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## 1. Tuition Payment

※ All business related to tuition payment (Internet banking, installment payments, invoice, confirmation of payment) can be made through the Yonsei Portal Service (<http://portal.yonsei.ac.kr>).

### A. Tuition Payment Schedule

– Tuition Payment period will be announced at the graduate school notice (1st semester/mid February, 2nd semester/mid August)

### B. Payment Methods

Bank	Woori Bank	Other banks
Payment method	– Transfer fees to individually designated accounts (Internet banking, phone banking, account transfers, or payment at window) – Payment with Woori Bank credit card	Transfer fees to individually designated accounts (Internet banking, phone banking, account transfers, or payment at window)

※ The Internet bank account number is listed at the tuition invoice. The account number issued upon admission shall be continue to be used until graduation, The Internet bank account is used exclusively for tuition payment.

### C. Tuition Guidelines for Students in "Research Year Registration" (masters/doctoral– 5 or more semesters, joint– 7 or more semesters)

When applying for additional credits (including auditing and withdrawals) as registered researcher, tuition will be charged for the number of credits. Registration can be made after confirming course registration and printing tuition invoice during the late registration period.

Tuition fee: 1 to 3 credits : 1/3 of tuition

4 to 6 credits : 2/3 of tuition

7 or more credits : All tuition

\* Registered researcher registering for Directed Research 1,2 only pays 12% of all tuition.

### D. Installment Payment

1) Eligible Students : Current Students (Newly enrolled students or students in extended and research registration are not qualified.)

2) Application Period : Late Dec. to early Feb., late June to early Aug.

3) Procedure : Portal system (<http://portal.yonsei.ac.kr>) → Installment Application

4) Installment plans (2 or 4 payments) : Check for graduate school notice during registration

### E. Refund Policy

1) Newly admitted graduate students withdrawing before the beginning of semester may apply for tuition refund.

Complete the "tuition refund form" before the beginning of semester (Mar. 1<sup>st</sup> / Sep. 1<sup>st</sup>) and confirm with the Dean of Research and Graduate School Affairs to cancel the admission and receive all prepaid tuition.

2) Tuition refund due to withdrawal

a) Students withdrawing during a leave of absence may receive refund corresponding to the date of

leave of absence.

b) Students withdrawing during attendance may receive refund corresponding to the number of days elapsed from start of semester.

c) Questions regarding tuition refund should be made to Graduate School Office (Sinchon)– 02–2123–3229

☞ The refund amount shall be in accord with Graduate School Regulation Article 10 "Tuition refund"

Within 14 days from start of semester : Full refund

15 ~ 30 days from start of semester : 5/6 refund

31 ~ 60 days from start of semester : 2/3 refund

61 ~ 90 days from start of semester : 1/2 refund

Over 91 days from start of semester : No refund available

※ Tuition refund account : All financial transactions, including tuition refund and scholarship award, is made through the student's bank account registered at the Yonsei Portal Service. The students must register their bank account at the Yonsei Portal Service when completing tuition refund form.

※ Bank Account Number Registration: Go to the Portal Site → Academic Information System → Academic Management System → Registration → Print/Registration → Account Number Registration → Click on the blue icon in the bottom right → In the pop-up window, select bank name and type in bank account number → Save

## 2. Leave of Absence

A. Application period : Check the graduate school notice (1st semester– Early February, 2nd semester– Early August)

※ In case of students on leave of absence, the tuition will be refunded to the bank account registered at the Yonsei Portal Service within 2 weeks since the leave of absence is approved.

※ Scholarship recipients shall return the received financial support.

※ Before applying for the leave of absence, students shall report their results of qualifying exam and language test to each department they belong.

(Students in the leave of absence are not eligible to report the results of qualifying exam, which shall be reported by the semester before submitting thesis proposal.)

### B. Types of Leave of Absence

#### 1) General leave of absence

a) Students are not limited to number of times applying for leave of absence. However, the total leave of absence period shall not surpass 2 years for master's students and 3 years for doctoral/joint students. The minimum period to take leave of absence is one semester.

b) If students do not apply for reinstatement, the leave of absence period will be automatically extended.

c) The number of terms of leave is excluded from the maximum number of enrollment terms, with the exception of leaves due to military enlistment and health or childbirth reasons (with proof).

d) Freshman and readmitted students are not allowed to take leave of absence in their first semesters. However, one can apply for leave of absence in the case of the military service or sickness (a medical certificate must be submitted).

e) International students must return to their home countries during the leave of absence period.

※ International students with Alien Registration Card must have re-entry permit to return to Korea. (Except for the people who have valid multiple re-entry permit or valid multiple visa)

## 2) Maternity leave of absence

a) Students can apply for maternity leave for birth-giving or child care for children under the age of 8.

b) Maternity leaves are considered as additional to the general leave of absence.

c) After one year of maternity leave, the student must either apply for general leave of absence or apply for reinstatement.

d) Students who wish to file a maternity leave must submit a request form or upload documentary evidence (pregnancy confirmation document or Family relation Certificate) as applicable on the Yonsei Portal Service.

## C. Procedure

Apply for leave of absence at <http://portal.yonsei.ac.kr> (Students must notify the Department of Research and Graduate School Affairs after applying for leave of absence.)

↓

Approval by the Department

↓

Approval by the Graduate School

↓

Confirm the change of your status in the portal site (<http://portal.yonsei.ac.kr>)

## 3. Reinstatement Procedure

A. Application period : Check for graduate school notice (1st semester– Early February, 2nd semester– Early August)

(Note) The reinstatement is not allowed outside of the application period.

The reinstatement is granted only at the date of approval: returning students must be aware of the application period and the admission date.

## B. Procedure

Apply for reinstatement at <http://portal.yonsei.ac.kr> (Students must notify the Department of Research and Graduate School Affairs after applying for reinstatement.)

↓

Approval from the Department

↓

Approval by the Graduate School

↓

Confirm the change of your status in the portal site (<http://portal.yonsei.ac.kr>)

↓

Enroll in courses and register

※ After military service, students must submit a copy of the certificate of discharge to the Graduate school office.

※ Important remarks for international students :

At the time of applying for reinstatement, international students must submit a copy of their passport to the Department of Research and Graduate School Affairs. After the reinstatement, students must submit copies of their visa and Alien registration card upon return to school. The above documents can be submitted in person or sent to the following email: [yunjlee@yonsei.ac.kr](mailto:yunjlee@yonsei.ac.kr)

## 4. Withdrawal · Expulsion · Readmission

### 4. 1 Withdrawal

#### A. Definition

Withdrawal is a student's act of giving up in the middle of studies because of personal and/or academic reasons.

※ Registered students who want to withdraw must submit a tuition refund form along with a withdrawal form.

#### B. Procedure

Complete Withdrawal Form and, if applicable, a tuition refund form

↓

Submit to the Department of Research and Graduate School Affairs

↓

Seek approval from the Graduate School

↓

Wait for the notice of confirmation from relevant offices

Obtain the form through the Department of Research and Graduate School Affairs

Obtain signatures from both the advisory professor and the head professor. form must also be approved by the Medical Library at Wonju College of Medicine

The withdrawing student is entitled to a tuition refund according to the date of withdrawal

### 4. 2 Expulsion

#### A. Classification

1) Expulsion due to unregistered student status

- a) Failure to register during the designated period shall result in expulsion due to unregistered student status.
- Students in this case may be readmitted once.
- 2) Expulsion due to expiration of leave of absence period.
  - a) Failure to return to school after one's leave of absence period has expired shall result in expulsion.
  - b) Leave of absence period for normal leave: Master student – 2 years(4 semesters), Doctoral student / Joint student – 3years. (6 semesters)
  - Students in this case may be readmitted once.
- 3) Expulsion due to expiration of thesis submission period
  - a) Failure to submit one's thesis during the thesis submission period shall result in expulsion.
  - b) Students in this case shall not be readmitted.
  - c) Expiration periods of thesis submission according to degree programs
    - Master's program : 4 years; Doctoral program : 7 years; Joint program : 8 years
  - d) The periods above do not include the maximum number of leave of absence periods refer to the Leave of Absence guidelines mentioned above and the expulsion period.
  - e) Students with legitimate reason may extend up to two years of thesis submission period when approved by the Dean of the Graduate School.
- Students cannot take leave of absence during the extension period.
- 4) Expulsion due to disciplinary measures
  - a) Violating the student code of conduct shall result in expulsion due to disciplinary measures.
  - b) Students in this case shall not be readmitted.
- 5) Expulsion due to poor academic performance
  - Students with a cumulative GPA below 2.0 will receive a warning. One who receives two warnings will automatically be expelled due to poor academic performance.
  - Students in this case may be readmitted once.
- ※ There is no tuition fund for those who are expelled for above causes.

#### 4. 3 Readmission

##### A. Application Period

Students must apply for readmission before the end of the 2nd reinstatement application period. Application form shall be submitted to the Department of Research and Graduate School Affairs.

\*Check Graduate School Notice for exact dates: 1st semester– Early February, 2nd semester– Early August).

##### B. Eligible Students

- 1) Students who have been accepted for admission but not registered, who has been expelled due to poor academic performance, or whose leave of absence period has been terminated can be

readmitted only once

- 2) Students who have been expelled due to the expiration of thesis submission period or disciplinary measures are not eligible for readmission

#### C. Procedure

- 1) All students eligible for readmission should submit the following documents to their departments: a readmission form, a statement of reason, a transcript, and approval from the advisory professor.
- 2) Readmission will be finalized after receiving approval from the Dean of the Graduate School.
- 3) Students qualified for readmission will be required to enroll during the regular enrollment period and add/drop period. In addition, readmitted students must register during the registration and/or additional registration period.

### 5. Curriculums · Course Registration · GPA

#### 5. 1 Courses

##### 5. 1. 1 Academic Credits– Graduate School

#### A. Required Credits for Degree Program Completion

- 1) A minimum of 30 credits is required to complete a master's degree program.
- 2) A minimum of 30 credits is required to complete a doctoral degree program.
- 3) A minimum of 54 credits is required to complete joint degree program. Students completing the masters portion of the joint degree (a minimum of 30 credits is required if the student wishes to discontinue his/her joint degree program and obtains only the master's degree.)

#### B. Semester Credit Requirements

- 1) Students may register maximum of 12 credits per semester.
- 2) The student must be registered in at least 1 course per semester.

#### C. Grading System

Grade	Grade point	Description
A+	4.3	Excellent
A	4.0	
A–	3.7	
B+	3.3	Good
B	3.0	
B–	2.7	
C+	2.3	Fair
C	2.0	
C–	1.7	
F	0	Failure
W	0	Withdrawn
P, NP	0	Audit/Research

#### D. Credit Acknowledgement

- 1) At least 2/3 of attendance is mandatory for any credit acknowledgment.
- 2) A grade of C- (1.7) or above is required to be credited towards the total number of course credits necessary for a program completion.
- 3) A cumulative GPA of 3.0 (B0) or above is required for a program completion.
- 4) Students with a cumulative GPA below 2.0 will receive a warning. One who receives two warnings will automatically be dismissed due to poor academic performance.

#### F. Course retake

- 1) Course retake is permitted once for each course taken if the student wishes to obtain a higher grade or if the student has received an "F" for a certain course.
- 2) The initial grade is replaced by the new grade and deleted from the official transcript. If the new grade is lower than the initial grade, the new grade is eliminated.
- 3) Retaken grades are noted as "R"(Repeat) on the transcript.

#### G. Course Withdrawal

- 1) When completing an enrolled course is considered impossible, students may withdraw the course during a designated period, which is usually 5 weeks into from the beginning of the semester. For any withdrawals, students must get approvals from the course instructor, the advisory professor and the Associate Dean of the Graduate School.
- 2) Students must be enrolled in at least one course after the course withdrawal.
- 3) Students cannot enroll in another course to replace the withdrawn course.
- 4) Withdrawn courses are excluded from GPA calculation. However, a "W" for the withdrawal will be reflected in the transcript.
- 5) Even if the student retakes the withdrawn course, "W"(withdrawal) will still be reflected in his or her transcript.

#### 5. 1. 2 Undergraduate Supplementary Course

For students with a different undergraduate major, the number of required supplementary courses varies by departments. The total unit of supplementary courses taken may not exceed 12 credits. These credits are not counted towards the required credits for completing degree program.

#### 5. 2 Transfer/Exchange Credit Recognition

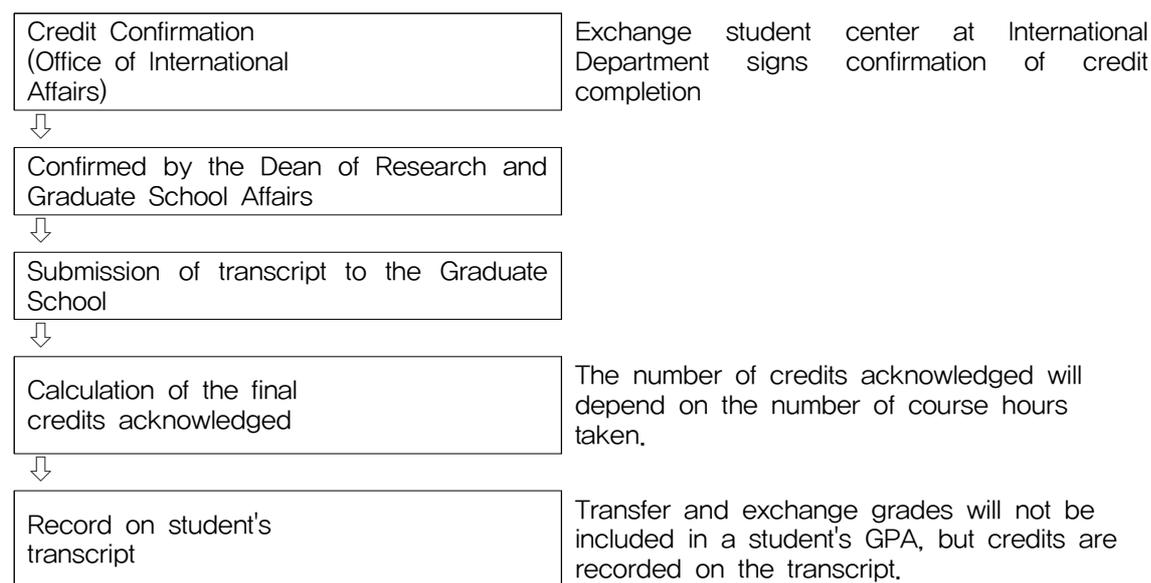
##### A. Pre-entry Credit Transfer

A maximum of fifty percent of the credits received from another graduate school (either domestic or overseas) before entering the Yonsei Graduate School may be acknowledged for program completion.

## B. Credit Transfer with Partner Universities

Credits received at another graduate school (which must be in the exchange program agreement with Yonsei Graduate School) during enrollment at Yonsei may be acknowledged. The total number of units acknowledged cannot exceed half the number of required credits for a program completion.

## C. Procedure for Overseas Exchange Program Credit Recognition



## 5. 3 Course Registration

### A. Course Registration period : Check graduate school notice

Enrollment period	Course confirmation and alteration	Course withdrawal
1st semester/Mid-February 2nd semester/Mid-August	1st semester/Early March 2nd semester/Early September	1st semester/Mid-March 2nd semester/Mid-September

### B. Course Registration Decision

- 1) Prior discussion with "chairman of department" or "advisory professors" is required for the decision of all coursework.
- 2) Students of General Graduate School may earn academic credits by taking courses offered by other (special) graduate schools within Yonsei University (Examples: Theology, International Studies, Informations, Communications, Social Welfare, Business, Law). Credits attained by students taking classes offered by domestic or international graduate schools participating in credit exchange program will also be recognized.
- 3) The maximum exchange credits that can be earned from other (special) graduate schools in Yonsei University will be 6 credits per semester and 15 credits per degree program. Credits from different university will be recognized based on the credit exchange agreement between Yonsei University and the participating universities.

