

Second Semester of 2026 Graduate School Schedule

(Credit Registration, Research Registration, Leave of Absence, Return to School, Re-admission, and Special Re-admission)

학점등록, 연구등록, 휴학, 복학, 재입학, 특례재입학

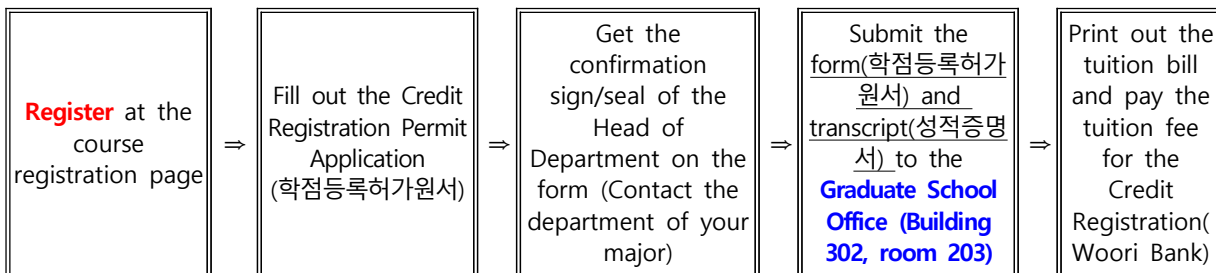
■ Guideline of Credit Registration (학점등록)

▶ **Application Period:** 2026. 8. 3.(Mon) 9:00 ~ 8. 21.(Fri) 16:00

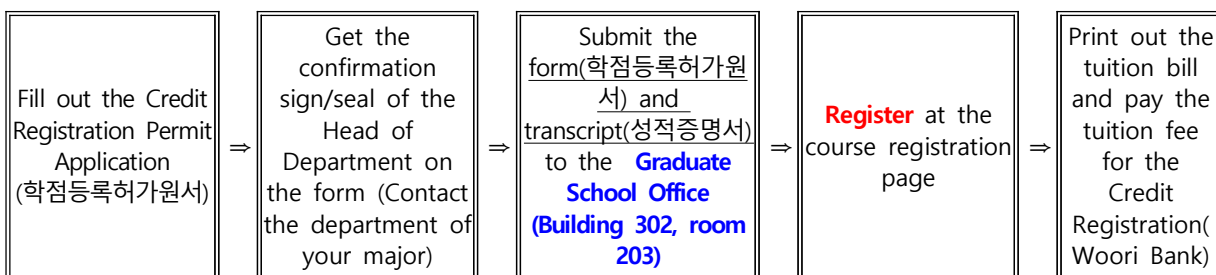
▶ **Applicant:** Students who need additional credits (3 credits or below) to complete their coursework (Note: Students can only apply after finishing their required semesters. Master's and Doctorate course: must be registered for at least four semesters. Integrated Master's and Doctorate courses: must be registered for at least eight semester)

▶ Application Procedures

(1) If you're submitting the documents after doing course registration



(2) If you're registering for courses after submitting the documents



▶ **Note:** credit registration of 3 or less credits must be registered by the last day of course registration of this semester. The invoice(bill) for Credit Registration (50% of the tuition fee of each department) will be available on the portal after the application has been approved.

▶ **Signature of the department head, and of the applicant MUST all be handwritten and not electronic.**

▶ **Please WRITE the actual submission date within the application period as the date on the form.**

▶ **You MUST submit your grades report.**

■ Guideline of Research Registration (연구등록)

▶ **Application Period:** 2026. 8. 3.(Mon) 10:00 ~ 8. 21.(Fri) 23:59

▶ Applicant

- 1) **[Required]** Ph.D. students admitted in or after the year of 2008, who have completed their coursework in August 2026(i.e. students for whom the second semester of 2026 would be the first semester after the completion of their course work) -> 1st Research Registration Required.
- 2) **[Required]** Ph.D. students admitted in or after the year of 2008, who are scheduled to submit a graduation thesis(학위청구논문) in the second semester of 2026 → 2nd Research Registration Required.
- 3) **[Optional]** All master's and doctoral students who need to maintain their status as an enrolled student for personal reasons.

