Modification of the Registration Status for General Graduate School Students
(Spring 2024)

□ **Registration Status Modification Period: February 1 (Thu) – February 26 (Fri) 16:00**
□ **Application for registration status modification must be made within the designated period (strict adherence required).**
 *Applications not made within the designated period will be rejected.
□ **Be sure to check the details of registration status modification specified below.**

※**Deadline for registration status modification may differ based on the information students intend to modify.**

Modifi-cation Method	Registration Status Modification	Modification Period	Details
Online Application Via KUPID (KU Portal)	**Leave of absence/Return from leave of absence**	**Feb. 1 (Thu) – 26 (Mon) 16:00**	- KUPID → Registration/Graduation → University Registration → Application for Leave of Absence/Return - **Students intending to take leave of absence due to pregnancy/childbirth, child rearing, military service, business start-up, etc. must submit supporting documentation.** - Newly admitted students cannot take leave of absence in the first semester after admission (except for leave of absence due to pregnancy/childbirth, child rearing, and military service). - **For international students : Jan. 8 (Mon.) ~ 31(Wed)**
	Change of Academic Advisor		- KUPID → Registration/Graduation → University Registration → Petition for Change of Advisor *Change of academic advisor must be requested during the registration status modification period.
	Mid-course Withdrawal from Integrated Master-Doctoral Degree Program		- KUPID → Registration/Graduation → University Registration → Application for Mid-course Withdrawal from Integrated Master-Doctoral Degree Program - **Withdrawal from an integrated master-doctoral degree program is not possible after completion of the required course credits and required registration period.**
	Selection of Academic Advisor for Newly Admitted Students	**Mar. 4 (Mon) – 5 (Tue) 16:00**	- KUPID → Registration/Graduation → University Registration → Advisor Selection - Students who have not selected their academic advisor will be ineligible to acquire research guidance credits.
Submit Application to Administration Office	**Voluntary Withdrawal/ Readmission**	*Application period for readmission: **Jan. 15 (Mon) – 26 (Fri) 16:00** * Voluntary Withdrawal: Feb. 1(Thu)-26(Mon) 16:00	- Students must submit a voluntary withdrawal form/application for readmission signed/sealed by their academic advisor and department chair to the Administration Office of their affiliated department (online application not available). - Students granted readmission must **pay tuition during the regular registration period.**
	Change of Major	**Feb. 1 (Thu) – 26 (Mon) 16:00**	- Students must submit a petition for change of graduate major to the Administration Office of their affiliated department. - **Changing of major is not possible after completion of the required course.** - **In case of those students who is going to complete their course in Spring 2024, they MUST apply for the change of major during this modification of registration status period.**
	Acquisition of Master's Degree by Degree Candidates for Integrated Master-Doctoral Degree Program	**Jan. 15 (Mon) – 26 (Fri) 16:00**	- Students must submit an application for master's degree acquisition to the Administration Office of their affiliated department. - Successful applicants will be individually notified.

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□ **Credits Required for Each Degree and Time Limit for Degree Completion**

■ **Credits Required for Each Degree**
※**Students must satisfy other requirements set forth in department bylaws in addition to the number of credits required for each degree.**

Program	Course Credits	Research Guidance Credits	Note
Master's Degree	24	8	Applicable to students who entered the General Graduate School no later than the fall 2020 semester
Doctoral Degree	36	8	
Integrated Master-Doctoral Degree	54	16(12)	
Master's Degree	24	8	Applicable to students who entered the General Graduate School in/after the spring 2021 semester
Doctoral Degree	**30**	8	
Integrated Master-Doctoral Degree	**48**	16(12)	

(   ): in the case of reduction of the required registration period

■ **Time Limit for Degree Completion**

Unit: Years	Required Registration Period	Maximum Period of Leave of Absence	Time Limit for Degree Completion	Note
Master's Degree	2	2	6	Applicable to students who entered the General Graduate School no later than the fall 2020 semester
Doctoral Degree	2	3	10	
Integrated Master-Doctoral Degree	4(3)	3	12	
Master's Degree	2	2	**4**	Applicable to students who entered the General Graduate School in/after the spring 2021 semester
Master's Degree	2	3	**8**	
Integrated Master-Doctoral Degree	4(3)	3	**10**	

(   ): in the case of reduction of the required registration period

□ **Changes related to registration status modification for Spring 2024**

Lists	Check point	Contents
Integrated Master-Doctoral Degree program newly admitted student	**Whether your major in Master program differs in Integrated Master-Doctoral Degree Program**	**You should check this and consult with your department office and reflect right major during academic affairs modification period.**

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Leave of Absence/Reinstatement

*Newly admitted students cannot take leave of absence in the first semester after admission (except for leave of absence due to pregnancy/childbirth, child rearing, and military service).

