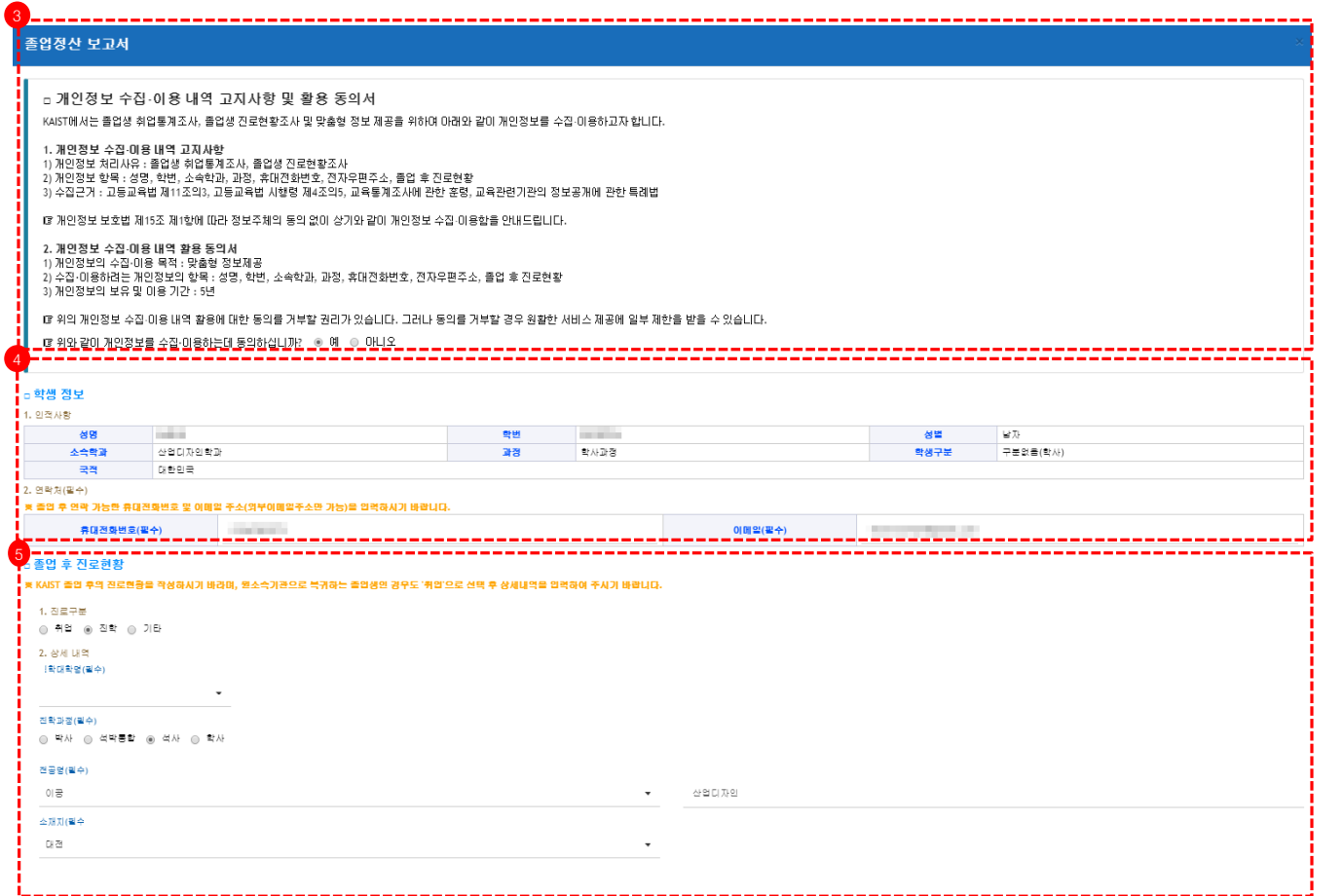
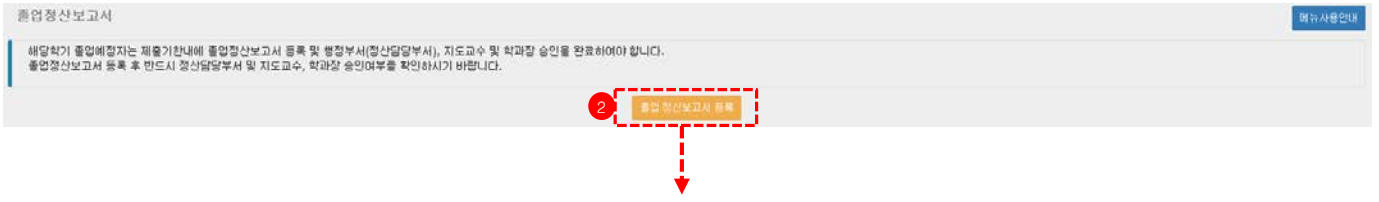


