[학생]휴/복학신청

Leave of Absence/Return to School (Reinstatement) Application Manual

(학생) 휴학신청

numb	ent		Name(Eng)		Birth date	
Affiliati		Arts and Sciences	Student governmen	t sponsored student	Course	B.S
Academ		-02-04 Date of school	classification 2019-02-18	Professor	classification	
record stat Yea Semest	ar/ Ischool year (registered:0seme)	register change		Contact number		
Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Process status		
2019-05-28 14:16:55	Military Leave of Absence	2019/Spring Semester	2019/Fall Semester	Filling out		
2019-05-21 10:24:29	Military Leave of Absence	2019/Spring Semester	2020/Fall Semester	Studient team rece		
Processed			C Apply print			Apply and
	Military Leave of Absence		 Purpos 	e* Military	✓ Extension	of leave of absence
Starting year of leave of absence/semester	2019 Spring Semester 👻 Ni	umber of semester 2	Detailed reason for chang	· 군대를 가게되어 휴학을	신청 합니다.	
Ending year of leave , of absence/semester		Type of military* 육군	*			
Estimated year of return to school /semester	2020 Spring Semester 🔻	Dicharge date* 2019-11-	14 💼			
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3. 승인 시 파란글씨, 미승인시 빨간글씨로 조회

4. 각 항목 클릭 시 처리일시 및 면담내용 팝업 호출

1. 학생이 휴학을 신청하는 화면입니다. (재학생 및 휴학연장생 신청가능)

2. 'New' 버튼 클릭 후 휴학시작학기, 휴학종료학기, 휴학사유 등을 입력합니다.

3. 'Save' 버튼 클릭 시 진행상태는 '작성 중'이며, 'Apply' 버튼 클릭 시 진행상태는 '부서승인단계' 상태가 됩니다.

4. 'Apply' 버튼 클릭시 행정부서 및 소속부서 담당자에게 휴학 신청 메일을 자동 전송합니다.

5. 부서승인단계부터는 진행상태를 조회만 할 수 있고 데이터 수정이 불가능합니다. (단, 부서승인단계 상태에서 아직 승인이 전혀 처리되지 않았다면 'Cancel' 버튼 클릭 후 데이터 수정이 가능합니다. 그러나 행정부서 및 소속부서에서 승인이 한 건이라도 처리되었다면 cancel 불가능합니다. 그래도 수정하려면 학부사무실에 요청하여 '반려' 처리 후, 수정 또는 재신청합니다.)

6. 첨부파일은 1개(PDF)만 등록 가능하며, 특수 휴학(군, 질병, 창업, 출산 등) 및 재학기간 연장학생은 관련 증빙서류 등록이 필수입니다.

7. 지난년도/학기는 휴학시작년도/학기로 입력할 수 없습니다.

8. 휴학사유는 최대 1300자이며, 필수입력 항목입니다.

9. 군 휴학은 학생이 전역일자를 입력하고 이에 따라 복학학기를 자동 등록합니다. (수정가능) 군 휴학은 병역구분이 필수로 등록되어야 합니다.

10. 휴학 상태에서 휴학을 신청할 경우 휴학연장여부가 자동체크되며, 휴학시작일자는 기존에 신청했던 복학예정학기 이후의 학기는 입력 할 수 없습니다.

11. 전문연구요원은 휴학신청이 불가합니다.

12. 학사과정 1학년 1학기에는 특수휴학만 가능합니다.

13. 학사과정 학생은 지도교수 면담(Advisor Standby) 단계가 되면, 학생이 교수님께 '별도 연락' 하여 면담일정 조율합니다. (상담센터는 점심시간 제외하고 '평일 오전 9시 ~ 오후6시' 방문 가능)

14. 휴학 최종승인완료 시, GIST 이메일로 승인통보 받습니다.

