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# **2026 School Year Class & Lecture Guidebook**

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**KAU Center for Teaching and Learning**

## 2026 School Year Academic Calendar

Semester	Month	Period	Description
1st semester	Feb. 2026	3 (Tue) - 4 (Wed)	Cart Class Registration
		10 (Tue) - 11 (Wed)	Course Registration
		23 (Mon) - 27 (Fri)	Registration
		<b>27 (Fri)</b>	<b>Freshman Entrance Ceremony</b>
	March	<b>3 (Tue)</b>	<b>Course Opening</b>
		3 (Tue) - 9 (Mon)	Registration Change
		30 (Mon)	4th Week of Course
	May	11 (Mon)	2/3 of Course
	June	<b>9 (Tue) - 15 (Mon)</b>	<b>Final Exam</b>
		16 (Tue)	School Anniversary (74st)
		<b>17 (Wed) - 23 (Tue)</b>	<b>Supplementary</b>
		<b>29 (Mon)</b>	Summer Semester Opening
	July	17 (Fri)	Summer Semester Closing
	2nd Semester	August	6 (Thu) - 7 (Fri)
13 (Thu) - 14 (Fri)			Course Registration
20 (Thu)			<b>Fall Commencement Ceremony (68th)</b>
24 (Mon) - 28 (Fri)			Registration
September		<b>1 (Tue)</b>	<b>Course Opening</b>
		1 (Tue) - 5 (Mon)	Registration Change
		28 (Mon)	4th Week of Course
November		9 (Mon)	2/3 of Course
December		<b>8 (Tue) - 14 (Mon)</b>	<b>Final Exam</b>
		<b>15 (Tue) - 21 (Mon)</b>	<b>Supplementary</b>
		28 (Mon)	Winter Semester Opening
Jan. 2027		18 (Mon)	Winter Semester Closing
February		<b>18 (Thu)</b>	<b>Spring Commencement Ceremony (69th)</b>

※ The schedule may be adjusted by the administration.

# Contents

<b>I. Class Syllabus Registration .....</b>	<b>3</b>
<b>II. Course Registration Consultation .....</b>	<b>6</b>
<b>III. Attendance Management .....</b>	<b>7</b>
<b>IV. Class Cancellation &amp; Supplement .....</b>	<b>9</b>
<b>V. Exam and Cheating .....</b>	<b>10</b>
<b>VI. Exam Record Management .....</b>	<b>13</b>
<b>VII. How to Computerize Grade Data .....</b>	<b>18</b>
<b>VIII. Course Evaluation &amp; Report for Improvement .....</b>	<b>25</b>
<b>IX. Student Counseling .....</b>	<b>27</b>
<b>X. Counseling on Academic Warning .....</b>	<b>28</b>
<b>XI. Guidance on the Use of Information Service .....</b>	<b>30</b>
<b>XII. Guidance on the academic Information Center .....</b>	<b>45</b>
<b>XIII. Guidance on the Educational Equipment Lending .....</b>	<b>47</b>
<b>XIV. Innovation Institute for Future Education .....</b>	<b>48</b>

# I. Class Syllabus Registration

## 1. Registration Period : For 1 week during course registration

- ※ Informed separately for each semester

## 2. Registration Method : Online registration

- ※ University Website> Total Information System> Academic Management> Class Information> Class Syllabus Registration
- ※ Refer to Annex 1 for the input form.

## 3. Reference Details on Registration

A. All information must be entered accurately and in detail to enable the students to use the information for selecting and attending the classes.

1) The faculty contact information registered in the Total Information System must be reverified for accuracy.

- \* The faculty contact on the class syllabus is automatically indicated with the e-mail and telephone number (Full-time: Laboratory, Part-time: Mobile phone number) registered in the Total Information System.

2) Attendance score must be reflected in the evaluation method (Min. 5%).

3) To purchase the textbook accurately, information such as the book name, publisher and ISBN must be indicated in detail.

4) The number of class weeks (15 weeks) must be followed to enter the learning objective, study contents, connectivity with the major skills, class method and assignments, etc.

- \* After course opening, final exam is on week 15, and make-up class is on week 16.  
(Not performed in regular class)

B. English courses must be entered in English.

C. Advanced Classes (FL, PmBL, PtBL) must be entered according to the advanced class syllabus form.

D. After course opening, the details of the registered class syllabus must be followed on managing the course and on grade evaluation.

- ※ A faculty who did not receive the faculty number must receive the faculty number from the Office of Academic Affairs, Academic Affairs Team to have access to the Total Information System.

[Annex 1]

※ This form is only for reference purposes, and the actual Class Syllabus is filled out via online.

## Class Syllabus

Input Date : XXXX. XX. XX.

### I. Basic Information

Year		Semester		Course No.		Class Code	
Course Name					Completion Classification		
Major					Target Year		
Grade		Hours		Class Type			
Class Date				Classroom			

### II. Faculty Information

Name		E-mail	
Tel. No.		Laboratory	
Consultation Hours			
Use of LMS	<input type="checkbox"/> Used <input type="checkbox"/> Not Used <input type="checkbox"/> Separate Website		
	※ Separate Website :		

### III. Course Information

Overview of the Course								
Learning Objective								
Connectivity with the Major Skills	Major Skill 1	Major Skill 2	Major Skill 3	Major Skill 4				
Prerequisite Course (Prerequisite Study)								
Class Method	<input type="checkbox"/> Lecture <input type="checkbox"/> (Individual/Team) Presentation <input type="checkbox"/> Discussion/Debate <input type="checkbox"/> Experiment/Practice <input type="checkbox"/> Invitational Lecture <input type="checkbox"/> Field Learning <input type="checkbox"/> Others							
Evaluation Method	Mid-term Exam	Final Exam	Quiz	Assignment	Attendance	Participation	Others	Total
Remark								

#### IV. Lecture Evaluation Information

Lecture Evaluation Score in the Previous Semester		Average of Similar Lecture Group	
Lecture Improvement Direction in This Semester			

※ Average of similar lecture group : Average of lecture evaluation score on courses with the similar number of students, target year and completion classification

#### V. Textbook & Reference Books

Textbook	
Reference Books	

#### VI. Weekly Class Plan

Week ( )	Learning Objective	
	Study Details	
	Class Method	
	Assignment	
Week ( )	Learning Objective	
	Study Details	
	Class Method	
	Assignment	

#### VII. Support to Disabled Students

In the case of the disabled student requesting convenience in attending the class, class materials and exams, etc. according to Article 2 in the 「Regulation on Operation of Disabled Student Support」, required matters may be supported appropriately according to the types of disabilities. Please consult with the responsible faculty, Academic Affairs Team or the Student Affairs Team in advance regarding the support.

## II . Course Registration Consultation

**KAU is obligated to provide consultation on course guidance before the class registration for efficient curriculum completion by the students.**

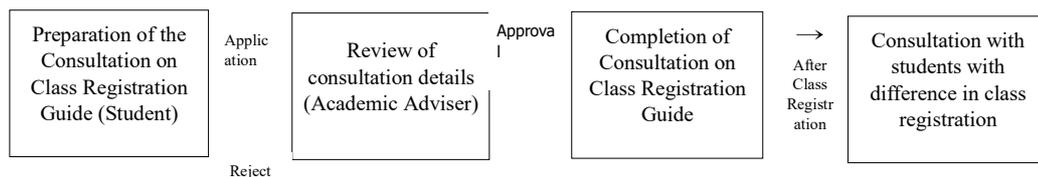
1. **Target** : Students planning for class registration among the consulting students
2. **Details of Consultation** : Course plan on the semester subjected for class registration by the student (Major and overall completion plan)
3. **Consultation Period** : 1~2 weeks before class registration ~ Class change period (Notified separately for each semester)

### 4. Consultation Method & Procedure

A. Consultation Method : Course consultation performed online through the web consultation menu

Target	Location of the Consultation Menu
All students except for the freshman in the relevant semester	Course Guidance Consultation menu in KIS (scm.kau.ac.kr)  (KIS → Application for Consultation → Course Guidance Consultation)

※ Course guidance consultation must be performed through the consultation menu, and consultation performed through other methods (e-mail, phone, etc.) is not acknowledged as completing the consultation.



### B. Consultation Procedure

- 1) Preparation of the Course Guidance Consultation : The student prepares the Course Attendance Plan on the relevant semester to request course guidance consultation to the faculty.
- 2) Review of Consultation Contents : The academic adviser reviews whether the course attendance plan of the student is appropriate for approval or rejection. The student rejected of the plan must modify the plan to request the consultation again.
- 3) Completion of Course Guidance Consultation : Course guidance consultation is completed when the academic adviser approves the course attendance plan.
- 4) Consultation on Students with Difference in Class Registration : Consultation is performed on students with the difference between the course attendance plan and the actual registration retails after the class registration.

### 5. Precautions

- A. Class registration is not possible for students who did not complete the course guidance consultation, therefore, the consultation guidance must be completed within the consultation period.

### III. Attendance Management

#### 1. Attendance Management

- A. The electronic roll book in the electronic attendance recording system (<https://att.kau.ac.kr/>) shall be utilized for attendance management of the students on each class time and to reflect the attendance in the grade.
- B. Absence, attendance and late attendance are classified and indicated by each color in the electronic roll book.



- 1) 3 times of late attendance is regarded as 1 time of absence.
- 2) Students that are absent for 1/4 or more of the total class time during the semester are automatically given the F grade.

#### 2. Standard for Acknowledgement of Attendance Time

- A. Time for acknowledgement of attendance : 10 minutes before starting the class ~ 10 minutes after starting the class
- B. Time for acknowledgement of late attendance : 10 minutes after starting the class ~ 30 minutes after starting the class
- C. Time for acknowledgement of absence : 30 minutes after starting the class
  - ※ This is the minimum standard, and some faculty members may be more strict. Please refer to the 'Electronic Attendance Recording System User Manual (For Faculties)' file on changing the setting.

#### 3. Reflection of Attendance to the Grade

- A. The attendance score must be reflected to the grade (Min. 5%).
- B. \*Students that are absent for 1/4 or more of the total class hours are automatically given the F grade.
  - \* As for classes performed once a week, F is automatically given from 4 times of absence, and for classes performed twice a week, from 8 times of absence.
  - ※ Please refer to the attached information on the 'Attendance Rate Calculation & Absence with Leave Processing Method in the Electronic Attendance Recording System.'

#### 4. Exemption from Absence (Absence with Leave)

- A. Causes of Exemption
  - 1) Death of direct ancestor or brothers & sisters - 1 week or less
  - 2) Hospitalization or treatment of disease that is not possible for attendance - 3 weeks or less
  - 3) Various conscription, convene and physical examination for draft according to the Military Service Act - Relevant day
  - 4) Female students' menstrual absenteeism - maximum of 5 days per semester and within 2 days per session without submitting separate evidence, and after one application, you can apply for the next menstrual absenteeism after two weeks have elapsed. Provided, That the absence of an accident may not be recognized during the examination period pursuant to Article 13 of the Enforcement Regulations of the School Rules
  - 5) Other cases permitted by the President
  - 6) Others: Students of early employment, and participation in competition·field practice·university event, etc.
- ※ Please take into precautions that requesting separately on attendance acknowledgement to the

faculty from reasons not relevant to the university standard could be regarded as 'Illegal Solicitation' according to the Act on Prohibition of Solicitation.

**B. Processing Procedure for Applicants on Absence with Leave**

- ※ [Annex 1,2,3] Refer to the information on 'Attendance Rate Calculation & Absence with Leave Processing Method in the Electronic Attendance Recording System.'

## IV. Class Cancellation & Supplement

### 1. Class Hours and Days

Category	Details
Class Hours Per Credit	15 hours per credit (However, it could be 30 hours per credit in the case of subjects approved by the president such as practice, experiment, practical technique, physical training, etc.)
Class Days	At least 15 weeks per semester

※ These requirements for class hours per credit and class days specified above must be met.

### 2. Notes for Class Cancellation & Supplement

- A. To secure students' right to learn, class cancellation shall be avoided unless it is inevitable.
- B. In case of class cancellation for an unavoidable reason (the faculty's official trip, etc.), a supplementary class shall be conducted in a way specified by the university.
- C. In the event that for a personal reason, it is unable to conduct the supplementary class as specified by the university, another day for the supplement may be decided separately in each course.
  - ※ However, student opinions shall be reflected when the date of class supplement is decided (It will be indicated as part of course evaluation in each semester).