### C. Course registration procedure

Open Courses Finalized		Reflect courses for the semester by department in Yonsei portal site ( <a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a> )
↓		
Course Registration Notice		Please check the notice board (News & Notice) on the website of Graduate School.
↓		
Course Registration		1. Go to <a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a> . 2. Log in and click on desired course(s) *ID: Student ID No. *P/W: Birth Date (YYMMDD) for international students
↓		
Course Add & Drop Period		
↓		
Final Course Attendance List	mid March & mid Sept.	
↓		
Withdrawal	Early April & Early October.	Submitting a Course Withdrawal Form to the Department of Research and Graduate School Affairs. Form must be signed by the Dean of Research and Graduate School Affairs.

#### D. Course Registration for Domestic Exchange Universities

University	Registration Method	Period
Ewha, Sogang	Yonsei Portal System	Add/Drop
Seoul National Univ., Korea Univ., Korea National Defense Univ., Sungkyunkwan Univ., KAIST, UST	Refer to the notice on the webpage ( <a href="http://graduate.yonsei.ac.kr">http://graduate.yonsei.ac.kr</a> )	early Jan ~ mid Feb early July ~ mid Aug

#### 5. 4 Course Evaluation

A. Period : Refer to graduate school notice

B. Courses Excluded from Course Evaluation

- 1) Any courses attended by less than 10 students and taught by a full-time instructor
  - a) All courses taught by part-time instructors are evaluated.
  - b) Courses taken by a minimum of 5 students are evaluated in these departments : Department of Medicine, Department of Medicine (Wonju) and Department of Nursing (Wonju).
- 2) Directed Research 1, 2 and Independent Study
- 3) Private Lesson and Public Recital Courses
- 4) Undergraduate supplementary courses and credit exchange courses

C. Note to students

- 1) Course evaluations are mandatory for all students. (Directed Research 1, 2, Independent Study, Private Lesson and Public Recital Courses are excluded from course evaluation.)

- 2) Only after course evaluations can students have access to grades at the Yonsei portal site.
- 3) Contents of course evaluations are kept anonymous

## 5. 5 Grade Processing

Grade submission (Record Grades)	1st semester / Mid-June 2nd semester / Mid-December	Course instructors input grades into the Yonsei Portal System.
↓		
Grade Confirmation & Request for Grade Change	1st semester / Early July 2nd semester / Early February	Instructors and students are able to check grades at the Yonsei Portal System
↓		
Grade record	1st semester / Early July 2nd semester / Early February	

## 6. Degree Program Completion

### 6. 1 Completion of a Master's or a Doctoral degree program

A. Total period of regular registration : 4 or more semesters of regular registration (for both master's and doctoral degree programs) are required for degree completion.

B. Required number of course credits : Minimum 30 credits

If a student satisfies the 2/3 attendance requirement and receives a grade of C- or above, the course is approved and included in the total number of credits required for program completion or degree conferment. (F, W, P, NP are NOT applicable.)

C. GPA : Minimum GPA requirement for degree conferment is 3.0/4.3 (avg. B0).

D. Second language requirement and comprehensive exam

Students must pass a foreign language examination and a comprehensive examination as specified by the department before submitting their final thesis proposal.

D. Students waived from language examination upon admission must submit a language examination score required by the Department prior to submitting research thesis proposal

### 6. 2 Completion of a Joint Degree program (Combined Master's/Doctoral)

A. Total period of regular registration : 6 or more semesters of regular registration are required for a degree completion.

B. Required course credits : minimum 54 credits

C. GPA : Same as masters and doctoral degree

D. Second language requirement and comprehensive exam : Same as masters and doctoral degree

## 7. Degree Conferment

#### 7. 1 Master's Degree Requirements (including those who discontinued Joint Program)

A. Completion of at least 30 course credits

\* Even though a student has passed the final thesis evaluation, he/she is not eligible for a degree conferment if the credits completed are lacking.

B. A minimum GPA of 3.0

C. Passing the comprehensive and foreign language examinations

D. Terms Enrolled : Students who have enrolled in at least 4 semesters (those who have taken directed research for more than 1 semester with guidance from a these advisor after submitting a thesis research proposal and being approved)

E. Passing the final thesis evaluation and submit thesis by the deadline

F. Completion of the degree requirements within 8 semesters, excluding any leave of absence or expulsion periods

#### 7. 2 Doctoral Degree Requirements

A. Completion of at least 30 course credits

B. A minimum GPA of 3.0

C. Passing the comprehensive and foreign language examinations

D. Terms Enrolled : students who have enrolled in at least 4 semesters and are registered for research (those who have taken directed research for more than 2 semesters with guidance from a these advisor after submitting a thesis research proposal and being approved)

E. Passing the final thesis evaluation and submit thesis by the deadline

F. Completion of the degree requirements within 14 semesters, excluding any leave of absence or expulsion periods

#### 7. 3 Joint Degree Requirements (Combined Master's Doctoral)

A. Completion of at least 54 course credits

B. A minimum GPA of 3.0

C. Passing the comprehensive and foreign language examinations

D. Terms Enrolled : Students who have enrolled in at least 6 semesters and are registered for research (those who have taken directed research for more than 2 semesters with guidance from a these advisor after submitting a thesis research proposal and being approved)

E. Passing the final thesis evaluation

F. A completion of the degree requirements within 16 semesters, excluding any leave of absence or withdrawal periods

#### 7. 4 Notifications

A. If students can provide a valid reason and supporting documents for inability to meet the above-mentioned graduate theses deadline (Master' s or Joint program drop-outs : 8 semesters, Doctoral : 14 semesters, Joint program : 16 semesters),

the deadline can be extended for two more years (4 semesters) with the approval from the dean of

graduate school. (IMPORTANT : only those students who have met the degree completion requirements are allowed to file a graduate thesis deadline extension)

B. School staff in charge of graduate theses must follow up with students nearing the deadline and send out notices to each department to notify the students (End of semester, e.g., February/August)

C. There is no particular stipulation of an early graduation policy. However, students who have met the degree conferral requirements can be exempted from one regular semester. (i.e., an exemption is granted when a student has satisfied all degree conferral requirements and has completed three semesters of a Master' s program).

## 8. Qualification Examination

### 8. 1 Language examination

A. Prerequisite :

– Students (current or on leave of absence) satisfying requirements for language examination

B. Minimum score for passing :

Examination	Medicine / Global Medical Science/ Biostatistics	Nursing / Dental Hygiene/ *Wellness & Healthy Aging/ Health Care	Note
TOEFL (PBT)	550	500	
TOEIC	730	650, *625	
TEPS	638	600	
IELTS	5		Applicable to foreign students
Special language examination		70	

C. Score must be submitted within 2 years of date of examination

D. If language examination passed while students are on leave of absence, passing mark will be awarded at the returning semester

### 8. 2 Comprehensive examination

A. Prerequisite :

– Students (current only) satisfying requirements for comprehensive examination

B. Subjects

Degree	Medicine/ Global Medical Science/ Wellness & Healthy Aging/Health Care/ Biostatistics	Nursing	Dental Hygiene	Passing score
Masters	2 electives	General Major: 2 core subjects, Professional Nurse program: 2 major subjects	Selects 2 subjects from core mandatory and major mandatory subjects	70 or more scores each subject
Doctoral Joint	3 electives	Doctoral: 2 core subjects Joint : 5 core subjects	Doctoral: selects 3 subjects from core mandatory and major mandatory subjects joints : selects 5 subjects from core mandatory and major mandatory subjects	

## 9. Thesis/Dissertation

9. 1 Thesis Proposal Submission

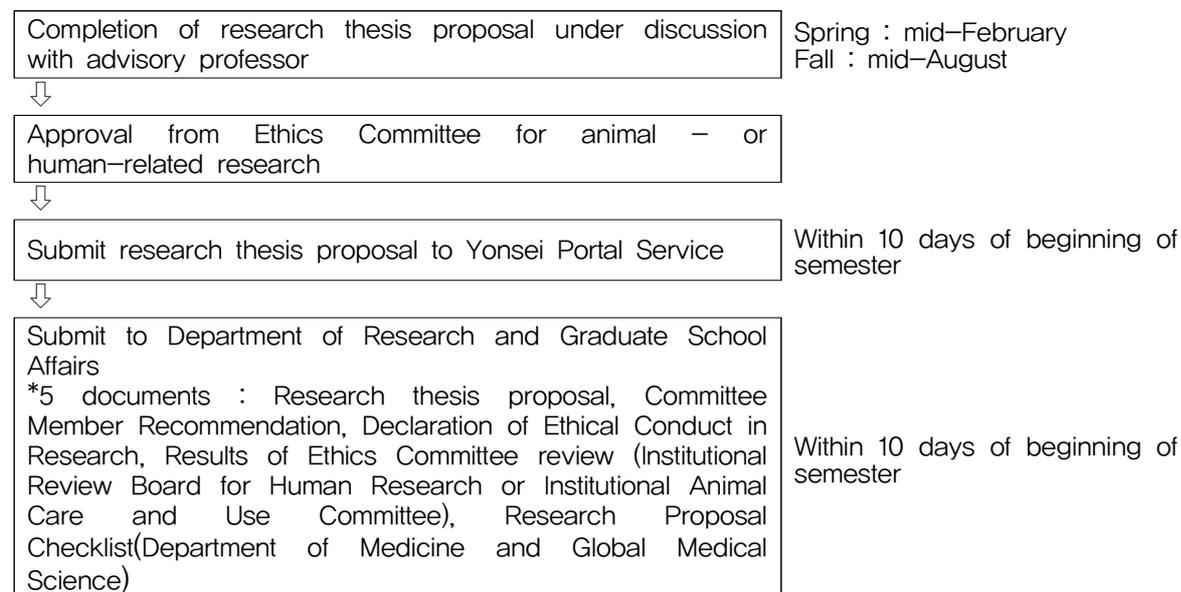
A. Qualification : Students who passed qualification examinations (language *and* comprehensive) by the preceding semester

B. Deadline : Beginning of semester following qualification examinations (approximately within 10 days of start of semester)

C. Required documents : Research thesis proposal, Committee member recommendation, Declaration of ethical conduct in research, Results of ethics committee review (Institutional Review Board for Human Research or Institutional Animal Care and Use Committee), Research Proposal Checklist(Department of Medicine and Global Medic of Research and Gal Science)

D. Submit either directly and via email to Departmentraduate School Affairs

E, Procedure



9. 2 Submission of thesis/dissertation

A. Directed Research

A student whose thesis proposal has been approved is required to receive research guidance by enrolling in Directed Research course for a minimum of 1 semester(for master's) or 2 semesters(for doctoral and joint degree programs).

B. Required documents

Program	Place of Submission	Contents
Master's and Doctoral	Central Library at Shinchon or Medical Library at Wonju College of Medicine	* Online submission of thesis * 5 bound thesis copies, including the one sealed by all members of the thesis evaluation committee. * Completed form of 'Thesis Use Consent' (permitting the use of the thesis to the University) * Copy of signed 'Thesis Online Submission Confirmation'

Doctoral/ Joint	Office of Graduate School	* Application for graduation photos to be submitted at the same time as the thesis submission. – Cost of group graduation photo : 8,000 (Additional 6,000 for mailing) [Optional] – Graduation clothing and accessories (cap and gown) are not provided
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C. Doctoral students who matriculated after Fall 2006 are obliged to write their dissertation in English. However, specific topics regarded unsuitable for English representation can be written in Korean or in other foreign languages under the advisor's request and the Graduate Dean's approval.)

D. Students who have received a doctoral degree must have a publication in an academic journal within one year from the day the degree was granted.

E. Once the deadline to computerize all information has passed, it is not possible to change the information on the academic portal site.

### 9. 3 Evaluation Committee and Evaluation Process

A. Procedure : Committee members are recommended by the Dean of Research and Graduate School Affairs and approved by the Dean of Graduate School

B. Number of members :

- 1) Masters: 3 members (Up to 1 non-university affiliated personnel allowed)
- 2) Doctoral: 5 members (Up to 2 non-university affiliated personnel allowed)

C. Committee chair :

- 1) One of committee members is chosen as committee chair, who will lead the evaluation process.
- 2) The committee chair is given voting right equivalent to that of other committee members.

D. Thesis evaluation :

- 1) Total point: 100 points
- 2) Qualification standard:
  - Masters degree : If 2 or more committee members each provide 80 points or more
  - Doctoral degree : If 4 or more committee members each provide 80 points or more

E. committee members eligibility :

- 1) Professors on sabbatical :
  - Eligible as advisor professor or committee members
- 2) Professors who are not full-time faculty members of Wonju College of Medicine: Classified as non-university affiliated committee members, and not eligible as advisor professor.

### 9. 4 Re-evaluation of thesis

A. Rejected thesis must undergo necessary correction or corroboration.

B. If thesis is rejected after re-evaluation, no further chance of evaluation is granted: the student must complete the degree without a thesis.

## 9. 5 Thesis Submission Procedure

Submission of graduate research proposal & thesis committee	Spring : Early – Mar. Fall : Early – Sep.	Submit to respective Department *Also enter to Yonsei Portal Service
↓		
Thesis committee registration & finalization of electronic forms	Spring : Early – Mar. Fall : Early – Sep.	Performed by the Department
↓		
Distribution of report sheets for Preliminary thesis examination	Spring : Early Apr. Fall : Early Oct.	The department office prints and distributes the report. The chair of the evaluation committee completes the report.
↓		
Preliminary thesis examination	Mid-term exam period	
↓		
Submission of Preliminary examination results	Spring : Late April Fall : Late Oct.	Submit to the Department
↓		
Online registration of preliminary examination results	Spring : Early May Fall : Early Nov.	The department office enters the results and details online (i.e., the date of thesis examination and pass or non-pass grade)
↓		
Distribution of report sheets for the final oral examination	Spring : Mid– May. Fall : Mid–Nov.	The department office prints and distributes the report. All members of the evaluation committee complete the report
↓		
Final Oral Examination	Held during the final exam period	
↓		
Submission of final oral examination results	Spring : Mid –Jun Fall : Mid – Dec.	Performed by the Department *Confirm the evaluation date and individual grade for each committee member
↓		
Registration of results and details to university's computer network	Spring : Late Jun. Fall : Late Dec.	The department office enters the results and other details online (i.e., date of thesis examination and final score).
↓		
Submission of completed thesis	Spring : Early Jul. Fall : Early Jan.	6 copies of the dissertation must be submitted to the Central Library at Shinchon or Medical Library at Wonju College of Medicine

## 10. Status Certification Issuance

### A. Procedure

- 1) Issued at the Department of Student Affairs : Located at 1st floor of Main Building at Wonju College of Medicine
- 2) Issued via the Internet : University website (<http://www.yonsei.ac.kr/eng>) ➔ E-certificate request (under Shortcuts) ➔ for student & faculty ➔ online transcript of certificate(under IT Service)

### B. Note

\* Issuance fee : Current student – 500 KRW(free of charge at the web) / Graduated student –

1,000 KRW

## 11. Scholarship

– Only those who completed the Lab Safety Education at the web every semester will be able to receive a scholarship.

