

KOICA-YONSEI Master's Degree Program in Health Policy and Financing Capacity Building

August 10, 2022 – January 9, 2024
Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



연세대학교 보건대학원
GRADUATE SCHOOL OF
PUBLIC HEALTH YONSEI UNIVERSITY

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 University Master's Degree Program in Health Policy and Financing Capacity Building**

▣ **Duration**

- **Stay duration: August 10, 2022 ~ January 9, 2024 (17 months)**

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

- **Academic duration: September 1, 2022 ~ February 28, 2024 (18 months)**

In accordance with university regulations, the diploma will be issued in February 2024.

▣ **Degree: Master of Public Health (Division : Health Policy and Financing)**

The entire program is divided into three parts: National level, Sub-national level and Institutional level. As this is the last batch of this program, This year's program focuses on the Institutional Level of the Healthcare system. Trainees will be able to learn relevant skills to achieve quality improvement of healthcare services in the hospital.

▣ **Objectives**

- 1) To train public health professionals from developing countries in the field of healthcare management and finance 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 Korea's public health institutions into the countries
- 3) To share Korea's experience in overall healthcare management and policy making procedures and even disseminate Korean culture to developing countries

▣ **Training Institute: Graduate School of Public Health, Yonsei University**

<https://gsph.yonsei.ac.kr/gsph-en/index.do>

▣ **Number of Participants: 20 government officials (Institutional level preferred)**

Public health officials working in hospitals supported by KOICA and EDCF (Economic Development Cooperation Fund)

▣ **Qualification:**

- **Foreigners whose parents are both not Korean**

▣ **Language: English fluency that requires no translation**

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

- 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. Dormitory cafeteria menu changes daily. Participants (including Muslims) can cook their meals in the kitchens outside of the dormitory (a 10-minute walk).

▣ **Self-Quarantine: All Foreign Students with a Student Visa (type D-2) should go through a 10-day quarantine at a designated hotel or medical facility mandatorily.**

- The hotel is designated by Seoul Metropolitan Government.
- The self-quarantine facility does not provide halal-food. For foreigners who need halal-food, vegetable and fruit boxes are provided.
- According to the self-quarantine policy of Korean Government, the schedule and quarantine guidelines are subject to change.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (MM.DD.YYYY)	Contents / Remarks
Preparatory Session	08. 10. 2022	Arrival, KOICA Orientation (online) <i>The schedule above is tentative to the spread of COVID-19.</i>
Pre - Course	08. 11. 2022 – 08. 31. 2022	KOICA Orientation (online) & Medical Check-up Yonsei Univ. Orientation & Korean Language Class (online)
Fall Semester (1st semester)	09. 01. 2022 – 12. 21. 2022	16 weeks
Winter Break	12. 22. 2022- 01. 11. 2023	2 weeks
Winter Semester (2nd semester)	01. 11. 2023 – 02. 12. 2023	5 weeks
Spring Break	02. 13. 2023 - 02. 28. 2023	2 weeks
Spring Semester (3rd semester)	03. 02. 2023 - 06. 18. 2023	16 weeks
Summer Semester (4th semester)	06. 19. 2023 - 07. 24. 2023	5 weeks
Summer Break	07. 25. 2023 - 08 .31. 2023	5 weeks
Fall Semester (5th semester)	09. 01. 2023 – 12. 17. 2023	16 weeks
Wrap-up Session	12. 04. 2023 - 12. 08. 2023	Final Oral Defense Presentation
	12. 27. 2023	Graduation Ceremony
	01. 09. 2024	Departure
	02.19. 2024	Conferment of Degree

**The above schedule is subject to change.*

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

****Due to COVID-19, some courses may be converted into online classes.*

***** Depending on the COVID-19 situation and related-policies/regulation in Korea, trainees' entry to Korea may be postponed or require early departure from Korea.*

