

2015 KOICA – UOS Master Degree Program in Urban and Regional Development

August 17, 2015 ~ December 23, 2016

Seoul, Korea



Korea International Cooperation Agency
(KOICA)



서울시립대학교
UNIVERSITY OF SEOUL

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

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Part I	KOICA & SCHOLARSHIP PROGRAM
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The Korea International Cooperation Agency was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

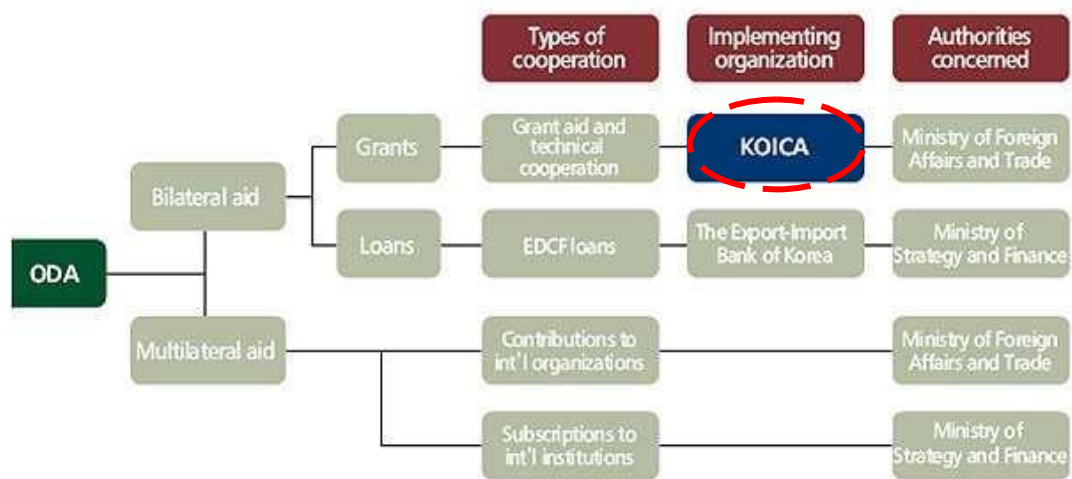
In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this knowhow is an invaluable asset that helps KOICA to efficiently support the sustainable socio-economic development of its partner countries.

Korea's ODA Framework

Korea's ODA consists of three types of aid: Bilateral Grants, Bilateral Loans, and Multilateral assistance.

Bilateral Grant aid comprises of technical cooperation and various types of transfers (made in cash, goods or services) with no obligation for repayment implemented by KOICA under the Ministry of Foreign Affairs and Trade. Bilateral Loans are provided on concessional terms under the name of the EDCF (Economic Cooperation Development Fund) implemented by The Export-Import Bank of Korea under the Ministry of Strategy and Finance.

Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.



Korea's Experience and KOICA's Program for Human Resources Development

Human Resource Development (HRD) has been the most important factor in Korea's escape from the vicious cycle of poverty and underdevelopment that had existed for many decades. With scant natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by human resources development.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regards to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea can contribute greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA has supported a variety of international cooperation programs for HRD, mainly in project-type aid form focusing on education and vocational training with a focus in building a foundation for HRD.

The training and expertise-sharing programs help developing countries build administrative and technical expertise in both the public and the industrial sectors. In order to share experience and knowledge at the grass roots level, KOICA dispatches Korea Overseas Volunteers (KOV's) to render services in the fields of education, regional development, computer science, healthcare and nursing. Approximately 7,806 KOV's have been dispatched to 57 countries thus far.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development. The purpose of this program is to enable the trainees to apply what they have learned for the development of their home country or local community. Since 1991, KOICA offered 2,519 training courses to a total of 39,962 trainees from some 177 countries. There is a wide range of topics covered in the training program including administration, economic development, science and technology, information and communication technology, agriculture/forestry/fishery, and healthcare. In order to meet the constantly changing needs of its partner countries, KOICA is always striving to renovate and improve their HRD programs.

