

KOICA-UOS Master's Degree Program in Urban and Regional Development

August 10, 2022 – January 7, 2024

Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



International School of Urban Sciences,
University of Seoul

Please read through and follow the instructions in this Program Information.

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I . PROGRAM OVERVIEW

▣ Program Title: KOICA-UOS Master's Degree Program in Urban and Regional Development

▣ Duration

- Stay duration: August 10, 2022 – January 7, 2024 (17 months)

Students are strongly recommended to complete their thesis during their stay in Korea.

- Academic duration: September 1, 2022 – February 22, 2024 (18 months)

Master's diploma will be awarded at the end of the academic duration, February 2024.

▣ Degree: Master of Urban and Regional Development

▣ Objectives

- To provide theoretical and practical education that enables government officials from KOICA's partner countries to formulate a long-term national comprehensive plan for territory development
- To enhance participants' knowledge and experience in the field of urban and regional development including master planning, land use planning, real estate and housing development, urban redevelopment and new town development
- To develop participants' capacity to manage infrastructure development projects for their own countries
- To provide participants with opportunities to develop cooperative relationships and personal networks with scholars, professionals, and government officials from Korea and around the world

▣ Training Institute

International School of Urban Sciences (ISUS), University of Seoul (UOS)

▣ Number of Participants: 20 (Government officials)

▣ Language proficiency: English fluency that requires no translation

Students are required to earn credits for all courses and write their thesis in English.

▣ Accommodation: UOS Dormitory

- Single occupancy room furnished with a private bed, a desk, a bookshelf and a closet.
- A communal area in the dormitory includes a lounge, a laundry room, and a kitchen.
- Accommodation is subject to change by University policy in case of emergency (e.g. COVID-19)

II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

Session	Date (MM. DD. YYYY)	Contents / Remarks
Arrival & Orientation	08.10.2022 – 08.13.2022	KOICA Orientation (Online) / The schedule above is tentative due to the spread of COVID-19
Pre-course	08.16.2022	UOS Orientation
	08.16.2022 – 08.27.2022	Preparatory courses
Fall Semester (1st semester)	09.01.2022 – 12.22.2022	16 weeks
Winter Break	12.23.2022 – 02.28.2023	Internship
Spring Semester (2nd semester)	03.02.2023 – 06.21.2023	16 weeks
Summer Break	06.22.2023 – 08.31.2023	Research Ethics Seminar Thesis Seminar (Colloquium)
Fall Semester (3rd semester)	09.01.2023 – 12.22.2023	16 weeks Thesis Writing
Wrap-up Session	12.17.2023	Completion Ceremony
	12.20. 2023 – 12.31. 2023	Thesis printing
	01.07. 2024	Departure

*The above schedule is subject to change.

**A detailed Program Schedule will be provided upon arrival.

1) Pre-courses

Students are required to take preparatory courses before the first academic semester begins. The preparatory courses are designed to help students to become familiar with the new environment and ready to start their new academic life at UOS. Non-credit courses including Korean language & culture and academic writing will be offered during the session. Issuing of foreign registration cards, medical checkups, and experiencing Korean culture, etc. will be done aside from the coursework.

2) Regular Semesters

Students are required to complete 51 credits during the regular academic semesters. During the Winter/Summer break, an internship or job shadowing opportunity may be offered to enhance students' understanding of urban and regional development practice in Korea. After completing the coursework, students are required to take a thesis qualifying exam.

3) Thesis Writing

After completing the coursework requirement, students will write a Master's thesis under the guidance of their individual advisors.

2. ORIENTATION (KOICA)

KOICA Orientation (Online) / This is only a tentative schedule, due to the spread of COVID-19. The orientation aims to provide participants with useful information on the program as well as general information about living in Korea. Usually, the orientation is composed of two parts: KOICA's welcoming session and a medical checkup.

3. CURRICULUM

1) Curriculum & Credits

Students are required to take 51 credits for graduation, including thesis research.

