Readmission Guideline for the Fall, 2024

Preparation of Documents for Readmission for the Fall, 2024

❏ **Acceptance of application**

❍ To be accepted by mail or in person

 ※ Application documents must arrive by June 14, 2024.

❍ Address: OO Department Office, KAIST, 291, Yuseong-gu, Daejeon, 34141

❏ **Signature of advisor/department head**

❍ Applicants must submit the application (attachment 1) to the department office after receiving the signatures of the advisor and the department head.

 ※ attachment 3~4 are not the documents submitted by applicants.

❏ **Advisor's Opinion**

❍ Applicants should contact the advisor, and have a face-to-face or non-face-to-face interview with them.

❍ The Advisor's Opinion (attachment 3) should be prepared by the advisor and submitted to the department office directly.

❏ **Application for Department Transfer**

❍ Complete the form (attachment 5) including the signature of applicant and guarantor.

❍ Applicants should have an interview with both the current and prospective advisors.

❍ The application form should be submitted to the respective department offices after obtaining the signatures of the advisors and department heads of both the current department and prospective department the applicant is applying to.

❏ **Method of Review by Department/Division**: face-to-face or non-face-to-face interview

❏ **Method of Review by Dean of Student Affairs and Policy (applicable to undergraduate students only)**: face-to-face or non-face-to-face interview

 ※ Each applicant would receive information of the interview by e-mail from the Office of Academic Affairs.

> Refer to the instructions below on application for readmission in the fall semester, 2024 for dropouts and expelled students.

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

□ **Deadlines** ※ **Be punctual. Documents not submitted by the deadline will never be accepted.**

　○ Submission by students: submit to the department/division office by June 14 (Fri.), 2024

　○ Evaluation by Departments/Divisions: June 15 (Sat.) ~ June 28 (Fri.), 2024

　○ Submission of Departments/Divisions evaluation result to Academic Registrar's Team: June 28 (Fri.), 2024

□ **Conditions for Readmission**

　○ Students who belong to the following categories are <u>not</u> eligible for readmission

　　- (Up to students enrolled in 2008) Those who are expelled for exceeding enrollment duration limit

　　- (Starting from student enrolled in 2009) Those who are expelled for exceeding enrollment duration limit or who are expelled or voluntarily withdraw after getting enrollment duration limit extended

　○ Readmission is possible after 2 semesters including the semester in which dropping out or expulsion occurred.

☐ Readmission Application and Review Process

| Application for Readmission | ➜ | Advisor & Department Review | ➜ | Review by Dean of Student Affairs & Policy (undergraduate students) | ➜ | Review by Academic and Research Review Committee | ➜ | Approval by Provost |

※If you are not recommended for readmission or fail to attend in the previous deliberation process, the deliberation will be terminated and re-deliberation will not be possible.

※ 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 |

* 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 may submit a "declaration of major(undergraduate)".

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| Advisor & Department Review | Review by both the current and the new departments |

※ If a student in the school of freshman decides to declare major at the same time as readmission, the department review of the school of freshman is omitted. Department screening is conducted only in a department that the student apply for.

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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

☐ 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. (In case of need, a department may interview an applicant.)

○ 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 (Attachment 1) - submitted by applicant

○ Future Study Plan (Attachment 2) - submitted by applicant

○ Opinion of Advisor on Readmission (Attachment 3) - submitted by advisor

○ Recommendation for Readmission (Attachment 4) - submitted by department

○ Academic Transcript - submitted by applicant

○ Application for department transfer (Attachment 5) - submitted by applicant (when applicants change their major)

○ Declaration of major(undergraduate) (Attachment 6) - submitted by applicant (when applicants declare their major)

※ 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″.

□ **Inquiry:** Academic Registrar's Team (✉ registrar@kaist.ac.kr / ℡ 042-350-2361)

【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)

2024. 5.

Vice President of Academic Affairs