Types of KOICA Training Programs

KOICA offers five major types of training programs:

1. Country Training Program
Tailored programs that are specifically designed for an individual partner country
2. Regular Training Program
Programs that are open to any interested partner countries
3. Special Training Program
Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments
4. Joint Training Program
Programs conducted in partnership with international organizations and other agencies
5. Scholarship Program
Master's degree programs offered to individuals from partner countries

KOICA's Scholarship Program

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

In order for KOICA to run the program effectively and efficiently, KOICA is collaborating with outstanding specialized Korean universities in the fields of, amongst others, economics, policy, trade, women's empowerment, and rural development, and is striving to provide opportunities to study in Korea. With its skills and knowledge in the development field, KOICA is able to give opportunities to people from developing countries to contribute to the development of their countries by taking part in this program.

In particular, this program has significantly strengthened the relationship between Korea and students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and so be better placed to contribute to the future improvements in the social, political and economic ties between the two countries.

From 1997 to 2010, the program has assisted a total of 977 students through 51 courses. And as of 2012, 311 participants are currently participating in the program across twelve different Korean universities, enrolled on 14 master's degree programs, such as Development Policy, Korean Economy & Development Cooperation, Women & Development, Fisheries Science, Agriculture and Rural Development, Global Human Resources Development, and others. More detailed information is provided from our website at <http://training.koica.go.kr>.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

Part II PROGRAM OVERVIEW

■ **Program Title:** Master of Urban & Regional Development (MURD)

■ **Duration:** August 17, 2015 ~ December 23, 2016 (16 Months)

■ **Objectives:**

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

■ **Training Institute**

- **International School of Urban Sciences, University of Seoul** (<http://isus.uos.ac.kr>) in cooperation with the following Korean research and development agencies:
 - **Korea Research Institute for Human Settlements (KRIHS):** In October 1978, the Korea Research Institute for Human Settlements (KRIHS) was established to address spatial policy issues of Korea. The main tasks of KRIHS are to develop long-term and short-term plans and policies to lead to more efficient use of land resources and to restructure imbalanced spatial structures. KRIHS carries out various research projects in the areas of national territorial development, environment, regional and urban development, infrastructure, land use, transportation and geographical information system.
 - **Korea Land & Housing Corporation (LH):** LH was established to spearhead the improvement of the quality of life and development of the national economy through the realization of stable housing for the country's citizens and the efficient utilization of the national land. LH's organization consists of HQs (9 divisions, 1 research institute, and 47 departments), 12 regional HQs, and 21 project divisions. Its 6,100 staff members specializing in land and housing are striving to systematically implement national land and housing policies.

■ **Number of Participants: 19 persons**

■ **Language: English**

Part III

HOW TO APPLY

1. APPLICATION ELIGIBILITY

- Applicants must be a citizen of the Scholarship Program target countries
- Applicants must hold a bachelor's degree or equivalent
- Applicants must be **a government official or a public sector employee whose work is closely related to national territory planning, urban and regional planning, infrastructure planning and development, and other areas of physical planning and development.**
 - ※ **Private sector employees are not eligible.** However, if the applicant works in a development non-governmental organization (NGO) or UN-associated organization, he/she can apply on the condition that he/she obtains a recommendation from the government ministry which covers the organization.
- Applicants should be officially nominated or endorsed by his/her government
- Applicants should have sufficient command of both spoken & written English to take classes conducted entirely in English.
- Applicants should be 40 years old or younger at the time of application and in good health, both physically and mentally
- Applicants have not previously received a scholarship for a Master degree program from Korean government.
 - ※ Officials or public employees whose colleagues from the same office or organization have previously withdrawn from KOICA's scholarship program due to submission of false documents, below average school performance, or violation of school regulations are not eligible to apply.

2. APPLICATION/ADMISSION PROCEDURE**A. ADMISSION DECISION PROCEDURE**

- Round 1: Evaluation of Application Package
- Round 2: Phone (or Skype) Interview

※ Note: A phone/Skype interview will be conducted only for those applicants who have passed Round 1. The interview will be conducted in English.

B. APPLICATION & REGISTRATION TIMETABLE

Procedure	Date
Application Due	April 10, 2015
Document Review	April 13 ~ April 23, 2015
Phone/Skype Interview	May 04 ~ May 22, 2015
Final Admission Decision	May 27, 2015
Arrival in Korea	August 17, 2015

- Please note that the dates are subject to change. All dates are in Korean Standard Time (KST).

C. APPLICATION REQUIREMENTS

All of the following application materials should be sent to the regional KOICA office (if available) or the relevant government office. Please do not send the materials to the University of Seoul directly.

