

NCC-GCSP School Regulations

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Chapter 1 General

Article 1 (Objective) The objective of NCC-GCSP regulation is to stipulate the basic regulations concerning to academic operations and affairs including the organization and composition of department or major in the National Cancer Center Graduate School of Cancer Science and Policy (Hereinafter referred to as “NCC-GCSP”).

Article 2 (Educational Goal) NCC-GCSP’ s educational goals are as follows

1. Training a next-generation leader in cancer control and research
2. Training professionals in translational research applicable to community
3. Providing educational opportunity that considers each regional features
4. Building an international network and establishing a basis for a joint research

Article 3 (Degree Program) NCC-GCSP offers master' s degree program (Hereinafter referred to as “master' s program”) and doctoral degree program (Hereinafter referred to as “doctoral program”)

Article 3-2 (Academy · Research · Industry Cooperation Program) NCC-GCSP can have Academy · Research · Industry cooperation program which establishes and operates Academy · Research · Industry, Academy · Research or Academy · Industry program by signing a contract with research institute or industry as a degree program of graduate school.

Article 4 (Department) ① Two different departments are established in master' s program and doctoral program: the Department of Cancer Control and Population Health and the Department of Cancer Biomedical Science.

② Final decisions with respect to any matters required for establishing and operating the department rest upon the President through the NCC-GCSP Committee review.

Article 5 (Quota) ① The student quota should be the one approved by the Ministry of Education as stipulated in the「University Establishment and Operation Act」.

② Final decision regarding the admission offer to students that is not included in the official quota rest upon the President through the NCC-GCSP Committee review.

Chapter 2 Organization and Faculty

Article 6 (Organization) The organization of NCC-GCSP should follow the related regulations.

Article 7 (Full-time faculty) ① Full-time faculties are classified into professor, associate professor and assistant professor.

② The appointment and dismissal of full-time faculties, and guarantee of their status should follow the related regulations.

Article 8 (Dean) ① Dean should be appointed at the NCC-GCSP.

② Dean whose duties and tasks ordered by the President should take the general responsibility for any works related to NCC-GCSP, as well as lead students' education.

Article 9 (Department Chair) ① The department chair should be in charge of each department and this position should be filled by an assistant professor or higher.

② The department chair should be in charge of academic affairs in each responsible department.

Article 10 (Academic Advisor) The role of academic advisors is to instruct and assist students with thesis and other academic affairs. The faculty members in such position should be filled by a position higher than assistant professor. However, the chair professor or adjunct faculty may be responsible for instructing and assisting students if necessary.

Article 11 (Chair Professor) ① One who capable of contributing to school development with his/her experiences in education and research may be designated as a chair professor by the President. A chair professor should be an authority in cancer control and research that corresponds with the purpose of NCC-GCSP establishment and its educational goal.

② Appointment and treatment of chair professor should follow the related regulations.

Article 12 (Adjunct Faculty and Others) ① Honorary (emeritus) professor, adjunct professor, visiting professor and part-time instructor can teach students at the NCC-GCSP.

② Appointment or treatment of faculty members mentioned above in section 1 should follow the related regulations.

Article 13 (Assistant) ① An assistant is to assist faculties with their educational and research activities.

② Final decision with respect to any matters required for appointing, serving and treating an assistant rest upon the President.

Chapter 3 Admissions, and Student and Class Registration

Article 14 (Admissions Period) Admissions period should be within 10 days of beginning of every semester.

Article 15 (Eligibility and Requirement) ① A student who is eligible to apply master' s program should hold a bachelor' s degree or educational attainment equivalent to bachelor' s degree approved by laws.

② A student who is eligible to apply doctoral program should hold a master' s degree or educational attainment equivalent to master' s degree approved by laws.

Article 15-2 (Transfer admission) ① The president of NCC-GCSP can approve transfer admission for a student who completed more than 1 semester in domestic or oversea graduate school by GCSP committee' s deliberation within admission quota.

② Matters required for transfer admission according to regulation of Article 15-2 ① shall be decide separately by the President.

