

# **KOICA-YONSEI Master's Degree Program in Control of Infectious Disease**

August 07, 2023 – December 31, 2024

Seoul, Republic of Korea



Korea International Cooperation Agency



연세대학교 보건대학원

Graduate School of Public Health, Yonsei University

***\*Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.\****

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## I . PROGRAM OVERVIEW

■ Program Title: KOICA-Yonsei Master's Degree Program in Control of  
Infectious Disease

■ Duration

- Stay duration: August 07, 2023 - December 31, 2024 (17 months)

*During 17 months in Yonsei University, students are strongly recommended to complete their thesis.*

- Academic duration: September 01, 2023 - February 28, 2025 (18 months)

*In accordance with the university regulations, the diploma will be issued in February 2025.*

■ Degree: Master of Public Health (Division: Infectious Disease Control)

■ Objectives

1. To train public health professionals from developing countries in the field of infectious disease control so that they can manage national policies and health-related programs effectively as well as help set up and implement good health-related policies in their home countries
2. To build partnerships with developing countries for the possible expansion of Korean public health institutions into the countries
3. To share Korea's experience in infectious disease control and policy-making procedures and even disseminate Korean culture to developing countries

■ Training Institute: Graduate School of Public Health, Yonsei University

■ Number of Participants: 25 Government Officials

■ Qualification: Applicants who meet the qualifications of KOICA

■ Language: English fluency that requires no translation (applicants must submit evidence of their English proficiency)

■ **Accommodations: Dormitory of Yonsei University College of Medicine  
(Chejung House)**

- Dorm rooms are designed for two people.
- Each person is provided with a desk, a bed, and a wardrobe.
- Each room has a bathroom and a shower room.
- There are communal washing machines and dryers (fee charged).
- The dormitory cafeteria does not offer halal foods. The dormitory cafeteria menu changes daily. Participants can cook their meals in the kitchens outside of the dormitory within Campus (a 10-minute walk).

## II. HOW TO APPLY

### <A two-track approach of an application process>

#### - For KOICA documents;

· KOICA documents (KOICA application form) **should be sent to the regional KOICA office or the relevant government office.**

· an original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

#### - For university documents;

· an original file or a scanned file **should be sent to University through an official application system.**

· an original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After the medical checkup, original copies should be sent and submitted to the university directly by the applicant).

#### ■ Application Method: YONSEI GSPH Admission System

(Link: <https://yadmis.yonsei.ac.kr/com/lgin/SsoCtr/initPageWork.do?requestTimeStr=1671061590803>)

*\* For the detailed steps for the document submission and application, please check another attachment "YONSEI GSPH Admission Procedure Manual."*

*\*\* If an applicant has any difficulties with submission, please contact the university at Yonsei Official Email: [gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)*

*\*\*\* All applicants MUST submit their documents to University **through an official application system**, However, if an applicant has unavoidable reasons, the applicant may submit the documents via email (Yonsei Official Email: [gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)).*

#### ■ Required documents

- **KOICA documents** (should be submitted to the regional KOICA Office or the relevant government office)

※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

1) KOICA Application Form

2) An Official Recommendation Letter (or a referral) from the government of the applicant

3) A Scanned copy of the Applicant's Passport (please check the expiration date).

- **University documents** should be submitted to University through an official application system.

(Link: <https://yadmis.yonsei.ac.kr/com/lgin/SsoCtr/initPageWork.do?requestTimeStr=1671061590803>)

※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After medical checkup, an original copy should be handed in to the university directly by the applicant)

\* (Required) KOICA documents and university documents must be sealed separately and original copy should be submitted.

**1) Yonsei University Application Form (FORM 1)**

- Applicants must type in English and handwriting is not acceptable.

**2) Recommendation Letters from at least TWO recommenders (FORM 2)**

- Applicants should submit at least two recommendation letters from a professor (on academic performance) or supervisor (on job performance).

- They provide an overall evaluation of the applicant and comment on whether to recommend the applicant or not with reason.

**3) Study Plan (Statement of Purpose) (FORM 3)**

- Applicants should submit their study plan for the course.

- Applicants must type in English and handwriting is not acceptable.

**4) Release of Information Form (FORM 4)**

- Applicants should sign and submit the release of information form.

**5) Official Degree Certificate**

- An undergraduate degree certificate from every institution attended or attending are required.

- Applicants must submit the original document with Apostille by the Ministry of Foreign Affairs OR with Consular Verification (Authentication) by the Korean Embassy or Consulate.

- If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.

- If you have a higher degree level (master's/doctor's degree), please submit it as well.

*\* ORIGINAL DOCUMENT with Apostille/ Consular Verification MUST be submitted to the University*

*\* Documents submitted to the University will NOT be returned.*

**6) Official Transcript**

- An original copy of undergraduate transcript must include a year-by-year record of courses from every institution applicant had attended or are attending.