	Working (Hospital)	Working (University)	Admission	MD– Basic Medicine	Full–time student	Global	Academic excellence
Target	Residents	Research fellow of basic Medicine, Non–MD teaching assistants	Current residents, teaching assistants, nurses and dental hygienist Full– time foreign students	MDs studying basic medicine	All full–time graduate students who applied (domestic and international)	Full– time foreign students	
Department	Medicine /Global Medical Science	All	All	Medicine/GI obal Medical Science)	All	Medicine(Biomedical Science Track)/Global Medical Science	Nursing, Dental Hygiene
Amount	30% of tuition		Full admission Fee	Full tuition	Full tuition	Masters: 400,000 KRW Doctoral: 600,000 KRW	20% of tuition, *changeable according to the Dept.'s circumstances
Duration	Registered students (Masters, Doctoral: 4 semesters, Joint: 6 semesters)		Upon admission 1.Masters, Joint 2.Doctoral(Full–time foreign students)	Masters: 4 semesters Doctoral: 6 semesters Joint: 8 semesters (12% of tuition starting from 5th/7th semester of doctoral/joint program)		Masters: 4 semesters Doctoral: 6 semesters Joint: 8 semesters	Registered students (Masters.; 4 semesters)

## 12. Completing the Lab Safety Education

- All the graduate school students must take part in the Lab Safety Education at the web and complete it every semester.
- Please Visit to the <http://safety.yonsei.ac.kr>
- Contact phone number : 033–741–0263
- Location : Central Research Lab, 4th floor at the main building

## 13. Institutional TOEFL(ITP TOEFL)

A. Related regulations of Graduate School : Article 22(Comprehensive Qualifying Examination for Thesis)

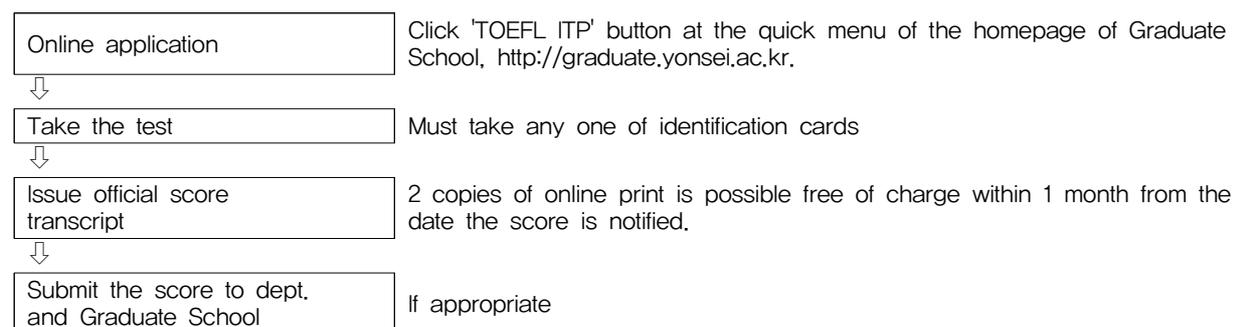
B. Schedule

	Semester	Examination Dates	Organizer	Foreign Language Requirement Submission Date
1	Spring	End of April	Graduate School	Mid of June
2	Fall	End of Oct.	Graduate School	Mid of December

C. Note:

- 1) Only students who have passed the qualification examinations (language *and* comprehensive examination) may submit Research thesis Proposal.
- 2) Failure to pass any of the qualification exams will result in ineligibility to submit Thesis Research Proposal at the following semester.
- 3) Failing or delaying submission of qualification exam results may hold the thesis evaluation process or graduation— submission deadlines must be met by all means.

#### D. Procedure



### 14. Degree Program Transfer from Master's to Joint Program

A. Purpose : To allow students currently in Master's program to transfer to Joint program within the left seats of annual fixed quota.

B. Eligible departments and programs : All departments and interdisciplinary programs which have openings for Joint degree students

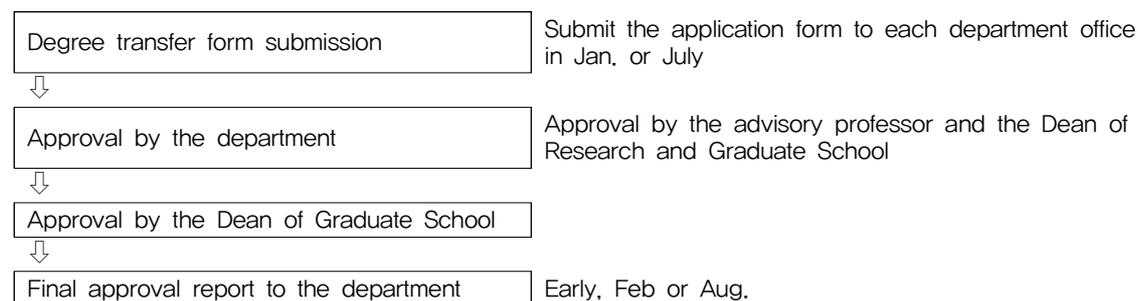
C. Eligible students

a) those who have completed at least 2 semester (application possibly made from at the end of 2nd semester to the end of 3rd semester)

b) those who have completed a minimum of 18 credits in case of 2 semester, a minimum of 27 credits in case of 3 semester and GPA of 3.3 or higher on a scale of 4.3

c) those who satisfy all the requirement of each departmental regulation

#### D. Procedure



### 15. Discontinuation of Joint Program

#### A. Overview

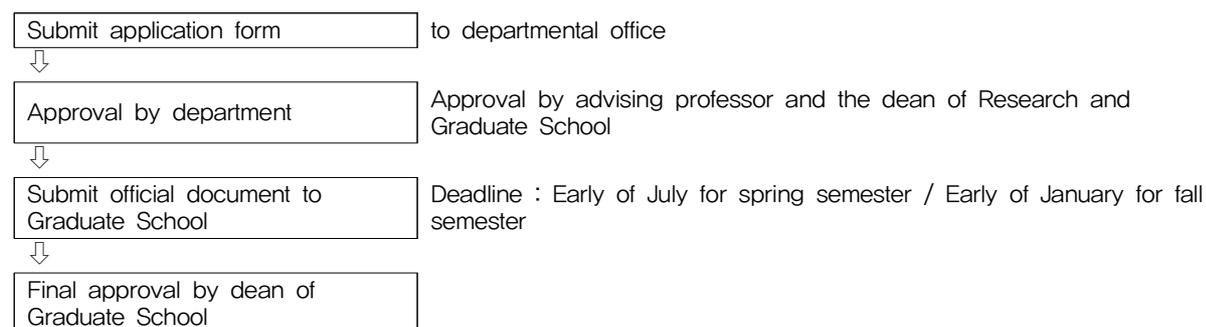
1) Eligibility : Those who wish to discontinue the Joint program in order to acquire the Master's

degree should have completed(or soon to be completing) at least 3rd semester of Joint program. (For ones who has transferred from Master's to Joint program, the number of semesters completed in Master's should be added to total number of completed semesters.)

## 2) Entry in Certificates

- a) Before Graduation : marked as 'Joint Degree'
- b) After Graduation : marked as "Master's Degree"

## B. Procedure



## C. Note

- 1) Language and comprehensive examination : Eligible for application under permission of the Dean of Research and Graduate School Affairs (language examination: all students, comprehensive examination: registered students only)
- 2) Others
  - a) General academic process for those who discontinue the Joint program follows the regulation of Graduate School which applies to students in Master's program.
  - b) After the approval of discontinuation of Joint program, the student is not allowed to apply for degree program transfer to Joint program again.

## 16. ID Card (Multi-functional Card)

### A. Application Process (after Admission) :

1) Yonsei website(<http://www.yonsei.ac.kr/contents/service/cardguide.html>) → Yonsei Portal service (login with student ID) → Academic Information System → Electronic Attendance Register → ID card issuance(학생증/신분증 발급) → Issuance(발급) → Fill out application form(발급신청서작성) → Re-issuance(아이디카드재발급신청) → Visit to the Woori Bank at Wonju Campus for receiving it(it takes 2~3weeks)

B. Change of picture : Students can change his/her picture in Woori Bank website.

C. Submit ID card application form and the original and a photocopy of any government-issued identification card (i.e., alien registration card, passport, or driver's license) to Woori Bank.

### B. Timing for Submission

- 1) Current students : anytime
- 2) New students : Early Mar for spring semester, Early Feb. for fall semester

## 17. Student Accident Insurance

### A. Purpose

The purpose of Student Accident Insurance is to protect the welfare of the students and to make provision for any accidents that may occur during the study and participation in curricular and extra-curricular activities.

### B. Insurant and Area

- 1) Eligible insurant : all students enrolled in Yonsei University
- 2) Accident area covered : the territory of the Republic of Korea

### C. Accident Compensated

- 1) Incidental accidents during activities on campus
- 2) Off-campus activities (field practice & investigation) and the annual "Yonsei and Korea University" matches
- 3) Accidents that occurred during social events such as MT's or orientations, excursions and other extra curricular activities will be compensated to the full extent of damage regardless of the student's responsibility in the accident.

### D. Damages Not Compensated

- 1) Willful vandalism
- 2) Damages from riots, uprisings, demonstrations, or strikes
- 3). Damages as a result of natural disasters
- 4) Damages from large-scale repair work, reconstruction, new construction or removal of school facilities
- 5) Damages incurred on leased school facilities
- 6) Damages resulting from the personal accountability (e.g., exercising violence upon others)
- 7) Damages happening to a student registered as a school athlete during the training, game or coaching
- 8) Car accident and other damages which are not compensated by the accident insurance contract.

### E. Compensation for Damages During Off-campus Activities

- 1) All events managed and approved by school – applicable
- 2) Events accompanied by a professor – applicable
- 3) Events accompanied by an assistant but not approved by the school – not applicable
- 4) Student Activities:
  - a) Approved by the school or when a professor accompanied – applicable
  - b) When a professor is informed but did not accompany – not applicable.

※ Insurance reimbursements are applicable only to the accidents which are reported. Hence, all the student activities should be reported to the graduate school office in written form. In the report, details such as itinerary, schedule, accompanying advisory professor, destination and a list of

participants should be included.

#### F. Required Documents

- 1) Application for insurance compensation (designated form)
  - 2) Statement of accident (designated form)
  - 3) Medical certificate of diagnosis (only if medical expense exceeds 1 million won)
  - 4) Receipts of total medical fee
  - 5) Student ID card and a copy of a bankbook
  - 6) Agreement of Personal Information Processing
- ※ Submission : Visit the office of the department or email us to [yunjilee@yonsei.ac.kr](mailto:yunjilee@yonsei.ac.kr).
- ※ Form download : Graduate School website(<http://graduate.yonsei.ac.kr>) → [학사안내](#)  
→ [학사안내\(다운로드\)](#) → 기타

### 18. Employment Statistics Survey for Graduates

A. Purpose of investigation: Korea Educational Development Initiative, a governmental institute, performs a [Employment statistics survey for graduates of higher education] every year to understand the post-graduate situation of the students (i.e.: employment status of graduate school students moving from education to labor market) and provide basic information on the transfer between education and labor market.

B. Target : August graduates of the previous year and February graduates of the current year

C. Method : Contact of graduates via mail/telephone → request for submission of documents (certificate of attendance, employment contract, etc.)

### 19. Immigration Services

**Call center: Dial 1345**

**HiKorea website: <http://www.hikorea.go.kr> - E-application**

A. Application for Alien Registration Card

1) Students must apply for an alien registration card at a local immigration office within 90 days of arrival in Korea

2) Required Documents

– Application Form (available at the immigration office), passport, 1 color photograph(3.5 x 4.5cm)

– Standard Certificate of Admission, Verification of Enrollment (Verification Tuition Payment)

– Fee 30,000 won

– Medical Examination Certificate (Required since December 1, 2014)

– Students from the one of the following list of countries must get a tuberculosis test from a local health center and submit the results (Only those who arrived before March 01 2016)

\* Visit to the Wonju Public Health Center (Required Documents : 1 Photo, Admission Letter, Passport) and call 033-737-5214

\* China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan,

Mongolia, Bangladesh, Philippines, Myanmar, Cambodia, Timor–Leste, Kyrgyzstan and Malaysia (18 countries)

– A Certificate of the Highest Level of Schooling (only the admitted student from Ghana, Nigeria, Nepal, Mongolia, Republic of the Union of Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Thailand, Pakistan, Peru, Philippines, Kyrgyzstan)

\* Visit to the each embassy at Seoul

#### B. Requirement for Other Activities

- 1) International students with a D–2 (student) visa who wish to work part–time must acquire permission from the immigration office
- 2) International students attending a graduate school are allowed to work a maximum of 30 hours per week; a representative of graduate school office must confirm the related documents (application form/business licence) before submission
- 3) International students who have changed work places must report of this change at the immigration office or via [www.hikorea.go.kr](http://www.hikorea.go.kr)
- 4) Required Documents : Application form (available at the immigration office), passport, alien registration card, part time employment recommendation (applicable fees are waived for D–2 (student) visa holders)

#### C. Applying for an Extension of Length of Stay

- 1) Application Period : From two months prior to the expiration date to the date of the expiration (Penalties are imposed when expiration dates are violated)
- 2) Required Documents : Application form (available at the immigration office), passport, alien registration card, application fee

#### D. Reporting Change of Residence

- 1) Registered aliens must report a change of residence at a local immigration office within 14 days of the moving
- 2) Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card, document to prove residence

#### E. Reporting Changes in the Alien Registration Card

- 1) All important changes (passport, name, gender, birth date, nationality) must be reported to a local immigration office within 14 days of the change
- 2) Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card, document to prove change

#### F. Re–Entry

- 1) Registered foreigners who want to re–enter South Korea after staying overseas for more than a year within the granted period of residence in Korea must acquire a re–entry permit. (Exemption : Registered foreigners who seek to re–enter within one year of departure)
- 2) Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card

G. Taking a Leave of Absence : International students who seek to take a leave of absence from their current education program must apply for the leave of absence at their schools and must depart Korea within 15 days of reporting. Alien registration cards must be returned to an immigration official at the airport at the time of departure.

#### H. Returning to School

- 1) Students who wish to return to school must apply for the reinstatement on the Yonsei Portal website during the specified application period.
  - 2) Students must submit required documents to the graduate school office to acquire a new D-2 visa. (Chinese nationals must submit all of the required documents to the school at least two months before returning, as it takes more than one month to process visa applications)
- I. Visit to the Immigration Office: Check your local immigration office and make sure you have prepared all the required documents before you visit the office. For more information please visit the website or call 1345.

## 20. Health Insurance

A. According to the regulations of the Korean Ministry of Education, all the international students (who do not hold a Korean citizenship) are required to maintain medical insurance during their stay at Yonsei. **The regulation went into effect on March 1, 2015.**

B. From the Spring 2017 semester, international students will not be able to register for courses until they upload their Certificate of Insurance on Yonsei Portal.

C. **All the graduate students who are enrolled in Korea must apply for their own insurance. And Yonsei University Wonju college of Medicine require the Nation Health Insurance to the international students according to the Regulations of Full-time Graduate Student Scholarship Yonsei University Graduate School of Medicine (Wonju)**

### \* Types of Insurance

#### A. National Health Insurance

1) Registration : National Health Insurance Corporation (02-390-2000, <http://www.nhic.or.kr>)

– If you need assistance in your own language, please contact Seoul Global Center (02-2075-4180, <http://global.seoul.go.kr>)

2) Insurance Coverage : Inpatient care – 50-70%, treatment fee– 50-80%, medicine– 70%

– Different deductible rates are applied to different categories

D. Upload your certificate on Yonsei Portal (<http://portal.yonsei.ac.kr>)

Academic Information System → Academic Management System → Student Record → Information → Insurance (JPG format only)

**Even if you submitted your certificate to the office before, you must upload it on the portal by yourself.**

\* For National Health Insurance, set the end date to 9999/12/31.

※ If you have trouble uploading your document on the portal, please contact the Graduate School Office at [ysgrad@yonsei.ac.kr](mailto:ysgrad@yonsei.ac.kr)/02-2123-3228.

### \* Q & A

Why do you need medical insurance?

Although you may be healthy, you can never predict a serious illness or accident. If you do need medical care, particularly if it is an involved or serious condition, it will be expensive. Large unpaid medical bills will seriously affect your financial status and could affect your ability to continue with your education. This is particularly true for international students, as the government support

agencies will not assist in the payment of your medical bills.

Who is eligible?

All international students are eligible to apply

If your home country already insures you, you do not need to apply for insurance again.

How to apply?

– Korean National Insurance

To apply you must visit the nearest branch (please visit <http://www.nhic.or.kr> to find the branch near you)

You must have your alien registration card.

Cost: 35,000 KRW to 65,000 KRW according to your sojourn period in Korea

Required document : a copy of alien registration card, passport, some insurance fee, certificated attendance and bank account

# Internal Regulations of Yonsei University Graduate School (Wonju)– Department of Medicine

## Chapter 1 Overview

### Article 1 (Objective)

This regulation aims to specifically define internal regulations of Yonsei University Graduate School Wonju– Department of Medicine (from here on, "Graduate School") within the regulatory boundaries defined by Yonsei University Graduate School Regulations.

### Article 2 (Majors of Department of Medicine)

The majors offered by the Graduate School include "Biomedical Science Track", "Clinical Medicine Track", and "Applied Medicine Track".

### Article 3 (Department Chairperson and Track Supervisor)

The "Department Chairperson" and "Track Supervisor" shall be appointed by the Dean of Yonsei University Wonju College of Medicine (from here on, "Dean").

