

ISUS Participant Guidelines

1. Purpose

The ISUS Participant Guidelines for participants of Master's Programs under the International School of Urban Sciences(herein after "ISUS") of University of Seoul(herein after "University") aims to provide both ethical and behavioral standards for the participants to ensure the successful completions of Master's Programs: Master of Urban Administration and Planning or MUAP, Master of Urban Development or MUD, Master's program for Future Global Leaders in Environmental Policy or MGLEP, and Master of Infrastructure Planning & Development or MIPD. This guidelines aim to provide necessary guidance to help to create a sound environment for the study of participants under the ISUS. The participants are entitled to be provided with adequate support as students of the University, and bear the corresponding responsibilities.

2. Entering and Staying in Korea

- 2-1. Participants are not allowed to accompany their family members. However, participants may invite their family members during the vacation period, within the duration of one month.
- 2-2. It should be noted that only the person whose name appears in the invitation letter is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea.
- 2-3. ISUS shall not be held responsible for any undertakings or consequences arising from the non-compliance of Article 2-1 and 2-2.

3. Departure from Korea after the program

- 3-1. Participants must depart Korea on the day designated by his or her Master's program.
- 3-2. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the ISUS.
- 3-3. Even in the case for the guideline Article 3-2, the relevant expenses shall be borne by the participant.
- 3-4. If a participant loses his or her status as an ISUS participant pursuant to the Article "4. Dismissal of Participant Status," he or she shall depart Korea within 3 days from the date the dismissal is decided.

4. Dismissal of Participant Status

4-1. Participants will lose their status if they commit any of the following acts or fall under any of the situations described below.

- ① Falsifying statements on any of their application documents or providing false information in their application documents
- ② Receiving serious disciplinary actions, such as suspension or expulsion from the University
- ③ Failure to comply with the Korean laws
- ④ Unapproved temporary leaves more than once
- ⑤ Involved in any political activities
- ⑥ Failure to comply with the regulations of sponsor organization
- ⑦ Willful or gross negligence of the decisions made by ISUS regarding the program
- ⑧ Behaving disgracefully as a participant
- ⑨ Withdrawal from the program before completion
- ⑩ Failure to leave Korea within the given time frame as stated in Article 3 of this guidelines

4-2. If a participant loses his or her status as a participant, ISUS and the sponsor organization will notify it to the participant's original place of employment and home organization.

5. Withdrawal

5-1. Participants are not allowed to withdraw once the program starts. If a participant intends to withdraw in the middle of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home organization, he or she must acquire prior approval from the University with the following documents.

- ① A copy of the medical certificate (for sickness leave)
- ② Letter of explanation
- ③ Any other documents required by the University

5-2. If a participant intends to withdraw in the middle of the program due to his or her own fault, and not for any of the reasons listed in Article 5-1 of this guideline, ISUS will notify it to the participant's original place of employment and the home organization.

5-3. The participant must return pre-obtained monthly allowance to ISUS based on the date of withdrawal.

6. Temporary Leave

6-1. If a participant wish to leave Korea temporarily during the vacation, he or she must obtain approval from ISUS with the following documents by the date set by ISUS.

- ① Academic Petition Form

- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the ISUS
- ⑤ Certificate of Entry and Exit from the immigration office (Submission to the ISUS office upon arrival)

6-2. Temporary leave during the academic term is not allowed. Exceptions will be made only for inevitable reasons, such as death of a family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from ISUS.

6-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry) and there will be no exception for deduction.

6-4. All expenses including the airfare for temporary leave or travel will not be provided.

6-5. Any unreported temporary leave will impose a disciplinary action including expulsion.

6-6. Participants are responsible for all expenses incurred due to temporary leave. For example, self-quarantine cost due to COVID19 will be borne by the participant.

7. Scholarship Payment and Receipt

7-1. The matters regarding the payment and receipt of scholarship shall be defined by ISUS and sponsor organization.

7-2. Scholarship may not be given out under the following cases:

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in Article 3-2 of this guideline
- ② Dismissal of a participant status as stated in Article “4. Dismissal of Participant Status.”
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in Article 6-2

7-3. Despite of Article 7-2, if ISUS acknowledges the inevitable nature of the matter of the withdrawal from the program, the participant may receive support for his or her return.

8. Notification of Changes in Contact Information

If there is any change to the contact information of a participant, the change must be reported immediately to the ISUS.

9. Internship

- 9-1. Participants must follow the instructions on internship, in order to guarantee full commitment to the program and create a “study-first” environment.
- 9-2. Internship activities related to research and academic activities of a participant’s area of studies, are allowed upon approval of the ISUS
- 9-2. If a participant earns more than KRW 20,000 a day from the internship, the exceeding amount will be deducted from his or her monthly allowance.

10. Applicable Provisions

For any other matters not stipulated in this guideline, the rules and regulation of the University shall be applied.

**As a participant of ISUS Master’s Program, I read and understood my responsibilities stated above.
I agree and will abide by the ISUS Participants Guidelines.**

Date(YY/MM/DD) : _____

Master’s Program : _____

Name : _____

Signature : _____