2. CURRICULUM

1) Curriculum & Credits

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

Type	Type	Course Title
Pre-Course (0)	Required (0)	Korean Language Class (90 hours)
2022-2(Fall) Semester (1 st semester) (9)	Required (8)	Introduction of Public Health (2), Biostatistics (2), Health Policy and Health System (2), Health Economics (2)
	Electives (1)	Policy Review for COVID-19 and Other EIDs (1) or Health Issues in Developing Countries (1)
2022-4(Winter) Semester (2 nd semester) (7)	Required (6)	Epidemiology (2), Research Methodology (2), Evidence-based Health Policy (2)
	Electives (1)	International Cooperation (1) or Evidence based Decision Making for Health Technology (1)
2023-1(Spring) Semester (3 rd semester) (9)	Required (8)	Healthcare Finance and UHC (2), Healthcare Accounting (2), Healthcare Law and Ethics (2), Thesis Writing I (2)
	Electives (1)	Monitoring and Evaluation of Health Program (1) or Case Studies on Health Policies (1)
2023-3(Summer) Semester (4 th semester) (6)	Required (5)	Health Policy Practice (1), Sustainable Innovations and Development in Healthcare (2), Medical and Humanitarian Emergencies (2)
	Electives (1)	Social and Behavior Change Communication (1) or Reproductive MNCAH Planning (1)
2023-2(Fall) Semester (5 th semester) (7)	Required (6)	Thesis Writing II (4), Patient Safety and Quality (2)
	Electives (1)	Understanding of ODA and Project Development (1) or Strategic Medical Equipment (1)

* The above curriculum is subject to change.

2) Graduation Requirements.

- The total number of credits required to complete the Master's program: 32 credits
- A cumulative grade point average (GPA) of at least B0 (3.0) is required for graduation.
- All students must take the following subjects mandatorily: 'Introduction of Public Health', 'Epidemiology', 'Biostatistics' and 'Research Methodology'.
- All students must pass the qualifying examination for graduation.

3) Research Project Completion

KOICA-Yonsei University Scholarship Program students are required to conduct a research project as their research requirement in their last fall semester (2021)

at Yonsei University and complete it under the guidance of the academic advisors assigned

Thesis Schedule	
Sept. 2023	Submit a proposal
Sept. 2023 ~ Oct. 2023	Conduct research and collect data using Yonsei University's Library and journal website
Oct. 2023	Discuss and confirm thesis topic under the guidance of academic advisor; prepare related research, a database, and references in order to finalize the topic.
Nov. 2023	Should be in the final stage of the project under the guidance of the academic advisor and research advisor.
Dec. 2023	Project presentation and submit a final paper

4) Collaboration with Relevant Institutions

****The extracurricular activities can be restricted and canceled, depending on the COVID-19 situation here in Korea**

KOICA-Yonsei University Scholarship Program students are required to conduct a research project to meet their graduation requirements. In order to do so, students will be dispatched to research institutions during the program. During the Pre-Course session, students will be provided with information about the research institutions and visit the institutions for more guidelines. After then, students and researchers in the institutions will be matched one by one. The matched students and researchers will conduct research together during the program and the researchers will be responsible for taking care of the students' academic achievements. The research institutions are as follows:

1) Institute for Global Engagement & Empowerment at Yonsei University

The Institute for Global Engagement & Empowerment (IGEE) was established in 2017 to contribute to the implementation of the 2030 Agenda for Sustainable Development by integrating various missionary and volunteer activities within the University, directing intellectual and human resources to address social issues, and educating the next generation of global citizens. IGEE works within the framework of the SDGs.

Centers

- Center for Global Sustainability
- Ban Ki-Moon Center for Sustainable Development
- Center for Social Engagement
- Yonsei Institute for Global Health (YIGH)

2) Asian Institute for Bioethics and Health Law, Yonsei University

The Asian Institute for Bioethics and Health Law of Yonsei University is an academic institute formed as a result of strategic and reasonable policy-making in Korea, that studies emerging issues in bioethics and health law. The Institute conducts researches in the fields of bioethics, health law, and public health, continuously opening up in-depth discussion for the development of health policy that challenges bioethical issues in Korea. Two main aims of the Institution is to build a research network that connects academic researchers, experts and the public for policy making and also to contribute to building a better and safe society that promotes people's health, as well as contributing to better health for all at an international level.

3) WHO Collaborating Center for Health Systems Research

The WHO Collaborating Center for Health Systems Research, Yonsei University College of Medicine was established in 1989. The Center has been striving to achieve efficiency and equity of the Korean healthcare system by participating in various health policy and system development researches.