### 3. Procedures of Class Cancellation·Supplement Registration

- A. Class cancellation·supplement information is registered by means of the electronic roll book in the electronic attendance recording system.
  - ※ Details: See the [Annex 3-1, 2] 'User Manual for Electric Attendance Recording System Users (for faculties).'
  - 1) Once an application for class cancellation·supplement is completed, the class is canceled immediately, and students are notified automatically through the attendance recording app.
  - 2) Once the lecture room and schedule of a supplementary class is confirmed at the department office for the subject whose class was once canceled, the faculty concerned is notified automatically by a text message, and students also are notified automatically through the attendance recording app.
  - 3) The dean confirms on the final approval of the application for class cancellation·supplement.
- B. Every class cancellation during a semester (including class cancellation for an official trip, etc.) shall be applied for by registering 'class cancellation·supplement' in the electronic attendance recording system.
  - ※ However, official class cancellation·supplement cases due to the national holidays do not need to be registered separately since the university will specify them in the attendance recording system and designate the schedule of supplement classes prior to the semester.
- C. As for class cancellation·supplement registration for an official trip,
  - 1) Once an class cancellation·supplement is registered to the electronic roll book in the electronic attendance recording system, the schedule information registered on the electronic roll book is interlinked automatically upon application for an official trip in the total information system so that the class cancellation·supplement information is presented.
  - 2) However, it will not be interlinked in the other way around. The class cancellation·supplement shall be registered in the electric roll book before the official trip is applied for.

## V. Exam and Cheating

### 1. Examination

- A. Exams are divided to regular and occasional examinations.
- B. Regular examinations(final exams) are conducted during the designated exam periods in principle. The time and place will be notified separately.
  - ※ The exam. schedule for each course will be presented one week before the exam. through the university total information system.
  - Total Information System > School Affairs Management > Course Info. > Subject Exam. & Exam. Supervisor Schedules

### 2. Exam Supervisor

- A. The faculty of that course shall supervise examinations in principle.
  - ※ In the event that the examination is conducted in two or more separate groups simultaneously, another supervisor shall be assigned in the other group.
- B. Supervision shall be conducted thoroughly to prevent cheating.
  - 1) Instructions on cheating shall be presented before the exam. begins.
    - ※ Any act of cheating is subject to failing and disciplinary measures.
  - 2) Before the exam. begins, students shall turn off their mobile phones and put them in their respective bags.
    - ※ Carrying a mobile itself will be considered cheating.
  - 3) During the exam. the supervisor shall not leave the place and abstain from using a mobile phone.

### 3. Cheater Treatment

Order	Procedure
1	Upon detecting a cheater, the supervisor contact the faculty in charge and Academic Affairs Team.
2	The faculty in charge, the exam supervisor, and the person in charge at Academic Affairs Team shall confirm the cheater act of the cheater.
3	When the fact of cheating is confirmed, the cheater shall be asked to fill out and sign the “Cheating Confirmation” and leave the place.
4	The faculty in charge will give an “F” to that cheater.
5	The cheater will be brought to the student council and be subject to disciplinary measures.

### 4. Graduate Students’ Cheating in a Research Project

- A. To prevent cheating and secure integrity in students’ research and paper creation, proper guidance shall be practiced.
- B. Acts of cheating in research not only hinder students’ research performance but also cause serious damage to the school’s reputation. The recognition of cheating shall be changed accordingly.
- C. Each student is obligated to use a plagiarism preventive program in order to prevent acts that damage academic integrity in their papers such as fabrication, alteration, and plagiarism. When submitting a report of dissertation presentation, the student must attach the report of plagiarism prevention program screening.
  - ☞ As the obligation and criteria of plagiarism detection for dissertations have been strengthened, the basic standard for screening is less than 10%.  
(Since the 1st semester of 2016 academic year)
  - ※ The use of a plagiarism prevention program is strongly recommended also for various research papers prepared by students.

## Guidance on How to Use a Plagiarism Detection Service

1. At the university's website, click the "Total Information System" and log in.



2. In the main page of the KAU portal page, click "the paper plagiarism detection service—Copy Killer" at the bottom.

The screenshot shows the KAU portal main page. At the top, there are tabs for '강의관리' and 'KAU'. Below this, there is a calendar for '2022 년01월' and a '주요 일림' section. On the right side, there is a '포탈공지사항' section with two items: '개인정보 처리방침의 수립 및 공개' (2020.10.06) and '신규 포탈 시스템 개선 안내' (2020.09.02). Below that is a '질의응답' section. At the bottom, there is a '개인정보' section with a '변경' button and a list of contact information: '소 속', 'E-mail', '주 소', '전 화', and '핸드폰'. In the bottom navigation bar, there are several icons representing different services: '종합정보시스템', '오피스365', '연구지원시스템', '그룹웨어', 'LMS', '역량관리시스템', '도서관', 'Copy Killer' (highlighted with a red box), and '대한항공 뉴스룸'.

3. Click the “Upload the Document” and execute the plagiarism detection process.

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### 표절검사의 기준!

# 카피킬러캠퍼스

카피킬러는 표절없는 바람직한 학술문화를 지원합니다.



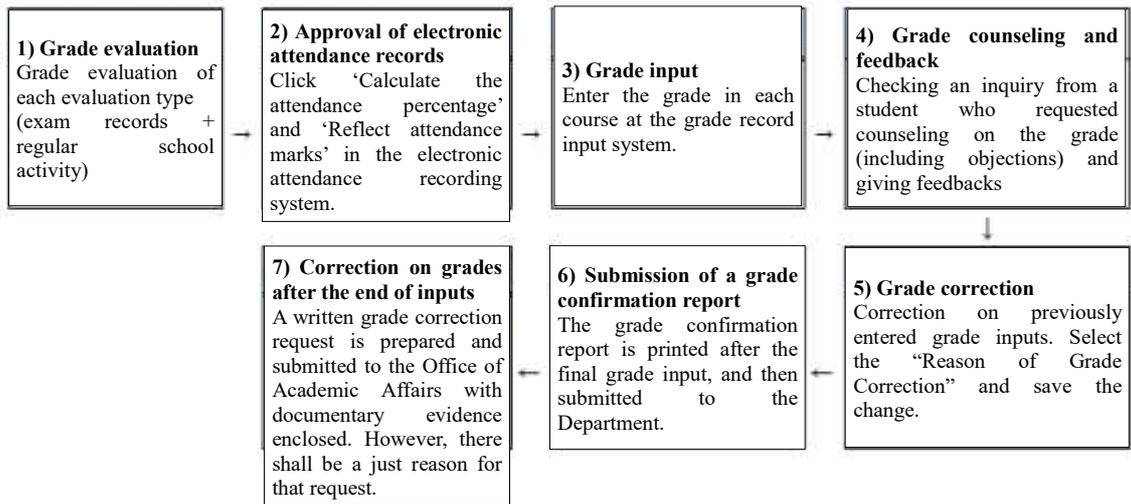
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## VI. Exam Record Management

### 1. Undergraduate Students

#### □ Grade Management Process



#### A. Grade Evaluation

- 1) References: 「Detailed School Regulations」, 「Bylaws on Grade Management」
  - (1) Comprehensive evaluation on exam records including occasional and final exams and regular school activities such as attendance and assignment
  - (2) **Students who missed 1/4 of the total class hours and cheaters in exams are disqualified for credit acquisition ("F").**
- 2) Grade Evaluation Type: **Relative Evaluation Type I is applied to every subject in principle.**

Type	Percentage of each rating	Target subject	Remark
Relative Evaluation Type I	<ul style="list-style-type: none"> <li>▪ A+ - A0 : within 30%</li> <li>▪ A+ - B0 : within 70%</li> </ul>	<ul style="list-style-type: none"> <li>▪ General subjects (including cyber classes)</li> </ul>	In calculation of each rating ratio, the figures are raised to the nearest whole number.
Relative Evaluation Type II	<ul style="list-style-type: none"> <li>▪ A+ - A0 : within 40%</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subject related to physical education practice</li> <li>▪ 4th grade major</li> <li>▪ Liberal art selection English language course</li> <li>▪ Other subjects approved by the president</li> </ul>	
Absolute Evaluation	No limit	<ul style="list-style-type: none"> <li>▪ Graduate students, exchange students, pure foreign students, and all students who have completed overseas courses, Students admitted after completing all levels of education abroad, Military-commissioned transfer students</li> <li>▪ English Communication Advanced Class</li> <li>▪ English course subject(Excluding language classes)</li> <li>▪ Control Practice and pilot course</li> <li>▪ Comprehensive design type subject, R.O.T.C.</li> <li>▪ Co-lecture subject at another university</li> <li>▪ Other subjects approved by the president</li> </ul>	
	P/NP	<ul style="list-style-type: none"> <li>▪ Social service, Experiential activities subject</li> <li>▪ Employment class</li> <li>▪ Pre-admission AI·SW subject</li> <li>▪ Introductory subject for a major, Field training course</li> <li>▪ Aeronautical maintenance training course</li> <li>▪ Other subjects approved by the president</li> </ul>	

Rating	Score	Relative Evaluation Type I	Relative Evaluation Type II
A+	95 - 100	30% or less	40% or less
A0	90 - 94		
B+	85 - 89	70% or less	
B0	80 - 84		
C+	75 - 79		
C0	70 - 74		
D+	65 - 69		
D0	60 - 64		
F	0 - 59		

### 3) Notes for Grade Evaluation

#### (1) Exceptions from relative evaluation

- Applicable to: Graduate school students taking college classes, domestic and foreign exchange students, those who passed the foreigner students admission process (not based on the nationality), students who have completed all courses abroad, Military consignment transfer student ☞ Indicate such cases at the remark of the grade input system.
- Relative evaluation percentage: As for the percentage of students subject to relative evaluation other than those excluded, refer to the grade input system.

#### (2) The evaluation of controlling training classes is subject to evaluation criteria of the pilot training center. For credit recognition, the application shall be confirmed by the dean of the Department of Aeronautical Science and Flight Operation and submitted to the Office of Academic Affairs.

### 4) Grade Alternative

#### (1) Applicable to: Those who become unable to take the final exam due to a disease (hospitalization or a corresponding condition according to a doctor's note) or military entrance within **4 weeks before the end of the course** each semester.

#### (2) Procedure of submission: The final exam alternative application form shall be submitted to the Office of Academic Affairs through the academic advisor and dean and approved by the president.

### 5) Reexamination

#### (1) The president may permit a reexamination if necessary.

#### (2) **Upper limit of grading: B<sup>0</sup>**

### 6) Makeup Exam.

#### (1) Students who were unable to take a regular exam for an unavoidable reason such as sickness may apply for the makeup exam.

#### (2) **Upper limit of grading: A<sup>0</sup>**

### 7) Course Repetition

#### (1) Maximum no. of course repetition: 2 / not applicable to required subjects.

#### (2) **Upper limit of grading (first repetition): A<sup>0</sup>**

#### (3) **Upper limit of grading (second repetition): B<sup>+</sup>**

## B. Approval of Electronic Attendance Records

### 1) Purpose of Approval: Students who missed 1/4 of the total class hours are given an "F" automatically by interlinking the electronic attendance recording system with the grade input system.

### 2) System Menu: KAU Electronic Attendance Recording System > Grade Input for Each Course > Attendance Percentage Calculation / Attendance Mark Reflection

※ Grades can be entered only upon approval of the attendance percentage calculation and attendance mark reflection.

However, courses for social service/liberal arts/employment-startup strategies among P/NP subjects and field training subjects are exempted.

## C. Grade Input

### 1) Period: **Grades shall be entered within the designated period** after the final exam.

※ Reflecting the performance evaluation score in accordance with detailed regulations for faculty performance evaluation.

### 2) System Menu: University Website > Total Information System > Course Management > Grade Input > Grade Input (Department)

### 3) Notes for Grade Input

- Entries are not saved if the grade is not matched with the acquired score.
- The max. grade of students who are indicated as '**Upper limit of grading (first**

repetition)' in the grade input system's remark is **A0**, and that of students who are indicated as '**Upper limit of grading (second repetition)**' is **B+**.

- In the case of students who are indicated as 'Credit exchange' in the grade input system's remark, **the acquired score shall be specified in points out of 100.**

#### **D. Grade Counseling and Feedback**

- 1) Period: If a student expresses an objection to his/her grade or applies for counseling on grades through the system within the period of grade correction (including objections), the professor in charge of that subject will check it and leave feedbacks.
  - ※ Reflecting the performance evaluation score in accordance with detailed regulations for faculty performance evaluation.
- 2) System Menu: University Website > Total Information System > Course Management > School Affairs Management > Grade Input > Counseling on Grades

#### **E. Grade Correction**

- 1) Period: Grade correction shall be completed within the designated period of grade correction (including objections) after the grade input period ends.
  - ※ For grade correction, however, 'the reason of grade correction' must be selected and saved.
- 2) System Menu: University Website > Total Information System > Course Management > Grade Input > Grade Input (Department)
- 3) Notes for Grade Correction
  - (1) In the case of grade correction as well, the same percentage of relative evaluation will be applied.
  - (2) For grade correction, '**Reason of Grade Correction**' must be selected and saved.