- Applicants must submit the original document with Apostille by the Ministry of Foreign Affairs OR with Consular Verification (Authentication) by the Korean Embassy or Consulate.

- The transcripts should include a statement of personal rank in department, if available.

- If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.

- If you have a higher level degree (master's/doctor's degree), please submit it as well.

**7) Certificate or document proving English Proficiency**

- You must submit at least one of the documents listed below. (Test score report must be within the validity period.) *\*School Reporting is not accepted.*
- a) English Test Score Report: TOEFL IBT 71, IELTS 5.5 (TOEFL taken at any official TOEFL test institutions in your country is acceptable)
- b) Documents proving your English proficiency as follows.
  - Document showing your country of birth
  - Official certificate of language courses taken at university
  - Certificate of English-medium high school diploma/ undergraduate degree (USA, Canada, UK, Ireland, Australia, New Zealand, Republic of South Africa, etc.)
  - Official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in "a".

**8) Curricular Vitae** (Free style personal resume)**9) A Copy of the Applicant's Passport**

- It should include a copy of the page showing the passport number, date of issue and expiration date, photo, and name.
- \* Please check the expiration date*

**10) Copies of Both of Parents' Passports**

- If an applicant's parents don't have passports, they could be replaced with other official documents indicating parents' nationality such as Identification Card (Citizen ID Card)

**11) Official Document indicating Parent-Child Relationship**

- The document indicating parent-child relationship between the applicant and parents, such as applicant's Birth Certificate or Household Register that can prove the parent-child relationship
- \*If your parent(s) has deceased (divorced), please submit a certification of death (divorce) mandatorily.*

**12) Employment Certificate**

- An official document proving your work experiences which should include the duration of employment, position, and job description on the certificate or letter.

**■ Optional documents****1) List of Honors and Awards**

- If there are any honors, awards, fellowships, or any academic certificates and test reports obtained during the university years, please list them in order of importance.

(ex) General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc.

- The list will be valid only when testimonials or proof are submitted

## **2) School Profile / Credit Rating System**

- School profile and description of the grading system would help us with evaluation.

### **■ Important Notes for All Applicants**

- 1) All forms should be typed in English and all the supporting documents should be in English. Documents in any other languages should be accompanied by a notarized English translation.
- 2) Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
- 3) If any of the submitted materials contain false information, admission will be rescinded.
- 4) You should submit the Degree Certificate and Transcripts authenticated by (1) Korean Embassy or Consulate or (2) Apostilled by the Ministry of Foreign Affairs. Original documents should be submitted. Otherwise, the documents are not accepted.
- 5) **Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.**
- 6) **Applicants should take full responsibility for any disadvantage due to the mistakes or omission on the application.**
- 7) **The admission decision is based on all the information provided in the completed application and interviews. This includes the applicant's past academic performance (undergraduate, if any), study plan, recommendations, work experience and community involvement.**



### III. PROGRAM CONTENTS

#### 1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2023.08.07	Arrival
	2023.08.08-2023.08.09	KOICA Orientation
Pre - Course	2023.08.10-2023.08.31	University Orientation, Pre-Course
Fall Semester (1st semester)	2023.09.01-2023.12.22	
Winter Break	2023.12.23-2024.01.07	
Winter Semester (2nd semester)	2024.01.08-2024.03.03	
Spring Semester (3rd semester)	2024.03.04-2024.06.21	
Spring Break	2024.06.22-2024.07.28	
Summer Semester (4th semester)	2024.07.29-2024.08.30	
Qualification Exam	2024.08.30	
Summer Break	2024.08.31-2024.09.01	
Fall Semester (5th semester)	2024.09.02-2024.12.20	
Wrap-up Session	2024.10.14-2024.10.18	First Oral Defense Presentation
	2024.12.09-2024.12.13	Final Oral Defense Presentation
	2024.12.23	Graduation Ceremony
	2024.12.23-2024.12.31	Departure

\*The above schedule is subject to change.

\*\*A detailed Program Schedule will be provided upon arrival.

## 2. CURRICULUM

### 1) Curriculum & Credits

- The credits required to complete the Master's program: 32 credits

Type	Type	Course Title
Pre-Course (0)	Required (0)	- Korean Language Class (Non-credit) - Campus tour and trainee life education (Safety, Sexual harassment Prevention, etc.)
Fall Semester (1st) (9)	Required (6)	- Introduction to Public Health (2) - Biostatistics (2) - Global COVID-19 Epidemiology and Policies (2)
	Electives (3)	- Republic of Korea's MERS, COVID-19 response (1) - Health Policy and Health System (1) - Introduction to Global Health Security Agenda (1)
Winter Semester (2nd) (7)	Required (5)	- Epidemiology (2) - Research Methodology (2) - Public Health Practicum I (1)
	Electives (2)	- Immunology (2)
Spring Semester (3rd) (9)	Required (7)	- Epidemiology of Infectious Disease (2) - Public Health practicum II (1) - Thesis Writing I (2) - Healthcare Quality and Safety (2)
	Electives (2)	- Health Project Development and ODA (1) - Monitoring & Evaluation of Health Programs (1)
Summer Semester (4th) (6)	Electives (6)	- Medical and Humanitarian Emergency (2) - Research Paper Writing in English (1) - Vaccinology (1) - Health Care Law and Ethics (2)
Fall Semester (5th) (8)	Electives (8)	- Current Health Issues in Developing Countries (1) - Vaccine Preventable Diseases (1) - Health Economics (2) - Thesis Writing II (4)

\* The above curriculum is subject to change.