Course Classification	Course Title (Credits)
Core Courses (4 courses)	12 Credits
	Global Project Development I (3)
	Global Project Development II (3)
	National Territorial Planning and Development (3)
	Thesis Seminar (3)
Elective Courses (16 courses, 8 selection)	24 Credits
	Urban Administration and Finance (3)
	Seminar on the Korean Territorial Development Strategies and Cases (3)
	Transport and Sustainable Urban Development (3)
	Seminar on Public Investment Management (3)
	Housing and Land Policy (3)
	Climate Change and Sustainable Development (3)
	Development of Smart City (3)
	Water Resource Development and Management (3)
	Transportation and Infrastructure (3)
	GIS and Data Analysis (3)
	Urban Planning and Development (3)
	Infrastructure Development and Planning (3)
	Urban and Regional Economics (3)
	Seminar on Public Private Partnerships (3)
	Regional Policy (3)
	Global Urban Planning (3)
Thesis & Internship	7 Credits
	Thesis Research (6)
	Internship Program (1)
Language	8 Credits
	Basic Korean 1 (2)
	Basic Korean 2 (2)
	Academic Writing 1 (2)
	Academic Writing 2 (2)
Total	51 credits

* Courses are subject to change.

2) Internship/Job Shadowing Opportunities

The program will provide internship/ job shadowing opportunities for the students to gain more practical knowledge of urban and regional development in Korea at related organizations. The students will be able to intern/job shadow during the winter break session or thesis writing session. Students will take advantage of the opportunity to gain advice and collect data for their thesis writing from institutions where they will do the internship.

3) Required Grade Point Average (GPA)

- Students with a GPA below 3.0 for two consecutive semesters will be automatically expelled from the program.
- Minimum cumulative GPA for graduation is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from the program and will not receive a diploma or a graduation certificate.

4) Thesis Writing

- An academic advisor will be assigned for each student based on his/her field of interest.
- A thesis guidance committee will be organized for each student. The committee should consist of three members including the academic advisor.
- The student will begin writing a thesis during the 3rd semester after the thesis proposal has been approved by the committee.
- All students are required to submit their thesis to their guidance committee at least a week prior to the defense date.

4. EXTRACURRICULAR ACTIVITIES

1) Urban Infra Forum

The Urban Infrastructure Forum (UIF) is a forum where domestic & overseas experts in urban development and infrastructure construction will attend, discuss and engage with each other. By bringing together public officials and practitioners from various countries, the forum acts as a platform for international networking and mutual learning. Topics vary from urban infrastructure, development, administration and so on.

2) Outdoor Activities

These activities help students gain more practical knowledge of urban and regional development.

- **Cultural activities**

To help students better understand Korean culture and society.

- **Field trips**

To provide students opportunities to learn exemplary development projects in different parts of Korea. Two field trips will be provided during the program.

3) Events

- Welcoming Ceremony and Orientation
- Home Visiting
- Sports Day
- Cultural Events
- Seminars, Forums, and Conferences

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) University of Seoul (UOS)



The University of Seoul is a public university funded and supported by the Seoul Metropolitan Government. As the economic, political, and cultural center of Korea, Seoul has been the capital of Korea for over 600 years, boasting a history with social, cultural, and physical layers spread out along a vast and complex landscape. The character of the university, academic programs, and research institutions is shaped by Seoul's metropolitan dynamics. Its faculty, students, and administrative body are distinguished by a commitment to civic values and dynamic urban civilization. Along with basic research, it functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government. With diverse and specific programs that integrate research, policy, practice and education, University of Seoul seeks a balance between academic and professional concerns, between visionary goals and practical research.

The University of Seoul has set a clear goal of becoming an international center for the urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. More recently, the university has diversified this base to include the arts and humanities. In the area of science and engineering, the university has concentrated on the development of information and media technology. With Korea's largest and finest group of human and informational resources focused on the future, UOS boasts a unique array of research institutions working on solutions to problems and creative visions for the future.

2) International School of Urban Sciences (ISUS)



The International School of Urban Sciences (ISUS) at the University of Seoul (UOS) was launched in 2012 in an effort to contribute to the development of sustainable urban communities in the world. It covers diverse fields of urban sciences including urban and regional planning, infrastructure development, construction development, and environmental policy.