1. **Application Period: February 1 (Thu) – 26 (Mon), 2024 16:00 (same as the registration status modification period)**
   *Applicants' previous registration status will be changed online on **March 4**.

2. Application Procedure: KUPID (http://portal.korea.ac.kr) → Registration/Graduation → University Registration → Application for Leave of Absence/Return (Graduate)

3. Types of Leave of Absence

Types of Leave of Absence	Number of Semesters Permitted	Whether Counted Toward the Time Limit for Degree Completion	Whether Counted Toward the Maximum Period of Leave of Absence	Supporting Documents	Note
Leave of absence due to military service	6	X	X	Notice of enlistment or confirmation of military service	- Application voided without submission of supporting documentation
Leave of absence due to pregnancy/ Childbirth/child rearing	1–2	X	X	Pregnancy/Childbirth: Medical confirmation of pregnancy (issued within the last 45 days) or birth certificate (issued within the last 45 days) Child rearing: Family relations certificate or resident registration certificate	- Application voided without submission of supporting documentation - Not available for male students - Up to 2 years leave of absence per child
Leave of absence due to business start-up	1	X	X	- Application for leave of absence for business start-up (Attached Form 1) - Certificate of Business Registration (students who have established a corporation must submit a certified copy of corporate registration) - Business plan (Attached Form 2) - Letter of recommendation by start-up related departments (Attached Form 3-1) - Letter of recommendation by academic advisor (Attached Form 3-2, *Mandatory) - Certificate of completion of start-up lecture issued by start-up	- Application voided without submission of supporting documentation - Online application not available (students must submit supporting documentation to the Administration Office of their affiliated department) - Available for students who have completed at least two semesters - Maximum two years (however, students cannot apply for two years of leave of absence in a single block of time as separate approval is required each semester) - Eligibility for application, required documentation and attached forms: go to KUPID → Rules/School Regulations → see Operational Guidelines on Leave of Absence for Business Start-up

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Types of Leave of Absence	Number of Semesters Permitted	Whether Counted Toward the Time Limit for Degree Completion	Whether Counted Toward the Maximum Period of Leave of Absence	Supporting Documents	Note
				related departments - Other supporting documents for start-up activities	
Leave of absence due to off-campus work or training	1–2	X	X	- Proof of employment/training - Meeting minutes of the relevant department administration committee and bylaws of the relevant department (proof of employment/training submitted to the Administration Office of the applicant's affiliated department will be evaluated by the department administration committee)	- Application voided without submission of supporting documentation - Online application not available (students must submit supporting documentation to the Administration Office of their affiliated department) - Maximum two years (however, students cannot apply for two years of leave of absence in a single block of time) - Proof of employment/training: certificate indicating the name of the institution and the applicant's affiliated department, position and employment/training period - Students intending to take leave of absence due to off-campus work or training related to their academic program must undergo review by their affiliated department and obtain approval from the Dean of the General Graduate School, <u>provided that the bylaws of their affiliated department provide for such leave of absence</u>.
Leave of absence due to training for state examination qualifiers	1	O	X	Documents attesting that the applicant has passed a state-run examination and that the applicant must attend relevant professional training	- Application voided without submission of supporting documentation - Online application not available (students must submit supporting documentation to the Administration Office of their affiliated department) - Period of leave of absence may be extended for the period designated for professional training
General leave of absence	1–2	O	O	Not required	- Disease Leave included into this General leave of absence. - Disease Leave can be accepted in the middle of the semester especially, the reason committed by the Dean of your collage with the full of evidence for the disease.

*Supporting documentation: the latter half of the applicant's resident registration number must be deleted or redacted after checking

1) Leave of absence due to military service
   - Period of leave of absence due to military service will not be counted toward the time limit for thesis/dissertation submission. In the event the applicant is no longer required to take leave of absence as his/her enlistment in the military is terminated or postponed, the applicant must report such change within seven days to cancel the application for leave of absence due to military service.
   - Required Documents: Copy of notice of enlistment (with the date of enlistment specified), conformation of military service, or certificate of military service, together with an e-mail sent from the Military Manpower Administration

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2) Leave of absence due to pregnancy/childbirth/child rearing
  - Students applying for leave of absence due to pregnancy/childbirth must submit either a medical confirmation of pregnancy (issued within the last 45 days) or birth certificate (issued within the last 45 days).
  - Students applying for leave of absence due to child rearing must submit either a family relations certificate or resident registration certificate
  - Students can take leave of absence up to two year per child including pregnancy//childbirth/child rearing. Period of leave of absence due to pregnancy/childbirth/child rearing will not be counted toward the time limit for thesis/dissertation submission..

