

Readmission Guideline for Fall 2020

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

- Acceptance of application** : To be accepted by mail 【Applications must arrive by June 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 Fall 2020 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 Monday, June 15, 2020
- Evaluation by Departments/Divisions : Tuesday, June 16 ~ Tuesday, June 30, 2020
- Submission of Departments/Divisions evaluation result to Academic Registrar's Team : Tuesday, June 30, 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)



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.
- 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. 5.

Associate Vice President of Academic Affairs