

Program Information

2024

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

August 19, 2024 – December 29, 2025

Seoul & Seongnam, Korea

**KOICA**<sup>cooper</sup>

Korea International Cooperation Agency



연세대학교 보건대학원  
Graduate School of Public Health,  
Yonsei University

***\*We strongly recommend that applicants carefully review and adhere to the instructions provided in the Program Information.***

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## ★ IMPORTANT NOTICE from KOICA

The 2024 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements.

**[This Program Information](#) (hereinafter PI) serves as a guide for the second round, the Institution (University) Selection.**

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information.

For any inquiries, please refer to Section **[VIII.CONTACTS](#)** and contact us accordingly.

<b>① KOICA Round</b> Conducted by KOICA overseas Office (Korean Embassy)	
February 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail)
	Document Screening
	On-site Interview
	First Round Result
<b>② INSTITUTION(University) Round (Only for those who pass the first Round)</b>	
March to June 2024	Submission of Application Package (Via University email /system)
	Document Screening
	Local Health Check-up
	Original Document Submission (Using DHL / to Institution)
	Interview (or/and Exam)
	Second Round Result

**NOTE: Upon successfully passing the second stage of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-stage selection process will be provided exclusively to successful candidates.**

# I . PROGRAM OVERVIEW

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

▣ Duration

- Stay duration: August 19, 2024 - December 29, 2025 (17 months)

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

- Academic duration: September 02, 2024 - February 27, 2026 (18 months)

In accordance with the university regulations, the diploma will be issued in February 2026.

*The schedule is subject to change in accordance with internal circumstance or KOICA's Instruction*

▣ 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

▣ Language: The training is conducted entirely in English, and a high level of English proficiency in reading, writing, speaking, and listening, equivalent to the university-level studies is necessary. (applicants must submit evidence of their English proficiency)

■ **Qualification:** Applicants who meet the qualifications of KOICA and who are mentally and physically fit to complete the program away from home

■ **Accommodations:** Dormitory of Yonsei University

(Chejung House, Yonseiro-50, Seodaemun-gu, Seoul 03722)

- Dorm rooms are designed for two people.
- Each person is provided with a desk, a bed, and a wardrobe.
- 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 5-minute walk from Chejung House).

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Period	Contents / Remarks
Preparatory Session	2024.08.19	Arrival
	2024.08.20-2024.08.22	KOICA Orientation, Medical Check-up
Pre - Course	2024.08.23-2024.09.01	University Orientation, Pre-Course
Fall Semester (1st semester)	2024.09.02-2024.12.20	
Inter-semester break	2024.12.21-2025.01.05	
Winter Semester (2nd semester)	2025.01.06-2025.02.15	
Inter-semester break	2025.02.16-2025.03.03	
Spring Semester (3rd semester)	2025.03.04-2025.06.20	
Inter-semester break	2025.06.21-2025.07.13	
Qualification Exam	2025.07.18	
Summer Semester (4th semester)	2025.07.14-2025.08.08	
Inter-semester break	2025.08.09-2025.08.30	
Fall Semester (5th semester)	2025.09.01-2025.12.19	
Wrap-up Session	2025.10.06-2025.10.17	Preliminary Defense Presentation
	2025.11.17-2025.11.28	Final Defense Presentation
	2025.12.18	Graduation Ceremony
	2025.12.19-2025.12.29	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 (7)	- Introduction to Public Health (2) - Biostatistics (2) - Emerging Infectious Diseases and Covid-19 Pandemic: Epidemiology and Policies (2) - Public Health Practicum I (1)
	Electives (2)	- Health Policy and Health System (1) - Introduction to Global Health Security Agenda (1)
Winter Semester (2nd) (6)	Required (4)	- Epidemiology (2) - Research Methodology (2)
	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)	- Current Health Issues in Developing Countries: Case Studies (2)
Summer Semester (4th) (6)	Required (0)	<b>Qualification Exam (0)</b>
	Electives (6)	- Medical and Humanitarian Emergency (2) - Vaccinology in Global Health (1) - Monitoring & Evaluation of Health Programs (1) - Health Project Development and ODA (1) - Research Paper Writing in English (1)
Fall Semester (5th) (8)	Required (4)	- Thesis Writing II (4)
	Electives (4)	- Vaccine Preventable Diseases (1) - Republic of Korea's MERS, COVID-19 Response (1) - Health Care Law and Ethics (2)

\* 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', 'Research Methodology', 'Thesis Writing I' and 'Thesis Writing II'.

