

SMG – UNIV. OF SEOUL

2026 MUAP

MASTER OF URBAN ADMINISTRATION AND PLANNING



SEOUL, KOREA

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PART I. GREETINGS

The Leading Education & Research Institution in Urban Sciences in Korea

Yongkul WON
President, University of Seoul



Founded in 1918, the University of Seoul has long been dedicated to providing high-quality higher education to talented, motivated, and creative scholars. As a public institution, the University is committed to cultivating future leaders who will contribute meaningfully to shaping the urban future of Korea and the global community.

With a wide range of undergraduate colleges and approximately 90 fields of study across its Graduate School and specialized programs, the University of Seoul integrates research, policy, and practice. It strives to balance academic excellence with professional relevance, as well as visionary goals with practical research. In addition to advancing academic inquiry, the University serves as a key think tank supporting and informing major policy initiatives of the Seoul Metropolitan Government.

International School of Urban Sciences has been a pioneer in Korea in combining urban sciences with international development cooperation since its foundation in 2012. It attracts a finest set of people around the globe and serves a knowledge sharing platform with respect to urban development, urban planning, construction, infrastructure planning and environmental management. A great mix of urban professionals gather at the school and get to experience cross-disciplinary and cross-cultural interactions and benefit from mutual learning with a common aim to find answers to sustainable development of each participant's home country. I am certain that you will have a rewarding experience with them.

As the president of the University, I warmly welcome all participants in the school's programs and urge you to keep your passion that you now have in your heart all along while you pursue your personal development goals at the University of Seoul.

Thank you.



Hub of ‘International Networking’ for Global Experts

Shin LEE

Dean of ISUS, University of Seoul

International School of Urban Sciences (ISUS) was established at the University of Seoul (UOS) in 2012 with the aim to contribute to the sustainable development of global urban communities. Its education covers diverse fields of urban sciences including urban planning, infrastructure development, construction and environmental management.

ISUS offers three Master’s programs for Korean students: global construction management, sustainable urban development, and international development cooperation. It also hosts four full-scholarship Master’s programs for overseas students 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 Future Global Leaders in Environmental Policy (MGLEP) with the Ministry of Environment, and Master of Urban Development and Smart Infrastructure Policy(MUDSIP) with the Ministry of Land, Infrastructure and Transport. These funded programs have common aims of providing international professionals with specialized skills required for leading the sustainable development of their home countries.

Having transformed from one of the aid-receiving countries to a donor country over half a century, Korea is increasingly looked to as a source of lesson-learning by various countries. In response, ISUS is committed to sharing its unique and relatively recent development experience with the rest of the world and intends to be a platform for just doing that. We strive to construct a system of experiential knowledge Korea has accumulated during its compact development process while equipping our students with theoretical and practical knowledge that can reinforce their professionalism, they bring with them. On this global knowledge exchange platform, program participants will also gain a global and cross-disciplinary perspective through mutual learning.

Join us and develop your abilities of pioneering and leading the new age of urban development.

University of Seoul, The Birthplace of Korea's Urban Study



The University of Seoul was founded in 1918 and has a long tradition of providing high-quality higher education to talented, motivated, and creative scholars. As a public institution, the University is committed to addressing the social, regional, technological, and creative challenges of an increasingly urbanized world. To this end, it dedicates itself to cultivating future leaders who will help shape the urban future of Korea and the global community. Its faculty, students, and administrative staff share a strong commitment to civic values and the advancement of a dynamic urban civilization.

The University of Seoul places equal emphasis on academic quality and intellectual breadth. It is firmly committed to both theory and practice, while promoting openness and collaboration with students and Korea's leading public institutions. With an enrollment of more than 10,000 students, the University comprises seven undergraduate colleges and nearly 90 fields of study at the graduate level. Through diverse and specialized programs that integrate research, policy, education, and practice, the University strives to balance academic rigor with professional relevance, as well as visionary thinking with practical research. In addition to advancing fundamental research, the University serves as a key think tank supporting the major policy initiatives of the Seoul Metropolitan Government.