(ex. BK21 Four/external scholarship recipients, students receiving funding from external research projects, etc)

▶ Relevant Clauses: Enforcement Rules of Operation of Graduate School (Article 30 (5),(7))

- 1) **Mandatory Registrants:** Students who have enrolled to the school after **2008** and completed the **Ph.D. program** **must register** for Research Registration **twice** before submitting the graduation thesis required for their degree. The 1st Research Registration should be registered in the second semester after completion of their coursework, and the 2nd Research Registration should be registered in the semester the graduation thesis is planned to be submitted. If there is an unpaid Research Registration tuition fee, the unpaid amount must be paid retroactively before the second Research Registration tuition. However, those who have graduated in the first semester of Research Registration may pay the Research Registration tuition only once.
- 2) **Optional Registrants:** Ph.D. students admitted in or after the year of 2008, who have completed their program or Master's students who completed the program may register for Research Registration on their own will.

▶ Application Procedures

- 1) Those who are **obligated to register for the 1st Research Registration** in the **second semester of 2026**(i.e. students for whom the second semester of 2026 would be the first semester after the completion of their course work) will be **automatically registered** for the 1st Research Registration by the **Graduate School Office collectively**, and therefore do not need to apply for Research Registration. However, they must **print out the tuition bill and pay within the payment period**.

2) Secondary Research Registration Registrants and Optional Registrants



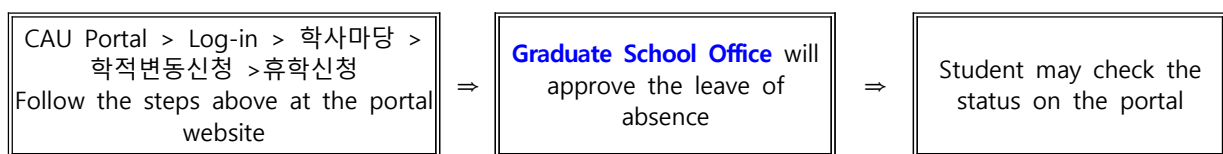
* Research Registration tuition: 10% of the tuition fee of each department

- ▶ If applying offline, signature of the department head, and of the applicant MUST all be handwritten and not electronic.
- ▶ If applying offline, WRITE the actual submission date within the application period as the date on the form.
- ▶ If applying offline, you MUST submit your grades report.

■ Guideline of Leave of Absence (general, extend) (휴학-일반,연장)

▶ **Application Period:** 2026. 7. 21.(Tue) 10:00 ~ 9. 28.(Mon) 23:59

▶ Application Procedures



- * For Military Leave, you can apply for a Leave of Absence by uploading related documents(notification of enlistment, 입영통지서) on the portal. However, those who are currently serving the military must submit a military service confirmation certificate (군복무확인서). Both documents must list the date of enlistment and the military unit
- * For Childcare Leave, you can apply for a Leave of Absence by uploading related documents (family relationship certificate, 가족관계증명서, pregnancy certificate, 임신확인서, etc) on the portal.
- * If you apply for a Leave of Absence due to illness or other unforeseen events after the application period mentioned above, you must submit a document of proof supporting the claim, to the **Graduate School Office** for permission., one week before the beginning of the final exam period
 - 1) Illness: A medical certificate issued by a general hospital(종합병원) that states an illness that requires more than 4 weeks of treatment.
 - 2) Other: Documents that can provide proof to support the claim

▶ Guidelines for Leave of Absence Application

- 1) The period of leave of absence is not counted towards the maximum duration of enrollment. A leave of absence must be applied for in one-year increments. For leaves longer than one year, additional applications must be submitted in one-year increments. General leave of absence is allowed for a maximum of 3 years (6 semesters). Special leave (for entrepreneurship, childcare) is allowed for an additional 2 years (4 semesters).
- 2) Once the leave of absence ends, students must apply for re-enrollment or extend their leave during the re-enrollment application period for the next semester. Failure to do so will result in expulsion.
- 3) Scholarship recipients must apply for scholarship cancellation and return the scholarship funds before applying for a leave of absence. However, students who received a

scholarship covering the full tuition amount are not allowed to take a leave of absence during the first semester they received the scholarship.

