# [학생]휴/복학신청

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

### (학생) 휴학신청



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er		Name(Eng)		Birth date		
on GIST College Division of Liberal	Arts and Sciences	classification governmen	nt sponsored student	classification	B.S	
IC Registered Date of 2019	-03-04 Date of school register change	2019-02-18	Professor			
r/ 1school year (registered:0seme	ster) (coi E-Mail		Contact number			
	Starting year of leave	Ending year of leave	Process			
Classification change	of absence/semester	of absence/semester	status			
Military Leave of Absence	2019/Spring Semester	2019/Fall Semester	Filling out			
Military Leave of Absence	2019/Spring Semester	2020/Fall Semester	Studient team rece			
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2019 Spring Semester *	for leave of absence	for change	15 <sub>*</sub> 군네들 가게되어 유학들 : Je	신성 압니다.		
2019 Fall Semester 👻	Type of military* 육군	¥				
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니/ 파일선택						
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진행사항 표시						
, 미승인으로 분류						
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	Military Leave of Absence         2019         Spring Semester         2020         Spring Semester         (2).pdf (12.50MB)         (2).pdf (12.50MB)         (2).pdf spring         Approval         Approval	Military Leave of Absence       2019-03-04       Date of school register change E-Mail         Military Leave of Absence       2019/Spring Semester         Military Leave of Absence       2019/Spring Semester         2019       Spring Semester         2019       Spring Semester         2019       Spring Semester         2019       Spring Semester         2020       Spring Semester         2020       Spring Semester         Quig (2).pdf (12.50MB)       Mapproval date         Approval date       -         Approval date       -         Approval date       -         Approval       >         Approval       >	Maintering       Name(Eng)         SiST College Division of Liberal Arts and Sciences       Student governmer         Registered enterance       2019-03-04       Date of school         1school year (registered:0semester) (co)       E-Mail       Ending year of leave of absence/semester         Military Leave of Absence       2019/Spring Semester       2019/Fall Semester         Military Leave of Absence       2019/Spring Semester       2020/Fall Semester         Military Leave of Absence       2019/Spring Semester       2020/Fall Semester         2019       Spring Semester       V       Detailed reason for leave of absence         2019       Spring Semester       V       Detailed reason for leave of absence         2019       Spring Semester       Dicharge date       2019-01-14         2020       Spring Semester       Dicharge date       2019-05-28 14:16:55         2020       Spring Semester       Dicharge date       2019-05-28 14:16:55         * Only one PDF file can be uploaded.       Application date       2019-05-28 14:16:55         * Only one PDF file can be uploaded.       Approval       Advisor       Approval         Approval       Advisor       Division Chair/Director       Stude Approval         Approval       Advisor       Division Chair/Director       F	Marrielleng)       Student       Sourcement sponsored student         Registered       Date of school       Contact         Registered       Date of school       Contact         Ischool year (registered:0semester) (cor       E-Mail       Contact         Classification change       Starting year of leave of absence/semester       Ending year of leave of absence/semester       Processo         Miltary Leave of Absence       2019/Spring Semester       2019/Fall Semester       Filling out         Military Leave of Absence       2019/Spring Semester       2020/Fall Semester       Filling out         Military Leave of Absence       2019/Spring Semester       2020/Fall Semester       Student team rece         Military Leave of Absence       2019/Spring Semester       Purposet       Military         2019       Fall Semester       Number of semester       Purposet       Military         2019       Fall Semester       View of absence       Purposet       Military         2019       Fall Semester       Dicharge date 2019-11-14       Purposet       Military         2020       Spring Semester       Dicharge date 2019-05-28 14:16:55       • Only one PDF file can be uploaded.       Student Records team         (2).pdf (12:50MB)       Advior       Division Chair/Director       Student Records t	Image: Structure of Liberal Arts and Sciences       Name(Eng)       Structure of Structure of Liberal Arts and Sciences         Image: Structure of Liberal Arts and Sciences       Structure of Liberal Arts and Sciences       Structure of Liberal Arts and Sciences         Image: Structure of Liberal Arts and Sciences       Professor       Course of Liberal Arts and Sciences         Ischool year (registered Osemester) (co       E-Mail       Professor       Course of Absence/semester         Itary Leave of Absence       2019/Spring Semester       2019/Spring Semester       Student team rece         Military Leave of Absence       2019/Spring Semester       2020/Fall Semester       Filling out         2019       Soring Semester       Detailed reasons for change       Effer 7/715101 Ret & dig Sulf.         2019       Fall Semester       Division Chair/Olivedor       Extension         2019       Soring Semester       Division Chair/Olivedor       Effer 7/715101 Ret & dig Sulf.         2019       Fall Semester       Division Chair/Olivedor       Effer 7/715101 Ret & dig Sulf.         2019       Fall Semester       Division Chair/Olivedor       Student Records team         2019       Approval       Division Chair/Olivedor       Student Records team         Approval       Approval       Division Chair/Olivedor       Student Records team	Name(Eng)       Birth date         Course       Date of College Division of Liberal Arts and Sciences         Student [povermment sponsored student]       Course         Registered_enterance       2019-03-04         Performance       Professor         (2) 19:02:18       Professor         (2) 19:02:18       Contact number         (2) 19:02:19       Contact number         (2) 19:02:18       Professor         (2) 19:02:18       Contact number         (2) 19:02:19       Contact number         (2) 19:02:19       Contact number         (2) 19:02:19       Contact number         (2) 19:02:19       Contact number

