

Guidelines on Excused Absences for Employed Students

Enrolled in Their Eighth Semester or Beyond

Spring Semester 2025

Pursuant to Article 55(1) of the Enforcement Rules of the Incheon National University Regulations and Article 2 of the Incheon National University Guidelines on Attendance, Class Cancellations, and Make-up Classes, the following guidance applies to employed students enrolled in their eighth semester or beyond.

1. Eligible applicants: Employed students enrolled in their eighth semester or beyond
2. Maximum recognition period: 11 weeks per semester (the 11 weeks may be nonconsecutive)

3. Required documents

Applicant Category	Eligibility Requirements	Required Supporting Documents
Employed Students	Full-time employee	- Certificate of employment - Certificate of National Health Insurance eligibility history - For trainees after final acceptance: certificate of acceptance and training confirmation (first submission only) * Other documents proving employment may also be submitted.
	Intern	- Certificate of employment - Certificate of National Health Insurance eligibility history or an employment contract bearing the seals/signatures of both parties * Other documents proving the activity may also be submitted.
	Full-time employee overseas * Only attendance is treated as an excused absence. If the student cannot participate in assessment activities and therefore earns no score, the grade will be processed under the applicable grading standards.	- Certificate of employment - Copy of overseas employment visa * Other documents proving employment may also be submitted.
Sole Proprietor / Business Founder	Business income subject to withholding of at least KRW 6,182,220 (2024 standard) * Annual minimum wage x 209 hours x 3 months	- Certificate of Business Registration (the business commencement date must match) - Business Income Withholding Tax Receipt - If the business has operated for less than one year: documents proving income
Freelancer	Business income subject to withholding of at least KRW 6,182,220 (2024 standard) * Annual minimum wage x 209 hours x 3 months	- Service/employment contract - Business Income Withholding Tax Receipt - If the activity period is less than one year: documents proving income
Agriculture, Forestry, or Fisheries Worker	A person engaged in agriculture, forestry, or fisheries who is not enrolled in workplace-based National Health Insurance	Submit one of the following: - Farmer Verification Certificate - Agricultural Management Entity Registration Confirmation - Fisher Verification Certificate - Fisheries Management Entity Registration Confirmation - Screenshot showing agricultural management entity registration status

Additional Rules and Submission Procedures

4. Courses Excluded from Excused-Absence Recognition

- Online courses: OCU, e-learning, and blended online courses

* However, in-person class sessions within a blended online course may be recognized as excused absences.

5. Submission Timing and Procedure

Verification is required twice: when the reason first occurs and again at the end of the semester.

Stage	Timing	Required Procedure
First	When the reason for the excused absence first occurs	- Submit the Application for Attendance Recognition for Employed Students and the required supporting documents to the department. * The department retains the originals. - Submit copies to the instructor of each course through the attendance-recognition application menu in the Integrated Information System.
Second	During the final examination period	- Obtain newly issued supporting documents and resubmit them to the department. * The department retains the originals. - Resubmit copies to the instructor of each course for written confirmation. - Deadline: During the final examination period of the relevant semester.

6. If Employment Ends

Upon resignation or termination	- Attend classes immediately beginning the following day. - Submit the Cancellation of Attendance Recognition for Employed Students to the department in original form. * The department retains the original, and the student submits a copy to the instructor of each course.
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Important: Employed and non-employed students are subject to the same requirements for all grade assessments other than attendance, including midterm examinations, final examinations, and other assignments.

Forms: The Application for Attendance Recognition for Employed Students and the Cancellation of Attendance Recognition form are available on the Incheon National University website under Campus Life > Forms and Documents.

Application for Attendance Recognition for Employed Students

1. Student Information

Department / Division / Major		Student ID		Year	
Name		Total Semesters Completed			
Telephone	Home		Mobile		

2. Employment Information

Employer / Workplace		Department / Unit		Employment Date	
Workplace Address					
Workplace Contact Number					

3. Excused-Absence Details

A. Recognition Period

Recognition Period	YYYY MM DD - YYYY MM DD
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B. Courses for Which Attendance Recognition Is Requested

No.	Course Title	Section	Class Date	Period	Instructor	Remarks

4. Legal Basis: Article 2 (Excused Absences) of the Incheon National University Guidelines on Attendance, Class Cancellations, and Make-up Classes

I hereby request approval for attendance recognition for the absences described above and submit the relevant supporting documents.

Date: ____ / ____ / ____

Applicant: _____ Signature/Seal: _____

Attachment: One copy of the document(s) supporting the reason for the excused absence.

Head of Department / Division	Document Processing and Important Notes 1. The student completes this form and submits it, together with the relevant supporting documents, to the department office. 2. The department verifies the supporting documents, obtains approval from the head of the department/division, and returns the approved form to the student. 3. The student submits the form to the instructor of each applicable course. 4. The student must submit a newly issued certificate of employment again before the final examination.
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Cancellation of Attendance Recognition for Employed Students

1. Student Information

Department / Division / Major		Student ID	
Name		Year	
Telephone	Home		Mobile

2. Cancellation Details

Reason for Cancellation	e.g., resignation, business closure, etc.	Category	1. Employee 2. Sole Proprietor / Business Founder 3. Agriculture, Forestry, or Fisheries Worker
Termination / Closure Date		Cancellation Period	YYYY MM DD - YYYY MM DD

3. Courses for Which Cancellation Is Requested

No.	Course Title	Section	Class Date	Period	Instructor	Remarks

4. Legal Basis: Article 2 of the Incheon National University Guidelines on Attendance, Class Cancellations, and Make-up Classes

Date: ____ / ____ / ____

Applicant: _____ Signature/Seal: _____

Head of Department / Division	Document Processing and Important Notes 1. The student completes this form and submits it to the department office. 2. The department confirms the cancellation of the excused absence, obtains approval from the head of the department/division, and returns the approved form to the student. 3. The student submits the form to the instructor of each applicable course.
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