(Eng.) For Students - Application for Leave of Absence

Student basic informa	ition						
Stude			Name(Eng)		Birth date		
Affiliati		Arts and Sciences	Student	t sponsored student	Course	B.S	
Armau Acaden	Data of	Data of school			classification	Б.Э	
record stat		03-04 register change	2019-02-18	Professor			
Yea			r	Contact			
Semes	er 🗆 👘			number			
Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Process status			
2019-05-28 14:16:55	Military Leave of Absence	2019/Spring Semester	2019/Fall Semester	Filling out			
2019-05-21 10:24:29	Military Leave of Absence	2019/Spring Semester	2020/Fall Semester	Studient team rece			
Processed			C Apply prin	t out	🖹 Save	Apply	ance
-	Military Leave of Absence			t out 🕞 new		a Apply	
Classification change Starting year of leave of absence/semester	2019 Spring Semester 👻 Nu fo	imber of semester or leave of absence 2		e* Military 5 _군대를 가게되어 휴학을	✓ Extension		i cancel
Classification change Starting year of leave of absence/semester Ending year of leave of absence/semester	2019 Spring Semester 👻 Nu fo	imber of semester or leave of absence 2 Type of military * 육군	 Purpos Detailed reason 	e* Military 5 _군대를 가게되어 휴학을	✓ Extension		
Classification change Starting year of leave of absence/semester	2019 Spring Semester Nu 2019 Fall Semester 1 2020 Spring Semester Y	or leave of absence Type of military* 육군 Dicharge date* 2019-11-	 Purpos Detailed reason for chang * 	e* Military 5 _군대를 가게되어 휴학을	✓ Extension		
Classification changes Starting year of leave of absence/semester Ending year of leave of absence/semester stimated year of return	2019 Spring Semester Nu 2019 Fall Semester 1 2020 Spring Semester Y	or leave of absence 2 Type of military* 육군	 Purpos Detailed reason for chang * 	e* Military 5 _군대를 가게되어 휴학을	✓ Extension		
Classification change Starting year of leave of absence/semester Ending year of leave of absence/semester stimated year of return to school /semester	2019 Spring Semester Nu fo 2019 Fall Semester 1 2020 Spring Semester 1 2020 Spring Semester 1 (2).pdf (12.50MB) X4	or leave of absence Type of military* 육군 Dicharge date* 2019-11-	Purpos Detailed reason for chang v	e* Military 5 _군대를 가게되어 휴학을	✓ Extension		_
Classification changes Starting year of leave of absence/semester Ending year of leave of absence/semester stimated year of return to school /semester 과 알업로드 1100035 -	2019 Spring Semester Nu fo 2019 Fall Semester 1 2020 Spring Semester 1 2020 Spring Semester 1 (2).pdf (12.50MB) X4	or leave of absence Type of military* 육군 Dicharge date* 2019-11- 가기간연장여부 Dication date 2019-05-28 Only one PDF file can be upl	Purpos Detailed reason for chang v	e* Military 5 _ 군대를 가게되어 휴학을	✓ Extension		_
Classification changes Starting year of leave of absence/semester Ending year of leave of absence/semester stimated year of return to school /semester 과일업로드 1100035 - 다운로드	2019 Spring Semester · Nu fo 2019 Fall Semester · 1 2020 Spring Semester · [: 파일선택 (2).pdf (12.50MB) · (or leave of absence Type of military* 육군 Dicharge date* 2019-11- 한기간연장여부 Dication date 2019-05-28 Only one PDF file can be upl	Purpos Detailed reason for chang v 14 14 14:16:55 loaded.	e* Military 5 _ 군대를 가게되어 휴학을	✓ Extension		
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1. Progress status display for "Leave of Absence" approval.

- 2. Classified as Pending, Approved, or Disapproved
- 3. "Approved" is displayed in blue, "Disapproved" is displayed in red.
- 4. For each item clicked, the processing date and time, and contents' pop-up will show up.

1. This is what the screen looks like for students who apply for a leave of absence (applicable for enrolled and extended leave of absence students.)

2. After clicking the "New" button, enter the "Starting Year of Leave of Absence/ Semester", "Ending Year of Leave of Absence/ Semester", and the "Detailed Reason for Change."

3. After clicking the "Save" button, the process status will change into "Filling Out", and after clicking the "Apply" button, the progress status becomes the "Awaiting Department Approval."

4. After clicking the "Apply" button, an email requesting the leave of absence is automatically sent to the department and the person in charge of the relevant department.

5. From the "Awaiting Department Approval" status, any edit cannot be made and only progress status can be viewed. (However, if no approval has been made yet in the "Awaiting Department Approval" status, data can be edited after clicking the "Cancel" button. If at least one approval has been processed by the department or the relevant department, it cannot be canceled. If the student wishes to modify, they have to go to the department and request to turn down the application and then re-apply.)

6. Only one file in PDF format can be uploaded, and those who take special leave of absence (military, disease, business start-up, childbirth, etc.) and extended students need to attach the document.