### Article 4 (Business)

Businesses related to the Graduate School shall be performed by the Department of Research and Graduate School Affairs, and important items shall be reviewed by the Graduate School Committee.

### Article 5 (Qualifications for Advisory Professor or Committee Member)

- ① To serve as advisory professor and/or committee member, full and associate professorship without doctoral degree and/or assistant professorship with doctoral degrees are required.
- ② Advisory professor and committee chairman of the examination for the doctoral degree must be the members in Yonsei University Wonju College of Medicine, and if the student has co–advisory professors, at least one co–advisory professor must be affiliated with Yonsei University Wonju College of Medicine.
- ③ In the case of "Biomedical Science" track, the qualifications must be in accordance with those in Global Medical Science.

## Chapter 2 Graduate School Committee

### Article 6 (Formation)

The Graduate School Committee of Department of Medicine (from here on, "Graduate School Committee") shall be formed to perform tasks related to the Graduate School.

### Article 7 (Function)

The Graduate School Committee shall perform the following functions:

1. Formation and management of Graduate School curriculum
2. Conducting short–term and training education program within the Graduate School
3. Organizing and conducting academic activities of Graduate School professors and students
4. Determination of Graduate School student quota
5. Administration of Graduate School entrance examination and qualification examination
6. General discussion of graduate students' education, research, and thesis evaluation

7. General discussion of graduate students' scholarship and welfare

8. Discussion of Graduate School budget

9. Discussion of miscellaneous matters ordered by the Dean

Article 8 (Composition of the Committee)

① The head and the members of the Graduate School Committee shall be appointed by the Dean.

② The secretary of the Graduate School Committee shall be appointed by the head among the members of the Committee.

Article 9 (Subcommittee)

The head may form subcommittees for a more efficient functioning of the Graduate School Committee.

Article 10 (Decision)

The decisions of the Graduate School Committee shall be made through the majority vote, with more than half of the Graduate School Committee members in attendance.

### **Chapter 3 Admission and Registration**

Article 11 (Eligibility) Medical undergraduates may apply for any track. Undergraduates from any other major may only apply for "Biomedical Science" or "Applied Medicine".

Article 12 (Eligibility for registering for degree program) Those meeting the following criteria may apply for any one of the following program:

1. Masters degree program : Received (or is scheduled to receive) bachelor's degree from domestic/international universities, or is deemed to have an academic background equivalent to that of bachelor's degree

2. Doctoral degree program : Received (or scheduled to receive) masters degree from domestic/international graduate schools.

3. Joint Program of Masters and Doctoral Program (from here on, "joint degree program") : Received (or is scheduled to receive) bachelor's degree from domestic/international universities, or is deemed to have an academic background equivalent to that of bachelor's degree

Article 13(Military Service) Graduate students under military service must submit approval forms from his or her respective commander. A public health doctor is equivalent to graduate student under military service. However, students under Directed Research are excluded.

### **Chapter 4 Academic Curriculum**

Article 14 (Curriculum Composition)

The curriculum is composed of core mandatory, major mandatory, and major elective courses.

Article 15 (Program Completion)

① Masters degree: Completion of 30 credits or more, including the core mandatory courses, is needed to earn the masters degree.

② Doctoral degree: Completion of 30 credits or more, including the core mandatory courses, is needed to earn the doctoral degree.

③ Joint degree: Completion of 54 credits or more, including the core mandatory courses, is needed

to earn the joint degree.

Article 16 (Course Modification)

The “modification or closure of courses” requested by track supervisor will be reviewed and decided upon by the Graduate School Committee.

Article 17 (Course professor restriction) A professor may be responsible for up to 3 credits of elective courses. However, exceptions may be granted by the Graduate School Committee.

## Chapter 5 Qualification Examination

Article 18 (Composition of Qualification Examination)

The qualification examination is divided into English language examination and comprehensive examination.

Article 19 (English Language Examination)

① The graduate school may organize English language examinations twice a year under the supervision of Graduate School Committee.

② Score of 70 (out of total score 100) or more will be considered as “pass” .

③ Students who submitted a copy of certified English test score report (English score is only valid for 2 years) will be considered as a pass in the English tests.

④ Separate regulations shall be made regarding the details of the English language examination.

Article 20 (Comprehensive Examination) Comprehensive examination is composed of written and oral examinations, and may be applied for by graduate students who 1) passed the English language examinations and 2) have satisfied the following criteria:

1. Masters degree: Enrolled for 2 or more semesters and completed a minimum of 22 credits

2. Doctoral degree: Enrolled for 3 or more semesters and completed a minimum of 30 credits

3. Joint degree: Enrolled for 5 or more semesters and completed a minimum of 43 credits

Article 21 (Subjects of Comprehensive Examination)

① Masters degree: 2 major elective courses

② Doctoral degree: 3 major elective courses

③ Joint degree: 3 major elective courses

Article 22 (Holding of Comprehensive Examination)

The written and oral examinations shall be held within the same day, and the time and location of the examination shall be announced 1 week prior to the examination.

Article 23 (Exceptions)

Joint degree students who completed the masters degree only shall be recognized as masters degree students.

## Chapter 6 Thesis

Article 24 (Selection and Substitution of Advisory Professor)

① A graduate student must finalize the selection of his/her advisory professor within 1 semester of admission, and may select 2 advisory professors if necessary.

② After selecting the advisory professor, the graduate student must receive signatures on an

"Advisory Professor Confirmation Form" from the advisory professor, the track supervisor, and the chairman of his/her department.

Article 25 (Formation of Advisory Committee) ① Once a thesis research proposal is submitted, the advisory professor must form a advisory Committee, which must be approved by the Graduate School Committee.

② The advisory professor shall form a advisory committee consisting of a total of 3 members (including the advisory professor) for masters degree and 5 members for doctoral or joint degree. Inclusion of at least 1 expert on the respective field not affiliated with the University is recommended.

Article 26 (Submission and Approval of Research Proposal)

① Graduate students who passed the qualification examination may submit their research proposal. However, he or she must complete the laboratory safety education program held by the school prior to the submission of the proposal.

② The proposal shall be completed in the same format as the Korea Research Foundation Research Grant Application (see attached), which shall then be submitted to and approved by the graduate school committee.

③ If the research involves human or animal subjects, approvals from respective ethics committee must be obtained at the time of submission of research proposal.

④ The advisory professor must hold a advisory committee meeting, where the graduate student presents his or her research proposal, within one month after the approval of research proposal, All thesis committee members should submit a report to the graduate school committee.

⑤ The graduate school committee will review the advisory report and recommend changes to the contents of research proposal, in which case the graduate must revise the proposal and have it reapproved by the committee.

Article 27 (Modification of Research Proposal)

① When partially modifying the title of the thesis following recommendations by the advisory committee, the student must submit an application for research plan modification and receive approval from the Graduate School Committee prior to submission of the thesis (after passing the preliminary evaluation).

② When modifying the research methods or any other contents of the proposal following recommendations by the advisory committee, the student must resubmit the modified research proposal and receive approval from the Graduate School Committee. Following the modification, the student must undertake Directed Research for a specified period of time (masters.: 1 semester, doctoral: 2 semesters, joint : 3 semesters) in order to be eligible for thesis submission.

③ If substitution of advisory professor is unavoidable, the substitution may be approved by the Graduate School Committee provided that the content of the research proposal is unchanged.

Article 28 (Public Presentation and Evaluation of Graduate Thesis)

① The student must have attended at least 2 public presentation of doctoral thesis and submit the public presentation evaluation report.

② Those submitting thesis for doctoral and joint degree program must do 1 presentation of research proposal, preliminary evaluation, 1 public presentation of graduate thesis, and final evaluation. The Chief examiner of the degree thesis examination shall be appointed from among the members of the advisory committee. For masters degree students, the presentation shall be made during the

advisory committee meeting under the supervision of the advisory professor.

③ For public presentation, the student must submit an application for public presentation and one copy of his/her thesis abstract to the Graduate School Committee. The presentation must be attended by at least four-fifths of the advisory committee, including the advisory professor.

④ Final examination of the degree can only be received by the students who are qualified to submit the graduate thesis, by Details of Internal Regulations of Department of Medicine.

⑤ Joint degree students who completed the masters degree only shall be recognized as masters degree students.

Article 29 (Evaluation for Thesis)

Advisory committee and graduate school committee will evaluate the quality of thesis presentation by referring to the evaluation report written by the committee members. The advisory or graduate school committee may request modifications or supplementations, if the thesis is not appropriate for graduation.

## Chapter 7 Others

Article 30 (Revision of the Internal Regulation)

Revision of the Internal Regulation shall be done under the approval of the Dean through the discussions within the Graduate School Committee.

Article 31 (Details)

Details necessary for operation of the internal regulation may be separately determined through the discussion within the Graduate School Committee.

## Supplementary

1. Details not specified by this internal regulation shall follow the Graduate School Rules and Regulations of Yonsei University Graduate Schools.

2. The internal regulation shall be in operation from September 1st, 2012. However, items in operation prior to the ratification of the internal regulation are deemed as having followed past regulations.

3. Article 16, Article 17, Article 18, Article 19, Article 24, Article 25, Article 27, and Article 28 of the revised regulations shall be in effect from September 1st, 2012. However, items in operation prior to the revision are deemed as having following past articles.

4. Revised "Article 3, Article 5, and Article 19" will be in effect from April 1st, 2013

5. Revised "Article 4, Article 5, Article 7, Article 11, Article 12, Article 14, Article 15, Article 16, Article 17, Article 19, Article 20, Article 21, Article 23, Article 24, Article 25, Article 26, Article 27, Article 28 and Article 29" will be in effect from June 1st, 2018. However, items in operation prior to the ratification of the internal regulation are deemed as having followed past regulations.

# Details of Internal Regulations of Yonsei University Graduate School (Wonju)– Department of Medicine

## Article 1 (Objective)

A specific set of detailed regulations shall be made according to the needs and internal regulations of Yonsei University Graduate School (Wonju) — Department of Medicine

## Article 2 (Education program and credit requirements)

The courses required for completion of masters, doctoral, and joint degree program are as follows (refer to attachment):

### 1. Masters Degree Program

① Students in "Biomedical Science" track must comply with the education program and credit requirements corresponding to those in Global Medical Science (Students from March 1st, 2010).

② Students majoring in "Clinical Medicine" track must earn a total of 30 credits, including 6 credits of core mandatory courses and 15 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Medical Research.

③ Students majoring in "Applied Medicine" track must earn a total of 30 credits, including 6 credits of core mandatory courses and 15 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Applied Medical Research.

### 2. Doctoral Degree Program

① Students in "Biomedical Science" track must comply with the education program and credit requirements corresponding to those in Global Medical Science (Students from March 1st, 2010).

② Students majoring in "Clinical Medicine" track must earn a total of 30 credits, including 6 credits of core mandatory courses and 15 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Medical Research.

③ Students majoring in "Applied Medicine" track must earn a total of 30 credits, including 6 credits of core mandatory courses and 15 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Applied Medical Research.

④ If the core mandatory subjects have been previously completed during the masters degree program offered in the Wonju College of Medicine Graduate School, major elective courses must be taken to satisfy the total credit requirement.

### 3. Joint Degree Program

① Students in "Biomedical Science" track must comply with the education program and credit requirements corresponding to those in Global Medical Science (Students from March 1st, 2010).

② Students majoring in "Clinical Medicine" track must earn a total of 54 credits, including 6 credits of core mandatory courses and 25 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Medical Research.

③ Students majoring in "Applied Medicine" track must earn a total of 54 credits, including 6 credits of core mandatory courses and 25 credits of major mandatory courses. Core mandatory subjects include Research Ethics, Communication in Medical Science, and Methodology for Applied Medical

Research.

#### Article 3 (English Language Examination)

1. English language examination organized by the Graduate School is offered twice a year (June and December of each year).
2. The details pertaining to the English examination shall be determined by the 'English Examination Subcommittee'.
3. Domestic students (including students on leave of absence) may apply for the examination. The student must apply individually through the Department of Research and Graduate school Affairs and submit the test fee in order to complete the test application.
4. Students are eligible regardless of the number of previously failed exams.
5. Students who submitted a copy of certified English test score report (English score is only valid for 2 years) will be considered as a pass in the English tests.

Official tests and minimum required score: TOEFL [550 (PBT), 230 (CBT), or 80 (iBT)], TOEIC (730), or TEPS (638).

#### Article 4 (Language Examination Subcommittee)

1. The head of the graduate school committee may appoint up to three members of language examination subcommittee.
2. The subcommittee is responsible for developing questions, supervision of the test, and the evaluation.
3. The language exam shall be composed of multiple choice and short essay questions.

#### Article 5 (Oral Examination)

1. The oral examination committee shall be composed of 2 to 3 professors from the department of the student's major elective courses.
2. The results of the oral examinations shall be announced the day after the examination.
3. Students who fail the oral examination may retake the exam one week later.

#### Article 6 (Submission and Approval of Research Proposal)

1. Research proposal must be completed in detail so that all contents of the research are clearly listed in the order of 1) need for research, 2) research objective and content, 3) research strategy and method, 4) use of research result, and 5) expected findings as specified within the Korea Research Foundation Research Grant Application.
2. For research proposal involving clinical trial, a self-evaluation report regarding the clinical trial must be completed, which must be submitted to and approved by the Graduate School Committee.
3. Students on doctoral or joint degree should present their research proposal publicly in a university seminar series named "Research Proposal", which should be held within one month after approval in research proposal. The seminar must be attended by at least four-fifths of the advisory committee, including the advisory professor. Advisory committee members should submit a comment on the presentation to the Graduate School Committee.

#### Article 7 (Submission of advisory Report)

The advisory report must be submitted within 2 weeks of the meeting of advisory committee.

#### Article 8 (Eligibility for Thesis Submission)

The following requirements must be met prior to submission of thesis for the respective degree programs :

1. Average for cumulative grade should be above 3.0
2. Masters degree : The student must be enrolled for 4 or more semesters and completed 1 or more semesters of directed research after the approval of research proposal.
3. Doctoral degree : The student must be enrolled for 5 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper.
4. Joint degree : The student must be enrolled for 6 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper.

Article 9 (Scholarship Award)

The awarding of scholarship to graduate students shall be determined through separate regulations.

### Supplementary

1. This regulation is applicable to Graduate School students admitted since March 1st, 2010.
2. This regulation has been ratified September 1st, 2005.
3. This regulation has been revised September 30th, 2009.
4. This regulation has been partially revised August 30th, 2012.
5. This regulation has been partially revised May 30th, 2013.
6. This regulation has been partially revised March 18th, 2014.
7. This regulation has been partially revised June 1st, 2018.