ISUS offers two graduate programs for Korean students, on global construction management and sustainable urban & regional development. In order to reinforce international cooperation and educate global experts, ISUS also hosts four master's degree programs in cooperation with partner organizations: Master of Urban Administration and Planning (MUAP) in collaboration with Seoul Metropolitan Government, Master of Urban and Regional Development (MURD) with Korea International Cooperation Agency (KOICA), Master of Infrastructure Planning and Development (MIPD) with the Ministry of Land, Infrastructure and Transport, and Master's program for Global Leaders in Environmental Policy (MGLEP) with the Ministry of Environment. These full scholarship programs are expected to contribute to the sustainable development of partner countries by providing the academic and professional skills necessary for their home countries.

Korea is an exemplary nation which has transformed from one of the poorest countries in the world to a developed economy in the last half century. Its unique experience provides lessons learned that can be shared with the global community. ISUS is committed to reinforcing professionalism in the area of sustainable urban and regional development by sharing Korea's experience. In this global platform of knowledge exchange, participants will gain theoretical and practical knowledge and foster global perspectives through a mutual learning process with their classmates from around the world.

3) Website

- University of Seoul: <http://www.uos.ac.kr/en/>
- International School of Urban Sciences: <http://isus.uos.ac.kr/>

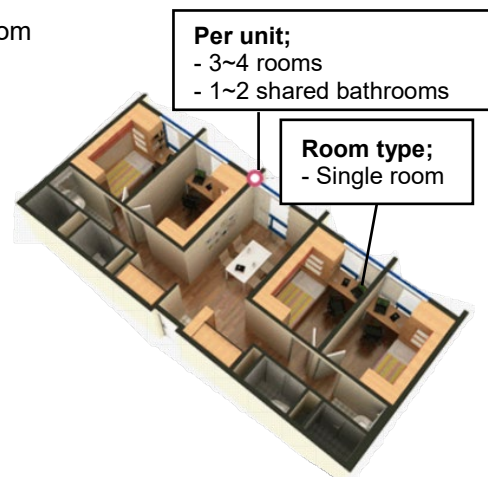
2. ACCOMMODATION



Students will reside in a single room either at the International House on campus or equivalent facilities. The university's housing facilities, the Dormitory and International House has 502 rooms for UOS students. Living on campus allows students to meet new friends and experience all that the UOS campus offers through various living, dining, and campus life options.

Living Conditions

- Dormitory - single occupancy
- The room includes (Private): bed, desk, bookshelf, closet, and Unit bathroom (shared)
- Communal Area (shared): kitchen, lounge, and laundry room



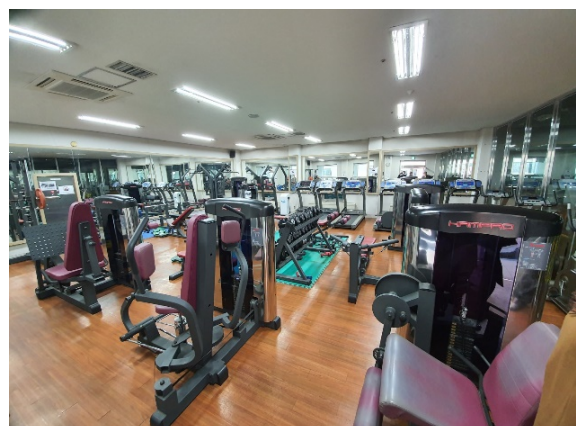
<Picture: Rooms in the International House>

All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. Each occupant will use a single room but share a living room, shower room, toilet and laundry. The rooms are centrally air-conditioned but students can set the room temperature using the control switch. The electric voltage in Korea is 220V (60hz), and the standard wall socket (power outlet) has two rounded holes. Due to fire hazard reasons, the use of cookers, irons or coffeepots is strictly prohibited in the rooms. The International House has a community kitchen for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share with other international or Korean students.

