

# ISUS Code of Conduct

## **1. Purpose**

The Code of Conduct for participants of Master's Programs in International School of Urban Sciences (hereinafter "ISUS") of University of Seoul(hereinafter "University") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of Master's programs: Master of Urban Administration and Planning or MUAP, Master of Urban and Regional Development or MURD, Master's Program for Future Global Leaders in Environmental Policy or MGLEP, and Master of Infrastructure Planning and Development or MIPD.

## **2. Application and Compliance**

This Code of Conduct applies to all participants of Master's Programs in ISUS.

## **3. Behavior Standards**

3-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and ISUS as well as the country of their origin.

3-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

## **4. Academic Performance**

4-1. Participants must follow the instructions and guidance provided by the professors and faculty of the University that they have enrolled in to facilitate their studies.

4-2. Participants must attend their University classes and become fully involved in extracurricular programs in accordance with the instructions and guidelines of the University, such as field trips, and special lectures, etc.

4-3. Participants must maintain an appropriate study load and achieve satisfactory academic progress for the completion of a full degree program. If the participant fails to attain a certain level of grades required by the University or violate the regulations of the University, the University may impose disciplinary actions including expulsion.

4-4. Participants must reside at the dormitory or residence provided by the University.

4-5. Participants must obtain approval in advance to participate in academic activities outside of the University.

## **5. Restriction of income generation**

5-1. Participants should not seek employment or commercial activities for personal gains.

5-2. Participants must obtain approval in advance to participate in academic related activities which generates incomes.

5-3. Commercial activities that are not related to academic activities are not permitted.

## **6. Withdrawal and Temporary Leave**

- 6-1. Participants are not allowed to take a leave of absence or withdrawal from the course once the program starts.
- 6-2. Temporary leave or travel to a third country is not allowed during the academic term.
- 6-3. If a participant has to withdraw or take a temporary leave, he or she must obtain approval from ISUS as stipulated in guidelines.

## **7. Completion of the course and departure**

- 7-1. Participants must return to his or her home country upon completion of the program.
- 7-2. Participants are not allowed to extend the length of the program, stay longer for personal convenience or stopover in a third country.

## **8. Health Management**

- 8-1. Participants must inform ISUS of any medical conditions which are likely to affect their ability to commence the program on time or complete the program at the time of application or immediately after being notified by medical professionals.
- 8-2. Participants must make efforts to stay healthy and seek medical care if necessary. If and when participants experience a deterioration in health that may require care from medical professionals, they must report such medical issues to the University to get necessary help.
- 8-3. For health and safety measures, participants shall agree to allow ISUS to collect their personal information and providing the information to other relevant parties, if necessary.

## **9. Safety Measures**

- 9-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause accidents.
- 9-2. If and when accidents or situations occur that may put participants at risk, participants shall immediately report the matter to ISUS to seek necessary help.

## **10. Discriminatory Actions and Sexual Harassment**

- 10-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by the University and ISUS and shall act accordingly.
- 10-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 10-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcomed invitation for outings, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 10-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in

accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.

10-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as a cause for disciplinary actions including expulsion from ISUS, but also be subject to legal actions under the Korean law.

10-6. Participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the University and seek assistance.

### **11. Prohibition of Political Activity**

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

### **12. Compliance and Penalties**

12-1. Participants shall fully comply with the regulations and guidelines of ISUS, and his or her program.

12-2. Participants shall comply with the decision made by ISUS Steering Committee even if not specified in the regulations and guidelines of ISUS, and his or her program.

12-3. Participants shall comply with the Korean laws and University regulations even if not specified in the regulations and guidelines of ISUS, and his or her program.

12-4. If a participant violates ISUS Code of Conduct, he or she shall be referred to the ISUS Steering Committee and shall be subject to disciplinary measures including the expulsion from the ISUS at the University of Seoul and financial sanctions such as living expense cuts.

12-5. Participants are required to be familiar with and comply with the terms of this Code of Conduct at all times. Failure to do so may result in disciplinary action and the participant bears all responsibility.

**As a participant of ISUS Master's Program, I read and understood my responsibilities stated above. I agree and will abide by the ISUS Code of Conduct. I will accept any decision determined by the ISUS Steering Committee.**

Date(YY/MM/DD) : \_\_\_\_\_  
Master's Program : \_\_\_\_\_  
Name : \_\_\_\_\_  
Signature : \_\_\_\_\_