3) Leave of absence due to business start-up
  - Eligibility for application: students who have completed at least two semesters
    *Students eligible according to Article 4 (Eligibility to Apply for Leave of Absence Due to Business Start-Up) of the Operational Guidelines on Leave of Absence for Business Start-up must submit the documents specified in Article 7 (Required Documents) of the Operational Guidelines.
  - Required Documents: Application for leave of absence for business start-up (Attached Form 1), certificate of business registration (students who have established a corporation must submit a certified copy of corporate registration), business plan (Attached Form 2), letter of recommendation by start-up related departments (Attached Form 3-1), letter of recommendation by the academic advisor (Attached Form 3-2, *mandatory), certificate of completion of start-up lecture issued by start-up related departments, other supporting documents for start-up activities as required
    *Attached forms: KUPID → Quick Service (left side of page) → Rules/School Regulations → see Operational Guidelines on Leave of Absence for Business Start-up
  - Students can take leave of absence up to two years (however, students cannot apply for two years of leave of absence in a single block of time as approval is required every semester). Period of leave of absence due to business start-up will not be counted toward the time limit for thesis/dissertation submission.

4) Leave of absence due to off-campus work or training
  - Required Documents: Proof of employment/training indicating the name of the institution and the applicant's affiliated department, position and employment/training period
  - Students intending to take leave of absence due to off-campus work or training related to their academic program must undergo review by their affiliated department and obtain approval from the Dean of the General Graduate School, provided that the bylaws of their affiliated department provide for such leave of absence.
  - Students can take leave of absence up to two years (however, students cannot apply for two years of leave of absence as a single block of time). Period of leave of absence due to off campus work or training will not be counted toward the time limit for thesis/dissertation submission.

5) General leave of absence
  - Students can take leave of absence on either an annual or semestrial basis. The maximum period of leave of absence is two years for a master's degree program and three years for both a doctoral degree program and an integrated master-doctoral degree program.
  - Students intending to extend the period of leave of absence after the designated application period must reapply for leave of absence.
  - Students must apply for reinstatement for the semester in which they intend to have their thesis/dissertation examined.
  - Degree Candidates: Degree candidates are not required to apply for (general) leave of absence because they will not be removed from the student register on account of non-registration. However, degree candidates must apply for leave of absence for reasons such as military service, pregnancy/childbirth, child rearing, business start-up, and off-campus work or training (as the periods of such leave of absences will not be counted toward the time limit for thesis/dissertation submission).
  - Disease Leave is included in this General leave of absence.

4. Types of Return from Leave of Absence

Types of Return from Leave of Absence	Supporting Documents	Note
Return from Military Leave	Copy of certificate of discharge (with date of discharge specified) or certificate of military service	- Students on leave of absence for military service must return/re-enroll within one year after their date of discharge. (Example) Students discharged on April 30, 2023 may return/re-enroll either in August 2023 or February 2024; however, they cannot return/re-enroll in August 2024 because one year will have passed from the date of discharge. Those failing to return/re-enroll after one year from the date of their discharge will be removed from the student register. Those who cannot return/re-enroll by February 2024 must apply for general leave of absence in February 2024 (copy of certificate of discharge must be submitted). - Students returning from military leave must report their transfer to the reserve forces via KUPID (http://portal.korea.ac.kr) → Info Depot → Report on Transfer to Reserve Forces *Supporting documents: the latter half of the applicant's resident registration number must be deleted or redacted
Return from General Leave of Absence	Not required	- Domestic students
	Copy of passport	- <u>International students:</u> Application voided without submission of supporting documentation

5. Issuance of Confirmation of Expected Leave of Absence/Return from Leave of Absence
   - Issuance Period: **February 1 (Thu) – 26 (Mon), 2024 16:00**
  - Students who have applied for leave of absence/return from leave of absence online during the registration status modification can receive confirmation of expected leave of absence/return from the leave of absence issued during the registration status modification period once the application is approved by their academic advisor.
    KUPID → Quick Service (left side of page) → Certificate → issue Confirmation of Expected Leave of Absence/Return from Leave of Absence (*issuance not yet possible)
  - Students will be able to print certificates of leave of absence/return from leave of absence after the commencement of each semester (March 1 and September 1) upon finalization of the modification of their registration status.

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Voluntary Withdrawal and Readmission

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1. Voluntary Withdrawal
   - Students intending to withdraw voluntarily must submit a voluntary withdrawal form signed/sealed by their academic advisor and department chair to the Administration Office of their affiliated department (online application not available).
   * In case of those students who would like to withdraw in March 2024, they must submit the application for voluntary withdrawal form by March 29(Fri), 2024 16:00 to the Administration Office of their department
   *Date of Withdrawal: Date when students submitted the voluntary withdrawal form to the Administration Office of their affiliated department

