

KOICA-UOS Master's Degree Program in Urban Development

1 August 2023 – 31 December 2024

Seoul & Seongnam, Republic of Korea



Korea International
Cooperation Agency



International School of Urban Sciences,
University of Seoul

* Participants are strongly advised to thoroughly read and follow
the provided instructions in the Program Information. *

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I . PROGRAM OVERVIEW

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

▣ Duration

- Stay Duration: August 1, 2023 –December 31, 2024 (17 months)

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

- Academic Duration: September 1, 2023 – February 22, 2025 (18 months)

Master diploma will be awarded at the end of the academic duration, February 2025.

▣ Degree Title: Master of Urban 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 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: 15 (Government officials)

▣ Language: English fluency that requires no translation

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

▣ Accommodation: UOS Dormitory (International House)

- Rooms are assigned on a semester basis. The assignment of the room is centrally administered by the UOS Dormitory Office.
- A single room furnished with a private bed, a desk, a bookshelf, and a closet is to be provided.
- The toilet and bathroom are to be shared with 3~5 flat mates.
- The communal area in the dormitory includes a lounge, a laundry room, and a kitchen.
- Due to inevitable reasons like COVID-19 situation, participants might be asked to reside in the other accommodation which is designated by University or Seoul city.

II. HOW TO APPLY

<A two-track approach of an application process>

■ For KOICA documents;

- KOICA documents (KOICA application form) should be sent to the regional KOICA office or the relevant government office
- An original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

■ For university documents;

- A scanned copy should be sent to University through an official application system:
http://isus.uos.ac.kr/isus/iudp/iudp_agree.do
- An original copy should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After the medical checkup, an original copy should be handed in to the university directly by the applicant.)

■ Application Method

STEP	UOS Document
1	■ Go to the University Application System <http://isus.uos.ac.kr/isus/iudp/iudp_agree.do>
2	■ Applicants must read and give their consent by clicking all to "agree" 1. Cosent to the collection and use of personal&identification information 2. Prohibition clause of false application 3. ISUS Participants Guidelines
3	■ Applicants must fill out the form in the following steps(1-4 step) 1. Personal data 2. Employment&Education 3. Personal Statement&Others 4. Requirements Application Documents • The application system will close by midnight on the deadline.(Korea Standard Time) • All required university documents must be submitted online. •*Refer to the attachment "UOS Application Guideline".
4	■ When the all required documents and online application are successfully submitted on time, the applicant will be reviewed by the admissions committe. ■ The original UOS documents should be sent to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup.

■ Required documents

- KOICA documents (should be submitted to the regional KOICA Office or the relevant government office)

※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection.

- | |
|--|
| 1) KOICA Application Form
2) An Official Recommendation Letter (or a referral) from the government of the applicant
3) A Scanned Copy of the Applicant's Passport (please check the expiration date) |
|--|

- University documents

No	Required / Optional	Document	Remarks
1	O	Online Application Form Link for submission : http://isus.uos.ac.kr/isus/iudp/iudp_agree.do	Online form
2	O	Two ID pictures (3.5X4.5 cm or passport size)	Upload the file *Please submit the 2 pictures when you send the original documents.
3	O	Two Letters of Recommendation 1. by your present organization 2. by a professor/expert in your field	Upload the file (Form download)
4	O	Curriculum Vitae (Free form) *Please include Current Job Organization Chart (with and appropriate marking of applicant's position)	Upload the file
5	O	Official academic transcripts of undergraduate and graduate (if applicable) and/or university-level institutions attended	Upload the file *Must be Apostilled or Consular Authenticated
6	O	College and graduate school (if applicable) diploma or proof of anticipated graduation	
7	O	Certificate of employment	Upload the file
8	O	Two copies of Medical Reports *One should be from an applicant, and other from an authorized physician	Upload the file (Form download)
9	△	English-proficiency test result from one of the following: TOEFL, IELTS, or Others (optional but strongly recommended)	Upload the file ★The Korean Embassy may ask you to submit the TOEFL, IELTS or others score report as one of the required document. Make sure to check if it is required for visa issuance before application.
10	O	Photocopy of a 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)	No. 10-12 documents are required only for applicants who passed the 1st round of examination. Candidates who passed the 1st round of examination (Document Screening) must send via email(murd@uos.ac.kr) before the 2 nd round of examination (Online Interview).
11	O	Photocopy of the parents' passports (or other official documents indicating parents' nationality such as identification cards)	
12	O	ISUS Code of Conduct with signature	

