

KOICA-Yonsei University Master's Degree Program in Global Health Security

August 5, 2018 – January 9, 2020

Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



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 Global Health Security**

■ **Duration**

- **Stay duration: August 5, 2018 ~ January 9, 2020 (17 months)**

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

- **Academic duration: August 5, 2018 ~ February, 2020 (18 months)**

In accordance to the university regulations, the diploma will be issued in February 2020.

■ **Degree: Master of Public Health, Global Health Security Detection Program**



The entire program is divided into three parts: Global Health Security Prevention Program, Global Health Security Detection Program, and Global Health Security Response Program. This year's program is the second program that focuses on infectious disease detection. The trainees will be able to learn relevant skills and knowledge needed for the effective detection and management of infectious diseases.

■ **Objectives**

- 1) To train public health professionals from developing countries in the field of infectious diseases control so that they can manage infectious diseases effectively as well as help set up and implement good health-related policies in their home countries

- 2) To build partnership with developing countries for the possible expansion of Korean public health institutions into the countries
- 3) To share Korea's experience in infectious diseases and public health and disseminate Korean culture to developing countries

■ **Training Institute: Graduate School of Public Health, Yonsei University**
(<http://gsph.yonsei.ac.kr/en/>)

■ **Number of Participants: 20 Government Officials**

- Government officials in the health sectors, such as from the Ministry of Health

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

■ **Accommodations: KOICA International Cooperation Center (ICC), Yonsei University College of Medicine 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 meal in the kitchens outside of dormitory (10-minute walk).

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Period (YY/MM/DD)	Contents/ Remarks
Preparatory Session	2018.08.05	Arrival
	2018.08.06.-08.07.	KOICA Orientation/ Medical Check-up
Pre-Course	2018.08.08.-08.31.	Yonsei Univ. Orientation Korean Language Class
Fall Semester (1st semester)	2018.09.03.-12.21.	16 weeks
Winter Break	2018.12.22.-2019.01.20.	4 weeks
Winter Semester (2nd semester)	2019.01.21.-02.08.	3 weeks
Spring Semester (3rd semester)	2019.03.04.-06.21.	16 weeks
Summer Semester (4th semester)	2019.06.24.-07.12.	3 weeks
Summer Break	2019.07.13.-09.01.	7 weeks
Fall Semester (5th semester)	2019.09.02.-12.20.	16 weeks
Wrap-up Session	2020.01.07.	Commencement
	2020.01.09.	Departure
	2020.02.	Conferment of Degree

*The above schedule is subject to change.

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

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
Fall Semester (1 st) (10)	Required (10)	Responding to Bioterrorism (2), Vaccinology (2), Biostatistics (2), Global Health Seminar 2 (1), GHSA Agendas (2), Research Roadmap (1)
Winter Semester (2 nd) (Min. 2, Max. 4)	Required (2)	UHC & SDG (2)
	Electives	GHS Intensive Internship (2), Tuberculosis in Korea (2)
Spring Semester (3 rd) (8)	Required (8)	Quality Management and Improvement (1), Population Survey (1), Epidemiology for Control of Communicable Diseases (2), Global Health Seminar 1 (1), Leadership in Global Health (2), Research Methodology (1)
Summer Semester (4 th) (5)	Required (5)	Health System (2), GHS Internship (3)
Fall Semester (5 th) (7)	Required (7)	Workforce Development (2), Core Competencies (1), Introduction to Public Health (1), Case Studies for GHS/EID (1), Introduction to GHSA (1), GHSA JEE Plan (1), Research Ethics (0)

* 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 as mandatory: 'Introduction to Public Health', 'Epidemiology for Control of Communicable Diseases', and 'Biostatistics'
- 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 (2018) at Yonsei University and complete it under the guidance of the academic advisors assigned.

Thesis Schedule	
Sept. 2019	Submit a proposal
Sept. 2019 ~ Oct. 2019	Conduct research and collect data by using Yonsei University Library and journal website
Oct. 2019	Discuss and confirm thesis topic under the guidance of academic advisor; Related research, database, references need to be prepared in order to finalize to topic.
Nov. 2019	Should be in the final stage of the project under the guidance of the academic advisor and research advisor.
Dec. 2019	Project presentation and submit a final paper

4) Collaboration with Research Institutions

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 students' academic achievements. The research institutions are as follows:

1) Yonsei University College of Medicine Severance Biomedical Science Institute

Yonsei University College of Medicine Severance Biomedical Science Institute, established in 2010 to strengthen research capability, has grown into an international biomedical science institute.