### Track-Based Curriculum

Track	Classification	Courses	Note
Clinical medicine	C o r r e mandatory	<ul style="list-style-type: none"> <li>▶ Research Ethics</li> <li>▶ Communication in Medical Science</li> <li>▶ Methodology for Medical Research</li> </ul>	○2 credits each
	M a j o r mandatory	<ul style="list-style-type: none"> <li>▶ Major Practice I, II, III (Masters, Joint)</li> <li>▶ Major Practice IV, V (Doctoral, Joint)</li> <li>▶ Major Practice VI (Doctoral)</li> <li>▶ Clinical Medicine Seminar I, II, III (Masters, Joint)</li> <li>▶ Clinical Medicine Seminar IV, V (Doctoral, Joint)</li> <li>▶ Clinical Medicine Seminar VI (Doctoral)</li> <li>▶ Directed Research</li> </ul>	<ul style="list-style-type: none"> <li>○Major practice: 3 credits</li> <li>○Seminar: 2 credits</li> <li>○Directed research: No credit</li> </ul>
	Major elective	<ul style="list-style-type: none"> <li>▶ Courses offered by clinical departments</li> </ul>	○3 credits each
Applied Medicine	C o r r e mandatory	<ul style="list-style-type: none"> <li>▶ Research Ethics</li> <li>▶ Communication in Medical Science</li> <li>▶ Methodology for Applied Medical Research</li> </ul>	<ul style="list-style-type: none"> <li>○2 credits each</li> <li>○Taken together with biomedical science track</li> </ul>
	M a j o r mandatory	<ul style="list-style-type: none"> <li>▶ Major Laboratory I, II, III (Masters, Joint)</li> <li>▶ Major Laboratory IV, V (Doctoral, Joint)</li> </ul>	<ul style="list-style-type: none"> <li>○Major laboratory: 3 credits</li> <li>○Seminar: 2 credits</li> </ul>

		<ul style="list-style-type: none"> <li>▶ Major Laboratory VI (Doctoral)</li> <li>▶ Applied Medicine Seminar I, II, III (Masters, Joint)</li> <li>▶ Applied Medicine Seminar IV, V (Doctoral, Joint)</li> <li>▶ Applied Medicine Seminar VI (Doctoral)</li> <li>▶ Directed Research</li> </ul>	○Directed research: No credit
	Major elective I	<ul style="list-style-type: none"> <li>▶ Medical Humanities</li> <li>▶ Medical Business</li> <li>▶ Sports Medicine</li> <li>▶ Introduction to Public Health</li> <li>▶ Medical Ethics</li> <li>▶ Regenerative Medicine</li> </ul>	○3 credits each ○Listed courses are examples only
	Major elective II (Basic medicine)	<ul style="list-style-type: none"> <li>▶ Human Pathology</li> <li>▶ Basic Gastroenterology</li> <li>▶ Medical Physiology (I, II)</li> <li>▶ Basic Cardiology</li> <li>▶ Basic Endocrinology</li> <li>▶ Microbiology</li> <li>▶ Basic Neurology</li> </ul>	○3 credits each ○For non-medical undergraduates

<Note>

1. The major mandatory courses for clinical and applied medicine track are composed of major practice/laboratory and seminar.
2. The subspecialty courses offered for applied medicine track includes Mental Health Medicine (Sung Ho Min), Humanitarian Medicine (Byung-Il Yeh), Regenerative Medicine (Sung Hoon Kim), Forensic Medicine (Eom, Minseob), Sports Medicine (In Deok Kong), Preventive Medicine (Se Jin Chang), Clinical Biomedical Engineering (Sung Hoon Kim), Holistic Dentistry (Seung Me Jung), Emergency Medical Service System, (Kang Hyun Lee), Automotive Medicine (Kang Hyun Lee), Healthy Aging (Sang Baek Koh), and Global Health (Kyu Jae Lee). Additional courses may be offered as needed.
3. The following professors are responsible for core mandatory subjects: Byung-ill Yeh (Research Ethics), Soo Ki Kim (Communication in Medical Science), Wongil Cho (Methodology for Medical Research), Choon Bae Kim (Methodology for Applied Medical Research).
4. The courses listed under major electives will be reorganized, and new courses will be added.

### Outline of Core Mandatory– Clinical / Applied Medicine Track

Korean Title	English Title	Credits	Course Number	Sem.	Outline
연구윤리	Research Ethics	2	WCM6601 -MM	Spring	Research and animal ethics Copyright, laboratory notebook
의과학커뮤니케이션	Communication in Medical Science	2	WCM6602 -MM	Spring	Writing English manuscripts Presentation preparations and techniques
의학연구방법론	Methodology for Medical Research	2	WCM6613 -MM	Fall	Methodology necessary for medical research
응용의학연구방법론	Methodology for Applied Medical Research	2	WCM6614 -MM	Fall	Methodology necessary for applied medical research

### Credit Table Classified by Track

#### ▶ Clinical and Applied Medicine Track (example)

Degree	Semester	Core mandatory	Major mandatory	Major elective	Directed Research	Total
Masters	1st	4	5	3	–	12
	2nd*	2	5	3	–	10
	3rd	0	5	3	–	8
	4th*	–	–	–	○	–
<b>Total</b>		<b>6</b>	<b>15</b>	<b>9</b>		<b>30</b>
Doctoral	1st	4<0>	5<5>	3<6>	–	12<11>
	2nd*	2<0>	5<5>	3<6>	–	10<11>
	3rd	–	5<5>	3<3>	–	8<8>
	4th*	☆	–	–	○	–
	5th	–	–	–	○	–
<b>Total</b>		<b>6&lt;0&gt;</b>	<b>15</b>	<b>9&lt;15&gt;</b>		<b>30&lt;30&gt;</b>
Joint	1st	4	5	3	–	12
	2nd*	2	5	3	–	10
	3rd	0	5	6	–	11
	4th*	0	5	6	–	11
	5th	0	5	6	–	11
	6th*	☆	–	–	○	–
	7th	–	–	–	○	–
<b>Total</b>		<b>6</b>	<b>25</b>	<b>24</b>		<b>55</b>

① << >>: If core mandatory courses (Research Ethics, Communication in Medical Science, Methodology for (Applied) Medical Research) already completed during Masters degree program offered by Wonju College of Medicine Graduate School, 6 more credits of major electives need to be completed to satisfy credit requirement for graduation.

② ☆: A research seminar (no credit) on research proposal is mandatory at the beginning of the semester following the qualification examination.

③ ○: In order to earn the degree, the student must be registered for the semester and undergo directed research under the supervision of advisory professor.

④ The major mandatory courses for clinical and applied medicine track are composed of major practice/laboratory and seminar.

⑤ Courses offered as majors electives in biomedical science track may be chosen as major electives. However, students in clinical science track may not select basic medical science courses.

## Examples of course registration

1. Jane Smith, Department of Internal Medicine: Doctoral student on Clinical Medicine Track  
(Completed Masters degree from another school)

Sem.	Course	Credits	Sem.	Course	Credits
1	Research Ethics	2	2	Methodology for Medical Research	2
	Communication in Medical Science	2		Clinical Medicine Seminar V	2
	Clinical Medicine Seminar IV	2		Major Practice IV (Internal Medicine)	3
	Major Practice III (Internal Medicine)	3		Clinical Immunology	3
	Metabolic Syndrome Research	3			
Total		12	Total		10
Sem.	Course	Credits	Sem.	Course	Credits
3	Clinical Medicine Seminar VI	2	4	Directed Research (extended to 5th semester)	0
	Major Practice V (Internal Medicine)	3		Preparation for comprehensive examination and research proposal	
	Physiology of cell organelles	3			
Total		8	Total		0

# Internal Regulations of Yonsei University Graduate School (Wonju) – Department of Global Medical Science

## Chapter 1 Overview

### Article 1 (Objective)

This regulation aims to specifically define internal regulations of Yonsei University Graduate School Wonju– Department of Global Medical Science (from here on, "Graduate School") within the regulatory boundaries defined by Yonsei University Graduate School Regulations.

### Article 2 (Department Chairman)

The "Department Chairman" shall be appointed by the Dean of Yonsei University Wonju College of Medicine (from here on, "Dean").

### Article 3 (Business)

Businesses related to the Graduate School shall be performed by the Department of Research and Graduate School Affairs, and important items shall be reviewed by the Graduate School Committee.

### Article 5 (Qualifications for Advisory Professor or Committee Member)

- ① To serve as advisory professor and/or committee member, professorship (including full, associate, and assistant) with doctoral degree is required.
- ② Advisory professor and committee chairman of the examination for the doctoral degree must be the members in Yonsei University Wonju College of Medicine, and if the student has co–advisory professors, at least one co–advisory professor must be affiliated with Yonsei University Wonju College of Medicine.

## Chapter 2 Graduate School Committee

### Article 5 (Formation)

The Graduate School Committee of Department of Medicine (from here on, "Graduate School Committee") shall be formed to perform tasks related to the Graduate School.

### Article 6 (Function)

The Graduate School Committee shall perform the following functions :

1. Formation and management of Graduate School curriculum
2. Conducting short–term and training education program within the Graduate School
3. Organizing and conducting academic activities of Graduate School professors and students
4. Determination of Graduate School student quota
5. Administration of Graduate School entrance examination and qualification examination
6. General discussion of graduate students' education, research, and thesis evaluation
7. General discussion of graduate students' scholarship and welfare
8. Discussion of Graduate School budget
9. Discussion of miscellaneous matters ordered by the Dean

### Article 7 (Composition of the Committee)

- ① The head and the members of the Graduate School Committee shall be appointed by the Dean.
- ② The secretary of the Graduate School Committee shall be appointed by the head among the

members of the Committee.

#### Article 8 (Subcommittee)

The head may form subcommittees for a more efficient functioning of the Graduate School Committee.

#### Article 9 (Voting)

The decisions of the Graduate School Committee shall be made through the majority vote, with greater than half of the Graduate School Committee members in attendance.

### **Chapter 3 Admission and Registration**

Article 10 (Eligibility) Undergraduates from any other major may apply for Global Medical Science

Article 11 (Eligibility for registering for degree program) Those meeting the following criteria may apply for any one of the following program:

1. Masters degree program : Received (or is scheduled to receive) bachelor's degree from domestic/international universities, or is deemed to have an academic background equivalent to that of bachelor's degree
2. Doctoral degree program : Received (or is scheduled to receive) masters degree from domestic/international graduate schools.
3. Joint Program of Masters and Doctoral Program (from here on, "joint degree program") : Received (or is scheduled to receive) bachelor's degree from domestic/international universities, or is deemed to have an academic background equivalent to that of bachelor's degree

Article 12 (Military Service) Graduate students under military service must submit approval forms from his or her respective commander. A public health doctor is equivalent to graduate student under military service. However, students under Directed Research are excluded.

### **Chapter 4 Academic Curriculum**

#### Article 13 (Curriculum Composition)

The curriculum is composed of core, major, and major elective courses.

#### Article 14 (Program Completion)

- ① Masters degree : Completion of 30 credits or more, including the core mandatory courses, is needed to earn the masters degree.
- ② Doctoral degree : Completion of 30 credits or more, including the core mandatory courses, is needed to earn the doctoral degree.
- ③ Joint degree : Completion of 54 credits or more, including the core mandatory courses, is needed to earn the joint degree.

#### Article 15 (Course Modification)

The "modification or closure of courses" requested by track supervisor will be reviewed and decided upon by Graduate School Committee.

Article 16 (Course professor restriction) A professor may be responsible for up to 3 credits of elective courses. However, exceptions may be granted by the Graduate School Committee.

## Chapter 5 Qualification Examination

### Article 17 (Composition of Qualification Examination)

The qualification examination is divided into English language examination and comprehensive examination.

### Article 18 (English Examination)

- ① The graduate school may organize the English language examination twice a year under the supervision of Graduate School Committee.
- ② Score 70 (total 100) or more will be considered as "pass" .
- ③ Students who submitted a copy of certified English test score report (English score is only valid for 2 years) will be considered as a pass in the English tests.
- ④ Separate regulations shall be made regarding the details of the English language examination.

Article 19 (Comprehensive Examination) Comprehensive examination is composed of written and oral examinations, and may be applied for by graduate students who 1) passed the English language examinations and 2) have satisfied the following criteria:

1. Masters degree: Enrolled for 2 or more semesters and completed a minimum of 22 credits
2. Doctoral degree: Enrolled for 3 or more semesters and completed a minimum of 30 credits
3. Joint degree: Enrolled for 5 or more semesters and completed a minimum of 43 credits

### Article 20 (Subjects of Comprehensive Examination)

- ① Masters degree: 2 major elective courses
- ② Doctoral degree: 3 major elective courses
- ③ Joint degree: 3 major elective courses

### Article 21 (Holding of Comprehensive Examination)

The written and oral examinations shall be held within the same day, and the time and location of the examination shall be announced 1 week prior to the examination.

### Article 22 (Exceptions)

Joint degree students who completed the masters degree only shall be recognized as masters degree students.

## Chapter 6 Thesis

### Article 23 (Selection and Substitution of Advisory Professor)

- ① A graduate student must finalize the selection of his/her advisory professor within 1 semester of admission, and may select 2 advisory professors if necessary.
- ② After selecting the advisory professor, the graduate student must receive signatures on an "Advisory Professor Confirmation Form" from the advisory professor, and the chairman of his/her department.

Article 24 (Formation of Advisory Committee) ① Once a thesis research proposal is submitted, the advisory professor must form a advisory committee, which must be approved by the Graduate School Committee.

- ② The advisory professor shall form a advisory committee consisting of a total of 3 members (including the advisory professor) for masters degree and 5 members for doctoral or joint degree.

Inclusion of at least 1 expert on the respective field not affiliated with the University is recommended.  
Article 25 (Submission and Approval of Research Proposal)

① Graduate students who passed the qualification examination may submit their research proposal. However, he or she must complete the laboratory safety education program held by the school prior to the submission of the proposal.

② The proposal shall be completed in the same format as the Korea Research Foundation Research Grant Application (see attached), which shall then be submitted to and approved by the graduate school committee.

③ If the research involves human or animal subjects, approvals from respective ethics committee must be obtained at the time of submission of research proposal.

④ The advisory professor must hold a advisory committee meeting, where the graduate student presents his or her research proposal, within one month after the approval of research proposal. All advisory committee members should submit a report to the graduate school committee.

⑤ The graduate school committee will review the advisory report and recommend changes to the contents of research proposal, in which case the graduate must revise the proposal and have it reapproved by the committee.

Article 26 (Modification of Research Proposal)

① When partially modifying the title of the thesis following recommendations by the advisory committee, the student must submit an application for modification and receive approval from the Graduate School Committee prior to submission of the thesis (after passing the preliminary evaluation).

② When modifying the research methods or any other contents of the proposal following recommendations by the advisory committee, the student must resubmit the modified research proposal and receive approval from the Graduate School Committee. Following the modification, the student must undertake Directed Research for a specified period of time (masters.: 1 semester, doctoral: 2 semesters, joint : 3 semesters) in order to be eligible for thesis submission.

③ If substitution of advisory professor is unavoidable, the substitution may be approved by the Graduate School Committee provided that the content of the research proposal is unchanged.

Article 27 (Public Presentation and Evaluation of Graduate Thesis)

① The student must have attended at least 2 public presentation of doctoral thesis and submit the public presentation evaluation report.

② Those submitting thesis for doctoral and joint degree program must do 1 presentation of research proposal, preliminary evaluation, 1 public presentation of graduate thesis, and final evaluation. After presentation, the graduate student should collect the committee member' s signatures on the "Research Progress Report " and submit it to the Department of Research and Graduate School Affairs for the final evaluation.

③ The Chief examiner of the degree thesis examination shall be appointed from among the members of the advisory committee. For masters degree students, the presentation shall be made during the advisory committee meeting under the supervision of the advisory professor.

④ For public presentation, the student must submit an application for public presentation and one copy of his/her thesis abstract to the Graduate School Committee. The presentation must be attended by at least four-fifths of the advisory committee, including the advisory professor.

⑤ Final examination of the degree can only be received by the students who are qualified to submit the graduate thesis, by Details of Internal Regulations of Department of Global Medical Science.

⑥ Joint degree students who completed the masters degree only shall be recognized as masters degree students.

Article 28 (Thesis Evaluation)

After public presentation, the members of the advisory committee and the Graduate School Committee shall refer to the evaluation report of the public presentation in order to evaluate the appropriateness of the thesis. However, if the thesis is ruled as inappropriate, the Graduate School Committee may order modification or supplementation to the submitter of the thesis.

### Chapter 7 Others

Article 29 (Revision of the Internal Regulation)

Revision of the Internal Regulation shall be done under the approval of the Dean through the discussions within the Graduate School Committee.

Article 30 (Details)

Details necessary for operation of the internal regulation may be separately determined through the discussion within the Graduate School Committee.

### Supplementary

1. Details not specified by this internal regulation shall follow the Graduate School Rules and Regulations of Yonsei University Graduate Schools.

2. The internal regulation shall be in operation from April 1st, 2013. However, items in operation prior to the ratification of the internal regulation are deemed as having followed past regulations.

3. Revised “Article 3, Article 4, Article 5, Article 6, Article 11, Article 13, Article 14, Article 15, Article 16, Article 18, Article 19, Article 20, Article 22, Article 23, Article 25, Article 26, Article 27, and Article 28” will be in effect from June 1st, 2018. However, items in operation prior to the ratification of the internal regulation are deemed as having followed past regulations.

## Details of Internal Regulations of Yonsei University Graduate School (Wonju)— Department of Global Medical Science

Article 1 (Objective)

A specific set of detailed regulations shall be made according to the needs and internal regulations of Yonsei University Graduate School (Wonju)— Department of Global Medical Science

## Article 2 (Education program and credit requirements)

The courses required for masters, doctoral, and joint (masters and doctoral degree) programs are as follows (refer to attachment):

### 1. Masters Degree Program

① Students must earn a total 30 academic credits, including 15 credits of core courses including "Research Ethics", "Communication in Medical Science", "Journal Club", "Research Guidance of Biomedical Science", "Human Biology and Disease", "Methodology in Biomedical Science", "Work-In-Progress", and "Colloquium".

