

『 2024–Spring Semester 』

Guidance on: Leave of Absence, Reinstatement and Expulsion

I. Leave of Absence

i) Application Period for Leave of Absence

Application Period	Eligibility for application	Tuition fee refund
2. 1. (Thu) 00:00 ~ 3. 15. (Fri) 23:59	Able to apply regardless of tuition payment	Full refund
3. 16. (Sat) 00:00 ~ 5. 15. (Wed) 23:59	Registered Students Only / Deadline for general leave of absence	5/6 of tuition fee will be refunded by 4. 1. (Mon)
		2/3 of tuition fee will be refunded by 4. 30. (Tue)
5. 16. (Thu) 00:00 ~ 6. 3. (Mon) 23:59	Only in the cases of illness, birth or childcare	1/2 of tuition fee will be refunded by 5. 30. (Thu)

ii) Important Notes for Leave of Absence Application

1. **When the semester that was approved for leave of absence ends and moves on to the next semester, the applied leave of absence will be automatically extended.** To end the leave of absence and return to school, you must apply for a reinstatement within the specified application period, and if you want to change to another leave of absence, you must apply for a leave of absence that you want to change.
 - a) If you have exhausted the designated duration of the applied leave of absence and do not apply for reinstatement or a different leave of absence until the next semester's reinstatement application period, you will be expelled due to expiration of leave of absence.
 - ※ Example: If you apply for childcare leave of absence and two semesters have passed, even if there is still a general leave of absence available, it will be converted to leave expiration and expulsion if you do not apply separately for reinstatement or change to a different leave of absence.
 - b) If you change your leave of absence in the middle of the semester, if you change it before 2/3 of the semester, the semester will be treated as a changed leave of absence, and if you change it later, the semester will be treated as a leave of absence before the change.
2. All leave of absence periods are not included in the enrollment period (4 years for master's, 7 years for doctoral, 8 years for integrated programs), and the minimum leave of absence period is one semester. The number of consecutive leave of absence periods is not restricted within the limits.
3. **Freshmen and re-admitted students are not allowed to take a leave of absence for the first semester of entering/re-admitting.** However, Childcare Leave of Absence and Leave of Absence due to Illness are allowed.
4. **Scholarship recipient:** Scholarship recipients may apply for a leave of absence after the cancellation (return) of the scholarship through their department or university; The application for leave of absence must be preceded by the **cancellation/repayment of the scholarship.** (For scholarship inquiry, contact 2123-3234 or 2123-8422)
 - ※ BK21 Plus scholarship recipients are advised to consult with the BK21 Plus program manager before applying for a leave of absence.
5. **During the leave of absence, it is not allowed to notify the graduation eligibility and submit research plan report. If you complete them and take a leave of absence in the**

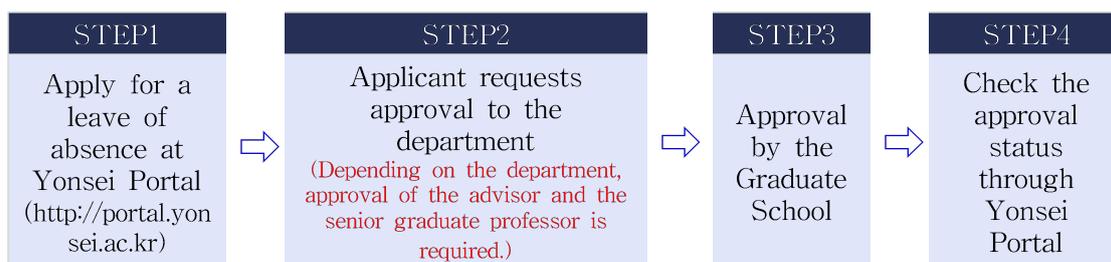
middle of the semester, the submitted content will be deleted.

(For graduation status inquiry, contact 2123-3236.)

6. Tuition refund: In principle, if you take a leave of absence after paying tuition fees, you must return the tuition fees, and you must register your account with Yonsei Portal to process the tuition fees. (For tuition inquiry, contact 2123-3229.)
7. **Before applying for a leave of absence, you must obtain individual approval from your advisor.**