Research areas

- Redox Biology and Cell Signal Transduction
- Tumor Biology, Genomics and Bioinformatics
- Infectious & Immune Biology
- Diabetes, Metabolic biology and Autophagy
- Stem Cell and Cardiovascular Biology



2) Yonsei University College of Medicine Research Institute of Bacterial Resistance

Yonsei University College of Medicine Research Institute of Bacterial Resistance was established in 1998 to monitor the trends of antimicrobial resistance continuously and detect novel resistance from bacteria in Korea to support empirical selection of the most appropriate antimicrobial agents for the treatment of patients, determine the causes of the increasing prevalence of resistant bacteria to be able to improve guidelines for the prevention of emerging resistant bacterial infections. Also, the research institute aims to identify emergence of new resistant bacteria and establish laboratory methods for the detection, and determine in vitro and involve activities of existing antimicrobial agents, and provide necessary information for development of new antimicrobial agents.

Research areas

- Monitor the trends of resistant bacteria and determine the causes of emerging resistant bacteria
- Identify new resistance mechanisms and provide necessary information for the development of novel antimicrobial agents

- Evaluate new antimicrobial agents developed in Korea and as well as in foreign countries
- Investigate epidemiology of multidrug-resistant bacteria and perform molecular epidemiologic

3) Yonsei University College of Medicine Institute of Tropical Medicine

Yonsei University College of Medicine Institute of Tropical Medicine was established in 1968. Having more than 40 researchers in the institute, the research institute carries out various research regarding tropical medicine.

Research areas

- Studying parasitic diseases caused by protozoa, trematodes or nematodes with special reference to developing technologies in the diagnosis, treatment and control of these diseases
- Conducting research on systematics, ecology and the control of disease transmitting vectors, especially arthropods and snails
- Exchanging research results internationally
- Collaborating with other institutions in research and the training of research personnel concerning parasitic diseases and vectors of medical importance
- Developing efficient control measures against bacterial or viral infections

4) International Vaccine Institute (IVI)

International Vaccine Institute (IVI) is the only international organization in the world exclusively dedicated to discovering, developing and delivering vaccines for global health. Research in IVI covers the entire vaccine spectrum from discovery and preclinical development in our Seoul-based labs to clinical development at field sites in developing countries to generating scientific evidence on the need for vaccination in countries where vaccines are most needed.

IVI headquarters in Seoul has state-of-the-art lab facilities, animal house, and research teams that include clinical immunology, process development, epidemiology, clinical & regulatory, biostatistics & data management, and policy & economic research.



Outside of Seoul, IVI has a global network of field sites in more than 20 countries in Asia, Africa, and the Americas. IVI manages field sites in collaboration with regional and in-country partners. IVI also works with local partners to implement translational and field research projects, provident training and technical assistance.

5) International Tuberculosis Research Center

International Tuberculosis Research Center promotes the development of new medicines for the prevention and cure of MDR-TB XDR-TB. The center also promotes clinical research, education and training of domestic and foreign TB experts, molecular microbiology research, immune pathology research, etc., at this point of time.

Research projects

- Extensively drug-resistant tuberculosis in South Korea: risk factors and treatment outcomes among patients at a tertiary referral hospital
- A double-blind, placebo-controlled Phase II study of the effect of metronidazole in MDR-TB patients
- The role of Neutrophils in the airways of patients with active pulmonary tuberculosis
- Evaluation of the risk of exposure to Mycobacterium tuberculosis in BCG-vaccinated individuals by an antigen-specific interferon-assay
- Tuberculosis Granulomas are hypoxic in Guinea pigs, Rabbits, and Non-Human Primates

- Cross-resistance between aminoglycosides and capreomycin in a highly-treated MDR-TB population
- Reverse Hybridization Assays for Rapid Detection of Multi-drug Resistant M. tuberculosis Clinical Isolates

6) Severance Hospital Infection Control Center

Severance Hospital Infection Control Center is a unit in Severance Hospital. The center aims to protect medical team and patients by effectively controlling hospital infection.

