Attendance Recognition Processing Program Manual

- For Students -

※ Guidelines on Attendance Recognition

[Related Regulation]

Ewha Womans University Regulations Article 40 (Procedures to Manage Student Absences)
① If a student is absent for one-third of the semester, the student receives a grade of F or U for the course.
② If a student submits the required document within two weeks, then the instructor can waive the absence in the following cases.
    1. Serious illness
    2. Death of family members (parents, siblings, and grand-parents)
    3. International contests, workshops, training, practice teaching, etc. in which certification is authorized by the director of the organization or event
    4. Other cases authorized by the president of Ewha or the instructor of the class
④ If a student is absent due to menstruation, the student can apply for menstrual leave within one week of the incident. In such cases, the instructor can waive the absence as attendance. However, this policy does not apply to training credits(Chapel), exams, or online courses.

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※ Guidelines on Attendance Recognition

[Required Documents by Reasons]

Reason for absence		Certification Document	Period Granted
Serious illness		Medical certification issued by the director of Ewha Womans Univ. hospital or a general hospital of similar level	As stated in the document
Death of immediate family members (parents, siblings, and grand-parents)	Death of the student's or spouse's parent	Certificate of family relationship, Death certificate	5days
	Death of the student's or spouse's grandparent		2days
	Death of the student's or spouse's sibling		1day
International contests, workshops, training, practice teaching, etc. in which certification is authorized by the director of the organization or event		Documentation issued by the director of the hosting organization	As stated in the document

Other cases authorized by the president(*) of Ewha or the instructor of the class
 * Cases authorized by the president
  1. Cases in which a student becomes employed and must start work or participates in an internship that turns into a full-time job, job training and education sessions in their graduating semester (the semester in which the student is determined as a graduating student)
  2. Cases in which a student participates in activities necessary for employment (interviews, etc.) in their graduating semester (the semester in which the student is determined as a graduating student)
  3. Cases in which a student must attend official events requested by public organizations
  4. Cases in which a student must attend mobilization or training of reservists
		Relevant documentation	As stated in the document
			(For early employment: from employment start date to the last day of the semester)

Menstrual leave		**Not required**	**1 day per occurrence, up to 4 days per semester (including summer/winter sessions)**

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※ Guidelines on Attendance Recognition

[Attendance Recognition Application Period]

- Attendance recognition can be applied within **fourteen days** after the occurrence date (however, menstrual leave can only be applied within **one week** after the occurrence date).

- Except for menstrual leave, **documents are required for all cases of absence.**

- Attendance recognition can only be applied up to **fourteen days before the end of the semester** (for summer/winter sessions, applications can be made up to **seven days before the end**).

[Criteria for Applying for Menstrual Leave]

- **Application Frequency**: **Up to four times per semester** (one day per application, including summer session in the spring semester/winter session in the fall semester)

- **Application Interval**: Students can apply only after **21 days have passed** since the previous request.

- **Application Restrictions**: **Not applicable to Training Credits(Chapel), Exams(Midterm Exams &Final Exams), Remote online classes**

- **Application Procedure**: Students apply through Eureka without documents, and professors approve or reject.

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Eureka Manual

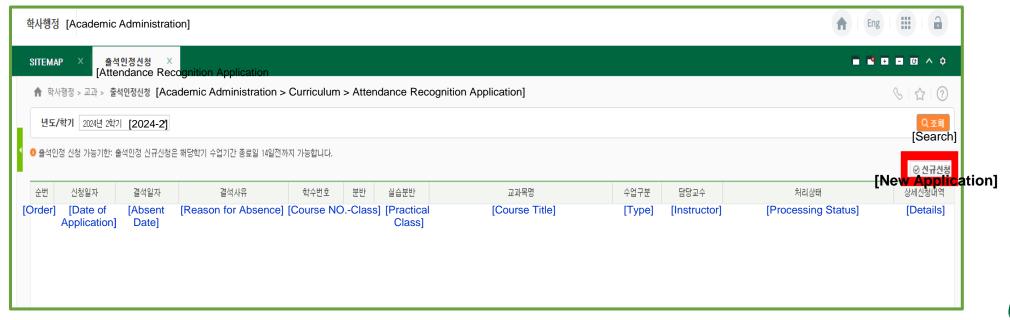# How to Use Attendance Recognition Processing Program

[Program Path]

Eureka > Academic Administration > Curriculum > Attendance Recognition Application

[How to Apply]