## **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(IVI), Health Insurance Review and Assessment Service(HIRA), Korea Human Resource Development Institute for Health and Welfare(KOHI), 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.



## 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 foundation. As of September 2023, it has 381 students who are enrolled for an M.P.H. degree. Yonsei GSPH has 12 different majors that cover basic courses in public health.

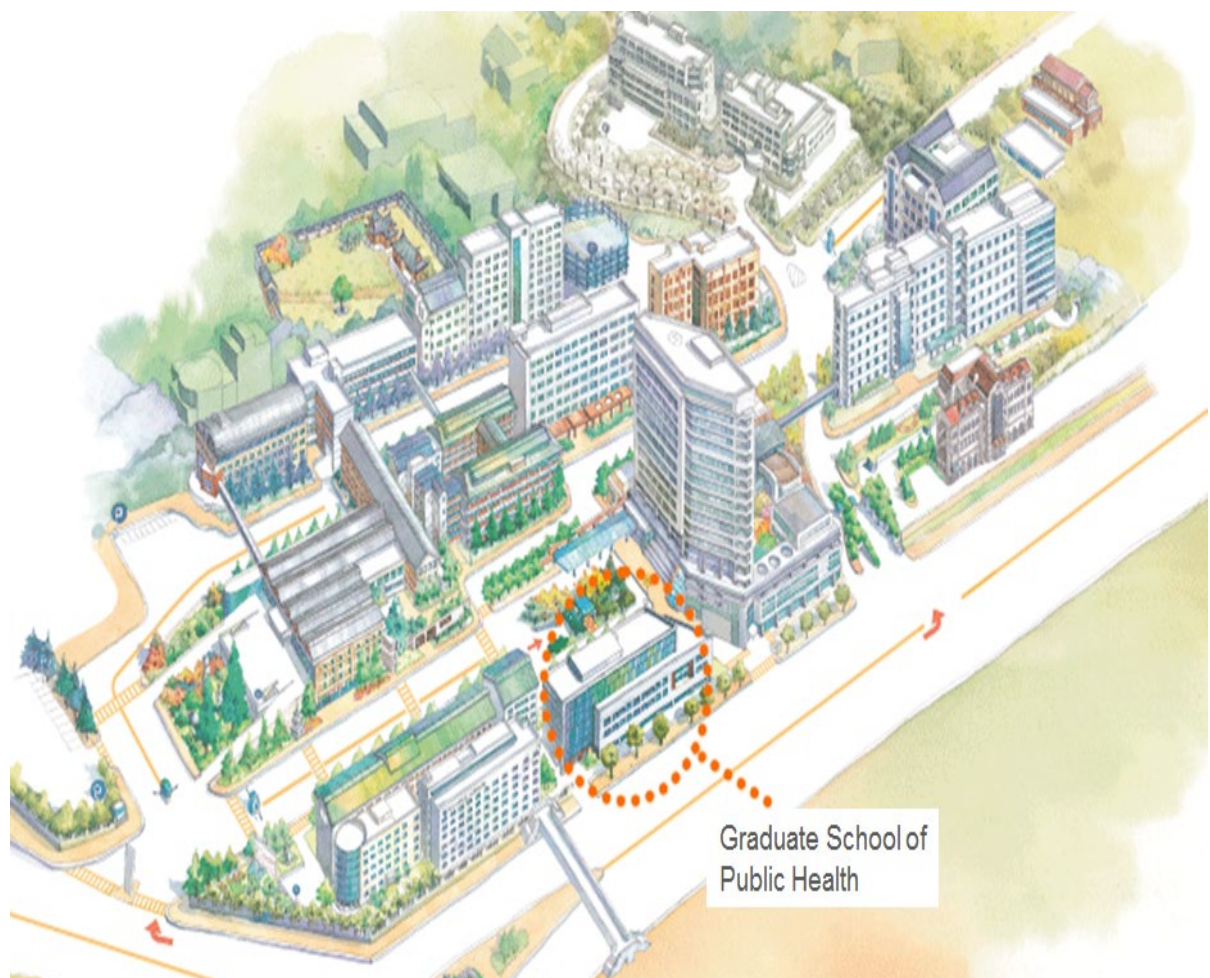


Figure 1. Campus Map of Yonsei GSPH (Seoul Campus)

### **- 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
- Global 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) University Dormitory: 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 University dormitory. Chejung House is located only a few feet away from the main building of Graduate School of Public Health, Yonsei University.



Figure 2. Chejung House (near East Gate)

#### - Living Conditions

- Double occupancy