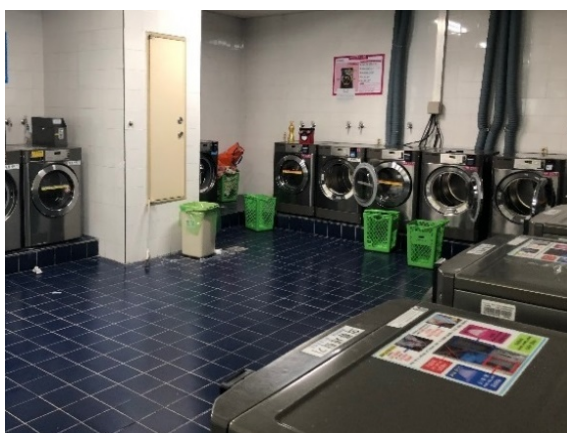


<Community Kitchen & Cafeteria>

The Dormitory and International House provide coin operated laundry rooms and a gym for their residents. They are located on the basement floor and open 24 hours. Seminar rooms, student lounges, and an internet café are also available.



<RC Room and Gym>



<Laundry Room and Parcel Delivery Lockers>

Facilities

- **Automatic Face Recognition System** On your first day, you will have your photos taken at the dormitory office in order to be registered for dormitory access.
- **Laundry** You may do laundry after you buy a laundry card and charge it.
- **Cooking** is allowed at the Global Kitchen
- **Refrigerator** You can rent it from the dormitory office. (50,000KRW / Semester)
- **Residence Separation** The female and male dormitory is out-of-bounds from each other.
- **Usage of Electricity** The authorization of electric goods may vary as mentioned below. In case of using prohibited home appliances, the goods will be seized with penalty points imposed on the user.
- **List of home appliances allowed**

Type	Home appliances	Allowed?
Heating equipment	Electric blanket	NO
	Electric linoleum	NO
	Electric heater	NO
	Fan heater	NO
Cooking equipment	Boiler	NO
	Coffee maker	NO
	Toaster	NO
	Microwave	YES*
	Electric frying pan	NO
	Gas burner	NO
	Electric rice cooker	NO
	Hot plate	NO
A/V equipment	VCR	NO
	TV	NO
	Electronic instrument	NO
Learning equipment	Desk lamp	YES
	Laptop	YES
	Printer	YES
Other equipment	Fan	NO
	Refrigerator	YES
	Mini air-conditioner	NO
	Vacuum	YES
	Hair dryer	YES
	Mobile Charger	YES

*Please kindly doublecheck if your electronic goods are 220V-60Hz in case of fire or any electricity accidents.

*Microwaves less than 1 kW produced within 10 years is allowed only.

Notice

- **Certificate of Health** All of the residents have to submit a certificate of health to the Dormitory Office. (Every participant is to have a medical check-up upon arrival in Korea. The medical check-up report may replace the certificate of health in the 1st semester. Before starting 2nd Semester, participants should submit Certificate of TB test).
- **Dormitory Bedding** Bedding and pillows are not provided; participants are required to prepare their own blankets and pillows.

3. OTHER INFORMATION

1) University Library

University of Seoul Libraries are dedicated to serve for the academic success of all UOS community members. UOS Libraries are composed of the main library and two branch libraries: Law Library and Economics and Business Administration Library.

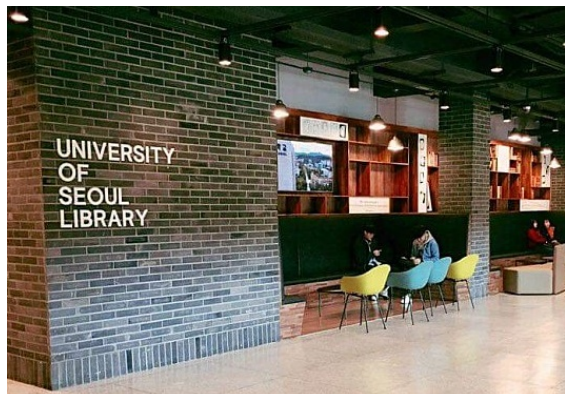
Main Library

The Main Library is composed of reading rooms with 2,200 seats and houses almost 800,000 volumes of books, monographs and references. It also holds 1,466 different periodicals, 58,034 units of non-book materials and several online databases.

The Main Library opened the Digitalized Information Service Room in 1998, which allows users to access more non-book materials.



The expanded and computerized library system enables users to confirm, check, renew, reserve, check-out, purchase and send orders via the internet. In 1999, the Main Library reached an agreement with the National Assembly Library for the mutual exchange of academic information through the internet, thus facilitating access to vast amounts of information.