Search **Year/Semester**, Select **New Application**

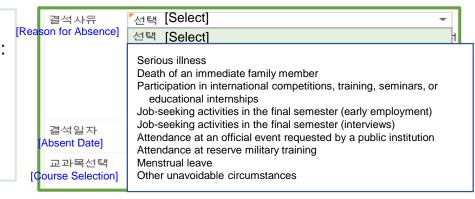# How to Use Attendance Recognition Processing Program

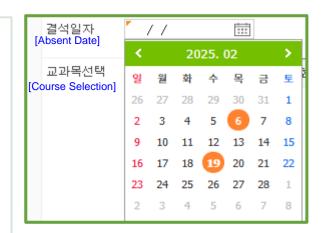## [Reason for Absence]

Select the applicable Reason for Absence
① Participation in international competitions, training, seminars, or educational internships: only if the organizing institution issues supporting documentation
② Job-seeking activities in the final semester (early employment): only applicable to participation in work, pre-employment internships, corporate training, or educational programs during the confirmed graduation semester (the semester designated for graduation). Simple, experience-based internships are not permitted.

결석사유
[Reason for Absence]

선택 [Select]
선택 [Select]

Serious illness
Death of an immediate family member
Participation in international competitions, training, seminars, or educational internships
Job-seeking activities in the final semester (early employment)
Job-seeking activities in the final semester (interviews)
Attendance at an official event requested by a public institution
Attendance at reserve military training
Menstrual leave
Other unavoidable circumstances

결석일자
[Absent Date]

교과목선택
[Course Selection]

[Absent Date]

Select the applicable Absent Date
① Students can only apply one application per day (e.g. If you are absent for three days, submit three separate applications).
② Attendance recognition can be applied within **fourteen days** after the occurrence date (however, menstrual leave can only be applied within **one week** after the occurrence date).
③ Attendance recognition can only be applied up to **fourteen days before the end of the semester** (for summer/winter sessions, applications can be made up to **seven days before the end**).
④ Students can apply for menstrual leave up to four times (including summer, winter sessions) and they can apply only after **21 days have passed** since the previous application (e.g. If students submitted four applications, then they cannot apply for menstrual leave in the summer session).

결석일자
[Absent Date]

교과목선택
[Course Selection]

/ /

2025. 02

일	월	화	수	목	금	토
26	27	28	29	30	31	1
2	3	4	5	6	7	8
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23	24	25	26	27	28	1
2	3	4	5	6	7	8

5

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How to Use Attendance Recognition Processing Program

[Course Selection]

Select the applicable Course (Regular Class/Make-up Class)
① Select the absent date, then select whether it is a regular class or a make-up class.
② Since there is no fixed schedule for make-up classes, all the classes will be displayed on
   all dates. Please select this option if you are absent on a make-up class day.
   (A pop-up message is displayed when a make-up class date not listed in the course syllabus is selected.)
③ Multiple selections are possible.

결석일자 2025/02/12 수
[Absent Date]

교과목선택 [Course Selection]	수업구분 [Class Type]	학수번호 [Course NO.-Class]	분반	실습분반 [Practical Class]	교과목명 [Course Title]	선택 [Select]
	정규 [Regular Class]	33575	01		한국현대시읽기 [Course A]	☐
	정규 [Regular Class]	38029	01		한국어능력개발의이론과실제 [Course B]	☐
	보강 [Make-up Class]	33575	01		한국현대시읽기 [Course C]	☐
	보강 [Make-up Class]	33582	01		한국고전소설의세계 [Course D]	☐
	보강 [Make-up Class]	38029	01		한국어능력개발의이론과실제 [Course E]	☐

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[File Attachment]

Attach Supporting Documents for the reasons for absence
1. Serious illness: a medical certificate issued by the director of the affiliated hospital of the university or the director of a general hospital of equivalent status
2. Death of an immediate family member: family relation certificate and death certificate
3. Participation in international competitions, training, seminars, and educational internships: supporting documents issued in the name of the head of the organizing institution
4. Job-seeking activities in the final semester (early employment): supporting documents proving the status of being a graduation candidate and an employment certificate (or documents such as proof of enrollment in the four major social insurances etc.)
5. Job-seeking activities in the graduation semester (interviews): supporting documents proving the status of being a graduation candidate and interview-related documents (such as an interview participation confirmation)
6. Other: attach relevant supporting documents in the case of other reasons
※ The supporting documents must correspond to the dates of absence, and if the dates do not match, the application may be rejected.
※ Multiple supporting documents can be attached (you can click 'Search' again or select multiple files in the 'Search' window).