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 PDF만 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 informat	tion						
Studer	nt		Name(Eng)		Birth date		
numbe Affiliatio	er CIST College Division of Liberal	Arts and Csingson	Student	t coopcored student	Course	D.C.	
Amilatio	GIST College Division of Liberal	Pate of school	classification governmen	t sponsored student	classification	B.5	
record statu	us Registered enterance 2019	-03-04 register change	2019-02-18	Professor			
Yea	1/ 1school year (registered:0seme	ester) (cor E-Mail		Contact			
Semeste				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 Classification change*	Military Leave of Absence		Apply print     Purpos	e* Military	<ul><li>Extension €</li></ul>	Apply	i cancel
<ul> <li>Processed</li> <li>Classification change*</li> <li>Starting year of leave of absence/semester*</li> </ul>	Military Leave of Absence	lumber of semester 2	Apply print     Purpos     Detailed reason:     for chang	t out 다 new et Military 5 군대를 가게되어 휴학을	<ul> <li>Bave</li> <li>Extension €</li> <li>신청 합니다.</li> </ul>	Apply	i cancel
Processed Classification change Starting year of leave of absence/semester Ending year of leave of absence/semester	Military Leave of Absence 2019 Spring Semester  2019 Fall Semester	lumber of semester for leave of absence 2 Type of military* 육군	Apply print     Purpos     Detailed reasons     for chang     v	t out 다 new e* Military 5 _ 군대를 가게되어 휴학을	<ul> <li>■ Save</li> <li>■ Extension of</li> <li>신청 합니다.</li> </ul>	of leave of ab	in cancel
Processed Classification change* Starting year of leave * of absence/semester Ending year of leave * of absence/semester Estimated year of return to school /semester	Military Leave of Absence 2019 Spring Semester * N 2019 Fall Semester * 2020 Spring Semester *	lumber of semester for leave of absence 2 <b>Type of military*</b> 육군 <b>Dicharge date*</b> 2019-11-	Apply print     Purpos     Detailed reasons     for chang     14	t out [과 new e* Military s. 군대를 가게되어 휴학을	Extension	a Apply	i cancel
> Processed         Classification change*         Starting year of leave         of absence/semester         Ending year of leave         of absence/semester         Estimated year of return to school /semester         T 파일업로드	Military Leave of Absence 2019 Spring Semester ~ N 2019 Fall Semester ~ 2020 Spring Semester ~ [고파일선택] 지방	Number of semester 2 for leave of absence 2 <b>Type of military*</b> 육군 <b>Dicharge date*</b> 2019-11- 학기간연장여부	Apply print     Purpos     Detailed reasons     for chang     14	t out 다 new t out 다 new e* Military s _ 군대를 가게되어 휴학을	<ul> <li>ট Save</li> <li>Extension</li> <li>신청 합니다.</li> </ul>	Apply of leave of ab	i cancel
Processed         Classification change*         Starting year of leave *         of absence/semester         Ending year of leave *         of absence/semester         Estimated year of return to school /semester         > 파일업로드         1100035 -         다운로드	Military Leave of Absence 2019 Spring Semester  V N 2019 Fall Semester  V 2020 Spring Semester  V [고파일선택 24] (2).pdf (12.50MB)    Ap	lumber of semester 2 for leave of absence 2 <b>Type of military*</b> 육군 <b>Dicharge date*</b> 2019-11- 학기간연장여부 2 pplication date 2019-05-28 • Only one PDF file can be upl	Apply print     Purpos     Detailed reasons     for chang      14     16:55 loaded.	t out [라 new e* Military s. 군대를 가게되어 휴학을	Extension d	Apply of leave of ab	in cancel
Processed          Classification change*         Starting year of leave         of absence/semester         Ending year of leave         of absence/semester         Estimated year of return to school /semester         > 파일업로드         1100035 - 다운로드         Progress         Filling out	Military Leave of Absence 2019 Spring Semester    N 2019 Fall Semester 2020 Spring Semester [가파일선택] 지배 (2).pdf (12.50MB)    Approval data	lumber of semester 2 for leave of absence 2 <b>Type of military*</b> 육군 <b>Dicharge date*</b> 2019-11- 학기간연장여부 2 oplication date 2019-05-28 • Only one PDF file can be upl ate =	Apply print     Purpos     Detailed reasons     for chang      14     16:55 loaded. Notice	t out [과 new e* Military s. 군대를 가게되어 휴학을	Extension 0 √ Extension 0 신청 합니다.	Apply	cancel

