

Guide to the Comprehensive Information System for Leave Requests

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Fundamental Principles for Applying and Approving Absences (Article 47 of the Academic Regulations)

- ☐ Except for the exceptional cases specified in Article 47 of the Academic Regulations, leaves of absence cannot exceed one-third of the total class hours per semester
- ☐ Leave requests are processed according to regulations, but approval may vary by course and instructor discretion. Confirm leave type and reason with the instructor before applying

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Guidelines on Leave (Period and Required Documentation)

- ☐ Leave requests and approvals will be conducted through the Comprehensive Information System (effective from the 1st semester of 2026)
- ✱ Please make sure to check whether your leave request has been approved, and it is recommended to consult with the course instructor before submitting the application

Category (Article 47 of the Academic Regulations)			Period	Supporting Documents
Sick Leave, etc	Treatment due to illness or accident (including hospitalization), Communicable disease requiring isolation as per a doctor's note		Recognized up to 1/4 of the total class hours	Choose one from medical certificate, doctor's note, or medical record with the student's name
	Leave for female students due to menstruation (Up to 1 day per month, within 4 days per semester)			No additional documentation required
* Military Service	Mobilization or military service examination under the Military Service Act (excluding mandatory service period)		Applicable Period	Choose one from military service examination result notice or other documents issued by the military authority
* Practical Training, etc	Academic field trips, excursions, school trips, teaching practicum, on-site training, etc.		Applicable Period	Official document from the organizing department or university
Family or Personal Events	Marriage	Self	5 days	Choose one from wedding invitation or family relation certificate
		Children	1 day	
	Child birth	Self	20 days	Birth Certificate
		Spouse	10 days	
	Bereavement	Spouse, self, and spouse's parents	5 days	Choose one from funeral confirmation or other death-related documents
		Self and spouse's grandparents (paternal and maternal)	3 days	
		Child and child's spouse	3 days	
		Self and spouse's siblings	1 days	
	* Saturdays, Sundays, public holidays, and the university anniversary during the bereavement period are not counted in the leave days			
Employed Student	For employed students admitted through programs such as the College of Future Society Convergence: business trips or special duties (up to 6 hours per course; submission of assignments is required)		Applicable Period	Relevant supporting documents and assignments

Students with Special Athletic Skills	In accordance with the operational regulations regarding attendance recognition and exam substitution for students with special athletic skills	According to the relevant regulations (currently recognized up to 1/2 of total class hours)	Attendance recognition certificate issued by the Director of Physical Education
prospective graduates	As a graduating student, taking national or corporate employment examinations	Applicable Period	Choose one from exam admission ticket or other supporting documents
Other	Participation in various official on-campus or off-campus events recognized by the university president	Applicable Period	Original official document from the organizing department or university (including the student's personal information in the document)
- Students must submit the Attendance Recognition Request and supporting documents to the course instructor within 7 days from the end of the leave period - * The specified periods (military service, practical training, etc., students with special athletic skills) are recognized and are not subject to the one-third maximum limit of total class hours - Menstrual leave is recognized only for the courses on the day the attendance recognition is requested, limited to 1 day per month			

3 Leave Application Guide (Comprehensive Information System)

※ Applies only to courses for which leave applications are processed electronically

□ Application Menu Location: 학부 → 수업 → 수강 → 공결신청

- ① Select 공결유형
- ② Select 공결기간 : 공결시작일 - Choose 공결종료일
- ③ Select 공결 신청 과목(시간) : Select Course(s) (Hours) for Leave: Choose all courses (hours)
- ④ Attach Supporting Documents
- ⑤ Submit the Application

□ 공결신청 Menu : 학부 → 수업 → 수강 → 공결신청



□ Leave Application: Select 신청하기 → Select 공결유형 및 공결기간(시작일-종료일) then search → Select the courses and class hour → Attach supporting documents → Submit

The screenshot shows the '신청하기' (Apply) page of a leave application system. It includes fields for leave type (currently '질병' - Sickness) and leave period (2026-03-03 to 2026-06-26). Below these are filters for '전제선택' and '결석일로부터 7일 이내'. A list of courses is shown, including '교양한문[41829-06]' and '국어학개론'. A table of class hours is displayed with checkboxes for selection. At the bottom, there is a section for attaching supporting documents ('증빙 서류').