Article 16 (Application Procedure) ① Applicants who wish to apply degree program at the NCC-GCSP should submit the following documents along the application fee. The applicant should go through series of application process.

② Final decisions on other additional documents required for submission or any other required matters or issues for application procedures rest upon the President.

Article 17 (Admission Screening) ① Admission screening undergoes the following processes; however, partially to be waived if approved by the President.

1. Document review
2. Admission Interview
3. Other tests

② Details in respect of English proficiency test scores, entrance and screening procedure should go through the NCC-GCSP Committee review prior to a final decision is made by the President.

Article 18 (Admission Acceptance) Admission acceptance for those successful candidates should be reviewed by the NCC-GCSP Committee and finally offered by the President.

Article 19 (Registration of Incoming Student and Cancellation) ① Those who permitted to admission must the required documents prescribed by the president within the designated period and complete the enrollment payment and admission registration.

② The president may cancel or withdraw an admission offer to those who fail to perform the procedure mentioned above in section 1 without a reasonable excuse.

Article 20 (Registration of Enrolled Student) Enrolled students need to pay tuition and register the semester within the stipulated deadline or period.

Article 21 (Course Registration and Add/Drop) ① Students who have decided to attend classes must complete the registration and payment prior to course(s) registration. The approvals from the advisor must be obtained in order to register the courses within the stipulated period.

② Adding and dropping of courses is only allowed until the stipulated deadline. Students are not allowed to randomly modify the courses.

Article 22 (Withdrawal) Those who are not able to take class they have already registered for unavoidable reason must receive a confirmation from the advisor within a month from the beginning of the semester concerned, and must submit a ‘withdrawal for registered class’ along the proof documents. In this case, the remaining class should be more than 1 course.

Chapter 4 Academic Year, Semester, Number of School Days, Faculty Duty Hours and Holidays

Article 23 (Academic Year and Semester) ① A full academic year at the NCC-GCSP begins from the 1st of March to the end of February in the next year; and 2 semesters are in a full year. However, the beginning and the end of the academic year may be modified through the review by NCC-GCSP Committee.

② NCC-GCSP offers optional summer or winter session in addition to the standard semester mentioned above in section 1.

Article 24 (Number of School Days and Procedure) ① The number of school days is determined separately from the number of school days per

respective course.

② The number of school days should be 30 weeks for each academic year (15 weeks for a semester).

③ The number of school days per course is determined at the time of organizing the courses and curriculum within the duration of the number of school days and to the range not to be interfering the completion of the required number of school day per credits.

④ The courses, in principle, are to be taught in English during the weekdays and the courses must provide students with lecture, research participation and field study.

Article 25 (Faculty Duty Hours) All full-time faculty members are required to teach a minimum of 9 hours for a week, 30 weeks for a year. These hours may be adjusted by President upon the academic curriculum if necessary.

Article 26 (School Closing Days) ① The scheduled closing days at the NCC-GCSP are as follows.

1. National holidays
2. Anniversary of the National Cancer Center (NCC)

② The final decision to close the school, to cancel classes or to take other appropriate actions in response to severe natural disasters, weather conditions or other incidents or damages rest upon the President.

Chapter 5 Minimum and Maximum School Years

Article 27 (Minimum School Years) ① The minimum school years for each program are as follow.

1. Master' s Program : 2 years
2. Doctoral Program : 2 years

3. Combined Master' s and Doctoral Program : 4 years

② In despite of regulation mentioned in section 1 above, those who meet the degree requirements early may shorten the term of study(program duration) within one year for the master's program, six months for the doctoral program, and one year and six months for the combined Master' s and Doctoral program.

③ Details in terms of shortening the minimum school years by afore-mentioned regulation in section 2 rest upon the President.

Article 28 (Maximum School Years) ① The maximum school years for each program are as follow.

1. Master' s Program : 2 years

2. Doctoral Program : 2 years

3. Combined Master' s and Doctoral Program : 4 years

② In despite of regulation mentioned in section 1 above, the president can extend the maximum school years for students with a special circumstance approved by the NCC-GCSP Committee review.

