

Guide to the Electronic Attendance Exemption System (For Students)

1. General Principles of Attendance Exemption

According to Incheon National University's Attendance and Leave Management Guidelines, Article 3, Paragraph ④, the approval of attendance exemption is at the discretion of the course instructor, except for certain cases (*).

Exceptions(*):

- Reserve force training
- Military service physical examination

※ Depending on the nature of the course and the instructor's discretion, attendance exemption may not be granted.

※ Attendance exemption cannot exceed **one-third (1/3)** of the total class days per semester.

※ **Exceptions:** Attendance exemption for military service-related reasons and employed students.

2. Major Changes to the Attendance Exemption System

Implementation of Electronic Application (Starting from Spring 2025)

- **Important:** Students **must check** the final approval status after submitting an attendance exemption request.
 - **Recommendation:** Consult with the course instructor **before submitting** the request.
 - **Menstrual Leave:** Once per month (no proof required) → Implementation postponed; further notice will be provided.
 - **Maximum Attendance Exemption Limits:**
 - **Regular Semester:** Up to 1/3 of total class days
 - **Summer/Winter Session:** Up to 4 days
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3. Valid Reasons for Attendance Exemption and Permissible Absence Periods

Reason	Permissible Absence Period
Participation in competitions or national events	Duration of the event
Military service-related absences	Duration of the service
Family Events	
Own wedding	7 days
Sibling's or spouse's sibling's wedding	1 day
Own childbirth	20 days

Spouse's childbirth	5 days
Spouse's death	7 days
Death of a direct ascendant (own/spouse's parents or grandparents)	5 days
Death of child or child's spouse	3 days
Death of uncle/aunt (own/spouse's parents' siblings)	3 days
Death of own/spouse's siblings	3 days
Medical Reasons	
Hospitalization and treatment (with a medical certificate)	Up to 4 weeks
Menstrual leave	1 day per month (no proof required)
Returning from military discharge (within 2 weeks of the semester start)	Permissible period
Academic Activities	
Department-organized training, fieldwork, external internships, graduation exams, exhibitions, and performances	Duration of the event
Course registration changes due to subject cancellation or reallocation	No need for application or proof
Employment-Related Absences	
Job applicants attending employment tests, interviews, or medical check-ups	Test/interview day
Business trips for industry-based education students (up to 10% of total course hours)	Duration of the trip
University-approved official events	Duration of the event

4. How to Apply for Attendance Exemption

Application Process in the Integrated Information System

1. **Navigate to:** Integrated Information System → Academic Affairs → Course Attendance Management → Attendance Exemption Request
 2. **Click**“Apply for Attendance Exemption”
 3. **Select the reason**and specify the exemption period
 4. **Upload supporting documents**(except for menstrual leave)
 5. **Select the relevant course**and submit the application
 6. **Check the final approval status**
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5. Required Supporting Documents for Each Exemption Reason

Reason	Required Documents
Competitions/National Events	Proof of participation (poster, invitation, etc.)
Military Service–Related Absences	Call–up notice, enlistment confirmation, military medical exam attendance slip (downloadable from the Military Manpower Administration website)
Family Events	Wedding invitation, family relation certificate, birth certificate, death certificate (depending on the event)
Medical Treatment	Medical certificate specifying non–attendance period
Returning from Military Discharge	Certificate of expected discharge
Departmental Training, External Internships, Graduation Exams, Exhibitions, Performances	Official document from the department
Course Registration Changes Due to Cancellation	No documentation required (automatic processing)
Employment–Related Absences	
Employed students	Certificate of employment, health insurance eligibility certificate, employment contract, or equivalent proof
Business owners	Business registration certificate, tax withholding receipt, or proof of income
Freelancers	Employment contract, tax withholding receipt, or proof of income
Job applicants	Interview/test attendance confirmation

6. Additional Notes

- Approval of attendance exemption is **at the discretion of the course instructor**.
- Before applying, consult with the instructor **regarding necessary documents and approval possibility**.
- Attendance exemption applications will be processed only through the **Integrated Information System**—submissions via the department office **are no longer required**.