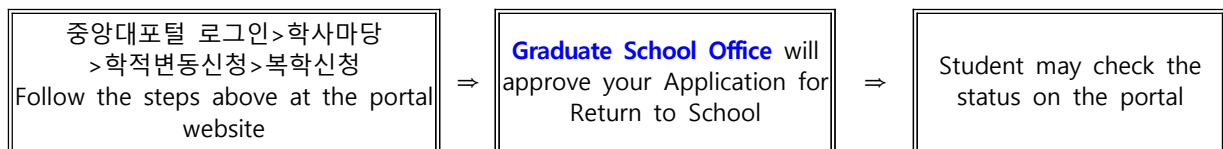
- 4) If a leave of absence is applied for after tuition payment, the tuition will be refunded according to the tuition refund policy(Academic Operations Regulations I (Article 11)). To process the tuition refund, students must register their bank account on the university portal (Portal - Edit My Information - Edit Account Information). If the student has taken out a student loan, the refund will be automatically used to repay the loan.

- ▶ If applying offline, signature of the department head, and of the applicant **MUST** all be handwritten and not electronic.
- ▶ If applying offline, **WRITE** the actual submission date within the application period as the date on the form.

■ Guideline of Return to School (General) (복학-일반)

- ▶ Application Period: **2026. 7. 21.(Tue) 10:00 ~ 8. 9.(Sun) 23:59**

- ▶ Application Procedures



- * Re-enrollment after military service can be applied for through the university portal by uploading relevant documents (discharge certificate or resident registration with military service record, 전역증명서 또는 병적 기재된 주민등록초본)

In addition, those who will be discharged within four weeks after the start of the semester may apply for re-enrollment(군제대복학) by submitting a confirmation document(e.g., a confirmation letter from the unit commander). However, the re-enrollment application form must be submitted during the re-enrollment application period.

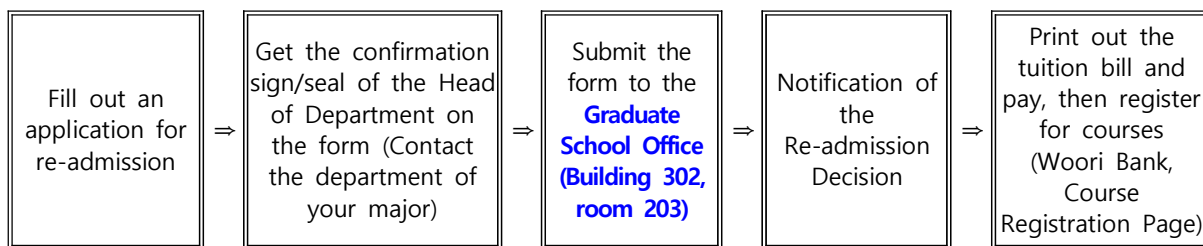
- * Re-enrollment after childcare leave can be applied for through the university portal.
- * Re-enrollment for **International students** can be applied for through the university portal. For **Visa-related matters**, contact the **International Exchange Team from the Office of International Affairs** (gsadmin@cau.ac.kr) / Phone 02-820-6272, 6211 / Office Building 310 (100th Anniversary Hall), Room 210

- ▶ If applying offline, signature of the department head, and of the applicant **MUST** all be handwritten and not electronic.
- ▶ If applying offline, **WRITE** the actual submission date within the application period as the date on the form.