Chapter 6 Curriculum, Credits, Examination, Grades, Completion and Graduation

Article 29 (Course and Curriculum) The subjects to be completed in each program, the number of school days for each course from the Article 24 (3), and the organization and operation of the curriculum shall be decided by the president after deliberation by the NCC-GCSP committee.

Article 30 (Establishment of Course) Each department chair needs to apply for establishing a new course and this course needs to be reviewed by the NCC-GCSP committee prior to final decision made by the President.

Article 31 (Domestic/International Training) Credits may be awarded for training completed at the international organization or domestic/overseas education or research institutes approved by the NCC-GCSP and any relevant details are to be determined by the President.

Article 32 (Course Credit) Courses are on credit basis. A course at least 15 hours per a semester is considered to be 1 credit.

Article 33 (Credits for Completion) The minimum credits required to complete each program; 30 credits for master's program, 30 credits for doctoral program, and 60 credits for integrated program.

Article 34 (Transfer credits from other universities) ① Credits have previously acquired from other graduate school in Korea or overseas can be transferred to our program through the NCC-GCSP Committee review.
② Credits from schools entered into a Credit Transfer Agreement with the NCC-GCSP or credits acquired from a domestic/overseas school designated by the President can be transferable/acceptable.
③ Any details regarding the credit transfer from other universities are determined by the President.

Article 35 (Credit Acquisition per Semester) ① Student enrolled in master's program should take and complete more than 3 credits and less than 12 credits in each semester.
② In despite of regulation mentioned in section 1, any required matters regarding the credit hours to be taken in excess of 12 credits are determined by the President.

Article 36 (Examination) A regular examination in each course is given to students at the end of the semester. However if necessary, the

examination may be given from time to time.

Article 37 (Grades Calculation) ① Grades are determined solely on the basis of the academic performance in each class, including examination result, attendance, research paper, and attitude and behavior in the class. The grades and average points are as follows.

Grade	A			B			C			F		
	A+	Ao	A-	B+	Bo	B-	C+	Co	C-	F	P	NP
Point	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0	Pass	No Pass

② The grades given for some courses including thesis class will be either P (Pass) or NP (No Pass).

Article 38 (Attendance) Students need to attend all classes they have registered for the enrolled semester. Students whose number of absence have exceeded more than one-sixth of the total attendance may not acquire the credit for that class. However, those who submit a report of absence in advance for unavoidable reasons such as illness can be absent up to one-sixth of the total class.

Article 39 (Retaking) ① Students are allowed to retake classes already completed.

② Any requirements for retaking the same classes that have been already completed are determined by the President.

Article 40 (Submission and Evaluation of Degree Thesis) ① Those who want to obtain a degree must submit their thesis or research achievements with approval of his/her advisor.

② Any detailed matters required for evaluating degree thesis or research product are to be determined by the President.

Article 41 (Approval for Completion) A student whose number of minimum school years is already fulfilled according to Article 27 or a student whose GPA is at least B- (2.7/4.3) according to Article 33 will be recognized for the completion of program and obtain a completion certificate.

Article 42 (Award of Degree) ① Those who have acquired the minimum required credits and satisfied the requirements for degree award will receive the degree that individual applied.

② If those who dropped out of the integrated program satisfies the requirement of degree conferral for master's program, they can be awarded the degree.

③ If a student was awarded the concerned degree in a corrupted way, award of the degree can be cancelled.

④ Any required matters in terms of award of degree by the section 1 or section 3 are determined separately by the President through the NCC-GCSP Committee's deliberation.

Chapter 7 Temporary Leave of Absence, Re-enrollment, Permanent Leave of Absence and Dismissal

Article 43 (Temporary Leave of Absence) ① When student is unable to take more than 5/6 of the class days due to reasons which are subject to one of following subparagraphs, student should get approval from the president by submitting the leave of absence request form; however, a student may take the leave of absence in the event that the student who is subject to the subparagraph 1

1. Entry into military service or military service in accordance with paragraph 1 of Article 73 of 「Military Service Act」
2. Long-term convalescence due to physical and mental disorder.

