이화여자대학교
EWHA WOMANS UNIVERSITY

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.

이화여자대학교
EWHA WOMANS UNIVERSITY

※ Guidelines on Attendance Recognition

[Required Documents by Reasons]

Reason for absence		Certification Document	Period Granted
Serious illness	Hospitalization	Proof of Hospitalization (Clear dates of admission and discharge)	As stated in the document
	Contagious/Infectious Disease	Medical Certificate (Mandated quarantine/isolation period)	
	Non-Hospitalized Illness	Doctor's Note/Medical Certificate (Physician's explicit statement that you cannot attend classes and the specific period of absence)	
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		3days
	Death of the student's or spouse's sibling		3days
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)

※ In the case of 'Absence due to menstruation', graduate students are not eligible to apply for official attendance recognition.

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EWHA WOMANS UNIVERSITY

※ Guidelines on Attendance Recognition

[Attendance Recognition Application Period]

- Attendance recognition can be applied within **fourteen days** after the occurrence date.
- **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**).

[Notice: Changes to Excused Absence Policy (Fall Semester 2026)]

- **Detailed Specifications for 'Serious Illness':** Reasons and required supporting documents have been categorized into specific criteria (hospitalization, contagious/infectious diseases requiring isolation, and non-hospitalized illness where school attendance is not advised by a physician).
- **Bereavement Absence Adjustment (Grandparents):** The allowed period for excused absences due to the death of grandparents or maternal grandparents (of the student or spouse) has been extended from **2 days → 3 days**.
- **Bereavement Absence Adjustment (Siblings):** The allowed period for excused absences due to the death of siblings (of the student or spouse) has been extended from **1 day → 3 days**.

Eureka Manual

이화여자대학교
EWHA WOMANS UNIVERSITY



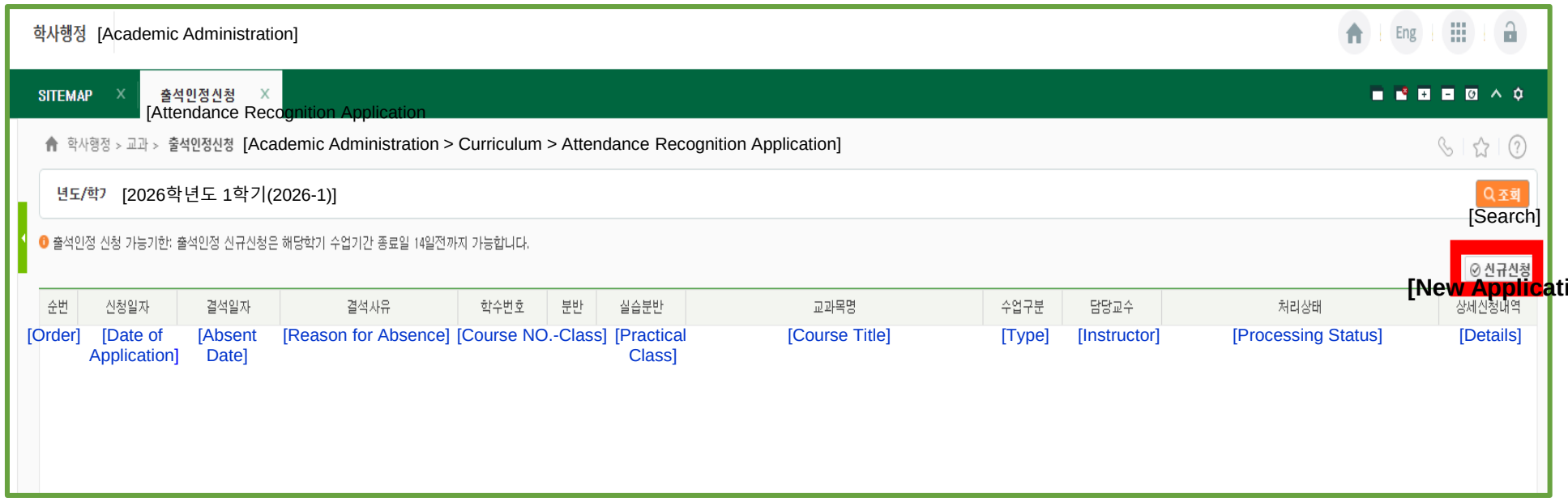
How to Use Attendance Recognition Processing Program

