(학생)휴/복학신청

Leave of Absence/Return to School (Reinstatement) Application Manual

[학생] 휴학신청

Student basic information

Student number		Name(Eng)		Birth date	.
Affiliation	GIST College Division of Liberal Arts and Sciences	Student classification	government sponsored student	Course classification	B.S
Academic record status	Registered	Date of enterance	2019-03-04	Date of school register change	2019-02-18	Professor	
Year/ Semester	1school year (registered:0semester) (col	E-Mail		Contact number	

Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Process status
2019-05-28 14:16:55	Military Leave of Absence	2019/Spring Semester	2019/Fall Semester	Filling out
2019-05-21 10:24:29	Military Leave of Absence	2019/Spring Semester	2020/Fall Semester	Student team rece

Processed

☐ Apply print out ☐ new ☐ Save ☐ Apply ☐ cancel

Classification change* Military Leave of Absence   Purpose* Military   Extension of leave of absence ☐

Starting year of leave of absence/semester* 2019 Spring Semester   Number of semester for leave of absence 2   Detailed reasons for change* 군대를 가게되어 휴학을 신청 합니다.

Ending year of leave of absence/semester* 2019 Fall Semester   Type of military* 육군

Estimated year of return to school /semester 2020 Spring Semester   Discharge date* 2019-11-14

파일업로드   파일선택   재학기간연장여부 ☐

1100035 - (2).pdf (12.50MB) 다운로드   Application date 2019-05-28 14:16:55
* Only one PDF file can be uploaded.

Progress Filling out   Approval date - -   Notice

Counselling center Standby ＞ Library book check Standby ＞ Affiliation Standby ＞ Advisor Standby ＞ Division Chair/Director Standby ＞ Dean of GIST College Standby ＞ Student team Standby

1. 휴학 승인 진행사항 표시

2. 대기, 승인, 미승인으로 분류
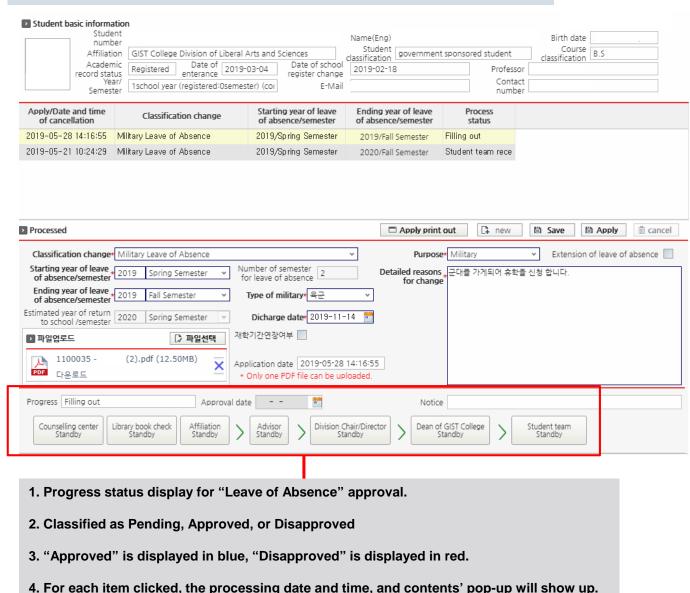
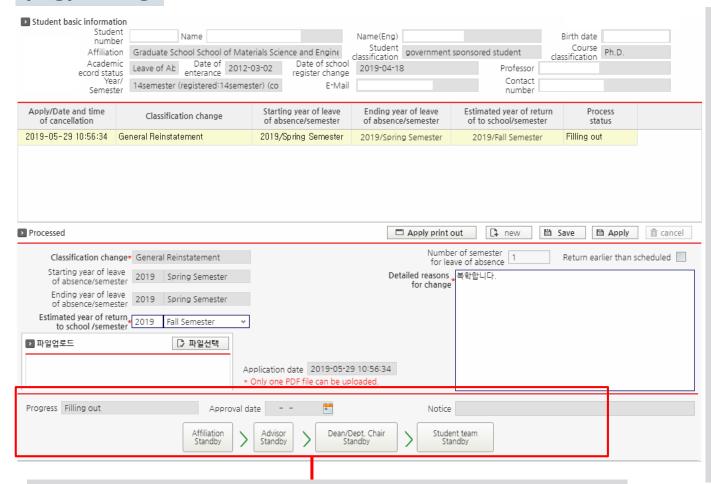3. 승인 시 파란글씨, 미승인시 빨간글씨로 조회