- The room includes: Bed, Desk, Bookshelf, Closet, Restroom, Shower room, and Refrigerator.
- 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.

\* Kitchen is outside the dorm, in other buildings of the university, SK Global House and Institute of Continuing Education for The Future (ICEF) (5-minute walk from Chejung House)



Figure 2. Student's Room

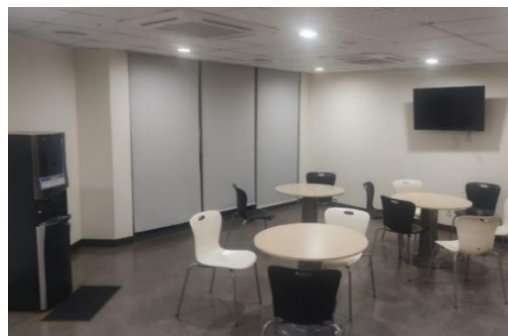
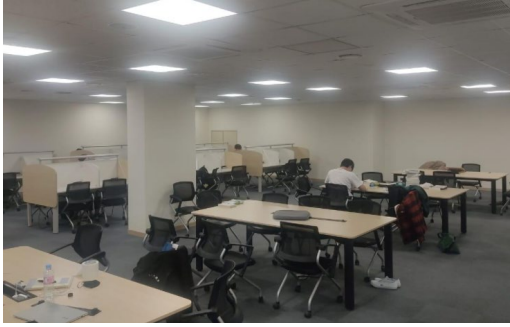


Figure 3. Student Lounge



*Figure 4. Study Room*



*Figure 5. Fitness Center*



*Figure 6. Kitchen in the ICEFF*



*Figure 7. 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 8. Lecture Hall



Figure 9. 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 10. GSPH Library

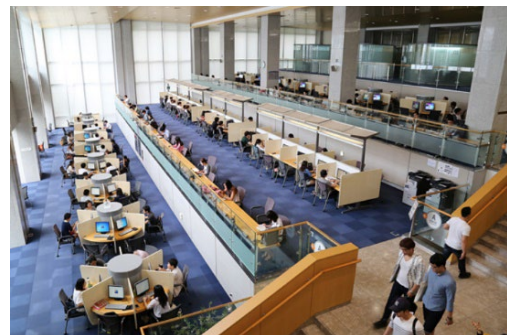


Figure 11. Central Library

### 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 coffee shops all students can use.



Figure 12. Cafeteria (1F, Student Union Building)

Figure 13. 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 14. 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.

