|  |
| --- |
|  |
| **[Notice] Leave of Absence & Reinstatement Application** |
|  |

**(2022.6. / Section of Student Records)**

**Application procedure on ZEUS**



* **Students**: My service > 학적(Student records) > 휴학신청/복학신청(Apply for leave of absence/return to school(reinstatement))
* **Professors and Dean/Dept. chair**: 학사행정(Academic administration) > 학적(Student records) > 휴/복학교수승인(Approval of leave of absence/return to school(reinstatement))

DRW000053480710 **Procedure of leave of absence (online) \*Please refer to the attachment for step-by-step details.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leave of absence | | | | | | | | | | |
|  |  |  |  | | |  |  | |  | |
| General  Leave of absence |  | Military Leave |  | Sick  Leave |  | Pregnancy,  Childbirth, Childcare  Leave of  absence |  | | Business  Start-up  Leave | |
|  |  |  |  |  |  |  |  | |  | |
| During semester |  | Before the start of the semester’s final exam | | | | | |  | | During semester |
|  |  |  |  |  |  |  |  | |  | |
| Student application  (online) |  | Student  application  (online) |  | Student  application  (online) |  | Student  application  (online) |  | | Student  application  (online) | |
|  |  |  |  |  |  |  | |  | |
|  | Evidence Documents  (Notice of Enlistment) |  | Evidence  Documents  (Medical diagnosis from a general hospital) |  | Evidence  Documents  (Family Relations Certificate, Resident Registration Certificate, Birth Certificate) |  | | Evidence Documents  (Business Registration Certificate) | |
|  |  |  | ↓ | | |  |  | |  | |
| **Approval of department, library and \*counseling center(undergraduate) (online)** | | | | | | | | | | |
|  |  |  | ↓ | | |  |  | |  | |
| **Approval of advisor (online)** | | | | | | | | | | |
|  |  |  | ↓ | | |  |  | |  | |
| **Approval of dean/dept. chair (online**) | | | | | | | | | | |
|  |  |  | ↓ | | |  |  | |  | |
| **Approval of Section of Student Records (online)** | | | | | | | | | | |
|  |  |  | ↓ | | |  |  | |  | |
| **Completion of the final approval (by email, text message)** | | | | | | | | | | |

DRW000053480710 **Procedure of return to school (online) \*Please refer to the attachment for step-by-step details.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Return to school(Reinstatement) | | | | | | | | |
|  |  |  |  | | |  |  |  |
| General  reinstatement |  | Military reinstatement |  | Sick  reinstatement |  | Pregnancy,  Childbirth, Childcare  reinstatement |  | Business  Start-up  reinstatement |
|  |  |  |  |  |  |  |  |  |
| Until the period of course registration change | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Student application  (online) |  | Student  application  (online) |  | Student application  (online) |  | Student application  (online) |  | Student application  (online) |
|  |  |  |  |  |
|  | Evidence Documents  (Discharge) |  |  |  |
|  |  |  | ↓ | | |  |  |  |
| **Approval of department (online)** | | | | | | | | |
|  |  |  | ↓ | | |  |  |  |
| **Approval of advisor (online)** | | | | | | | | |
|  |  |  | ↓ | | |  |  |  |
| **Approval of dean/dept. chair (online**) | | | | | | | | |
|  |  |  | ↓ | | |  |  |  |
| **Approval of Section of Student Records (online)** | | | | | | | | |
|  |  |  | ↓ | | |  |  |  |
| **Completion of the final approval (by email, text message)** | | | | | | | | |

DRW000123fc11ce **Notes on Application for Leave of Absence**

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | | **Undergraduate students**  **(\*Interview Required)** | **Graduate students** |
| **General Leave of Absence** | Application Deadline | Up to 3 days before the leave of absence application for the semester  (ex: If Friday is the deadline, you can apply by Wednesday) | |
| Available Semester | 4 semesters | Master’s degree 2 semesters, Doctorate 4 semesters, Integrated 6 semesters |
| Other Details | Freshmen for first semester cannot apply for general leave of absence. | - |
| **Military Leave** | Application Deadline | Before the start of the semester’s final exam  ※ Only when the enlistment date is within the final exam, Military Leave is possible from the semester including the final exam (If it is after the final exam, the semester to start the leave of absence must be set to next semester) | |
| Available Semester | Military leave is not included in the general leave of absence. | |
| Evidence Documents | Notice of Enlistment (name, enlistment date, enlistment place, etc.) | |
| Other Details | If you are discharged in the middle of the semester before your expected return to school,  you must notify the department office and return to school immediately. | |
| **Sick Leave** | Application Deadline | Before the start of the semester’s final exam | |
| Available Semester | Up to 4 additional semesters other than general leave of absence | |
| Evidence Documents | Medical diagnosis from a general hospital stating that one has to rest for more than 4 weeks  (Please remove the last digits of your Resident Number upon submitting)  ※ List of general hospitals:  <https://www.hira.or.kr/ra/hosp/getHealthMap.do?pgmid=HIRAA030002010000&WT.gnb=%EB%B3%91%EC%9B%90+%C2%B7+%EC%95%BD%EA%B5%AD%EC%B0%BE%EA%B8%B0#a>  ※ Presumptive diagnosis will not be accepted. Final diagnosis must be submitted.  ※ In case of sick leave due to mental illness, additional medical records may be requested. | |
| **Pregnancy,**  **Childbirth, Childcare**  **Leave of**  **absence** | Application Deadline | Before the start of the semester’s final exam | |
| Available Semester | Child age limit: For children under the age of 8 or under the second grade of elementary school  ※ Leave of absence permitted for up to 4 semesters per child  ※ Pregnancy, Childbirth, Childcare Leave of absence are not included in the normal period of leave of absence. | |
| Evidence Documents | Family Relations Certificate, Resident Registration Certificate, Birth Certificate, etc. | |
| **Business Start-up Leave** | Application Deadline | Up to 3 days before the leave of absence application for the semester  (ex: If Friday is the deadline, you can apply by Wednesday) | |
| Available Semester | Up to 4 additional semesters other than general leave of absence | |
| Evidence Documents | Business Registration Certificate or a copy of Corporate Registration, Business plan  \* Not permitted as evidence: entrepreneurship club membership details | |

※ If you do not return to school on the semester you are supposed to return, or do not take additional leave of absence, you will be expelled.

※ Undergraduate course interview: Counseling Center, advisor (can only be approved after interview)

* In principle, the interview must be done directly (face-to-face), however, due to COVID-19, non-face-to-face interview is permitted. The student must contact the counseling center and advisor directly to arrange the interview method (by phone, e-mail, etc.) and the time schedule.
* Counseling Center Visiting Time: Weekdays 9 am to 6 pm (exclude lunch hours) / T. 2981
* Upon reaching the advisor interview (Advisor Standby) stage, the student must contact the professor individually and arrange the interview schedule.