3. When any student has caring responsibility for a child aged under 8 (the 2nd grade student of elementary school in case that the child is educated in school) or any female student becomes pregnant or has given birth

4. Other unavoidable reasons

② Students may take a leave of absence from the school for a period not exceeding two consecutive semesters or a total of 3 semester for master' s program, 4 semesters for doctoral program and 6 semesters for integrative program. The leave of absence which is subject to subparagraph 1 of paragraph 1 is not included in the length of the leave of absence, and the leave of absence which is subject to subparagraph 3 of paragraph 1 is not included in the length of absence not exceeding 4 semesters.

③ Registration payment for the concerned semester can be exempted for students who submitted a request form for a leave of absence and obtained an approval within the registration period of Enrolled Student in Article 20.

Article 44 (Re-enrollment) ① Students whose term or reason for leave of absence has expired must obtain an approval from the department chair and submit the re-enrollment form to get a final approval from the President within the registration period.

② Students who are re-enrolling after the military service should re-enroll within a year from the date of completion of military service. However, if the completion date of military service is within 10 days from the beginning of a semester can re-enroll a semester in despite of section 1 mentioned above.

Article 45 (Permanent Leave of Absence) ① Students are not allowed to permanently leave school without a reasonable excuse. Those who have

to leave school due to unavoidable reason need to submit a request form for permanent leave of absence countersigned by the advisor and department chair in order to obtain the final approval from the President.

② Final decisions on other required matters for permanent leave of absent rest upon the President through the NCC-GCSP Committee review.

Article 46 (Dismissal) ① The President can suspend the following students through the NCC-GCSP Committee review. However, student suspended for reason mentioned in the following no. 8 is not required to go through the committee review.

1. A student fails to return to school upon expiration of the temporary leave of absence

2. A student fails to register the semester within its definite period without a reasonable excuse

3. A student fails to register the courses within its definite period without a reasonable excuse

4. A student fails to acquire a degree within the maximum school years

5. A student received at least 2 academic probations during the term of attendance

6. A student asked to dismiss from a school for a disciplinary action

7. A student violated the law on double registration and full-time system

8. A student died during the term of attendance

② Final decisions on other details required for dismissal rest upon the President through the NCC-GCSP Committee review

Article 47 (Re-entrance) ① The president can approve the readmission to dismissed or withdrawn students who are willing to reenter the school within 2 years from the date of dismissal or withdrawal through the NCC-GCSP Committee review; however, this re-admission is given only 1

time for each student. However, those who are asked to dismiss the school for the following reasons will not grant permission for re-admission.

1. A student who has been suspended from a school due to failure in acquiring the degree within the stipulated maximum school years

2. A student who has been dismissed from the school by disciplinary action

② The period of military service during the period mentioned in section 1 above should not be included.

③ The credits previously acquired by re-admitted students can be totally or partially transferred through the discussion with advisor and department chair.

④ Attendance period of re-admitted student is counted from the very first day of the admission to each program.

Chapter 8 Non-degree Course

Article 48 (Non-degree Course) ① The President can establish a non-degree (audit) course if necessary.

② Final decision on non-degree course by section 1 above rests upon the President.

Article 49 (Open Lecture) ① The President can establish an open lecture for those who wish to learn knowledge or technique required in general or academic research.

② Final decision on open lecture by regulation mentioned in section 1 above rests upon the President.

Article 50 (Part-Time Course) ① The president can operate a research program for those willing to take a special course or participate in a

specific project.

② Final decisions on requirements for operating research program by regulation mentioned in section 1 above rest upon the President.

Chapter 9 Registration Payment and Scholarship

Article 51 (Registration Payment) ① Registration payment (tuition and fees) should be paid for each semester if without a special reason.

② The amount and due date of registration payment should be announced before the beginning of each semester.

③ Final decisions on the registration payment collection, amount and refund rest on the President.

Article 52 (Collection of actual expense) ① The total or partial expenses used for student's accesses to research facilities or field trip may be collected from students in each course.

② Students living in the dormitory are responsible for making a payment.

Article 53 (Scholarship) ① Scholarship may be offered to those with good academic performance and an exemplary behavior as a student at NCC-GCSP.

② Any requirements for scholarship offers by regulation mentioned in section 1 above rest upon the President.