# 시스템 메뉴

## 3. 졸업정산보고서 등록

✓ 졸업예정자는 졸업 진행을 위해서 졸업정산보고서 등록 및 행정부서(정산담당부서), 지도교수, 학과장 승인이 필요합니다.



### 1. [졸업 정산 보고서 등록대상이 아닙니다.]

소속 학과에서 해당 학생을 졸업대상자로 선정하지 않았기 때문에 나오는 문구입니다. 졸업정산보고서는 해당 학기에 졸업사정을 진행하는 학생에 한해 작성이 가능합니다.

### 2. [졸업정산보고서 등록]

졸업정산보고서 등록버튼을 클릭하면 졸업예정자의 졸업 후 진로현황, 학위수여식 참석여부 등 관련 내용을 작성할 수 있습니다.

### 3. [개인정보 수집·이용 내역 고지사항 및 활용 동의서]

졸업생의 취업통계조사 및 진로현황 조사를 위한 개인정보 수집·이용 내역 고지사항을 안내하며, 맞춤형 정보 제공을 위한 개인정보활용 동의여부(예/아니오)를 선택하는 화면이 나옵니다.

### 4. [학생정보]

인적사항은 학사시스템에 등록된 해당 학생의 성명, 학번, 성별, 소속학과, 과정, 학생구분, 국적을 확인 할 수 있고, 졸업 후 연락 가능한 휴대전화번호 및 이메일로 등록합니다.

### 5. [졸업 후 진로현황]

KAIST 졸업 후의 진로현황을 작성하며, 졸업 후 진로현황에 따라 취업, 진학, 기타를 선택합니다. 각 진로구분별 상세내역을 선택한 후 해당내용을 등록합니다.

# 시스템 메뉴

## 3. 졸업정산보고서 등록

✓ 졸업예정자는 졸업 진행을 위해서 졸업정산보고서 등록 및 행정부서(정산담당부서), 지도교수, 학과장 승인이 필요합니다.

**6 학위수여식(졸업식) 참석여부**

× 학위수여식(졸업식) 참석여부를 "참석"으로 제출한 학생만 학위수여식 참석이 가능합니다. 졸업정산보고서 제출기한(포탈-학생공지사항-졸업정산보고서 제출 안내 참조)이후 학위수여식(졸업식) 참석여부를 변경하고자 할 경우에는 학생지원팀으로 별도 연락하시기 바랍니다.

참석  미참석

**7 학위기 영문명 및 수령안내**

× 학위기는 매년 2월 개최되는 학위수여식 행사에서 수여함을 원칙으로 합니다.  
다만, 학위수여식 미참석자에 한하여 학위수여식 행사이후 소속학과 방문 후 학위기를 수령할 수 있습니다.(8월 졸업자는 학위수여기준일이후 학생지원팀으로 방문 수령:신분증(학생증) 지참)

<b>학위기 영문명</b>	이름(Ex: GilDong): <input type="text" value="GilDong"/>	- 영문명은 [학위기명]에 출력되므로 성과 이름이 맞지 않다면 수정하여 등록해 주시기 바랍니다. - 영문명의 이름과 성이 바뀌어 있는 경우 학사시스템의 학적정보변경신청을 통해 변경 요청을 해 주시기 바랍니다.
	성(Ex: Hong): <input type="text" value="Hong"/>	

**8 소프트웨어 관리 지침**

졸업생의 소프트웨어 사용은 졸업과 동시에 사용할 수 없으며, 이를 위반하여 사용하다 적발 시 한국과학기술원과는 무관하며, 학교가 재산상 제재를 받은 경우 그에 관하여 귀책사유가 있는 해당 사용자가 이를 부담한다.

확인

**비고**

저장

저장 및 졸업정산 보고서 출력

닫기

### 6. [학위수여식(졸업식) 참석여부]

학위수여식 참석여부를 선택합니다. (학위수여식 참석여부를 '참석'으로 제출한 학생만 학위수여식 참석 가능합니다.)