Step 1: 공결 유형선택 및 기간별 수업 조회

- 공결 유형을 설정합니다
- 공결 기간을 설정한후 [조회] 버튼을 클릭합니다

Step 2: 공결 신청 과목(시간) 선택 및 증빙 첨부

- 조회된 수업 리스트 중 대상을 찾습니다
- 해당 수업의 체크박스를 체크합니다
- 관련 증빙을 업로드 합니다

Step 3: 관련 증빙을 업로드 합니다

Step 4: 공결 신청 제출

공결 신청 제출 →

Check and Delete Leave Applications:

Select 신청내역 → Choose the class hours of the leave application you want to delete → Click 삭제하기

신청하기

신청 내역

공결유형

본인결혼

공결기간

2026-03-03

-

2026-03-16

조회

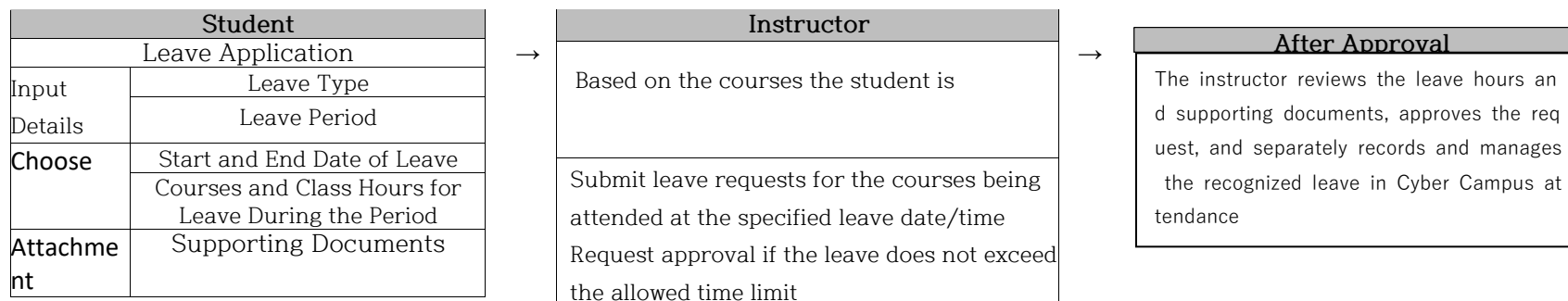
전체선택

○ 결석일로부터 7일 이내

삭제하기

공결유형: 본인결혼		총 제한: 3/15h
공결기간: 2026-03-03 ~ 2026-03-16		일련: 0/11h
☐	03월 04일(수) # 공결유형: 본인결혼	신청 증명서류 14:00~15:00(6A-6B) 1h
☐	03월 05일(목) # 공결유형: 본인결혼	신청 증명서류 15:00~16:00(7A-7B) 1h
☐	03월 05일(목) # 공결유형: 본인결혼	신청 증명서류 16:00~17:00(8A-8B) 1h

4 Leave Application and Approval Procedure



5 Examples of Leave Application Cases

Example 1) A student is enrolled in 5 courses (A, B, C, D, E, F) and requests 5 days of leave due to their own marriage

□ **Application:** 종합정보시스템 학부 → 수업 → 수강 → 공결신청

- ① Leave Type: Select “Personal Marriage”
- ② Select Leave Start and End Dates (Saturdays, Sundays, public holidays, and university anniversary during the bereavement/personal event period are excluded from the leave calculation and automatically calculated)
- ③ During the selected period, the courses and class hours being attended can be viewed and selected. Requests can be made for each class hour within the allowed time. (Applications cannot be submitted if the date falls under restricted days such as official events or if the allowed time is exceeded)
- ④ If the total recognized leave hours for the selected courses exceed one-third of the total class hours, or if individual limits are exceeded, the system will automatically restrict the application (calculated per course and automatically enforced)
- ⑤ The leave request is submitted for the selected courses and class hours, and approval is processed by the instructor responsible for each course and class hour
- ⑥ The leave management system in the Comprehensive Information System is not linked to the Cyber Campus attendance record. Therefore, both instructors and students must separately check the leave-related attendance status in Cyber Campus

You can apply for an excused absence in the system by selecting the class sessions (periods) for each course under the applicable reason only if it does not exceed: ① the limit on the number of days and ② the limit on the number of class hours

Course	Credits	Total Class Hours	Total Requestable Hours	Previously Requested Hours	Remaining Requestable Hours	Remarks
A	3	45	15	15	0	Time Limit Exceeded
B	1	15	5	4	1	Eligible to Apply
C	2	45	15	8	7	Eligible to Apply
D	3	60	20	5	15	Eligible to Apply
E	3	45	15	15	0	Time Limit Exceeded
F	3	45	15	8	7	Eligible to Apply

유형 본인결혼

기간

선택된 수업

1. 일수 제한 초과로 신청 불가

신청불가 24/5d(초과)

Course	신청	신청불가	잔여	제한
A	신청 : 15h	신청불가	(잔여) 0h	제한 : 15h
B	신청 : 4h	신청불가	(잔여) 1h	제한 : 5h
C	신청 : 8h	신청불가	(잔여) 7h	제한 : 15h
D	신청 : 5h	신청불가	(잔여) 15h	제한 : 20h
E	신청 : 15h	신청불가	(잔여) 0h	제한 : 15h
F	신청 : 8h	신청불가	(잔여) 7h	제한 : 15h

유형 본인결혼

기간

선택된 수업

1. 일수 제한 미초과로 신청 가능

신청가능 5/5d(가능)