Research areas

- ◆ Identifying current issues for the development of healthcare system and improvement of healthcare standards
- ◆ Conducting research on health policy, health insurance, international health, and health information management
- ◆ Studying international health policy, community/local health plans, and the medical insurance system
- ◆ Activities for improving the quality of medical services, strengthening evidence-based policies, and developing educational programs to maximize the efficiency and equity of the healthcare system

4) Korea Institute for Health and Social Affairs

The Korea Institute for Health and Social Affairs (KIHASA) strives to achieve improved quality of life for the Korean population by promoting the nation's health and welfare system through systematic research and evaluation of national policies and programs related to healthcare, social welfare, social insurance and population. Their works provide the government with vital information and guidelines for implementing health and welfare policies.

5) National Evidence-based Healthcare Collaborating Agency (NECA)

NECA was established in 2009 and has a goal to provide objective and quality information on medical devices, medicines, and health technologies thereby improving national health and enhancing the sustainability of the health system. The agency has conducted Health Technology Assessment

research and provided scientific evidence for formulating healthcare policies. NECA also strengthened its role in supporting national healthcare policy decision-making and both stabilized and streamlined New Health Technology Assessment policy in cooperation with related institutions. Also, NECA has been supporting the development of public clinical research as the leading organization that implements the National Health Clinical Research Project.

Research areas

- Support researches for developing national scale evidence on health technology
- Analyze the improvement effects on national health and R&D demands
- Analyze evidence on health technology and disseminate the assessment results
- Support the development and dissemination of evidence-based clinical practice guidelines
- Collaborate with domestic and international healthcare institutions
- Collect and administer healthcare statistics and information, etc.

6) Korea Human Resource Development Institute for Health and Welfare (KOHI)

Severance KOHI provides education and training on public welfare, public health, social welfare, etc. for human resources working in the field of healthcare and welfare. The Institute contributes to improve the quality of life by providing opportunities to raise professionalism for those engaged in health and welfare-related work, and promotes the development of the health care welfare sector.

7) Health Insurance Review and Assessment Service (HIRA)

HIRA reviews and assesses healthcare costs and healthcare service quality, as well as supporting the national health insurance policy in determining medical fee schedules and drug prices. In performing these activities, we listen carefully to the voices of various stakeholders in order to incorporate their diverse interests in the promotion of appropriate use of healthcare services and a trustworthy healthcare service environment.

8) National Health Insurance Service (NHIS)

NHIS is in charge of the healthy lives of people by operating a national health insurance plan that protects the population from the risk of disease and the long-term insurance care that guarantees a comfortable life for senior citizens.

9) Korea Health Industry Development Institute (KHIDI)

Established in 1999, KHIDI is a leading healthcare institute of Korea significantly contributing to medical services, pharmaceuticals, medical devices, beauty services & cosmetics, senior-friendly industry, inbound and outbound of global medical services, etc. KHIDI aims to improve the national health industry by providing comprehensive and professional support programs and also strengthening the competitiveness of the national health industry in this global era.

10) National Cancer Center

The National Cancer Center is playing an essential role as the nation's headquarters in the fight against cancer by conducting world-class research, providing medical care, offering education and training, and supporting national cancer control programs.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Site-visits during Summer and Winter Semesters

Yonsei University offers students opportunities to experience and learn about the history of public health in Korea through visits to research institutions during summer and winter semesters. Students will be able to learn roles and responsibilities respective institutions take with regard to managing the healthcare system and operating healthcare policies, as well as to acquire practical skills. Site visits will take place in the abovementioned collaboration institutions.

2) Cultural Events

***Due to COVID-19, the events below are subject to be delayed or canceled.**

Graduate School of Public Health, Yonsei University offers various cultural events like the following;

- Student Festival

A Student Festival is held every spring and fall semesters where participants are able to have a fun and exciting time and mingle with each other.

- Graduate School of Public Health Workshop

The Graduate School of Public Health Workshop is held during every spring and fall semesters to help students network with others outside the school.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the 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 its foundation. Now it has 350 students out of whom 300 students are enrolled for the M.P.H. degree and 50 are in the Health and Environmental Executive Program. GSPH has 9 different majors that cover basic courses of public health.