4. 각 항목 클릭 시 처리일시 및 면담내용 팝업 호출

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1. 학생이 휴학을 신청하는 화면입니다. (재학생 및 휴학연장생 신청가능)

2. 'New' 버튼 클릭 후 휴학시작학기, 휴학종료학기, 휴학사유 등을 입력합니다.

3. 'Save' 버튼 클릭 시 진행상태는 '작성 중'이며,
   'Apply' 버튼 클릭 시 진행상태는 '부서승인단계' 상태가 됩니다.

4. 'Apply' 버튼 클릭시 행정부서 및 소속부서 담당자에게 휴학 신청 메일을 자동 전송합니다.

5. 부서승인단계부터는 진행상태를 조회만 할 수 있고 데이터 수정이 불가능합니다.
   (단, 부서승인단계 상태에서 아직 승인이 전혀 처리되지 않았다면 'Cancel' 버튼 클릭 후 데이터 수정이 가능합니다. 그러나 행정부서 및 소속부서에서 승인이 한 건이라도 처리되었다면 cancel 불가능합니다. 그래도 수정하려면 학부사무실에 요청하여 '반려' 처리 후, 수정 또는 재신청합니다.)

6. 첨부파일은 1개(PDF)만 등록 가능하며, 특수 휴학(군, 질병, 창업, 출산 등) 및 재학기간 연장학생은 관련 증빙서류 등록이 필수입니다.

7. 지난년도/학기는 휴학시작년도/학기로 입력할 수 없습니다.

8. 휴학사유는 최대 1300자이며, 필수입력 항목입니다.

9. 군 휴학은 학생이 전역일자를 입력하고 이에 따라 복학학기를 자동 등록합니다.
   (수정가능) 군 휴학은 병역구분이 필수로 등록되어야 합니다.

10. 휴학 상태에서 휴학을 신청할 경우 휴학연장여부가 자동체크되며,
    휴학시작일자는 기존에 신청했던 복학예정학기 이후의 학기는 입력 할 수 없습니다.

11. 전문연구요원은 휴학신청이 불가합니다.

12. 학사과정 1학년 1학기에는 특수휴학만 가능합니다.

13. 학사과정 학생은 지도교수 면담(Advisor Standby) 단계가 되면, 학생이 교수님께 '별도 연락' 하여 면담일정 조율합니다. (상담센터는 점심시간 제외하고 '평일 오전 9시 ~ 오후6시' 방문 가능)

14. 휴학 최종승인완료 시, GIST 이메일로 승인통보 받습니다.

(Eng.) For Students – Application for Leave of Absence

1. **Progress status display for "Leave of Absence" approval.**

2. **Classified as Pending, Approved, or Disapproved**

3. **"Approved" is displayed in blue, "Disapproved" is displayed in red.**

4. **For each item clicked, the processing date and time, and contents' pop-up will show up.**

1. **This is what the screen looks like for students who apply for a leave of absence (applicable for enrolled and extended leave of absence students.)**

2. **After clicking the "New" button, enter the "Starting Year of Leave of Absence/ Semester", "Ending Year of Leave of Absence/ Semester", and the "Detailed Reason for Change."**

3. **After clicking the "Save" button, the process status will change into "Filling Out", and after clicking the "Apply" button, the progress status becomes the "Awaiting Department Approval."**