2. 시간 제한 미초과 과목만 신청 가능

Course	신청	신청가능	잔여	제한
A	신청 : 15h	신청불가	(잔여) 0h	제한 : 15h
B	신청 : 4h	신청가능	(잔여) 1h	제한 : 5h
C	신청 : 8h	신청가능	(잔여) 7h	제한 : 15h
D	신청 : 5h	신청가능	(잔여) 15h	제한 : 20h
E	신청 : 15h	신청불가	(잔여) 0h	제한 : 15h
F	신청 : 8h	신청가능	(잔여) 7h	제한 : 15h

Reference 1) Article 47 of the Academic Regulations (Excused Absence Processing Period)

① A student may be recognized for attendance by submitting an Attendance Recognition Request Form (Appendix Form No. 18) to the course instructor within 7 days from the end date of the excused absence reason. The valid reasons for excused absence are as follows:

1. Illness, etc.: Within 1/4 of the total class hours for the semester
 - a. Treatment due to illness or accident (including hospitalization), or infectious diseases requiring quarantine with a doctor's note
 - B. In the case of applying for a menstrual leave (female students only), limited to 1 day per month
: up to 4 days per semester
2. Call up for mobilization or military service examination under the Military Service Act (excluding the mandatory service period): Relevant period
3. Academic field trips, study tours, excursions, teaching practicum, internship, etc: Relevant period
- 4 Family events

* Saturdays, Sundays, public holidays, and the university anniversary during the bereavement period are not counted in the leave days

Category		Period
Marriage	Self	5 days
	Children	1 day
Childbirth	Self	20 days
	Spouse	10 days
Bereavement	Spouse, self, and spouse's parents	5 days
	Self and spouse's grandparents	3 days
	Child and child's spouse	3 days
	Self and spouse's siblings	1 day

5. For employed students admitted through programs such as the College of Future Society Convergence: business trips or special duties (up to 6 hours per course/submission of assignments required: Applicable period)

6. Students with special athletic skills: In accordance with the operational regulations on attendance recognition and exam substitution for students-athletes

7. Graduating students taking national or corporate employment examinations: Applicable period

8. Participation in various official on-campus or off-campus events recognized by the university president: Applicable period

② The total period of leave recognition for a student must not exceed one-third of the total class hours. However, exceptions apply to Subparagraphs 2, 3, and 6 of Paragraph 1

Reference 2) Attendance Recognition Request Form

출 석 인 정 요 청 서

※출석인정기간은총수업시간의1/3을초과할수없음

※교과목 담당교원은 출석부와 함께 본 출석인정요청서(증빙포함)를 단과대학 교학팀에 제출

대 학		학 부(과)		학 년	
학 번		성 명		(인)	
교과목명		담당교원			
기 간		년 월 일 ~ 년 월 일			
구 분 (학사규정 제47조)			사유 선택	기 간	증빙서류
병결등	질병또는사고로인한치료(입원등), 격리조치가 필요하다는의사소견이있는전염병		☐	총수업시수의 1/4 이내인정	진단서, 소견서, 본인이름이 기재된 진료기록 관련서류중택1
	여학생의생리로인한사유 (월1일에한함, 학기당4일이내)		☐		
* 병역	병역법에의한동원소집또는병역판정검사 (의무복무기간제외)		☐	해당기간	병역판정검사결과통보서, 기타 병역기관에서발급한서류중택1
* 실습등	학술조사, 견학, 수학여행, 교육실습, 현장실습등		☐	해당기간	주관하는부서및대학의원안공문
경 조 사	결 혼	본인	☐	5일	청첩장, 가족관계증명서중택1
		자녀	☐	1일	
	출 산	본인	☐	20일	출생증명서
		배우자	☐	10일	
	사 망	배우자, 본인및배우자의부모	☐	5일	장례확인서, 사망관련증명서류중 택 1
		본인및배우자의조부모·외조부모	☐	3일	
		자녀와그자녀의배우자	☐	3일	
		본인및배우자의형제·자매	☐	1일	
* 경조사기간중토요일, 일요일, 공휴일및개교기념일은그일수에산입하지아니함					
재직자	미래사회융합대학등재직자로입학한재학생중 취업자공무출장및특별근무 (과목당총6시간이내. 과제물체출필수)		☐	해당기간	관련증명서류및과제물
* 체육 특기자	체육특기자출석인정및시험대체에관한운영 세칙에따름		☐	관련세칙에 따름	체육실장으로부터발급하는출석인정원
졸업 예정자	졸업예정자로서국가또는기업체의채용시험에 응시		☐	해당기간	수험표, 기타증빙서류중택1
기타	총장이인정하는각종학내·외공식행사참가		☐	해당기간	주관하는부서및대학의원안공문 (학생인적사항공문여기까지)
- 학생은 공결사유 종료일로부터 7일 이내 담당교과목 교원에게 출석인정요청서 및 증빙서류 제출 - * 는 해당기간 인정 - 생리공결은 월 1일 출석인정 요청한 요일 교과목만 인정 됨					
출석을 허가하여 주시기 바랍니다.					
년 월 일					