Majors

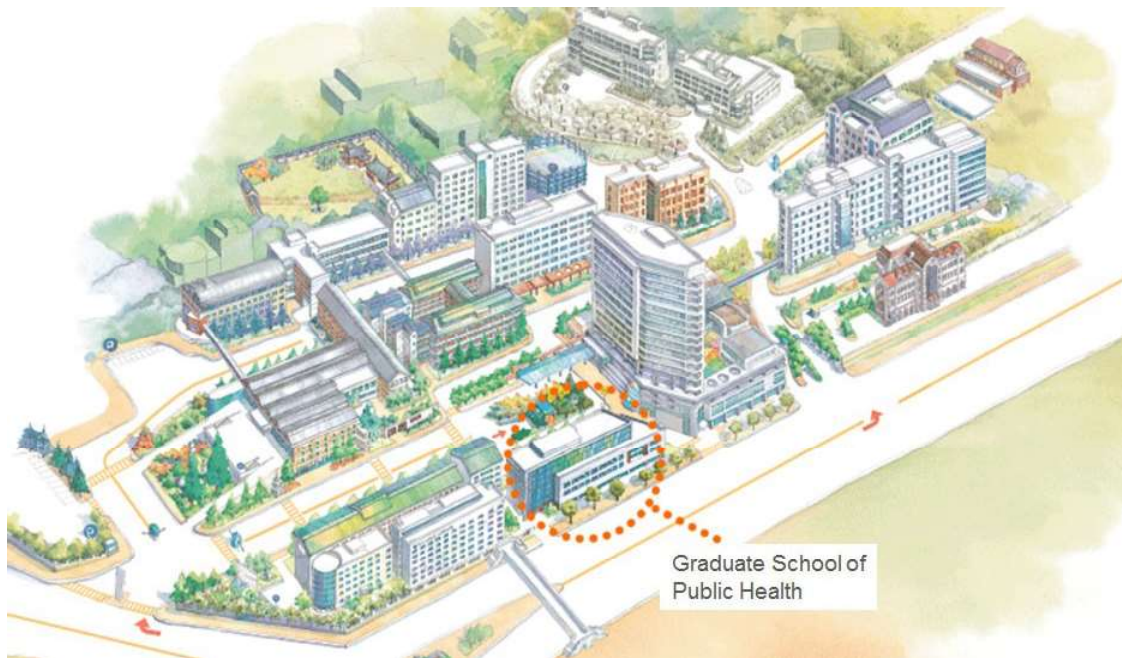
- Hospital Management
- Health Policy & Management
- Global Health
- Public Health Law & Ethics
- Epidemiology
- Health Promotion & Education
- Health Informatics & Biostatistics
- Occupational Health
- Environmental Health

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 Asia-Pacific Academic Consortium for Public Health (APACPH). ICUH was established on May 3, 2004. By the end of 2012 Spring semester, a total of 48 courses have been offered to 1,140 students by 32 faculties from member universities using the e-learning system at Yonsei University.

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


◆ **Campus Map of the Graduate School of Public Health, Yonsei University (Seoul Campus)**



◆ **School Administrations**

Dean	Prof. Jong-Uk Won
Program Director	Prof. Whiejong Han
Program Coordinator	Mr. Robert Hoh

◆ **Contact**

Mr. Robert Hoh
ryunghoh@yuhs.ac  +82-2-2228-1533

2) Homepage: <https://medicine.severance.healthcare/qsph/index.do>

2. ACCOMMODATION

Yonsei University strives to help its students enjoy the best of their residential life in Korea by ensuring security and living convenience. Chejung Haksa is located a few feet from the main building of Graduate School of Public Health and is divided into two buildings—Avison House and Student Dormitory. Students will stay at Chejung Haksa Student Dormitory.



We boast a top-of-the-line facilities and services with the 24-hour operating front desk and security system. Student Dormitory has fitness center, convenience store, cafeteria, etc. that will help you enjoy your stay throughout the program. It is school policy that students of Yonsei University share a room with a roommate and learn from each other's different backgrounds, develop sociality and build character by integrating with each other. Students will share a 2-person room with a roommate, just as other Korean students. Depending upon the availability of the dormitory, some students may be assigned to a single room during a certain semester or period.