#### **F. Submission of a Grade Confirmation Report**

- 1) Period: A grade confirmation report must be submitted **within the designated period** after the grade correction (including objections) period is completed.
- 2) Submission Procedure: Print out the grade input confirmation from the grade input system → Check if the grade is correct → Sign or seal → Submit the report to the department.

#### **G. Grade Correction after Input Completion**

- 1) Reason of Correction: Once the period of grade correction (objections) ends, the **submitted grade cannot be corrected**. However, grade correction may be possible if there is a just reason acknowledged by the professor in charge (typing error, omission of evaluation materials, etc.).
- 2) Submission Procedure: Prepare a form of grade correction and submit it to the Academic Affairs Team with documentary evidence (reason paper and answer sheet).

### **2. Graduate Students**

#### **A. Graduate Students Attendance and Absence with Leave**

- 1) Graduate students who are absent for one quarter or more of the total class hours for a course will not receive credit, in accordance with the Guidelines on Attendance for the General Graduate School.
- 2) Graduate absence with leave is different from undergraduate studies, please refer to [Guidelines on General Graduate Attendance]

#### **B. Grade Evaluation (Article 26 of School Regulations)**

- 1) The academic grade reflects the comprehensive evaluation on exam results of each subject as well as regular school activities such as attendance and assignment. The rating and allotted points are determined as below:

2) Rating and Points

Students enrolled before 2011			Students enrolled since 2012		
Grade	Marks allotted	Points	Grade	Marks allotted	Points
A	90-100	4	A <sup>+</sup>	95-100	4.5
B	80-89	3	A <sup>0</sup>	90-94	4.0
C	70-79	2	B <sup>+</sup>	85-89	3.5
F	0-69	0	B <sup>0</sup>	80-84	3.0
			C <sup>+</sup>	75-79	2.5
			C <sup>0</sup>	70-74	2.0
			F	0-69	0

- 3) Course repetition is permitted for subjects graded “F.” In the case of course repetition, the previous grade is replaced with “R (Retake)” and it is excluded from the average points.
- 4) For certain subjects designated by the department may be graded as Pass (P) or Non Pass (NP). Such subjects are included in the total credits but not in the total points.

**C. Grade Input and Submission of the Grade Input Confirmation**

Grades shall be entered within the period of grade input after the final exam is completed. If an error is found during this period, the faculty in charge may correct it directly at the total information system.

The grade input period is followed by the grade checking period. Once grade input is completed, the grade input confirmation shall be printed and sealed within the designated period and then submitted to the graduate school concerned.

☞ Graduate School: Administration (Main Building 11) / Graduate School of Aviation & Management: Administration of Aviation and Management (Main Building 106)

**D. Grade Correction except for the Grade Checking Period**

In the event that the grade needs to be corrected for the faculty’s mistake after the grade checking period ends (typing error, omission of evaluation materials, etc.), the designated form (application for grade correction) shall be prepared and submitted along with documentary evidence (reason paper and answer sheet [or report]) to the graduate school concerned.

☞ Graduate School: Administration (Main Building 11) / Graduate School of Aviation & Management: Administration of Aviation and Management (Main Building 106)

## VII. How to Computerize Grade Data

### 1. Reflection of Attendance Records into the Electronic Attendance Recording System

A. University Website > Log-in to the Electronic Attendance Recording System

B. Click 'Enter the Grade' for each course and then 'Calculate the Attendance Percentage' and 'Reflect Attendance Marks.'

### 2. Grade Input

A. University Website > Log-in to the Total Information System

B. Access the site, double click 'School Affairs Management' and then 'Grade Input' to enter the grade data.

## Reflection of Attendance Records into the Electronic Attendance Recording System

### 【 Procedure 】

The screenshot displays the KAU Electronic Attendance Recording System interface. At the top, there is a navigation bar with '메뉴얼' (Manual), 'KAU 전자출결시스템' (KAU Electronic Attendance Recording System), and user information. Below the navigation bar, the main content area is divided into several sections. On the left, there are two circular gauges: '유고결석 신청 건수' (1 건) and '휴 / 보강 신청 건수' (0 건). To the right of these gauges is a '공지사항' (Notice) section with a list of notices. Below the gauges and notices is a table titled '오늘의 강의' (Today's Classes). The table has columns for '1학기' (1st Semester), '과목코드' (Course Code), '수강인원' (Enrollment), '휴/보강' (Absence/Makeup), and '유고결석관리' (Attendance Management). A red box highlights the '점수입력' (Enter Grade) button in the interface.

① Log in to the KAU Electronic Attendance Recording System.

② Access the total list of courses → Click 'Enter the Grade'

※ If a certain subject involves a student absenting from classes due to unavoidable circumstances and currently waiting, click the case to check the details and confirm the decision ('approve' or 'reject').

번호	학과	학년	학번	성명	출석횟수	차기횟수	결석횟수	부정출석	출석률
1		4			24	2	3	0	0
2		3			27	0	2	0	0
3		4			25	2	2	0	0
4		3			27	1	1	0	0
5		3			27	1	1	0	0
6		4			28	0	1	0	0
7		3			25	1	2	0	0
8		4			20	6	3	0	0
9		3			25	0	1	0	0

① Click 'Calculate the Attendance Percentage' → Upon confirmation, check the attendance rate of each student.

\* **Students whose attendance rate is '0' fail to meet the basic attendance requirement, and thus the final grade is 'F.'**

- **Criteria of attendance rates subject to 'F': 4 or more times of absence (1 class per week) or 8 or more times of absence (2 classes per week)**
- 3 times of lateness are treated as one absence.

\* Attendance rate calculation:  $100 - (((\text{times of absence} + (\text{times of lateness}/3)) / \text{total days of classes (15 times or 30 times)}) * 100)$

② Click 'Reflect Attendance Marks' -> Upon completion, enter the grade of that semester in the KAU portal - Reflected in the record of 'Electronic Attendance Rate' of each subject automatically

③ Click each subject and proceed with 'Calculate the Attendance Percentage' and 'Reflect Attendance Marks.'

\* If there is a correction on attendance records after the process, 'Reflect Attendance Marks,' the process of 'Calculate the Attendance Percentage' and 'Reflect Attendance Marks' shall be repeated after each correction.

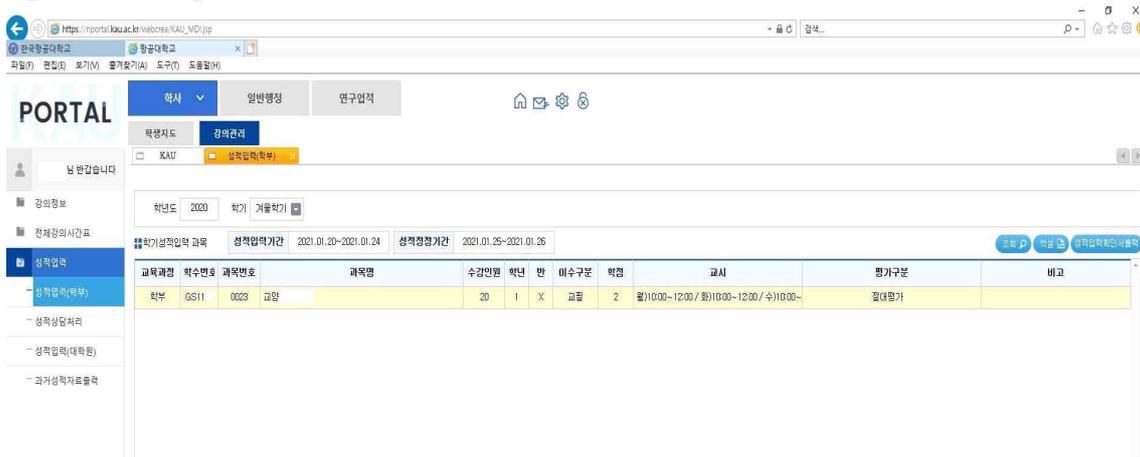
- For students' attendance correction, go to the attendance book of each subject → the date of class that needs correction → correction of a certain student's record to 'attending' or 'absent.'

※ **Be sure to click 'Reflect Attendance Marks' in order to enter grades. Students whose attendance rate is '0' cannot enter grade information.**

**However, courses for social service/liberal arts/employment-startup strategies among P/NP subjects and field training subjects are exempted.**

## Listing Subjects for Grading

### 【 Procedure 】



① In the upper menu bar, click “Grade Input” and find the subject that needs grade correction in the list of subjects by year/semester.

## Grade Input

### 【 Procedure 】



- ① For grade input, click the subject and enter grades.
  - ※ Be sure to click ‘Reflect Attendance Marks’ in the Electronic Attendance Recording System for grade input. For more details, refer to the separate ‘guideline for electronic attendance records (Annex 3-3, 4).’
  - ※ Students whose attendance is ‘0’ missed 1/4 of the total class hours and will be given an ‘F’ (unable to change the entries). (However, field training subjects are exempted)
  - ※ The criteria of attendance may be different depending on the graduate school. There will be separate directions in that case when the final exam is announced.
- ② Enter the student’s rating and points, and then click the ‘Temporary Saving’ button.
  - Temporary Saving: It is saved temporarily and not notified to students.

학기성적입력

소속	학년	학번	성명	이수 구분	전공구분	전자출결 출석률	성적		비고
							등급	점수	
항공전자정보공학부	1	20		교필					<재수강상한>
항공전자정보공학부	2	20		교필					<재수강상한>
기계공학전공	2	20		교필					<재수강상한>
항공전자정보공학부	2	20		교필					<재수강상한>
소프트웨어학과	2	20		교필					<재수강상한>
항공기시스템공학전공	2	20		교필					<재수강상한><휴학>
항공교통물류학부	2	20		교필					<재수강상한><휴학>
항공전자정보공학부	2	20		교필					<재수강상한>
항공우주공학전공	2	20		교필					<재수강상한>
항공우주공학전공	2	20		교필					<재수강상한>
항공교통전공	2	20		교필					<재수강상한>
항공운항학과	3	20		교필					<재수강상한>

학생에게 공지

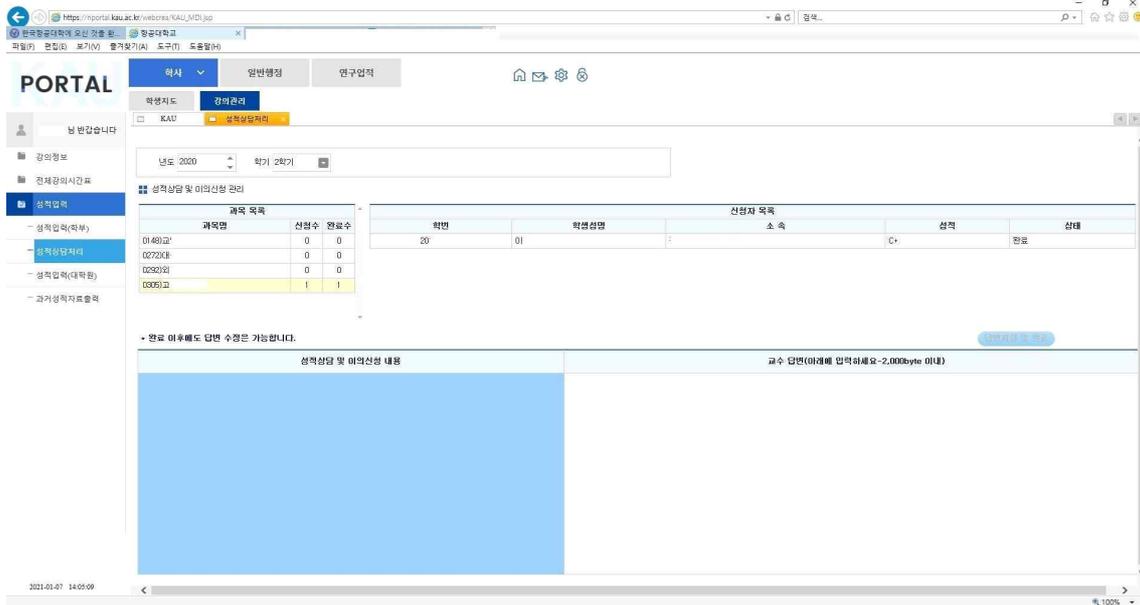
저장 후 학생에게 성적이 바로 공지되나, 성적입력기간 중에는 학생 공지여부를 선택 할 수 있습니다. 공지여부 변경 후 저장버튼 클릭하여야 반영됨  
\* ✓는 학생에게 성적 공지 / 미체크는 학생에게 성적 미공지

- ③ Check whether the student’s grade and points are correct and click the ‘Save’ button.
  - Save: Click the ‘Save’ button to notify students. The ‘Notify Students’ button is activated.
  - Notify students: Grades of students notified during the period of grade input may be modified by changing the item to ‘Unnoticed.’
    - ☞ The decision on whether to notify the records may be changed for such reasons as correction of student grades during the period of grade input.
    - ☞ Be sure to click the ‘Save’ button to reflect the change on notification.
    - ☞ ‘✓’ indicates that students are notified of grades. / Unchecking it indicates that students are not notified.
- ④ The ‘Rating’ item is a requirement for every student. The ‘Points’ item is a requirement only for students of credit exchange with another university. As for a student of credit exchange, when the points are entered, the corresponding rating is entered automatically.
  - ※ As for a graduate school student, when the points are entered, the corresponding rating is entered automatically.
- ⑤ The students who are indicated with “Upper Limit” in Remarks are the students of course repetition (retake). The upper limit of grading in this case is A<sup>0</sup>. For the students of second repetition, the upper limit is B<sup>+</sup>.

