

## 『 2022-Fall Semester 』

### Guidance on: Leave of Absence, Reinstatement and Expulsion

#### I. Leave of Absence

##### i) Application Period for Leave of Absence

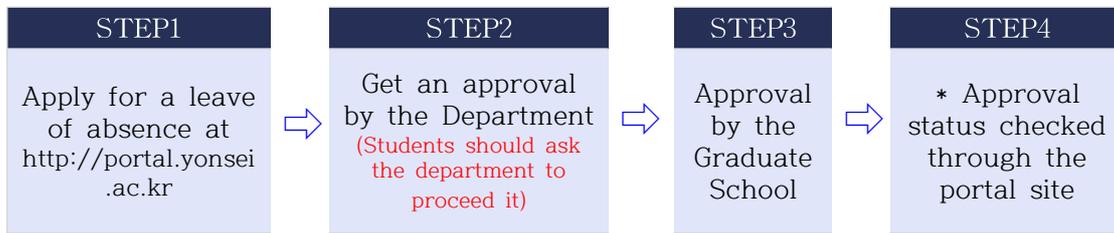
Application Period	Eligibility for application	Tuition fee refund
8.1. (Mon) 9:00 ~ 9.14. (Wed) 17:00	Able to apply regardless of tuition payment	Full refund
9.15. (Thu) 9:00 ~ 11.14. (Mon) 17:00	Registered Students Only/ <b>Deadline for general leave of absence</b>	5/6 of tuition fee will be refunded by 9.30. (Fri)
		2/3 of tuition fee will be refunded by 10.31. (Mon)
11.15. (Tue) 9:00~ 12.1. (Thu) 17:00	Only in the cases of illness or birth	1/2 of tuition fee will be refunded by 11.29. (Tue)

##### ii) Read this before you apply

1. **Freshmen and re-admitted students are not allowed to take a leave of absence for the first semester of entering/re-admitting.** However, one can apply for a leave of absence in cases of the military service, illness or birth (medical certificate must be submitted).
2. **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)
3. During the leave of absence, it is **not allowed to notify the graduation eligibility.** (For graduation status inquiry, contact 2123-3236.)
4. Tuition refund: For students **taking a leave of absence after the tuition payment,** Please check and update your bank account details at 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.)
5. Applicants must get the **approval from their academic advisor** before submitting application form for leave of absence.
6. Students of **Academy-Research-Industry Cooperation Program** must submit an official letter of approval for leave from their employed institutions.
7. 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

1. Application process



2. How to apply: Yonsei Portal Service ⇒ Academic Information System ⇒ Academic Management System ⇒ Student Record ⇒ Leave/Return ⇒ Leave of Absence
3. How to check the approval status: Yonsei Portal Service ⇒ Academic Information System ⇒ Academic Management System ⇒ Student Record ⇒ Grading Browse ⇒ Status

Note: Military and Maternity Leave will be approved after documentary evidence submission.

4. Leave of Absence which cannot be applied through Yonsei portal service
  - a. Leave of Absence due to Illness:
    - ※ Please check section “I. iv)Category for leave of absence and required documents“ below, and follow the necessary steps for application.
  - b. Students who have been approved for the reinstatement intend to take a leave of absence again.
  - c. The last semester of each course(Master degree 8<sup>th</sup> semester/Ph.D 14<sup>th</sup>/Joint 16<sup>th</sup>)
- ※ For the above cases, students must get approved by their department of major, and submit the application form to the Office of Academic Affairs (Stimson Hall 2<sup>nd</sup> 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 ⇒ 휴학원서

#### 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.
  - b. There is no limitation on how many times students can apply.
  - 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, one can apply for a leave of absence in cases of the military service, Illness or birth (medical certificate needed)
  - g. International students must return to their home countries during the leave of absence period.
2. Military Leave
  - a. Only the period of military service counts for the Military Leave. Students must either apply for the general leave of absence or reinstatement after expiration of mandatory military service period.
  - b. Required documents: Certificate of Army Service or draft notice etc.
3. Maternity Leave of Absence

