

# **2026 SMG – UNIV OF SEOUL Global Urban Leaders Program**

Seoul, Korea



Seoul Metropolitan Government (SMG)



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



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**Part I**

**WELCOME MESSAGE**



**The Leading Education & Research Institution  
in Urban Sciences in Korea**

**Yongkul WON**  
**President, University of Seoul**

University of Seoul was founded in 1918 and has provided higher education opportunities for the intelligent, motivated, and creative scholars. As a public institution, University of Seoul is committed to cultivating leaders who will make significant contribution to the urban future of Korea and the world.

With undergraduate colleges and about 90 fields of study in the Graduate School and other specific programs that integrate research, policy, and practice, University of Seoul seeks a balance between academic and professional concerns as well as between visionary goals and practical research. Along with academic research, University of Seoul functions as a think-tank in formulating and supporting the major policy goals 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 two Master's programs for Korean students: global construction management and sustainable urban development. 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's degree in Urban Development and Smart Infrastructure (MUDSIP) with the Ministry of Land, Infrastructure and Transport. These funded programs have common aims of providing international professionals with the 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 provided higher education opportunities for the intelligent, motivated, and creative scholars. As a public institution, the University of Seoul is committed to addressing the social, regional, technological, and creative issues of the urbanized world. It has thus dedicated itself to cultivating leaders who will shape the urban future of Korea and the world. Its faculty, students, and administrative body are also distinguished by a commitment to civic values and a dynamic urban civilization.

The University of Seoul insists on quality and breadth. It is committed to both theory and practice and endorses openness towards students and Korea's noticeable institutions. With more than 10,000 students enrolled, the University of Seoul consists of seven undergraduate colleges and almost 90 fields of study in the Graduate School. 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. Along with basic research, the University of Seoul functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government.

In this sense, the International School of Urban Sciences has maintained a dominant position in a field of 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. 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.



<b>Part II</b>	<b>PROGRAM OVERVIEW</b>
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■ **Program Title:** Global Urban Leaders Program (GULP)

■ **Duration:** September 2026 - December 2026 (3 months) including a week vacation period

■ **Objectives:**

- To train decision-making public officials in urban sector by sharing Seoul's successful development cases and experiences.
- To develop a basis for collaborative relations between Seoul and its sister cities
- To develop feasible and effective ODA projects in urban sector in partner cities of Seoul

■ **Hosting Institution:** International School of Urban Sciences, University of Seoul

■ **Language:** English

■ **Qualification**

- Applicant Qualification
  - Foreign nationals whose parents are both foreign nationals
  - Applicants who have excellent command of both spoken & written English
  - Applicants who are in good health (Pregnancy is regarded as a disqualifying condition)
- Career Qualification
  - Governmental or public officials who have career experience more than 10 years
  - Those with experience in international development cooperation
  - College graduates or those with equivalent degrees
  - Senior level officials who plan to apply Seoul's policy experience to address the urban problems in their cities

■ **Financial Support:** The Following expenses will be covered by SMG & UOS

- Tuition & Dormitory fees
- Economy class, round-trip airfare between Seoul and the Participant's home country
- Monthly living allowance based on SMG regulations
- Private insurance fees
- Others: A medical checkup after arrival / Official field trip expenses

<b>Part III</b>	<b>CONTENTS</b>
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**1. TRAINING SCHEDULE**

Date	Contents
Mid-September, 2026	Preliminary Session (Including Arrival, Medical Checkup, Orientation)
September - December, 2026	Regular terms (Lectures, Field trips, PCP Advisors matched & PCP Writing)
December, 2026	Project Concept Paper Presentation & Completion Ceremony

\* The schedule above is subject to change.

**a. Preliminary Session (1~2 Weeks)**

Participants are required to take a preliminary session before the Regular term begins. The preliminary session is designed to help officials adjust successfully to the program. Issuing foreign registration card, medical checkup, and Korean cultural experiences, etc. will be done aside from the coursework.

**b. Regular terms**

Participants are required to take series of special lectures during Regular terms. Throughout the program, participants will also develop a Project Concept Paper (PCP) under the guidance of assigned advisors.

**c. Project Plan Presentation Session (interim + final)**

During the coursework, trainees will be required to prepare project plan report under the guidance of his/her advisors. Interim project plan draft will be examined on two presentation sessions, where participants will present his/her project plan report to be evaluated by committee members and officials from Seoul.