7) Center for Disaster Relief Training and Research

Center for Disaster Relief Training and Research aims to protect the dignity of human beings who are damaged by disasters through humanitarian medical support and contributing to fostering professional disaster medical practitioners through scientific research and education.

Major activities

- Lectures on various disasters to understand natural and manmade disasters
- Simulation training to conduct simulation practice for giving first aid for each type of disaster and caring for patients
- Conduct hospital disaster drills for mass casualty incidents
- Establishing cooperative systems and information collection systems with international agencies and government institutions
- Organizing medical support teams with personnel in each sector such as nursing staff and medical administrators that can be dispatched immediately
- Forming a dispatch team for each period in the case of disaster and dealing with it systematically

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. The 2-week intensive course Students will be able to learn roles and responsibilities respective institutions take with regard to managing infectious diseases, as well as to acquire practical skills. Site visit places include the followings:

(1) National Medical Center

National Medical Center, founded as the biggest hospital in Asia with the aid of Scandinavian countries on this battered, war-torn country after Korean War, became a special corporation on April 2nd, 2010 to perform responsibilities for the public as a national healthcare authority.

(2) Korea Disaster Relief Team, Infectious Disease Center

Infectious Disease Center is run by Korea National Research Institute of Health (KNIH). First established in 1945, the KNIH has contributed to both public health and biomedical research in Korea during the past 70 years. With the experience with new infectious diseases such as MERS, KNIH is well-prepared for threats from any emerging infectious diseases. KNIH not only operates Infectious Disease Center but also Korea Disaster Relief Team for disaster response.

(3) Severance Hospital Infectious Disease Unit

Severance Hospital Infectious Disease Unit is the unit in Severance Hospital that controls infectious disease within the hospital.

(4) Seoul Medical Center

Seoul Medical Center has a history of over 30 years. Seoul Medical Center aims to become a public medical institution that meets social and cultural needs of the 21st century urban lifestyle in Seoul. As a leader of public health and welfare sector, the center strives to take public bio-medicine and health care to the next level, an area in which the private sector is struggling, thereby providing more advanced medical services and contributing to the better life of the citizens.

(5) International Vaccine Institute (IVI)

International Vaccine Institute (IVI) is the only international organization in the world exclusively dedicated to discovering, developing and delivering vaccines for global health. Research in IVI covers the entire vaccine spectrum from discovery and preclinical development in our Seoul-based labs to clinical development at field sites in developing countries to generating scientific evidence on the need for vaccination in countries where vaccines are most needed.

(6) Korea Support Center for Foreigners

At this point of time when more foreigners visit Korea for various reasons than before, the importance of foreigners' dignity and welfare has been an important issue of the Korean society. Korea Support Center for Foreigners aims to support foreigners in the areas of labor, health, diseases, etc. to satisfy their living and guarantee basic dignity.

2) Cultural Events

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

(1) Student Festival

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

(2) Graduate School of Public Health Workshop

A 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 University

Yonsei University Graduate School of Public Health 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. Now it has 350 students out of whom 300 students are enrolled for M.P.H. degree and 50 in the Health and Environmental Executive Program. Yonsei University Graduate School of Public Health has 10 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
- Biostatistics
- Health Informatics & Biostatistics
- Occupational Health
- Environmental Health