2. Readmission
   - Application Period: <u>January 15 (Mon) – January 26 (Fri) 16:00</u>   ***Applications outside the application period will be rejected.**
   - Students must submit an application for readmission to the Administration Office of their affiliated department (online application not available).
   - Students who have been removed from the student register for reasons such as voluntary withdrawal, non-registration and lapse of the maximum period of leave of absence may be readmitted in the event of vacancies within the range of student quotas for the relevant school year. Readmission may be granted **only once**.
   - The time limit for degree completion for readmitted students commences from the date of their initial admission to the deadline for thesis/dissertation submission (six years for master's degree students, 10 years of doctoral degree students, and 12 years for integrated master-doctoral degree students).
   *Time limit for thesis/dissertation submission applicable to students who entered the General Graduate School no later than the fall 2020 semester: six years for master's degree students, 10 years for doctoral degree students, and 12 years for integrated master-doctoral degree students

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- **Readmission is permitted only if students are able to complete the required course credits within the time limit for degree completion.**
- For readmitted students, any period of leave of absence taken before their readmission will be counted toward the maximum period of leave of absence.
- Students permitted for readmission must **pay tuition during the regular registration period.**
- **Regular Registration Period will be From February 20(Tue) 09:00 to 27(Tue) 16:00**

Change of Academic Advisor

1. Request Periods : **February 1 (Thu) – 26 (Mon), 2024 16:00** (same as the registration status modification period)
2. KUPID (http://portal.korea.ac.kr) → Registration/Graduation → University Registration → Petition for Change of Advisor
3. **Change of academic advisor must be requested during the registration status modification period (applications outside the application period will be rejected).**
4. In the event a co-advisor for an academic-research-industrial cooperative program is changed, change of co-advisor must be requested during the registration status modification period made.

Change of Major

1. Application Period: **February 1 (Thu) – 26 (Mon), 2024 16:00** (same as the registration status modification period)
2. Students must submit an application for change of major to the Administration Office of their affiliated department.
3. **Changing of major is not possible after completion of the required course credits and required registration period.**
4. **Petition for change of graduate major must be submitted during the registration status modification period (application outside the registration status modification period will be rejected).**

Selection of Academic Advisor for Newly Admitted Students

1. Application Period: **Mar. 4 (Mon) – 5 (Tue) 16:00**
2. KUPID (http://portal.korea.ac.kr) → Registration/Graduation → University Registration → Application for Advisor
3. **Students who have not selected their academic advisor will be ineligible to acquire research guidance credits.**
   *Students failing to acquire research guidance credits cannot complete the required course credits within regular semesters.

Acquisition of Master's Degree by <u>Degree Candidates</u> for Integrated Master-Doctoral Degree Program

1. Application Period: January 15 (Mon) – January 26 (Fri) 16:00   ***Applications outside the application period will be rejected.**
2. Application Method: Students must submit an application for master's degree acquisition to the Administration Office of their affiliated department (online application not available).
3. Eligibility
   - Degree candidates of an integrated master-doctoral degree program who have satisfied all requirements to become master's degree candidates as specified in the Detailed Enforcement Regulations of the Constitution of the Graduate School (General)
   - Degree candidates of an integrated master-doctoral degree program who have not been enrolled for more than 12 years (10 years for students who entered the General Graduate School in/after the spring 2021 semester)
   *Time Limit for Degree Completion: 12 years for students who entered the General Graduate School no later than the fall 2020 semester and 10 years for students who entered the General Graduate School in/after the spring 2021 semester
4. Submission of Master's Degree Thesis
   - Successful applicants who were individually notified of their selection
   - Degree candidates of an integrated master-doctoral degree program who have satisfied all requirements to acquire a master's degree (passed a foreign language examination and comprehensive exam, etc.) as specified in the Detailed Enforcement Regulations of the Constitution of the Graduate School (General) and departmental bylaws
   - Degree candidates of an integrated master-doctoral degree program who acquire a master's degree will be ineligible to acquire a doctoral degree for the integrated master-doctoral degree program

Degree Program	Integrated Master-Doctoral Degree Program
Degree Acquired	Master's Degree
Certificate Issuance	Master's Degree / Completed an Integrated Master-Doctoral Degree Program

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Tuition Payment ("Today's University Events" in KUPID: Check Financial Department Announcements)

1. Regular Registration Period: **February 20 (Tue) 09:00 – 27 (Tue) 16:00**
   - KUPID (http://portal.korea.ac.kr) → Registration/Graduation → Tuition Bill → print the bill and pay tuition at the designated bank

2. Final Registration Period: **March 11 (Mon) – 13 (Wed) 16:00 (It can be changed.)**
   ※**The registration period must be strictly adhered to (registration outside the registration period will be rejected).**

3. Degree Candidates: Check the announcements on the graduate school website for notices on the registration of degree candidates.
   *Degree candidates who have not paid the specified registration fees for a semester will not be able to use school facilities including libraries and Blackboard for that semester.

January 2024

Graduate School Administration Team

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