The Main Library also provides printing services for the full-text database of social science theses and dissertations. Most recently, the Main Library has created a new program which allows users better access to information on research resources, and has established the Integrated Retrieval System to facilitate easier access to multimedia data and e-books.



Law Library

The law library was established as a branch of the UOS Libraries with a legal resource room, a postgraduate reading room, and information retrieval equipment in Floors 4~6 on October 2008. The library has 80,705 legal books (as of January 13, 2011) in 1,600 m² to support research activity, lecture, legal information investigation

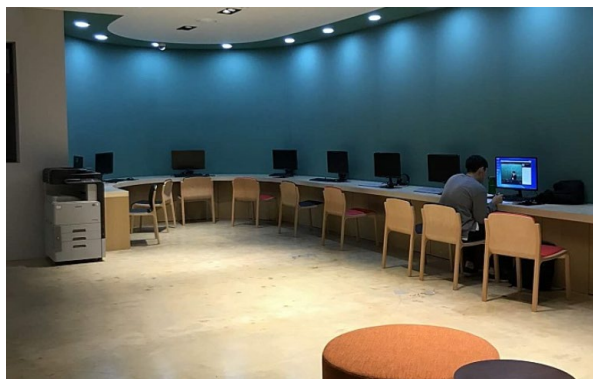
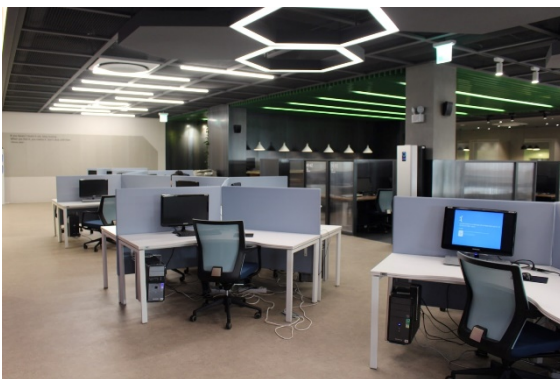
for the Graduate School of Law and legal area. On the 4th floor, it has group study rooms, an IT room, a laptop section and a lounge. On the 5th floor, it has a postgraduate reading room, an IT room and a preservation library. There is a legal study resource room including periodicals, reference books and articles on the 6th floor.

Economics and Business Administration Library

The economics and business administration library was established as a branch with reading rooms, group study rooms and seminar rooms on Floor 3 since March 2011. The library has over 20,000 books, 70 periodicals and 15 database in 1,036.8 m² to support the research and learning activity of professors and students in management and economics. It has 24 seats in the resource reading room, free reading rooms (148 seats), 5 study rooms (30 seats), a seminar room (8 seats), and information retrieval equipment (11 seats) to provide the best service of its kind.

2) Computing Facilities

Many computer labs are available in UOS. In Korea, IBM is more widely used than MAC. The most accessible places to the Internet are the Student Lounge on the first floor in the 21 Century Building and Main Library. If you bring a laptop, you can access the Internet in your dorm room with the LAN cable which you need to prepare by yourself.



3) Bank and Money Exchange

Woori Bank is located on the first floor of the University Center Building. The business hours are from 9:00 to 16:00, Monday through Friday and it closes on weekends and holidays.

Foreign currency can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Woori Bank. Please note that only US Dollars, Euros, Japanese Yens and Chinese Yuans can be exchanged in the on-campus bank.

Global ATM can be found easily in Seoul. The ATM in the University Center Building is Global ATM.

4) Wi-Fi Service

Wi-Fi service is available within the campus. In order to have access to it, students are required to create an ID and PW on the university website and log on to the mobile or laptop device with the log-on information. Preferentially, students may directly visit the Computational Intelligence Service Office.

- Office Hour: Mon.-Fri., 09:00-18:00 (12:00-13:00, Lunch Break)
- Location: IT Help Desk, 5th floor, University Center (#7 on the campus map)

5) Student Cafeteria, Snack Bars, and Convenience Stores

There are several cafeterias and snack bars on campus. They all serve different menus to meet the need of students and faculty.