Chapter 10 Awards and Disciplinary Action

Article 54 (Award) ① The President can award the following students through the NCC-GCSP Committee review.

1. A student with outstanding creativity
2. A student with outstanding academic performance

3. A student recognized to be awarded by the President
- ② Any requirements for the type or procedure of award mentioned in section 1 above are determined by the President.

Article 55 (Academic Probation) ① The President may give academic probation to students with a poor academic performance whose GPA is lower than B- (2.7).

② The President can limit the number of credit hours or tutoring activities through NCC-GCSP Committee review for student who placed on an academic probation.

③ Student who has been placed on an academic probation on the basis of section 1 above will be notified to advisor and department chair by the President.

Article 56 (Disciplinary Action) ① The president can take a disciplinary action to students who violate the student regulations or the duties through the NCC-GCSP Committee review.

② A student placed on academic probation has the right to appeal the decision.

③ Disciplinary actions are classified into behavioral probation, detention (definite or indefinite period) or dismiss.

Chapter 11 Student Activities

Article 57 (Student Council) ① The Student Council of NCC-GCSP is to develop student's voluntary activities and vitalize the tutoring activities.

② The Student Council of NCC-GCSP is composed of students currently attending school and any matters on organization and operation of Student Council are determined by Student Council Regulation.

③ The President can support budget for Student Council and its activities

and the final decisions on any other matters relating to Council activities or supports rest upon the President.

④ Any full-time faculty members can be placed as an advisor for Student Council to assist/instruct student activities in Student Council.

Article 58 (Extra Curriculum Activities) Extra curriculum activities should be assisted by an advisor and the tutoring should be voluntarily carried out without interruptions of conducting education and research or maintaining the order or regulation in the school.

Article 59 (Approval for Student Association) ① An approval from the President should be obtained in order to organize the student organization other than Student Council.

② The President can support budget to vitalize the student organization and its activities, and any decision on student organization activities and supports rests upon the President.

Article 60 (Publication) ① An approval from President should be obtained in order for Student Council, student organization or individual student to publish the publications including newspapers and journals on a regular or an irregular basis OR to distribute them.

② Any matters regarding the publications editing should be instructed by an advisor appointed by the President.

Article 60-2 (Support for Students with Disabilities) The president should help support students with disabilities actively for their studies and school life. Required matters regarding this shall be decided separately by President.

Chapter 12 GCSP Committee

Article 61 (Organization of GCSP Committee) ① NCC-GCSP committee should be organized to deliberate matters in regard to operation of the graduate school.

② NCC-GCSP Committee is composed of NCC-GCSP President as Committee chairperson and less than 12 members appointed by the president including director of research institute, director of hospital, director of NCC Institute, president of NCC-GCSP, head of Office of Planning & Coordination, head of Office of Administration, head of Office of Public Relations and Collaboration, and head of Division of Education & Training.

③ NCC-GCSP committee can organize a sub-committee in case of need.

④ NCC-GCSP committee can have an assistant administrator and the chairperson appoints a staff as assistant administrator for administration of GCSP committee.

Article 62 (Service term of Committee Member) The service term of Committee members is 2 years. However, the service term for the member newly appointed to fill a vacancy will be the remaining term of the predecessor.

Article 63 (Reviews required by Committee)

Committee is required to review the following matters.

1. Admissions, completion and graduation
2. Establishment of department and major, modification, abolition and student quota
3. Organization and operation of course and research
4. Establishment and amendment of school regulation
5. Establishment, amendment and abolition of regulations regarding the

operation of school

6. Non-degree course, open lecture and part-time course(s)
7. Academic probation
8. Tuition, scholarship and subsidy for research
9. Other important matters on the academic operation

Article 64 (Gathering and Review Procedure) The Committee chairperson gathers the Committee members to discuss any issues raised from Article 63 or any matters considered to be necessary by the President. The NCC-GCSP Committee shall be held when more than half of the committee members are present at the sitting. Consent of at least half of the members present should be obtained in order for issue to be reviewed and resolved at the Committee. All tie votes are to be decided by the Committee chairperson.