- ① KOICA application form
- ② Application form of International School of Urban Sciences, University of Seoul (Form 1)
- ③ Personal statement (Form 2)
- ④ Statement of purpose / Study plan (Form 3)
- ⑤ Curriculum vitae
- ⑥ Two letters of recommendation (Form 4; One letter should be from the applicant's current agency or organization)

- ⑦ Photocopied college and graduate school (if applicable) diplomas or proof of prospective graduation (Applicants must carry the original diplomas to Korea if selected)
- ⑧ Official undergraduate and graduate (if applicable) academic transcripts. Transfer students must submit official transcripts from all colleges or university- level educational institutions they attended.
- ⑨ Certificate of employment (if applicable)
- ⑩ A photocopy of passport (If the passport has yet to be issued, please send a photocopy of national ID card. As soon as the passport is issued, please send the photocopy of the passport)
- ⑪ Two photos, 3X4 cm or passport size
- ⑫ English-proficiency test result from one of the following: TOEFL or IELTS (optional but strongly recommended)
 - The most recent scores are preferred, and must be issued within two years from the application deadline.

※ Important Notes for All Applicants:

1. All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.

Part IV**PROGRAM CONTENTS****1. ACADEMIC SCHEDULE**

Date	Contents
August 17 ~ 10, 2015	Arrival, Medical Checkup, KOICA Orientation
August 11 ~ 29, 2015	Preliminary Session
September 1 ~ December 21, 2015	Fall Semester (1 st semester)
December 22, 2015 ~ February 29, 2016	Winter Term (Break & Internship)
March 2 ~ June 21, 2016	Spring Semester (2 nd semester)
June 22 ~ December 22, 2016	Internship & Thesis Session (3 rd semester)
December 23, 2016	Departure

* The above schedule is subject to change. A detailed program schedule will be provided upon arrival.

a. Preliminary Session (2 Weeks)

Students are required to take a three week preliminary session before the first academic semester begins. The preliminary session is designed to help students adjust successfully to the program. Three non-credit courses including Korean language & culture, academic writing will be offered during the session.

b. Regular Coursework Semesters (Fall and Spring Semesters)

Students are required to complete 33 credit hour coursework during two regular academic semesters. During the winter term between the two semesters, an internship or job shadow opportunity may be offered to enhance the students' practical understanding of urban and regional development. After completing the course work, students are required to pass a thesis submission qualification exam.

c. Internship/Job Shadow & Thesis Session (Summer and Fall Semesters)

After completing the required coursework, students will be required to write a Master thesis under the guidance of his/her advisor. Students will also be able to do an internship/job shadow to enhance understanding of his/her major fields and support his/her thesis research process.

2. ORIENTATION (KOICA)

When students first arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea. Usually, the orientation is composed of three parts: KOICA's welcoming session, a Seoul City Excursion and a medical checkup. The order of each part is subject to change.

a. KOICA's welcoming session

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcome reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures on Korean culture and basic Korean language, as well as general information regarding daily life in Korea, will also be delivered in this session.

b. Seoul city excursion

KOICA provides a Seoul City Excursion to every participant of the training program. You will have a chance to visit the downtown area and experience the cultural heritage of Seoul (Korea's capital city). The excursion will help you get accustomed to the new culture and surroundings in Korea.

c. Medical Checkup

KOICA will conduct a medical checkup for every participant to assure their health conditions. After the medical checkup, KOICA will officially accept each participant as a KOICA trainee for the program. In case of any health problems that may hamper receiving scholarships in Korea is discovered in the medical checkup, the participant will be required to return home. Thus, finalized status as a participant for KOICA's Scholarship Program will be decided according to the result of the medical checkup.

3. CURRICULUM

a. Curriculum and Credits

Students are required to take at least 33 credits for graduation, excluding the preparatory courses and thesis research. The required coursework consists of 21 credit hour core courses and 12 credit hour elective courses.