- 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 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 1,300 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 students.

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. 학생이 복학을 신청하는 화면입니다. (휴학생만 신청가능)
Student Name Name(Eng) Birth date	
Affiliation Graduate School School of Materials Science and Engine Student government sponsored student classification Ph.D.	2. 복학신청 화면에 진입할 경우 호출되는 개인정보 변경 팝업 화면에서 학생의
Academic Leave of Ab Date of 2012-03-02 Date of school 2019-04-18 Professor	개인정보가 변경되었을 경우 개인정보를 변경 하실 수 있습니다.
Year/ Semester (registered:14semester) (co E-Mail number	3. 'New' 버트 큭릭 시 기존 흐한 정보에 만게 데이터가 자동으로 입력됩니다
Apply/Date and time of cancellation Classification change Starting year of leave Ending year of leave Estimated year of return Process startus of absence/semester of absence/semester of to school/semester status	4. 'Save' 버튼 클릭 시 진행상태는 '작성 중'이며,
2019-05-29 10:56:34 General Reinstatement 2019/Spring Semester 2019/Spring Semester 2019/Fall Semester Filling out	'Apply' 버튼 클릭 시 진행상태는 '부서승인단계' 상태가 됩니다.
	5. 'Apply' 버튼 클릭시 행정부서 및 소속부서 담당자에게 휴학 신청 메일을 자동 전송합니다.
	<ol> <li>6. 부서승인단계부터는 진행상태를 조회만 할 수 있고 데이터 수정이 불가능합니다.</li> <li>(단, 부서승인단계 상태에서 아직 승인이 전혀 처리되지 않았다면 'Cancel' 버튼</li> </ol>
Processed	@ 클릭 후 데이터 수정이 가능합니다. 그러나 행정부서 및 소속부서에서 승인이 한
Classification change* General Reinstatement for leave of absence 1 Return earlier than scheduled	□ 건이라도 처리되었다면 cancel 불가능합니다. 그래도 수정하려면 학부사무실에 ○ 여천하여 '바려' 처리 ㅎ . 스저 또는 패시처하니다 )
Starting year of leave of absence/semester 2019 Spring Semester Detailed reasons , 복확합니다.	표정하여 현대 재미구, 한정도는 재현장합기지,
Ending year of leave of absence/semester 2019 Spring Semester	7. 첨부파일은 PDF만 등록 가능하며, 군 복학일 경우 첨부파일(전역증빙)은 필수 등록되어야 한니다.
Estimated year of return * 2019 Fall Semester *	
> 파일업로드	8. 지난년도/학기는 복학년도/학기로 입력 할 수 없습니다.
Application date 2019-05-29 10:56:34	9. 복학사유는 최대 1,300자이며, 필수입력 항목입니다.
* Only one PDF file can be uploaded.	
Progress Filling out Approval date 💼 Notice	
Affiliation Advisor A Division Chair/Director A Student Records team	11. 목악예성악기 선 목악을 신성할 경우 중도목악 여무가 사동 제크 됩니다.
Approval > Approval > Endorman Director > > Endorman Director > En	12. 복학 최종승인완료 시, GIST 이메일로 승인통보 받습니다.
1. 복학 승인 진행사항 표시	
2. 대기, 승인, 미승인으로 분류	
3. 승인 시 파란글씨, 미승인시 빨간글씨로 조회	
4. 각 항목 클릭 시 처리일시 및 면담내용 팝업 호출	