## 2. CURRICULUM

### a. Curriculum

Participants are required to take special lectures and participate in the site visits

Category		Course Theme
Courses	International Development Cooperation and Financing	Understanding of ODA PCP(Project Concept Paper) writing Financing for ODA Seoul ODA
	Introduction of Seoul's Urban Policies	Seoul 2030 E-government Housing Health Waste Management Urban Security Women & Welfare
	Smart City Seoul #1	Urban Planning Urban Development Understanding of Smart City Seoul as a smart city
	Smart City Seoul #2	Environment Energy Transportation Water management
Site Visits		TOPIS (Transport Operation & Information Service) Urban Regeneration Museum The Nanji sewage treatment center Bogwang water supply filtration plant Comprehensive transport terminal Sangam DMC (Digital Media Center) Seoul Reuse Plaza : At the Core of Reuse Culture Seoul Energy Dream Center Landfill Recovery Project : Transformation of Landfill to Ecological Park Magok New Town

\* The courses are subject to change.

### **b. Submission of Project Concept Paper (PCP)**

- Participants must submit one PCP
- The PCP must include a Letter of Interest(LOI) issued by the participant's home government and must also be submitted to both KSP and KOICA

### **c. All lectures/activities required to join**

- All lectures and activities offered by UOS, including but not limited to lectures, field trips, guidance sessions for PCP writing, external seminars, and meetings, are mandatory for participants to attend

### 3. EXTRACURRICULAR ACTIVITIES

#### a. Field Studies

##### 1) Site Visits

- The program will arrange more than 6 half-day site visits which can help participants gain more practical knowledge of urban management
- The site visits will also include cultural activities which can help participants better understand Korean culture and society.

##### 2) Field trips

- The program will offer field trips which can provide participants opportunities to learn exemplary development projects in different parts of Korea.

#### b. Events

- Welcoming Ceremony and Orientation
- Cultural Events
- Seminars, Forums, and Conferences

※ It is subject to change due to the situation.

<b>Part IV</b>	<b>TRAINING INSTITUTE</b>
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## 1. GENERAL OVERVIEW OF 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 <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.

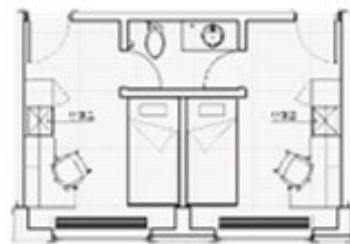
Beyond these graduate degrees, IUDP also offers two short-term programs supported by the Seoul Metropolitan Government to further facilitate knowledge exchange. The Seoul Case Study Program (SCSP) provides a one-week intensive field study for graduate students from world-renowned universities in the 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**



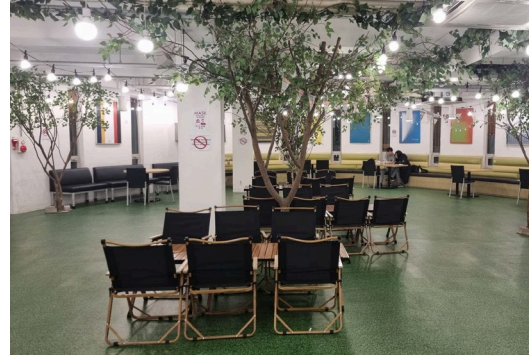
Participants will reside at guest rooms in the dormitory of UOS. The university's on-campus housing facilities, the Dormitory and International House has Korean residents and international residents, so that living on campus allows participants to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options. The toilet and bathroom are to be shared with a flat mate.



<Guest Rooms in the 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 participants can set the room temperature using the control switch. The electric voltage in Korea is 220V (60hz), and the standards 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 to cook food occasionally. Many international residents use this community kitchen to cook their own ethnic food and share it with other international or Korean residents.

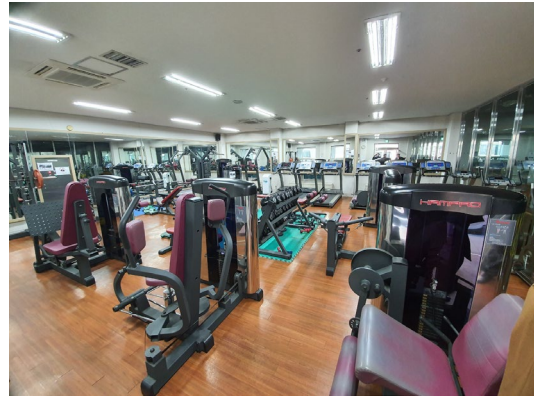




<Community Kitchen & Cafeteria>

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 participant lounges are also available for the residents.

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



<Laundry Room and Gym>

## PART IV. TRAINING INSTITUTE

### • 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
	Hot plate	NO
A/V equipment	VCR	NO
	TV	NO
	Electronic instrument	NO
Learning equipment	<b>Desk lamp</b>	<b>YES</b>
	<b>Lap top</b>	<b>YES</b>
	<b>Printer</b>	<b>YES</b>
Other equipment	Fan	NO
	Refrigerator	YES
	Mini air-conditioner	NO
	<b>Vacuum</b>	<b>YES</b>
	<b>Hair dryer</b>	<b>YES</b>
	<b>Mobile Charger</b>	<b>YES</b>



- **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. \* Due to Covid-19, the operation hours can be changed or closed without notice.
- **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.