Within this context, the International School of Urban Sciences (ISUS) has established itself as a leading institution in the field of urban sciences. Its academic scope spans environmental and civil engineering, architecture, urban planning and landscape design, public law and administration, taxation studies, economics, urban sociology, and urban management. Supported by Korea's largest and most comprehensive pool of human and informational resources dedicated to urban futures, ISUS is distinguished by its unique network of research institutes that develop innovative solutions to urban challenges and forward-looking visions for the cities of tomorrow.

PART II. PROGRAM OVERVIEW

Program Title	Master of Urban Administration and Planning (MUAP)
Duration	<p>August 2026~ August 2028 (25 months)</p> <ul style="list-style-type: none"> • On-campus Phase: August 2026 – August 2027 (13 months) Coursework at the International School of Urban Sciences, University of Seoul • Off-campus Phase: September 2027 – June 2028 (10 months) Thesis preparation and submission in the student’s home country <p>Master’s Degree will be granted in August 2028 – Master of Urban Administration and Planning</p>
Objectives	<ul style="list-style-type: none"> • To train mid-career public officials who specialize in city planning and urban administration by learning Seoul's successful development cases and experiences. • To give opportunities to experience Korean culture and to learn language that can increase students' understanding of Korea • To develop a basis for collaborative relations between Seoul and its sister cities
Institution	International School of Urban Sciences (ISUS), University of Seoul
Language	English
Qualifications	<p>Applicant Qualifications</p> <ul style="list-style-type: none"> • Foreign nationals whose both parents are foreign nationals • Applicants with excellent command of spoken and written English • Applicants in good physical and mental health (Pregnancy is regarded as a disqualifying condition) <p>Career Qualifications</p> <ul style="list-style-type: none"> • Government officials with more than 3 years of professional experience • Applicants under 40 years of age • Holders of a bachelor’s degree or an equivalent qualification
Support	<p>The Following expenses will be covered by the Seoul Metropolitan Government and the University of Seoul</p> <ul style="list-style-type: none"> • Tuition & Dormitory fees • Economy-class round-trip airfare between Seoul and the student’s home country • Textbook and materials • Monthly living allowance based on SMG regulations

PART III. ACADEMIC PROGRAM

1. ACADEMIC SCHEDULE

Date	Contents
August, 2026	Preliminary Session (including Arrival, Medical Checkup, Orientation)
September ~ December, 2026	Fall Semester (1st semester)
December, 2026 ~ February, 2027	Winter Session (Internship)
January ~ February, 2027	Research Area Survey & Thesis Advisor Matching
March ~ June, 2027	Spring Semester (2nd semester)
June, 2027 ~ August, 2027	Summer Session (Thesis Presentation Session)
August, 2027	Departure
August, 2027 ~ June 2028	Thesis Writing (3rd~4th semester, Online advisory)
April, 2028	Interim Thesis Examination
June, 2028	Final Thesis Examination
August, 2028	Graduation

* The schedule above is subject to change.

A. Preliminary Session (2~3 weeks)

Students are required to participate in a preliminary session before the first academic semester commences. The preliminary session is designed to assist students in successfully adapting to the program. During this session, non-credit courses, such as Korean language and culture, as well as special lectures, will be offered. Additionally, administrative tasks such as issuing foreign registration cards, conducting medical checkups, and providing Korean cultural experiences will be carried out alongside the coursework.

*Some programs may be conducted online.

B. Regular Coursework Semesters (1st & 2nd semesters)

During the two regular academic semesters, students are required to earn a total of 44 credits (or 45 credits for those undertaking an internship). Students must complete four core courses necessary for thesis writing (12 credits) and select and take eight elective courses (24 credits) related to urban planning and administration

as part of their major. The coursework also includes basic courses to acquire proficiency in practical Korean language for daily life and academic English writing (total 8 credits). In addition, students can earn additional 1 credit for participation in the internship program held during the winter session.

In the 2nd semester, in addition to regular classes, students are required to submit a research proposal, and attend a research ethics education as part of their thesis process. They also have to pass the Qualifying Exam(QE), which is one of the graduation requirements.

C. Winter Session

During the Winter Session between the 1st and 2nd semesters, students start their thesis writing by being assigned to a thesis advisor. They also have the opportunity to participate in extracurricular activities such as winter special lectures and internship. Internship opportunities may be optionally provided to enhance students' practical understanding of urban and regional development.