- ⑥ Graduate school students who took undergraduate courses, domestic or foreign exchange students, those who passed the foreigner students admission process (not based on the nationality), and students who completed the entire curriculum abroad are excluded from relative evaluation and indicated in Remarks.

## Application for Grade Counseling

### 【 Procedure 】



- ① In the upper menu bar, click the ‘Counseling on Grades’ item.
- ② Select the school year/semester.
- ③ In the list of subjects, check subjects for which grade counseling is applied for, the total number of applications, and the number of counsels completed.
- ④ Click the appropriate subject in the list of subjects, and then check the list of applicants in that subject.
- ⑤ In the list of applicants, click a student who applied for grade counseling.
- ⑥ Check details of the application for grade counseling and related complaints.
- ⑦ Enter a feedback to each application for grade counseling.
- ⑧ Once the feedback is completed, click ▶ 답변저장 및 완료.
- ⑨ A feedback may be modified anytime even after clicking on ▶ 답변저장 및 완료.

# Grade Correction

## 【 Procedure 】

The screenshot displays a web-based interface for grade correction. At the top, there are navigation tabs for '2019', '1st Semester', '2nd Semester', 'Department', and 'Institution'. Below these are search filters for 'Department', 'Institution', and 'Grade'. The main area is a table with columns: 'Department', 'Year', 'Semester', 'Grade', 'Institution', 'Department', 'Institution', 'Grade', 'Grade', 'Grade', 'Grade', 'Grade', 'Grade', 'Grade'. A dropdown menu is open over one of the rows, listing reasons for grade correction: 'Grade correction due to exam question change', 'Grade correction due to exam question change'. Below the table, there are buttons for 'Save', 'Cancel', and 'Print', along with a warning message in red text: '※ 고령, 학업중단, 기타 사유로 인해 정수입학 관련 정수입학시 통급지류 입학됨. ※ 상여평가 통급인원 소수집약시 통급. ※ 대학원과정생, 교환학생, 순수입국인학생 입학생은 상담할거대상인원해서 제외'.

- For grade correction during the period of grade correction (including objections), click the ‘Reason of Grade Correction’ item and save the change.
- In the case of ‘Correction for Other Reasons,’ the reason shall be explained briefly.

Printing of Grade Input Confirmation

**【 Procedure 】**

**성적입력확인서**

학수코드 : GS1119 교과번호 : 0003 과목명 : 2009-02-01 담당교수 : (인)1/1

번호	학년	소속	학번	성명	학점	점수	비고
1	2	항공운항학과	11050		B+		상한
2	2	항공우주 및 기계공학부	11000		B+		상한
3	2	기계공학전공	11000		B+		상한
4	2	기계공학전공	11242		F		상한
5	2	항공우주공학전공	11039		C+		상한
6	2	항공우주공학전공	11114		B+		상한
7	2	항공우주공학전공	11152		C+		상한
8	2	항공우주 및 기계공학부	11156		F		상한
9	2	정보통신공학전공	2047		C+		상한
10	2	정보통신공학전공	2247		A0		상한
11	2	전자및항공전자공학전공	2258		A0		상한
12	2	기계공학전공	11028		B+		상한
13	2	컴퓨터정보공학전공	2139		C+		상한
14	2	정보통신공학전공	2150		A0		상한
15	2	컴퓨터정보공학전공	2202		C+		상한
16	2	항공가시시스템공학전공	11155		C+		상한
17	2	경영학과(08)	0002		C+		상한
18	3	항공우주공학전공	11006		A0		상한
19	3	기계공학전공	11230		A0		상한
20	3	항공재료공학과	16036		A0		상한
21	3	경영학과	19012		A0		상한
22	3	항공가시시스템공학전공	11025		A0		상한
23	3	기계공학전공	11180		B+		상한
24	3	전자및항공전자공학전공	21055		B+		상한
25	3	전자및항공전자공학전공	2200		A0		상한
26	3	전자및항공전자공학전공	2288		B+		상한
27	3	항공재료공학과	16011		B+	80	교과 상한
28	3	항공재료공학과	16035		B+		상한
29	3	항공가시시스템공학전공	11037		B+		상한
30	3	기계공학전공	11215		A0		상한

- Once entering grade information is complete, find “Print the Grade Input confirmation’ at the right bottom, print and seal the form, and then submit it to the Department concerned.

# VIII. Course Evaluation & Report for Improvement

## 1. Students' Course Evaluation

### A. Overview

- 1) Description: To improve the quality of courses as well as the general academic affairs management, two online course evaluations are conducted for each semester among all the students taking a course at the university.
- 2) Period: 9th week (mid-term course evaluation) and the month including the final exam (final course evaluation)
- 3) Questionnaire Items: Questions about lecture preparation and operation, contents, grading, etc.
- 4) Others: In the case of students not participating in course evaluation, the access to grade information for that semester shall be limited.

**B. Result Checking:** Once each course evaluation is completed, the result is available in the total information system.

- \* Score (final course evaluation): [Total Information System](#)> [School Affairs Management](#)> [Course Info.](#)> [Course Evaluation Result](#)
- \* Personal opinions (Pre·mid-term·final course evaluations): [Total Information System](#)> [School Affairs Management](#)> [Course Info.](#)> [Course Evaluation - Others](#)

### C. Result Reference

- 1) Course evaluation results are reflected in the following semester course operation to improve the quality of courses.
- 2) Results are also reflected in the full-time faculty performance evaluation (education area).
- 3) Each course's evaluation score for the semester will be made public through the following school year's syllabus and the course registration system.
- 4) Faculties with low scores are subject to disadvantages.

The screenshot shows a web portal interface for course evaluation. At the top, there are navigation tabs for '학사' and '일반행정'. Below this, there's a search bar and a breadcrumb trail: 'KAU > 강의시간포털계좌 > 강의평가결과'. The main content area is titled '강의평가조회' and shows a table with the following columns: 구분, 개설전공, 학수번호, 과목번호, 과목명, 학년, 이수구분, 학점, 학과평균, 전체평균, 세부내역. Two rows of data are shown, with several cells redacted with black boxes. The first row shows '학부' as the category, '2' for the year, and '3' for the credit. The second row shows '학부' as the category, '2' for the year, and '3' for the credit. There are also buttons for '조회' and '재조회' next to each row.

## 2. Continuous Quality Improvement (CQI) of Faculties

### A. Overview

- 1) Description: In order to strengthen the feedback system on course evaluation results for the Continuous Quality Improvement (CQI), faculties and deans review the results of course evaluation and reflect them in establishing the following course planning and improvement plans for academic affairs operation.
- 2) Period: For about 4 weeks after students' course evaluation (lecturing faculties: 2 weeks + deans: 2 weeks)
- 3) Description: Result analysis of the current semester, improvement plans for the following semester, etc.

### B. Detailed Procedures and Methods

- 1) Lecturing Faculty: After checking students' course evaluation results, lecturers shall prepare a report on course evaluation analysis results and improvement plans (online).
  - \* (Engineering accreditation course) Engineering Education Support System > Course Management > Course Management > Course CQI Report
  - \* (General Course) Total Information System > School Affairs Management > Course Info.> Continuous Quality Improvement (CQI) Report Registration
- 2) Dean: The dean shall review lecturing faculty's report and prepare a report on the department course evaluation analysis and improvement plans (offline).

### C. Result Reference

- 1) The contents in such improvement reports shall be reflected in future semester courses.
- 2) Improvement plans prepared by faculties are released automatically as part of the next semester syllabus.

The screenshot shows a web portal interface for course evaluation. The main content area displays a table titled "강의개선(CQI)보고서 등록" (CQI Report Registration). The table has columns for "등록구분" (Registration Category), "담당교수" (Instructor), "학수코드" (Course Code), "과목번호" (Subject Number), "과목명" (Subject Name), "학년" (Year), "반" (Section), "학점" (Credits), "교시" (Class Time), and "세부정보" (Detailed Information). Two rows of data are visible, both with "미입력" (Not Input) in the "등록구분" column.

등록구분	담당교수	학수코드	과목번호	과목명	학년	반	학점	교시	세부정보
미입력					2	전체	3		미입력
미입력					2	전체	3		미입력

## **IX. Student Counseling**

### **1. Counseling Scheduling**

- A. The time for counseling during the week is designated and registered to the Total Information System.
  - \* Performance Management System> Integrated Counseling> Academic Advisor's Counseling> Counseling Setting> Check and Enter 'My Office Hours' (Check the item, 'Office hours are set for students' reference') > Save
- B. The counseling schedule is posted on the laboratory.
  - \* Performance Management System> Integrated Counseling> Academic Advisor's Counseling> Counseling Setting> Check and Enter 'My Office Hours' > Print

### **2. Types of Counseling Management**

#### **A. Counseling with Prolonged-absence Students**

- 1) Putting forth every effort into attendance management in order to prevent any prolonged absence.
- 2) If a prolonged absence is likely to occur or has occurred to a certain student, counseling with that student shall be arranged (lecturing faculty and academic advisor)
  - \* Warning about disqualification of credit earning: Students who are absent from classes 3 times out of 15 or 7 times out of 30.
    - Counseling faculty: Lecturing faculty
  - \* Loss of qualification for credit earning: Students who are absent from classes 4 times or more out of 15 or 8 times or more out of 30.
    - Counseling faculty: Academic advisor

#### **B. Counseling with Foreign Students**

- 1) If a foreign student misses classes 3 times in a row or needs guidance for other reasons, the relevant Department shall be notified of the student's situation.
- 2) The academic advisor of the notified Department shall conduct counseling with that student.

#### **C. General Counseling by the Academic Advisor**

- 1) Regular counseling about course planning, academic warning, etc. as well as other general topics such as schooling, career, living practice, etc.
- 2) Occasional counseling upon a student's request or the academic advisor's judgment

### **3. Registration of Counseling Records and Follow-up Measures**

- A. Records of counseling by faculties are registered to the Student Performance Management System and utilized for history management and follow-up guidance.
  - \* Student Performance Management System> Integrated Counseling> Academic Advisor's Counseling> Counseling Record Registration
  - \* Entering such items as counseling method, counseling type, counseling request details and results, counseling date, etc.
- B. If it is determined based on the counseling results that a student needs professional counseling or further measures in terms of learning, psychology, health, career, and finance, the student shall be transferred to an appropriate Division for specialized counseling or measures.

## X. Counseling on Academic Warning

### 1. Students subject to Academic Warning

A. Basis: “Those whose average point of the current semester is lower than 1.80”, Article (Academic Warning) 33-①-1, School Regulations.

B. Levels of Academic Warning

1) Level 1: 1 academic warning

2) Level 2: 2 consecutive academic warnings or 3 times in total

(Warnings due to course repetition are excluded from the accumulated times)

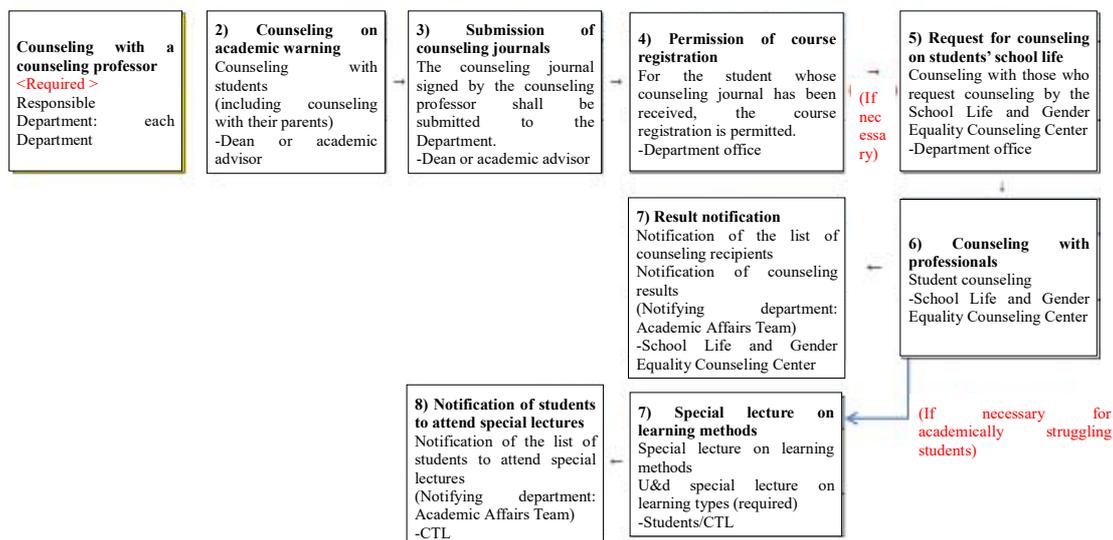
### 2. Counseling for Each Level of Academic Warning and Participation in Learning Support Programs

Grade warned students	Counseling with a counseling professor*	Counseling Center for Schooling·Gender Equality		Center for Teaching and Learning			Remark
		SLT self-regulative learning test	Professional counseling	Special lecture on learning methods	Learning type analysis	Mentoring	
Level 1	<Duty of Counseling>	-	In case of a counseling professor's recommendation	In case of a professional counselor's recommendation	-	-	
Level 2	<Duty of Counseling>	<Duty of Testing>	<Duty of Counseling>	-	<Duty of Testing>	1-2nd years: obligatory 3-4th years: selective	Students on a leave of absence are not qualified for mentoring.