### 7. [학위기 영문명 및 수령안내]

학위기 영문명은 학사시스템에 등록된 영문명을 기본값으로 보여줍니다. 필요 시 수정 후 등록하시기 바랍니다.

학위기는 매년 2월 개최되는 학위수여식 행사에서 수여함을 원칙으로 합니다.

### 8. [소프트웨어 관리 지침], [저장]

소프트웨어 관리 지침 내용 확인 후 저장 및 졸업정산보고서 출력하는 화면입니다.

# 시스템 메뉴

## 3. 졸업정산보고서 승인현황

✓ 졸업예정자는 졸업 진행을 위해서 졸업정산보고서 등록 및 행정부서(정산담당부서), 지도교수, 학과장 승인이 필요합니다.

졸업정산보고서 승인현황 - 총1건

해당학기 졸업예정자는 제출기한내에 졸업정산보고서 등록 및 행정부서(정산담당부서), 지도교수 및 학과장 승인을 완료하여야 합니다. 졸업정산보고서 등록 후 반드시 정산담당부서 및 지도교수, 학과장 승인여부를 확인하시기 바랍니다.

성명	학번	소속학과	상업디자인학과	과장	학사과장
보고서 상세조회/승인					
승인 현황	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>보고서 등록</b> 완료 2019.08.26                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>이월률</b> 미승인 2019.10.17                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>도서만납</b> 승인 2019.08.26                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>연구노트</b> 승인 2019.08.27                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>거동</b> 미승인 2019.10.17                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>매버군</b> 승인 2019.08.29                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>블리닉</b> 승인 2019.08.26                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>지도교수</b> 미승인 -                 </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>학과장(최종승인)</b> 승인 대기 -                 </div> </div>				

※ 각 부서 별 승인 상태를 클릭 하시면 담당자 연락처를 확인하실 수 있습니다.

**담당자**

이름: [가려움] | 직책: [가려움]

이메일: [가려움] | 연락처: [가려움]

서명: [가려움]

4. 졸업정산 보고서

개인정보 수집·이용 내역 고지서 및 활용 동의서

KAS19에서는 졸업생 취업통계조사, 졸업생 진로현황조사 및 맞춤형 정보 제공을 위하여 아래와 같이 개인정보를 수집·이용하고자 합니다.

- 개인정보 수집·이용 내역 고지사항
  - 취업정보 제공: 취업통계조사, 졸업생 진로현황조사
  - 개인정보 활용: 설문, 취업, 소속학과, 전공, 취업준비현황, 지도교수, 졸업 후 진로현황
  - 수집근거: 「고등교육법 제13조(3)」, 「고등교육법 시행령 제42조(4)」, 「교육통계조사에 관한 규정」, 「교육관련기관의 정보공개에 관한 규정」
- 개인정보 보유기간: 제1항에 따른 정보주체의 동의에 따라 수집·이용 기간에 따라 보유기간을 정해드립니다.
- 개인정보 수집·이용 내역 동의사항
  - 개인정보 수집·이용 목적: 맞춤형 정보제공
  - 수집·이용하려는 개인정보의 항목: 설문, 학번, 소속학과, 전공, 취업준비현황, 지도교수, 졸업 후 진로현황
  - 개인정보의 보유 및 이용 기간: 1년
- 위와 개인정보 수집·이용 내역에 관한 동의를 거부할 권리가 있습니다. 그러나 동의를 거부할 경우 졸업통계조사 결과에 일부 제한을 받을 수 있습니다.
 

※ 위와 같이 개인정보 수집·이용하시겠습니까? \* 예 ☑ 아니오

학번 정보

성명	학번	성별	생년월일	학과	과장	학과장
소속학과	상업디자인학과	과장	학사과장	학생부부	주승훈(학사)	
학번	20190800000000000000	과장	학사과장	학생부부	주승훈(학사)	

※ 졸업 후 진로현황

※ 취업 후 진로현황

1. 진로현황

① 취업 ☑ 미취업 ☑ 기타

2. 진로내역

1. 취업내역

2. 미취업내역

1. 졸업정산보고서 등록이 완료되면 각 정산대상별 승인 상태 및 승인 날짜를 확인 할 수 있습니다.
2. 각 정산대상의 처리방법 및 일정에 문의사항이 있을 경우 정산대상의 상태창을 클릭하면 담당자 연락처를 확인 할 수 있습니다. 단, 위험물의 승인의 경우 소속 학과사무실에 문의하시면 됩니다.
3. Open 버튼을 클릭하면 학생 본인이 등록한 졸업정산보고서 내용을 4번을 통해 확인하고 수정할 수 있습니다.