D. Summer Session

After completing the required coursework, students will be required to present their thesis draft at the Thesis Presentation Seminar before returning to their home countries. With the presence of ISUS faculty, students will present their research outline and receive guidance and feedback.

E. Thesis Writing Session (3rd & 4th semesters)

After completing the required coursework, students will be required to write a Master's thesis under the online guidance of their advisor. In the 4th semester, students will undergo two thesis examinations, where they will present their thesis drafts to be evaluated by thesis committee members.

2. CURRICULUM

A. Curriculum

✧ Students are required to take **at least 50 credits** for graduation.

Course Category		Course Title	Credit
Common	Core	Global Project Development 1	3
		Global Project Development 2	3
Major	Core	Thesis Seminar	3
		Research Methodology and Quantitative Analysis	3
	Electives (Students are supposed to take 8 courses)	Urban Administration and Finance	3
		Urban Planning and Development	3
		Urban Design and Historic Preservation	3
		Carbon pricing and international carbon market	3
		Urban Growth and Employment	3
		Housing and Land Policy	3
		Geographic Information Systems	3
		History of Korean Urban Development	3
		Seminar in International Urban Development and Planning	3
		E-Government	3
		Environment and Global Markets	3
		Environment and Climate Change	3
		Transportation Policy and development	3
		Climate Adaptation, Disaster Risks and Inequality	3
		Seminar in Public Investment Management	3
		Internship	Internship (optional)
Language	Basic Korean 1-2 / Academic Writing 1-2	8	
Thesis	Thesis Writing	6	
Total	-	50~51	

* The courses are subject to change.

B. Required Grade Point Average (GPA)

- Students with a GPA below 3.0 for two consecutive semesters will be automatically expelled from the program.
- The minimum cumulative GPA required for graduation within the 16-month residency is a B (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma or a graduation certificate

C. Thesis Writing

- Each participant should apply for their thesis advisor after the 1st semester.
- Participants are required to submit their thesis proposal (or research plan) for the qualifying examination during the 2nd semester.
- Participants must present their thesis draft during the Thesis Presentation Seminar in the presence of ISUS faculty and receive feedback before returning to their home countries.
- After returning to their own countries, participants are supposed to continue their thesis study with an advisor via email and other online means.
- In the 4th semester, students must pass two rounds of thesis examination. Only those who pass the interim thesis examination are eligible to apply for the final evaluation, and only those who pass the final evaluation can submit their own thesis for graduation.

3. EXTRACURRICULAR ACTIVITIES

A. Field Studies

1) Site Visits

- The program will arrange four half-day site visits which can help students gain more practical knowledge of urban and regional development.
- The site visits will also include cultural activities which can help students better understand Korean culture and society.

2) Field trips

- The program will offer field trips which can provide students opportunities to learn exemplary development projects in different parts of Korea. – southeastern and southwestern parts of Korean peninsula.

B. Internship Opportunities

The program may provide internship opportunities for the students to gain more practical knowledge of urban and regional development in Korea at sponsoring or cooperating agencies. The students may have a chance to do an internship during the winter break session. Students can take the advantage of the opportunity to gain advices, and collect data for thesis writing from institutions where they do their internship.

C. Events

- Orientation
- Sports Day
- Cultural Events
- Seminars, Forums, and Conferences

PART IV. HOST INSTITUTION & CAMPUS LIFE

1. UNIVERSITY OF SEOUL (UOS)



University of Seoul is a public university funded and supported by 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 dynamic. 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, the 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.

For more information, please visit the official website: <http://www.uos.ac.kr/en/>

2. INTERNATIONAL SCHOOL OF URBAN SCIENCES (ISUS)

The International School of Urban Sciences (ISUS) of University of Seoul (UOS) was launched in Spring 2013 in an effort to contribute to the development of sustainable urban communities in the world through an interdisciplinary program of teaching, research, and outreach. ISUS offers three graduate programs in global construction management, sustainable



urban development, and international development cooperation. The two-year graduate degree programs seek to provide an interdisciplinary, engaged learning environment in which students from various fields acquire the knowledge and professional skills necessary for becoming leading practitioners in the field of environment policy and sustainable development.