#### (Eng.) For Students - Application for Reinstatement

	on					
numb	er Name		Name(Eng)		Birth date	
Affiliatio	Graduate School School of Mate	erials Science and Engine	classification government:	sponsored student	classification Ph.D.	
Academ ecord stati	ic Leave of Ab Date of 2012-	03-02 Date of school register change	2019-04-18	Professor		
Yea Semest	r/ 14semester (registered:14semes	ter) (co E-Mail		Contact number		
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 retur of to school/semester	rn Process status	
2019-05-29 10:56:34	General Reinstatement	2019/Spring Semester	2019/Spring Semester	2019/Fall Semester	Filling out	
Processed			Apply print of	out 📑 new 🖺	ם Save 법 Apply	ā cancel
Classification char	ne* General Reinstatement		Numbe	er of semester	Return earlier than	cheduled
classification char	ge deneral nemberenerie		for lea	ave of absence	ne conner chorn	
Starting year of lea of absence/semes	ter 2019 Spring Semester		Detailed reasons	복학합니다.		
Starting year of lea of absence/semes Ending year of lea of absence/semes	ve 2019 Spring Semester ve 2019 Spring Semester ter		Detailed reasons for change	 복학합니다.		
Starting year of lea of absence/semes Ending year of lea of absence/semes Estimated year of reti to school /semes	Ve ter 2019 Spring Semester 2019 Spring Semester ter 2019 Fall Semester v		Detailed reasons , for change	,복학합니다.		
Starting year of lea of absence/semes Ending year of lea of absence/semes Estimated year of retu to school /semes	Ve 2019 Spring Semester Ve 2019 Spring Semester Im <sub>4</sub> 2019 Fall Semester * IC 파일선택		Detailed reasons for change	,복학합니다.		
Starting year of lea of absence/semes Ending year of lea of absence/semes Estimated year of retu to school /semes	Ve 2019 Spring Semester Ve 2019 Spring Semester Um 2019 Fall Semester ~ [가파일선택] Ar	oplication date 2019-05-2 Only one PDF file can be up	Detailed reasons for change 9 10:56:34 loaded.	,복학합니다.		
Starting year of lea of absence/semes Ending year of lea of absence/semes Estimated year of retu- to school /semes 과일업로드 Progress Filling out	Ve 2019 Spring Semester Ve 2019 Spring Semester Um 2019 Fall Semester ~ 단파일선택 Approval da	oplication date 2019-05-2 Only one PDF file can be up ate – —	Detailed reasons for change 9 10:56:34 loaded. Notice	,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 1,300 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.