- a. Students can apply for maternity leave for pregnancy, birth-giving or child care for children under the age of 8.
  - b. Maternity leaves (up to a year) are not counted towards the total leave of absence period allowed.
  - c. **After one year of maternity leave, students must either apply for the general leave of absence or reinstatement.**
  - d. Required documents: a request form and documentary evidence such as pregnancy confirmation document or Family relation certificate etc. as applicable on the Yonsei Portal Service.
4. Leave of Absence due to Illness
- a. **Leave of Absence due to Illness is considered as general leave of absence.**
  - b. Required documents: General Leave of Absence application form(Illness) and medical certificate must be submitted
  - c. Medical certificate
    - ① A medical certificate from the Severance Hospital or equivalent (designated by the Ministry of Health & Welfare) higher-level general hospital or Yonsei Health Center's certificate
    - ② Yonsei Health Center's certificate is 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 ([22-spring semester leave of absence](#)), for inquiries contact 02-2123-4866
    - Students in Mirae Campus, please make inquiries via 033-760-5032

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

### i) Application Period for Reinstatement

Round	Application Period for Reinstatement	Approval date	Course Enrollment Period	Registration Period
1st	8.1. (Mon) 9:00 ~ 8.11. (Thu) 17:00	8.12. (Fri)	8.12. (Fri) ~	8.19. (Fri.) ~
2nd	8.13. (Sat) 9:00 ~ 8.23. (Tue) 17:00	8.24. (Wed)	8.19. (Fri.),	8.25. (Thu),
3rd	8.29. (Mon) 9:00 ~ 9.4. (Sun) 17:00	9.5. (Mon)	9.5. (Mon) ~	9.8. (Thu) ~
			9.7. (Wed)	9.14. (Wed)

<Read this before you apply>

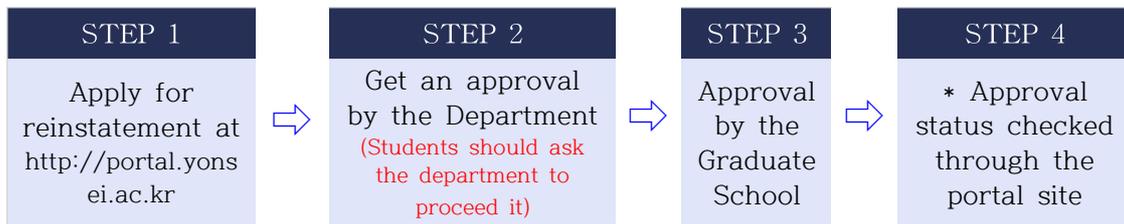
-**Students can apply for reinstatement during the periods indicated above only.**

-After the application for reinstatement, you should ask the department to process it.

\* **International students:** At the time of applying for reinstatement, international students must submit a copy of their passport to the Graduate School Office. It can be submitted in person or can be sent to the following email address: [ysgrad@yonsei.ac.kr](mailto:ysgrad@yonsei.ac.kr)

## ii) Reinstatement Procedure

### 1. Application process



2. How to apply: Yonsei Portal Service(<http://portal.yonsei.ac.kr>) ⇒ Academic Information System ⇒ Academic Management System ⇒ Student record ⇒ Leave/Return ⇒ Application for Return
3. Required documents for reinstatement application
  - a) Those who took the military leave should upload their service completion certificate
  - b) Students of **Academy-Research-Industry Cooperation Program** must submit a certificate of employment of their employed institutions
  - c) Department of Industry-University Contract students who are part of retraining program must submit a certificate of employment of their employed institutions
4. How to check the approval status: Yonsei Portal Service ⇒ Academic Information System ⇒ Academic Management System ⇒ Student Record ⇒ Grading Browse ⇒ Status
5. Reinstatement which cannot be applied through Yonsei portal service:
  - a) In the case of applying for reinstatement after getting approved for a leave of absence for that semester.
  - ※ For the above case, students must get approved by their department of major, and submit the application form to the Office of Academic Affairs (Stimson Hall 2<sup>nd</sup> floor) or by e-mail([gradsys@yonsei.ac.kr](mailto: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 Office of Academic Affairs
  - a. Unregistered student - Cancellation form must be submitted within the application period for reinstatement (**Until 2022. 9. 4. Sun**)
  - 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.
    - 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

## Yonsei University Graduate School