[Program Path]

Eureka > Academic Administration > Curriculum > Attendance Recognition Application

[How to Apply]

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

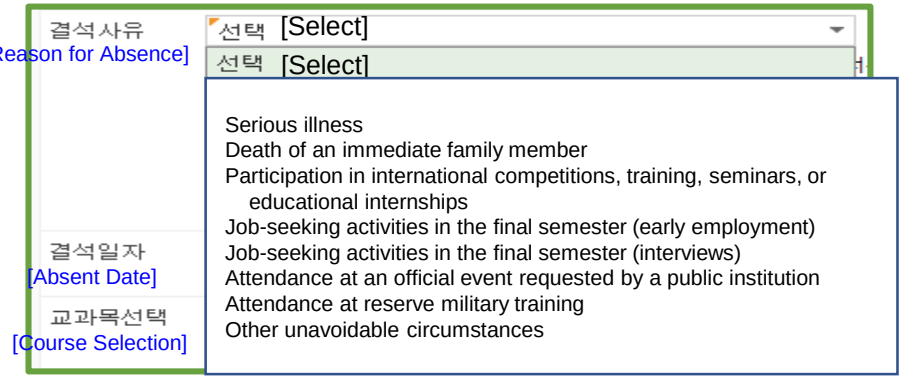


이화여자대학교 EWHA WOMANS UNIVERSITY

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.



[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).
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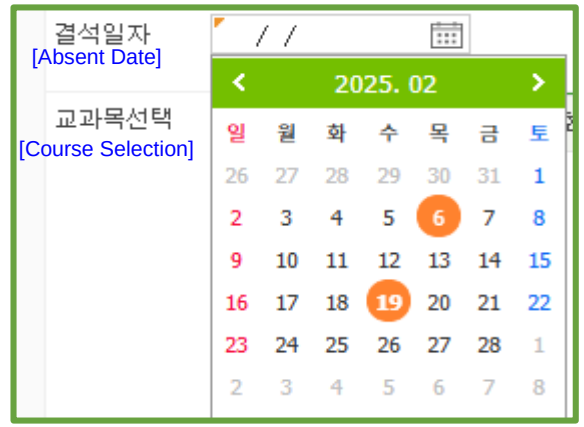

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EWHA WOMANS UNIVERSITY

How to Use Attendance Recognition Processing Program

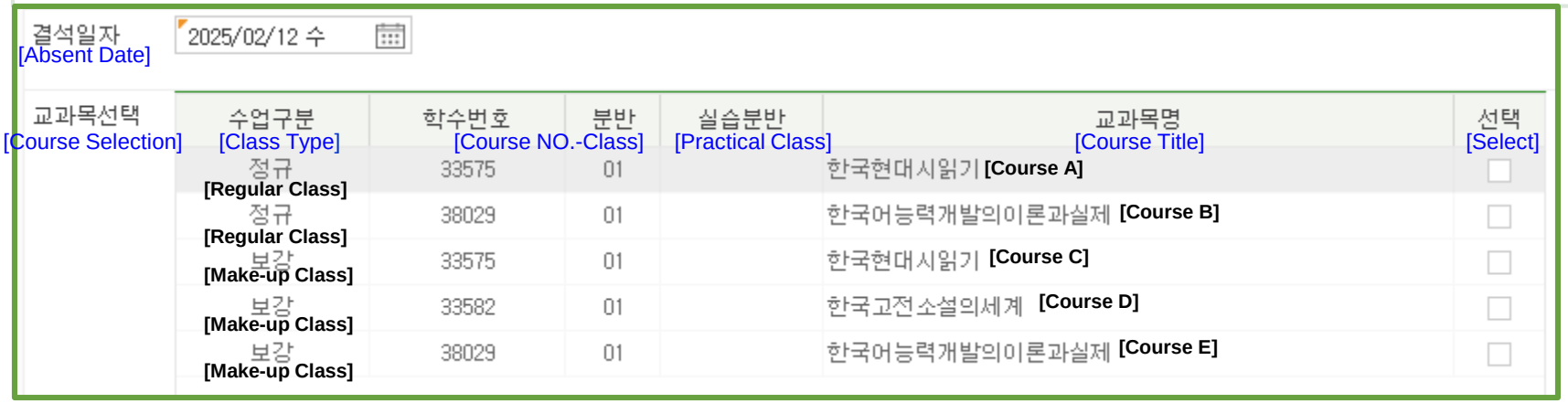
[Course Selection]

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.