# System Menu

## 3. Registration of the clearance form

√ All prospective graduates are required to register the clearance form first, and gain approval from respective administrative departments, advisor and department head.

**Clearance Form** User guide

All prospective graduates are required to register the clearance form, and gain approval from respective administrative departments (clearance departments), advisor and department head within the prescribed deadline. After registering the clearance form, please make sure to check whether the administrative departments responsible for clearing, advisor, and department manager have granted approval.

1. You are not a candidate for registration of the clearance form

**Clearance Form** User guide

All prospective graduates are required to register the clearance form, and gain approval from respective administrative departments (clearance departments), advisor and department head within the prescribed deadline. After registering the clearance form, please make sure to check whether the administrative departments responsible for clearing, advisor, and department manager have granted approval.

2. Register the clearance form

**Clearance Form**

**Notice of Collection and Use of Personal Information and Consent Form**

KAIST will collect and use personal information as below to provide information on employment statistics and career status of graduates, and customized information.

1. Notice of Collection and Use of Personal Information

1) Reasons for Handling Personal Information : Survey of graduate employment statistics, survey of graduate career status

2) Personal information items : Name, student number, department, course/program, mobile phone number, e-mail address, and post-graduation career status

3) Grounds for collection : Article 11-3 of the Higher Education Act, Article 4-5 of the Enforcement Decree of the Higher Education Act, Instructions about Education Statistics Survey, the Special Act on Disclosure of Information of Educational Institutions

Please be advised that we can collect and use personal information as described above without the consent of data subjects pursuant to Article 15 (1) of the Personal Information Protection Act.

2. Consent to Personal Information Collection-Use

1) Purpose of collection and use of personal information : Provision of customized information

2) Personal information items to be collected and used : Name, student number, department, course/program, mobile phone number, e-mail address, and post-graduation career status

3. Retention and use period of personal information : 5 years

You have the right to reject consent to collection/use of personal information. However, if you do not agree, you may be subject to some restrictions in relation to smooth delivery of services.

Do you agree to collect and use personal information as described above?  Yes  No

**4. Student Information**

1. Personal Information

Name	Student number	Gender
Department: Industrial Design	Course/program: Undergraduate program	Student classification: No classification (undergraduate)
Nationality: Korea		

2. Contact (required)

Please enter mobile phone number and e-mail address (non-KAIST e-mail address only) which are available after graduation.

Mobile phone number (required)	E-mail address (required)

**5. Career Status after Graduation**

Please provide your career status after graduating from KAIST. If you are a graduate returning to an organization under KAIST, please select "employment" and enter details.

1. Career Choice

Employment  Continuation of studies  Others

2. Details

Name of school (required)

Type of degree program you pursue (required)

Ph.D  Master's/PHD Integrated  Master's  Bachelor's

Major (required)

science/engineering

Location (req.)

Daejeon

### 1. [You are not a candidate for registration of the clearance form]

You have not been selected as prospective graduate. Please contact your department office.

### 2. [Register the clearance form]

If you click 'Register the clearance form' button, you can register administrative items required for your graduation.

### 3. [Notice of Collection and Use of Personal Information and Consent Form]

For providing information on employment statistics and career status of graduates, and customized information, KAIST notice of collection and use of personal information and ask to consent whether or not to use.

### 4. [Student Information]

Student personal information such as name, student number, gender, department, course/program, nationality, student classification is from Academic System. Please enter mobile phone number and e-mail address (non-KAIST e-mail address only) which are available after graduation.

### 5. [Career Status after Graduation]

Career Status after Graduation means your career status after graduating from KAIST. Please choose career choices and then enter the details information each.

# System Menu

## 3. Registration of the clearance form

✓ All prospective graduates are required to register the clearance form first, and gain approval from respective administrative departments, advisor and department head.

**6 Attendance/Non-attendance at Commencement Ceremony**

✗ Only those who select "attendance" can attend at Commencement Ceremony. If you want to change it after the deadline of submission(refer to KAIST Portal system-Student notice- Clearance form submission guideline), please contact to student affairs team.