② Students can rotate maximum 4 research labs during 6 months before choosing his/her thesis advisor.

### 2. Doctoral Degree Program

① Students must earn a total 30 academic credits, including 15 credits of core courses. Core courses include "Research Ethics", "Communication in Medical Science", "Journal Club", "Research Guidance of Biomedical Science", "Human Biology and Disease", "Methodology in Biomedical Science", "Work-In-Progress", and "Colloquium".

② Students can rotate maximum 4 research labs during 6 months before choosing his/her thesis advisor.

③ If the core mandatory subjects have been previously completed during the masters degree program offered in the Wonju College of Medicine Graduate School, major elective courses must be taken to satisfy the total credit requirement.

### 3. Joint Degree Program

① Students must earn a total 54 academic credits, including 15 credits of core courses. Core courses include "Research Ethics", "Communication in Medical Science", "Journal Club", "Research Guidance of Biomedical Science", "Human Biology and Disease", "Methodology in Biomedical Science", "Work-In-Progress", and "Colloquium".

② Students can rotate maximum 4 research labs during 6 months before choosing his/her thesis advisor.

## Article 3 (English Language Examination)

1. English language examination organized by the Graduate School is offered twice a year (June and December of each year).

2 The details pertaining to the English examination shall be determined by the 'English Examination Subcommittee'.

3. Domestic students (including students on leave of absence) may apply for the examination. The student must apply individually through the Department of Research and Graduate school Affairs and submit the test fee in order to complete the test application.

4. Students are eligible regardless of the number of previously failed exams.

5. Students who submitted a copy of certified English test score report (English score is only valid for 2 years) will be considered as a pass in the English tests.

Official tests and minimum required score: TOEFL [550 (PBT), 230 (CBT), or 80 (iBT)], TOEIC (730), or TEPS (638).

## Article 4 (Language Examination Subcommittee)

1. The head of the graduate school committee may appoint up to three members of language

examination subcommittee.

2. The subcommittee is responsible for developing questions, supervision of the test, and the evaluation.

3. The language exam shall be composed of multiple choice questions and short answer questions.

#### Article 5 (Oral Examination)

1. The oral examination committee shall be composed of 2 to 3 professors from the department of the student's major elective courses.

2. The results of the oral examinations shall be announced the day after the examination.

3. Students who fail the oral examination may retake the exam one week later.

#### Article 6 (Submission and Approval of Research Proposal)

1. Research proposal must be completed in detail so that all contents of the research are clearly listed in the order of 1) need for research, 2) research objective and content, 3) research strategy and method, 4) use of research result, and 5) expected findings as specified within the Korea Research Foundation Research Grant Application.

2. For research proposal involving clinical trial, a self-evaluation report regarding the clinical trial must be completed, which must be submitted to and approved by the Graduate School Committee.

3. Students on doctoral or joint degree should present their research proposal during the "Public Presentation of Research Proposal" seminar session, which should be held within one month of approval of research proposal. The seminar must be attended by at least four-fifths of the advisory committee, including the advisory professor. All members of the advisory committee must submit a advisory report to the Graduate School Committee.

#### Article 7 (Submission of Advisory Report)

The advisory report must be submitted within 2 weeks of the meeting of advisory committee.

#### Article 8 (Eligibility for Thesis Submission)

The following requirements must be met prior to submission of thesis for the respective degree programs :

1. Average for cumulative grade should be above 3.0

2. Masters degree : The student must be enrolled for 4 or more semesters and completed 1 or more semesters of directed research after the approval of research proposal.

3. Doctoral degree : The student must be enrolled for 5 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper.

4. Joint degree : The student must be enrolled for 6 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper.

#### Article 9 (Scholarship Award)

The awarding of scholarship to graduate students shall be determined through separate regulations.

## Supplementary

1. This regulation is applicable to Graduate School students admitted since March 1st, 2013.
2. This regulation has been partially revised March 18th, 2014.
3. This regulation has been partially revised June 1st, 2018.

## Curriculum

Classification	Courses	Note
Core mandatory	<ul style="list-style-type: none"> <li>▶ Research Ethics</li> <li>▶ Communication in Medical Science</li> <li>▶ Journal Club</li> <li>▶ Research Guidance of Biomedical Science</li> <li>▶ Human Biology and Disease</li> <li>▶ Methodology in Biomedical Science</li> <li>▶ Work-In-Progress</li> <li>▶ Colloquium</li> </ul>	<ul style="list-style-type: none"> <li>▶ Research Ethics</li> <li>▶ Communication in Medical Science</li> <li>▶ Journal Club</li> <li>▶ Research Guidance of Biomedical Science</li> <li>▶ Human Biology and Disease</li> <li>▶ Methodology in Biomedical Science</li> <li>▶ Work-In-Progress – 2 credit each</li> <li>▶ Colloquium – 1 credit</li> </ul>
Major elective 1	<ul style="list-style-type: none"> <li>▶ Understanding of CNS Disease</li> <li>▶ Stem Cell Biology</li> <li>▶ Molecular Histology</li> <li>▶ Molecular and Cellular Basis of Metabolic Regulation</li> <li>▶ Calcium Signaling</li> <li>▶ Ion Channel Physiology</li> <li>▶ Physiology of Cell Organelle</li> <li>▶ Pathophysiology of Lifestyle Disease</li> <li>▶ Advanced Research Tools for Molecular Medicine</li> </ul>	<ul style="list-style-type: none"> <li>○ 3 credits each</li> <li>○ The listed courses are examples only and are tentative</li> </ul>
Major elective II (Basic medicine)	<ul style="list-style-type: none"> <li>▶ Human Pathology</li> <li>▶ Basic Gastroenterology</li> <li>▶ Medical Physiology (I, II)</li> <li>▶ Basic Cardiology</li> <li>▶ Basic Endocrinology</li> <li>▶ Microbiology</li> <li>▶ Basic Neurology</li> </ul>	<ul style="list-style-type: none"> <li>○ 3 credits each</li> <li>○ For non-medical undergraduates</li> </ul>

〈Note〉

1. The following professors are in charge of the core subjects : Byung-ill Yeh (Research Ethics), Soo Ki Kim (Communication in Medical Science), Won-gil Cho (Methodology for Biomedical Research), Yang Sik Jeong (Human Biology and Disease), Ki Woo Kim (Journal Club), Kyu Sang Park (Colloquium, Research Guidance of Biomedical Science), Seung Kyu Cha (Work-In-Progress).
2. The courses listed under major electives will be reorganized, and new courses will be added.

## Outline of Core Mandatory

Korean Title	English Title	Credits	Course Number	Sem.	Outline
글로벌연구윤리	Research Ethics	2	GBS6005	Spring	Research and animal ethics Copyright, laboratory notebook
글로벌의과학커뮤니케이션	Communication in Medical Science	2	GBS6002	Spring	Writing English manuscripts presentation preparations and techniques
저널클럽	Journal Club	2	GBS6003	Spring, Fall	Literature presentation by masters, doctoral, joint degree student
의생명과학연구지도	Research Guidance of Biomedical	2	GBS6008	Spring, Fall	Directed research necessary for biomedical research

	Science				
인체생물과질환	Human Biology and Disease	2	GBS6006	Fall	Understanding human biology and related diseases
의생명연구방법론	Methodology for Biomedical Research	2	GBS6001	Fall	Methodology necessary for biomedical research
Work-In-Progress	Work-In-Progress	2	GBS6007	Spring,Fall	Work-in-progress
Colloquium	Colloquium	1	GBS6004	Spring,Fall	Seminar by external lecturers for masters, doctoral, joint degree student

# Regulations of Full-time Graduate Student Scholarship Yonsei University Graduate School of Medicine (Wonju)

Revised 2017.3.

## Article 1 (Objective)

This regulation states the principles of appointment of full-time graduate students and the scholarship award. All the principles will be effective in the boundaries of regulations stated by internal regulations of Yonsei University Graduate School and Yonsei University Graduate School of Medicine(Wonju).

## Article 2 (Faculty Eligibility)

Faculty working in the Wonju College of Medicine as associate professors or higher level, or assistant professors with doctorate degree may request full-time graduate students.

## Article 3 (Application)

- ①Submit "Full-time Graduate Student Application" to the Department of Research and Graduate School Affairs during the admissions period.
- ②Applicants are required to submit a copy of certified English score (score only in the last 2 years will be effective).

## Article 4 (Selection)

- ①The Graduate School Committee may set and submit a priority list of full-time graduate students to the University before regular admission process.
- ②The University may select final awardees prioritizing the applicants recommended by the Graduate School Committee.
- ③Full-time international students must have National Health Insurance during their stay in graduate school.
- ④Full-time international students are required to submit at least one official English score (minimum score for qualification: TOEFL PBT550, IBT 80, TOEIC 730, IELTS 5) to qualify for the scholarship (living expenses). The Scholarship will not be awarded until the student submits the required official English score and there is no retroactive support.
- ⑤ Living expenses will be provided only to the students enrolled at the Dept of Biomedical Science and the Biomedical Science Track at the Dept. of Medicine.

## Article 5 (Award)

- ①Full tuition (excluding the admission and miscellaneous fees) will be awarded during his/her full-time registration (masters degree: 4 semesters, doctoral degree: 6 semesters, joint degree: 8 semesters). International students will be provided with a certain amount of living expenses if needed. (Living expenses will not be subsidized for those who get support from the University Hospital.)
- ② International students who benefited from full-time scholarship from university or hospital have to get National Health Insurance and submit the receipt of payment to the Department of Research and Graduate School Affairs once a semester. If they don't submit the receipt of payment, full-time scholarship can be discontinued.
- ③ Full-time international students with previous semester's GPA below 3.5 will not be awarded received the scholarship (including living expense).

## Article 6 (Responsibility and Requirement)

- ①The advisor mentored a student who benefited full-time scholarship from this University must publish paper(s) related to student's thesis project(s) in the level of SCI(E) journal(s) within two years after student's graduation. (Master's and Doctoral degree: minimum 1 article, joint degree: minimum 2 articles or 1 top 20% article). The students who enrolled in each course (master, doctoral, or joint degree) are required to publish at least one first-authored paper in which his/her advisor should be corresponding author.
- ②The advisor is required to show reprint of publication or submit proof of his/her publication-to-be to the Department of Research and Graduate School Affairs in time.
- ③The advisor who fails to meet the minimum publication requirements cannot take full-time graduate students for a period of time corresponding to the scholarship period of the previous

trainee(s).

Article 7 (Withdrawal)

- ①The student and advisor are required to submit “Withdrawal form” and describe the reason of withdrawal, if the graduate student withdraws from full-time scholarship
- ②If the reason of withdrawal is not appropriate or acceptable (will be determined by the Graduate School Committee), the advisor cannot take future students for a period of time corresponding to the scholarship period of the withdrawn trainee(s)

Article 8 (Time for award)

The scholarship shall be awarded in form of waiving tuition at every semester (the specific duration indicated elsewhere).

### **Supplementary**

Article 1 Miscellaneous items not covered in this regulation shall be decided by the Graduate School Committee of Yonsei University Graduate School of Medicine (Wonju).

Article 2 (Implementation) This regulation shall be in effect from December 2002.

Article 3 (First revision) This regulation shall be in effect from March 2005.

Article 4 (Second revision) This regulation shall be in effect from March 2006.

Article 5 (Third revision) This regulation shall be in effect from March 2009.

Article 6 (Fourth revision) This regulation shall be in effect from March 2013.

Article 7 (Fifth revision) This regulation shall be in effect from September 2014.

Article 8 (Sixth, Seventh revision) This regulation shall be in effect from March 2015.

Article 9 (Eighth revision) This regulation shall be in effect from September 2015.

Article 10 (Ninth revision) This regulation shall be in effect from March 2016.

Article 11 (Tenth revision) This regulation shall be in effect from March 2017.



## Research Proposal Guideline– Completion and Submission

1. Please complete the research proposal in the following order: background, objective, research area, methods, research overview, and references,
2. Submit to Department Office along with the consultation committee member recommendation form.

### ● Completing Research Proposal Form of Yonsei University Graduate Schools

Good research starts from thorough preparation of research proposal, which requires clear and detailed description of the following items.

I. Title : Avoid expressions such as ‘Research on…’ or ‘Discussion of…’ . Use of subheadings is prohibited.

II. Introduction : The introduction is comprised of historical background of the research, its objective, and research area.

A. Background: Stating the problem and setting the hypothesis is crucial in beginning research. The basis for presenting the problem needs to be presented, and the historical backgrounds that have been made to solve the problem should be reviewed. A wide overview of literatures is required for this purpose.

B. Objective : A clear presentation of the problem, as well as a logical hypothesis that attempts to solve the problem, needs to be described.

C. Research area : The researches needed to solve the problem presented above needs to be described. In order to justify the approach taken to solve the problem, present the points that have been evaluated by previous researches, and describe the key components of research methodology that may answer the hypothesis.

### III. Methods

The structure of research design should be described in order, with detailed explanation of the key ideas and components. If using animals, describe in detail the animals to be used. In addition, plan and describe the details related to data analysis in order to pursue rationality in research method.

### IV. Research overview

Construct a reasonable time line of the research in order to demonstrate the organization of the research process.

### V. References

Describe all literatures that have been cited up to this point based on standardized bibliographical form. It is especially important to cite literatures that are most current from the date of completion of research proposal.

## Consultation Committee Member Recommendation for Research Proposal, Year\_\_ Sem.

I hereby recommend the following consultation committee member:

Degree	Masters · Doctoral, Joint	Sem.	Student ID #	Student Name	
Title	Kor.				
	Eng.				
Committee Member			Comment		
Department					
Name					
Department					
Name					
Department					
Name					
Department					
Name					
Committee Chair			* Please select one member of evaluation committee(consultation committee) or the advisory professor as chair of evaluation committee based on Article 8 " Chair of Evaluation Committee"		
Name					

※ Note

A. Eligibility as committee member is limited to assistant professors with doctoral degree, associate professors, or those in higher position. Please recommend 2 committee members for masters degree and 4 committee members for doctoral and joint degree,

B. When recommending a professor not affiliated with Wonju College of Medicine, please record the professor's affiliation, position, resident registration number, home address, and bank account number at "Comments".

C. Complete "Co-advisor Selection Form" if selection of a co-advisor is desired.

Date:

Advisor : \_\_\_\_\_(signature)

To Head of the Department

# Thesis Research proposal

(For departmental record)

Submittor of research proposal	Degree		Department		Sem.	
	Student ID #			Name	(signature)	
Advisor	Department/Position			Name	(signature)	
Estimated date of research initiation				Estimated date of research conclusion		
Title	Kor.					
	Eng.					
<p>1. Research objective and necessity</p>						

Yonsei University Graduate School

※ For more information on thesis system, refer to the Graduate School website (<http://graduate.yonsei.ac.kr/>) – 학사관련자료실-학위논문 – 작성법(체제, English)

(For departmental record)

2. Research content and methods

Yonsei University Graduate School

※ For more information on thesis system, refer to the Graduate School website  
(<http://graduate.yonsei.ac.kr/>) - 학사관련자료실-학위논문 - 작성법(체제, English)

(For departmental record)

3. Expected impact of research result and potential application

Yonsei University Graduate School

※ For more information on thesis system, refer to the Graduate School website (<http://graduate.yonsei.ac.kr/>) - 학사관련자료실- 학위논문 - 작성법(체제, English)

(For departmental record)

4. Research overview and process

Yonsei University Graduate School

※ For more information on thesis system, refer to the Graduate School website (<http://graduate.yonsei.ac.kr/>) - 학사관련자료실- 학위논문 - 작성법(체제, English)

## Declaration of Ethical Conduct in Research

Degree :

Department :

Student No :

Name :

I, as a graduate student of Yonsei University, hereby declare that I abide by the following Code of Research Ethics while writing this dissertation thesis, during my degree program.