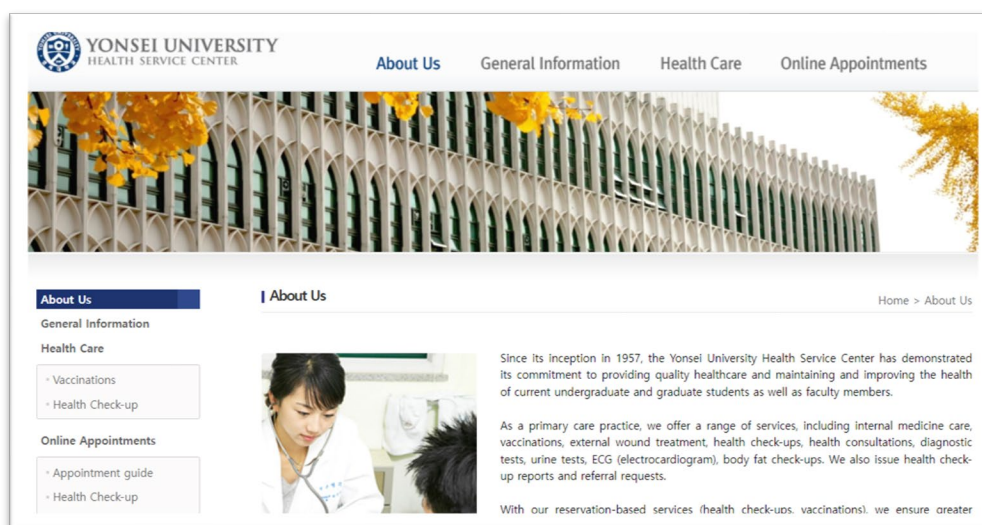


Figure 15. Health Service Center Website

## 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 Nogosandong, 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 Nogosandong, 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 2023, 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 16. 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>

- a. Students must respect each other and communicate and meet only daytime.
- b. Students must respect and try to understand each other's culture, language, and background.
- c. Students must keep their personal space and maintain healthy communication.
- d. 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.

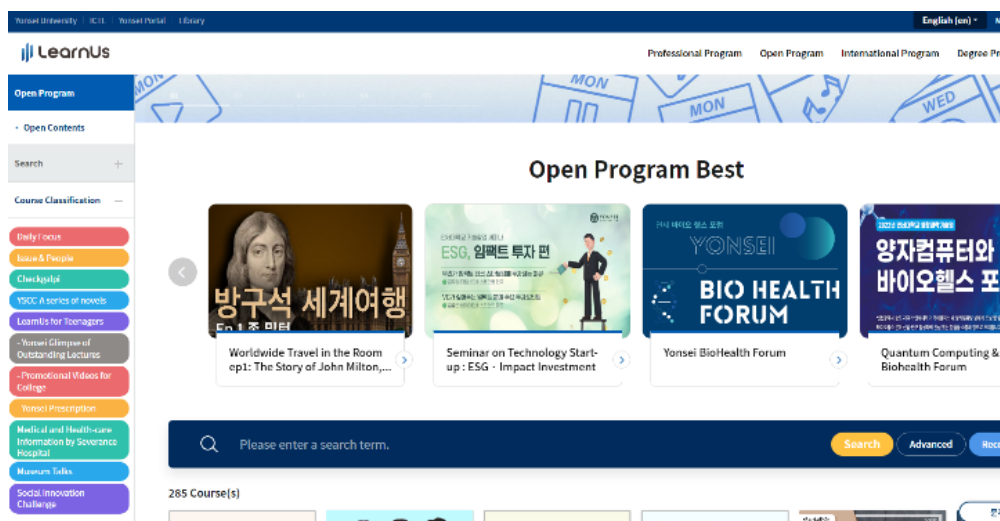


Figure 17. LearnUS Website



Figure 18. LearnUS Building

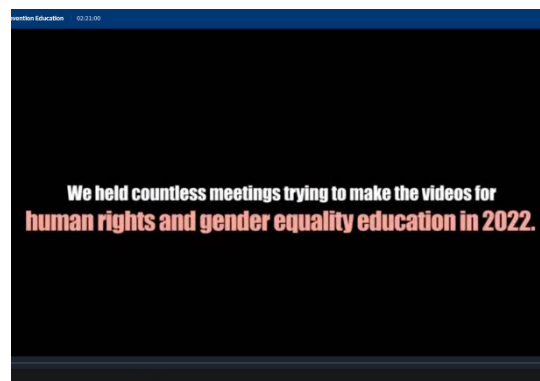


Figure 19. Violence Prevention Education Video

➤ 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, Graduate 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".