Attendance  Non-attendance

**7 Your English name in diploma and how to pick up it**

✗Diploma is awarded to graduates at Commencement ceremony held every February.  
Those who fail to attend at Commencement ceremony are able to pick up the diploma at their department offices after the Commencement ceremony. (Students who graduate in August are advised to visit the Student Affairs Team to receive the diploma after the basic date for graduation.; Please bring your ID card(or student ID card))

English name on degree certificate	First Name(Ex: GilDong): <input type="text" value="GilDong"/>	- The English name is printed in [degree title], so please correct it if you do not match your first and last name. - If you change your first and last name in English, please make a change request by applying for change of academic system information.
	Last Name(Ex: Hong): <input type="text" value="Hong"/>	

**8 Instructions on Software Management**

⚠ Graduates' use of software is prohibited upon graduation; in the event that unauthorized use by graduates is discovered, KAIST shall not bear any responsibility for any problems that may occur. If the university has suffered property damage, all costs incurred should be borne by the user responsible therefore.

✓ OK

**Remarks**

Close

### 6. [Attendance/Non-attendance at Commencement Ceremony]

Please select Attendance or Non-attendance at Commencement Ceremony. (Only those who select "attendance" can attend at commencement ceremony.)

### 7. [Your English name in diploma and how to pick up it]

Student English name on diploma is from Academic System. If you want to change it, please enter your English name after revising it. Diploma is awarded to graduates during the commencement ceremony held every February.

### 8. [Instructions on Software Management], [Save]

This is Instructions on Software Management that you should be aware of. Also there is a button to print out the registered clearance form.

# System Menu

## 3. Confirmation of approval status

✓ All prospective graduates are required to register the clearance form first, and gain approval from respective administrative departments, advisor and department head.

Clearance Form User guide

All prospective graduates are required to register the clearance form, and gain approval from respective administrative departments (clearance departments), advisor and department head within the prescribed deadline. After registering the clearance form, please make sure to check whether the administrative departments responsible for clearing, advisor, and department manager have granted approval.

Confirmation of approval status - Total

Name	Student ID	Department	Industrial Design	Course/program	Undergraduate program			
Register clearance form	Dangerous goods	Return of books	Laboratory notebook	Vehicle	Reserve Forces	Civic	Approval by advisor	Approval by department head
2019.08.26	2019.10.17	2019.08.26	2019.08.27	2019.10.17	2019.08.29	2019.08.26	-	-

Click the approval status of each department to check the contact information.

Relevant department

Daejeon

Seoul

Clearance Form

**Notice of Collection and Use of Personal Information and Consent Form**

KAST will collect and use personal information as below to provide information on employment statistics and career status of graduates, and customized information.

1. Notice of Collection and Use of Personal Information

1) Reason for Handling Personal Information : Survey of graduate employment statistics, survey of graduate career status

2) Personal Information Items : Name, student number, department, course/program, mobile phone number, e-mail address, and post-graduation career status

3) Grounds for collection : Article 15-3 of the Higher Education Act, Article 4-4 of the Enforcement Decree of the Higher Education Act, Instructions about Education Statistics Survey, the Special Act on Disclosure of Information of Educational Institutions

☑ Please be advised that we can collect and use personal information as described above without the consent of data subjects pursuant to Article 15 (1) of the Personal Information Protection Act.

2. Consent to Personal Information Collection/Use

1) Purpose of collection and use of personal information : Provision of customized information

2) Personal Information Items to be collected and used : Name, student number, department, course/program, mobile phone number, e-mail address, and post-graduation career status

3. Retention and use period of personal information : 5 years

☑ You have the right to reject consent to collection/use of personal information. However, if you do not agree, you may be subject to some restrictions in relation to smooth delivery of services.

☑ Do you agree to collect and use personal information as described above?  Yes  No

1. Personal Information

Name	Student number	Gender
Department	Course/program	Student classification
Nationality	Korea	No classification (Undergraduate)

2. Contact information

Mobile phone number(required)

E-mail address(required)

3. Career Status after Graduation

1. Career Choice

Employment  Continuation of studies  Others

2. Details

The name of school (required)

KAST

program you pursue (required)

Master's/PhD Integrated  Master's  Bachelor's

Major(required)

Science/Engineering

Location(required)

Daejeon

1. Once the registration of the clearance form is completed, you can confirm the approval status and approval date of respective outstanding items required to be cleared.
2. If you have any questions about clearing process and status of each item, you can find the contact information of the staff-in-charge by pressing the "Status" button of the relevant item. Please note that in case of dangerous goods, please contact the administrative office of your department.
- 3-4. If you press the "Open" button, you can confirm or modify the contents you have entered in the clearance form.