

『 2018-Fall Semester 』 Guideline for Leave of Absence . Reinstatement . Readmission . Expulsion

I . Leave of Absence

■ Application Period for Leave of Absence

Application Period	Tuition refund policy	Applicant
8.1(Wed.) ~ 9.17(Mon.)	Full refund	Both registered students and unregistered students
9.18(Tue.) ~ 10.2(Tue.)	5/6 refund	Registered students
10.3(Wed.) ~ 11.1(Thu.)	2/3 refund	Registered students
11.2(Fri.) ~ 11.16(Fri.)	1/2 refund	Registered students / Deadline for general leave of absence

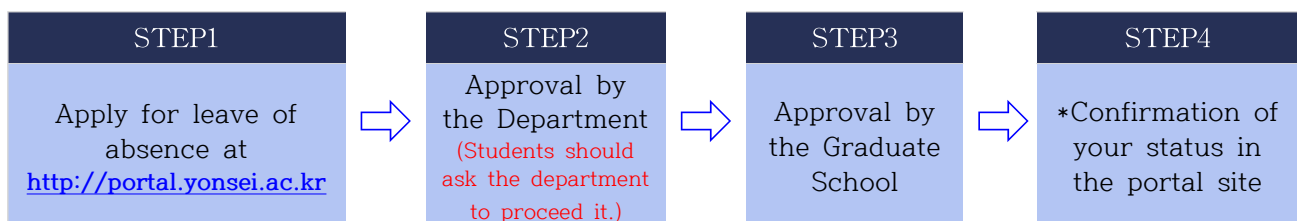
<Read this before you apply>

- **Scholarship recipient** : The application for leave of absence should be preceded by the repayment of the scholarship. (For the scholarship repayment, please contact 2123-3234.)
- **Notification of graduation eligibility** : Before leave of absence, you should notify the department of your graduation eligibility.(comprehensive examination, language proficiency test score)
- During the leave of absence, you are not allowed to notify the graduation eligibility. You should verify your graduation status in the semester immediately before the semester you submit a thesis proposal. (For your graduation status, please contact 2123-3236.)
- **Tuition refund** : Pre-paid tuition will be refunded. Please check and update your bank account number at Portal Service.

■ How to apply and approval process

1. How to apply: Yonsei Portal Service⇒Academic Information System⇒Academic Management System⇒Student Record⇒Leave/Return⇒Selection of Leave of Absence
 - * Military Leave and Maternity Leave can be approved after you submit documentary evidence.

2. Approval process



- * How to check the approval status: Yonsei Portal Service⇒Academic Information System⇒Academic Management System⇒Student Record⇒Grading Browse⇒Status

3. Leave of Absence which you cannot request through Yonsei portal service

- a. Leave of Absence due to illness or Opening enterprise
- b. In a case of taking leave of absence again after reinstatement within one semester

c. The last semester of each course(Master degree 8/Ph.D 14/Joint 16)

※ After getting approved by major department, please submit the application form to the Office of Academic Affairs(Stimson Hall 2nd floor)

Application form Download : <http://graduate.yonsei.ac.kr> ⇒Academics ⇒Downloads ⇒학적

■ Leave of Absence Category

1. General Leave of Absence

- a. There are no limitations on how many times you apply for leave of absence.
- b. However, the total leave of absence period shall not surpass 2 years for master's students and 3 years for doctoral students.
- c. The minimum period to take leave of absence is one semester.
- d. If students do not apply for reinstatement, the leave of absence period will be automatically extended.
- e. The leave of absence period will not be considered as enrollment period.
- f. Freshman and readmitted students are not allowed to take leave of absence in the first semester. However, one can apply for leave of absence in case of the military service or illness (a medical certificate must be submitted).
- g. International students must return to their home countries during the leave of absence period.

2. Military Leave

- a. The period of military leave extends only to the length of military service.
- b. After expiration of period of mandatory military service, the student must either apply for general leave of absence or apply for reinstatement.

3. Maternity Leave of Absence

- a. Students can apply for maternity leave for birth-giving or child care for children under the age of 8.
- b. Maternity leaves are considered as additional to the general leave of absence.
- c. After one year of maternity leave, the student must either apply for general leave of absence or apply for reinstatement.
- d. Students who wish to apply for a maternity leave must submit a request form and upload documentary evidence (pregnancy confirmation document or Family relation certificate) as applicable on the Yonsei Portal Service.