Semester	Course Category	Course Title	Credit
Preliminary Session	Language	Basic Korean Language & Culture	NC
		Academic Writing	NC
1st	Core	Global Network Seminar I	2
		Research Methodology and Quantitative Analysis	3
		National Territorial and Regional Development Policy and Planning	3
		Seminar on the Korean Territorial Development Strategies and Cases	3
	Electives	Housing and Land Policy	3
		Issues on Contemporary Urban Planning	3
		Transport Policies	3
		Regional Development and Infrastructure	3
	Language	Basic Korean Language & Culture	NC
		Academic Writing	NC
Winter Session	Language	Basic Korean Language & Culture	NC
		Academic Writing	NC
	Internship	Internship	NC
2nd	Core	Global Network Seminar II	2
		SOC Development : The Korean Experiences and Challenges	3
		GIS Methodology and Practice	3
	Electives	Climate Change and Sustainable Development	3
		Comparative Regional Policy	3
		Water Resource Development and Management	3
		Seminar on Public Investment Management	3
	Language	Basic Korean Language & Culture	NC
		Academic Writing	NC
3rd	Internship	Internship	NC

* 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.
- Minimum cumulative GPA for graduation within the 16 months of resident is B0 (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

- Prospective students are required to submit their policy research topics in the application process. An academic advisor will be assigned for the student based on his/her research topic once the student is admitted. The academic advisor will serve as the chair of the student's thesis guidance committee. Students may be able to change their advisor during their study at UOS.
- Each student should organize his/her thesis guidance committee in consultation with his/her academic advisor. The guidance committee should consist of 2~3 members including the academic advisor and 1 ~ 2 additional guidance committee members.
- The student must provide the members of guidance committee with a thesis proposal. The student will begin writing the 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 and the dean of ISUS at least a week prior to the defense date, and successfully defend their thesis by the end of the 3rd semester.

4. 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 two 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/Job Shadow Opportunities

The program will 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 will be able to do an internship/job shadow during the winter break session or thesis writing session.

c. Events

- Welcoming Ceremony and Orientation
- Regular student meetings
- Home Visiting
- Seminars, Forums, and Conferences
- Cultural Events

5. UOS-KOICA SCHOLARSHIP PROGRAM REGULATIONS

- General Regulations:

All students are required:

- To abide by the rules of the training institution.
 - To maintain a grade at the level required by UOS for the scholarship recipients.
 - To refrain from engaging in activities or any form of employment for profit or gain.
 - To return to his/her home country upon completion of their training program.
 - Not to extend the length of his/her training program for personal convenience.
 - Not to bring any family members (dependents) to Korea (except purpose of short tour in Korea)
 - To accept that KOICA and UOS are not liable for any damage or loss to his/her personal property.
 - To accept that KOICA and UOS will not assume any responsibility for illness, injury, or death caused by extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
 - To carry out such instructions and abide by such conditions as may be stipulated by both KOICA and UOS with respect to the training program.
- 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 participant fails to take a medical check-up.
 - Temporary withdrawal is not allowed in principle.
 - If the participant is found to be in violation of any of the above regulations during his/her stay in Korea, his/her status as a KOICA & UOS Program participant can be suspended or terminated.

Part V**TRAINING INSTITUTE****1. General Overview of University of Seoul (UOS)**

practical research.

The 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

The University of Seoul has set a clear goal of becoming an international center for the urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. More recently, the university has diversified this base to include the arts and humanities. In the area of science and engineering, the university has concentrated on the development of information and media technology. With Korea's largest and finest group of human and informational resources focused on the future 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 <http://english.uos.ac.kr>.

2. International School of Urban Sciences (ISUS)



The International School of Urban Sciences (ISUS) of the 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 two graduate programs in global construction management and sustainable urban & regional development. 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 global urban and regional profession.

In addition to the regular graduate programs, ISUS created the International Urban Development Program (IUDP) in cooperation with partner agencies and institutions in order to share Korea's achievement in urban and regional development with scholars and practitioners from the world. Currently, IUDP offers the Seoul Field Study Program in partnership with several world renowned public administration and public policy schools in the U.S., Japan, and England. The one-week field study program provides graduate students from partner universities with a unique opportunity to learn the best practices of Seoul in various urban administration and development areas. Each year, IUDP also invites about 20 government officials from Seoul's global partner cities for a master degree program, Master of Urban Administration and Planning (MUAP). The MUAP program, sponsored by Seoul Metropolitan Government is designed for municipal government officials from Seoul's global partner cities to acquire academic and professional knowledge and skills that can help them work for the special challenges their home communities have been facing with. Recently, ISUS develops another sponsored graduate degree program in urban and regional development (MURD) in partnership with the Korea International Cooperation Agency (KOICA) for government officials from KOICA's partner countries. 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 working in the particular contexts of partner countries.

