to an order based on specialized graduate programs and departments.

The calculation of extra pay shall only take place when the number of hours exceeds the required number of credit hours (i.e., nine credit hours).

A professor will be compensated with extra pay for only the actual hours he/she taught in instances when classes are taught by a team of professors or for certain periods.

■ ■ Grading System

1. Regular Exams and Make-up Exams

- 1) Regular Exams: Mid-term exam (8th week of semester), Final exam (Last week of semester)
- 2) Additional Exams: Students who cannot sit for a regularly scheduled exam due to military service, illness, or any emergency situation, need to obtain the Dean's written approval to sit for a make-up exam.

2. Qualifications for Sitting for an Exam

Any student who has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

3. Exam Evaluation Methodology

Course grades shall be based on a 100 point scale combining both class performance (attendance, presentations, assignments) and tests (mid-term and final exam).

4. Evaluation Standard : Evaluation Ranking

| Score | 93-100 | 90-92 | 87-89 | 83-86 | 80-82 | 77-79 | 73-76 | 70-72 | 67-69 | 63-66 | 60-62 | 57-59 | 0-56 |
|---------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| Grade | A+ | A | A- | B+ | B | B- | C+ | C | C- | D+ | D | D- | F |
| Average | 4.3 | 4.0 | 3.7 | 3.3 | 3.0 | 2.7 | 2.3 | 2.0 | 1.7 | 1.3 | 1.0 | 0.7 | 0 |

13 Grade Levels

5. Invalidating Grades ("F" mark or no grade)

Reasons for giving a student an "F"± grade or no grade, include the following:

- 1) Academic dishonesty: A student who has been found to have cheated, and therefore suspended from school, shall be given an "F"± grade for all registered classes for that particular semester.
- 2) Poor attendance: A student who has failed to attend at least two-thirds a class will be given an "F" for that class.
- 3) Non-registered students: A student who has failed to register for a class shall not be given credit for that class.
- 4) Violation of Article 7 of the University Operations Guidelines.
- 5) Registration of same classes will result in no grade.
- 6) Any other dishonest conduct will result in either an "F" mark or no grade at all.

■ ■ General Information



Performance Evaluation (Annual Salary Calculation Criteria)

1. Evaluation performance standards shall be made according to the specific characteristics of the given academic field.
2. A committee based at the Seoul campus headquarters shall be in charge of performance evaluations and salary matters.
3. The evaluation criteria shall mainly be based on research results, lectures, community service, and educational content. However, various criteria may be changed to accommodate the professor's academic field.
4. The results of the performance evaluation will be reflected on the professor's salary the following year of the evaluation, and will not affect promotions or re-hiring.
5. Further reference: Please see the Regulations on Performance Evaluations for Professors.



Sabbatical

1. Qualifications to Apply:

- 1) Six years or more full-time teaching experience at Kyung Hee University and outstanding performance evaluations;
- 2) In the event that a professor applies for another sabbatical, he/she must have taught full-time for six years or more since the last day of his/her previous sabbatical.
- 3) Any long-term, overseas travels shall be considered to be a sabbatical-like benefit. Therefore, any such period of long-term, overseas travel shall be deducted from the standard one-year sabbatical term.

2. Term: One year (maximum)

3. Effective Date : The first day of each semester (March 1st, September 1st)

4. Rights

- 1) Full salary for the sabbatical year
- 2) Guaranteed job at Kyung Hee University after sabbatical ends

5. Obligations

- 1) Immediate return to work after sabbatical period ends
- 2) Must submit a report containing sabbatical results within one year from the end of the last day of the sabbatical.
- 3) Lecturing at another school or taking a job at another institution during the sabbatical is prohibited.
- 4) Upon return from a sabbatical year, there is a mandatory three-year work requirement.
- 5) For violations of any of the above provisions or any disciplinary action which results in resignation, full repayment of any and all amounts provided during the sabbatical year must be repaid to Kyung Hee University.