### 2) Graduation Requirements

- To graduate, students must complete 32 credits, earn a cumulative GPA higher than or equal to 3.0 (B0), and pass the qualification examination for graduation.
- All students must take the following subjects as mandatory: 'Introduction to Public Health', 'Epidemiology', 'Biostatistics' and 'Research Methodology'.

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- 1) **Field trip** – Once a month during the first three semesters of this program, from first (fall) semester to the third (summer) semester: Gyeongbokgung Palace, Demilitarized Zone (DMZ), Bukchon Hanok (Korean Traditional) Village, National Gugak Center, etc. (The places are subject to change)
- 2) **Industrial Visit** – At least six times during this program: MicoBioMed, International Vaccine Institute, Health Insurance Review and Assessment Service (HIRA), Korea Human Resource Development Institute for Health and Welfare (KOH1), etc. (The places are subject to change)
- 3) **Workshops** – Several workshops will be available during this program: Student-Alumni Workshop Event, Academic Conferences/Forums, Library Workshop (Lecture on useful database and tools for your research), Graduate School of Public Health Workshop(hiking), etc.
- 4) **Other Extracurricular Activities** – At least two activities during this program: Korean Language Class, Lecture on understanding Religion, Race, and Culture, etc.

## IV. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

#### 1) About University

- The Graduate School of Public Health (GSPH), Yonsei University has taken long strides as an institute for public health education since its foundation in 1977. The number of students was 20 at the time of foundation. As of 2022, it has 405 students who are enrolled for an M.P.H. degree. Yonsei GSPH has 12 different majors that cover basic courses in public health.

