

『 2023-Spring Semester 』

Guidance on: Leave of Absence, Reinstatement and Expulsion

I. Leave of Absence

i) Application Period for Leave of Absence

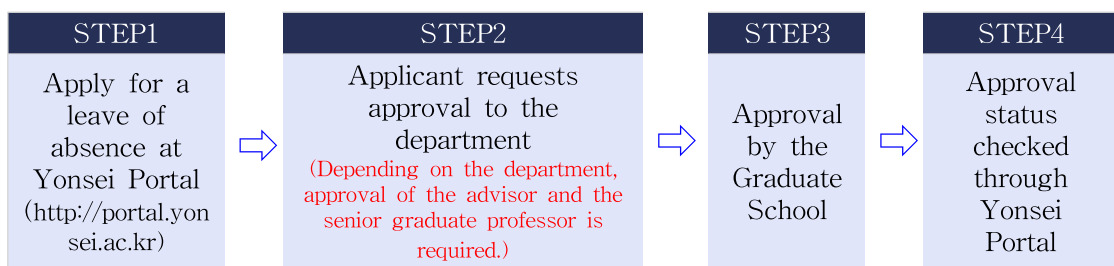
Application Period	Eligibility for application	Tuition fee refund
2. 1. (Wed) 9:00 ~ 3. 15. (Wed) 17:00	Able to apply regardless of tuition payment	Full refund
3. 16. (Thu) 9:00 ~ 5. 15. (Mon) 17:00	Registered Students Only/ Deadline for general leave of absence	5/6 of tuition fee will be refunded by 3. 31. (Fri) 2/3 of tuition fee will be refunded by 5. 2. (Tue)
5. 16. (Tue) 9:00~ 6. 1. (Thu) 17:00	Only in the cases of illness, birth or childcare	1/2 of tuition fee will be refunded by 5. 30. (Tue)

ii) Read this before you apply

- Freshmen and re-admitted students are not allowed to take a leave of absence for the first semester of entering/re-admitting.** However, if you take a leave of absence from military service or childcare, and if you apply for a general leave of absence with a medical certificate for health reasons, you will be permitted.
- 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)
- During the leave of absence, it is **not allowed to notify the graduation eligibility and submit research plan report**. (For graduation status inquiry, contact 2123-3236.)
- Tuition refund: For students **taking a leave of absence after the tuition payment**, Please check and update your bank account details at Yonsei Portal Service in the case of taking a leave of absence after paying tuition fees, to get a refund. (For tuition inquiry, contact 2123-3239.)
- Applicants must get the **approval from their academic advisor** before submitting application form for leave of absence.
- Students of **Academy-Research-Industry Cooperation Program** must submit an official letter of approval for leave from their employed institutions.
- Department of Industry-University Contract students must send an official letter for a leave of absence through their department to the graduate school.
※ Those in retraining program must submit an official letter of approval for a leave of absence approved by the employed institution as a documented evidence.

iii) Application and approval process

- Application process



2. How to apply: 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, military leave, and disease leave (check the paragraph "iv")
3. How to check the approval status: 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 due to academic evasion, 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. Where a person who has been approved to return to school for the relevant semester intends to take a leave of absence again after the application period for return to school;
 - ✱ Application for cancellation of return to school before the application period for return to school
 - c. The last semester of each course (8th semester of Master's degree, 14th semester of Doctor's degree, 16th semester of Joint)

iv) Category for Leave of Absence and required documents

1. General Leave of Absence
 - a. The total leave of absence periods allowed for students are 2 years for master's degree, and 3 years for doctoral degree and joint degree.
 - b. The number of consecutive use of leave of absence is not limited within the above period.
 - c. The minimum period for a leave of absence is one semester.
 - d. If students do not apply for reinstatement, the leave of absence period will be automatically extended as long as it is within the total periods allowed.
 - e. The leave of absence period will not be considered as enrollment period.
 - f. **Freshmen and re-admitted students are not allowed to take a leave of absence for the first semester of entering/re-admitting.** However, if you take a leave of absence from military service or childcare, and if you apply for a general leave of absence with a medical certificate for health reasons, you will be permitted.
 - g. International students must return to their home countries during the leave of absence period.
2. Military Leave of Absence