In addition to the regular graduate programs, ISUS established the International Urban Development Program (IUDP) to share Korea's urban development experience with the global community. Currently, IUDP operates four specialized Master's degree programs designed for government officials from partner countries. The Master of Urban Administration and Planning (MUAP), in partnership with Seoul Metropolitan Government, the Master of Urban Development (MUD), sponsored by the KOICA, the Master's program for Future Global Leaders in Environmental Policy (MGLEP), supported by the Ministry of Environment, and the Master's degree in Urban Development and Smart Infrastructure Policy (MUDSIP), sponsored by the Ministry of Land, Infrastructure and Transport, provide professional training in urban development, environmental policy and smart infrastructure planning. These degree programs are dedicated to fostering global leaders who can contribute to the sustainable growth of their home countries.

Beyond these graduate degrees, IUDP also offers two short-term programs supported by the Seoul Metropolitan Government to further facilitate knowledge exchange. The Seoul Case Study Program (SCSP) provides a one-week intensive field study for graduate students from world-renowned universities in the U.K. and the U.S. to learn from Seoul's best practices. Simultaneously, the Global Urban Leadership Program (GULP) is designed to strengthen the strategic leadership and policy-making capacities of urban officials from Seoul's global partner cities.

Through these diverse academic and practical initiatives, IUDP continues to build a strong foundation for international cooperation and sustainable urban excellence.

3. ACCOMMODATION



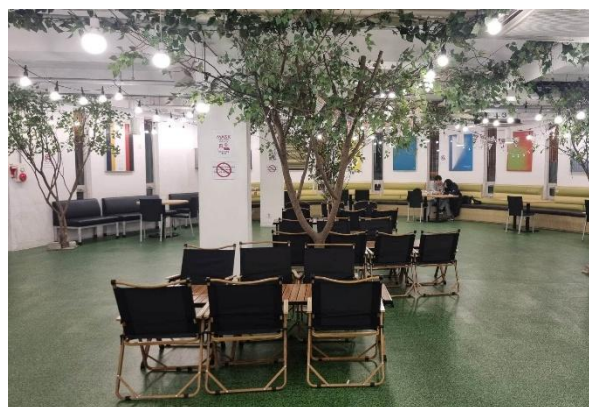
Students will reside at the dormitory of UOS, and rooms will be assigned every semester. The university's on-campus housing facilities, the Dormitory and International House has Korean students and international students, so that living on campus allows students to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options.

Room types vary between single and double rooms, and room assignment is centrally administered by the UOS Dormitory Office. The toilet and bathroom are to be shared with 3~5 flatmates.



〈Rooms in the Dormitory and International House〉

All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. 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 dormitory 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 Dormitory and International House provides coin operated laundry rooms and a gym for its residents' use. These are located on the basement floor and open 24 hours. Seminar rooms and student lounges are also available for the residents.

(*The operation hours may be changed or closed depending on the situation.)



〈Laundry Room and Gym〉

- **Certificate of Health** : All of the residents have to submit the 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 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 (Bedding materials can be purchased at the nearest store from school).
- **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** : Cooking is allowed at the Global Kitchen.

**Operating hours may change or the facility may be closed without notice due to unavoidable circumstances such as COVID-19.*

- **Refrigerator** : You can apply to rent to dormitory office. (10,000KRW / Month)
- **Residence Separation** : 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 electric goods, the goods will be seized with penalty points imposed to the user.
- **Not allowed to use** : 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.
- **Others** : Due to inevitable reasons like COVID19 situation, participants can be asked to other accommodation which is designated by University.

- List of Electronic Devices adopted

Type	Goods	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, Under Permission
	Electric frying pan	No
	Gas burner	No
	Electric rice cooker	No
A/V equipment	Hot plate	No
	VCR	No
	TV	No
Learning equipment	Electronic instrument	No
	Desk lamp	Yes
	Lap top	Yes
Other equipment	Printer	Yes
	Fan	No
	Refrigerator	Yes, Under Permission
	Mini air-conditioner	No
	Vacuum	Yes
	Hair dryer	Yes
	Mobile Charger	Yes

4. CAMPUS FACILITIES

A. University Library

The University of Seoul Libraries are dedicated to serve for the academic success of all UOS community members. The UOS Libraries are composed of the main library and the following three branch libraries

- Law Library
- Economics and Business Administration Library
- Centennial Memorial 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

In October 2008, the Law Library was installed on the 4F to 6F of the Law Building as a branch with the law materials room, the reading room of graduate school and information retrieval facilities. It is equipped with 120,000 legal books and 281 seats in

1,718 square meters to support academic and research activities, lecture support, and legal information investigation in the field of law. There is the group study, information retrieval room, 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.