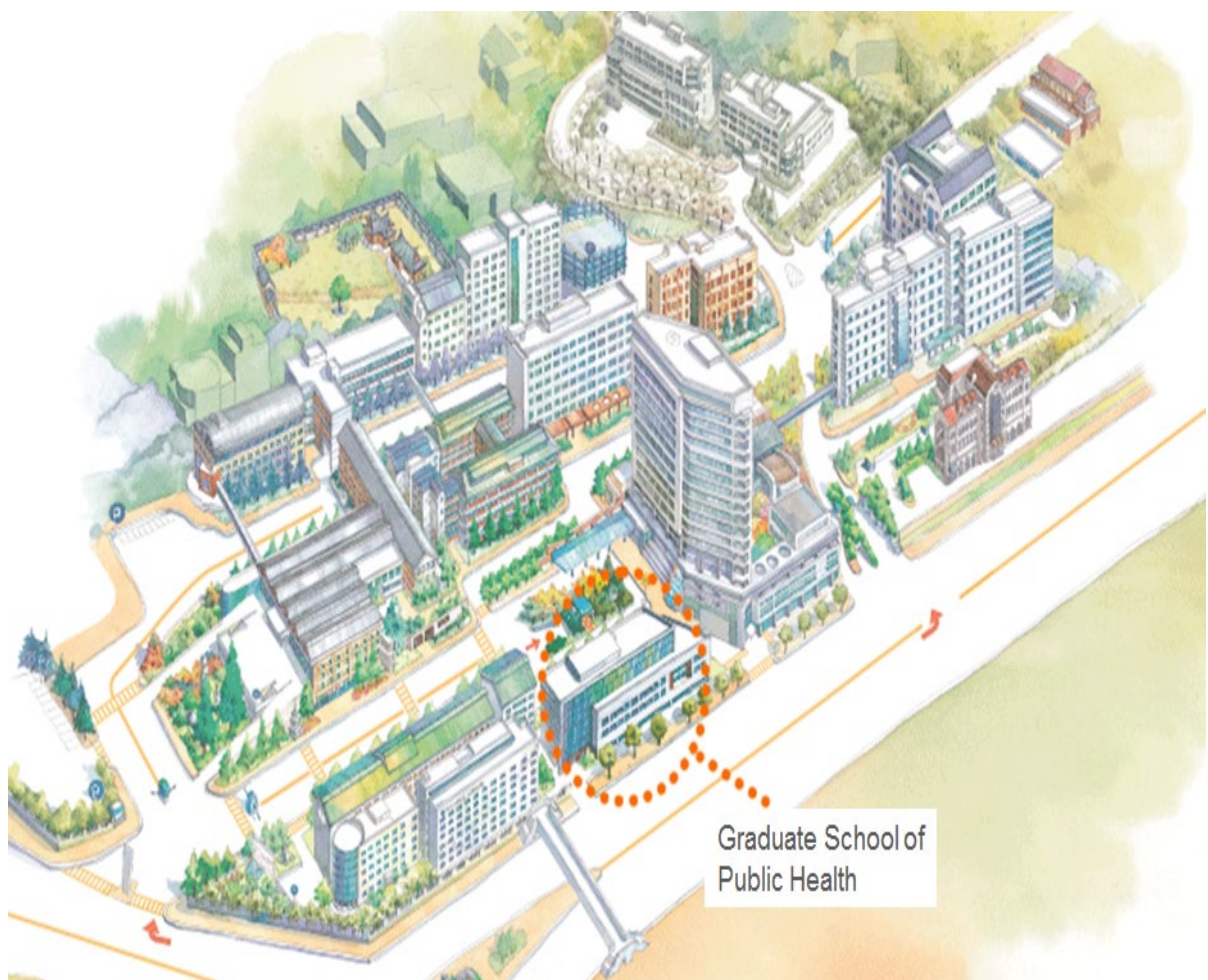


Figure 1. Campus Map of Yonsei GSPH (Seoul Campus)

#### - Majors in Yonsei GSPH

- Healthcare Management
- Health Policy & Management
- Global Health
- Public Health Law & Ethics

- Epidemiology
- Health Promotion & Education
- Health Informatics & Biostatistics
- Occupational Health
- Environmental Health
- Health Policy and Financing
- Infectious Disease Control
- Health Security

#### **- Growth to Globalization**

Along with academic achievements over the past 40 years, the Graduate School of Public Health (GSPH), Yonsei University continues to keep pace with global public health trends. GSPH has been operating the International Cyber University for Health (ICUH). ICUH serves as the educational focal point for the provision of public health education in the Asia-Pacific region in collaboration with the Asia-Pacific Academic Consortium for Public Health (APACPH). ICUH was established on May 3, 2004. By the end of the 2012 Spring semester, a total of 48 courses had been offered to 1,140 students by 32 faculties from the member universities using the e-learning system at Yonsei University.

GSPH has also successfully held the 43<sup>rd</sup> APACPH Conference in 2011 as a member university of APACPH. In August 2017, GSPH hosted the 49<sup>th</sup> APACPH. Together with other domestic and overseas activities, GSPH strives to offer the best public health courses.

#### **- University Administrations**

- |                       |                       |
|-----------------------|-----------------------|
| · Dean of GSPH        | Prof. Sang Gyu Lee    |
| · Department Chair    | Prof. Whiejong M. Han |
| · Academic Advisor    | Prof. Sunjoo Kang     |
| · Program Coordinator | Ms. MK Park           |

**2) Homepage: <http://gsph.yonsei.ac.kr/en/>**

## 2. ACCOMMODATION

### 1) Chejung House

- Yonsei University strives to help students enjoy the best of their residential life in Korea by ensuring security and living convenience. Students will stay at Chejung House which is located only a few feet away from the main building of Graduate School of Public Health, Yonsei University.



Figure 2. Chejung House

#### - Living Conditions

- Dormitory
- Double occupancy
- The room includes (Private): Bed, Desk, Bookshelf, Closet, and Bathroom
- Communal Area (Sharing): Lobby, Student lounge, Study room, Laundry room, Mail room, Fitness center, Table tennis room, Convenience store, Cafeteria\*, 24/7 security office, Kitchen\*\*, Woori bank ATM, etc.

\*Cafeteria is currently closed because of Covid-19 outbreak.

\*\* Kitchen is in other buildings of Yonsei university, SK Global House and Institute of Continuing Education for The Future (ICEF) (10-minute walk from Chejung House)