- a. You can apply for a leave of absence only during the mandatory service period (up to 7 semesters), and you must apply for a return to school or general leave after the expiration of your service (if you do not apply for a return or other leave of absence, you will be expelled).
 - b. Required documents: Certificate of Army Service or draft notice etc.
*** You can apply 15 days before the commencement of service, and you must confirm your approval after applying for leave of absence.**
3. Childcare Leave of Absence
- a. Students can apply for childcare leave for pregnancy, birth-giving or child care for children under the age of 8. (When a child is attending school, it refers to the second grade or lower of elementary school.)
 - b. Childcare leaves (up to a year) are not counted towards the total leave of absence period allowed.
 - c. **After one year of childcare leave, students must either apply for the general leave of absence or reinstatement.**
 - d. Required documents: Materials that can prove birth and family relationships, such as a pregnancy certificate, birth certificate, and family relationship certificate (certificate within the last six months)
4. Leave of Absence due to Illness
- a. **Leave of Absence due to Illness is considered as general leave of absence.**
 - b. Required documents
 - ① A medical certificate from the Severance Hospital or equivalent (designated by the Ministry of Health & Welfare) higher-level general hospital
 - ② Yonsei Health Center's certificate issued at the Yonsei Health Center (2F Student Union, 02-2123-3346) if medical certificate is brought.
5. 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.
- Webpage ([23-fall semester leave of absence](#)), for inquiries contact 02-2123-4866

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 address: gradsys@yonsei.ac.kr)
 - 2. 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

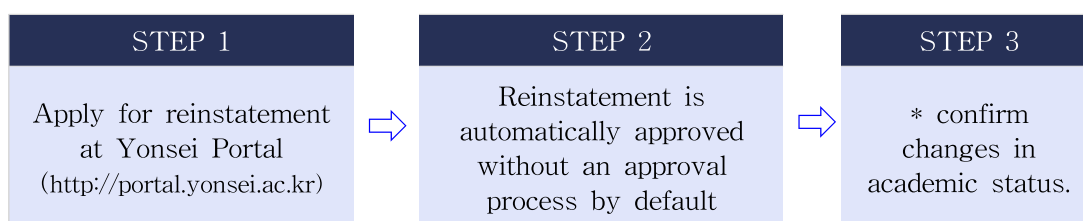
II. Reinstatement (Re-entry after taking a leave of absence)

i) Application Period for Reinstatement

Round	Application Period for Reinstatement	Course Enrollment Period	Registration Period
1st	2.1. (Wed) 09:00 ~ 2.12. (Sun) 17:00	2.13. (Mon) ~	2.17. (Fri) ~
2nd	2.13. (Mon) 09:00 ~ 2.22. (Wed) 17:00	2.17. (Fri), 3.6. (Mon) ~	2.23. (Thu), 3.10. (Fri) ~
3rd	2.23. (Thu) 09:00 ~ 3.3. (Fri) 17:00	3.8. (Wed)	3.13. (Mon)
Students can apply for reinstatement during the periods indicated above only.			

ii) Reinstatement Procedure

1. Application process



2. How to apply: 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

* If you return to school after taking a leave of absence from military service, you must upload documents of proof of expiration of service.

3. The following cases are reflected in the academic status after the approval process of the department and graduate school.

- a) Foreign Students' Return to School: No Additional Applications
- b) Return after a leave of absence from military service: You must submit a discharge certificate.
- c) Return for Students of **Academy-Research-Industry Cooperation Program**: A certificate of employment of the incumbent institution must be submitted.
- d) Return for Students in Department of Industry-University Contract: Need to submit proof of employment documents from the working institution.

4. 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

5. 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 students wish to request for a **cancellation of reinstatement after an approval for the reinstatement**, 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 address: gradsys@yonsei.ac.kr)

- a. Unregistered student - Cancellation form must be submitted within the application period for reinstatement (**Until 2023. 3. 3. Friday**)
 - b. Registered student or After the Application period for reinstatement - Submit the **application form for leave of absence**
- ※ Application form available at: <http://graduate.yonsei.ac.kr> ⇒ 학사안내 ⇒ 각종 양식 ⇒ 학적 관련 서류 양식 ⇒ 취소원

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.
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