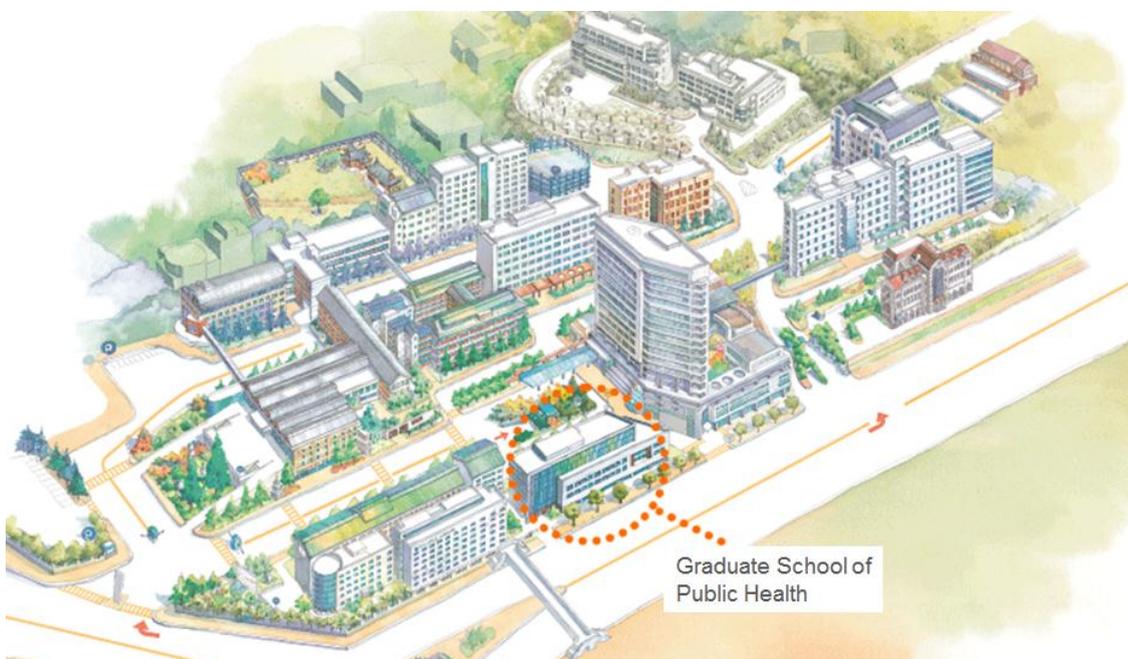
Growth to Globalization

Along with academic achievements over the past 40 years, Yonsei University Graduate School of Public Health continues to keep pace with global public health trends. Yonsei University Graduate School of Public Health has been operating 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 the member universities using the e-learning system at Yonsei University.

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

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



◆ **School Administrations**

Dean
Course Director
Course Administration Staff

Prof. Jaehoon Roh
Prof. Won Seok Sir
Ms. Hwayoung Kim

◆ **Contact**

Ms. Hwayoung Kim
hykim21@yuhs.ac ☎+82-2-2228-1533

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

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, each student may be assigned to a single room during a certain semester or period.

- 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
- Opening hours: 06:00-24:00
- 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 (With Me)**

- Location: B1 floor
- Open 24 hours
- Basic living items are placed in the store.

➤ **Cafeteria**

- Location: B1 floor
- Opening hours
 - Breakfast 07:00 - 09:00 a.m. (Weekends & Holidays: 07:00 a.m. - 14:00 p.m.)
 - Lunch 11:30 a.m. - 14:30 p.m. (Weekends & Holidays: 11:00 a.m. - 14:00 p.m.)
 - Dinner 17:30 - 20:00 p.m. (Weekends & Holidays: 17:30 - 20:30 p.m.)
- * The meal times above is subject to adjustment according to circumstances.
- Menu
 - Breakfast: 1. Morning bread set: 1 bread & milk/juice/coffee (choose 1)
2. Korean-style: Menu changes daily.
 - Lunch/Dinner: Menu changes daily.
- Meal ticket can be bought at the Convenience Store (With Me).
- Price: Breakfast KRW 3,200, Lunch/Dinner KRW 3,900
- *Please check the table below for more detailed price and discount.

Meal Ticket Price (KRW)		Number of meal ticket	1	10	30	60	90	120	150	200
		Discount rate	-	2%	4%	6%	8%	10%	12%	15%
Regular meal	Breakfast	Total Price	3,200	31,360	92,160	180,480	264,960	345,600	422,400	544,000
		Price per meal ticket	3,200	3,136	3,072	3,008	2,944	2,880	2,816	2,720
	Lunch Dinner	Total Price	3,900	38,220	112,320	219,960	322,920	421,200	514,800	663,000
		Price per meal ticket	3,900	3,822	3,744	3,666	3,588	3,510	3,432	3,315
Special meal		Total Price	4,900	48,020	141,120	276,360	405,720	529,200	646,800	833,000
		Price per meal ticket	4,900	4,802	4,704	4,606	4,508	4,410	4,312	4,165

➤ **Housekeeping**

- Residents are responsible for keeping their rooms clean and are expected to clean up after themselves when using public areas, even though housekeeping staff are responsible for cleaning public areas.

➤ **Bed Linen**

- Students are responsible for preparing bed linens.

➤ **Air Conditioning**

- Residents have personal access to air conditioner 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 a 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 at 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 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.