Figure 3. Student's Room

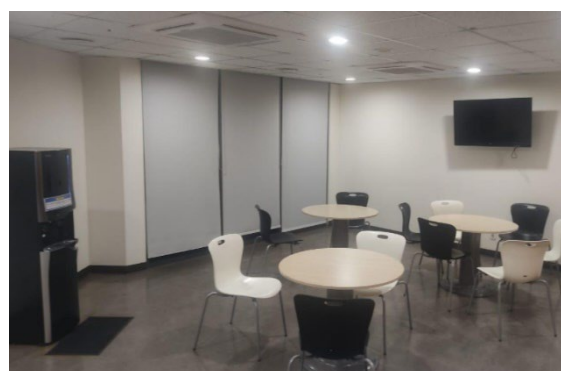


Figure 4. Student Lounge



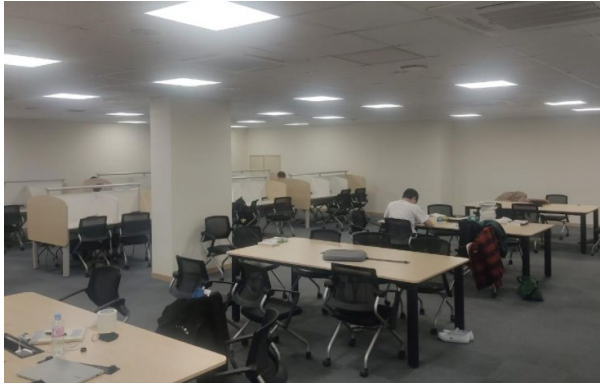


Figure 5. Study Room



Figure 6. Fitness Center



Figure 7. Kitchen in the ICEFF



Figure 8. Kitchen in SK Global House

### 3. OTHER INFORMATION

#### 1) Lecture Room

- The lecture rooms are located on the 2nd and 3rd floors of the GSPH building. A computer, microphone, projector, and air conditioner are placed in each room.



Figure 9. Lecture Hall



Figure 10. Lecture Room

#### 2) Library

- (GSPH Library) The library is open to all students of the Graduate School of Public Health and is located on the 3rd floor of GSPH building. It provides not only a wide range of books and study tables but also computers for internet search. There are a wide range of study tables and enough electrical outlets to charge electric devices.
- (The Central and Yonsei-Samsung Libraries) All students of Yonsei university are able to use the central library using their Yonsei Student ID card. The library has 5 floors above ground with a roof floor and one basement floor. Information Commons, located on the 2nd floor of Yonsei Samsung Library, provides many services and amenities including the Collaborative Booth, Digital Library Search, Writing/Editing, Internet PCs, Laptop Area, and seats for individuals with disabilities.



Figure 9. GSPH Library

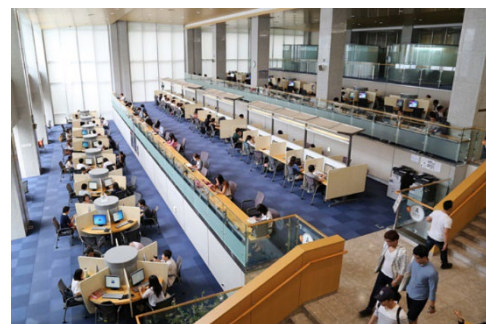


Figure 10. Central Library



### 3) Cafeterias on Campus

- The student cafeteria serves Korean traditional and international dishes three times a day (breakfast, lunch, dinner).
- Besides the cafeterias, there are coffeeshops all students can use.



Figure 11. Cafeteria (1F, Student Union Building)



Figure 12. Cafeteria (2F, GSPH Building)

### 4) Bookstore

- Students can purchase textbooks that are needed in classes at the bookstore, located on the B1 floor of the Student Union Building. It is a good idea to ask your professors which books are essential for class.



Figure 13. Bookstore (B1, The commons)

### 5) Woori Bank

- A branch of Woori Bank is located inside the B1 floor of the Student Union Building.

### 6) Post Office

- Students can send packages to their country using the Post Office, B1 floor of Student Union Building.

## 7) Student Health Service Center

- The Student Health Care Center is on the 2nd floor of the Student Union Building. It provides medication for minor illnesses and injuries. There is a nominal fee for the purchase of medication.

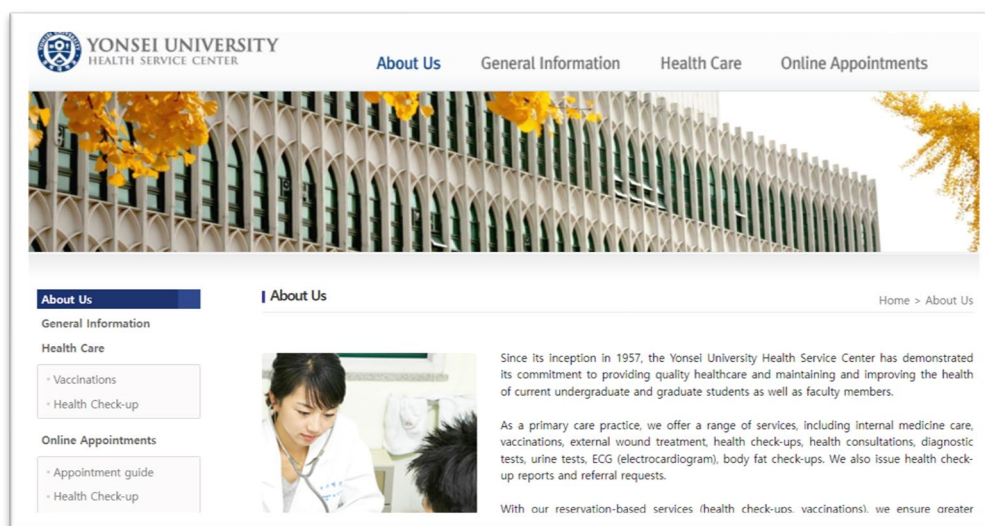


Figure 14. Health Service Center Website

## 8) Global One-Stop Service Center (Office of International Affairs)

- The Global One-Stop Service Center (GOSC) is established to support the international students at Yonsei University. It will be operating a visa agency service (group application) to do Foreigner Registration for international students when the new semester begins.