3. Accommodation

The program participants will reside on campus housing. The university's on campus housing facility, the Dormitory and International House has 190 rooms for male and 103 rooms for female students. Living on campus allows students to meet new friends and experience all that UOS campus offers through many living, dining, and campus life options.



<Picture: Rooms in the International House>

For the International House where the program will stay, each unit has 2 ~ 4 rooms of single occupancy. 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 living room, shower room, toilet and laundry. The rooms are centrally air conditioned but students can set the room temperature using the control switch. Residents are given a set of bedding, including a pillow, a light blanket, and a mattress cover which should be returned when you check out. 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 prohibited in the room.

The International House has a community kitchen for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share 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, student lounges, and an internet café are also available for the residents.



<Laundry Room and Gym>



<Seminar Room and Internet Café>

4. Other Information for International Students

1) 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 two branch libraries

- Law Library
- Economics and Business Administration Library



Main Library

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

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

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

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

Law Library

The law library was established as a branch of the UOS Libraries with a legal resource room, a postgraduate reading room, and information retrieval equipment in Floors 4~6 on



October 2008. The library has 80,705 legal books (as of January 13, 2011) in 1,600 m² to support research activity, lecture, legal information investigation for the Graduate School of Law and legal area. On the 4th floor, it has group study rooms, an IT room, a laptop section and a lounge. On the 5th floor, it has a postgraduate reading room, an IT room and a preservation library. There is a legal study resource room including periodicals, reference books and articles on the 6 floor.

Economics and Business Administration Library

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

2) Computing Facilities

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

3) Bank and Money Exchange

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

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

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

4) Student Cafeteria and Snack Bars

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

① Student Cafeterias

Student Cafeterias are located in the Student Hall, in the Natural Science Building and in the dormitory. Korean dishes and western dishes are available. Prices normally range from 2,000 won to 5,000 won per person and it subjects to the menu of the day. The cafeterias run from 8:00 to 10:00 for breakfast, from 11:00 to 14:00 for lunch, from 15:00 to 18:30 for dinner on weekdays and Saturdays, and are closed on Sundays.



② Snack Bars

Several snack bars and cafes are also available in the Student Hall and other buildings on campus.



- Annekan: Located in the Student Hall, this campus cafe serves soft beverages and snacks, such as cakes and sandwiches. (Open from 9:00 to 19:00)
- WEB: Located in the Student Hall, this campus cafe serves soft beverages and fast foods such as hamburgers, French fries and bagels. (Open from 9:00 to 18:00)
- PARIS BAGUETTE at ALTI Lounge: Located on the third floor of the General Lecture and Law Institute building, this bakery serves soft beverages, bread, and sandwiches. (Open from 8:00 to 20:00)
- Free Zone: Located in the Natural Science Building, this campus cafe serves soft beverages and snacks, such as cakes and sandwiches. (Open from 9:30 to 18:00)

5) Health Services

The University Health Service Center is located on the 2nd floor of the Student Hall. (Open from 9:00 to 18:00 except Saturday and Sunday) Examination, prescription and medicine for simple illnesses such as cold or indigestion will be offered without cost. On every Wednesday between 14:00~16:00 (exception of vacation), Campus physician is available.

6) Post Office

The post office is located on the first floor of the Student Hall. The campus post office provides general mailing services including mail, parcel, registration, domestic and international EMS, and certain banking services. The business hours are from 9:00 to 18:00 (to 16:00 for banking services).

7) University Gymnasium and Wellness Center



As a place for general physical education, the University Gymnasium and Sport Complex is used for instruction as well as for various sports and recreational activities. Various indoor and outdoor 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.

Map of University of Seoul



UOS Building Name

- | | | | |
|---------------------------------------|---------------------------------------|---|------------------------------|
| 01 Cheonnong Hall | 09 Music Building | 17 University Gymnasium | 25 Campus Maintenance Center |
| 02 The 1st Engineering Building | 10 Architecture Engineering Lab | 18 Birch Hall | 26 Greenhouse |
| 03 Architecture and Civil Engineering | 11 The 2nd Engineering Building | 19 Information & Technology Building | 27 Main Auditorium |
| 04 Changgong Hall I | 12 Student Hall | 20 General Lecture and Law Institute | 28 Main Stadium |
| 05 Liberal Arts Building | 13 University Press and ROTC Building | 21 Main Library | 29 University Museum |
| 06 Baebong Hall | 14 Science and Technology Building | 22 Student Dormitory | 30 Main Gate |
| 07 University Center | 15 The 21st Century Building | 23 Architectural Engineering | 31 Rear Gate |
| 08 Natural Science Building | 16 Design and Sculpture Building | 24 Lumber Mill | 32 Wellness Center |
| 33 Aula spei | 34 International House | 36 International School of Urban Sciences | |