"First, I strive to be honest in my conduct, to produce valid and reliable research conforming with the guidance of my thesis supervisor. I affirm that my thesis contains honest, fair and reasonable conclusions based on my own careful research under the guidance of my thesis supervisor.

Second, I do not commit any acts that may discredit or damage the credibility of my research. These include, but are not limited to: falsification, distortion of research findings or plagiarism.

Third, I acknowledge that research misconduct may result in any consequential damages including nullification of degree, all of which I am liable for.

\_\_\_\_\_  
Date

Name : \_\_\_\_\_ (Signature)

## 의학과 및 글로벌의생명학과 연구계획서 Checklist RESEARCH PROPOSAL CHECKLIST

– 각 항목의 연구계획서 반영 사항을 체크(✓)하여 주시기 바랍니다.  
Please check (✓) your answer for each questionnaire

질문 사항 (Questionnaire)	예 (Yes)	아니오 (No)
1. 연구가 독창적(originality)인가? 1. Does your research have originality?		
2. 연구가설이 그 근거와 함께 명확히 제시되었는가? 2. Is your hypothesis clearly stated with literature supporting evidence in the proposal?		
3. 다음 항목들을 토대로 연구방법이 체계적으로 제시되었는가? 3. Does your research proposal include appropriate methods based on the following conditions?		
글로벌의생명학과 및 의생명과학 전공: Dept. of Global Medical Science & Biomedical Science Track:	1) 기전규명 연구가 포함되어 있는가? 1) Does your research proposal include a study on biological mechanism of action?	
임상의학 및 응용의학 전공: Clinical and Applied Medicine Track:	1) 임상 시험연구 또는 중개연구 인가? 1) Is your research a clinical trial or a translational research?	
	2) 연구 결과를 설명할 수 있는 기전 연구나 또는 연구 결과에 대한 충분한 근거를 제시할 수 있는 연구가 포함되어 있는가? 2) Does your research proposal include studies that provide supporting evidence, or mechanisms by which clearly explain the results from your study?	
공통 Common	1) 연구대상(또는 동물)이 연구방법에 맞게 제시되었는가? 1) Is research subject (human or animal) correctly justified as proposed in methods of your research?	
	2) 실험방법 또는 조사방법이 제대로 제시되었는가? 2) Are there investigational or experimental methods properly presented in the proposal?	
	3) 윤리적 측면에 합당한가? 3) Is your research proposal ethically justifiable?	
	4) 연구디자인 또는 연구계획이 체계적인가? 4) Is your research design or research plan adequately organized?	
	5) 통계분석방법이 제시되었는가? 5) Does your research proposal include appropriate statistical analyses?	
4. 후원회사(Sponsor)가 배제된 연구인가? 4. Is your research self-sponsored ? 4-1 아니오라면 기술하여 주시기 바랍니다. (If no, please provide your statement in detail.)		
5. 연구 계획서 내 conflict of interest가 있는가? 5. Is there any conflict of interest in your research proposal? 5-1 예라면 기술하여 주시기 바랍니다. (If yes, please provide your statement in detail.)		

# 학위논문 연구진행 보고서

## Research Progress Report

(학과보관용/For Departmental Record)

연구계획서 제출자 Submitter of Research Proposal	과 정 Degree		학 과 Department		학 기 Sem.	
	학 번 Student ID #			성 명 Name	(인 /signature)	
논문지도교수 Advisor	소속/직위 Department/Position			성 명 Name	(인 /signature)	
자문위원 Committee Member	소속/직위 Department/Position			성 명 Name	(인 /signature)	
자문위원 Committee Member	소속/직위 Department/Position			성 명 Name	(인 /signature)	
자문위원 Committee Member	소속/직위 Department/Position			성 명 Name	(인 /signature)	
자문위원 Committee Member	소속/직위 Department/Position			성 명 Name	(인 /signature)	
연구계획서발표일 Date of Presentation of Thesis Research proposal	년 Year	월 Month	일 Day	예심예정일 Date of Expected Preliminary Evaluation	년 Year	월 Month 일 Day
연 구 제 목 Title	국 문/kor.					
	영 문/Eng.					
1. 연구 진행 / Research Progress						

**연세대학교 대학원/Yonsei University Graduate School**

※ 글로벌의생명학과 운영내규 제 6장 제 27조 2항에 의거하여 예심 3개월 이전까지 교학파트로 제출하여 주시기 바랍니다.

Submit this form to the Department of Research and Graduate School within 3 month before Preliminary Evaluation

# 등록금 반환 신청서

(Application Form for Tuition Refund)

학과주임교수 (Dept. Head Professor)	학술정보원 (Library)
■ 학과(Department):	
■ 성명(Name):	■ 학번(Student ID #):
■ 과정 (Degree)	<input type="checkbox"/> 석사 (Master's) <input type="checkbox"/> 박사 (Doctoral) <input type="checkbox"/> 통합 (Joint) <input type="checkbox"/> 연구 (Research) ( 학기/Semester)
■ 주민등록번호 : (Alien/Resident Registration #)	■ 전화번호 : (Phone)
■ 주소(Address): _____	

■ 반환요청 사유(Reason for tuition refund application):

■ 반환금 송금은행(지점)/계좌번호(Remittance Bank's Name, Branch, & Account #):

■ 등록금 반환 기준(Guidelines for the refund) : 뒷면내용 참조(Refer to the attached guidelines)

■ 첨부(Attachment): 은행통장사본 1부(A copy of Bank Account)

본인은 다음과 같은 사유로 등록금을 반환 받고자 신청합니다.  
(Given the reason above, the undersigned hereby requests for tuition refund.)

년(Year)      월(Month)      일(Date)

신청인(Applicant):

서명(Signature)

연세대학교 대학원장 귀하  
Yonsei University Graduate School

# 등록금 반환기준

## (Guidelines for Tuition Refund)

등록제도 운영에 관한 시행세칙에 근거하여 다음과 같은 기준으로 등록금을 반환한다.  
In accordance with the rules and regulation on registration policy and management system, the tuition shall be refunded to the students who want to take a leave of absence or withdraw from school based on the guidelines stated below.

1. 당해 학기(입학생의 경우 입학일을 말함. 이하 동일) 개시일 전에는 등록금 전액을 반환한다.  
Before the beginning of the semester [or before the entrance date for the newly admitted students], the tuition shall be fully refunded.)
2. 당해 학기 개시일 후에는 다음과 같이 반환하되, 입학금은 반환하지 아니한다.  
Once the semester has started, admission fee is forfeited and the tuition shall be refunded according to the date the application for tuition refund is filed. The following table shows the refund application dates with the corresponding refundable amount.

반 환 사 유 발 생 일 (Refund Application Date)	반환금액 (Refundable Amount)
학기 개시일 14일까지 (14 days after the beginning of the semester)	전액반환 (Full refund)
학기 개시일 15일부터 30 일까지 (15 to 30 days after the beginning of the semester)	6분의 5 (5/6 refund)
학기 개시일 31일부터 60일까지 (31 to 60 days after the beginning of the semester)	3분의 2 (2/3 refund)
학기 개시일 61일부터 90일까지 (61 to 90 days after the beginning of the semester)	2분의 1 (1/2 refund)
학기 개시일 90일 경과 후 (More than 90 days after the beginning of the semester)	반환 없음 (No refund)

# 휴 학 원 서

## (Application Form for Leave of Absence)

학과주임교수 (Department Head Professor)	
■ 학과(Department):	
■ 성명(Name):	■ 학번(Student ID #):
■ 과정(Degree) □ 석사 (Master's) □ 박사 (Doctoral) □ 통합 (Joint) □ 연구 (Research) ( 학기/Semester)	
■ 주민등록번호: (Alien/Resident Registration #)	■ 전화번호: (Phone)
■ 주소(Address) :	

구분 (Type)	일반휴학(질병, 해외연수, 기타)/출산휴학 (General Leave/Maternity Leave of Absence)	입대휴학 (Leave for Military Service)
휴학기간 (Period of leave of absence)	시작기간(From): _____년(year) _____월(month) _____일(date) 종료기간(To): _____년(year) _____월(month) _____일(date) _____학기(Total # of Semesters)	입영일(Service Entry Date): _____년(year) _____월(month) _____일(date)
휴학사유 및 첨부서 (Reason & Documents)	휴학 사유(Reason for leave of absence): 출산휴학-임신진단서 or 출생증명서(Maternity leave-Verification of pregnancy or birth certificate) 질병휴학-진단서(Medical leave-Medical certificate)	입영통지서 또는 복무확인서 사본 1통 (Military enlistment notice: one copy)
주의사항 (Remarks)	<ul style="list-style-type: none"><li>○ 휴학 총기간은 재적기간 동안 석사 2년(4학기)/박사 및 통합과정은 3년(6학기)을 초과 할 수 없음. 휴학기간 만료 후 복학하지 않으면 자동으로 제적됨. (The total leave of absence period shall not exceed 2 years for master's and 3 years for doctoral students. When the student fails to apply for reinstatement after the maximum allowable leave of absence period, he/she will be automatically withdrawn from school.)</li><li>○ 출산 및 육아기간(1년)은 소정의 절차를 거쳐 추가휴학기간으로 인정될 수 있음. (A year leave of absence for child birth and care could be taken additionally.)</li><li>○ 휴학기간은 복학신청이 없는 한 휴학가능 기간 내에서 자동으로 연장됨. (Leave of absence is extended automatically unless the student applies for reinstatement.)</li><li>○ 일반휴학 중 입대자는 반드시 입대휴학으로 변경하여야 함. (A student who intends to take a military service leave but is currently on a general leave of absence must change status from general leave to military service leave.)</li><li>○ 입대 후 귀향 조치자는 귀향일로부터 1주일 내에 입대휴학 취소를 하여야 함. (In case of being terminated from military service, he/she should cancel the leave of absence application within a week.)</li><li>○ 등록금을 납입 후 휴학 할 경우 등록금 반환은 등록금 반환 규정에 정한 바에 따름. (In case of leave of absence application after tuition has been paid, the tuition shall be refunded in accordance with the tuition refund regulations.)</li><li>○ 휴학기간 중 미납도서 및 장기연체가 발생하지 않도록 주의. (Please make sure that all loaned books have been returned before taking the leave.)</li></ul>	
휴학절차 (Application Procedure)	1. 원서작성 (Fill out application form) 2. 학과 주임교수 날인 (Get approval from the department head professor) 3. 대학원 행정팀 제출 (Submit application form to the Graduate School Office)	

본인은 위와 같은 사유로 휴학을 하고자 하오니 허락하여 주시기 바랍니다.

(Given the reason above, the undersigned hereby submits the request for leave of absence for approval.)

년(Year) 월(Month) 일(Date)

신청인(Applicant) :

서명(Signature)

연세대학교 대학원장 귀하  
Yonsei University Graduate School

# 복학원서

(Application Form for Reinstatement)

학과주임교수 (Department Head Professor)	
■ 학과(Department):	
■ 성명(Name):	■ 학번(Student ID #):
■ 과정(Degree) <input type="checkbox"/> 석사 (Master's) <input type="checkbox"/> 박사 (Doctoral) <input type="checkbox"/> 통합 (Joint) <input type="checkbox"/> 연구 (Research) ( 학기/Semester)	
■ 주민등록번호: (Alien/Resident Registration #)	■ 전화번호: (Phone)
■ 주소(Address):	

학적사항 (Academic Information)	입학일자(Admission Date) 년 월 일(Year/Month/Date)	휴학일자(Date of Leave of Absence) 년 월 일(Year/Month/Date)
	휴학구분(Nature of Leave of Absence) <input type="checkbox"/> 일반(General) <input type="checkbox"/> 입대(Military) <input type="checkbox"/> 출산(Maternity)	
	이수학기(# of Semesters Taken) 학기(Semester(s))	최종 등록학기(Last Semester Enrolled) 년(Year) 학기(Semester)
병역사항 (Military Service)	입대일자(Entry Date) 년(Year) 월(Month) 일(Date)	전역일자(Termination Date) 년(Year) 월(Month) 일(Date)
	계급(Rank):	군번(ID #):
	군별(Type) <input type="checkbox"/> 육군(Army) <input type="checkbox"/> 해군(Navy) <input type="checkbox"/> 공군(Air Force) <input type="checkbox"/> 의경(National Police) 기타 (Others) <input type="checkbox"/> 제1국민역(The 1 <sup>st</sup> duty) <input type="checkbox"/> 징집면제/제2국민역(Exemption from Conscription) <input type="checkbox"/> 병역면제(Exemption) <input type="checkbox"/> 예비군(Reserved Force)	
복학절차 (Application Procedure)	1. 원서작성 (Fill out application form) 2. 학과 주임교수 날인 (Get approval from the department head professor) 3. 대학원 행정팀 제출 (Submit application form to the Graduate School Office)	
첨부서 (Attachment)	입대휴학 후 복학하는 자는 전역증명서 또는 병적확인서 첨부 (In case of reinstatement after military service, a certificate of military service should be attached.)	

본인은 이번 학기에 복학 하고자 신청하오니 허락하여 주시기 바랍니다.  
(The undersigned hereby submits the request for reinstatement for approval.)

년(Year) 월(Month) 일(Date)

신청인(Applicant) :

서명(Signature)

연세대학교 대학원장 귀하  
Yonsei University Graduate School

# 자 퇴 서

## (Application Form for Voluntary Withdrawal)

지도교수 (Academic Advisor)	학과주임교수 (Department Head Professor)	학술정보원 (Library)		
■ 학과(Department) :				
■ 성명(Name) :			■ 학번(Student ID #) :	
■ 과정(Degree) <input type="checkbox"/> 석사 <input type="checkbox"/> 박사 <input type="checkbox"/> 통합 <input type="checkbox"/> 연구 (      학기/Semester)				
(Master's)              (Doctoral)              (Joint)              (Research)				
■ 주민등록번호 : (Alien/Resident Registration #)			■ 전화번호 : (Phone)	
■ 주소(Address) :				

본인은 다음과 같은 사유로 자퇴를 신청합니다.  
 (Given the reason below, the undersigned hereby requests for voluntary withdrawal.)

- 등록금 (Lack of financial support for tuition)
- 타대학원 진학 (Entrance to another graduate school)
- 취업 (Employment to a new job)
- 유학 (Study abroad)
- 전공 변경 (Change of major)
- 기타 (Others): \_\_\_\_\_

년(Year)                      월(Month)                      일(Date)

본인 성명 :  
 (Applicant's Name)

서명  
 (Signature)

**연세대학교대학원장 귀하**  
**Yonsei University Graduate School**

# 재입학원서

## (Application Form for Readmission)

■학과(Department):
■성명 (Name) : ■학번(Student ID #):
■과정(Degree) <input type="checkbox"/> 석사 (Master's) <input type="checkbox"/> 박사 (Doctoral) <input type="checkbox"/> 통합 (Joint) <input type="checkbox"/> 연구 (Research) (학기/Semester)
■주민등록번호: (Alien/Resident Registration #) ■전화번호: (Phone)
■주소(Address):

학적사항 (Academic Information)	입학일자(Admission Date) 년 월 일 (Year/Month/Date)	최종 등록학기(Last Semester Enrolled) 년 월 (Year/Month)
	이수학기(# of Semesters Taken):	학기(Semester(s))
	취득학점(Units Earned):	평량평균(Grade Point Average):
	어학시험(Language Test)	<input type="checkbox"/> 합격(Passed) <input type="checkbox"/> 불합격(Failed) <input type="checkbox"/> 미응시(Not Taken)
	종합시험(Comprehensive Test)	<input type="checkbox"/> 합격(Passed) <input type="checkbox"/> 불합격(Failed) <input type="checkbox"/> 미응시(Not Taken)
병역사항 (Military Service)	입대일자(Entry Date) 년 (Year) 월 (Month) 일 (Date)	전역일자(Termination Date) 년 (Year) 월 (Month) 일 (Date)
	계급(Rank):	군번(ID #):
	군별(Type)	<input type="checkbox"/> 육군(Army) <input type="checkbox"/> 해군(Navy) <input type="checkbox"/> 공군(Air Force) <input type="checkbox"/> 의경(National Police)
	기타 (Others)	<input type="checkbox"/> 제1국민역(The 1 <sup>st</sup> duty) <input type="checkbox"/> 징집면제/제2국민역(Exemption from Conscription) <input type="checkbox"/> 병역면제(Military Exemption) <input type="checkbox"/> 예비군(Reserved Force)
재입학신청 절차 (Application Procedure)	신청자 진행 절차 (Procedure for the Applicant) 1. 원서작성 (Fill out application form) 2. 지도교수 승인 (Get approval from the academic advisor) 3. 학과 사무실에 제출 (Submit application form to the Graduate School office)	
	학과 진행 절차 (Procedure for the Department) 1. 신청자 서류 접수 (Receipt of application documents) 2. 재입학 요청 공문 발송(학과→대학→대학원) (Submission of official documents)	
첨부서 (Attachment)	재입학사유서 및 성적증명서 첨부 (Statement of reason for readmission and original copy of transcript)	
주의사항 (Remarks)	미등록/휴학만료 제적된 자는 입학정원의 결원이 있을 때 1회에 한하여 재입학을 허가할 수 있음 (Readmission is only granted when the conditions are met.)	

