

# Graduate School Academic Guide (for Faculty)

# ❖ Approval of application for (change of) advisor



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Advisor Change Application Approval

- ① Click [Search] to view the applications submitted for the selected semester.
- ② Click [View Details] to review the application details.

**Advisor Change Application Approval** Student Guidance > Academic Records/Degree Management > Advisor Change Application Approval Multiple Lang

Academic year / semester\* 2026 Spring **Search**

**Application details**

Change Academic Advisor Before Change: Academic Advisor After Change: Approval status: - **View detail**

# ❖ Approval of application for (change of) advisor



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Advisor Change Application Approval

③ Review the application details, then click [Approval] (or [Reject]).

Application Details ✕

Detailed information

Application type	Graduate School
Change	[Redacted]
Department (major)	Academic status
[Redacted]	[Redacted]
Student ID No.	Name
[Redacted]	[Redacted]
Academic advisor	Department chair
[Redacted]	[Redacted]
Academic Advisor Before Change	Academic Advisor After Change
[Redacted]	[Redacted]
Reason for application (change)	
[Redacted]	
Application date	Processing date
[Redacted]	[Redacted]
Approval status	
-	

**Approval** [Reject] [Close]

# ❖ Leave of Absence / Reinstatement Approval



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Leave of Absence Approval / Reinstatement Approval

- ① Click [Search] to view the applications submitted for the selected semester.
- ② Click [View Details] to review the application details.

**Leave of Absence Approval** Student Guidance > Academic Records/Degree Management > Leave of Absence Approval Multiple Lang ? ☆

**Approval Notice** Hide notice

Click the "Hide notice" button on the right to view the screen more widely.

※ Upon approval of a leave of absence or reinstatement, the status will be changed to "Approved," and feedback can also be provided. The reason shown is the leave of absence reason entered by the student.

Academic year / semester\* 2026 Spring **Search**

**Application records for leave of absence**

<span>Temporary withdrawal (general)</span>	Leave of absence type: <span>Temporary withdrawal (general)</span>	Leave of absence date: <span>2026.01.01 - 2026.01.01</span>	Approval status: <span>Confirmation</span>	<span><b>View detail</b></span>
<span>Temporary withdrawal (general)</span>	Leave of absence type: <span>Temporary withdrawal (general)</span>	Leave of absence date: <span>2026.01.01 - 2026.01.01</span>	Approval status: <span>Application</span>	<span><b>View detail</b></span>

# ❖ Leave of Absence / Reinstatement Approval



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Leave of Absence Approval / Reinstatement Approval

③ Review the application details, then click [Approval] (or [Reject]).

Leave of Absence Request Details ✕

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Application records for leave of abse

Student ID No.	Name
<input type="text"/>	<input type="text"/>
College	Department
<input type="text"/>	<input type="text"/>
Degree	Academic status
<input type="text"/>	<input type="text"/>
Leave of absence type	Leave of absence date
<input type="text"/>	<input type="text"/>
Reason for leave of absence	
<input type="text"/>	
Feedback	
<input type="text"/>	
Status	
<input type="text" value="Application"/>	

# ❖ Approval of Deferral of Study Duration



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Study Duration Deferral Approval

- ① Click [Search] to view the applications submitted for the selected semester.
- ② Click [View Details] to review the application details.

**Study Duration Deferral Approval** Student Guidance > Academic Records/Degree Management > Study Duration Deferral Approval Multiple Lang ? ★

Academic year / semester\*   **Search**

Application details for deferral of the shortening of duration of study

Application date:  Enrolled Semester:  Approval status:  **View detail**

# ❖ Approval of Deferral of Study Duration



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > Study Duration Deferral Approval

③ Review the application details (e.g., GPA), then click [Approval] (or [Reject]).

Application details for deferral of the shortening of durat... X

## Application details for deferral of the

Student ID No.	Name
<input type="text"/>	<input type="text"/>
College	Department
<input type="text"/>	<input type="text"/>
Degree	Academic status
<input type="text"/>	<input type="text"/>
Enrolled Semester	GPA
<input type="text"/>	<input type="text"/>
Application date	Grade status
<input type="text"/>	<input type="button" value="View"/>
Status	
<input type="text"/>	

# ❖ Integrated Program Withdrawal Approval



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > MA-PhD Program Withdrawal Approval

- ① Click [Search] to view the applications submitted for the selected semester.
- ② Click [Approval category] to review the application details.

MA-PhD Program Withdrawal Approval

Student Guidance > Academic Records/Degree Management > MA-PhD Program Withdrawal Approval

Multiple Lang

Academic year / semester: 2026 Spring

**Search**

Approval for withdrawal from the integrated master's-doctoral program

\*Click the approval category to approve or reject the request.

No.	Approval category	Approval status	Approval date	Department (division)/major	Student ID No.	Name
1	<a href="#">Academic advisor</a>	Approval				
2	<a href="#">Department chair</a>					

# ❖ Integrated Program Withdrawal Approval



Menu: Academics (KUPID) > Student Guidance > Academic Records/Degree Management > MA-PhD Program Withdrawal Approval

③ Review the application details (e.g., GPA), then click [Approval] (or [Reject]).

Details of Withdrawal from the integrated master's-PhD program ✕

\*The name corresponding to the approval stage is displayed in bold.

Student ID No.	Name	Department (division)/major	
[Redacted]	[Redacted]	[Redacted]	
Academic status	Curriculum/Program	Enrolled Semester	GPA
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Reason for withdrawal

[Redacted]

Application	Academic advisor		Department chair	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

**Approval** [Reject] [Cancel]