Part VI**SUPPORT SERVICE****1. TRAVEL TO KOREA**

KOICA 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. KOICA 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 7. Regulations).

2. EXPENSES FOR STUDY AND LIVING

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

- Tuition fee
- Accommodation (the dormitory of a training institute, double-occupancy)
- Living allowance: KRW 12,300 per day (subject to change)
- Meals: in kind or cash equivalent KRW 21,000 per day (subject to change)
- Textbook and materials
- Study visit & field trip, etc. during the program
- A medical checkup after entrance
- Overseas travel insurance, etc.

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among each other and understanding about Korea during the program.

3. INSURANCE

During the program participants will be covered by the overseas travelers' health insurance. The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and will then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance. The Insured persons are also responsible for deductibles.

▪ **Limits of Coverage (subject to change)**

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 10 million
- Death by Diseases: KRW 50 million
- Liability: KRW 10 million
- Loss of Personal Effects: KRW 1 million
- Airplane Hijacking: KRW 1.4 million

* US\$1= approx. KRW 1,142 (as of January 2011)

▪ **Main Scope of Coverage**

- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

※ Please Note

The following are NOT covered by the Overseas Travel Accident Insurance policy.

- Medical treatments for pre-existing illnesses.
- Medical treatments related to, or resulting from, pregnancy or childbirth.
- Expenses for dental bridgework or cosmetic surgery.
- Brain disease or mental illness.
- Immunization or routine medical examinations and vaccinations.
- Medical treatment for illness or injury caused by willful misconduct.

▪ **Not covered by the insurance, as described below**

- Medical check-up, vaccination, nutritional supplements, and tonic medicines
- Mental disease and behavioral disorder
- Congenital cerebropathy
- Obesity
- Urinary diseases: Hematuria and urinary incontinence
- Diseases of the rectum and anus
- Tiredness and fatigue
- Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and other skin ailments causing hair loss due to aging
- Medical expenses caused by cosmetic treatments for enhancing appearance (e.g., double-eyelid surgery)
- Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis
- Pre-existing Chronic Disease (diseases that participants already had before arrival in Korea)
- Dentistry and Oriental (Chinese) medicine
- Orthopedics - Equipment and consumables (e.g., wristbands and cast shoes)

▪ **Deductibles (Insured persons are responsible for deductibles, as described below)**

- Maximum Coverage Limit per Day
Outpatient services: 250,000 won
Medicine: 50,000 won
- Deductible per day (outpatient)
Clinic: 10,000 won
Hospital: 15,000 won

University hospital, level 3 hospital: 20,000 won

- Deductible per day (medicine): 8,000 won
 - Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
 - Hospital treatment
- The beneficiary is responsible for 10% of the costs.
- Orthopedics
 - Equipment and consumables (e.g., wristbands and cast shoes)
 - Fees for the issuing of certificates
 - In the case of uninsured items and material costs, a detailed statement must be submitted
 - Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted

ADDITIONAL INSURANCE

If a participant would like to supplement the insurance policy provided by KOICA, he/she is eligible to obtain additional insurance, at their own expense, for incidents and disease not covered by the KOICA policy. The additional insurance is an optional insurance that provides greater coverage and utilizes a different payment system. The additional insurance is provided by the National Health Insurance Cooperation (<http://www.nhic.or.kr>) and is a policy independent from the policy provided by KOICA.

Part VII**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 KOICA 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-KOICA 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 KOICA and UOS of any personal or family circumstances such as health problems or family problems which may seriously affect their study
- To agree to KOICA 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 KOICA 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 KOICA 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 KOICA. In this case, he/she is not allowed to re-apply for KOICA's scholarship 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 KOICA's scholarship 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 within the respective period stipulated as below (to the participants' home country or for a trip abroad), pursuant to the permission from the Program Chair. In such cases, KOICA and UOS do not pay airfare for the trip.