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How to Use Attendance Recognition Processing Program

[Consent to the Collection and Use of Personal Information related to the Submission of Supporting Documents]

Consent to the collection and use of personal information related to the **submission of supporting documents**

① All attendance recognition applications require the submission of supporting documents, and in order for students to apply for attendance recognition, they must consent to the collection and use of personal information.

② However, for menstrual leave, submitting supporting documents is not mandatory, so it is possible to apply without providing consent.

* Consent to the collection and use of personal information related to the submission of supporting documents

1. Purpose of collecting and using personal information: for identity verification in the attendance recognition process
2. Items of personal information collected: name, date of birth, contact information, family relationship, etc.
3. Duration of retention and use of personal information: retained for 10 years from the student's submission date as documentation for academic records
4. Right to refuse consent: you have the right to refuse consent to the collection of personal information, and in this case, attendance recognition cannot proceed.

▢ (Required) I agree to the collection and use of personal information as outlined above, in accordance with the 'Personal Information Protection Act' and other relevant laws.

[How to Save & Check 'Application Completed']

Check the attendance recognition application details, then **save and complete the application.**

① After checking the attendance recognition application details, click 'Save' if there are no issues.

② After saving, if there are no modifications, the application is completed (an email will be sent to the instructor).

③ After completing the application, close the popup window and check if the status in the list is saved as 'Application Completed'.

etest.ewha.ac.kr의 메시지 **[message]**

Saved Successfully.

[A popup message appears when saving]

확인 **[Confirm/Close]**

etest.ewha.ac.kr의 메시지

Your application has been completed. An email will be sent to the instructor.

[A popup message appears when the application is completed]

확인 **[Confirm/Close]**

| 2025-02-10 | 생리공결 [Menstrual Leave] | 33575 | 01 | 한국현대시읽기 [Course A] | 정규 [Regular Class Day] | 신청완료 |
| | | 38029 | 01 | 한국어능력개발의이론과실제[Course B] | 정규 [Regular Class Day] | 신청완료 |

[Application Completed]

How to Use Attendance Recognition Processing Program

[How to Cancel the Application]

If there are any errors in the reason of absence, absent date, or attached files after completing the application, the **application can be canceled** for modifications.
① However, if any of the courses in the application are approved, the application cannot be canceled, and it is not possible to cancel individual course applications (in this case, request the approval cancellation from the instructor who approved→ then submit a new application).
② Modifications to canceled applications are not allowed, and a new application must be submitted.
③ Close the popup and check if the status has been changed to 'Application Canceled'.

etest.ewha.ac.kr의 메시지 **[message]**

Your application has been canceled. An email will be sent to the instructor.

[A popup message appears when the application is canceled]

확인 **[Confirm/Close]**

| 2025-02-10 | 생리공결 [Menstrual Leave] | 33575 | 01 | 한국현대시읽기 [Class A] | 정규 [Regular Class] | 신청취소 | | View |
| | | 33582 | 01 | 한국고전소설의세계 [Class B] | 보강 [Make-up Class] | 신청취소 | | |

[Application Canceled]

[Check Cancellation Status]

After completing the application, check if the status has been changed to **'Approved'.**
When **approval is canceled or rejected,** an email will be sent. Students must check their email to ensure that there are no omissions in their attendance scores.

| 2025-02-20 | 2025-02-10 | 중대한질병 [Serious Illness] | 33575 | 01 | 한국현대시읽기 [Class A] | 정규 [Regular Class] | 승인 |

[Approved]

How to Use Attendance Recognition Processing Program

[Confirmation of Attendance Update]

Even if the course instructor has approved the attendance recognition application, the student must ensure that it has been reflected in the actual attendance record.
※ During the semester, please check both the Cyber Campus attendance record and the Eureka attendance record to ensure that your attendance score is not omitted.

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2. Mobile (Heyoung) Manual

How to Use Attendance Recognition Processing Program

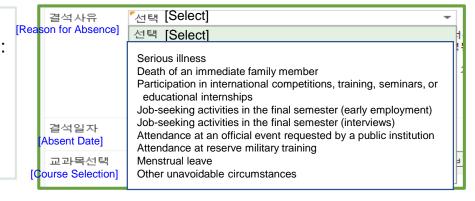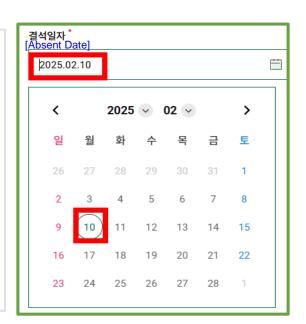## [Reason for Absence]