Student Cafeteria and Snack Bars



Student Cafeterias are located in the Student Hall, in the Natural Science Building and in the dormitory. Korean dishes and western dishes are available. Prices normally range from 2,500 won to 6,000 won per person and subject to the menu of the day. The cafeterias run from 11:30 to 14:00 for lunch, from 15:00 to 18:30 for dinner on weekdays and are closed on weekends and holidays.

Location	Fl.	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (bldg.#12)	1	Student Cafeteria	Korean Meals	Lunch 11:00-14:00 Dinner 17:00-18:30	Closed
	1	WEB	Fast Food	11:00-18:30	Closed
	2	Annekan	Western style Meals	Lunch 11:30-14:00 Dinner 15:00-18:30	Closed
	2	Café Hyu	Drinks and Desserts	09:00-18:00	Closed
Natural Science Building (#8)	1	Student Cafeteria	Korean Meals	Lunch 11:30-13:30 Dinner 17:30-18:30	Closed
	1	Café BE	Drinks and Desserts	08:30-19:00	Closed
Law School (#20)	3	Paris Baguette	Bakery	09:00-18:00	Closed
Cheonnong Hall (#1)	1	Cheonnong Community Café	Drinks and Desserts	08:30-19:00	Closed
Main Library (#21)	1	Café Booktopia	Drinks and Desserts	24 hrs(unmanned)	Closed
100th anniversary bldg.(#17)	1	Paris Baguette	Bakery	08:30-20:00	Closed

Convenience Stores

Location	Floor	Convenience Store	Opening Hours (during semesters)	
			Weekdays	Saturdays
Student Hall	B1	CU	08:00-21:00	Closed
Main Library	B1	CU	08:00-22:00	08:00-22:00
Dormitory	1	CU	07:00-24:00	07:00-24:00

* Opening hours during vacation may differ from above.



6) Post Office

The post office is located on the first floor of the Student Hall. The campus post office provides general mailing services including mail, parcel, registration, domestic and international EMS. Business hours are from 9:00 to 18:00.

7) University Gymnasium and Wellness Center

As a place for general physical education, the University Gymnasium and Sport Complex is used for instruction as well as for various sports and recreational activities. Various indoor and outdoor sports facilities and equipment are provided for such sports or recreational activities. The sports center has a fitness room and it costs 20,000 Won per a month. Some other facilities in the Gym include indoor tennis courts and squash courts.



8) Student ID Card

The Student ID card is mainly used for the library such as entering the building, checking-out & returning books, etc. It will be ready for pick-up at the IUDP office from the second week of the semester.

9) Foreigner's Registration

All foreigners planning to stay in Korea for more than 90 days must report to the Seoul Immigration Office and register for the Alien Registration Card within 90 days from the date of arrival. To be eligible for the Alien Registration, students should hold a long-term D-2 visa. Alien Registration will be done during the preliminary session and students will be accompanied by the program coordinator to the immigration office. It takes about a month to have the Alien Residence Card issued.

Required documents

- | | |
|---|----------------------------|
| - Alien Registration Form | - 1 ID photo (3.5cm*4.5cm) |
| - Certificate of Enrollment | - Passport |
| - Registration fee: 30,000won (Fees may increase) | |

10) Health Services

On Campus Health Services

The University Health Service Center is located in Student Hall (#12 on the campus map). Examination, prescription and medicine for simple illnesses such as colds, indigestion and cuts are treated free of charge.

- Office Hour: Mon.-Fri., 09:00-18:00(12:00-13:00, Lunch Break)

- Location: on the 2nd floor of Student Hall

Campus physician available

Four or five times a month, there is a university doctor in the health service center. The exact date and time will be notified through coordinator every month.

Off-campus Hospitals (General)

Medical Facility	Business hours	Contact
Samyook Medical Center (삼육서울병원)	Sundays & Weekdays: 09:00-17:00 Fridays: 09:00-12:00 Saturday: Closed	1577-3675
St. Paul's Hospital (성바오로병원)	Weekdays: 08:30-17:00 (12:30-13:30, Lunch Break), Saturdays: 08:30-12:00 Sunday: Closed	02-958-2114
Seoul Sungsim General Hospital (서울성심병원)	Weekdays: 09:00-17:30 (12:30-13:30, Lunch Break), Saturdays: 09:00-13:00 Sunday: Closed	02-966-1616

* These are the general hospitals located within 1.5 km from the campus.

