

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

August 10, 2020 – January 9, 2022
Seoul & Seongnam, Republic of Korea

KOICA^{kor}

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

▣ **Duration**

- **Stay duration: August 10, 2020 – January 9, 2022 (17 months)**

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

- **Academic duration: September 1, 2020 – February 28, 2022 (18 months)**

In accordance to the university regulations, the diploma will be issued in February 2022.

▣ **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. This year's program is the first program that focuses on the national level of healthcare system. Participants will be able to learn relevant skills and knowledge needed for effective management and policy decisions in a national level.

▣ **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 helping set up and implement best 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 overall healthcare management and policy making procedures and even 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 (National level preferred)**

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

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

▣ **Accommodations: 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 the dormitory (10-minute walk).

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2020.08.10.	Arrival
	2020.08.11.-08.12.	KOICA Orientation & Medical Check-up
Pre - Course	2020.08.13.-08.31.	Yonsei Univ. Orientation & Korean Language Class
2020-2(Fall) Semester (1st semester)	2020.09.01.-12.18.	16 weeks
Winter Break	2020.12.19.-2021.01.24.	5 weeks
2020-4(Winter) Semester (2nd semester)	2021.01.25.-02.26.	5 weeks
2021-1(Spring) Semester (3rd semester)	2021.03.02.-06.18.	16 weeks
2021-3(Summer) Semester (4th semester)	2021.06.19.-07.23.	5 weeks
Summer Break	2021.07.24.-08.31.	5 weeks
2021-2(Fall) Semester (5th semester)	2021.09.01.-12.17.	16 weeks
Wrap-up Session	2022.01.05.	Commencement Ceremony
	2022.01.09.	Departure
	2022.02.28.	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 credits required to complete the Master's program: 32 credits

Unit: credit

Type	Type	Course Title
Pre-Course (0)	Required (0)	Korean Language Class
2020-2(Fall) Semester (1 st semester) (9)	Required (8)	Introduction of Public Health (2), Biostatistics (2), Health Policy and Health System (2), Health Economics (2)
	Elective (1)	Current Health Issues in Developing Countries (1) or Introduction of GHSA (1)
2020-4(Winter) Semester (2 nd semester) (7)	Required (6)	Epidemiology (2), Research Methodology (2), Health financing and UHC(2)
	Elective (1)	Understanding of ODA (1) or Monitoring and Evaluation (1)
2021-1(Spring) Semester (3 rd semester) (9)	Required (8)	Thesis I-1 (1), Evidence-based Health Policy (2), Reforming Health System (2), Healthcare Accounting and Finance (2), Health Policy Practice (1)
	Elective (1)	Reproductive, MNCA Health (1) or Health Communication (1)
2021-3(Summer) Semester (4 th semester) (6)	Required (5)	Thesis I-2 (1), Policy Modeling (2), Health Policy Practice (2)
	Elective (1)	International Disaster Management (1) or Global Health Seminar (1)
2021-2(Fall) Semester (5 th semester) (7)	Required (6)	Thesis II (4), Health Policy and Financing Seminar (2),
	Elective (1)	Vaccine Preventable Disease Management (1) or Cross-cutting issues in Global Health (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 as mandatory: '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. 2021	Submit a proposal
Sept. 2021 ~ Oct. 2021	Conduct research and collect data by using Yonsei University Library and journal website
Oct. 2021	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. 2021	Should be in the final stage of the project under the guidance of the academic advisor and research advisor.
Dec. 2021	Project presentation and submit a final paper

4) Collaboration with Relevant 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) Institute for Global Engagement & Empowerment at Yonsei University

The Institute for Global Engagement & Empowerment (IGEE) was established in 2017 to contribute to implementing 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

Asian Institute for Bioethics and Health Law, Yonsei University is an academic institute which was formed as a result of strategic and reasonable policy-making in Korea and studies the emerging issues in bioethics and health law.

The Institute conducts research 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. The two main objectives of the Institution is to build 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, and as well as contributing to better health for all at an international level.