iii) Application and approval process

1. Application process



2. Application process: Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Log In ⇒ Academic Information ⇒ Academic Affairs ⇒ Student ⇒ Application for leave of absence (graduate school) ⇒ Select the leave of absence type ⇒ Enter necessary information ⇒ View the notice on personal data collecting and use and agree ⇒ Apply
 - * Upload evidential documents for childcare leave and general leave(due to illness) (check the paragraph "iv")
3. confirmation of approval: Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Academic Information ⇒ Academic Affairs ⇒ Student ⇒ Academic information check ⇒ Check the School Register Status
4. In the following cases where you cannot apply for a leave of absence through Yonsei Portal, please fill out the leave of absence form and submit it to the Graduate School Office (Stimson Hall 2nd floor) or submit it by e-mail (gradsys@yonsei.ac.kr).
 - ※ Application form available at: <http://graduate.yonsei.ac.kr> ⇒ 학사안내 ⇒ 각종 양식 ⇒ 학적 관련 서류 양식 ⇒ 휴학원서
 - a. Taking a leave of absence from start-ups
 - ※ Make sure to check the paragraph 'iv' and apply according to the procedure.
 - b. The last semester of each course (8th semester of Master's degree, 14th semester of Doctor's degree, 16th semester of Joint)
 - c. When changing from one leave of absence to another

iv) Category for Leave of Absence and Document Submission Guidelines

1. General Leave of Absence
 - a. General leave of absence can be applied for up to 2 years (4 semesters) for master's programs and up to 3 years (6 semesters) for doctorate and integrated programs during enrollment.
 - However, Childcare Leave of Absence and Leave of Absence due to Business Start-up or Preparation for Start-up are not included in the period of use of general leave of absence.
 - b. Freshmen and re-admitted students cannot take a general leave of absence during their

first semester after admission or re-admission. However, Childcare Leave of Absence and Leave of Absence due to Illness are allowed.

2. Childcare Leave of Absence

- a. Childcare leave of absence can be applied for up to 1 year (2 semesters) due to pregnancy of one's or spouse, childbirth of one's or spouse, or childcare for a child under the age of 8 or in the second grade of elementary school. This period is not included in the general leave of absence limit.
- b. After using the childcare leave for 1 year, if no other leave of absence or reinstatement application is made, the leave of absence will be considered expired and students on leave will be expelled .
- c. Regardless of the reasons for pregnancy, childbirth, or childcare, only one childcare leave is allowed per child (multiple childcare leaves for each reason are not permitted). It can be used for one semester, and reinstatement is possible. However, to use it for two semesters, it must be used consecutively.
- d. Required documents: Evidence to prove pregnancy facts or birth and family relationships, such as pregnancy certificates, birth certificates, and family relationships certificates (certificate within the last 6 months)

3. Leave of Absence due to Illness

- a. **Leave of Absence due to Illness is considered as general leave of absence.**
- b. Required documents: A specialist's diagnosis certificate issued by Severance hospital or a hospital of equivalent status (designated by the Ministry of Health and Welfare) and a confirmation from the Health Center should be submitted to the Graduate School General Administration Team.
- c. To obtain the confirmation from the Health Center, the following criteria must be met, and the Health Center (Student Union Building 2nd floor, 02-2123-3346) must be visited to obtain the confirmation. (Make sure to contact the health center about the issuance criteria)
 - The diagnosis certificate must indicate that the student will be unable to attend school for at least 1 month.
 - Visit to the Health Center in person (Exception: In case of hospitalization or inability to visit due to physical condition, such circumstances should be stated in the diagnosis certificate).

4. Leave of Absence due to Business Start-up or Preparation for Start-up

- a. Leave of absence due to business start-up shall not exceed 2 years in total.
- b. Students can not apply for more than 2 semesters for each application.
- c. Students can apply only for once, in the case of "Preparation for Start-up"
- d. Students must get the approval from Yonsei Enterprise Support Foundation by submitting relevant documents, before applying for the leave of absence.
- e. Announcement will be posted on the Yonsei Enterprise Support Foundation webpage. It must be noted that the business startup leave of absence application period is different from the general leave of absence. Hence, check in advance.
 - Yonsei Enterprise Support Foundation Webpage: <https://venture.yonsei.ac.kr/>

v) Cancellation of Leave of Absence

1. If students wish to request for **a cancellation of leave of absence after an approval for the leave of absence**, students must get approved by their department of major, and submit the documents stated below to the Graduate School Office (Stimson Hall 2nd floor) or submit

it by e-mail.(E-mail adress: gradsys@yonsei.ac.kr)

- Students can apply for cancellation of leave of absence only if Students submit the documents stated below **during the application period for reinstatement.**

(Cannot be canceled during other periods)

- ※ Application form available at: <http://graduate.yonsei.ac.kr> ⇒ 학사안내 ⇒ 각종 양식 ⇒ 학적 관련 서류 양식 ⇒ 취소원