*O - Required, △ - Optional

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

■ IMPORTANT NOTES FOR APPLICANTS

- All forms should be completed in English and all the supporting documents should be in English as well. Documents in any other language should 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 during the admission process.
- Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.
- Academic transcript and Diploma must be authenticated. There are two ways to authentication:
Check whether your country has the Apostille convention: [HCCH | #12 - Status table](#)
 1. Apostilled: If your country is a member of the Apostilled Convention, you can visit the appropriate organization that is in charge of Apostille with the certificate and transcript.
 2. Authentication: If your country is not a member of the Apostilled Convention, you can visit the Korean Embassy in your country and get authentication(영사확인) with the certificate and transcript
- If the applicant is selected, the applicant must carry their original diploma and transcript, apostille or authenticated, to Korea.

※ An original copy of the document should be submitted to the regional KOICA office or the relevant government office with the sealed envelope for your privacy protection till the end of local medical checkup. (After medical checkup, an original copy should be handed in to the university directly by the applicant)

* (Required) KOICA documents and university documents must be sealed separately and original copy should be submitted.

III. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Arrival & Orientation	2023.08.01. – 2023.08.16.	Arrival, KOICA Orientation
Pre-course	2023.08.16.	UOS Orientation
	2023.08.16. – 2023.08.27.	Preparatory courses, Medical Check-up in Korea
Fall Semester (1st semester)	2023.09.01. – 2023.12.22.	16 weeks
Winter Break	2023.12.23. – 2024.02.28.	Internship
Spring Semester (2nd semester)	2024.03.02. – 2024.06.21.	16 weeks
Summer Break	2024.06.22. – 2024.08.31.	Research Ethics Seminar Thesis Seminar (Colloquium)
Fall Semester (3rd semester)	2024.09.01. – 2024.12.22.	16 weeks Thesis Writing
Wrap-up Session	2024.12.17.	Completion Ceremony
	2024.12.20. – 2024.12.27.	Thesis printing
	2024.12.31.	Departure

*The above schedule is subject to change.

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

1) Pre-course

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 new environment and ready to start a new academic life in UOS. Non-credit courses including Korean language & culture, basic major lectures will be offered during the session. Issuing foreign registration card, medical checkup, and Korean cultural experiences, etc. will be done during the period.

2) Regular Semesters & Internship & Thesis

Students are required to complete 51 credits during regular 3 academic semesters. During the Winter/Summer break, an internship or job shadow 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. After completing the coursework requirement, students will write a Master's thesis under the guidance of their individual advisor.

2. CURRICULUM

1) Curriculum & Credits

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

Course Classification	Course Title (Credits)
Core Courses (3 courses)	9 Credits
	Global Project Development I (3)
	National Territorial and Urban Development Policy and Planning (3)
	Thesis Seminar (3)
Elective Courses (18 courses, 8 selection)	24 Credits
	Urban Administration and Finance (3)
	Seminar on development cooperation (3)
	Transport and Sustainable Urban Development (3)
	Seminar on Public Investment Management (3)
	Housing and Land Policy (3)
	Climate Change and Sustainable Development (3)
	Seminar in Global Smart City Development (3)
	Analysis in Urban Planning and Development (3)
	Transportation and Infrastructure (3)
	Urban GIS System (3)
	Urban Planning and Development (3)
	Infrastructure Development and Planning (3)
	Urban Economics (3)
	Seminar on Public Private Partnerships (3)
	Urban Policy (3)
	History of Korean Urban Development (3)
	Urban Design and Historic Preservation (3)
	Global Project Development II (3)
Thesis & Internship	7 Credits
	Thesis Research (6)
	Internship Program (1)
Language	8 Credits
	Basic Korean I (2)
	Basic Korean II (2)
	Academic Writing I (2)
	Academic Writing II (2)
Total	51 credits

* The courses are subject to change under the inevitable circumstances (e.g. lecturer's personal circumstances.)