6. Limitations

Professors selected for sabbatical cannot exceed the following amounts:

- 1) One-fourth of the registered teachers in a professor applicant's department, including teachers on leave, visiting professors, teachers on overseas dispatch funded by the school or national government, and those teachers on long-term overseas travel; and
- 2) One-tenth of the registered teachers in a professor applicant's college.
* EXCEPTION: In the event that the registered number of teachers in a professor applicant's department is less than four people, then one-tenth of the registered teachers in professor applicant's college shall be applied.
- 3) Any professor who has been disciplined for any improper actions must wait three years before applying for sabbatical.



College Tuition Assistance for Professors' Children

Full-time professors with children who will be attending college are eligible for a one-time, 1,000,000 won financial award to be used to help pay college tuition. (Limit: one award per professor)



Childcare Assistance

Full-time professors with young children not attending elementary school yet are eligible for a one-time, 500,000 won financial award to be used to help pay childcare fees. (Limit: one award per professor)



Short-term Overseas Travel

1. Purpose

- Conference participation
- Gathering data and documents

- Various training/study
- Inspection visits
- Other official work
- Administrative travel

2. Travel Period : Three months (maximum)

3. Approval Process: Written approval from the professor applicant's supervising dean

* Please fill out and submit the form to the administration office in your department.

4. Necessary Documents:

- Overseas travel recommendation
- Overseas travel statement of purpose



Research Assistance

University Sponsored Grants and Financial Assistance for Research Activities

| Research Activity | Application Period | Scope of Assistance | Remarks |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------|
| Grant for publication of work in a scientific journal (domestic or international) | Within three months of the date of publication of the journal | Case-by-case basis | Indirect costs |
| Grant for revision of work submitted to a scientific journal (international) | Within three months of the date of revision application | Maximum of 150,000 won | Indirect costs |
| Grant for academic writing | Anytime | Case-by-case basis | Indirect costs |
| Grant for indirect research expenses based on research results | Anytime | Incentive: 2% of the total research expenses | Indirect costs |
| Grant for research group activity | Separately announced (Seoul campus: mid-March Suwon campus: mid-August) | Maximum of 5,000,000 won per research group, calculated by case-by-case basis | Indirect costs |
| Grant for participating in a domestic conference/seminar | One week prior to the conference date | Case-by-case basis | Indirect costs |
| Grant for hosting a conference/convention | One month prior to the start of the conference/convention Indirect costs | Case-by-case basis | |
| Grant for affiliated research institutes | Separate announced | Case-by-case basis | Indirect costs |

As long as the application for grants and financial assistance are submitted according to the regulations, the University will try to provide newly appointed faculty (including full-time lecturers and above) with the appropriate funds in a timely manner.

■ ■ General Affairs

1. Applying for University Pension Plan

In order to apply for the pension plan, you will need to fill out and submit a Standard Monthly Salary Card, including your work experience in Korean.

2. Health Insurance

In order to apply for health insurance through Kyung Hee University, please submit a copy of you and your dependents' (if any) foreigner registration card(s) or residency card(s).

3. Direct Deposit

After filing the appropriate direct deposit form, please submit it to the Accounting Section of Kyung Hee University.

4. Accounting Section's Affairs

1) Payment of Monthly Salary

- **Payment Date** : The 25th day of every month. (In case the 25th day is a holiday, payment will be made the previous day)

2) **Preparation of Income Tax Report** : Prior to tax return season, you will receive a detailed packet explaining the various procedures and required documents need to file your end-of-the-year tax adjustment with the Korean National Taxing Authority. In order to prepare for such filing, you should gather the following documents throughout the year to attach to your filing and submission.

- **Insurance Payment Certificate(s)** : For insurance payments made for both you and any of your dependents who are named beneficiaries to any insurance plans you pay for. (i.e., auto insurance, fire insurance, life insurance policies, etc.)