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How to Use Attendance Recognition Processing Program

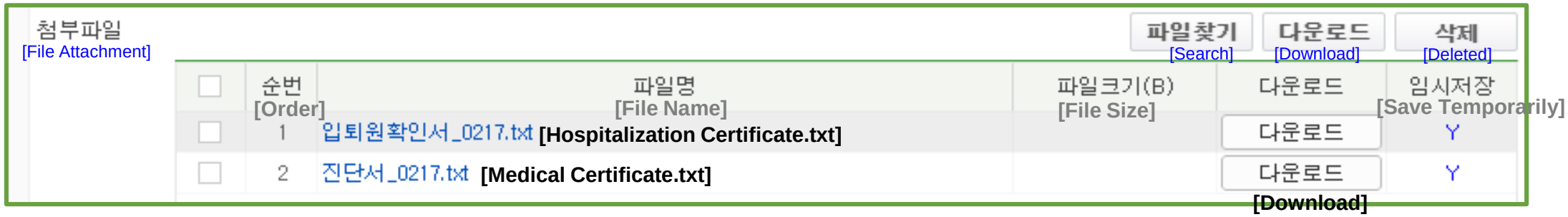
[File Attachment]

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.

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

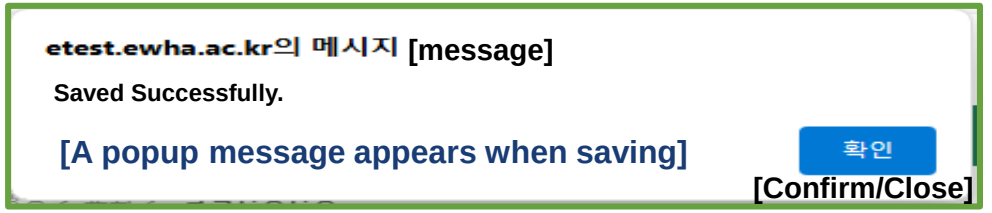
1. Purpose of collecting and using personal information: for identity verification in the attendance recognition process
2. Items of personal information collected: name, date of birth, contact information, family relationship, etc.
3. Duration of retention and use of personal information: retained for 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.

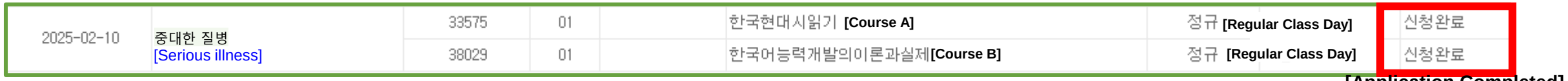
[How to Save & Check 'Application Completed']

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'.



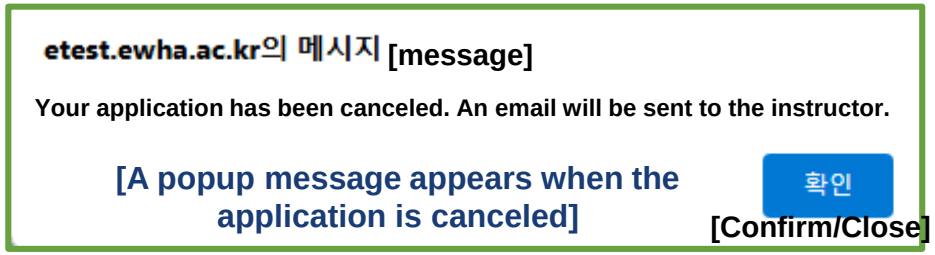


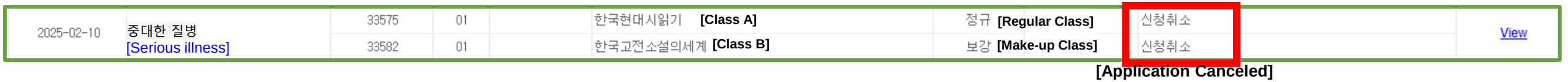


How to Use Attendance Recognition Processing Program

[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.