본인은 이번 학기에 재입학 하고자 신청하오니 허락하여 주시기 바랍니다.  
(The undersigned hereby submits the request for readmission for approval.)

년 (Year) 월 (Month) 일 (Date)

본인 성명 :  
(Applicant's Name)

서명  
(Signature)

지도교수 성명 :  
(Academic Advisor's Name)

서명  
(Signature)

연세대학교 대학원장 귀하  
Yonsei University Graduate School

# 재입학청원서

(Petition for Readmission)

■ 대학(College)	
■ 학과(Department)	
■ 학번(Student ID #)	
■ 성명(Name)	

		년(Year)	월(Month)일(Date)
신청인(Applicant)		서	명
	:	(Signature)	

**수강과목철회 신청서**  
**Application Form for Course(s) Withdrawal**

**1. 신청인 정보 (Student Information)**

학번 (Student ID No.)		성명 (Name)	
학과 (Department)		학기 (Semester)	
과정 (Course)		연락처 (Contact No.)	

**2. 철회희망교과목 정보 (Withdrawn Course Information)**

과목종별 (Category)	학정번호 (Code No.)	학점 (Credit)	수강철회 희망 교과목명 (Course Title)	담당교수 (Instructor)	담당교수 확인 (Instructor's Signature)

※ 과목종별 (Category): 전공 (Major), 청강 (Audit), 보충 (Supplementary) 등

※ 수강과목 철회 후 남게 되는 과목수 (No. of registered courses left after withdrawal):

※ 수강과목 철회 사유 (Reason for withdrawal):

위와 같이 \_\_\_\_\_ 학년도 \_\_학기 수강과목을 철회하고자 하오니 허락하여 주시기 바랍니다. (The undersigned hereby requests for the withdrawal of the above course(s) for \_\_\_\_ (spring or fall) semester \_\_\_\_\_ (year).)

신청일 (Date) :

신청인 (Applicant):

서명

(Signature):

**대 학 원**  
**Yonsei University Graduate School**

## 공동지도교수 선정 신청서

### Co-Advisor Application Form

논문지도대상 학생 (student)				책임지도교수 (advisory professor)			공동지도교수 (co-advisory professor)		
과정 / 학기 (program/semester)	학과 (Dept.)	학 번 (student ID no)	성 명 (name)	학과 (Dept.)	직 급 (position)	성 명 (name)	학과 (Dept.)	직 급 (position)	성 명 (name)

선정 및 신청사유 (공동 연구 주제, 방법론 등을 구체적으로 기술) :

Describe the reason for cooperation (Please be specific) :

논문지도학생(student) :                   (서명, signature)  
 책임지도교수(advisory professor) :                   (서명, signature)  
 공동지도교수(co-advisory professor) :                   (서명, signature)  
 전공주임교수(Dept. head professor) :                   (서명, signature)

대 학 원

Yonsei University Graduate School

# 논문 제출 연기 사유서

(Statement of Reason for Thesis Submission Extension)

■ 대학(College)	
■ 학과(Department)	
■ 학번(Student ID #)	
■ 성명(Name)	

		년(Year)	월(Month)일(Date)
신청인 (Applicant)			서명(Signature)
지도교수 성명 (Advisor's Name)			서명(Signature)

# 학위과정 변경 신청서(석사 → 통합과정)

## (Application Form for Degree Program Transfer from Master's to Joint Program)

<b>지도교수</b> (Academic Advisor)	<b>학과주임교수</b> (Department Head Professor)		
<b>■ 학과(Department):</b>			
<b>■ 성명(Name):</b>		<b>■ 학번(Student ID #):</b>	
<b>■ 과정(Degree)</b>		석사 (Master's)	(      학기/Semester)
<b>■ 주민등록번호:</b> (Alien/Resident Registration #)		<b>■ 전화번호:</b> (Phone)	

상기 본인은 과정변경의 신청조건을 모두 만족하는 바 석사과정에서 석·박사통합 과정으로 과정변경을 신청합니다.

(Give all the conditions for degree program transfer are satisfied, the undersigned hereby requests for degree program transfer from Master's to Joint program.)

2013년(Year)      월(Month)      일(Date)

신청인(Applicant) :

서명(Signature)



## Course Registration Checklist(Clinical Medicine Track and Applied Medicine Track)

Note: Applied Medicine Track\_Students must complete the Applied Medicine Seminar 1~6 instead of MAJOR PRACTICE 1~6 of the clinical medicine track

Degree	Masters				Doctoral				Joint			
	Course(Credit)			Credit fulfilled?	Course(Credit)			Credit fulfilled?	Course(Credit)			Credit fulfilled?
	Course completed?	Yes	No		Course completed?	Yes	No		Course completed?	Yes	No	
Core mandatory	RESEARCH ETHICS (2)				RESEARCH ETHICS (2)				RESEARCH ETHICS (2)			
	COMMUNICATION IN MEDICAL SCIENCE (2)				COMMUNICATION IN MEDICAL SCIENCE (2)				COMMUNICATION IN MEDICAL SCIENCE (2)			
	METHODOLOGY FOR APPLIED MEDICAL RESEARCH (2)				METHODOLOGY FOR APPLIED MEDICAL RESEARCH (2)				METHODOLOGY FOR APPLIED MEDICAL RESEARCH (2)			
Credits	6 credits				6 credits				6 credits			
Major mandatory	MAJOR PRACTICE 1(3)				MAJOR PRACTICE 4 (3)				MAJOR PRACTICE 1(3)			
	MAJOR PRACTICE 2(3)				MAJOR PRACTICE 5 (3)				MAJOR PRACTICE 2(3)			
	MAJOR PRACTICE 3(3)				MAJOR PRACTICE 6 (3)				MAJOR PRACTICE 3(3)			
	MAJOR SEMINAR 1 (2)				MAJOR SEMINAR 4 (2)				MAJOR PRACTICE 4 (3)			
	MAJOR SEMINAR 2 (2)				MAJOR SEMINAR 5 (2)				MAJOR PRACTICE 5 (3)			
	MAJOR SEMINAR 3 (2)				MAJOR SEMINAR 6 (2)				MAJOR SEMINAR 1 (2)			
Audit	DIRECTED RESEARCH 1 (0)				DIRECTED RESEARCH 2 (0)				DIRECTED RESEARCH 2 (0)			
					DIRECTED RESEARCH 2 (0)				DIRECTED RESEARCH 2 (0)			
Credits	15 credits				15 credits				25 credits			
Major electives	ELECTIVE (3)				ELECTIVE (3)				ELECTIVE (3)			
	ELECTIVE (3)				ELECTIVE (3)				ELECTIVE (3)			
	ELECTIVE (3)				ELECTIVE (3)				ELECTIVE (3)			
									ELECTIVE (3)			
									ELECTIVE (3)			
									ELECTIVE (3)			
Credits	9 credits				9 credits				23(24) credits			
Total	30 credits				30 credits				54(55) credits			

## Course Registration Checklist Medicine(Biomedical Science Track) and Global Medical Science

- Note : 1. The students majoring in the Biomedical Science Track must register the subjects set up by the dept. of the Global Medical Science for it is established
2. Registration order: JOURNAL CLUB - COLLOQUIUM- RESEARCH GUIDANCE OF BIOMEDICAL SCIENCE

Degree	Medicine(Biomedical Science Track) / Global Medical Science				
	Masters/Doctoral/Joint				
	Course (Credit)		Credit fulfilled?	Sem.	
Course completed?	Yes	No			
Core mandatory	RESEARCH ETHICS (2)				Spring
	COMMUNICATION IN MEDICAL SCIENCE (2)				Spring
	JOURNAL CLUB (2)				Spring,Fall
	COLLOQUIUM (1)				Spring,Fall
	RESEARCH GUIDANCE OF BIOMEDICAL SCIENCE (2)				Spring,Fall
	HUMAN BIOLOGY AND DISEASE(2)				Fall
	METHODOLOGY IN BIOMEDICAL SCIENCE(2)				Fall
WORK-IN-PROGRESS(2)					Spring,Fall
Core mandatory credits	15 credits				
Major mandatory	Not applicable				
Audit	DIRECTED RESEARCH 1 (0) DIRECTED RESEARCH 2 (0)	A minimum of 1(masters), 2(doctoral/joint) semesters of Directed research			
Major mandatory credits					
Major electives	1. Master/Doctoral : Electives(3), 5 Electives, 15credits 2. Joint : Electives(3), 13 Electives, 39credits				
Total	Master/Doctoral : 30 credits, Joint : 54 credits				

## Agreement to Collect and Use Personal Information / Personally Identifiable Information

I recognize the content of this agreement regarding the provision of my personal information and personally identifiable information and the right of Yonsei University Wonju College of Medicine to use this information for the following purpose :

1. Personal information to provide

A. Items of personal information

Name, resident registration number as personally identifiable information, date of birth, address, phone number, cell phone number, picture, e-mail, hobby, significant report, military service (if unfulfilled, the reason being unfulfilled), certificates/license, academic ability, awards, experiences, family members, official foreign language test report, religion, veteran record, disability record, etc.

B. How to provide personal information

Write application, write personal identity card, submit documentary evidence, mail, e-mail, fax sent by the person, etc.

2. Purpose for provision and use of personal information

A. Administration of school affairs, administration of school grades, administration of instructing school lives, issuance of certificates, operation of conferences in school

B. Provision of information to related institutions and third parties in viewing school record, school history, school grade, etc., others

C. Use of Yonsei Wonju Medical Library and other Yonsei University's libraries.

3. Time period for retaining the right to provision and use of personal information

The personal information of new (enrolled) students is stored in the academic affairs website of Yonsei University. The data is permanently recorded during enrolled period and after graduation as school affairs information, and is not used for any other purpose.

If the provider of personal information requests to make changes in personal information, the particular information can be changed.

4. Right to deny consent and disadvantage for denying the right

I will not pose any objections for disadvantages that might arise by denying the agreement for provision and use of personal information.

I have reviewed the above information and agree to the information.

Year                  Month                  Date

Signature of the consenter :

Yonsei University Wonju College of Medicine

# Major Changes

## 1. Degree of the Dept.

Dept.	~2013-2		2014-1 ~		Undergraduate Degree
	Kor.	Eng	Kor.	Eng.	
Medicine	의학석사	Master of Medical Science	의학석사	Master of Medical Science	MD
			이학석사		NON-MD
	의학박사	Ph.D. in Medical Science	의학박사	Ph.D. in Medical Science	MD
			이학박사		NON-MD
Global Medical Science	이학석사	Master of Medical Science	의학석사	Master of Medical Science	MD
			이학석사		NON-MD
	이학박사	Ph.D. in Medical Science	의학박사	Ph.D. in Medical Science	MD
			이학박사		NON-MD

## 2. Changes in the details of Internal Regulations of Yonsei University Graduate School(Wonju)- Department of Medicine & Global Medical Science\_ Joint degree only

- Graduate School students who will admit at September 1st, 2014. : only 2) will be applied
- Graduate School students who have admitted before September 1st 2014. : Students can select either 1) or 2)

Choice	All _Joint degree	Full-time Graduate Student Only	
	Eligibility for public presentation	Additional Requirement after Public Presentation From being received a scholarship, Within two years after graduation	Research Achievements Report
1)	① Publication of 1 article related to the contents of the thesis on SCI-level journals (SCI, SCI-E, SSCI, A&HCI) as main author ② Publication of 1 article on subject related to the area of expertise as a main author, with the advisory professor being the coauthor.	1 article/ Co-author (regardless of author type)	level of SCI(E) journal(s)/ minimum of 2 articles 1 article/ first-authored paper(student), corresponding author(advisory) 1 article/ Co-author (regardless of author type)/
2)	~ Also published 1 article related to the contents of doctoral thesis on SCI-level journals (SCI, SCI-E, SSCI, A&HCI) as the first author.	1 article/ first-authored paper(student), corresponding author (advisory) or 1 top 20% article/ first-authored paper(student), corresponding author (advisory)	level of SCI(E) journal(s)/ minimum 2 of articles/ first-authored paper(student), corresponding author(advisory)

## 3. Regulations for the provision of living expenses to international graduate students will be changed from spring semester 2015.

Please refer to the below information.

- Provision of living expenses for full-time scholarship

1) Advisory professors will be also responsible for living expenses which have been provided by school to full-time international graduate students.

2) This rule applies to admitted and enrolled students from spring semester 2015.

3) The living expense will be provided to the students on the first Friday of every month.

	Category	Master' s	Doctoral	Joint	
				1-4 Semester	5-8 Semester
Before	School	KRW 600,000	KRW 800,000	KRW 600,000	KRW 800,000
	Advisory professor	None	None	None	None
From spring semester 2015	School	KRW 400,000	KRW 600,000	KRW 400,000	KRW 600,000
	Advisory professor	KRW 200,000	KRW 200,000	KRW 200,000	KRW 200,000

## 4. Health Insurance

1) The international students ① entering at september 2014 and ② awarded the full-time graduate student scholarship from school must get the National Health Insurance and submit the proofs of the payment to the Department of Research and Graduate School Affairs once a semester.

2) Refer to this web site for getting the health

insurance\_ <http://www.nhis.or.kr/static/html/wbd/g/a/wbdga0101.html> or contact at 02-390-2000(Eng.)  
 3) Required document : a copy of alien registration card and passport, some insurance fee

5. Regulations of Full-time Graduate Student Scholarship

- Full-time international students with previous semester' s GPA below 3.5 will not be awarded received the scholarship (including living expense).
- If the student gets the required GPA score in the following semester, it will be reinstated.

6. Completing the Lab Safety Education at the web every semester

- Visit to the <http://safety.yonsei.ac.kr> and complete the education within a month after starting the semester.
- If you have any questions, please contact the phone number 033-741-0263, or visit to the Central Research Lab, 4th floor at the main building.

7. Eligibility for Final Evaluation & Journal Requirements

Admission Sem.	Eligibility for Final Evaluation	Journal Requirements
~ 2018-1	A: publishing the sci leveled paper → public presentation → final evaluation : meeting Journal Requirements 1) or B: public presentation → publishing the sci leveled paper → final evaluation : meeting Journal Requirements 2)	1) Article 8 (Eligibility for Thesis Submission) 3. Doctoral degree : Enrolled for 5 or more semesters and completed 2 or more semesters of Directed Research after approval of research proposal. Also published 1 article related to the contents of doctoral thesis on SCI-level journals (SCI, SCI-E, SSCI, A&HCI) as the first author. 4. Joint degree : Enrolled for 6 or more semesters and completed 2 or more semesters of Directed Research after approval of research proposal. Also published 1 article related to the contents of doctoral thesis on SCI-level journals (SCI, SCI-E, SSCI, A&HCI) as the first author.
2018-2~	public presentation → publishing the sci leveled paper → final evaluation : meeting Journal Requirements 2) only	2) Article 8 (Eligibility for Thesis Submission) 3. Doctoral degree : The student must be enrolled for 5 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper. 4. Joint degree : The student must be enrolled for 6 or more semesters and completed 2 or more semesters of directed research after the approval of research proposal. The degree candidate must publish at least 1 original article in SCI-level journals (SCI, SCI-E, SSCI, A & HCI) related to the subjects of research during his/her degree. The student must be the first (1st) author and his/her advisor must be the corresponding author in the published paper.