- **Medical Expenses Receipt(s) or Certified List(s)** : For medical payments made for medical exam and treatment for both you and any of your dependents. (Annual exemption amount: a 5,000,000 Won limit of 3% of the total taxable monthly income)

- **Educational Expense Payment Certificate(s)** : School tuition for your spouse, your children, and/or your siblings as follows:

* Preschool : Up to 1,500,000 Won per child annually

* Elementary school, junior high school, & high school: Up to 2,000,000 Won per child annually

- * College/University : Up to 5,000,000 Won per person annually. Please submit the applicable registration receipt(s) as proof of payment.
- **Donation Payment Receipt(s) or Certificate(s):** For donations to local and national governments, and registered religious organizations. (A 10% limit on your annual taxable income)
- **Earned Income Tax Withholding Receipt(s) :** In the event that you worked taught or worked for another institution or company prior to Kyung Hee University, you will need to obtain those documents and file them with your Kyung Hee University income tax filing, or separately any time next year in the month of May.
- **Credit Card Expense Receipt(s) :** [Credit card expenses - 10% of total annual salary] * 20% deduction

* * Deduction limit: The lesser of 5,000,000 Won and 10% of total annual salary



Acquiring a University E-mail Account

Faculty E-mail Information: <http://mail.khu.ac.kr>

Procedure for Applying for a University E-mail Account: Send your desired e-mail user id and password, university ID number, department information to the University Information Services (it@khu.ac.kr, or 031-201-3164). After your faculty status is confirmed, you will be notified of your new e-mail address, which will be your userid@khu.ac.kr.



■ ■ Campus Life



School ID Card & Various Certificates

One-Stop Service Center issues various certificates such as a certificate of employment, an income tax statement. It is on the second floor of the Student Union Building (Phone: +82-31-201-2288 / Fax: +82-31-204-8123). School ID cards will be issued at the Woori Bank located on the second floor of the Student Union Building upon request (Phone: +82-31-273-4380).



Campus Clinic

Campus Clinic is located on the second floor of the Student Union Building next to the Central Library (Phone: +82-31-201-3118~9). 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, write ahead to see if it is available here. In case of serious health problems, it is recommended to contact the office staff immediately so that arrangements can be made.



Private School Teachers Pension

School teachers may join the Private School Teachers Pension while they are teaching at KHU. The pension will be provided upon request after resigning from or leaving Korea. The required documents for the pension are the following:

- Application Form (available at the general administration office mentioned below)
- Copy of bank account number (Korean banks only)
- Copy of the Alien Registration card

The Department of General Affairs is located on the first floor of the Main Library Building (Phone: +82-31-201-3101~5 / Fax: +81-31-204-8109)



Salary & Tax

Salary will be paid on the 25th of every month. The accounting office located on the first floor of the Student Union building administers this area. (Phone: +82-31-201-3151~6)

Foreign professors are exempted from the income tax for the first two years visit in Korea by making application. The tax office requires to submit six documents as following:

1. Application form (available at the accounting office mentioned above)
2. Certificate of the facts of alien registration
3. Copy of the passport (to check the first entrance date)
4. Copy of the Alien Registration Card
5. Copy of the contract (with Kyung Hee University)
6. Copy of the invitation letter (from Kyung Hee University)

Please prepare above documents and stop by the Center for International Exchanges with them. #1 will be filled out together since it is lettered in Korean. #2 lettered 외국인등록 사실증명서 in Korean will be issued from the Suwon Immigration Bureau.



Housing

Many one and two room apartments (studio apartments) can be rented on a monthly basis. However, apartments can be leased either using a monthly rental system or a large deposit system, known as Jeon-sae. Rooms and apartments are measured by Pyung, with a typical one room apartment measuring 7 Pyung. (1 Pyung is equivalent to about 3.3 square meters)

Off-campus housing includes boarding houses that offer meals and those that do not. The cost depends on the number of people per room, the number of meals, and the type of laundry service. Private boarding houses in Korea require a deposit which varies from 10 times to 20 times the actual monthly rental. However, you will receive the exact amount back at the end of the lease.





Campus Facilities

1. Central Library (<http://library.khu.ac.kr/>)

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

1) 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**

- Lecturer : 20 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 Cafe 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 khwd8202@khu.ac.kr.

2) 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. - 12:00p.m.(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.)

2. 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

3. 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.

4. Cafeteria

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

5. 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.

6. Banks

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

■ ■ Suwon Community Life



Boarding Houses and Apartments

Although students are required to live in the dormitory, a few married students live in the area across from the main gate. This area is called Youngtong-dong. Many one and two room apartments can be rented on a monthly basis. However, apartments can be leased either using monthly rental system or large deposit system, known as Jeon-sae. Rooms and apartments are measured by Pyung, with a typical one room apartment measuring 7 Pyung.