4. Leave of Absence due to Illness

- a. General Leave of Absence application form(Illness) and medical certificate must be submitted

b. Medical certificate

① Certificate issued by Severance Hospital or relevant 3rd level Hospital

② Confirmation document issued by Health Center

(You can request it at the Health Center with your medical certificate)

* Health Center : Student Union building 2nd floor, 02-2123-3346

- c. Leave of Absence due to Illness is considered as general leave of absence.

5. Leave of Absence due to Opening enterprise

- a. Submit related documents to Yonsei Enterprise Support Foundation for the first approval at least two weeks before the beginning of semester.

- Yonsei Enterprise Support Foundation: Gonghakwon(Building No.102)

Room No.211, 02-2123-4413

- b. The total Leave of Absence period due to Opening enterprise or Preparing for Opening enterprise shall not surpass 2 years.
- c. You cannot apply for more than two semesters at a time, and the leave of absence due to preparation for opening enterprise can be requested only once.

II. Reinstatement (Re-entry after leave of absence)

■ Application Period for Reinstatement

round	Period for Reinstatement		Course Enrollment Period	Registration Period
	Application Period for Reinstatement	Approval date		
1st	8.1(Wed.) ~ 8.6(Mon.)	8. 7(Tue.)	8.8(Wed.) ~ 8.14(Tue.)	8.24(Fri.) ~ 8.30(Thu.)
2nd	8.8(Wed.) ~ 8.13(Mon.)	8.14(Tue.)		
3rd	8.24(Fri.) ~ 8.29(Wed.)	8.30(Thu.)	9.6(Thu.) ~ 9.10(Mon.)	9.12(Wed.) ~ 9.14(Fri.)
4th	9.3(Mon.) ~ 9.6(Fri.)	9.10(Mon.)		

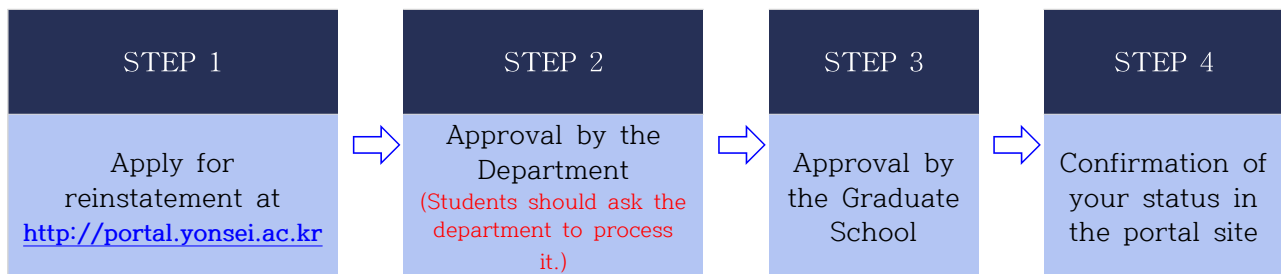
<Application Checklist>

- Note that you can apply for reinstatement during the periods indicated above only.
- After the application for reinstatement, you should ask the department to process it.

※ **Important remarks for international students:** At the time of applying for reinstatement, international students must submit a copy of their passport to the Graduate School Office. The above documents can be submitted in person or sent to the following email address: ysgrad@yonsei.ac.kr

■ Reinstatement Procedure

1. How to apply: Yonsei Portal Service⇒Academic Information System⇒Academic Management System⇒Student Record⇒Leave/Return⇒Application for Return
 - * Those who took the military leave should upload their service completion certificate
2. Approval process



- * How to check the approval status: Yonsei Portal Service⇒Academic Information System ⇒ Academic Management System⇒Student Record⇒Grading Browse⇒Status
3. Reinstatement which you cannot request through Yonsei portal service
 - A) In a case of applying for return after approval of leave of absence within one semester
 - ※ After getting approved by major department, please submit the application form to the Office of Academic Affairs(Stimson Hall 2nd floor)
 - Application form Download** : <http://graduate.yonsei.ac.kr> ⇒Academics ⇒Downloads ⇒학적

■ Cancellation of reinstatement

1. Once your reinstatement application has been approved, you cannot request a cancellation of reinstatement through Yonsei portal site. You should submit documents stated below to the office of academic affairs after getting an approval from your major department.
 - a. Unregistered student - Cancellation form must be submitted within the application period for reinstatement(2018. 9. 6. Fri)
 - b. Registered student - Submit the Application form for Leave of Absence
- ※ Application form Download : <http://graduate.yonsei.ac.kr> ⇒Academics ⇒Download ⇒학적

III. Readmission

■ Application Period for Readmission 8. 1(Wed.) ~ 8. 7(Tue.)