7. Previous year/semester cannot be entered as the "Starting Year of Leave of Absence/ Semester."

8. The reason for leave of absence should be in maximum 1300 characters and is a required field.

9. If a student applies for a leave of absence while on a leave of absence, the extension of the leave of absence will be automatically inputted, and the starting date of the leave of absence cannot be entered after the semester for which the student is expected to return to school.

10. Only special leave of absence is permitted for the first semester of the first year of the undergraduate program.

11. For undergraduate students, after reaching "Advisor Standby" status, the students must contact their professor individually to arrange an interview (students can visit the Counseling Center from 9 am to 6 pm on weekdays, except lunch hours.)

12. Upon completion of the final approval for leave of absence, students will receive an email of approval from GIST.

(학생) 복학신청

Student basic information	1						1. 악생이 목악을 신성하는 화면입니나. (유악생만 신성가능)
Student number	Name		Name(Eng)		Birth date		· 비치니치 취대에 지아치 거야 수초리는 개이되고 변경 있어
Affiliation	Graduate School School of Materia		classification government	sponsored student	Course Ph.D.		 2. 복학신청 화면에 진입할 경우 호출되는 개인정보 변경 팝업 개인정보가 변경되었을 경우 개인정보를 변경 하실 수 있습니
Academic ecord status	Leave of Ab Date of enterance 2012-03	-02 Date of school register change	2019-04-18	Professor			게한영도가 한영되었을 영구 개한영도를 한영 약을 두 있습니다
Year/ Semester	14semester (registered:14semester	r) (co E-Mail		Contact number			3. 'New' 버튼 클릭 시 기존 휴학 정보에 맞게 데이터가 자동으
Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Estimated year of retu of to school/semeste			4. 'Save' 버튼 클릭 시 진행상태는 '작성 중'이며,
2019-05-29 10:56:34 G	eneral Reinstatement	2019/Spring Semester	2019/Spring Semester	2019/Fall Semester	Filling out		'Apply' 버튼 클릭 시 진행상태는 '부서승인단계' 상태가 됩니
							5. 'Apply' 버튼 클릭시 행정부서 및 소속부서 담당자에게 휴학 전송합니다.
Processed			Apply print of	out 📑 new	월 Save 법 Apply	🛅 cancel	6. 부서승인단계부터는 진행상태를 조회만 할 수 있고 데이터 - (단, 부서승인단계 상태에서 아직 승인이 전혀 처리되지 않았 클릭 후 데이터 수정이 가능합니다. 그러나 행정부서 및 소속부
	e* General Reinstatement		for lea	er of semester ave of absence	Return earlier than	scheduled	건이라도 처리되었다면 cancel 불가능합니다. 그래도 수정하려 요청하여 '반려' 처리 후, 수정 또는 재신청합니다.)
Starting year of leave of absence/semeste			Detailed reasons for change				
Ending year of leave of absence/semeste	2019 Spring Semester						7. 첨부파일은 1개(PDF)만 등록 가능하며, 군 복학일 경우 첨부 필수 등록되어야 합니다.
Estimated year of returr to school /semeste	* 2019 Fall Semester ↔						
▶ 파일업로드	[♪ 파일선택						8. 지난년도/학기는 복학년도/학기로 입력 할 수 없습니다.
		ication date 2019-05-29					9. 복학사유는 최대 1300자이며, 필수입력 항목입니다.
+	× Or	ly one PDF file can be up	loaded.				10. 복학학기는 복학예정학기 이후 학기로 입력할 수 없습니다
Progress Filling out	Approval date	🛅	Notice				11. 복학예정학기 전 복학을 신청할 경우 중도복학 여부가 자동
	Affiliation Standby	Advisor > Dean/D Standby > Sta		ent team andby			
			,				12. 복학 최종승인완료 시, GIST 이메일로 승인통보 받습니다.
1. 복학 승인 진	행사항 표시						

2. 대기, 승인, 미승인으로 분류

3. 승인 시 파란글씨, 미승인시 빨간글씨로 조회

4. 각 항목 클릭 시 처리일시 및 면담내용 팝업 호출

화면에서 학생의 다.

로 입력됩니다.

니다.

신청 메일을 자동

수정이 불가능합니다. 나이다면 'Cancel' 버튼 부서에서 승인이 한 려면 학부사무실에

부파일(전역증빙)은

통체크 됩니다.