2) Internship/Job Shadow Opportunities

- The program will provide internship/job shadow opportunities for the students to gain more practical knowledge of urban development in Korea at related organizations.
- The students will be able to do an internship/job shadow during the winter break session or thesis writing session.
- Students can take the advantage of the opportunity to gain advices, and collect data for thesis writing from the internship host organizations.
- However, if there is no chance to participate in the internship, student will be offered the equivalent educational program such as special lecture and group activities.

3) Thesis Writing

- An academic advisor will be assigned for individual student based on his/her field of interest.
- 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) 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 acquiring a diploma and a graduation certificate.

3. EXTRACURRICULAR ACTIVITIES

1) Urban Infra Forum

- International School of Urban Sciences holds Urban Infra Forum (UIF) every month, during the semester.
- UIF is a forum where domestic and 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.
- The topic covers urban infrastructure, development, administration and so on.

2) Outdoor Activities

The program can help students gain more practical knowledge of urban development.

- **Cultural activities**

To help students better understand Korean culture and society.

- **Field trips**

To provide students with 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

IV. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) University of Seoul (UOS)



University of Seoul is a public university, an application of the Seoul Metropolitan Government. Seoul is the economic, political, and cultural center of Korea. It is also the 600+-year capital of Korea, a historical city 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 a 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 and policy, practice and education, University of Seoul seeks a balance between academic and professional concerns, between visionary goals and practical research.

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 of the world's city, it boasts a unique array of research institutions working on the solutions to its problems and creative visions for its future.

2) International School of Urban Sciences (ISUS)



International School of Urban Sciences (ISUS) at 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: 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 Development (MUD) with Korea International Cooperation Agency (KOICA), Master's program for Global Leaders in Environmental Policy (MGLEP) with Ministry of Environment, and Master of Infrastructure Planning and Development (MIPD) with Ministry of Land, Infrastructure and Transport. These full scholarship programs are expected to contribute to the sustainable development in partner countries by providing the academic and professional skills necessary for their home countries.

Korea is an exemplar which has transformed from one of the poorest countries in the world to a developed economy for the last half century. Its unique experience makes it a source of lessons learned that can be shared with 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 get theoretical and practical knowledge and foster global perspectives through mutual learning process with their classmates from around the world. These sponsored graduate programs are expected to contribute to the sustainable urban development in developing countries by providing the academic and professional skills necessary for their home countries

3) Website

- University of Seoul(UOS): <http://www.uos.ac.kr/en/>
- International School of Urban Sciences(ISUS): <http://isus.uos.ac.kr/>
- ISUS Facebook: <https://www.facebook.com/ISUSatUOSofficial>
- ISUS Youtube: <https://www.youtube.com/@isusuos6698/featured>

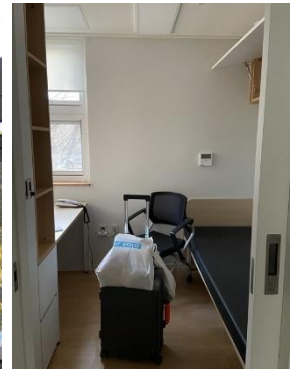
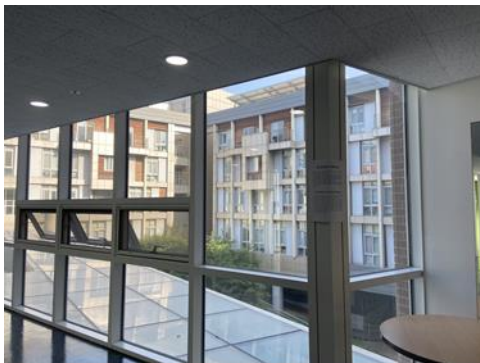
2. ACCOMMODATION



Students will reside in a single room either at International House on campus or equivalent facilities. The university's housing facilities, the Dormitory has 314 rooms and International House has 502 rooms for UOS students. Living on campus allows students to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options.

Living Conditions

- Dormitory (Single occupancy)
- The room includes (Private): bed, desk, bookshelf, and closet
- Communal Area (Sharing): unit bath room and toilet, kitchen, laundry room, and gym



<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, bath 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 has two rounded holes. Due to fire hazard reasons, the use of cooker, iron or coffeepot is strictly prohibited in the room. The dorm 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 it with other international or Korean students.