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.

2. Mobile (Heyoung) Manual



How to Use Attendance Recognition Processing Program

[Program Path]

Heyoung Log in> All > Curriculum > Attendance Recognition Application

[How to Apply]

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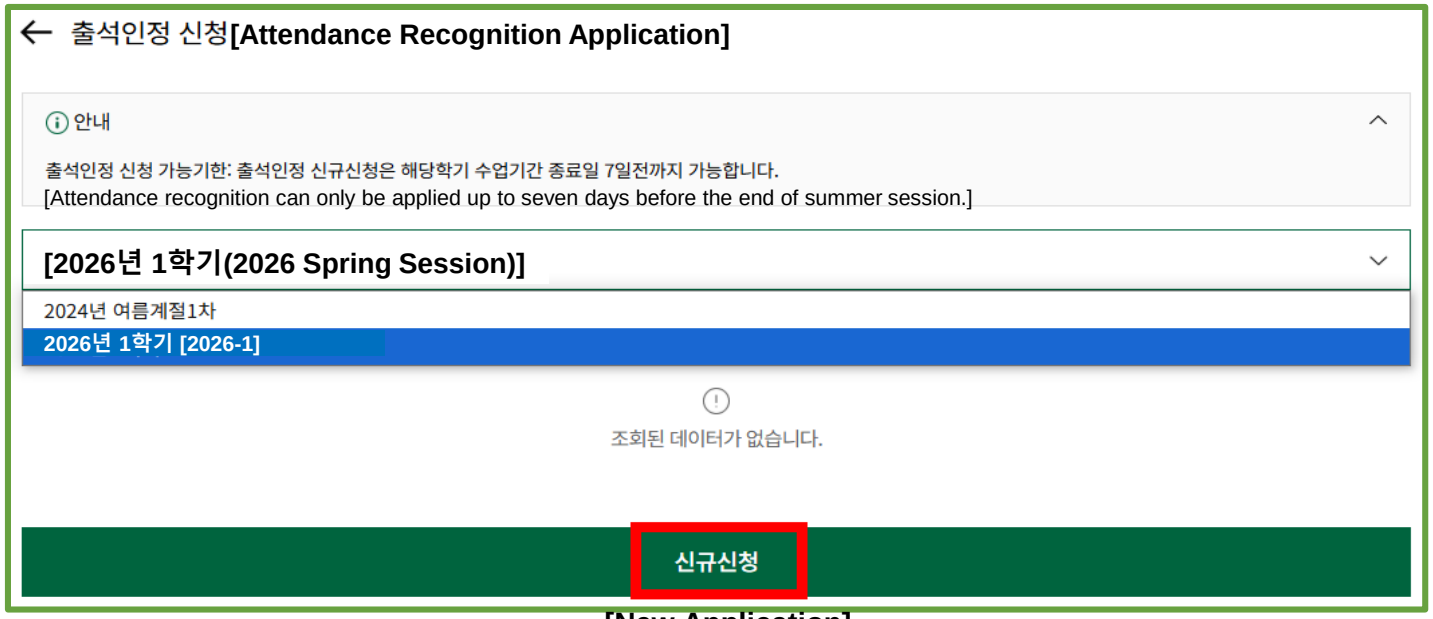

[New Application]

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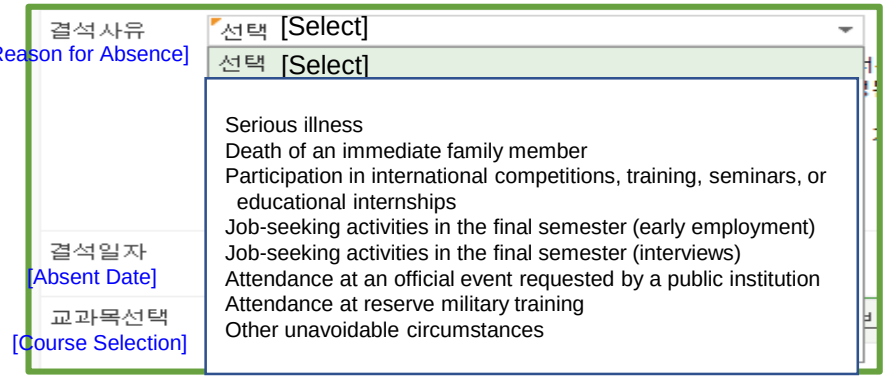