Shopping

Youngtong-dong has many shopping centers, and several more are currently under construction. The places that you may find the most useful are Home Plus and Grand Mart. Both are located on the main road in Youngtong-dong directly across from each other. You can easily walk there within 10 minutes. Both Grand Mart and Home Plus offer a wide range of discount items, household supplies, groceries, clothes, and electronics. You will find the groceries in the basement of Grand Mart and on the second floor of Home Plus. Both have a selection of international food items (mostly North American and European) as well as fresh produce, meat, milk, and dried foodstuffs. If you want international selection, you can try Carrefour which is closer to Aju University. To get there, you can take the number 2 bus outside of Home Plus. There are no direct buses from Kyung Hee University.



Restaurants

- **Korean** : You can find all kinds of restaurants just outside the front gate and in the Youngtongdong area. There are many Korean restaurants in the area that serve galbi (ribs), kalguksu (a chopped noodle soup), samgyupsal and bulgogi. But you can also find many specialty restaurants such as eel, tofu, mushrooms, raw fish, samgyetang, and dolsotbap.
- **Western** : You can find many Western restaurants over inside and near Home Plus, including Pizza Hut, Kentucky Fried Chicken, and McDonalds. However, closer to the front gate, you can find an Italian restaurant called CasaZio.
- **Other** : Currently there are not many non-Western, non-Korean restaurants. A nice Vietnamese restaurant (Pho' Pho') can be found almost directly across from the front entrance, on a street parallel to the main

street. They specialize in rice noodle soups. Many international restaurants, Thai and Indian, can be found in Seoul, especially in the Apgujeong, Kangnam, and Itaewon areas. The Korea Herald regularly carries advertisements for them.



Medical Care

Besides the Campus Clinic mentioned on page 23, Youngtong-dong has numerous doctor's offices, including a number on the third floor of the Pizza Hut building. If you wish to see Fluent English speaking doctors, Ajou University Hospital has a number of English speak doctors. If you ask at the information desk, they will direct you. You will also find English speaking doctors in the major University Hospitals in Seoul including Yonsei Severance Hospital.



Nightlife

The nightlife in Kora is very active, and Korea has a strong drinking culture. You will find many hofs (bars) in Youngtong-dong. You can also find nightclubs at major hotels, like the Castle Hostel. If you are interested in movies, Youngtong-dong has a cinema with 4 screens, and Megabox has a 6 screen cinema at the Suwon Bus Terminal. You can also find numerous video rental stores and even some video viewing rooms in the Youngtong-dong area. If you like coffee, ice, cream, or tea, there are many coffee shops, some neo-traditional teahouses, and numerous ice cream parlors in the downtown area of Youngtong-dong. Finally, in order to truly experience a part of Korean nightlife, you should visit a Noraebang (singing room) with some friends. Both Korean and English songs are available. There is even a Noraebang in the basement of Woojungwon dormitory.



Sports Facilities (Off campus)

There are a few fitness centers / health clubs in the central business area of Youngtong-dong. The membership fee and facilities vary greatly. One of the best off-campus fitness centers is located in the Sports Center at Noble County located a short distance from Aejiwon dormitory, just off campus. The fitness center has treadmills, bicycles, and weight machines. There is also a swimming pool. The fee for the fitness center is 100,000 won a month and the swimming pool charges 7,000 won per visit.

■ ■ Transportation

* Note: Bus Schedule and fares are subject to change

1) 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 1600 Won and buses inside Suwon area cost 900 Won.

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

| Bus Number | Routes |
|------------|---------------------------------------------------------------|
| 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.

2) 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 quit far from Kyung Hee University, and it is recommend 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.

3) School Buses

For commute of faculty members, school buses are provided during the rush hour for free. Following is the time table.