- Required documents

- Health Checkup Result (local health-checkup result).
- Tuberculosis test result (Negative) within 14 days before check-in.
- Tested Negative in COVID-19 PCR test.
- Entry Confirmation (Received when entering Korea).

- Dormitory Facilities

- **Dormitory Lounge**
 - Location: Each floor
 - Microwave and water station are placed in the dormitory lounge.
- **Study Room**
 - Location: 1st floor

➤ **Fitness Center**

- Location: B1 floor
- *temporarily closed due to COVID-19*
- Running machines and some weight equipment are located in the fitness center.
- You should use it quietly so as not to disturb others
- When you enter the gym, you must change to indoor sports shoes.

➤ **Convenience Store (Emart everyday)**

- Location: B1 floor
- Open 24 hours
- Basic living items are placed in the store.
- Students can buy some groceries and Ready-to-Eat foods at the Convenience Store.

➤ **Housekeeping**

- Residents are responsible for keeping their rooms clean and expected to clean up the public area themselves, even though housekeeping staff is responsible for cleaning public areas.

➤ **Bed Linen**

- Students are responsible for preparing bed linens and pillows.
- Only the mattress will be provided for each student.

➤ **Air Conditioning**

- Residents have personal access to air conditioners in the room.

➤ **Hot water and heating**

- Hot water: to be supplied 24 hours a day.
- Heating: to be operated according to season and conditions, individual heating control in each room.

➤ **Laundry Facilities**

- Laundry room location: Each floor
- Opening hours: until 23:00
- There are communal washing machines and dryers (fee charged). You need to buy your own detergent, fabric softener and others.
- Location of vending machine for a laundry card and detergent: on the 1st floor

➤ **Bathroom and Shower Room**



- Each room has a bathroom and a shower room.

➤ **Electronic Devices**

- It is strictly prohibited to have electronic appliances such as microwaves and electric pots in the dormitory rooms. The voltage used in Korea is 220-V.

➤ **Internet**

- Free wireless internet access in the building.

Room View	Room Facilities
	

- **Kitchen Facilities**

➤ **Kitchen rooms (outside the dormitory)**

- As it is strictly prohibited to have electronic appliances such as microwaves and electric pots in the dormitory rooms, students can cook meals in designated kitchen spaces outside the dormitory (10-minute walk).
- A heating stove, a refrigerator and a sink are placed in the kitchen.

3. OTHER INFORMATION

1) School Facilities

There is a main building for Graduate School of Public Health that facilitates students' academic works, which is the Administrative Building. Other student activities and socializing will be served at Student Union Building and Global Lounge, where a cafeteria, convenience stores, a barber shop, a bookstore, and more are located.

Table 1. Administrative Building

Overview of Administrative Building	
6 F	President and CEO (YUHS), Division of Planning and Coordination (Offices of Planning, Development and Strategy, Management and Improvement and Innovation), Division of Internal Audition (Office of Internal Auditing), Division of External Affairs and Development (Offices of Public Relations, Communications), Press Room, Division of Medical Information and Technology (Department of Medical IT), Division of International Affairs (Severance Academy, Office of Medical Mission)
5 F	Division of Administration (Offices of General Affairs, Human Resources, Labor Relations and Employee Benefits, Purchasing & Property Management, Financial Management, Facilities Planning and Construction, Facilities Maintenance), Division of International Affairs (Office of International Affairs), Division of External Affairs and Development (Office of Fundraising Affairs), Conference Room, Mail Room, Night Duty Room
4 F	Lobby (Main Entrance), Department of Preventive Medicine (Faculty and Instructor Offices 411~426, Office of General Affairs, Lecture Room 402, Seminar Room, Conference Room, Institute for Environmental Research, Institute for Occupational Health), Department of Medical Law and Bioethics (Faculty and Instructor Offices 407~409, Office of General Affairs, Asian Institute for Bioethics and Health Law)
3 F	Graduate School of Public Health (Dean's Office, Office of General Affairs (Room 308) , Faculty Offices 324~330, Library, Lecture Room 315, 316, 319, 331, 336, Executive Program Lecture Room, Student Council Room, Institute for Health Promotion), Institute of Health Services Research, Lecture Room 337
2 F	Graduate School of Public Health (Lecture Room 209~211, Computer Lab), Division of Medical Science Research Affairs, Division of Nursing, Credit Union, Restaurant, Cafeteria
1F	Entrance (Main Building, Seongsan-ro Street), Passageway to College of Medicine

