

Spring 2021 Guidelines for Changes to the Graduate Student Record

Online application available for the following: advisor selection/change, withdrawal from the integrated master's-doctorate program, and reduction in coursework hours in the integrated master's-doctorate program

*** Period of Changes to the Graduate Student Record: February 1 to February 25, 2021 (4:00 p.m.)**

Notice of Length of Studentship and Credits for Course Completion

■ Duration of Coursework/Length of Studentship

Unit (year)	Duration of Coursework	Period for Leave of absence	Length of Studentship	Note
Master's Degree Program	2	2	6	Students admitted before 2020 Fall
Doctoral Degree Program	2	3	10	
Integrated Master-Doctoral Degree Program	4(3)	3	12	
Master's Degree Program	2	2	<u>4</u>	<u>Admitted Student From 2021 Spring</u>
Doctoral Degree Program	2	3	<u>8</u>	
Integrated Master-Doctoral Degree Program	4(3)	3	<u>10</u>	

() : This applies when the duration of coursework is shortened

■ Credits for Course Completion

Program	Course credits	Research guidance	Note
Master's Degree Program	24	8	Students admitted before 2020 Fall
Doctoral Degree Program	36	8	
Integrated Master-Doctoral Degree Program	54	16(12)	
Master's Degree Program	24	8	<u>Admitted Student From 2021 Spring</u>
Doctoral Degree Program	<u>30</u>	8	
Integrated Master-Doctoral Degree Program	<u>48</u>	16(12)	

() : This applies when the duration of coursework is shortened

1. Applying for Leave of Absence & Re-enrollment(Return)

* **Period: February 1 to February 25, 2021 (4:00 p.m.)**

* **New students are not permitted to take a leave of absence in the first semester.** (However, maternity leave, parental leave and military leave are permitted.)

- **Procedure: Register online on the Portal(KUPID)**

* **KUPID(<http://portal.korea.ac.kr>) → Academic Records & Graduation → University Registration → Application for Leave of Absence/Return**

(KUPID(<http://portal.korea.ac.kr>) → 학적/졸업 → 학적사항 → 휴·복학 신청(대학원))

- Submission of applying for Leave of Return : A copy of the passport must be attached

- Types of Leave of Absence & Details

Type of Leave	Number of Semesters Permitted	Included in the Enrollment Period	Included in the Leave of Absence Period	Required Documents	Notes
Military Leave	6 semesters	×	×	Notice of enlistment or confirmation of military service	- Submit required documents.
Maternity Leave	1-2 semesters	×	×	Medical confirmation of pregnancy (issued within the last 45 days)	- Submit required documents. - Not applicable to male students - Up to one year
Parental Leave	1-2 semesters	×	×	Certificate of family relationship or resident registration records	- Submit required documents. - Applicable to those with children under the age of 8 - Up to one year
General Leave	1-2 semesters	○	○	None	

A. Military Leave

- Military leave is excluded from the thesis submission period. In the case that military enlistment is canceled or postponed, students must report the change within 7 days to cancel military leave.
- Required Documents: a copy of the enlistment notice (with the enlistment date), confirmation of military service, or certificate of military service (including an e-mail sent from the Military Manpower Administration)

B. Re-enrollment After Completing Military Service

- Students must return to school within a year from the date of military discharge (refer to the example below)
- ★Example: A student who has completed military service on April 30, 2021 may return to school either in August 2021 or February 2022. If he attempts to return to school in August 2022, he cannot re-enroll because more than one year has passed since the date of discharge.

However, in the case that returning to school by February 2022 is not possible, an application form requesting general leave of absence (with a copy of the certificate of military discharge) must be submitted by February 2022.

- Required Documents: a copy of the certificate of military discharge or certificate of military service (with the date of discharge)

C. Maternity Leave

- In order to apply for maternity leave, students should submit a medical certificate confirming pregnancy (issued within the last 45 days).
- Students may take a leave of absence for up to one year for each childbirth, and the term of leave of absence is excluded from the thesis submission period.

D. Parental Leave

- In order to apply for parental leave, students should submit a copy of the family relationship certificate or resident registration record.
- Students may take a leave of absence for up to one year for each child under the age of 8, and the leave of absence is excluded from the thesis submission period.