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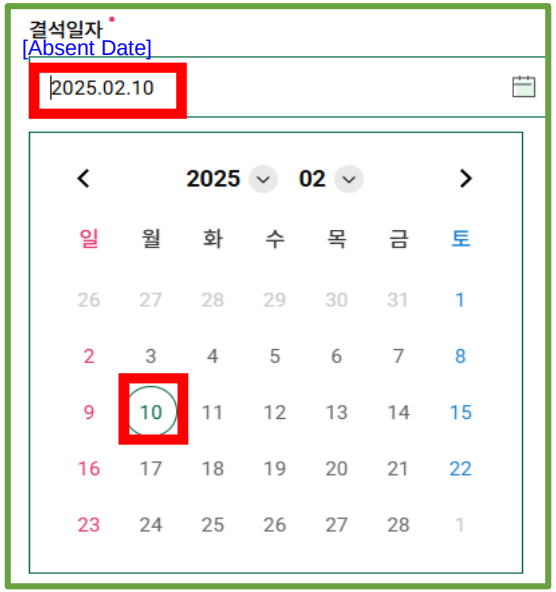

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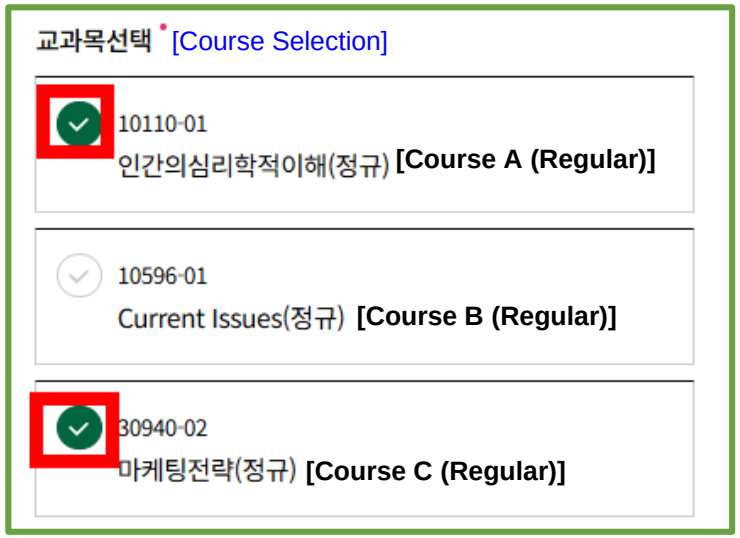

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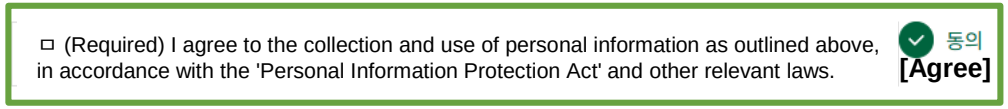



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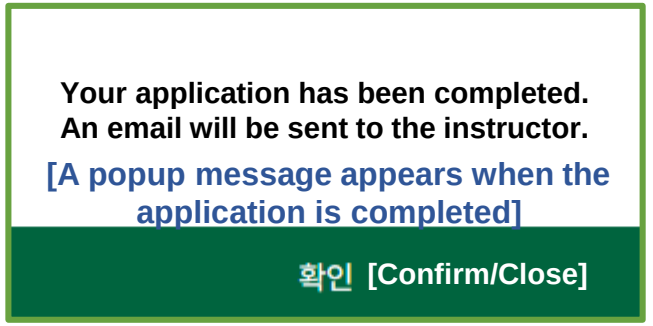