11) Campus Map



- | | |
|--|---|
| 1 Cheonnong Hall | 2 The 1st Engineering Building |
| 3 Architecture and Civil Engineering Building | 4 Changgong Building |
| 5 Liberal Arts Building | 6 Baebong Hall |
| 7 University Center | 8 Natural Science Building |
| 9 Music Building | 10 Kyongnong Hall |
| 11 The 2nd Engineering Building | 12 Student Hall |
| 13 University Press ROTC Building | 14 Science and Technology Building |
| 15 The 21st Century Building | 16 Design and Sculpture Building |
| 17 Citizens Culture Education Center | 18 Birch Hall |
| 19 Information and Technology Building | 20 Law School |
| 21 Main Library | 22 Student Dormitory |
| 23 Building Structure Experimental Building | 24 Civil Engineering Structure Experimental Building |
| 25 Media Building | 26 Automation Greenhouse |
| 27 Main Auditorium | 28 Main Stadium |
| 29 University Museum | 30 Front door |
| 31 Back door | 32 Wellness Center |
| 33 Mirae Hall | 34 International House |
| 35 Sky Pond | |

4. SUPPORT SERVICE

1) Safety Management

The University of Seoul and International School of Urban sciences will provide participants with a series of education to support their smooth settlement in terms of individual's physical and mental safety.

- Crime prevention education
- Sexual harassment prevention education
- Dormitory life education
- Seasonal climate education

2) Support for Maladapted students

When students have trouble adjusting to life in Korea, UOS will take the following steps to support their situation.

- Support participants in cooperation with the principal professors, course staff, and fellow participants
- If professional treatment is required, firstly psychotherapy is provided by a professor at the student counseling center.
- Secondary treatment at a general hospital linked to the school should be performed to ease the burden of treatment expenses.

Campus physician

Four or five times a month, there is a university doctor in the health service center.

The exact date and time will be notified by the coordinator every month.

UOS human rights center – Counselling services

Monday through Friday 09:00 ~ 18:00

- Psychological examination
- Counseling on human rights violations
- Consultation and declaration of sexual harassment sexual violence

3) Mobile App to connect with ISUS Members

A Mobile Application will be operated for continuing relationships and sharing information among professors, students and alumni. It aims for facilitating deeper connection among ISUS members and is expected to also serve the role of boosting more engagement in ISUS events with more exposure.

- Contact information
- Noticeboard; Group-noticing, News of ISUS, Student association, Alumni association
- Chat feature

IV. ACADEMIC REGULATIONS

1. GENERAL REGULATIONS by KOICA

Participants must comply with all rules, regulations and instructions set in KOICA's Program Regulation on the following matters.

- Participation responsibilities
- Withdrawals
- Temporary leave
- Accompanying or inviting family
- Other miscellaneous matters

2. ACADEMIC REGULATIONS by UOS

1) Attendance Policy

Students are expected to attend all of the classes they have registered for each semester. The student must attend at least three-fourths of the total class hours for each class enrolled.

In the event that a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance.

- Death of an immediate family member (parents, spouse and children) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the program director
- Other events as approved by the program director

2) Examinations and Evaluations

Minimum GPA Requirement

- Students with a GPA below 3.0 for two consecutive semesters will be automatically expelled from the program.
- Minimum cumulative GPA for graduation is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from the program and will not receive a diploma or a graduation certificate.

Exams

- Regular Exams: Mid-term (8th week of semester), Final (last week of semester)
- Qualifications to sit for an exam

Any student who, without good reason, has failed to attend at least three-fourths of the total class hours shall be prohibited from sitting for the exam. In the event of illnesses or emergencies, students need to provide a written document explaining their absence.

Evaluation standard

Grade	Grade Points	Grade	Grade Points	Grade	Grade Points
A+	4.5	C+	2.5	F	Fail
A0	4.0	C0	2.0		
B+	3.5	D+	1.5		
B0	3.0	D0	1.0		

3) Thesis and Graduation

Thesis

To complete the thesis, students must

- fulfill the graduation requirements to qualify for thesis.
- follow instructions and schedule of thesis publication announced by ISUS
- pass thesis presentation and interview with a score higher than 80.

