

2024 - 2025

UNIVERSITY OF SEOUL

**Master's degree in
Urban Development and Smart
Infrastructure Policy
(MUDSIP)**

August 2024 ~ December 2025
Seoul, Republic of Korea



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Part 0 SCHOLARSHIP PROGRAM, MOLIT & ICAK

Master's degree in Urban Development and Smart Infrastructure Policy

Master's degree in Urban Development and Smart Infrastructure Policy funded by the Ministry of Land, Infrastructure and Transport (MOLIT) in Korea is designed to support Graduate Studies Program for government officials working in infrastructure development or related fields in partner countries of Korea.

The main goal of the program is to support the training of key personnel who have the capacity to lead the sustainable physical development of Korea's partner countries through the transfer of Korea's know-how and experiences in infrastructure development.

The MOLIT launched the program with the International Contractors Association of Korea (ICAK), expecting to contribute to the capacity-building in infrastructure development of partner countries by allowing the participants to experience Korea's development process, acquire specialized knowledge in the field of infrastructure and physical development through intensive training, and strengthen the ability for infrastructure planning & management.

The program will make its best effort to support participants of the program not only in expanding their knowledge of infrastructure development, but also in establishing valuable networks with scholars and professionals in Korea while experiencing Korean culture, society and history.

Ministry of Land, Infrastructure and Transport (MOLIT) in Korea

The Ministry of Land, Infrastructure and Transport (MOLIT) was a cabinet-level division of the government of South Korea. The ministry was originally the Ministry of Construction and Transportation.

A country's land should serve as a home for the people. Bearing this in mind, the ministry seeks more balanced territorial development with a focus on fostering innovation cities, along with other regions into real growth hubs. Through the so-called "New Deal for Urban Renewal", the goal is to improve the quality of life, create jobs, and secure future growth engines.

The ministry also tacks abnormal business practices to create industry conditions that help promote the mutual sustenance between operators and workers, thereby sharpening the competitive edge for the industry and improving the quality of jobs countrywide.

With regards to transportation services, the ministry is committed to better serving the public interest. Rather than viewing the state-run institution only from a profitability-oriented perspective, the ministry emphasizes the fundamental value of the public services for the people.

International Contractors Association of Korea (ICAK)

The International Contractors Association of Korea (ICAK) was established in 1976 as the nation's only promotion agency for the overseas construction industry. The main function of the ICAK is to facilitate Korean contractors' overseas business and to develop the industry as a whole.

The ICAK assists its 708 member companies in exploring overseas market, developing projects, and negotiating contracts. It also works to increase cooperation and understanding between the Korean construction industry and those of other nations.

As the nation's only think tank specialized in the overseas construction industry, the ICAK keeps abreast of important changes and developments in the world construction market. The ICAK also maintains important functions such as research & policy development, information service, plant project development & assistance, project appraisal & risk management, and education. In addition, the ICAK promotes bilateral and multilateral international cooperation, such as joint surveys on markets, information and personnel exchanges, and on-the-job training for key partner countries.

Part I	WELCOME MESSAGE
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**The Leading Education & Research
Institution in Urban Sciences in Korea**

Yongkul WON
President, University of Seoul

We sincerely welcome you to the University of Seoul.

For more than 100 years since its establishment in 1918, the University of Seoul has faithfully performed its mission to explore truth and to serve society through creative research. As a result, the University of Seoul is recognized as a well-taught university and is evaluated as a small but strong university that conducts influential and substantial research.

With all these assets, the University of Seoul will continue to produce leaders of the future Korea with challenge spirit and warm humanity, and to present a new model of prestigious universities leading the era of the Industry 4.0 through extensive support for Big Data, Artificial Intelligence, Intelligent Semiconductors, and Smart Cities. Furthermore, based on the educational and research achievements so far, the University of Seoul will play a role as a responsible public university that contributes to the development of the country and human society as well as solving problems in Seoul. The University of Seoul has grown into a prestigious university in Korea over the past 100 years, and it will become a world-class educational and research institution that rivals the world's leading universities for the next 100 years.

We ask for your interest, support, and participation in this great journey of the University of Seoul, taking off to the world with the City of Seoul.

Thank you



Hub of 'International Networking' for Global Experts

Shin LEE
Dean of ISUS, University of Seoul

International School of Urban Sciences was founded in 2012 at the University of Seoul with an aim to serve a global knowledge exchange platform covering the areas of sustainable urban development, infrastructure development and construction, and environmental management. In particular, we seek to share with the rest of the world Korea's experience accumulated over the decades of rapid development and urbanization.

Over 100 domestic and overseas students who are working professionals in cross-related fields join us each year and, cumulatively, they represent some 70 countries and 5 continents. Domestic students are to advance their knowledge and gain a global perspective so they can actively participate in international development cooperation. Overseas students are to learn about Korea's policy experiences in addressing development problems while they acquire specialized knowledge in their focus areas.