Training Period	12 Months (365 Days)	13 Months (395 Days)	14 Months (425 Days)	15 Months (455 Days)	16 Months or more (485 Days or more)
Vacation days	15 Days	16 Days	17 Days	18 Days	19 Days

- The Program Chair may grant an extension of a temporary leave up to 15 days, based on an Academic Petition with valid grounds. If the trip exceeds the days stipulated, KOICA will not pay the living allowance for the absent days: 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 KOICA's Scholarship Program is quite an intensive program which requires students of full commitment to and concentrated endeavors for studying, participants are recommended not to bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- Participants may bring or 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

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA 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 KOICA and UOS during their stay in Korea, their status as a KOICA program participant may be suspended.

Part VIII

CONTACTS

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Appendix 1.

HOW TO JOIN THE KOICA COMMUNITY

The KOICA Alumni Community (<http://training.koica.go.kr>)

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The door to the KOICA Alumni Community is open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present participants. By becoming a member of the KOICA Alumni Community, you can stay in touch with your former classmates and be informed of what is happening at KOICA and the center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

You must register to participate in the KOICA Alumni Community. Click Registration on Menu, and follow the directions, giving all the necessary information including your full name, country, e-mail address, and the year and name of the course in which you participated. Once you submit your information, KOICA will first check it to verify that you are a KOICA alumnus. You will then receive a confirmation e-mail from the website administrator including your User ID and Password. We recommend you to change your Password after your first log-on for security purposes.





< Story about Korea & KOICA >

We hope you had an interesting, unique and impressive experience adjusting to Korean life and participating in the program.

You were probably excited about coming to a new country, meeting new people and starting your program. However, if this was your first time in Korea, you might have experienced some culture shock while you stayed in Korea. Perhaps you found that many social customs, culture, religion, ways of doing things, and the way things work were different from what you were used to at home.

["Culture shock" describes the emotional upheaval many people experience when they move to a country with a different culture from what they are used to.]

During your stay in Korea you might have noticed many differences, which may have caused you inconvenience or perhaps were just interesting to you. For example; people may dress and think differently, and the behavior of men and women towards each other may be different.

In this regard, we would love to hear your story. Please share your memories, experiences and feelings with us. Any stories would be welcome. Your story helps us better understand what is interesting, unique and impressive about Korea & KOICA's training program to you. We will help our society have a better understanding of people from other countries through the publication of your story.

😊 e-mail us your story & photo to story@koica.go.kr
your contributions may be published in a KOICA publication ♥

Name	
Country	
Course Title	
e-mail	

APPENDIX 3. HOW TO GET TO THE ICC

Appendix 3.

HOW TO GET TO THE ICC

Route: Incheon International Airport → Korea City Airport, Logis & Terminal CALT) →
International Cooperation Center (ICC)

Arrival at Incheon International Airport (<http://www.airport.kr>)

Flow:

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Quarantine including animals and plants (on 2nd Floor)
- ▶ Present your Arrival Card, Passport and other necessary document to Passport Control
- ▶ Claim baggage on 1st Floor
- ▶ Customs Clearance
- ▶ Pass an Arrival Gate
- ▶ Go to the KOICA Counter, which is located between Exit 1~2

KOICA Counter at Incheon airport



Location : Next to Exit 1 on the 1st floor (No.9- 10)
Tel. : 82-32-743-5904
Mobile : 82-(0)10-9925-5901
Contact : Ms. Jin-Young YOON

- After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logis & Travel (CALT).
- All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1st Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff who will help you reach the ICC. KOICA will reimburse the limousine bus fare when you arrive at ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.

APPENDIX 3. HOW TO GET TO THE ICC

KOICA Counter at CALT airport



Location : Lounge on the 1st floor of
CALT airport
Mobile : 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30.
 - Please contact the ICC reception desk
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
 - The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.
- ※ KOICA won't reimburse the taxi fare if you use a taxi during the hours of 05:30 ~ 22:00.

From Incheon International Airport to the ICC through CALT

- Take a City Air limousine bus at bus stop No.4A on the 1st Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.
- Meet the KOICA staff at the lounge on the 1st Floor of CALT upon arrival.
- Take a car arranged by the KOICA staff to the ICC (Expected time: 20 minutes)

"Please remember to read the Participants' Guidebook. It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."