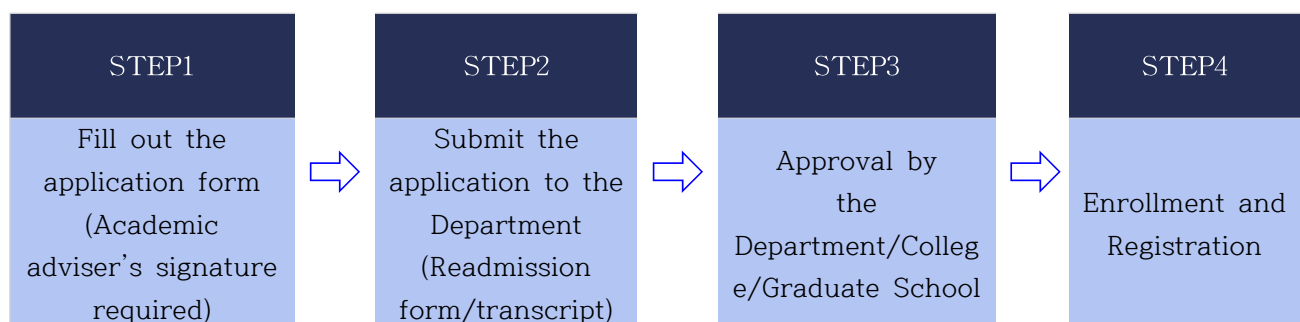
■ Expelled Students who are Eligible for Readmission

1. Expulsion due to unregistered student status
 2. Expulsion due to expiration of leave of absence period
 3. Expulsion due to poor academic performance
 4. Voluntarily withdrawn students
- ※ Expelled students can be readmitted only once.

■ Readmission Fee

According to the regulations of registration policies, 50 percent of the admission fee will be carried out when reentering the school.

■ Readmission Procedure



- ※ Application Download : <http://graduate.yonsei.ac.kr> ⇒Academics ⇒Download ⇒학적
- ※ Readmitted students should register during the registration period or late registration period. (Unregistration will result in expulsion.)

IV. Expulsion

■ Expulsion Classification

1. Expulsion due to unregistered student status
A failure to register during the designated period shall result in expulsion due to unregistered student status.
2. Expulsion due to expiration of leave of absence period

- a. A failure to return to school after one's leave of absence period has expired shall result in expulsion.
 - b. Leave of absence period for normal leave: Master student - 2 years (4 semesters), Doctoral student / Joint master and doctoral program student - 3 years. (6 semesters)
 - c. Leave of absence period for military service: Leave of absence will be allowed for the entire period of military service.
3. Expulsion due to poor academic performance
- Students with a cumulative GPA below 2.0 will receive a warning. Those who receives two warnings will automatically be expelled due to poor academic performance.
4. Expulsion due to expiration of thesis submission period
- a. A failure to submit one's thesis during the thesis submission period shall result in expulsion.
 - b. Students in this case shall not be readmitted.
 - c. Expiration periods of thesis submission according to degree programs
Master's program: 4 years, Doctoral program: 7 years, Joint master's and doctoral program: 8 years
 - d. The periods above do not include the maximum number of leave of absence periods (2 years for master's, 3 years for doctoral and joint master/doctoral students) and the expulsion period.
 - e. Students with legitimate reasons may extend up to two years of thesis submission period when approved by the Dean of the Graduate School.
5. Expulsion due to disciplinary measures
- a. Violating the student code of conduct shall result in expulsion due to disciplinary measures.
 - b. Students in this case shall not be readmitted.

※ Expelled students will not receive tuition refund.

- ▶ Please update your contact information by visiting the Yonsei Portal Service.
- ▶ (<http://portal.yonsei.ac.kr>) → Academic information System → Academic Management System → Student Record → Information → Modification of Personal Data