Article 65 (Meeting Minutes) Assistant administrator should prepare the meeting minutes in a document format and such document should be signed and dated by at least 2 present Committee members and Committee chairperson prior to its custody

Article 66 (Written Resolution) Among the matters to be deliberated in the Committee meeting, the matters considered minor or urgent by the Committee chairperson can be deliberated and resolved in a written form without holding NCC-GCSP Committee meeting.

Chapter 13 Self-Evaluation

Article 67 (Self-Evaluation) ① The president shall conduct a self-evaluation on the overall management such as education and research, organization and operation, and facility and equipment, etc

biennially for qualitative improvement including enhancement of educational environment and education and research. However, if comprehensive evaluation is made by a accredited agency according to Higher Education Act Article 11-2 (2), the comprehensive evaluation may be replaced with the self-evaluation.

② The subject for self-evaluation shall be in accordance with the following subparagraphs including information and subject to publication in Article 6 (1) of 「Act on Special Cases Concerning the Disclosure of Information by Education-related Institutions」 .

1. Plan on the graduate school development
2. Education and research
3. Organization and operation
4. Facility and equipment
5. Other matters decided by self-evaluation committee

③ The president shall publish results on self-evaluation through NCC-GCSP website and the matters of publishment such as method and scope of publication shall be decided by self-evaluation committee.

Article 68 (Self-evaluation committee) ① The president shall secure fairness, accuracy and continuity and organize a self-evaluation committee for enhanced performance.

② The self-evaluation committee is composed of less than 10 members who the president appoints including committee chair and the term of committee member shall be two years.

③ The chair of self-evaluation committee shall be the dean and one assistant administrator to conduct affairs of the committee should be appointed and the assistant administrator shall be manger of academic & student affairs team.

④ The self-evaluation committee shall perform the following matters of subparagraphs.

1. Development and management on basic operation plan of self-evaluation
2. Development and supplementation of indicator and standard for self-evaluation
3. Matters in terms of publication and application of self-evaluation results
4. Other matters regarding self-evaluation

Chapter 14 Supplementary Rules

Article 69 (sub-regulation for operation) Detailed matters required to enforce this school regulation shall be decided separately by the President. (Revised Mar. 10, 2014)

Article 70 (School Regulation Revision Process) School regulation revision shall be completed by deliberation of NCC-GCSP Committee followed by approval of the President after purpose of revision and contents etc. are notified. (Revised March. 10, 2014)

Supplementary Rules <Established on August 8, 2012>

(Effective date) This NCC-GCSP regulation becomes an effective on the date of the approval of NCC-GCSP obtained from the Minister of the Ministry of Education.

Supplementary Rules <Revised on June 28, 2013>

(Effective date) This NCC-GCSP regulation becomes an effective on the date of the approval of NCC-GCSP obtained from the Minister of the Ministry of Education.

Supplementary Rules <Revised on March 10, 2014>

(Effective date) This NCC-GCSP regulation is to be enforced from March 10, 2014.

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(Effective date) This NCC-GCSP regulation is to be enforced from August 28, 2014.

Supplementary Rules <Revised on April 20, 2015>

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Supplementary Rules <Revised on August 11, 2015>

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Supplementary Rules <Revised on November 13, 2015>

(Effective date) This NCC-GCSP regulation is to be enforced from November 13, 2015.

Supplementary Rules <Revised on November 8, 2016>

Article1 (Effective date) This NCC-GCSP regulation is to be enforced from March 1, 2017, but Article 15 and 16 is to be enforced from 2017 admission.

Article2(Interim Measures) A student expelled from Department of Cancer Control and Policy and Department of System Cancer Science before this NCC-GCSP regulation comes into effect is the expelled student from Department of Cancer Control and Population Health and Department of Cancer Biomedical Science.

Supplementary Rules <Revised on February 24, 2017>

(Effective date) This NCC-GCSP regulation is to be enforced from March 1, 2017.

Supplementary Rules <Revised on August 24, 2017>

(Effective date) This NCC-GCSP regulation is to be enforced from August 24, 2017.

Supplementary Rules <Revised on March 9, 2018>

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