(Eng.) For Students - Application for Reinstatement

Student basic informat											
Stude		Name			Name(Eng)				Birth date		
Affiliati		chool School of	Materials Scie	ence and Engine	Student classification		t sponsored stu	ident .	Course lassification	Ph.D.	
Academ ecord stat		Date of 2 enterance	2012-03-02	Date of schoo register change	2019-04-1		F	Professor	abonneacion		
Yea Semest	ar/ 14comostor	r (registered:14s	emester) (co	E-Mai				Contact			
Semest	ter			1				number 🗆			
Apply/Date and time of cancellation	Classific	ation change		ing year of leave sence/semester		ear of leave e/semester		year of return ool/semester		cess tus	
2019-05-29 10:56:34	General Reinsta	atement	2019/	Spring Semester	2019/Sprin	ng Semester	2019/Fa	ll Semester	Filling ou	t	
Processed						Apply print	out	new 🗎	Save	Apply	🗂 cancel
								new 🗎			ancel
Classification cha		instatement				Numb	out				cancel
	ave 2010 ca	einstatement pring Semester				Numb for le tailed reasons	per of semester eave of absence				
Classification chan Starting year of lea	eave 2019 Sp ester 2019 Sp					Numb for le	per of semester eave of absence				
Classification chan Starting year of lea of absence/seme Ending year of lea	ester 2019 Sp ester 2019 Sp ester 2019 Sp	oring Semester	v			Numb for le tailed reasons	per of semester eave of absence				
Classification chan Starting year of lea of absence/seme Ending year of lea of absence/seme	ester 2019 Sp ester 2019 Sp ester 2019 Sp	oring Semester oring Semester	•			Numb for le tailed reasons	per of semester eave of absence				
Classification chan Starting year of lea of absence/seme Ending year of lea of absence/seme Estimated year of ret to school /seme	ester 2019 Sp ester 2019 Sp ester 2019 Sp	pring Semester pring Semester Ill Semester	* Application	n date 2019-05-	De	Numb for le tailed reasons	per of semester eave of absence				
Classification chan Starting year of lea of absence/seme Ending year of lea of absence/seme Estimated year of ret to school /seme	ester 2019 Sp ester 2019 Sp ester 2019 Sp	pring Semester pring Semester Ill Semester		n date 2019-05-: 2 PDF file can be u	De 29 10:56:34	Numb for le tailed reasons	per of semester eave of absence				
Classification chai Starting year of lea of absence/seme Ending year of lea of absence/seme Estimated year of ret to school /seme	ester 2019 Sp ester 2019 Sp ester 2019 Sp	oring Semester oring Semester II Semester [파일선택	* Only one	PDF file can be u	De 29 10:56:34	Numb for le tailed reasons for change	per of semester eave of absence 도 목학합니다.				
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Classification chai Starting year of lea of absence/seme Ending year of lea of absence/seme Estimated year of ret to school /seme	ester 2019 Sp ester 2019 Sp ester 2019 Sp	oring Semester oring Semester II Semester [파일선택	* Only one	PDF file can be u	De 29 10:56:34	Numb for le tailed reasons for change Notice	per of semester eave of absence 도 목학합니다.				

1. Progress status display for "Reinstatement" approval.

- 2. Classified as Pending, Approved, or Disapproved
- 3. "Approved" is displayed in blue, "Disapproved" is displayed in red.
- 4. For each item clicked, the processing date and time, and contents' pop-up will show up.

1. This is what the screen looks like for students who apply for return to school (only students on leave of absence can apply.)

2. Students can change their personal information on the personal information change pop-up screen that shows up on the screen of the return to school application if the student's personal information has changed.

3. After clicking the "New" button, data is automatically entered according to the existing leave of absence information.

4. After clicking the "Save" button, the process status will change into "Filling Out", and after clicking the "Apply button, the progress status becomes the "Awaiting Department Approval."

5. After clicking the "Apply" button, an email requesting the return to school is automatically sent to the administrative department and the person in charge of the relevant department.

6. From the "Awaiting Department Approval" status, any edit cannot be made and only progress status can be viewed (however, if no approval has been made yet in the "Awaiting Department Approval" status, data can be edited after clicking the "Cancel" button. If at least one approval has been processed by the department or the relevant department, it cannot be canceled. If the student wishes to modify, they have to go to the department and request to turn down the application and then re-apply.)

7. Previous year/semester cannot be entered as a "Returning Year/Semester."

8. The reason for return to school should be in maximum 1300 characters and is a required field.

9. The return semester cannot be entered after the expected return semester.

10. If you apply for a return to school before the semester you plan to return to, return status will be automatically inputted.

11. Upon completion of the final approval for return to school, students will receive an email of approval from GIST.