■ To the Suwon Campus

| From the Seoul Campus | Time | From Gangnam | Time |
|-----------------------------------------|-------------|-----------------------------------------|-------------|
| Seoul Campus | 07:15 | Exit 3, Gangnam Station | 07:50 |
| Exit 1, Jegi Station | 07:25 | | 08:00 |
| Dongdaemun Stadium | 07:33 | | 09:10 |
| Exit 6, Nonhyun Station | 07:45 | | 10:00 |
| Exit 3, Gangnam Station | 08:00 | Exit 2, Yangjae Station | 07:53 |
| Exit 2, Yangjae Station | 08:03 | | 08:03 |
| Suwon Campus (Arrival) | 08:50 | | 09:13 |
| | | | 10:03 |
| | | Suwon Campus (Arrival) | 08:40 |
| | | | 08:50 |
| | | | 10:00 |
| | | | 10:50 |
| From Bundang | Time | From Suwon | Time |
| Migeum Station | 07:15 | Ajou University Bus Stop, Suwon Station | 08:50 |
| Jungja Station | 07:25 | Suwon Theater | 08:13 |
| Sunae Station | 07:33 | New-core Department Store | 08:21 |
| 206-dong, Hanshin Apt., Seohyun Station | 07:45 | Shinmaetan Crossroad | 08:23 |
| Jukjeon Common Resting Place | 08:00 | Bupwonap | 08:25 |
| Exit 2, Yangjae Station | 08:03 | Woncheon Underground Passage | 08:38 |
| Suwon Campus (Arrival) | 08:50 | Yongtong Village | 08:31 |
| | | Suwon Campus (Arrival) | 08:50 |

■ From the Suwon Campus

| To | Time |
|--------------|-------------|
| Seoul Campus | 17:30 |
| Gangnam | 17:30 |
| | 18:00 |
| | 20:30 |
| | 22:00 |
| Bundang | 17:30 |
| Suwon | 17:30 |

■ ■ About Korea, Seoul and Suwon



About Korea (<http://english.tour2korea.com/>)

1. Land

The Korean peninsula extends southward from the eastern end of the Asian continent. It is roughly 1,020km (612miles) long and 175km (105miles)wide at its narrowest point. Mountains cover 70% of the Korean's land mass, making it one of the most mountainous regions in the world.

The lifting and folding of Korea's granite and limestone base has created breathtaking landscapes of scenic hills and valleys. The mountain range that traverses the length of the east coast plunges steeply into the East Sea, while along the southern and western coasts, the mountains descend gradually to the coastal plains that produce the bulk of Korea's agricultural crops, especially rice.

The Korean peninsula is divided just slightly north of the 38th parallel. The democratic Republic of Korea in the south and communist North Korea are separated by a demilitarized zone.

South Korea's 99,500 sq.km is populated by 48.2 million people. Administratively, the Republic of Korea consists of nine provinces (do), the capital of Seoul and the six metro-politan cities of Busan, Daegu, Incheon, Gwangju, Daejeon and Ulsan. In total, there are 77cities (si) and 88 counties (gun).

2. National Flag

The Korea flag is called the "Taegukgi". Its design symbolizes the principles of the yin and yang in Oriental philosophy. The circle in the center of the flag is divided into two equal parts. The upper red section represents the proactive cosmic forces of the yang. Conversely, the lower blue section represents the responsive cosmic forces of the yin. The two forces together embody the concepts of continual movement, balance and harmony that characterize the sphere of infinity. The circle is surrounded by four trigrams, one in each corner. Each trigram symbolizes one of the four universal elements: the heavens, earth, fire, and, water.

3. National Flower

The national flower of Korea is the “Mugunghwa” or Rose of Sharon. Every year from July to October, a profusion of the “Mugunghwa” blossoms graces the entire country. Unlike most flowers, the “Mugunghwa” is remarkably tenacious and able to withstand both blight and insects. The flower’s symbolic significance stems from the Korean word mugung, meaning immortality. This word accurately reflects the enduring nature of Korean culture, and the determination and perseverance of the Korean people.

4. Climate

Korea lies in the temperate zone and has four distinct seasons. In late March or early April, the trees burst into leafy splendor to mark the beginning of spring. Mostly sunny days can be expected from March to May. During the relatively hot and rainy summer season, the vegetation is lush. By June the average temperature is over 20°C (68°F). Monsoon rains usually begin around the end of June and last until mid-to-late July. August is hot and humid. The coming of autumn in late September brings continental winds and clear, dry weather, making the fall months perhaps the most pleasant time of year. October’s vivid golds and vibrant reds create a colorful panorama. December to February are cold and dry with occasional snow. During the winter months, three or four days of cold weather are often followed by a few warmer days.