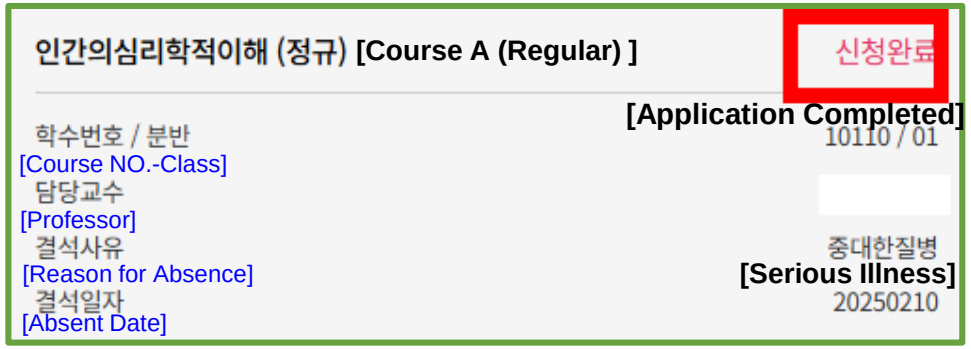

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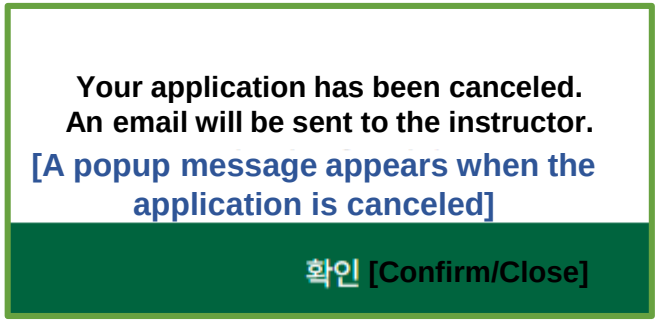

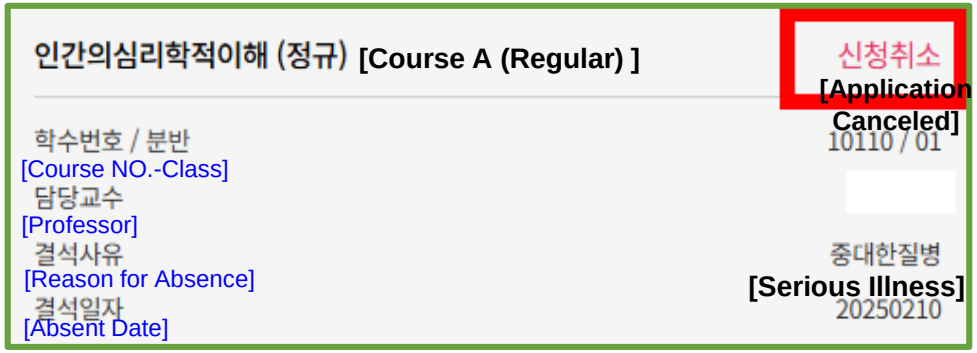

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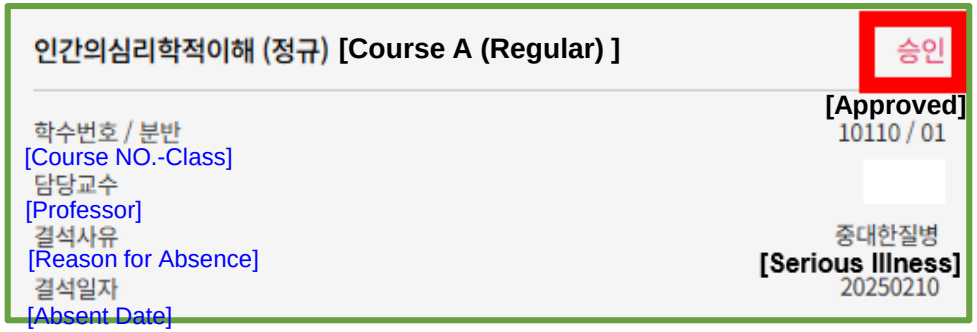

How to Use Attendance Recognition Processing Program

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