➤ Restaurant (2nd floor, Administrative Building)

The restaurant is located on the 2nd floor of the building and open to everyone. The restaurant offers a variety of food choices everyday including vegetarian or low sugar meals. Besides the restaurant, there is a cafeteria that serves coffee, drinks and snacks.

➤ Woori Bank ATM (2nd floor, Administrative Building)

Students are recommended to open a bank account at a nearby bank or campus bank upon arrival. Woori Bank ATM is located in the Administrative

building and the bank is in the Severance Hospital, which is next to the Administrative building.

➤ **Library (3rd floor, Administrative Building)**

The library is open to all students of the Graduate School of Public Health and is located on the 3rd floor of the building. It provides not only a wide range of books and study tables but also computers for internet searching.

➤ **Lecture Room (2nd and 3rd floor, Administrative Building)**

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

Student Union Building

Student Union Building hosts some of the most central facilities on campus including Student Association, student cafeteria, post office and more.

➤ **Student Cafeteria (1st floor, Student Union Building)**

Student cafeteria serves Korean traditional and international dishes 3 times a day (breakfast, lunch, dinner) as well as Korean snacks (Kimbab, Ramen, etc.).

➤ **Convenience Store (1st floor, Student Union Building)**

Snacks, stationery supplies and personal care goods are available with a cozy lounge for a study break and relaxation.

➤ **Student Health Care Center (2nd floor, Student Union Building)**

The Student Health Care Center is on the 2nd floor of the building. It provides medication for minor illness and injuries. There is nominal fee for purchase of medication.

➤ **Bookstore (B1 floor, Student Union Building)**

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

➤ **Woori Bank (B1 floor, Student Union Building)**

A branch of Woori Bank is located inside Student Union Building.

The Commons

The Commons is an underground complex located in front of Student Union Building, consisting of Global Lounge, Kumho Art Hall, The Lounge, Grand Ballroom, Administrative Offices and bookstore, stationary/gifts/accessories store, cafes, etc.

➤ **Global Lounge (The Commons) – Temporarily closed due to COVID-19**

Global Lounge is a special place having students interested in international broadcasting and news from all over the places. Some of the students organize online meeting. Language exchange program and buddy program are also active among students. However, this place is temporarily closed until further notice.

➤ **Bookstore (The Commons)**

Students are able to purchase textbooks that are needed in class at the bookstore, located at The Commons.

Central Library

Central Library represents Yonsei's mission and responsibility towards education and is the source of academic development and cultural creativity. The library has 5 floors above ground with a roof floor and one basement floor. It is the biggest civil stone architecture in Korea. The computer system, cooling and heating system and other equipment are provided inside the library. In 2010, the library went through 6 months of renovations in air conditioning, heating and ventilation systems, creating a fresher environment, expanding pathways, and upgrading IT environments and providing more community facilities.

2) General Student Service

➤ **Mentor Program**

Mentor Program is offered to assist international students to adjust into their new environment at the Graduate School of Public Health, Yonsei University and Korea. Students will be dispatched to research institutions during their stay and each student will be matched to a mentor of the designated institution. Mentors will be responsible for helping the students to cope with cultural and academic issues.