Graduation requirements

In order to graduate, students must

- take 51 credits and earn a GPA higher than B0(3.0).
- pass the Qualification Exam (QE).
- submit a thesis in English.

3. RESIDENCY REGULATIONS

- Students must reside in dormitory and follow dormitory regulations during their stay.
- A student who violates residency regulations will be evicted from the dormitory and the student must return to his/her country immediately.

* Participants must follow all instructions and regulations stated herein and proposed by KOICA and UOS during the training period.

V. REQUIRED DOCUMENTS

* All documents should be sent to the KOICA Overseas Office or the relevant government office.

1. REQUIRED DOCUMENTS

No	Required/ Optional	Document
1	Required	KOICA Application Form
2	Required	[Form 1] UOS Application Form
3	Required	[Form 2] Curriculum Vitae (typed)
4	Required	[Form 3] Statement of Purpose (typed)
5	Required	[Form 4] Study Plan (typed)
6	Required	[Form 5-1] Letter of Recommendation by your present organization
7	Required	[Form 5-2] Letter of Recommendation by a professor/expert in your field
8	Required	Photocopy of college and graduate school (if applicable) diploma or proof of expected graduation
9	Required	Official academic transcripts of undergraduate and graduate (if applicable) and/or university-level institutions attended
10	Required	Photocopy of passport (If the passport is not yet issued, please send the photocopy of your national ID card. As soon as the passport is issued, please send the copy of the passport)
11	Required	Photocopy of parents' passports (or other official documents indicating parents' nationality such as identification cards)
12	Required	Two ID pictures (3.5X4.5 cm or passport size)
13	Optional	English-proficiency test result from one of the following: TOEFL, IELTS, or Others (optional but strongly recommended)
14	Optional	Certificate of employment

*[Form 1] ~ [Form 5-2] is in UOS Application Form

※ All documents **must be original and written in English.**

2. IMPORTANT NOTES FOR APPLICANTS

- All forms should be completed in English and all supporting documents should be in English as well. Documents in any other language must be accompanied by a notarized English translation.
- Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantages due to their mistakes or omissions in the application process.
- If the applicant is selected, they must bring their original diplomas to Korea.

VI. PRECAUTIONS

- **Possibility of Online Program** : according to arising circumstances due to the spread of COVID-19 and public health regulations thereof, the academic program within this PI may be moved online; in accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, pre-sessions included
 - In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea)
- **Early Departure** : due to various circumstances such as no operating flights or border closures, participants shall be required to depart Korea before the program end date
 - In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online
- **Living Costs** : in principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure
 - In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date
- **COVID-19 Test Fees** : costs of COVID-19 testing required by quarantine regulations during the departure and arrival process are first incurred by the participant and later reimbursed via the Settlement Allowance and Scholarship Completion Grants
- **Adherence to Entry/Departure Guidelines** : any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility
 - Example) If the participant fails to provide a COVID-19 PCR test certificate on the date of arrival, or is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant
- **Vaccination requirements** : participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility

- Example) If the participant fails to provide proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees)
- **Check-in to Dormitory** : in principle, dormitory check-in is required of program participants
- **Religious meals & personal food preferences** : religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)

VII. CONTACT

1. CONTACT INFORMATION

1) International School of Urban Sciences (ISUS), University of Seoul (UOS)

· **Program Manager : Ms. Boyeong PYUN**

- Address: 412, Law School Building, International School of Urban Sciences, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul 02504, Korea
- Tel: +82-2-6490-5196
- Fax: +82-2-6490-5141
- E-mail: murd@uos.ac.kr
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· **Program Manager : Ms. Sunmi HAN**

- Tel: +82-2-6490-5155
- Fax: +82-2-6490-5141
- E-mail: murd@uos.ac.kr

2) General requests regarding application process

- **E-mail : koica.sp@koworks.org**
- **Homepage : <http://www.koica.go.kr/sites/ciat/index.do>**

*The PI (Program Information) is subject to change according to the COVID-19 situation or KOICA and UOS schedule.