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, 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, Seongsanno 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)**

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.

➤ **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 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 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 Graduate School of Public Health.

4) Medical Facilities in City

Type	Medical Facility	Location	Business Hour	Phone Number
General	Severance Hospital	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
	Seran General Hospital	256, Tongil-ro, Jongno-gu, Seoul (Muak-dong 32-2) [Dongnimmun Station Exit 1 (Line 3)]	Weekdays 9:00-18:00 (Lunch Break 12:30-13:30) Saturday 9:00-12:30	82-2-737-0181
	Dongshin Hospital	272, Yeonhui-ro, Seodaemun-gu, Seoul [Sinchon Station Exit 3 -> Village Bus No. 03]	Weekdays 09:00-17:30 Saturday 09:00-12:30	82-2-396-9161
	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 must return to his / her country immediately.
- Students are expected to fully abide by Kitchen Operation Guideline & Policy Agreement terms and conditions when using kitchen rooms (outside of dormitory).

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 credit.
- 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), Final (last two weeks of semester)
 - 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 classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of 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

V. REQUIRED DOCUMENTS

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

0. Document Checklist	Check all the documents you included in your admission package. (Form 0)	Original copy
1. Application Forms	1-1. KOICA Application Form 1-2. Yonsei Application Form (Form 1) Type in English and Print out, Hand writing is not acceptable.	Original Copy
2. Recommendation Letters (THREE letters)	1) Three recommendation letters from your supervisors from your workplace are required. (Form 2) 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
3. Study Plan	1) Applicants should submit their study plan throughout the course. 2) Type in English and Print out, Hand writing is not acceptable. (Form 3)	Original Copy
4. Release of Information Form	Applicants should sign and submit the release of information form. (Form 4)	Original Copy

5. Degree / Diploma	<ol style="list-style-type: none"> 1) An original copy of bachelor's degree certificate from every institution attended or attending are required. 2) If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred. 3) If you have higher degree level (master's/doctor's degree), please submit for it as well. 	<p style="text-align: center;">Certified original copy</p> <p style="text-align: center;">(Apostille or Consulate Authentication required)</p>
6. Transcripts	<ol style="list-style-type: none"> 1) An original copy of transcript must include a year-by-year record of courses from every institution applicant had attended or are attending. 2) The transcripts should include a statement of personal rank in department, if available. 3) If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available. 4) If you have higher degree level (master's/doctor's degree), please submit for it as well. 	<p style="text-align: center;">Certified original copy</p> <p style="text-align: center;">(Apostille or Consulate Authentication required)</p>
7. English Proficiency Test Reports (EPT) OR Official Letter from the Ministry	<ol style="list-style-type: none"> 1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL PBT 530, IBT 71, TOEIC 750, TEPS 600, IELTS 5.5 or higher. 2) English proficiency tests should have been taken within two years from the deadline of the application. 3) Institutional Testing Program (ITP) is not valid. 4) EPT report submission can be waived only for those who apply from a country where EPT is not available. <u>In this case, applicants are required to submit an 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.</u> 	<p style="text-align: center;">Original Copy</p>
8. Curriculum Vitae	Free style personal résumé	<p style="text-align: center;">Copy</p>

9. Copy of passport (Applicant's)	A copy of passport (Include a copy of the page showing the passport number, date of issue and expiration, photo, and name.)	Copy
10. 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	<p>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)</p> <p>2) The list will be valid only when testimonials or evidences are submitted</p>	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

*** 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. The original copies of Degree certificate and transcripts should be **Apostille/Consulate Authentication**.
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. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. Minjeong LEE**

Training Program Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833
Gyeonggi-do Republic of Korea

· Tel: +82-31-740-0582

· Fax: +82-31-740-0595

· E-mail: nicemj@koica.go.kr

· Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Enkyol KIM**

· Tel: +82-31-8017-2684

· Fax: +82-31-8017-2680

· E-mail: kek0107@global-inepa.org

2) Graduate School of Public Health, Yonsei University

· **Course Administration Staff : Ms. Hwayoung KIM**

· Tel: +82-2-2228-1533

· Fax: +82-2-392-7734

· E-mail: hykim21@yuhs.ac

* The schedule in PI (Program Information) is subject to change according to the KOICA and Graduate School of Public Health, Yonsei University Schedule.