

# Internal Regulations of Yonsei University Graduate School (Mirae)

## Department of Global Medical Science

Ratified 2013. 04. 01

Revised 2018. 06. 01

Revised 2020. 03. 01

### 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 4 (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) or have completed English Language Program(Intermediate) established at University’ s Foreign Language Institute will be considered as a pass in the English tests(except recipient of full time graduate student scholarship).
- 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.
4. Revised “Article 13 and Article 18, ③” will be in effect from March 1st, 2020. Beginning March 1, 2010, the revised curriculum and credit requirements will be applied.

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

Ratified 2013. 04. 01

Revised 2018. 06. 01

Revised 2020. 03. 01

#### 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 6 credits of core mandatory courses and 4 credits of major mandatory courses. Core mandatory subjects include “Research Ethics” , “Communication in Medical Science” and "Methodology in Medical Science".

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 6 credits of core mandatory courses and 4 credits of major mandatory courses. Core mandatory subjects include "Research Ethics" , "Communication in Medical Science" and "Methodology in Medical Science".

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 6 credits of core mandatory courses and 4 credits of major mandatory courses. Core mandatory subjects include "Research Ethics" , "Communication in Medical Science" and "Methodology in Medical Science"

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.
4. Revised "Article 2" will be in effect from March 1st, 2020. Beginning March 1, 2010, the revised



curriculum and credit requirements will be applied.

## Curriculum

Classification	Courses	Note
Core mandatory	<ul style="list-style-type: none"> <li>▶ Research Ethics</li> <li>▶ Communication in Medical Science</li> <li>▶ Methodology in Biomedical Science</li> </ul>	○ 3 credits each
M a j o r mandatory	<ul style="list-style-type: none"> <li>▶ Journal Club</li> <li>▶ Colloquium</li> <li>▶ Research Guidance of Biomedical Science</li> </ul>	○ 3 credits each
Major elective	<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>

〈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)
2. The following professors are in charge of the Major mandatory subjects : Kyu Sang Park (Journal Club), Yang Sik Jeong (Colloquium), Seung Kyu Cha (Research Guidance of Biomedical Science)
3. 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	WCG6001	Spring	Research and animal ethics Copyright, laboratory notebook
의과학커뮤니케이션	Communication in Medical Science	2	WCG6002	Spring	Writing English manuscripts presentation preparations and techniques
의과학연구방법론	Methodology for Medical Research	2	WCG6003	Fall	Methodology necessary for biomedical and Medical Research

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

Revised 2019.6.

### 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(Mirae).

### 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) during the admission period.

### 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 PBT 585, IBT 95, TOEIC 830, IELTS 6) to qualify for the full-coverage of scholarship including living expense. The Scholarship will not be awarded until the student submits the required official English score and there is no retroactive support.
- ⑤Living expenses will be provided only to the students enrolled in Dept of Biomedical Science and the Biomedical Science Track in Dept. of Medicine as a doctoral or joint degree program.  
– English Test Score Report for Scholarship Award

Degree	TOEIC Standard	From 1 <sup>st</sup> to 4 <sup>th</sup> Semester	From 5 <sup>st</sup> to 6 <sup>th</sup> Semester	From 7 <sup>st</sup> to 8 <sup>th</sup> Semester
Master	750 or higher	Entrance & Tuition Fee	No scholarship support	
Doctoral	Between 750 and 830	Entrance & Tuition Fee	12% of Tuition Fee	No scholarship support
	830 or higher	Entrance & Tuition Fee, Living expense	12% of Tuition Fee, Living expense	
Joint	Between 750 and 830	Entrance & Tuition Fee	Tuition Fee	12% of Tuition Fee
	830 or higher	Entrance & Tuition Fee, Living expense	Tuition Fee & Living expense	12% of Tuition Fee & Living expense

### 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.)
- ②International 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.
- ③Full-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 (Scholarship Return) the students wishing to discontinue the joint degree program in order to acquire to the Master's degree should return the excess tuition fee(except living expensive) to the school according to the criteria for the payment of scholarships by course shown at the Article 4 when it is approved.

Article 9 (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 (Mirae).

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.

Article 12 (Eleventh revision) This regulation shall be in effect from March 2018.(However Article 4 ⑤ shall be applied to the students who enter the graduate school from Fall 2018.)

Article 13 (Twelfth revision) This regulation shall be in effect from June 2019.(However Article 3 ② has already been implemented, and Article 8 ① shall be applied retrospectively to the students who are enrolled on Spring 2018.)

전일제 대학원생 장학금 지급 신청서(연세원주의대)

Full-time Graduate Student Scholarship Award Application (Wonju College of Medicine)

구 분	소속교실 Department	지도교수명 Advisory Professor
대학원생 추천사유 Reason for Recommendation		

국민건강보험가입 National Health Insurance	재학기간 중 국민건강보험에 가입하여 매학기 한번 교학파트로 납부 영수증을 제출하도록 하겠습니다. I will submit a proof of National Health Insurance every semester to the Department of Research and Graduate School Affairs.

주) 신청서 작성 전 전일제장학금 관련 내규를 반드시 확인 후 작성하여 주시기 바랍니다.

Note) Please confirm the regulations regarding full-time graduate student scholarship award prior to completing the application.

위와 같이 장학금을 신청합니다.

I hereby apply for the following scholarship award.

첨부 1. 유효기간 2년 이내 공인인증영어성적

ATTACHMENT 1. OFFICIAL ENGLISH SCORE(score only in the last 2 years will be effective).

년 월 일

Year Month Date

지 원 자/Applicant : (인)(Signature)

지도교수/Advisory professor : (인)(Signature)

교실주임교수/Chairman of Department : (인)(Signature)

교 실 명/Department :