About Seoul (<http://english.seoul.go.kr/>)

Seoul has been the center of the politics, economy, culture and transportation of Korea for six centuries since King Taejo, the founder of the Joseon Dynasty, moved the capital there in the third year (1394) of his reign. Today one quarter of the nation’s population lives in Seoul. Seoul preserves numerous relics of the Joseon Dynasty: the Dongdaemun and Namdaemun Gates; five extant palaces, namely Gyeongbokgung, Changdeokgung, Changgyeonggung, Deoksugung and Gyeonghuigung; the royal tombs, including Hongneung and Seonjeongneung; and Sung Kyun Kwan, the Confucian education institution. The litany of Seoul’s cultural heritage is endless.

The city’s legacy winds through its labyrinthine alleys. At the same time, Seoul has risen as a global landmark of modernity, with many must-see attractions: Lotte World, an amusement park; Seoul Tower, the symbol of Seoul, blazing the night through; many parks and museums; department stores and other emporiums; jazz bars, cafes, and a casino. These make Seoul a favorite tourist destination where visitors find all the amenities and entertainment they could want.



About Suwon (<http://eng.suwon.ne.kr/>)

A subway train also connects Seoul with Suwon, one of the principal cities of Gyeonggi-do. Gyeonggi-do is famous for an illustrious history that harmoniously blends with the contemporary world. Notably, it is home to 300,000-year-old Stone Age relics of Jeongok-ri as well as numerous other historical and cultural remains from more recent times. One such structure is the UNESCO World Cultural Heritage site, Hwaseong Fortress which embraces the downtown area of Suwon. It is an example of well-preserved architecture of the Joseon Dynasty built of stone and oven-baked bricks over two years from 1794 during the reign of King Jeongjo.



■ ■ National Holidays / KHU Founding

(No class held)

■ January 1

New Year's Day (신정) : The first day of the solar calendar is celebrated.

■ February 12 (consecutive holidays before and after)

Lunar New Year's Day (구정/설날) : The first day of the first month by lunar calendar, also Known as National Folklore Day. Many families observe rituals honoring ancestors, followed by special food and traditional games.

■ March 1

Independence Movement Day (삼일절) : Koreans observe the anniversary of March 1st, 1919 Independence Movement against Japanese rule.

■ April 5

Arbor Day (식목일) : In accordance with the government's reforestation program, Koreans throughout the country plant trees.

■ May 1

Buddha's Birthday (석가탄신일) : also known as the "Feast of Lanterns." Eighth day of the Fourth Month by the lunar calendar

■ May 18

Founding of Kyung Hee University (개교기념일)

■ May 5

Children's Day (어린이날) : A special day set aside for parents to spend time with and show appreciation for their children

■ June 6

Memorial Day (현충일) : On this day, the nation pays tribute to the war dead, and memorial services are held at the National Cemetery in Seoul.

■ **July 17**

Constitution Day (제헌절) : This day commemorates the adoption of the Republic of Korea Constitution in 1948.

■ **August 15**

Independence Day (광복절) : On this day in 1945, Korea was liberated from Japan after 36 years of colonial rule. This also marks the establishment of the government of the Republic of Korea.

■ **October 3**

Korean's Foundation Day (개천절) : This day celebrates the creation of the Ko-Choson Kingdom in 2333 B.C. by the legendary god-king Tan-gun.

■ **October 5-7**

Korean Thanksgiving or Chusok (추석) : Fifteenth Day of the Eighth Month by the lunar calendar. A great national holiday celebrating the Harvest Moon and family

■ **December 25**

Christmas Day





For more information, please contact:

Center for International Exchanges (CIE)
Kyung Hee University at Suwon Campus
1 Seocheon-dong, Giheung-gu, Yongin-si,
Gyeonggi-do 446-701, Republic of Korea

Phone : +82-31-201-3177~8

Fax : +82-31-201-3179

E-mail : intlctr@khu.ac.kr

Website : <http://intl.khu.ac.kr> (English)

<http://intlctr.khu.ac.kr> (Korean)