Economics and Business Administration Library

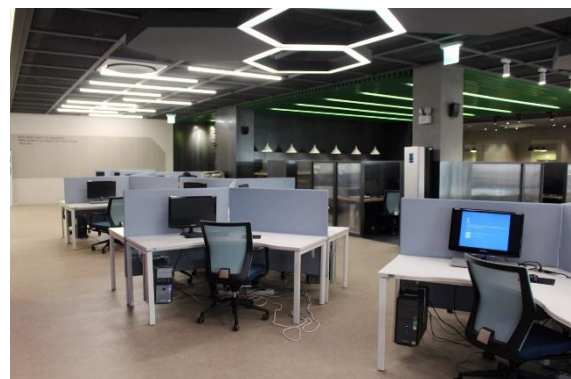
On March, 2011, the Economics and business administration Library was established on the 3F of the Mirae Building as a specialized library focusing on business and economics. It is equipped with over 58,000 professional books, 37 serials, and 205 seats in 1,036㎡, and group study rooms and seminar rooms are also available.

Centennial Memorial Library

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.

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.



B. 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 and Snack Bars



Student Cafeterias are located in the Student Hall, the Natural Science Building, and the Centennial Memorial Hall. Korean dishes and western dishes are available. Prices normally range from 3,800 won to 6,000 won per person (7,000 won for Irum Lounge) and it subjects to the menu of the day. The cafeterias run from 11:30 to 14:00 for lunch, from 17:00 to 18:30 for dinner on weekdays and are closed on weekends.

Location	Fl.	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (#12)	1	Student Cafeteria	Korean Meals	Lunch 11:00–14:00 Dinner 17:00–18:30	Closed
	2	Annekan	Western Style Meals	Lunch 11:30–13:50	Closed
	1	Café	Drinks and Desserts	08:00–19:00	Closed
Natural Science Building (#8)	1	Cafeteria	Korean Meals	Lunch 11:30–14:00 Dinner 17:30–18:30	Closed
Cheonnong Hall (#1)	1	Café	Drinks and Desserts	08:00–17:00	11:00– 17:00 (Sat.)
Mirae Hall (#33)	1	Subway	Sandwiches	09:00–20:00	Closed
Centennial Memorial Hall (#37)	3	Paris Baguette	Bakery	08:30–19:00	Closed
	4	Irum Lounge	Korean Meals	Lunch 11:30–14:00 Dinner 17:30–19:00	Closed

* Opening hours during vacation may differ from above.

** Opening hours are subject to change.

Convenience Stores

Location	Floor	Convenience Store	Opening Hours (during semesters)	
			Weekdays	Saturdays
Student Hall	B1	CU	08:50–19:00	Closed
Dormitory	1	CU	08:00–22:00 22:00–08:00 (Unmanned operation)	

** Opening hours are subject to change.

C. Convenience Facilities

Bank and Money Exchange

Woori Bank is located on the first floor of the University Center Building (#6 on the campus map). The business hours are from 9:30 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 on-campus bank.

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

Post Office

The post office is located on the first floor of the Natural Science Building (#8 on the campus map). 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.

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 sports or recreational activities. The sports center has a fitness room and it costs 20,000 Won

per month. Some other facilities in the gym include indoor tennis courts and squash courts.

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 login 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, 2nd floor, Student Hall (#12 on the campus map)

On Campus Health Services

On Campus Health Services the University Health Service Center is located on the 2nd floor of Student Hall (#12 on the campus map). Examination, prescription and medicine for simple illnesses such as cold, indigestion and cuts will be treated free of charge. Every Thursday between 14:00 ~ 16:00 in the afternoon (excluding vacation periods), the campus physician is available.