## 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-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 the death of an 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 designated accommodation, while they are enrolled in the program.
- 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: Even though dorm will be open until 2:00 am, students are strongly encouraged to return to their dorm by 10 p.m. for safety reasons.

- 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 with COVID self-test kit (within 24 hours)
4. Entry Confirmation (Received when entering Korea)

\*There might be some additional document required by university.

#### ➤ 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, in case when the officials ask them to show the entrance card.
3. Residents should pay certain fees 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 dormitory 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.

## V. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to pandemic 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.
2. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
3. **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)
4. KOICA SP participants are expected to adhere to the guidelines outlined in the KOICA CIAT Fellows' Guidebook and the internal rules and regulations of the university. Failure to comply with these requirements may lead to forfeiture of one's status as KOICA scholarship program participant and university student.



## VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

■ This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office(Korean Embassy)

### ■ Application Method

- The designated university personnel will send an email to each successful applicant, providing the necessary documents for university enrollment and offering guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)
- All applicants MUST submit their documents to University through an official application system:  
**YONSEI GSPH Admission System(Online) 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 Control of Infectious Disease Program Official Email: [gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)
- \*\*\*If an applicant has inevitable reasons, the applicant may submit the documents via official email.
- **When you have completed the submission, please send an email to the university([gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)) to inform that your registration is completed.**
- All applicants are required to submit authenticated official graduation certificates and transcripts. These documents must be certified by the Korean Embassy or Consulate. This is a prerequisite before the University can issue the Certificate of Admission.

Admission Steps	Contents	Period
Step 1	Online Application (YONSEI GSPH Admission System)	March
Step 2	Document Screening	April
Step 3	Medical Check-up (Local)	April
Step 4	Original Document Submission (Using DHL / to University)	March to April
Step 5	Interview	April to May
Step 6	Admission Notification	May
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August

\*The above schedule is subject to change.

#### 1) Step 1: University Documents Submission:

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated online system.
- Details about all the required documents can be found on page 26-30.

2) Step 2: Document Screening (Yonsei University)

- Documents of the applicants who have been nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. All factors will be carefully considered including the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience, etc.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the “Step 2: Document Screening(Yonsei University)” must submit the medical examination result by the designated date.

4) Step 4: Original Document Submission:

- Applicants are respectfully requested to submit original documents to the university. The university will provide precise information concerning the requisite documents in their original version, along with the stipulated period for document submission. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only by KOICA. For details information of sending original document, please refer to Section [VII. HOW TO SEND ORIGINAL DOCUMENT](#)

5) Step 5: Interview (Essay Test included)

- Applicants who successfully passed the “Step 2: Document Screening(Yonsei University)” will have an online interview and essay test.
- Further guidance will be given by the university via email.

6) Step 6: Admission Notification

- Admission result will be notified to the regional KOICA overseas offices or Korean embassy.
- Further information on necessary steps will be provided individually to the successful applicants.

▣ **Required documents**

**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>)

※ **Original copies of some required documents should be submitted to the university. Please read the information below very carefully.**

**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 reasons.

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

- Applicants should submit their study plans for the course.
- Applicants must type in English and handwriting is not acceptable.

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

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

### **5) Job Description (FORM 5)**

- Applicants should describe their job and main duties.
- Applicants shall write down the setback or challenges that the organization is facing and elaborate on their plan to contribute to their organization.
- Applicants must fill out the form in English, and handwriting is not acceptable.

### **6) 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.

\***Applicants from Chinese Universities** must provide English report of 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>)

- 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. For details information of sending original document, please refer to Section III. HOW*

#### **TO SEND ORIGINAL DOCUMENT.**

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

### **7) 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. \*

\***Applicants from Chinese Universities** must provide English report of 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>)

- 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.

*\* ORIGINAL DOCUMENT with Apostille/ Consular Verification MUST be submitted to the University. For details information of sending original document, please refer to Section III. HOW*

**TO SEND ORIGINAL DOCUMENT.**

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

**8) 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)

*\* Scores from these tests are valid for two years from the date of its official issuance.*

b) Documents proving your English proficiency are 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".