4. **After clicking the "Apply" button, an email requesting the leave of absence is automatically sent to the department and the person in charge of the relevant department.**

5. **From the "Awaiting Department Approval" status, any edit cannot be made and only progress status can be viewed. (However, if no approval has been made yet in the "Awaiting Department Approval" status, data can be edited after clicking the "Cancel" button. If at least one approval has been processed by the department or the relevant department, it cannot be canceled. If the student wishes to modify, they have to go to the department and request to turn down the application and then re-apply.)**

6. **Only one file in PDF format can be uploaded, and those who take special leave of absence (military, disease, business start-up, childbirth, etc.) and extended students need to attach the document.**

7. **Previous year/semester cannot be entered as the "Starting Year of Leave of Absence/ Semester."**

8. **The reason for leave of absence should be in maximum 1300 characters and is a required field.**

9. **If a student applies for a leave of absence while on a leave of absence, the extension of the leave of absence will be automatically inputted, and the starting date of the leave of absence cannot be entered after the semester for which the student is expected to return to school.**

10. **Only special leave of absence is permitted for the first semester of the first year of the undergraduate program.**

11. **For undergraduate students, after reaching "Advisor Standby" status, the students must contact their professor individually to arrange an interview (students can visit the Counseling Center from 9 am to 6 pm on weekdays, except lunch hours.)**

12. **Upon completion of the final approval for leave of absence, students will receive an email of approval from GIST.**

[학생] 복학신청

Student basic information

Student number		Name	
		Name(Eng)	Birth date
Affiliation	Graduate School School of Materials Science and Engine	Student classification	government sponsored student	Course classification	Ph.D.
Academic ecord status	Leave of Ab	Date of enterance	2012-03-02	Date of school register change	2019-04-18	Professor
Year/ Semester	14semester (registered:14semester) (co	E-Mail		Contact number

Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Estimated year of return of to school/semester	Process status
2019-05-29 10:56:34	General Reinstatement	2019/Spring Semester	2019/Spring Semester	2019/Fall Semester	Filling out

Processed

☐ Apply print out | ☐ new | ☐ Save | ☐ Apply | ☐ cancel

Classification change* General Reinstatement

Number of semester for leave of absence 1   Return earlier than scheduled ☐

Starting year of leave of absence/semester 2019 Spring Semester

Ending year of leave of absence/semester 2019 Spring Semester

Estimated year of return to school /semester* 2019 Fall Semester ▼

Detailed reasons for change* 복학합니다.

파일업로드   ☐ 파일선택

Application date 2019-05-29 10:56:34
* Only one PDF file can be uploaded.

Progress Filling out   Approval date - -   Notice

Affiliation Standby > Advisor Standby > Dean/Dept. Chair Standby > Student team Standby

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1. 복학 승인 진행사항 표시

2. 대기, 승인, 미승인으로 분류

3. 승인 시 파란글씨, 미승인시 빨간글씨로 조회

4. 각 항목 클릭 시 처리일시 및 면담내용 팝업 호출

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1. 학생이 복학을 신청하는 화면입니다. (휴학생만 신청가능)

2. 복학신청 화면에 진입할 경우 호출되는 개인정보 변경 팝업 화면에서 학생의 개인정보가 변경되었을 경우 개인정보를 변경 하실 수 있습니다.

3. 'New' 버튼 클릭 시 기존 휴학 정보에 맞게 데이터가 자동으로 입력됩니다.

4. 'Save' 버튼 클릭 시 진행상태는 '작성 중'이며, 'Apply' 버튼 클릭 시 진행상태는 '부서승인단계' 상태가 됩니다.

5. 'Apply' 버튼 클릭시 행정부서 및 소속부서 담당자에게 휴학 신청 메일을 자동 전송합니다.