➤ **Student ID Card**

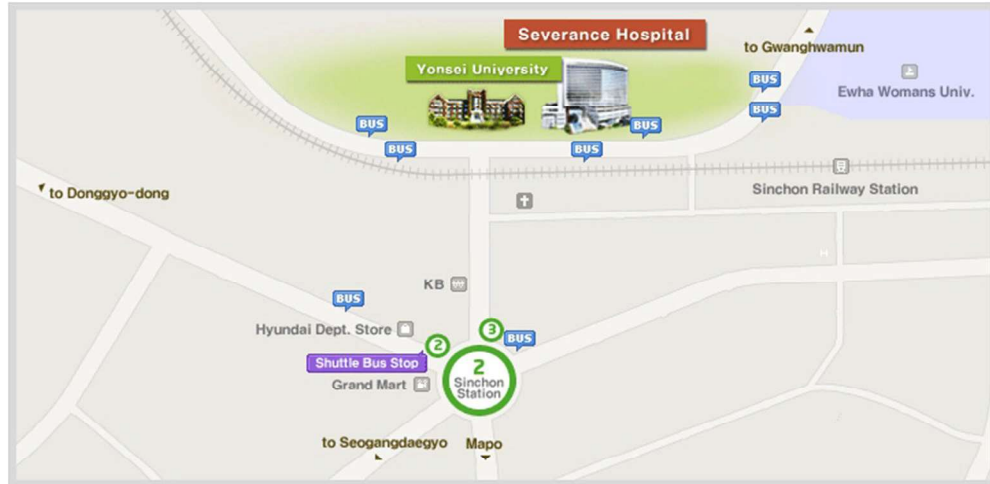
All degree program students will get a student ID card for entering school gates, library, etc. This can be used as Woori bank check card as well. Students have to fill in an application form for a student ID card with the help of the program staff and it takes 7~10 days to issue it.

➤ **Computer & Internet access**

Due to security issue, 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.

3) How to Get to the Graduate School of Public Health, Yonsei University

Yonsei University is located in Sinchon, about 6km off west of central Seoul and neighboring with 3 universities. Below is the map to the school and information on the nearest subway station.



Close Subway Station

➤ Line 2 Sinchon (15-minute walk)

- At Exit #3, walk along the road between McDonald's and A Twosome Place until the road ends (around 5 minutes).
- 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 Administrative Building of the Graduate School of Public Health.

4) Medical Facilities in City

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	82-2-2228-5800
	Shinchon 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	82-2-337-7582
Otolaryngology	Kim Sungjun ENT Clinic	92, Sinchon-ro, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:0-19:00 (Lunch Break 13:00-14:00) Saturday 09:00-13:00	82-2-324-9127

IV. 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-third of total class hours shall be automatically be graded F.

(1) In the event a student is absent for any of the reasons below, attendance can be approved (considered as 'no absence') if documentary evidence is submitted to the chair professor within 7 days of occurrence:

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

2. MUST RESIDE IN DORMITORY

- Students must reside in Chejung Haksa Student Dormitory.
- The rooms are designed for two people.

3. MUST ABIDE BY RESIDENCY REGULATIONS

- A student who violates residency regulations will be evicted from the dormitory and he / she will be forced to return to his / her country immediately.

- Students are expected to fully abide by Kitchen Operation Guidelines & Policy Agreement terms and conditions when using the kitchen (outside of dormitory).

4. EXAMINATIONS AND GRADE EVALUATIONS

- A cumulative grade point average of at least a B0 (3.0) is required for graduation.
- A minimum grade of a 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: In the event 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 situation, 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. QUALIFICATIONS 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,

Graduate School of Public Health, Yonsei University>

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 autumn) 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 more than 32 credits (including thesis I and II courses) and passed the final oral presentation."

- Mandatory Courses for Graduation: Introduction of Public Health, Epidemiology, Biostatistics.
- Students have to take "Thesis I" (in the regular 2nd semester) and "Thesis II" (in the regular 3rd semester – thesis guidance (4 credits)).

V. REQUIRED DOCUMENTS

- All documents should be sent to the KOICA Overseas Office or relevant government office.