## 9) Medical Facilities around Campus

Type	Medical Facility	Location	Business Hour	Phone Number
General	Severance Hospital Int'l Healthcare Center	50-1 Yonsei-ro, Seodaemun-gu, Seoul [Sinchon Station Exit 3 (Line 2)]	Weekdays 09:00-12:00, 14:00-16:00 Saturday 09:00-12:00	02-2228-5800 (Appointment Required)
	Sinchon Yonsei Hospital	110, Seogang-ro, Mapo-gu, Seoul [Sinchon Station Exit 7]	Weekdays 08:30-17:00 (Lunch Break 12:30-13:30) Saturday 08:30-12:30	02-337-7582
Orthopedics	Yonsei Su Orthopedic	68 Sinchon-ro, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00-18:30 (Lunch Break 13:00-14:00) Saturday 09:00-13:00	02-332-1320
Internal Medicine	Yonsei Ihyencheol Internal Medicine	57-39 Nogosan-dong, Mapo-gu, Seoul [Sinchon Station Exit 7]	Weekdays 08:30-17:00 (Lunch Break 12:30-13:30) Saturday 08:30-12:30	02-337-7570
Otolaryngology	Kim Sungjun ENT Clinic	92, Sinchon-ro, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00-21:00 (Lunch Break 13:00-14:00) Saturday 09:00-15:00	02-332-8887

	Shinchon Yonsei ENT Clinic	88, Sinchon-ro, Mapo-gu, Seoul	Weekdays 10:00~17:30 (Lunch break 12:50~14:30) Saturday 10:00~13:00	02-332-0927
Dental	LA Yonsei Dental Clinic	109 Sinchon-ro, Seodaemun-gu, Seoul	Weekdays 09:30~18:00 (Lunch Break 12:30~14:30) Saturday 09:30~13:00	02-363-2080
Dermatology	Yonseistar Dermatology	72-12 Changsheon-dong, Seodaemun-gu, Seoul	Weekdays 09:00-20:00 (Lunch Break 13:00-14:00) Saturday 09:00-15:00	02-332-00923
Ophthalmology	Sinchon Kim Ophthalmology	49-48 Nogosan-dong, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00~18:00 Saturday 09:00~13:00	02-332-2972
Community Health Center	Seodaemun-gu Community Health Center	242 Yeonhui-ro, Yeonhui-dong, Seodaemun-gu, Seoul	Weekdays 09:00~18:00	1339 (COVID-19 Screening Center)

➤ National Health Insurance Payment

- As of 2022, all students are automatically enrolled to Korean National Health Insurance.

**10) Closest Subway Station (Line 2 Sinchon Station, 15-minute walk)**

- You can find Yonsei University Main Entrance gate and Severance Hospital right next to the main entrance.
- Follow the Severance Hospital route and you can find the College of Medicine Building which is connected to the Graduate School of Public Health Building, Yonsei University.



Figure 15. Map of Sinchon Subway Station

**11) General Student Service**

➤ Buddy Program

- Buddy (Mentor-Mentee) Program is offered during the first semester of this program to assist students to adjust to new environment at the Graduate School of Public Health, Yonsei University, and Korea. One international student will be paired up with one

Korean student, and Korean mentor will be responsible for helping the students to cope with new environment.

#### <Buddy Program Guideline>

- Students must respect each other and communicate and meet only daytime.
- Students must respect and try to understand each other's culture, language, and background.
- Students must keep their personal space and maintain healthy communication.
- If there is any problem or issue between mentor-mentee that is difficult to solve by yourselves, students must contact the program coordinator accordingly.

\*It may be cancelled/postponed considering the government COVID-19 guideline.

#### ➤ LearnUS

- It is an online learning platform at Yonsei University. LearnUS stands for 'Learning Ubiquitous Square' and offers online educational contents, including 'Professional Programs', 'Open Programs', 'International Programs', and 'Degree Programs'. Students can check their class materials and submit assignments via LearnUS, and they can download class materials of past courses they have taken. It also offers 'Gender Based Violence Prevention Education' for international students, English Non-degree course.