## **4. OTHER INFORMATION**

### **1) 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.

### **2) 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. On 1st, 2nd weeks Wednesday and 3rd, 4th weeks Tuesday of the month between 14:00 ~ 16:00 in the afternoon. (not in the fifth week and vacation periods), Campus physician is available.

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

### **3) 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.

#### **① Student Cafeterias and Snack Bars**



Student Cafeterias are located in the Student Hall, and in the Natural Science Building. Korean dishes and western dishes are available. Prices normally range from 3,800 won to 6,000 won per person 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	Floor	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (#12)	1	Student Cafeteria	Korean Meals	Lunch 11:10-14:00 Dinner 17:00-18:30	Closed
	2	Annekan	Western Style Meals	Lunch 11:30-14:00	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	Cheonnong Community Café	Drinks and Desserts	08:30-17:00	11:00-17:00 (Sat.)
Mirae Hall (#33)	1	Subway	Fastfood	09:00-20:00	Closed
100th anniversary bldg.(#17)	1	Paris Baguette	Bakery	08:30-19:00	Closed

\* Opening hours during vacation may differ from above.

\*\* Opening hours are subject to change.

## ② 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	08:00-22:00

\* Opening hours during vacation may differ from above.

\*\* Opening hours are subject to change.

## 4) Post Office

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

**5) University Gymnasium and Wellness Center**

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

**6) Wi-Fi Service**

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

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

**7) Hospital Information**

- 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, Lunch Break), Saturdays: 09:00-13:00  
Contact: 02-966-1616

## Map of University of Seoul



- |  |   |
|--|---|
| 1 Cheonnong Hall                                     | 3 Architecture and Civil Engineering Building |
| 4 Changgong Building                                 | 5 Liberal Arts Building                       |
| 6 Baebong Hall                                       | 7 University Center                           |
| 8 Natural Science Building                           | 10 Kyongnong Hall                             |
| 11 The 2nd Engineering Building                      | 12 Student Hall                               |
| 13 University Press ROTC Building                    | 14 Science and Technology Building            |
| 15 The 21st Century Building                         | 16 Design and Sculpture Building              |
| 18 Birch Hall  | 19 Information and Technology Building        |
| 20 Law School  | 21 Main Library                               |
| 22 Student Dormitory                                 | 23 Building Structure Experimental Building   |
| 24 Civil Engineering Structure Experimental Building | 25 Media Building                             |
| 27 Main Auditorium                                   | 28 Main Stadium                               |
| 29 University Museum                                 | 32 Wellness Center                            |
| 33 Mirae Hall  | 34 International House                        |
| 35 Music Building                                    | 36 Day care Center                            |
| 37 The Centennial Memorial Hall                      | 38 Smart Experimental Building                |
| 39 UOS Innovation Complex                            | 41 Outdoor tennis court                       |
| 81 Automation greenhouse                             |   |

<b>Part V</b>	<b>SUPPORT SERVICE</b>
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## **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 7. 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 Participant's home country
- Textbook and materials
- Monthly living allowance based on SMG regulations
- Others: A medical checkup after arrival / Official field trip expense

**Part VI****GULP PARTICIPANTS GUIDELINES****GULP Participant Guidelines****1. Purpose**

The Participant Guidelines for participants of Global Urban Leaders Program under the International School of Urban Sciences (herein after “or ISUS”) of University of Seoul (herein after or “University”) aims to provide both ethical and behavioral standards for the participants to ensure the successful completions of GULP. 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 GULP participants 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 two weeks.
- 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 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 a GULP 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.

**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
  - ⑤ Involved in any political activities
  - ⑥ Failure to comply with the regulations of Seoul Metropolitan Government (or SMG)
  - 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

## **PART VI. GULP PARTICIPANTS GUIDELINES**

- 4-2. If a participant loses his or her status as a GULP participant, ISUS and SMG will notify it to the participant's original place of employment and home organization. In such cases, the participant shall be obligated to fully reimburse all scholarship funds and any financial benefits previously disbursed under the Program.

### **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. Temporary leave during the training 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.
- 6-2. 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.
- 6-3. All expenses including the airfare for temporary leave or travel will not be provided.
- 6-4. Any unreported temporary leave will impose a disciplinary action including expulsion.
- 6-5. 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:
- ① 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
  - ② Dismissal of a participant status as stated in Article "4. Dismissal of Participant Status."
  - ③ Withdrawal and leaving Korea during the program for reasons other than stated in Article 6-2

### **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. Applicable Provisions**

For any other matters not stipulated in this guideline, the rules and regulation of the University shall be applied.



**Part VII****CONTACTS****□ International School of Urban Sciences (ISUS), University of Seoul**

- Program Manager: Ms. Yechan KANG / Dr. Gumin JUNG
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- E-mail: [gulp@uos.ac.kr](mailto:gulp@uos.ac.kr)
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