■ Guideline of Re-admission

▶ **Application Period:** 2026. 8. 3.(Mon) 9:00 ~ 8. 11.(Tue) 16:00

▶ Application Procedures



▶ Requirements for Application

- General re-admission is allowed only after one year has passed since the date of expulsion or voluntary dropout. However, students who did not re-enroll after their leave of absence (expelled for non-re-enrollment, 미복학제적자) or did not complete registration within the specified period each semester (expelled for non-registration, 미등록제적자) can apply for re-admission after one semester.
- Re-admission is not permitted for those expelled due to disciplinary action or exceeding the maximum duration of enrollment.
- Even if the requirements for re-admission are met, re-admission may not be granted if there are no available spots.

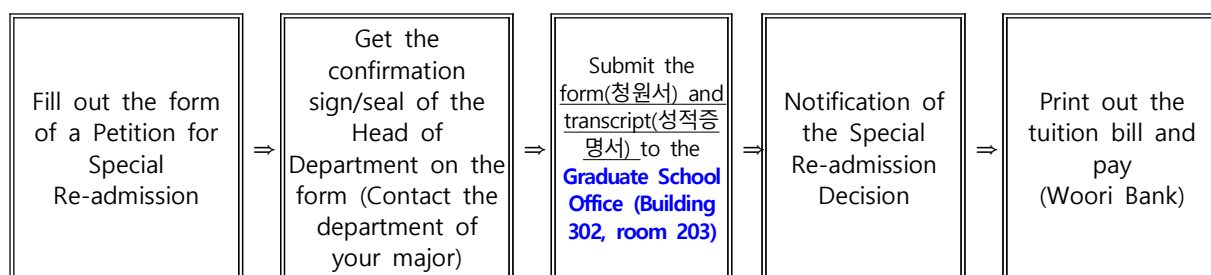
▶ **Signature of the department head, and of the applicant MUST all be handwritten and not electronic.**

▶ **Please WRITE the actual submission date within the application period as the date on the form.**

■ Guideline of Special Re-admission of those who have exceeded the length of study (those who have exceeded the submission period for their thesis) (재학연한초과자(학위논문제출기간초과자) 특례재입학 청원)

▶ **Application Period:** 2026. 8. 3.(Mon) 9:00 ~ 8. 11.(Tue) 16:00

▶ Application Procedures



* Tuition : Admission fee + Research Registration fee (10% of tuition fee by department)

► Requirements for Application

- Special re-admission is for students who have permanently completed their coursework (**permanent graduates**) without submitting their thesis due to exceeding the maximum period of enrollment* (Rule 1, Article 40 of the Enforcement Rules of Operation of the Graduate School)

* *Maximum period of enrollment(재학연한): Master's program: 5 years, Doctoral program: 8 years. Integrated Master's and Doctoral program: 9 years.

However, periods of leave of absence and expulsion are not included in the maximum period of enrollment. International students are not subject to a maximum period of enrollment.

- Students who are under disciplinary action for violating school regulations and academic rules are excluded from special re-admission (However, those who failed the language or major exams must pass them before submitting their thesis).
- Special re-admission can be requested only once.
- The period of enrollment and the deadline for thesis submission for students granted special re-admission are as follows:

1. Master's program: within 2 years from the date of special re-admission application

2. Doctoral program: within 3 years from the date of special re-admission application.

- In the first semester of special re-admission, students must pay the admission fee and research registration fee (10% of the tuition fee for each department). Students must apply for research registration and pay the research registration fee every semester until they obtain their degree (refer to the research registration application guide).

- Special Re-admissions are not allowed to take a leave of absence

- If students do not complete the registration within the registration period of the relevant semester after applying for special re-admission, the special re-admission approval will be canceled.
- For more information, refer to the guidelines for special regulations for those who exceed the thesis submission period(maximum period of enrollment) on the graduate school website

(Click 대학원 홈페이지>대학원소개>규정>(특례재입학)학위논문제출기간(재학연한)초과자에 대한 특례조치 지침)

- **Signature of the department head, and of the applicant MUST all be handwritten and not electronic.**
- **Please WRITE the actual submission date within the application period as the date on the form.**
- **You MUST submit your grades report.**

2026. 6.

President of Chung-Ang University Graduate School