

# Readmission Guideline for Spring 2021

## <Changes to Readmission Procedures in Response to COVID-19 >

- Acceptance of application** : To be accepted by mail 【Applications must arrive by December 15, 2020.】
  - Address : ○ ○ Department Office, KAIST, 291, Yuseong-gu, Daejeon, 34141
- Advisor's Opinion**
  - Applicants contact the advisor, and have a non-face-to-face interview with him/her (video, phone, documents, etc.)
  - The Advisor's Opinion should be prepared by the advisor and submitted to the department office directly.
- Signature of advisor/department head**
  - Applicants are advised to leave the spaces requiring the signatures of the advisor and department head blank.
  - The staff-in-charge of readmission of the department will obtain the signatures later when department/division review is conducted.
- Application for Department Transfer**
  - Complete the application form and scan it after the applicant and guarantor sign.
  - Scanned copy of the application form should be sent via e-mail to both the advisor of the current department and prospective advisor of the department the applicant is applying to.
  - Applicants should have a non-face-to-face interview with both the current and prospective advisors.
  - The current and prospective advisors fill out the Advisor's Opinion and submit it directly to the respective department offices.
- Method of Review by Department/Division** : To be notified later
- Method of Review by Dean of Student Affairs and Policy (applicable to undergraduate students only)** : To be notified later

Refer to the instructions below on application for readmission in Spring 2021 for dropouts and expelled students.

**Eligibility** : Dropouts and expelled students of Undergraduate or Graduate programs

**Deadlines**

- Submission by students : submit to the department/division office by Tuesday, December 15, 2020
- Evaluation by Departments/Divisions : Wednesday, December 16 ~ Thursday, December 31, 2020
- Submission of Departments/Divisions evaluation result to Academic Registrar's Team : Thursday, December 31, 2020

**Conditions for Readmission**

- Students who belong to the following categories are not eligible for readmission
  - Those who are expelled for exceeding enrollment duration limit (Up to students enrolled in 2008)
  - Those who are expelled for exceeding enrollment duration limit or who are expelled or voluntarily withdraw after getting enrollment duration limit extended (Starting from student enrolled in 2009)
- Readmission is possible after 2 semesters including the semester in which dropping out or expulsion occurred.

**Readmission Application and Review Process**





## ※ Readmission with changing of major

Application for Readmission	Prepare two copies of each required document, and submit to both the current department and the new department
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- ※ In addition to the application for readmission, Future study plan, opinion of advisor on readmission, and Academic transcript, applicants seeking readmission to a different department must submit an "application for department transfer", and undergraduate applicants who have not declared major but decided his/her department must submit a "declaration of major(undergraduate)".



Department/ Division Review	Review by both the Current and new departments
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- ※ Students who have not declared major shall go through the new department/division review only



Review by Dean of Student Affairs & Policy (undergraduate students)
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Review by Academic and Research Review Committee
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Approval by Provost
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## Recommendation for Readmission by Department

- The candidate is evaluated on academic capacity, remaining number of semesters, and possibility of graduation based on the advisor's opinion on readmission and future study plan by a three-member review committee consisting of the advisor, department head, and department professor or a department-related committee.
- For undergraduate students, the Dean of Student Affairs & Policy will interview the recommended candidate and results will be announced through the Academic and Research Review Committee.

## Required Documents for Readmission

- Application for Readmission (see attachment)\_to be submitted by applicant
- Future Study Plan (see attachment)\_to be submitted by applicant

- Opinion of Advisor on Readmission (see attachment)\_to be submitted by applicant
- Academic Transcript\_to be submitted by applicant
- Application for department transfer\_to be submitted by applicant (Change a major)
- Declaration of major(undergraduate)\_to be submitted by applicant (Declared a major)
- Recommendation for Readmission (see attachment)\_to be submitted by department
- ※ **Students applying for readmission to a different department shall prepare two copies each, and submit to both the current and new departments**

**Others**

- Previously earned credits will be automatically recognized without any additional procedure.
- Requirements for graduation will be unchanged from the date of initial admission.
- The number of enrolled semesters will be counted from the date of initial admission.
- Students readmitted after expulsion will be expelled upon receiving an academic warning.
- Students expelled due to failing the qualifying exam must pass the exam within 1 year(including the period of taking a leave of absence except maximum 1 semester) of readmission, or will face expulsion again if requirements are not met.
- Students can be readmitted only once and will be accepted to the original academic year or lower.
- Tuition for readmitted students shall follow the rules on "Imposition of Tuition fees".

- 【Attachment】**
1. Application for Readmission
  2. Future Study Plan
  3. Opinion of(Prospective)Advisor on Readmission
  4. Recommendation for Readmission
  5. Application for department transfer
  6. Declaration of major(undergraduate)

▶ Contact : Academic Registrar's Team.(Ext 2361 / ✉ registrar@kaist.ac.kr)

2020. 11.

**Associate Vice President of Academic Affairs**