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

i) Application Period for Reinstatement

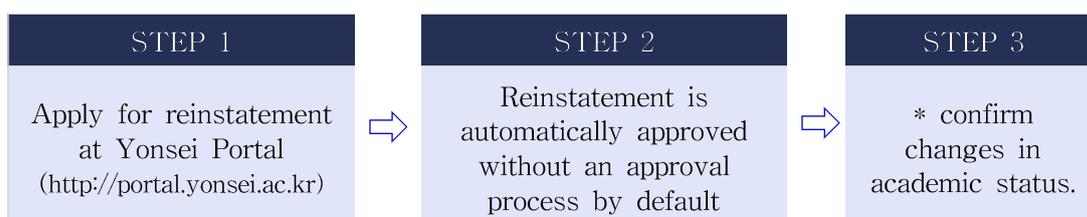
Session	Application Period for Reinstatement	Course Enrollment Period * You can apply for classes from 10:00 a.m. to 23:59 every day during the following period. (but you cannot apply on Saturdays and Sundays)
1st	1. 15. (Mon) 00:00 ~ 2. 14. (Wed) 23:59	2. 14. (Wed) ~ 2. 20. (Tue) / 3. 6. (Wed) ~ 3. 8. (Fri)
2nd	2. 15. (Thu) 00:00 ~ 2. 22. (Thu) 23:59	Registration Period
3rd	2. 23. (Fri) 00:00 ~ 3. 4. (Mon) 23:59	2. 22. (Thu) 09:30 ~ 2. 28. (Wed) 17:00 / 3. 12. (Tue) 09:30 ~ 3. 14. (Thu) 17:00

- Reinstatement applications are only accepted during the designated periods, and applications outside of these periods will not be accepted.

- **COA(the certificate of admission)** for visa issuance for foreign students is only available if the reinstatement application is submitted within the 1st or 2nd reinstatement application period **(COA will not be issued for applications submitted during the 3rd reinstatement application period).**

ii) Reinstatement Application and Approval Process

- Application process



- Application Procedure: Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Log In ⇒ Academic Information ⇒ Academic Affairs ⇒ Student ⇒ An application for return to school ⇒ View the notice on personal data collecting and use and agree ⇒ Apply
- The following cases are reflected in the academic status after the approval process of the department and graduate school.
 - Foreign Students' Return to School: No Additional Documents.
- How to change academic records or confirm approval: Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Log In ⇒ Academic Information ⇒ Academic Affairs ⇒ Student ⇒ Academic information check ⇒ Check the School Register Status
- If you can't apply for a return to school at Yonsei Portal, please fill out the return application form and submit it to the Graduate School Office (Stimson Hall 2nd floor) or by e-mail (gradsys@yonsei.ac.kr).

※ Application form available at: <http://graduate.yonsei.ac.kr> ⇒ 학사안내 ⇒ 각종 양식 ⇒ 학적 관련 서류 양식 ⇒ 복학원서

iii) Cancellation of reinstatement

1. If you wish to cancel the approved reinstatement, follow the steps below
 - a. For non-registered students, reinstatement cancellation is only possible by submitting a "Cancellation Form" **by the deadline for applying for reinstatement.**
 - b. If the reinstatement application period has passed or registration has been completed, reinstatement cancellation is not possible and it can be processed as a "Leave of Absence" application.
- ※ Application form available at: <http://graduate.yonsei.ac.kr> ⇒ 학사안내 ⇒ 각종 양식 ⇒ 학적 관련 서류 양식 ⇒ 취소원
- ※ Complete the form, obtain the necessary approvals, and submit it in person to the Graduate School Office (Stimson Hall 2nd floor) or by email (gradsys@yonsei.ac.kr).

III. Expulsion

i) Expulsion Classification

1. Expulsion due to expiration of leave of absence period
 - A failure to return to school after one's leave of absence period has expired shall result in expulsion.

**Master's course general leave: 2 years
/ Ph.D. and integrated course general leave: 3 years / Childcare leave: 1 year /
Start-up and start-up preparation leave: Term applied within up to 1 year**

2. Expulsion due to unregistered student status
 - A failure to register during the designated period shall result in expulsion due to unregistered student status.
 3. Expulsion due to poor academic performance
 - Students with a cumulative GPA below 2.0 will receive a warning. Those who receive 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. And, students in this case shall not be readmitted.
 - b. 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
 - c. The periods above do not include the number of leave of absence periods and the expulsion period.
 - d. 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.
- ※ **All of Expelled students will not receive tuition refund.**

▶ Please update your contact information by visiting the Yonsei Portal Service.

▶ Yonsei Portal Service (<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Log In ⇒ Academic Information ⇒ Academic Affairs ⇒ Student ⇒ Academic information check ⇒ Change of Personal Information

Yonsei University Graduate School