1. Document Checklist Form	Check all the documents included in your admission package. (Form 1)	Original copy
2. Application Form	2-1. KOICA Application Form 2-2. Yonsei University Application Form (Form 2) Type in English and Print out, Hand writing is not acceptable.	Original copy
3. Recommendation Letter Form (two or three letters)	1) Two or three recommendation letters from your supervisors at your workplace are required. (Form 3) 2) The letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal. 3) Letters should be signed and sealed across the back of its envelope by a recommender. 4) We do not accept recommendation letters via email. 5) In case of unavoidable circumstances, applicants are required to submit two recommendation letters.	Original copy
4. Study Plan (Statement of Purpose) Form	1) Applicants should submit their study plan for the course. 2) Type in English and Print out, Hand writing is not acceptable. (Form 4)	Original copy
5. Release of Information Form	Applicants should sign and submit the release of information form. (Form 5)	Original copy
6. Official Degree Certificate (Undergraduate, Graduate)	1) An original copy of undergraduate degree certificate from every institution attended or attending are required. 2) It MUST BE Notarized by the Korean Embassy in each candidate's country, or apostilled by Ministry of Foreign Affairs. 3) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred. 4) If you have a higher degree level (master's/doctor's degree), please submit it as well. * Documents submitted to the University will not be returned.	Certified original copy (Apostille or Consulate Authentication required)

7. Official Transcript (Undergraduate, Graduate)	<p>1) An original copy of undergraduate transcript must include a year-by-year record of courses from every institution applicant had attended or are attending.</p> <p>2) The transcripts should include a statement of personal rank in department, if available.</p> <p>3) If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.</p> <p>4) If you have a higher level degree (master's/doctor's degree), please submit it as well.</p>	<p>Certified original copy</p> <p>(Apostille or Consulate Authentication required)</p>
8. Language Proficiency Test Results	<p>* You must submit at least one of the documents listed below. (Test score report must be within the validity period.)</p> <p>* School Reporting is not allowed.</p> <p>1) English Test Score Report: TOEFL IBT 71, IELTS 5.5 (For institutional TOEFL, only tests taken at Yonsei University are valid. Test schedule is available on our website)</p> <p>2) Documents proving your English proficiency ex)</p> <ul style="list-style-type: none"> - 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) - 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 1. 	<p>Original copy</p>
9. Curriculum Vitae	<p>Free style personal résumé</p>	<p>Copy</p>
10. A copy of the Applicant's passport	<p>A copy of your passport (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)</p> <p>*Please check the expiration date of the passport.</p>	<p>Copy</p>
11. Copies of both parents' passports	<p>Both parents' passports (or other official document indicating parent's official ID)</p> <p>-Citizen ID card is allowed.</p>	<p>Certified original copy</p> <p>(Apostille or Consulate Authentication required)</p>

12. Official document indicating parent-child relationship	Relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship *Instead of Passport, you can submit the Citizen ID card for ID certification. *If your parents passed away (divorced), submit a certification of death (divorce) mandatorily.	Certified original copy (Apostille or Consulate Authentication required)
13. 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.	Original copy
Optional 1. List of Honors and Awards	1) If there are any honors, awards, fellowships, or any academic certificates and test reports during university please list them in order of importance in the list form. E.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 7) 2) The list will be valid only when testimonials or evidences are submitted	Original copy
Optional 2. School Profile / Credit Rating System	* School profile and description of the grading system would help us understand better for evaluation.	Original copy
Optional 3. Vaccination Certificate	* PCR negative test within 72 hours or proof of vaccination of the two doses or booster shot within 6 months. ** Not required for qualification but for living in Korea, please consider preparing the document in advance.	Original copy

*** 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 language 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) Embassy of the Republic of Korea in your country or (2) Apostilled by the Ministry of Foreign Affairs.** 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 completed application and interviews. This includes the applicant's past academic performance (undergraduate, if any), study plan, recommendations, work experience and community involvement.

VI. PRECAUTIONS

- **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 moved 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, pre-sessions included
 - 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)
- **Early Departure** : due to various circumstances such as no operating flights or border closures, participants shall 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
- **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
- **COVID-19 Test Fees** : 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
- **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
- **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 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)
- **Check-in to Dormitory** : in principle, dormitory check-in is required of program participants
- **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)

VII. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Public Health, Yonsei University

- Program Coordinator: Mr. Robert HOH
- Tel: +82-2-2228-1533
- Fax: +82-2-392-7734
- E-mail: ryunghoh@yuhs.ac

2) General inquiries regarding the application process

- E-mail : koica.sp@koworks.org
- Homepage : <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule and the contents in this PI (Program Information) may be changed according to the KOICA and the Graduate School of Public Health, Yonsei University's schedules.