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결석사유
[Reason for Absence]

선택 [Select]
선택 [Select]
Serious illness
Death of an immediate family member
Participation in international competitions, training, seminars, or educational internships
Job-seeking activities in the final semester (early employment)
Job-seeking activities in the final semester (interviews)
Attendance at an official event requested by a public institution
Attendance at reserve military training
Menstrual leave
Other unavoidable circumstances

결석일자
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교과목선택
[Course Selection]

[Absent Date]

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결석일자
[Absent Date]
2025.02.10

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How to Use Attendance Recognition Processing Program

[Course Selection]

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 ③ Multiple selections are possible.

교과목선택 [Course Selection]

☑ 10110-01
인간의심리학적이해(정규) **[Course A (Regular)]**

☐ 10596-01
Current Issues(정규) **[Course B (Regular)]**

☑ 30940-02
마케팅전략(정규) **[Course C (Regular)]**

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How to Use Attendance Recognition Processing Program

[File Attachment]

Attach Supporting Documents for the reasons for absence
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6.Other: attach relevant supporting documents in the case of other reasons
※ The supporting documents must correspond to the dates of absence, and if the dates do not match, the application may be rejected.
※ Multiple supporting documents can be attached (students can select more options by pressing (+) button again).

파일첨부 ˙ +
[File Attachment]

📎 진단서_0217.txt(0byte) **[Medical Certificate.txt]** ⊗

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How to Use Attendance Recognition Processing Program

[Consent to the Collection and Use of Personal Information related to the Submission of Supporting Documents]

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[How to Save & Check 'Application Completed']

Check the attendance recognition application details, then **save and complete the application.**
① After checking the attendance recognition application details, save it if there are no issues.
② After saving, if there are no modifications, the application is completed (an email will be sent to the instructor).
③ After completing the application, close the popup window and check if the status in the list is saved as 'Application Completed'.

☐ (Required) I agree to the collection and use of personal information as outlined above, in accordance with the 'Personal Information Protection Act' and other relevant laws. ✓ 동의 **[Agree]**

Saved Successfully.
[A popup message appears when saving]
확인 **[Confirm/Close]**

Your application has been completed.
An email will be sent to the instructor.
[A popup message appears when the application is completed]
확인 **[Confirm/Close]**

인간의심리학적이해 (정규) **[Course A (Regular)]** 신청완료
[Application Completed]
학수번호 / 분반 10110 / 01
[Course NO.-Class]
담당교수
[Professor]
결석사유 중대한질병
[Reason for Absence] **[Serious Illness]**
결석일자 20250210
[Absent Date]

How to Use Attendance Recognition Processing Program

[How to Cancel the Application]

If there are any errors in the reason of absence, absent date, or attached files after completing the application, the **application can be canceled** for modifications.
 ① However, if any of the courses in the application are approved, the application cannot be canceled, and it is not possible to cancel individual course applications (in this case, request the approval cancellation from the instructor who approved→ then submit a new application).
 ② Modifications to canceled applications are not allowed, and a new application must be submitted.
 ③ Close the popup and check if the status has been changed to 'Application Canceled'.

[Check Cancellation Status]

After completing the application, check if the status has been changed to **'Approved'.** When **approval is canceled or rejected**, an email will be sent. Students must check their email to ensure that there are no omissions in their attendance scores.

Your application has been canceled.
An email will be sent to the instructor.
[A popup message appears when the application is canceled]

확인 [Confirm/Close]

인간의심리학적이해 (정규) [Course A (Regular)]
신청취소 [Application Canceled]
학수번호 / 분반 [Course NO.-Class]
10110 / 01
담당교수 [Professor]
결석사유 [Reason for Absence]
중대한질병 [Serious Illness]
결석일자 [Absent Date]
20250210

인간의심리학적이해 (정규) [Course A (Regular)]
승인 [Approved]
학수번호 / 분반 [Course NO.-Class]
10110 / 01
담당교수 [Professor]
결석사유 [Reason for Absence]
생리공결 [Menstrual Leave]
결석일자 [Absent Date]
20250210

How to Use Attendance Recognition Processing Program

[Confirmation of Attendance Update]

Even if the course instructor has approved the attendance recognition application, the student must ensure that it has been reflected in the actual attendance record.
※ During the semester, please check both the Cyber Campus attendance record and the Eureka attendance record to ensure that your attendance score is not omitted.

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