<Community Kitchen & Cafeteria>

The Dorm provides coin operated laundry rooms, and a gym for their residents. They are located on the basement floor and open from 7:00a.m. to 12:00a.m.



< Gym>



<Laundry Room & Parcel Delivery Locker & Convenient Store>

Facilities

- **Dormitory Bedding** Bedding, bedding cover, and pillow are not provided; participants are required to prepare their own blankets and pillows (Bedding materials can be purchased at the nearby store).
- **ID Card Registration System** On your first day, you have to register student ID card at the dormitory office in order to be registered for dormitory access. If you don't have student ID card, temporary entrance card can be issued. (You need to change later.) For your safety, access manager works 24 hours a day (outsiders' access is restricted)
- **Laundry** You may do the laundry after you buy a laundry card and charge it.
- **Cooking** It is allowed to cook at the Kitchen
- **Refrigerator** You can rent it from Domini (rental company). (around 50,000KRW / Semester)

Notice

- **Certificate of Health (TB test result)** All the residents have to submit the certificate of health to the Dormitory Office. (Every participant is to have a medical check-up before and upon arrival in Korea. The medical check-up report may replace the certificate of health in the 1st semester. Before starting the 2nd Semester, participants should submit Certificate of TB test.).
- **ISUS-Dorm Code of Conduct** Every resident must sign at the code of conduct before their check-in. Please read thoroughly the attached document, and be notified of the key regulations.
- **Dormitory Bedding** Bedding and pillows are NOT provided; participants are required to prepare their own blankets and pillows.
- **Residence Separation** In principle, each 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 to the user.
- **Prohibited electric appliances** electric blanket, electric heater, electric cooker, TV, electric rice cooker, gas burner, fan heater, all the items that can cause fire, alcohol, trump card, and etc.
- **List of Home appliances allowed**

Type	Home appliances	Allowed? Yes or No
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 double check if your electronic goods are 220V-60Hz in case of fire or any electricity accidents.

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

*Refrigerator less than 50L produced within 10 years is allowed only

ISUS-Dorm Code of Conduct

ISUS-Dorm Code of Conduct

1. The university dormitory rooms are assigned by semester and thus in principle students can be relocated between semesters when deemed necessary to maintain the key space allocation principles laid out for safe and equitable management of the dormitory. In this case, the dorm office will notify in advance, and students must comply with the decision.
2. Changing rooms without the permission is strictly prohibited.
3. Students cannot decide their flat mates. Although they can make a request for the flat mates, it is not guaranteed.
4. For a while, some students might use the Dormitory(생활관) room alone which is for double occupancy. However, as soon as the International House(국제학사) is empty, students must relocate their room to the International House which is for single occupancy.
5. UOS dormitory separates sectors for girls and boys. Students must recognize this policy, and refrain from visiting the other sector.
6. Students must be cooperative when the dorm office plans to clean or repair the air conditioner or any other facilities.
7. Students must wear the indoor-only slippers in their rooms.
8. Students must do their best to keep their rooms clean.
9. Students must not disturb the other residents in any circumstances. If they violate the regulations of the dormitory, the office may impose disciplinary actions including expulsion.
10. Students must comply with the decision made by dorm management committee even if it is not specified in the regulations and guidelines of the dorm.

As a participant of ISUS Master's Program, I read and understood my responsibilities stated above. I agree and will abide by the ISUS-Dorm Code of Conduct. I will accept any decision determined by the dorm management committee.

Date (YY/MM/DD)

:

Master's Program

:

Name

:

Signature

:

3. OTHER INFORMATION

1) University Library

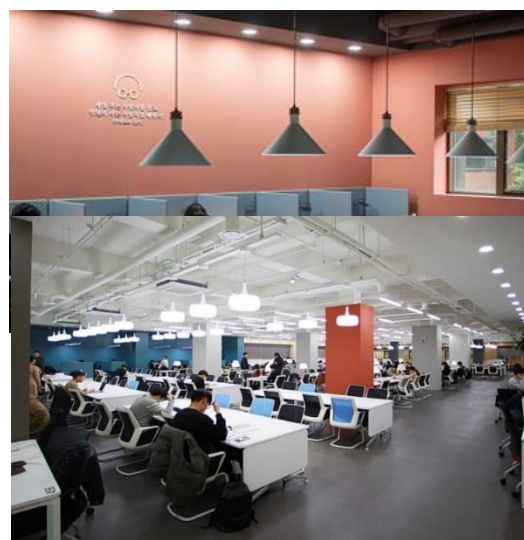
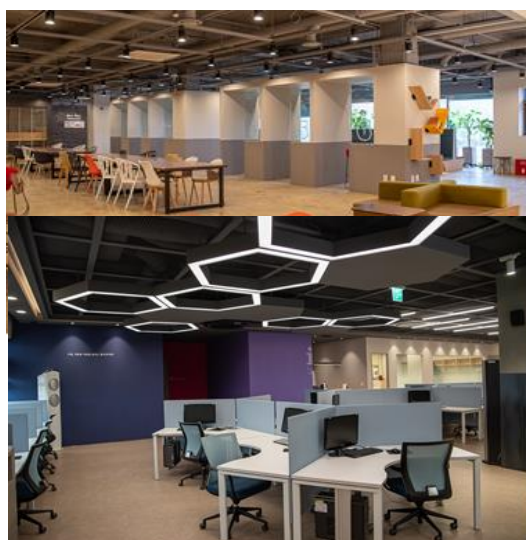
University of Seoul Libraries are dedicated to serve for the academic success of all UOS community members. UOS Libraries are composed of the main library and three branch libraries: Law Library, Economics and Business Administration Library, and Centennial Library.

Main Library

The main Library is composed of reading room with 2,200 seats and houses almost 1,098,186 volumes of books, monographs, and references. It also holds 738 different periodicals, 376,624 units of non-book materials and several online databases. (Oct 1st, 2022)

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 better access to information on research resources and has established the Integrated Retrieval System to facilitate easier access to multimedia data and e-books. Master's/doctoral dissertations and various reference

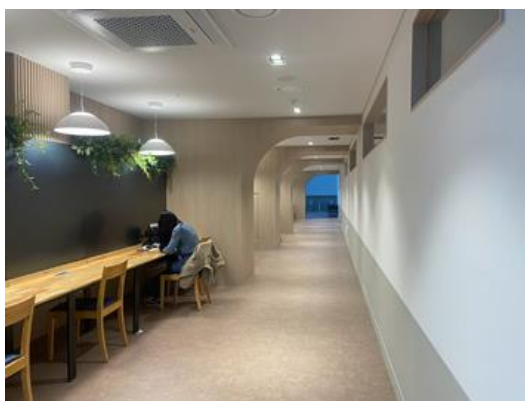
materials are available, digital original texts of academic materials can be read and printed, and original text copying services are available for materials not owned by the university. The Library provides paid services necessary for writing and reviewing papers such as Copykiller, Refworks, Writing Machine/Notii, and Turinitin, as well as e-books, for free on the Central Library website. (<https://library.uos.ac.kr/>)

Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
1F	Serials room	77	9~18	Closed	9~18	Closed
	Community lounge (BookTopia)	20	6~24			
2F	Reading room 1	20	9~21	9~13	9~18	Closed
	Reading room 2	24				
	Reading room 3	69				
	Urban Sciences materials room					
3F	0dB (intensive reading room)	500	6~23			
	0ZONE (Coexistence reading room)	388	Everyday (Odd days: 0db, Even days:0ZONE) Open 24 hours (midterm and final exams period)			
	Study room	94	6~24			
	Laptop corner	50				
4F	Thesis room, References room	51	9~18	Closed	9~18	Closed
	#UOS (E-Resources room)	78				
	A/V room	37				



Law Library: 4-6F, Law school building

In October 2008, the Law Library was installed on the 4F to 6F of the Law school building as a branch with the law materials room, the reading room of graduate school and information retrieval facilities. It is equipped with 100,000 legal books and 255 seats in 1,718 square meters to support academic and research activities, lecture support, and legal information investigation in the field of law. There are the group study rooms, information retrieval rooms, laptop corner and lounge on the 4F, the reading room of graduate school, an information retrieval room and preservation library on the 5F, and the legal material room where you can use books, serials, reference books, and theses on the 6F.



Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
4F	Law lounge	50	Everyday 6~23			
5F	Graduate school reading room	90				
	Information retrieval room	24				
6F	Law resources (Serials corner)	91	9~21	9~13	9~18	Closed

Economics and Business Administration Library: 3F, Mirae building

The economics and business administration library was established on the 3F of the Mirae building as a specialized library focusing on business and economics on March 2011. It is equipped with over 45,000 professional books, 48 serials, and 205 seats in 1,036 square meters, and group study rooms and seminar rooms are also available. It has free reading rooms (156 seats), 5 study rooms (30 seats), a seminar room (8 seats), and information retrieval equipment (11 seats) to provide best service.

Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
3F	Management Economics materials room	156	9~21	9~13	9~18	Closed
	Group study room	5 rooms (30 seats)	9~23 (9~25 in midterm and final exam period)			
	Seminar room	1 room (8 seats)				
	Information retrieval	11				

Centennial Library: 4F, Nadong of 100th Anniversary Building

The Centennial Library was created as the complex cultural space for university members and local residents inside the Centennial Memorial Hall, which was built in 2018 to mark the 100th anniversary of the opening of Seoul University. This is the specialized library with materials in the fields of film and music that can be enjoyed by all ages. Facilities include the materials reading rooms and study rooms where you can enjoy various types of cultural contents, and an AV room where reading culture programs are held, such as film festivals and meetings with authors.



Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
4F	Materials reading room	74	9~18		9~18	
	Study room	28				
	A/V room	92	Operation at the event			

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) 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. The detailed information would be delivered through the program coordinator.

4) 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 Cafeterias are in the Student Hall, Natural Science Building. Korean dishes and western dishes are available. Prices normally range from 2,000 won to 7,500 won per person and it subjects to the menu of the day.

Student Cafeteria and Snack Bars



Location	Fl.	Cafeterias/ Restaurants	Menu	Opening Hours (semester)	
				Weekdays	Weekends
Student Hall	1	Student Cafeteria	Korean Meals	Lunch 11:00-14:00 Dinner 17:00-18:30	Closed
	2	Annekan	Western style Meals	Lunch 11:30-14:00	Closed
Natural Science Building	1	Student Cafeteria	Korean Meals	Lunch 11:30-14:00 Dinner 17:30-18:30	Closed
Mirae Hall	1	Subway	Sandwich	09:00-20:00	Closed
Cheonnong Hall	1	Cheonnong Community Café	Drinks and Desserts	08:30-19:00	11:00 - 17:00
100th Anniversary Hall	1	Paris Baguette	Bakery	08:30-19:00	Closed

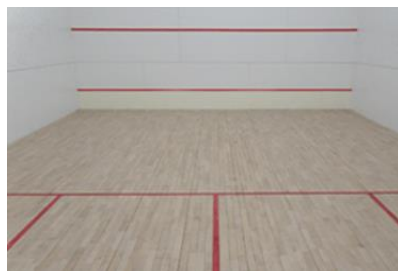
Convenience Stores

Location	Floor	Convenience Store	Opening Hours (semester)	
			Weekdays	Saturday
Student Hall	B1	CU	08:50-19:00	Closed
Main Library	B1	CU	09:00-18:00	09:00-18:00
Dormitory	1	CU	24 hours	24 hours

* Opening hours during the vacation may differ from above.

5) 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 sport 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.



6) Student ID Card

The Student ID card is mainly used for library, entering the building, checking-out & returning books, etc. It will be ready for pick-up at the IUDP office. Before the issuing student card, you may use the mobile student ID card.

- <https://play.google.com/store/apps/details?id=com.project.s.school&hl=en-KR>

7) Health Services

On Campus Health Services

The University Health Service Center is in 2F, Student Hall. Examination, prescription and medicine for simple illnesses such as cold, indigestion and cuts will be treated free of charge. The opening hours are from 9:00 to 18:00 (Mon-Fri).

Four or five times a month, there is a campus visiting 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.

8) Post Office

The post office is located on the first floor of the Natural Science building. The campus post office provides general mailing services including mail, parcel, registration, domestic and international EMS. The business hours are from 9:00 to 18:00 (Mon-Fri).