3) WHO Collaborating Center for Health Systems Research

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

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
- Study on international health policy, community/local health plans, and medical insurance system
- Research activities for improving the quality of medical services, strengthening evidence-based policies, and developing educational programs to maximize the efficiency and equity of healthcare system

4) Korea Institute for Health and Social Affairs

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. It provides 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 goal to provide objective and quality information on medical devices, medicines, and health technology thereby improving national health and enhancing the sustainability of health system. The agency has conducted Health Technology Assessment research and provided scientific evidence for formulating healthcare policy. NECA also strengthened its role in supporting national healthcare policy decision-makings and both stabilized and streamlined New Health Technology

Assessment policy in cooperation with the related institutions. Also, NECA has been supporting the development of public clinical research as the leading organization that implements 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 (KOHl)

KOHl provides education and trainings on public welfare, public health, social welfare, etc. for the 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, it listens 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 life of the people by operating the national health insurance that protects population from the risk of disease and the long-term care insurance that guarantees a comfortable life for the senior citizens.

9) Korea Health Industry Development Institute (KHIDI)

KHIDI established in 1999 is a leading healthcare institute of Korea significantly contributing to medical services, pharmaceuticals, medical devices, beauty service & 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 strengthen the competitiveness of the national health industry in this global era.

10) National Cancer Center

National Cancer Center is playing an essential role as the national headquarters in the fight against cancer by conducting world-class research, providing medical care, 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 healthcare system and operating healthcare policies, as well as to acquire practical skills. Site visit places will take place in above mentioned collaboration institutions.

2) Cultural Events

Graduate School of Public Health, Yonsei University offers various cultural events as follows;

(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

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. 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. GSPH has 9 different majors that cover basic courses of public health.

Majors

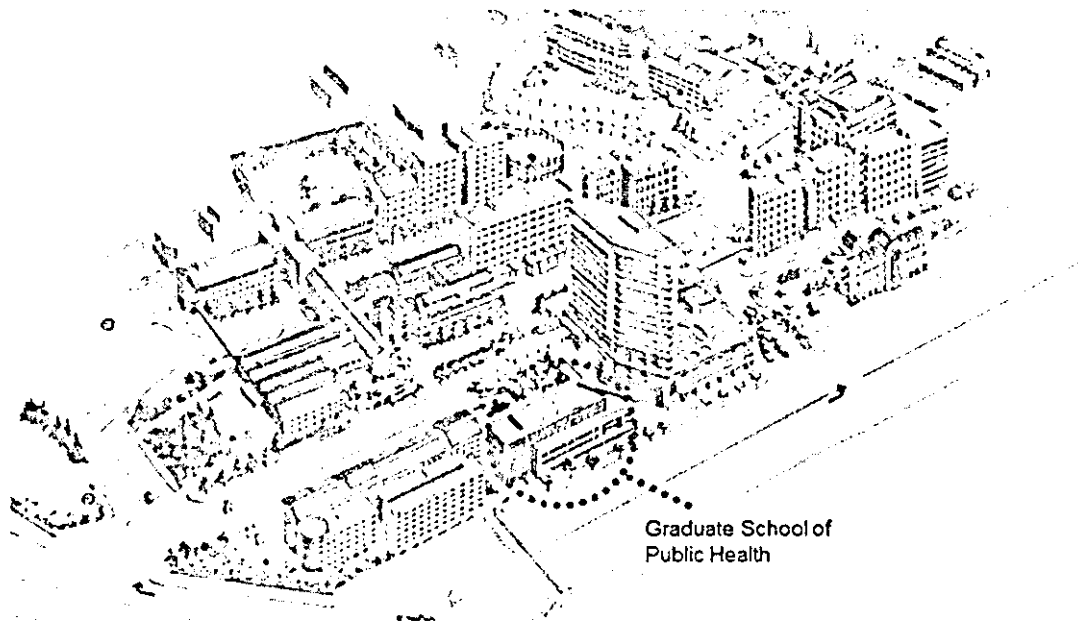
- Hospital Management
- Health Policy & Management
- Global Health
- Public Health Law & Ethics
- Epidemiology
- Health Promotion & Education
- Health Informatics & Biostatistics
- Occupational Health
- Environmental Health

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 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, 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 the domestic and overseas activities, GSPH strives to serve best public health courses.