6. 부서승인단계부터는 진행상태를 조회만 할 수 있고 데이터 수정이 불가능합니다. (단, 부서승인단계 상태에서 아직 승인이 전혀 처리되지 않았다면 'Cancel' 버튼 클릭 후 데이터 수정이 가능합니다. 그러나 행정부서 및 소속부서에서 승인이 한 건이라도 처리되었다면 cancel 불가능합니다. 그래도 수정하려면 학부사무실에 요청하여 '반려' 처리 후, 수정 또는 재신청합니다.)

7. 첨부파일은 1개(PDF)만 등록 가능하며, 군 복학일 경우 첨부파일(전역증빙)은 필수 등록되어야 합니다.

8. 지난년도/학기는 복학년도/학기로 입력 할 수 없습니다.

9. 복학사유는 최대 1300자이며, 필수입력 항목입니다.

10. 복학학기는 복학예정학기 이후 학기로 입력할 수 없습니다.

11. 복학예정학기 전 복학을 신청할 경우 중도복학 여부가 자동 체크 됩니다.

12. 복학 최종승인완료 시, GIST 이메일로 승인통보 받습니다.

▶ Student basic information

Student number		Name	Name(Eng)	Birth date
Affiliation	Graduate School School of Materials Science and Engine	Student classification	government sponsored student	Course classification	Ph.D.
Academic record status	Leave of Ab	Date of enterance	2012-03-02	Date of school register change	2019-04-18	Professor	
Year/Semester	14semester (registered:14semester) (co		E-Mail		Contact number	

Apply/Date and time of cancellation	Classification change	Starting year of leave of absence/semester	Ending year of leave of absence/semester	Estimated year of return of to school/semester	Process status
2019-05-29 10:56:34	General Reinstatement	2019/Spring Semester	2019/Spring Semester	2019/Fall Semester	Filling out

▶ Processed

[🖶 Apply print out] [📄 new] [💾 Save] [📄 Apply] [🗑 cancel]

Classification change* General Reinstatement

Starting year of leave of absence/semester 2019 Spring Semester

Ending year of leave of absence/semester 2019 Spring Semester

Estimated year of return to school /semester* 2019 Fall Semester

Number of semester for leave of absence 1   ☐ Return earlier than scheduled

Detailed reasons for change* 복학합니다.

▶ 파일업로드   [📄 파일선택]

Application date 2019-05-29 10:56:34
* Only one PDF file can be uploaded.

Progress Filling out   Approval date - - 📅   Notice

[Affiliation Standby] > [Advisor Standby] > [Dean/Dept. Chair Standby] > [Student team Standby]

1. Progress status display for "Reinstatement" approval.

2. Classified as Pending, Approved, or Disapproved

3. "Approved" is displayed in blue, "Disapproved" is displayed in red.

4. For each item clicked, the processing date and time, and contents' pop-up will show up.

1. This is what the screen looks like for students who apply for return to school (only students on leave of absence can apply.)

2. Students can change their personal information on the personal information change pop-up screen that shows up on the screen of the return to school application if the student's personal information has changed.

3. After clicking the "New" button, data is automatically entered according to the existing leave of absence information.

4. After clicking the "Save" button, the process status will change into "Filling Out", and after clicking the "Apply button, the progress status becomes the "Awaiting Department Approval."

5. After clicking the "Apply" button, an email requesting the return to school is automatically sent to the administrative department and the person in charge of the relevant department.

6. From the "Awaiting Department Approval" status, any edit cannot be made and only progress status can be viewed (however, if no approval has been made yet in the "Awaiting Department Approval" status, data can be edited after clicking the "Cancel" button. If at least one approval has been processed by the department or the relevant department, it cannot be canceled. If the student wishes to modify, they have to go to the department and request to turn down the application and then re-apply.)

7. Previous year/semester cannot be entered as a "Returning Year/Semester."

8. The reason for return to school should be in maximum 1300 characters and is a required field.

9. The return semester cannot be entered after the expected return semester.

10. If you apply for a return to school before the semester you plan to return to, return status will be automatically inputted.

11. Upon completion of the final approval for return to school, students will receive an email of approval from GIST.