\* Counseling with a counseling professor is substituted with counseling with the academic advisor. The academic advisor needs to keep the counseling journal.

### 3. Counseling with a Counseling Professor

#### A. Counseling Process



※ If parents are unable to be present at counseling with the counseling professor for an unavoidable reason, counseling shall be practiced with the counseling professor by telephone. After counseling, the counseling journal signed by the counseling professor shall be submitted to the relevant Department so that the student could register for courses.

**B. Major Topics of Counseling**

- 1) Guidance on grades for the warned student
- 2) Guidance on life in and out of school for the warned student
- 3) Guidance on course planning for the warned student

# XI. Guidance on the Use of Information Service

## 1. Introduction

### A. Services Available

The Computer and Information Center provides the following services: computer education for students; support for research activity of professors, graduate students, and researchers; administrative computerization; development of companies in the Start-up Promoting Center, operation of computer systems for efficient support of education and assistance among local community members; establishment and operation of the university computer network; and development and operation of the Total Information System.

### B. General Condition

- 1) Network: Backbone - Gigabit-ethernet Network(10GB),  
Workgroup - 10/100MB or 10/100/1000MB  
Wireless LAN – 802.11n,a,b,g,n,ac  
Internet – 800MB (x 2 lines) -> 1.6GB in total
- 2) Information Service: Total Information System (KIS), electronic payment, homepage, engineering accreditation, LMS, Office365, etc.
- 3) Shared Computer Rooms: 220 PCs in 4 rooms available; support for practical education sessions

## 2. Service Types and Contact Info. of Computer Information Strategy Team

Class	Content	Remark
Network	<ul style="list-style-type: none"> <li>- 1 port available for each professor's laboratory (10/100/1000MB) (For further expansion, a SWITCH HUB shall be used.)</li> <li>- IP addressing</li> <li>- A patch cable provided for connection</li> <li>- Virus vaccine program: Virus Chaser (Download from the noticeboard of the portal system)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Jeon, Seung-lin (300-0443)</li> </ul>
Total Information System (portal system)	<ul style="list-style-type: none"> <li>- Web-based services for academic affairs, administration, research systems, and electronic payment</li> <li>- Connection from the university website to the Total Information System</li> <li>- Note: In the initial access, the pop-up block against the university website shall be released.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Academic affairs, electronic approval: TFT Chief Jeong, Won-jun (300-0218)</li> <li>▪ Research, counting, and administration: Deputy Chief Park, Gwi-won (300-0219)</li> </ul>
LMS	<ul style="list-style-type: none"> <li>- At the beginning of each semester, materials of opened courses are presented to students to support their class participation with such functions as assignment submission, notification, etc.</li> <li>- The user account is generated automatically with the student No.</li> </ul>	TFT Chief Jeong, Won-jun (300-0218)

Office 365	<ul style="list-style-type: none"> <li>- Large-capacity storage: E-mail (40GB), One Drive(20GB)</li> <li>- Installable Microsoft Office program: 5 copies in such media as desktop, mobile, etc.</li> <li>- Functional service: Scheduling, team collaboration (Sharepoint), Web App, One Note, etc.</li> </ul>	Department Head Hwang, Eui-hwan (300-0442)
Use of Shared Computer Rooms	<ul style="list-style-type: none"> <li>- Support for practical lessons and personal practice of students</li> <li>- For practical lessons as part of a course, advance consultation may be necessary.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Department Head Hwan Eui-hwan (300-0442)</li> </ul>
Commercial S/W in use	<ul style="list-style-type: none"> <li>- Available commercial software Microsoft Windows (upgrade ver.), Microsoft Office, HWP, Virus Chaser Vaccine, Matlab, Altools</li> <li>- Limited No. software: SPSS</li> <li>※ The included S/W programs may be different depending on the license. You may inquire of details. (its@kau.ac.kr)</li> <li>※ According to license policies, software programs can be installed and used only in school properties (Matlab and Office365 excluded).</li> </ul>	Deputy Chief Park, Gwi-won (300-0219)

\* Computer Information Strategy Team Office: Unit 406, 4th floor, Science Hall

### 3. Total Information System(portal system)

Our **Total Information System** provides various web services such as academic affairs system, administration system, electronic payment system, aviation maintenance system, aviation control system, research support system, etc.

#### How to Use the Total Information System

A. At the university website (<http://www.kau.ac.kr>), **log in to the Total Information System.**

■ **Login ID : Student No.**

- The default ID may be changed to a nickname at “Total Information System> General Administration> General Affairs Info.> ID/PW Change.”

■ **Password**

- The default password is the 13-digit number: “Student ID (7 digits) + birth date (6 digits)”

e.g.) If the student No. is 2016001 and the birth date is 700101, it is 2016001700101.

- You can change the ID after the first log-in.

- PW change: The password shall be at least 8 digits including English alphabets, numbers, and special characters. It shall be changed every 3 months.

B. After logging in, you can use Office365, LMS, and library services with no need for separate log-in.

※ Inquiry: Park, Gwi-won (extension: 219 / [mycom@kau.ac.kr](mailto:mycom@kau.ac.kr))

### 4. LMS(Learning Management System) (<http://lms.kau.ac.kr>)

We provide support necessary for learning courses to be learner-oriented cooperative classes, and active online interactions between professors and students are also secured to enhance learning effects.

### A. Membership and Log-in

- 1) You can gain the membership automatically as it is interlinked with the Total Information System. The ID and PW are the same with those at the Total Information System.
- 2) You may access the LMS by using the menu item “LMS” at the bottom of the Total Information System main page or by accessing the LMS website (<http://lms.kau.ac.kr>).

### B. Use of Services

- 1) Functions: Course plan checking, material uploading, assignment notification and submission, grade notification, debate, notice, etc.
- 2) Services interact with the browser of your desk-top, laptop computer, mobile device, etc.

### C. How to Use

- After log-in to the LMS, Menu at the left side > User Guide > Manual

※ Inquiry: Jeong, Won-jun (extension: 218 / [jungwj@kau.ac.kr](mailto:jungwj@kau.ac.kr))

## 5. Office 365 (<http://office.kau.kr>)

### A. Use of Services

- 1) Education/research environments are secured through the cloud system of Microsoft.
- 2) Large-capacity storage: E-mail (40GB), One Drive (20GB)
- 3) Installable Microsoft Office programs: Up to 5 copies at such media as desktop, mobile device, etc.
- 4) Functional service: Scheduling, team collaboration (Sharepoint), Web App, One Note, etc.

### B. ID Creation

<b>ID creation</b>	<input type="checkbox"/> -At the university’s portal system (Total Information System), use the 『Office 365』 banner at the bottom (automatic log-in as interlinked with the SSO). <input type="checkbox"/> -Steps of initial use <ol style="list-style-type: none"><li>1) Click the 『General Administration』 at the top of the University Portal System Click Apply for Information Service &gt; Office365 Account on the left</li><li>2) Agreement on personal information use</li><li>3) Member (student) identification, ID setting</li><li>4) Wait for 1 hour and access the system (for the identification process)</li><li>5) Accessible after PW setting</li></ol>
<b>ID &amp; PW setting rules</b>	<input type="checkbox"/> -Personal <a href="mailto:ID@kau.kr">ID@kau.kr</a> <input type="checkbox"/> -ID creation: A combination of 5-15 characters included English, numbers, -, _ .(dot) <input type="checkbox"/> -PW: According to PW rules of Microsoft Office 365 ※ An ID needs to be carefully selected since changing the ID is unable once you create it.

### C. How to Use

- 1) Log in to the Total Information System and then click Office 365 to log in automatically and use the system.
- 2) Access the website of Office 365 (<http://office.kau.kr>) and log in.

## **D. Mail Client and Mobile Configurations**

- 1) POP setting  
Server: outlook.office365.com  
Port: 995  
Encryption: TLS
  - 2) IMAP setting  
Server: outlook.office365.com  
Port: 993  
Encryption: TLS
  - 3) SMTP setting  
Server: smtp.office365.com  
Port: 587  
Encryption: STARTTLS
- ※ Inquiry: Jeon, Seung-rin (extension: 443 / [wingbird@kau.ac.kr](mailto:wingbird@kau.ac.kr))

## **6. How to Use the Campus Wireless LAN**

### **A. LAN Specifications**

- 1) AP: 300Mbps - 800Mbps
- 2) Service Area: University Website > Information Service > Network Use > Wireless LAN Area  
\* [http://www.kau.ac.kr/informations/informations\\_mobile.html](http://www.kau.ac.kr/informations/informations_mobile.html)

### **B. How to Use Wireless LAN Service**

- 1) ID Creation
  - Total Information System > Information Service > Application > Create a cable/wireless LAN account
  - You can use the LAN service 20 minutes via a mobile device after creating the ID and PW.
- 2) How to Set Up: University Website > Information Service > Network Use > Network Setting  
\* [http://www.kau.ac.kr/page/informations/informations\\_network\\_set.jsp](http://www.kau.ac.kr/page/informations/informations_network_set.jsp)

### **C. Description:** Refer to Annex: How to Use Wireless LAN Service

- ※ Inquiry: Jeon-Seung lin (extension: 443 / [wingbird@kau.ac.kr](mailto:wingbird@kau.ac.kr))

## **7. KakaoWork**

KakaoWork is a messaging and collaboration platform used for university classes and work purposes, designed to enhance effective communication within the university.

### **A. Installation and Login Method**

#### **1. Installation**

- 1) Smartphone : Search for 'KakaoWork' in the app store appropriate for your device.
- 2) PC: Search for KakaoWork using a search engine and install it from the official website (<https://www.kakaowork.com/download>).

#### **2. Login**

Enter the Organization ID (KAU), then log in using your employee ID and the same password as the one used for the University's Integrated Information System.

## **B. Key Features**

### **1. Create Group Chats for Each Class**

Similar to KakaoTalk, KakaoWork allows the creation of group chats for each class, separated from personal messaging for convenience.

### **2. School/Class Announcements**

1) Announcements for students are sent through the LMS and Integrated Information System.

2) These announcements can also be viewed on KakaoWork.

### **3. Video Conferencing**

KakaoWork allows for direct video calls within the chat rooms, making it easy to hold meetings with campus members.

## **C. How to Use**

After logging into the Groupware, go to **Board > Information Service Announcements** and refer to the **KakaoWork User Guide (for faculty)**.

※ Inquiries : Jeong Won-jun (Internal extension: 218 / [jungwj@kau.ac.kr](mailto:jungwj@kau.ac.kr)) for further assistance.

## 8. Operation of Shared Computer Rooms and Printer Room

Practice rooms and print rooms are operated for students' computer education and practice.

### A. Shared Computer Rooms Current Condition

Room Name	Room No.	Equipment Secured	Remark
Shared Computer Room I	Science Hall Room No. 407	I5-10500(3.1GHZ) 77 units	
Shared Computer Room II	Science Hall Room No. 410	I5-8500(3.0GHZ) 54 units	
Shared Computer Room III	Science Hall Room No. 411	I5-8500(3.0GHZ) 55 units	
Shared Computer Room IV	Science Hall Room No. 412	I5-10500(3.1GHZ) 30 units I5-12500(3.0GHZ) 30 units	
Printer Room	Science Hall Room No. 202	I5-8500(3.0GHZ) 3 units, Laser Printer 3 units	

### B. Opening Hours (available anytime except regular class hours)

- 1) During Semesters: Weekdays 09:00 – 18:00
- 2) During Vacations: Weekdays 09:00 – 18:00

### C. Printer Rooms Current Condition

Room Name	Room No.	Equipment Secured	Remark
Break Room and Printer Room	Science Hall Room No. 202	I5-8500(3.0GHZ) 3 units, Laser Printer 3 units	

### D. Operating Method

- 1) Opening Hours: Open at all times
- 2) Printing Paper: Purchased individually
- 3) Printer and Technical Support: 02-300-0440

9. Others: For more details, ask for “2. Service Types and Contact Info. of Computer Information Strategy Team” as above. For computer troubles, please call 300-0440.