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



◆ School Administrations

Dean
Program Coordinator

Prof. Jong-Uk Won
Ms. Hwayoung Kim

◆ Contact

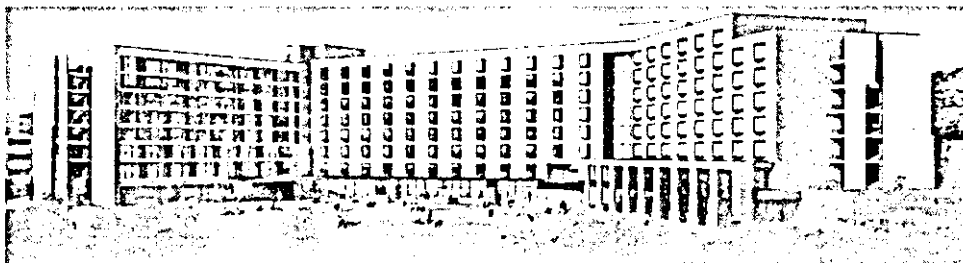
Ms. Hwayoung Kim
hykim21@yuhs.ac ☎+82-2-2228-1533

2) Homepage: www.yonsei.ac.kr

<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 tickets	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.

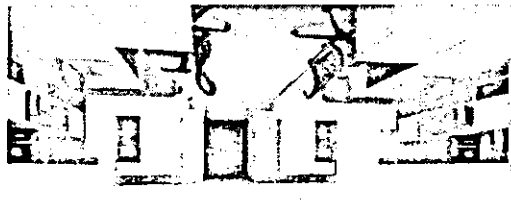

➤ **Air Conditioning**

- 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.

<p style="text-align: center;">Room View</p> 	<p style="text-align: center;">Room Facilities</p> 
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- 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 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	
5~6 F	Major offices
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 308, Faculty Offices 324~330, Library 304, Lecture Room 315,316,319,331,336,337, Executive Program Lecture Room, Student Council Room, Institute for Health Promotion), Institute of Health Services Research
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

➤ **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.

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 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.

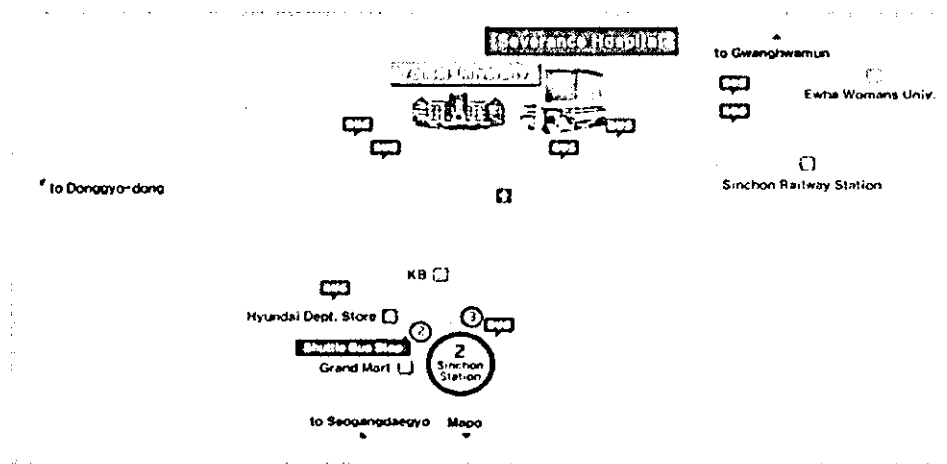
3) Medical Facilities in City

- Foreign Language Helpline: 120 Dasan Seoul Call Center (Weekdays 09:00-18:00)

Type	Medical Facility	Location	Business Hours	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 (Emergency Center : 24 hours daily)	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

4) 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.

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

Students are expected to attend all of the classes they have 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 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 the kitchen (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)
- 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 a 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.

1. Document Checklist Form	Check all the documents you 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, Handwriting is not acceptable.	Original copy
3. Recommendation Letter Form (two or three letters)	1) Two or three recommendation letters from your supervisors from 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 throughout 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) 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 it as well.	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 higher degree level (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 your 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>Copy</p>
11. Employment Certificate	<p>An official document proving your work experiences which should include the duration of employment, position, and job description on the certificate or letter.</p>	<p>Original copy</p>

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

*** 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. Minji KIM**
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*The schedule in PI (Program Information) can be changeable according to the KOICA and the Graduate School of Public Health, Yonsei University's schedule.