9) Foreigner's Registration (Alien Registration, issuing ARC)

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 (ARC) 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/Seoul friends to the immigration office. It takes about a month to have ARC issued. To open a bank account, ARC is needed. Please be prepared with the enough budget.

Required documents

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

10) Bank & ATM & Money Exchange

Woori-Bank is in 1F, Main building. The opening hours are from 09:00 to 16:00 (Mon-Fri). ATMs are available on the 1F of the Main building, Student Hall, 21st Century Building, Information and Technology Building, Law Building, Mirae Hall, or nearby convenient stores.

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.

11) Global Lounge

Global Lounge is in 1F, Cheonnong Hall. The opening hours are 10:00 to 17:00 (Mon-Fri). This lounge is for foreign students on campus, where you can interact with Korean students, use books in foreign languages, play board games, and self-study.

12) Bookstore & Stationary

Bookstore & Stationary is in B1, Student Hall. The opening hours are 09:00 to 19:00 (Mon-Fri).

13) Copy Store

Copy store is in B1, Student Hall. The opening hours are 08:30 to 20:00 (Mon-Fri).

*IUDP students can use a duplicator in ISUS Office.

14) 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 |
| 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 | 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 | 27 Main Auditorium |
| 28 Main Stadium | 29 University Museum |
| 32 Wellness Center | 33 Mirae Hall |
| 34 International House | 35 Music Building |
| 36 Day care Center | 37 The Centennial Memorial Hall |
| 38 Smart Experimental Building | 41 Outdoor tennis court |
| 81 Automation greenhouse | |

- ISUS office: #412, Lawschool building
- Student cafeteria: Student hall, Natural science building
- Health service center: 2nd floor, student hall
- Post office: Natural science building
- Bank: ground floor, Main building

4. SUPPORT SERVICE

1) Safety Management

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 some troubles in adjustment to Korean life, UOS will take the following steps to support their situation.

- First of all, ISUS professors, program coordinators, and fellow participants will provide primal support.
- If professional treatment is required, basic psychotherapy could be provided by a counselor at the student counseling center.
- If necessary, more specialized treatment at a general hospital could be performed.

UOS human rights center – Counselling service

- Monday through Friday 09:00 ~ 18:00
- Psychological examination
- Counseling on human rights violations
- Consultation and declaration of sexual harassment sexual violence

3) Mobile Application “ISUS Members”

The Mobile Application “ISUS Members” will be operated for continuing relationships and sharing information among professors, students and alumni. It aims for facilitating deeper connection among ISUS members and it also serves the role of boosting more engagement in ISUS events thanks to more exposures. This app could be downloaded from the ISUS website. (<https://isus.uos.ac.kr/isus/qn/isusmembers/isusmembers.do?epTicket=LOG>)

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



V . ACADEMIC REGULATIONS

1. 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
- The other miscellaneous things

2. REGULATIONS by UOS

Participants must comply with all rules, regulations and instructions set in ISUS Participants guideline, and ISUS code of conduct. These two could be downloaded from ISUS website. (<https://isus.uos.ac.kr/isus/main.do?epTicket=LOG>)

Here in PI, the academic regulations are briefly introduced.

1) Attendance Policy

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

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

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

2) Examinations and Evaluation

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 acquiring 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 class for at least three-fourths of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergencies, students need to provide a written explanation of 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 thesis course, student 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, student 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. *

VI. PRECAUTIONS

1. **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 switched 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, including pre-sessions.
 - 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).
2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may 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.
3. **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
4. **COVID-19 Test Fees:** The 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.
5. **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.
6. **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 a 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).
7. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
8. **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.)
9. **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

VII. CONTACTS

1. CONTACT INFORMATION

1) Field of study and University Admissions

- MUD admission office Email: murd@uos.ac.kr
- ISUS website: <https://isus.uos.ac.kr/isus/main.do?epTicket=LOG>

2) General requests regarding application process

- KOICA HQs Email: koica.sp@koworks.org
- KOICA Website: <http://www.koica.go.kr/ciat/index.do>

*The schedule of PI (Program Information) is changeable
according to the KOICA and UOS Schedule.*