[ Annex ]

1. How to Use Wireless LAN Service

2. How to Configure the Web Browser for the Use of Electronic Payment Service

#### [Annex 1] How to Use Wireless LAN Service

1. Wireless LAN SSID: KAU-1x (web authentication-one time, security, recommendation), KAU (web authentication, re-authentication upon disconnection), KAU-Guest (no authentication, speed limit)

## 2. Wireless LAN System Specifications

A. Max. transfer rate of each wireless LAN spec.: The equipment currently in use at the university

- 802.11a : 54Mbps
- 802.11b : 11Mbps
- 802.11g : 54Mbps
- 802.11n : 150Mbps
- 802.11ac : 866.7Mbps

### B. Authentication & Encryption

- 1) 802.1x supported (SSID : KAU-1X)
  - ① Security type: WPA-2 Enterprise
  - ② Encryption type: AES
  - ③ Authentication method: PEAP
- 2) Web-Based Authentication(SSID : KAU)

## 3. How to Apply for a Wireless LAN Account:

A. Total Information System > General Administration > Information Service > Apply for a cable/wireless LAN account

B. The ID and PW is exclusively for wireless LAN use and separate from those for the Total Information System. If you lost the PW, a new one shall be created and used with new settings.

C. You can use the LAN service 20 minutes via a mobile device after creating or changing the ID and PW.

The screenshot shows the '무선랜 계정신청' (Wireless LAN Account Management) page. The table below represents the account information displayed on the page:

권좌번호	전자메일
회망ID	상태
비밀번호	비밀번호 확인
사용기간	2021/01/15 ~
신청일시	2014.06.05 18:03:32
변경일시	2016.12.02 15:42:09

※ 안내사항  
 - 비밀번호 분실시 새로운 비밀번호를 '비밀번호'와 '비밀번호 확인'에 입력 후 '사용신청' 버튼을 눌러 설정할 수 있습니다.  
 - 변경사항은 10분마다 자동으로 서버에 반영됩니다.

※ 문의처 : 전산팀(02-300-0219 / 내선219)

#### 4. How to Use Wireless LAN Service in Access to the SSID KAU

Execute your internet web browser; access the wireless LAN log-in page as below; enter your wireless LAN ID and PW at the USERNAME and PASSWORD columns to log in; and use wireless LAN service.

##### A. Zone I: Main Building, Library, SME Center

http://203.253.158.24/content...  
http://203.253.158.24/content/configuration/configuratic

**한국항공대학교**  
HANKUK AVIATION UNIVERSITY

Enter your user name

Enter your password

Enter your description

**LOGIN**

한국항공대학교무선인증로그인  
In order to use the wireless network, Please login your assigned/registered account.  
If you do not know or have forgotten your account and/or password, Contact to Help Desk for assistance.

Copyright © 1995-2019 SAMSUNG All rights reserved

##### B. Zone III : All floors of the Mechanical Engineering/Electronic Engineering/Science Halls, Students Hall, Research Building, and Lecture Building, Aerospace Center, Hanger

**한국항공대학교**  
KOREA AEROSPACE UNIVERSITY

Authentication Required for  
Wireless Access

User Name

Password

Log In

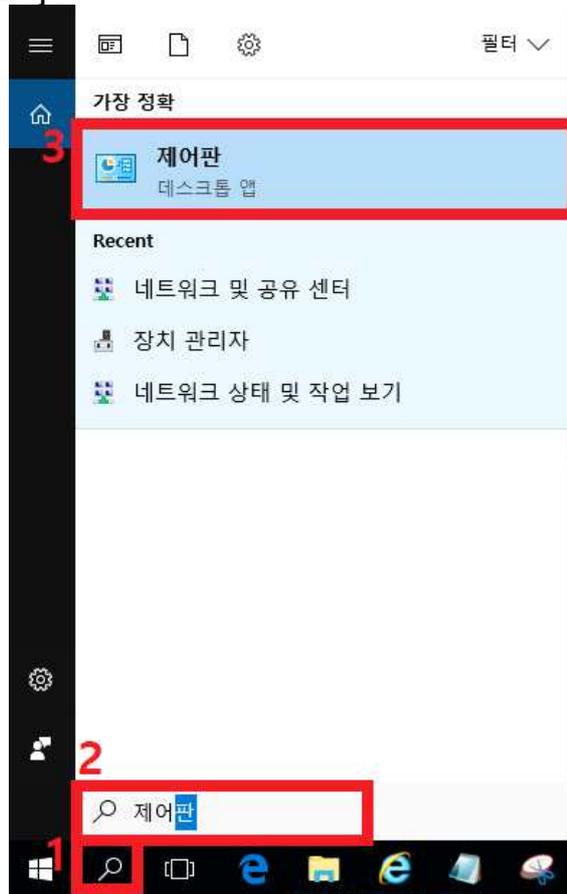
Powered by Buckos Wireless

#### 5. How to Use Wireless LAN Service in access to the SSID KAU-1x (security)

##### \* Windows 10

A. Press the [Start] button and then the [Search] button. Find "Control Panel" and then

click the [Control Panel].



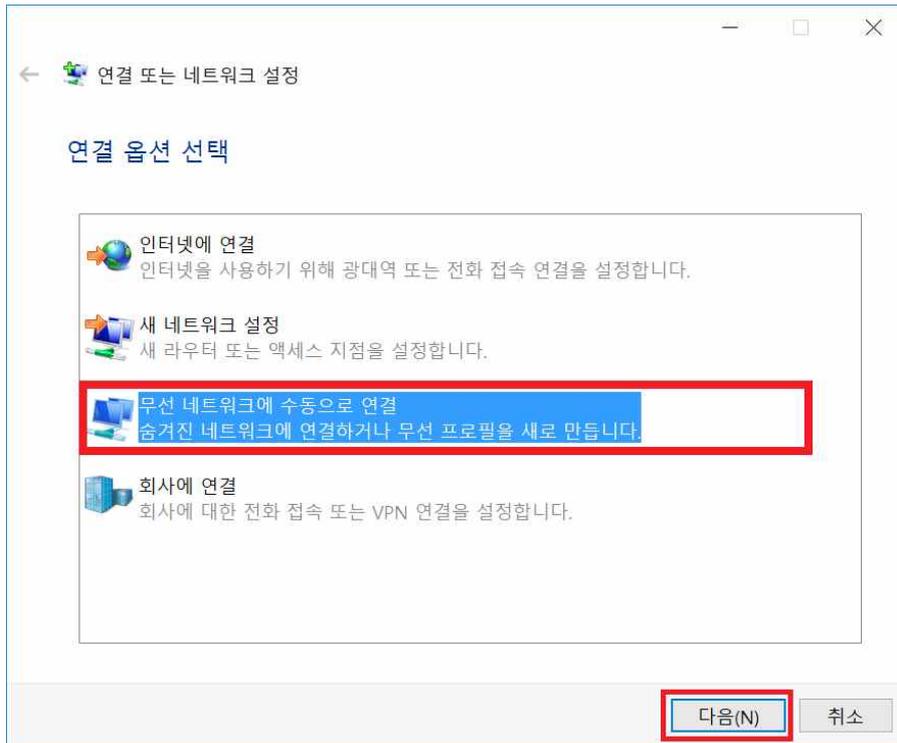
B. Click the [View Network Status and Tasks].



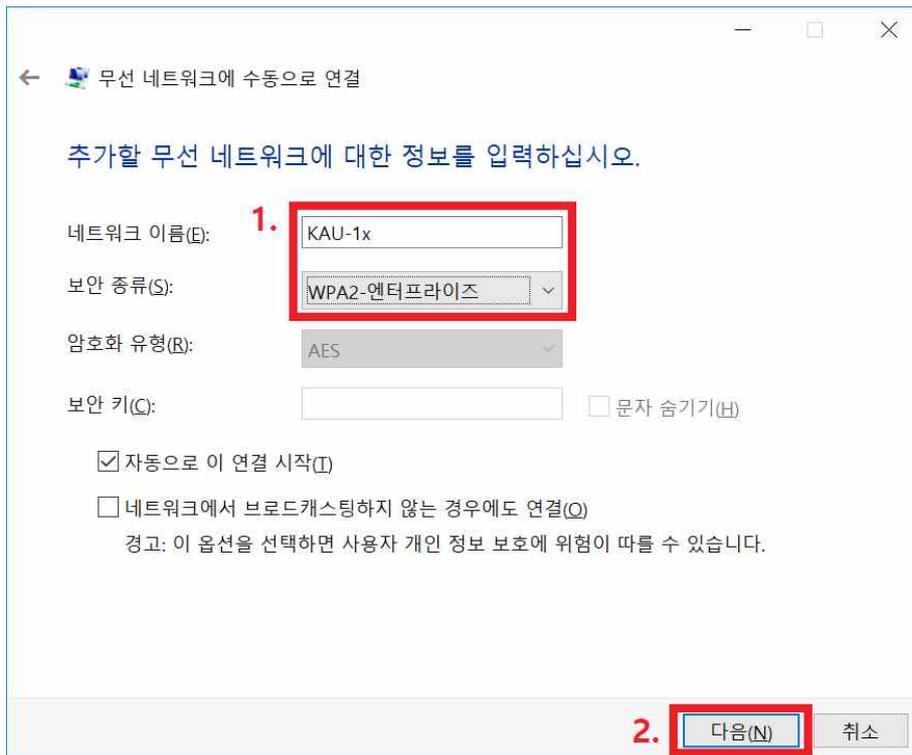
**C. Click the [New Connection or Network Setting].**



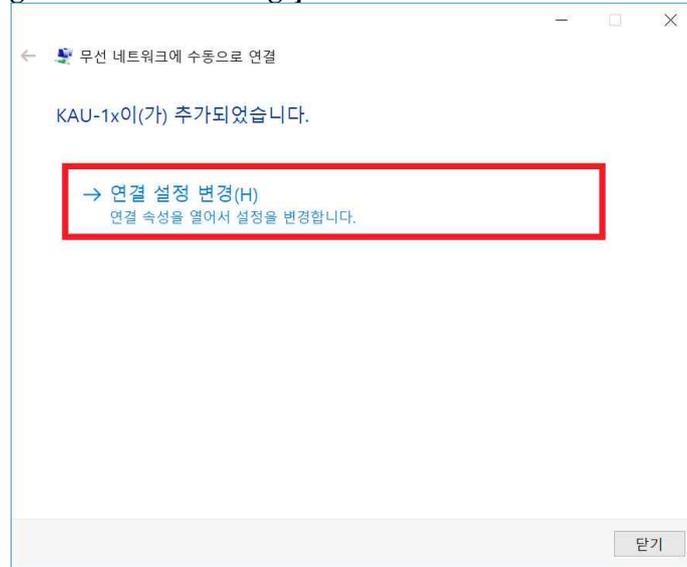
D. Select the [Manually Connect to a Wireless Network] => Click the [Next] button at the bottom.



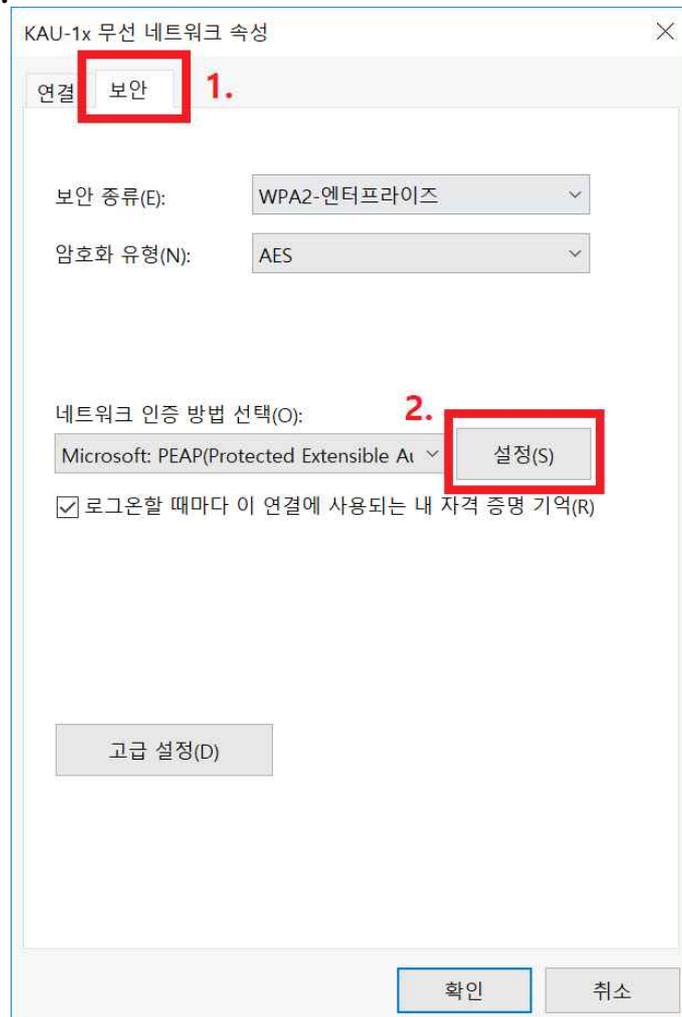
E. Network Name: KAU-1x (case sensitive)  
- Security Type: Select "WPA2 Enterprise" and then click the [Next] button at the bottom.