**9) Curriculum Vitae** (Free style personal resume)

**10) A Copy of the Applicant's Passport**

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

*\* Please check the expiration date*

**11) 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)

**12) 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.*

**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.

**■ Optional documents**

While not required, applicants may submit some optional documents. These documents, though optional, can be considered during the document screening process.

**1) List of Honors and Awards**

- If there are any honors, awards, fellowships, or any academic certificates and test reports during university please list them in the 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 understand better for evaluation.

**Important Notes:**

Document authentication for an official degree certificate and official transcript can be done in one of the following ways.

Applicants from Apostille Countries*	Applicants from Other Countries
1. Apostilled by government authorities; typically by the Department of External Relations or Foreign Affairs	1. Certified by the Embassy or Consulate of the Republic of Korea with a seal or stamp
2. Certified by the Embassy or Consulate of the Republic of Korea with a seal or stamp	

\* Apostilled Countries

※ As of March, 2023

Region	Countries
Asia and Oceania (22)	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, part of China** (Macau and Hong Kong), the Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, and Korea
Africa (13)	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Swaziland, Cape Verde, Burundi, and Tunisia
Europe (52)	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, Great Britain, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland, and Hungary
America (32)	United States (Guam, including Mauri Islands, Saipan, Puerto Rico), Guyana, Guatemala, Granada, Nicaragua, the Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Jamaica, and Paraguay
Middle East (5)	Morocco, Bahrain, Saudi Arabia, Oman, and Israel

▣ Important Notice

- 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, 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.  
  
\* Applicants from Chinese Universities must provide English report of your degree and transcript from 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>) and other required documents should be authenticated by the Korean Embassy.
- 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.
  - Enter your accurate home address, home phone number, mobile phone number, and email address that can be contacted at any time during the screening period.
- 7) Please prepare a picture of a half-sized panel (3x4cm, upper-body without a hat) taken in color within the last 3 months in advance to the application.

**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.**

## VII. HOW TO SEND ORIGINAL DOCUMENT

▣ **This page is reserved for applicants designated by the institution, who are required to submit original documents for processing.** The institution will correspond via email with applicants obligated to submit original documents, furnishing comprehensive details regarding the specific documents required, along with the stipulated deadline for submission. Applicants are required to adhere to the following procedures for dispatching documents via DHL. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only. In step 5 and 6, please consult the attached document on the CIAT website for the DHL call center phone number.

Step 1	Step 2	Step 3
		
<p>KOICA will dispatch a KOICA Document envelope and a return invoice to your address. Kindly provide your home address for completion.</p>	<p>Upon receiving the item, please examine the return airway bill and the enclosed invoice.</p>	<p>Kindly place the original documents inside the envelop you have received.</p>
Step 4	Step 5	
		
<p>Please request a pickup. You can verify the details in step 5. Please choose between a visit reservation and telephone reservation.</p>	<p style="text-align: center;">Visit reservation Visit nearest DHL service center *Kindly check the attached file (DHL Call Canter)</p>	<p style="text-align: center;">Telephone reservation *Kindly check the attached file (DHL Call Canter)</p>
Q & A		
	<p style="text-align: center;">Should you have any inquiries, please utilize the DHL call center *Attached file (DHL Call center phone number) is available on the CIAT website)</p>	

## VIII. CONTACTS

### 1. UNIVERSITY

#### ▣ Graduate School of Public Health, Yonsei University

· Program Coordinator: Ms. MK Park

· Address: Room 307, Global Program Office, Administration Building, 50-1 Yonsei-ro, Seoul, 03722, Republic of Korea

· Tel: +82-2-2228-1503

· Yonsei GSPH Official e-mail: [gsph.yonsei@gmail.com](mailto:gsph.yonsei@gmail.com)

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

### 2. KOICA & KOWORKS

#### ▣ General inquiries regarding application process

· E-mail: [koica.sp@koworks.org](mailto:koica.sp@koworks.org)

· Homepage: <http://www.koica.go.kr/sites/ciat/index.do>