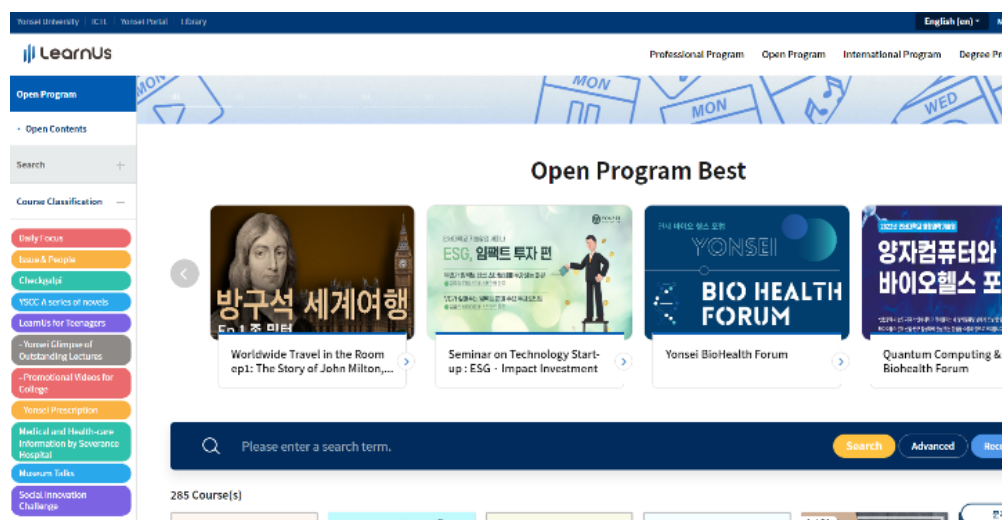


Figure 16. LearnUS Website



Figure 17. LearnUS Building



Figure 18. Violence Prevention Education Video

➤ Student ID Card

- All degree program students will get a student ID card for entering school gates, libraries, etc. This can be used as a Woori bank check card as well. Students have to fill in an application form for a student ID card with the help of the program staff and it takes 7~10 days to issue it.

➤ Computer & Internet access

- Due to security issues, internet access is not provided by the university. Students are advised to use computers in the library for research and information searching. Students are required to log onto the computer using the given password.

## 12) Leadership Opportunities for Students

- This program encourages every student to take on leadership role and all students will take at least one of the roles for one semester. This program offers many different opportunities to take leadership positions, such as Student president, Kitchen admin, Field-trip leader, and SNS manager.
- Each year, School of Public Health, Yonsei University, recognizes and celebrates our alumni who have excelled in their field after graduation. Outstanding alumni will be awarded with "Yonsei Public Health Young Leadership Award".

## V . ACADEMIC REGULATIONS

### 1. Attendance and Absenteeism

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least one-thirds of the total class hours shall automatically be graded F.

1) If a student is absent for any of the reasons below, the student must notify either the department chair or academic advisor and get an approval in advance, and must submit documentary evidence within 7 days of occurrence (to be considered as 'no absence'):

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance

- The period in which attendance can be approved:

- ① Parents: 5 days

- ② Grandparents: 2 days

- ③ Siblings: 1 day

2) In the event a student is absent for any of the reasons below, attendance can be approved (considered as 'no absence') according to the chair professor's discretion, if documentary evidence, report, or assignment is submitted or online education is completed:

- Academic planning, field-trip, on-location training, etc.

- Participation in seminars or conferences (including international ones) as approved by the department chair.

- Other events as approved by the department chair.

3) In the event of student's illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit a written notification of such absence to the Dean of the Graduate School. For absences longer than seven days, students must submit a written diagnosis by a physician.

4) Temporary leave during the semester is not allowed. Exceptions will be made only for inevitable reasons, such as death of immediate family, and a prior approval from the chair of the department of Global Health and Disease Control, Graduate School of Public Health, Yonsei University and KOICA must be obtained. Temporary leave during vacation is only allowed with understandable reasons and he/she must request approval from the academic advisor a month ahead of his/her leave.

### 2. Must reside in dormitory

- Students must reside in Chejung House (Student Dormitory).

- The rooms are designed for two people.
- Living off-campus is not allowed

### 3. Must abide by residency regulations

- A student who violates residency regulations will be evicted from the dormitory and he/she must return to his / her country immediately.
- Students are expected to fully abide by Kitchen Operation Guideline & Policy Agreement terms and conditions when using the kitchen (outside of the dormitory).

#### **<RESIDENCY REGULATIONS>**

##### **➤ General regulation**

Students should abide by the entry time: Open from 5:00am, Closed between 2:00am to 5:00am (Curfew hours)

##### **➤ Before Entering the dormitory, required documents are as follows**

1. Dormitory Regulation consent form
2. Health Checkup Result including the Chest X-ray Result (at local health-checkup result)
3. COVID-19 tested Negative (PCR or Rapid Antigen Test conducted by medical practitioners are both valid)
  - COVID-19 PCR test result before the departure is accepted
4. Proof of Vaccination (2nd dose completed)
  - The second vaccination history is valid regardless of the time elapsed after the completion of the inoculation
5. Entry Confirmation (Received when entering Korea)

##### **➤ Rights, obligations and responsibilities of the resident**

###### **A. Entrance (room) Card**

1. Dormitory gives Residents the entrance card.
2. Residents should bear the card always, even when the officials ask them to show the entrance card.
3. Residents should pay KRW 5,000 to re-issue the entrance card.
4. Sharing the card with other residents or non-residents are strictly prohibited.