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

Campus physician available

Every Thursday between 14:00 ~ 16:00. (excluding vacation periods) (It is subject to change.)
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Off-campus Hospitals (Nearby Campus)

- Samyook Medical Center (삼육서울병원)
 - Sundays & Weekdays: 09:00-17:00, Fridays: 09:00-12:00
 - Contact: 1577-3675
- Seoul Sungsim General Hospital (서울성심병원)
 - Weekdays: 09:00-17:30 (12:30-13:30 Break), Saturdays: 09:00-13:00
 - Contact: 02-966-1616

D. Campus Map



1	Cheonnong Hall	3	Architecture and Civil Engineering Building	4	Changgong Hall
5	Humanities Building	6	Baebong Hall	7	University Center
8	Natural Science Building	10	Kyongnong Hall	11	The second Engineering Building
12	Student Hall	13	ROTC Building	14	Science and Technology Building
15	21 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	Daycare Center
37	The Centennial Memorial Hall	38	Smart Experimental Building	39	UOS Innovation Complex
41	Outdoor Tennis Courts	81	Automation Greenhouse		
A	Front Gate	B	Back Gate	C	Pond

E. Other Information

Student ID Card

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

Foreigner's Registration (Foreign Resident Registration, issuing RC)

All foreigners planning to stay in Korea for more than 90 days must report to the Seoul Immigration Office and register for the Residence Card(RC) within 90days from the date of arrival. To be eligible for registration, students should hold a long-term D-2 visa. The 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 Residence Card issued.

Required documents:

- Registration Form
- Certificate of Enrollment
- Proof of Residence
- Passport
- 1 ID photo(White background, 3.5cm*4.5cm)
- Registration fee: 35,000won (Fees may increase.)

PART V. STUDENT SUPPORT SERVICES

1. TRAVEL TO KOREA

UOS arranges and pays for the participant to travel to and from Korea. The participant is to travel by the most direct route between Incheon International airport and a main international airport in the participant's home country. UOS will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, he or she should pay the additional fare. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant accompanies or invites family members, he or she must be responsible for all the relevant costs and other necessary administrative measures (please refer to the "4. Accompanying or Inviting Family" Section of Part VI. Regulations).

2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by SMG-UOS during the participant's stay in Korea.

- Tuition & Dormitory fees
- Economy class round-trip airfare between Seoul and the student's home country
- Textbook and materials
- Monthly living allowance based on SMG regulations
- Others: A medical checkup after arrival / Official field trip expense

3. INSURANCE

International students staying in Korea are subject to a mandatory subscription to National health insurance from March 1, 2021.

Enrollment Time

Visa Type	Enrollment Time
Overseas study(D-2), Elementary/Middle/High School students(D-4-3)	First Entry : Alien registration date Reentry : Reentry date

Insurance Benefits (Available from the date of enrollment)

- The same benefits as the Korean citizens. Various benefits are available, including dental and oriental medical treatment. (※The above is inapplicable to non-covered items, such as treatment for diseases that do not affect to work or daily life(e.g.: plastic surgery).
※(Co-payment Rate) A person who receives medical care benefits bears part of the medical expenses as below
- Outpatient Medical Services: 30%~60% of the NHI, covering expenses(varies by medical care institution type and area)
- Hospitalization Expenses: 20%

Disadvantages with Nonpayment of Contributions

- (Restrictions on Health Insurance Benefits) Health Insurance benefits at medical care institutions are unavailable from the first day of the month following the payment deadline until the contribution is fully paid.
- (Restrictions on Visa Extension) Your stay in Korea may not be extended by the Korea Immigration Service.

Differences with Private Health Insurance

- (Immediate Coverage) The insured is not required to claim benefits after receiving treatment.
- (Number and Amount of Benefits) The number and amount of benefits are not limited.
- (* Beneficiaries pay part of the medical expenses.)

Enrollment Procedure

- No action is required from students, as they are automatically subscribed to health insurance by the NHIS.
- For more information, visit nhis or email intl@nhis.or.kr.

4. 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

Support for mal-adjusted students

When students have some troubles in adjustment to Korean life, 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 with 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

Every Thursday between 14:00 ~ 16:00. (It is subject to change.)