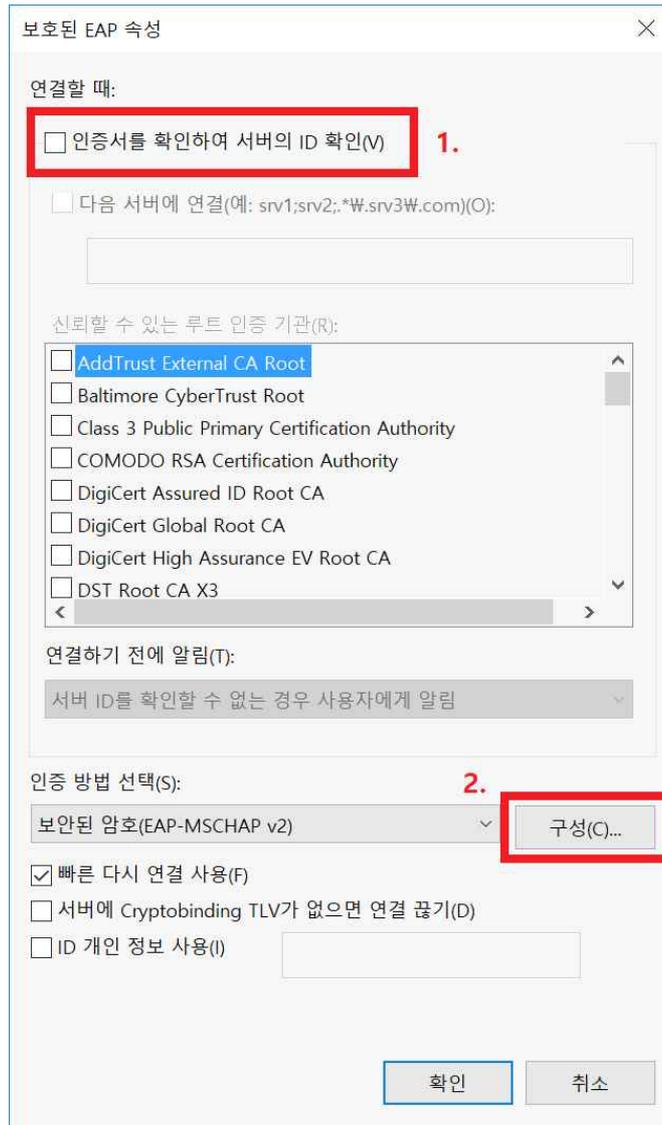
**F. Click the [Change Connection Settings].**



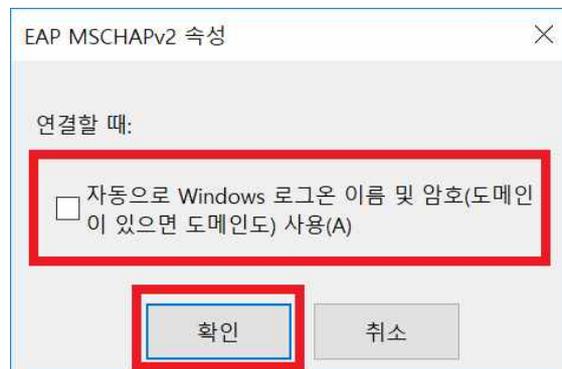
**G. From the window of wireless network attributes, move to the [Security] tab and then click the [Setting].**



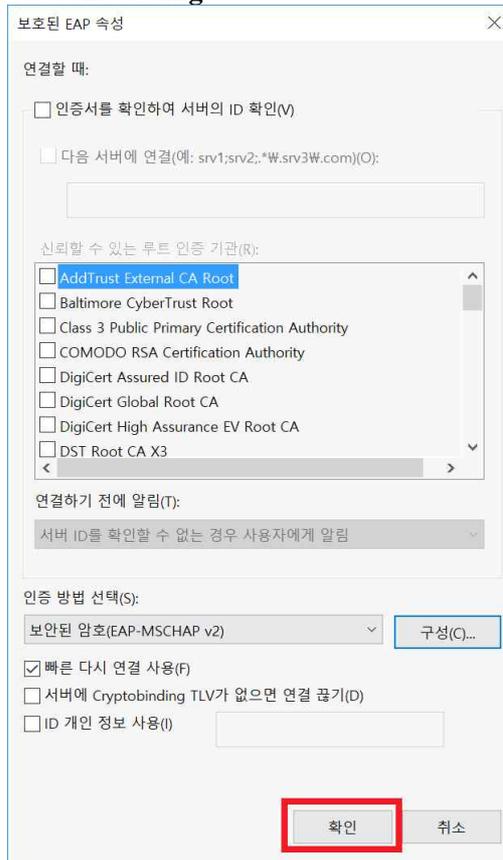
H. Uncheck [Confirm Server ID in the Certificate], select and click the [Configure] in authentication methods.



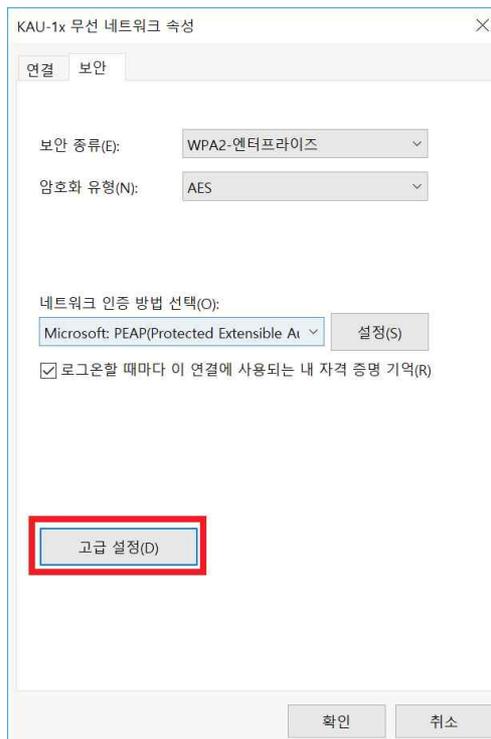
I. Uncheck [Use the Log-in Name and Password of Windows Automatically (domain as well if applicable)] and click the [OK].



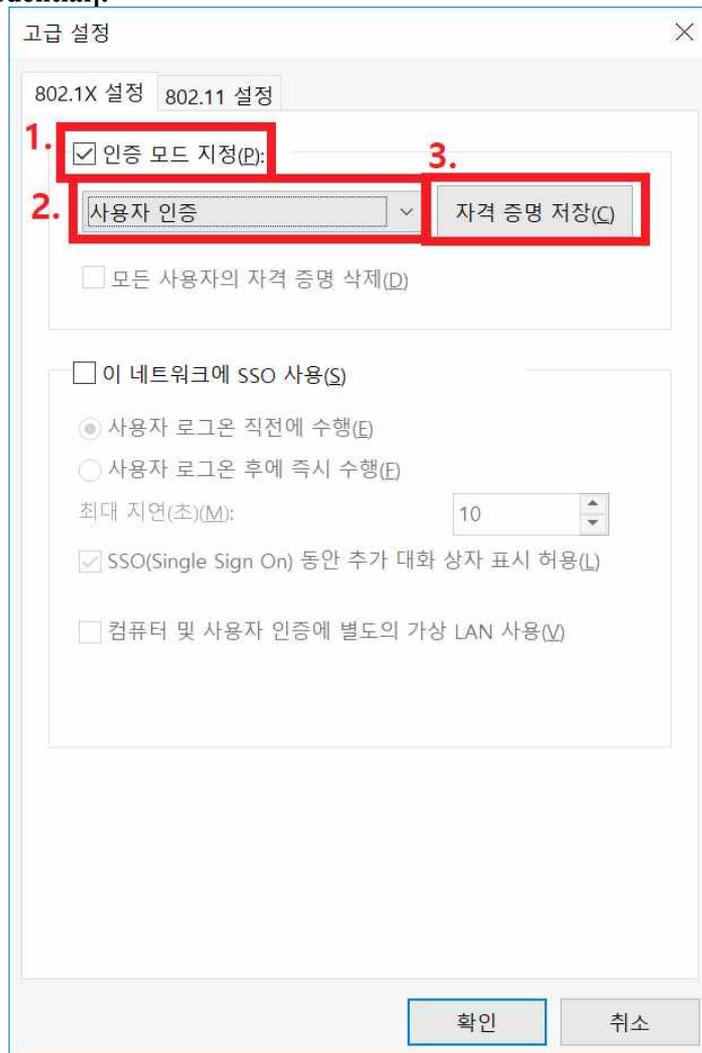
**J. Press the [OK] button to save the setting.**



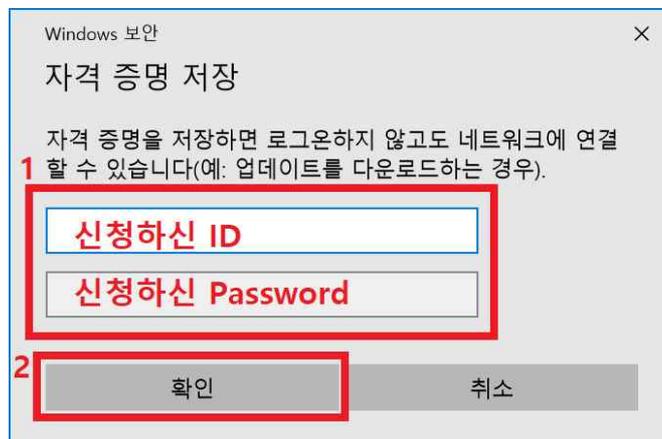
**K. In the window of wireless network attributes stated in Step 7 above, click the [Advanced Settings].**



L. Check [Designate the Authentication Mode], select [User Authentication], and then click the [Save the Credential].



M. Enter the ID and PW and then press the [OK] button to complete the process.



## XII. Guidance on the Use of Central Library

The library secures various medium and materials, domestic and foreign, to support education and research activities of university members. In order to play the role as a library specialized in the area of aerospace, the library presents a variety of relevant materials. It also establishes a cooperative system with related institutions at home and abroad in order to provide information service promptly. In this age of information overflow, it provides users with essential information through its active services.

### 1. Checkout & Return

- A. Checkout: Search materials at a PC for search, bring them to the checkout desk on the first floor, present them with your faculty ID card.
- B. Return: Return books through the library desk or a self-return machine (leftside of main door in Library) within the lending period.
- C. Booking & Extension: You may reserve or extend book lending at the library webpage. (<http://lib.kau.ac.kr> → Log-in → My Library → Book Lending·Extension·Reservation Check)

### 2. Max. Number and Period of Book Lending

Class	No. of books	Period (days)	Penalty
Full-time faculty	20	90	Suspension of lending (date of return delay*amount of books*2)
Part-time faculty (including honorary/adjunct faculties, etc.)	5	30	

### 3. Instructions for Book Request

- A. You may request books for education and research.
- B. How to Request: Library webpage ⇒ Library Service ⇒ Access Materials not Possessed by the Library ⇒ Purchase Request

### 4. Operation

Class	Weekdays	Saturday	Sunday	Others
Reference Room	09:00-18:00 (09:00-17:00 in each vacation)	Closed	Closed	Operate flexible (Refer to the notice of the Homepage)
Reading Room	09:00-24:00	09:00-22:00	09:00-22:00	

※ Closed on public holidays and the university founding day

### 5. Book Photocopying Service

- A. Photocopying service for original texts that are not available at the library in cooperation with partnership libraries and professional institutes at home and abroad (Journal, thesis, book, etc.)
  - \* As for books, it is not allowed to copy the entire book due to copyright issues.
- B. How to Request
  - Library webpage ⇒ Library Service ⇒ Access Materials not Possessed by the Library ⇒ Photocopying Service

- Direct request via RISS: Join RISS personally as a member and request the service.
- \* When joining RISS, designate “Korea Aerospace University” as the library that you belong to.
- \* Request via RISS are processed upon the library’s approval.