**B. Dormitory Fee for double room is completely covered by the Graduate School of Public Health.**

###### **C. Prohibited Actions and penalty**

The Committee member of the Chejung House can take measures below to the student.

1. Warning against the student with more than 5 penalty points.
2. Students who have been penalized twice with the same prohibited activities or committed prohibited activities cases 1 to 5.

**D. Authorized Housing personnel may enter student rooms for normal inspection and maintenance purposes.**

**E. Indemnification**

1. Residents will be charged for any damage and/or loss of dormitory property and room amenities.

**F. Fire prevention and Cleaning**

1. Residents are responsible for preventing fire and cleaning up the room and cleaning up the communal area after use.
2. Residents should separate the garbage at the designated place on each floor.

**G. Use of Electric Devices**

Using Electric Devices are only permitted in the circumstances below.

1. Electronic razor and the hair dryer allowed in the dormitory room.
2. PC or Laptop is permitted in the room or at the study room.
3. Residents are allowed to iron their clothes only at the laundry room

**H. Room Security**

1. Residents should not store valuables in the dormitory.
2. When leaving the room, residents should lock the door.
3. All financial loss because of neglecting the article 1 and 2 are responsible for themselves.

**I. Gatherings**

1. Residents are allowed to have a gathering at a designated place such as the lobby or student lounge between 9 am to 10 pm.

#### **4. Examinations and Grade Evaluations**

- A cumulative grade point average of at least B0 (3.0) is required for graduation.
- A minimum grade of C- (1.7) is required to earn credits.
- Grade F or below will not be acknowledged as a passing grade.

**- Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Finals (last two weeks of semester)



- All students must strictly abide by exam measures announced by the exam director (ex. must submit exam papers within the exam hours)
- Make-up Exams: If a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date and obtain the Graduate School Dean's approval to sit for the exam at another time.

#### - Qualifications to Sit for an Exam

- Any student who, without good reason, has failed to attend class for at least one-third of the total class hours shall be prohibited from sitting for the exam. In the event of an illness or emergency, students need to provide a written explanation for their absence.

#### - Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100-point scale for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
- A+: 20% of the students in the class

#### <Criterion>

Grade	100-point scale	Grade Point Average (GPA)	Evaluation
A+	97~100	4.3	Excellent
A0	94~96	4.0	
A-	90~93	3.7	
B+	87~89	3.3	Good
B0	84~86	3.0	
B-	80~83	2.7	
C+	77~79	2.3	Fair
C0	74~76	2.0	
C-	70~73	1.7	
F	69 or below	0	Poor
I		0	Incomplete
W		0	Withdrawn
P/NP		0	Pass / No Pass

## 5. Qualification for Graduation

- According to the Academic rules of the school, the Degree is conferred only if the student has successfully accomplished the requirements below.

#### <Regulations on the Degree Conferment>

##### 1. "Students who passed the qualification exam"

- Students who acquired 24 credits can take the qualification exam.
- Those who scored higher than 70 points out of 100 points can pass the qualification exam.

##### 2. "Students who have registered for more than five semesters"

- Students have to take five semesters of lectures, including three regular semesters and two seasonal semesters (winter and summer semesters).

- Students can complete up to 9 credits in the regular semesters (Spring and Fall) and 7 credits in seasonal semesters (winter and summer). You must acquire at least 32 credits to obtain a master's degree.

**3. "Students with a CGPA (Cumulative Grade Point Average) of B0 (3.0) or higher"**

- According to the Yonsei University's credit system standard, students should acquire the total CGPA B0 (3.0) or higher out of 4.3 points.

**4. "Students who have completed equal to or more than 32 credits (including thesis I and II courses) and passed the final oral presentation."**

- Mandatory Courses for Graduation: Introduction to Public Health, Epidemiology, Biostatistics, and Research Methodology.
- In addition to thesis, students can opt to meet graduation qualifications according to the other regulations of the Graduate School of Public Health.
- Regarding other graduation requirements, students should consult with research advisor and program director.

## VI. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.
  - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).
2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.
  - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.
3. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure.
  - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date
4. **COVID-19 Test Fees:** The costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants.
5. **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.
  - Example) If the participant fails to provide a COVID-19 PCR test certificate on the date of arrival, or is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.
6. **Vaccination requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.
  - Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).
7. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
8. **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)
9. **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

## **VII. CONTACTS**

### **1. CONTACT INFORMATION**

#### **1) Graduate School of Public Health, Yonsei University**

- **Program Coordinator** : Ms. MK Park ([m.park@yonsei.ac.kr](mailto:m.park@yonsei.ac.kr) / +82-2-2228-1503)
- **Yonsei GSPH Official email** : [gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)

#### **2) General requests regarding application process**

- **E-mail** : [koica.sp@koworks.org](mailto:koica.sp@koworks.org)
- **Homepage**: <http://www.koica.go.kr/sites/ciat/index.do>

\*The schedule in PI (Program Information) is changeable according to the KOICA and Yonsei University Schedule.