E. General Leave

- Students may take a leave of absence for six months or one year at a time and the term may be extended continuously. Master's and doctoral (including master's-doctorate integrated) students may take a leave of absence for up to two years and three years, respectively.
- For students who want to extend the term of leave of absence after the application deadline, they must re-apply.
- Students must apply to re-enroll for the semester when the thesis examination takes place.
- Those who have completed coursework do not need to take a leave of absence except for maternity, parental, military, business start-up leaves, and institutional work and training the term of which is excluded from the thesis submission period.

2. Withdrawal & Readmission

A. Withdrawal

- **Period: February 1 to February 25, 2021 (4:00 p.m.)**
- Submit the application forms for withdrawal with the signatures of both the advisor and department chair to the department office in person (online application not available).
- Those who were expelled due to withdrawal, unpaid tuition, and an excessive leave of absence period may be readmitted once depending on the admission quota for that year.

B. Readmission

- **Period: February 1 to February 10, 2021 (4:00 p.m.)**
- Submit the application forms for readmission with the signatures of both the advisor and department chair to the department office in person (online application not available).
- Readmitted students may maintain their enrollment status from the date of enrollment up

to the thesis submission deadline

*[Students admitted before 2020 Fall] master's: 6 years; doctorate: 10 years; master's-doctorate integrated: 12 years

[Admitted Student From 2021 Spring] master's: 4 years; doctorate: 8 years; master's-doctorate integrated: 10 years

- Readmission is allowed only if students are able to complete their program while maintaining their enrollment status.
- The leave of absence term taken prior to readmission is included in the total leave of absence period.

3. Change of Advisor

- **Period: February 1 to February 25, 2021 (4:00 p.m.)**
- Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Change of Advisor

4. Change of Major

- **Period: February 1 to February 25, 2021 (4:00 p.m.)**
- Submit an application form for change of major to the department office.
- Change of major is not available after program completion.

5. Advisor Selection for New Students

- Period: **March 2 to March 5, 2021 (4:00 p.m.)**
- Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Select Advisor

6. Withdrawal from the Integrated Master's-Doctorate Program & Reduction of Coursework Period (Early Completion)

A. Withdrawal from the integrated master's-doctorate program

- 1) Period: **February 1 to February 25, 2021 (4:00 p.m.)**
(Same as the period for changing student records)
- 2) Procedure: Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Master's-Doctorate Integrated Program
- 3) Withdrawal Application: Students in the integrated master's-doctorate program who wish to withdraw from the integrated program and enter a master's program instead should apply for withdrawal.
 - However, in this case, only the program itself is changed to a master's program, thus a master's degree cannot be obtained directly after withdrawing from the integrated program even if completion requirements for the master's degree are met.
 - Candidates for program completion are decided at the end of the semester of application after grades have been finalized.

★Example: A student who withdraws from the integrated master's-doctorate program on February 3, 2021 does not complete the master's program on February 25, 2021. Should the student apply for withdrawal in the Spring semester of 2021 and meet completion requirements for the master's program, he/she shall complete the program in the First semester of 2021 (August 25, 2021).

- 4) **Withdrawal from the integrated master's-doctorate program is not available after program completion.**

B. Applying for Reduction of Coursework Period (Early Completion)

- 1) **Period: March 2 to March 19, 2021 (4:00 p.m.)**

(To accurately reflect the current semester, registration is necessary before applying for early completion)

- 2) Procedure: Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Reduction of Coursework Period Application

- 3) Semesters: Reduction is limited to either two semesters (one year) or one semester.

- Reduction by two semesters: Apply during the student record changing period at the beginning of the 6th semester
- Reduction by one semester: Apply during the student record changing period at the beginning of the 7th semester

※ However, early completion and graduation is only available to students who have attained an average GPA of 4.0 or higher by their 6th or 7th semester (after the grade finalization and program completion evaluation period).

7. Payment of Tuition (Refer to the Treasury Bulletin)

- A. **Formal Registration Period: February 19 at 9:00 a.m. to February 25 at 16:00, 2021**

- B. Visit <http://portal.korea.ac.kr> → Registration/Scholarships → Tuition Bill → Print Bill] Pay at the designated bank)

- C. Final Registration Period: March 11 at to March 15

8. Course Registration when Re-enrolling

- A. Period: February 17 at 13:00 to February 19 at 12:00 , 2021**

- B. Procedure: Visit <http://sugang.korea.ac.kr/graduate/> to register

- Students re-enrolling for the First semester of 2021 may register for courses during the course registration period for regular students regardless of their record or registration status (however, if the re-enrollment process is not completed by February 25, 2021, course registration data will automatically be deleted).

February 2021

the Graduate School