**6. Guidance on Electronic Materials**

You can search and access electronic materials online with no limitation of time and space. The database of collected materials including tables of contents, abstracts, and entire books is available at the library webpage.

Classification		Major resources
Electronic Journal		<ul style="list-style-type: none"> <li>• AIAA Journal</li> <li>• ASME Journals(American Society of Mechanical Engineers)</li> <li>• IEEE Xplore</li> <li>• ScienceDirect</li> <li>• Springer(STM)</li> </ul>
WEB DB	Domestic	<ul style="list-style-type: none"> <li>• DBPIA</li> <li>• KISS</li> </ul>
	Foreign	<ul style="list-style-type: none"> <li>• AIAA Meeting Paper</li> <li>• AV-DATA (aviation and traffic)</li> <li>• JCR(Journal Citation Report)</li> <li>• Refworks (bibliography management tool)</li> </ul>

### XIII. Guidance on Educational Equipment Lending

★ To rent the equipment outside the class, please visit the Office for management team of maintenance (Main building, #103)

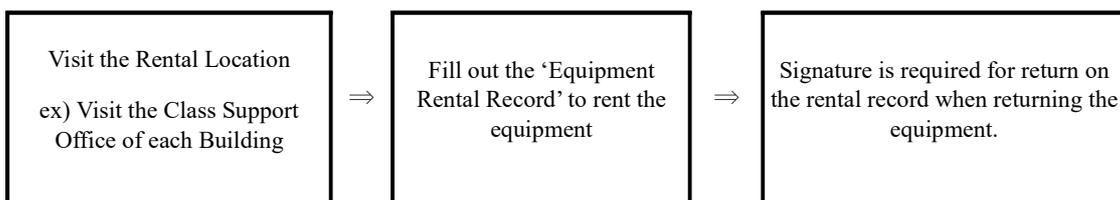
#### 1. Rental Method for Each Lecture Room

Lecture Space	Rental Location	Technical Support	General Management/Office for management team of maintenance
Science Hall	Science Hall, Class Support Office (Science Hall #201)	02-300-0483	02-300-0384
Lecture Building	Lecture B/D, Class Support Office (Lecture B/D #103)	02-300-0423	
Mechanical Engineering Hall / Electronic Engineering Hall	Mechanical Engineering Hall, Class Support Office (Mechanical Engineering Hall #110)	02-300-0485	

#### 2. Educational Equipment possible for Rental

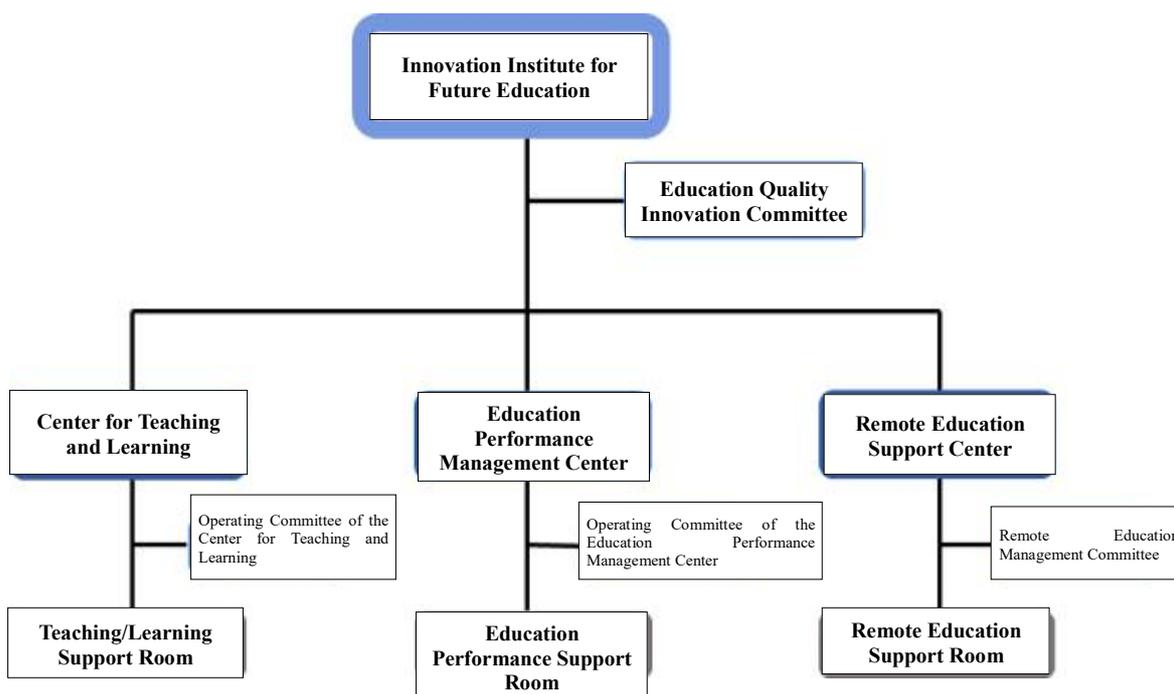
Projector	Laptop	Wireless Microphone	HDMI Cables and Other Various Equipment and Materials	Technical Support
○	○	○	○	○

#### 3. Equipment Rental Procedure



## XIV. Guidance on the Innovation Institute for Future Education

The Innovation Institute for Future Education aims to improve the quality of university education with its performance analysis, research · survey, and faculty/student assistance programs. It consists of the “Center for Teaching and Learning”, “Center for Academic Performance Management,” “Remote Education Support Center.”



### 1. Guidance on the Center for Teaching and Learning

#### A. What is the Center for Teaching and Learning (CTL: Center for Teaching and Learning)?

The Center for Teaching and Learning supports professors’ teaching and students’ learning activities. It was founded with the purpose of improving the quality of classes through various teaching methods as well as students’ learning ability through systematic learning support activity.

#### B. Guidance on Programs of the Center for Teaching and Learning

Areas	Specific area	Details
Support for teaching/learning	Support for faculties’ education capabilities	Capability developing programs for faculties and students
	Support for students’ learning capabilities	
Research/survey	Survey on programs of the Center for Teaching and Learning	Program improvement through regular surveys on the actual condition

### **1) Programs of Support for Faculties' Education Capabilities**

In order to support research and teaching activities of professors who teach students, various programs are operated under the collective title, "Programs of Support for Faculties' Education Capabilities" including special lectures on teaching methods, professor research groups, etc. Such programs provide useful information on effective teaching methods, latest teaching strategies, etc.

### **2) Programs of Support for Students' Learning Capabilities**

'Programs of Support for Students' Learning Capabilities' are operated in order to support students' learning activities: 'Study/Global Mentoring Program' for adaptation to school life and academic learning, 'NALDA study group' for small study groups to achieve their goal, and 'Special Lectures on Learning Methods' with various themes helpful for learning.

## **2. Guidance on the Education Performance Management Center**

### **A. What is the Education Performance Management Center?**

The Education Performance Management Center was founded along with the Innovation Institute for Future Education. It provides various services including research and survey activities regarding education performance analysis and management.

### **B. Major Services of the Education Performance Management Center**

<b>Classification</b>	<b>Major services</b>
1	Curriculum and extra-curriculum quality evaluation results analysis, improvement, and feedback (operation of curriculum and extra-curriculum monitoring groups, etc.)
2	SPACE Development and management of personal key capability analysis tools
3	Survey and analysis of satisfaction with university education and feedbacks
4	General management and operation of learning capability support (extra-curriculum) programs
5	Survey and analysis of satisfaction with the lecture quality and feedbacks in such ways as course evaluation, CQI result analysis, etc.
6	Other aspects supplementary to items above

### 3. Guidance on the Remote Education Support Center

#### A. What is the Remote Education Support Center?

The Remote Education Support Center creates environments for a new type of teaching/learning activities, improves the efficiency of education, supports lecture photographing, and manages the quality of contents for smooth operation of the remote education system.

#### B. Major Services of the Remote Education Support Center

##### 1) Production of Untact (online) Education Contents and Quality Management

###### (1) Support for E-learning Contents Production

① **Description: Photographing, editing, and sharing video contents of regular curriculum**

- Video photographing and editing: 1-person contents production system, automatic lecture recording system, support for on/offline photographing and editing via Camtasia, etc.

- Use of recorded contents

☞ Supplementary materials for classes (Flipped Learning, etc.)

☞ K-MOOC, KAU OCW, KOCW ([www.kocw.net](http://www.kocw.net)) contents release

② **Recipients:** Full-time faculties conducting (or preparing) regular classes

③ **Program Application and Period:** Applying at each Department / early in the 1st semester (5 lectures each year)

④ **Others**

- Support for video contents production (whenever necessary) for supplementary materials as well as E-learning contents

- Support for teaching/learning of disabled students in accord with the 『Operational Regulations on Support for Disabled Students』 .

☞ Guideline on teaching/learning support for each disability type and collections of actual cases of teaching/learning support

☞- Direct support for teaching/learning support for disabled students when necessary

###### 2) Support for Lecture Photographing

(1) Description: Provision of quality contents through support for photographing and editing of regular courses

(2) Recipients: Faculties conducting (or preparing) regular classes

(3) Types of Support Available

① Automatic class recording system: Recordings are made available after lectures are photographed in a lecture room of the lecture building or Science Hall to simulate the offline class environments.

- **Automatic Instructor Tracking**

The camera automatically tracks the instructor's movements.

- **Various Template Formats**

Lectures and instructors can be recorded in various formats.

- **Real-time Recording and File Distribution**

Real-time recording allows for immediate distribution of video files after the lecture ends.

※ For detailed information such as manuals, please refer to the link below

<https://ctl.kau.ac.kr/notice/list.php?searchkey=&searchvalue=&code=s1101&page=&mode=read&seq=1045>

- ② Portable lecture recording system: Support for photographing and editing via a system similar to that of a “studio” in the lecture building.
  - ③ 1-person studio system: Support for photographing and editing of 1-person lecture videos in utilization of tablets at the “studio” on the 3rd floor of the Start-up Promoting Center.
  - ④ Support for online and offline filming and editing using programs such as Camtasia
- (4) Others: These programs aim to support lecture editing and photographing. For LMS-related aspects, contact the “Computer Team.”

**3) Education Media Support (ICT-based support service):** Equipment lending for education media support, education, etc.

B. Support for Untact (online) Classes and Surveys of Contents Consumers

C. Sharing and Spreading of Exemplary Contents

#### 4. Major Contents of the Programs of Support for Faculties’ Education Capabilities

##### A. Lecture Consulting

- 1) Description: Providing general solutions through photographing, self analysis, etc.
- 2) Program Type: 1:1 consulting with external experts (Type A) / self analysis ( Type B)
- 3) Application Period: Early in each semester (at each Department)

Newly recruited faculties	Existing faculties	Part-time faculties
Type A duties (From the 2nd semester after appointment)	· First application: Type A · Twice or more: Optional (Type A or Type B)	Type B available

##### B. Professor Research Group

- 1) Description: Improving the basic quality of education and classes by sharing teaching know-hows and conducting R&D on exemplary cases
- 2) Supporting Methods: Application as a team for suggested or selected themes  
☞ ‘Development of curriculum/extra-curriculum integrated programs,’ ‘development of KAU advanced class models,’ etc.
- 3) Application Period: Early in each semester (at each Department)

##### C. Writing Lab

- 1) Description: Support for thesis reliability improvement through correction and consulting on English papers
- 2) Required Documents

Faculties (full-time, part-time)	Graduate students (master/doctor)
Writing Lab Application Form	Writing Lab Application and Academic Advisor Confirmation Form

Commissioned manuscripts (Word file)	Commissioned manuscripts (Word file)
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- 3) Program Application: Applicable, 6 times a year (Up to 36 hours)
- 4) Application Downloading: Access the webpage of the ‘Center for Teaching and Learning’ ([ctl.kau.ac.kr](http://ctl.kau.ac.kr)> Support for Professors> Writing Lab)

#### **D. Special Lectures on Teaching Methods**

- 1) Description: Helping faculties to develop lecturing capabilities through by providing special lectures of teaching methods
- 2) Recipient: Full-time/part-time faculties, students in doctoral/master courses
- 3) Program Operation: Each semester (8 times a year)
- 4) Program Application: Apply at the website of the Center for Teaching and Learning as directed via e-mail and register the application on-site

#### **E. Mentoring for Newly Recruited Faculty Members**

- 1) Description: Sharing teaching know-how and promoting the new faculty members' speedy adaptation through the formation of an excellent new faculty team
- 2) Recipient: Full-time faculty members
- 3) Program Operation: For each semester when new faculty members are recruited
- 4) Mentor-Mentee Matching: Matching and operation by the Center for Teaching and Learning

#### **※ Contact Info.**

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