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

PART VI. ACADEMIC REGULATIONS

1. PARTICIPANT'S RESPONSIBILITIES

Participants are required:

- To take up the scholarship in the academic year for which it is offered (deferral is not allowed)
- To reside in the accommodation designated by UOS for the duration of the course except for holidays or temporary leave
- To maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by UOS, his or her status as a MUAP program participant may be suspended
- To participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by UOS in advance
- To notify the Program Chair and the UOS office two weeks prior to the departure by submitting the "Request for a temporary leave" document. The e-ticket should also be submitted when issued.
- To advise UOS of any personal or family circumstances such as health problems or family problems which may seriously affect their study
- To agree to SMG collecting information concerning them and passing that information onto other relevant parties, if necessary
- To return to their home country upon completion of their training program
- Not to extend the length of their training program or stay for personal convenience; neither SMG nor UOS will provide any assistance and be responsible for an extension of their stay
- To either return to their original job post or remain employed in a field related to their degree for at least 3 years.
- To recommend not to purchase personal vehicles with their allowances provided by SMG due to safety concerns and concentration on their studies.

2. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or relating to issues from one's home country (such as health or work issues) when acceptable to UOS. In this case, he/she is not allowed to re-apply for MUAP program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by UOS, he or she may be forced to withdraw and return home upon withdrawal. In this case, he/she is not allowed to re-apply for MUAP program.
- The participant who withdraws must return to UOS the living allowance he or she has already received for the remaining period from the date of departure from Korea.

3. TEMPORARY LEAVE

- Participants can have a temporary leave in winter/summer vacation (to the participants' home country or for a trip abroad), pursuant to the permission from the Program Chair. In such cases, SMG and UOS do not pay airfare for the trip.
- The Program Chair may grant an extension of a temporary leave, based on an Academic Petition with valid grounds. UOS will not pay the living allowance for the absent days (including the day of departure and arrival):
Notwithstanding this clause, the research trips accompanied by a professor or the duly-authorized personnel shall not be counted as the days for a temporary leave so long as the participant is approved by the Program Chair, and in such cases, the payment of living allowance shall not be deducted.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip without the university's disapproval, his or her living allowance will be suspended (from the day of departure to the day of return), and UOS may impose a disciplinary action on them, including the expulsion from UOS.

4. ACCOMPANYING OR INVITING FAMILY

- As MUAP Program is quite an intensive program which requires students of full commitment to and concentrated endeavors for studying, participants are required not to bring any family members.
- UOS does not provide any financial or other administrative support for the dependents of the participants.
- Participants may invite family members within a month to the fullest under the condition that the Program Chair approves the invitation in advance. But they must be able to cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc. of their family. The responsibility for the safety and security of their family may also fall upon the participants.

5. OTHERS

- SMG-UOS will assume responsibility only within the limit and scope of the insurance for participants.
- SMG-UOS is not liable for any damage or loss of the participant's personal property.
- SMG-UOS will not assume any responsibility for illness, injury, or death of the participant arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants break any of the rules of SMG and UOS during their stay in Korea, their status as a MUAP program participant may be suspended.
- If the participants fail to meet the above conditions, the home institutions of the program participants can be deprived of further opportunities to make recommendation for future programs.
- UOS may cancel the admission if a medical check-up shows that the participant has any infectious disease, or diseases which he/she suffers to interrupt your study.

PART VII. ISUS PARTICIPANT GUIDELINES

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 Urban Development and Smart Infrastructure Policy or MUDSIP. This guideline aims 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.

3-5. Participants must depart Korea on the designated departure date set by the program. In cases where the participant intentionally delays departure by applying for other visa types, the participant and the signed guarantors (such as the recommending institution head etc.) shall be held jointly liable and required to

reimburse all provided financial support, including but not limited to tuition, dormitory fees, settlement expenses, and living expenses.

3-6. If the participant causes damages to the program, the university, or the sponsor organization due to intentional or gross negligence, he/she and the guarantors shall bear the responsibility for compensation. In such cases, the participant's home organization may be disqualified from future program participation.

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 wishes 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:

- 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
- Dismissal of a participant status as stated in Article “4. Dismissal of Participant Status.”
- 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

9-3. 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.

PART VIII. CONTACT INFORMATION

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

MUAP OFFICE	
Program Managers	Ms. Hyemi KIM Admission & Graduation Ms. Dabin KIM Student Affairs Ms. Boyeong PYUN Academic Affairs
Phone	+82-2-6490-5158
E-mail	muap@office.uos.ac.kr
Website	http://isus.uos.ac.kr/
Address	Room 415, Law School, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul 02504, Republic of Korea



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국제도시과학전문대학원