Together, we aim to produce experts who can offer 'solutions' to diverse urban and regional problems, tailored for varying local conditions around the globe and can also effectively engage in the global market and policy community with their expertise. This ability does not only require the state-of-the-art knowledge in the relevant field but also a good amount of international exposure and cross-disciplinary interactions. On top of their real world experience they bring with them, our students add scientific perspectives and knowledge whilst interacting, culturally as well as intellectually, across the diverse student groups we have here at the International School of Urban Sciences.

Thanks to the interest and support from our partner organizations and contributing individuals, the University, and Seoul Metropolitan Government, the School has shown signs of healthy growths over the past years. Please watch us develop. We look forward to your continued interest and support.
Thank you.

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.



Part II PROGRAM OVERVIEW

- **Program Name:** Global Infrastructure Development Scholarship Program (GIDSP)
- **Degree:** Master's degree in Urban Development and Smart Infrastructure Policy
- **Duration:** August 1, 2024~ December 31, 2025(17 months, including the preliminary program)
- **Objectives:**
 - To provide future leaders of our partner countries with an opportunity to study graduate program on smart infrastructure development and related fields at a prestigious Korean university
 - To enhance program participants' knowledge and experiences in the field of smart infrastructure and national territorial development.
 - To improve the program participants' capacity to develop and manage public policies on planning the sustainable infrastructure
 - To provide program participants with opportunities to develop cooperative relationships and personal networks with scholars, professionals, and government officials worldwide.
- **Academic Institution:** International Urban Development Program (IUDP), International School of Urban Sciences, University of Seoul
- **Language:** English
- **Cost and Financial Assistance:** Full-ride scholarship with a monthly living allowance will be provided to cover the cost of attendance for the program. The cost of attendance includes the following:
 - Tuition & Dormitory fees
 - Economy class, round-trip airfare between Seoul and the participant's home country
 - Monthly living allowance based on MOLIT guidelines
 - Others to be covered: textbooks, medical checkups, insurance, official field trip expenses
- **Application Eligibility**
 - **Citizenship:** Be a citizen of the scholarship program target countries.

- **Level of Education:** Have a completed Bachelor's degree or the equivalent.
- **Government Nomination:** Be officially nominated or endorsed by his/her government.
 - Be government official or a public sector employee whose work is closely related to infrastructure and physical development (three or more years of experience preferred).
- **English Proficiency:** Have a sufficient command of both spoken and written English.
- **Health:** Be in good health, both mentally and physically, to stay in Korea for their program period.
- **AGE:** Be 45 years old or younger at the time of the application.
- Not have participated in any of the Korean government's scholarship programs (Master's degree or higher) before.
- Should agree to return to his/her home country after completion of study under this program.

Part III**HOW TO APPLY****1. APPLICATION/ADMISSION PROCEDURE****a. Admission Procedure**

- 1st Round : Evaluation of Application Documents
- 2nd Round : Online Interview

Note: Online interview will be conducted only for those applicants who have passed the 1st Round (Application Evaluation). The interview will be conducted in English.

b. Application & Registration Schedule

Procedure	Date
Application Due	June 18 th , 2024
Document Review	June 19 th ~ June 24 th , 2024
Online Interview	June 26 th ~ July 3 rd , 2024
Final Admission Decision	July 5 th , 2024
Arrival in Korea	August, 2024

※ Notice

1. An application is conducted on ISUS homepage. (<http://isus.uos.ac.kr>)
2. Click on from the menu bar: Admissions / Application Guidelines / International Students/ Master of Urban Development and Smart Infrastructure Policy(MUDSIP)
3. The dates are subject to change. All dates are in Korean Standard Time (KST)
4. All documents have to be submitted by online submission within the above due date.

c. Application Requirements

No	Document	Required/ Optional	Reference	Remarks
1	Application Form	◎ Required	Online Submission	Link for Submission: http://isus.uos.ac.kr
2	Two ID Photos	◎ Required	1. 3.5X4.5 cm or passport size with white-colored background 2. Two original pictures must be brought when you are admitted, and then come to Korea	
3	Letter of Recommendation.	◎ Required	1. At least one of the letter should be from the applicant's current agency or organization. 2. If necessary, additional letter could be mailed by a local Korean diplomatic office, a Korean business corporation, or its local branch located at the applicant's residence.	
4	Curriculum Vitae	◎ Required		
5	Official academic transcripts of undergraduate and graduate schools	◎ Required	Must be Apostilled or Consular Authenticated	
6	Certificate of (expected) graduation of University and Graduate School(if applicable)	◎ Required	1. Copy of University and Graduate School (if applicable) Diplomas or official proof of prospective graduation with the verified date of graduation 2. Must be Apostilled or Consular Authenticated	
7	Certificate of Employment	◎ Required		
8	Two copies of Medical Reports	◎ Required	1. One should be from the applicant, and other from authorized physician 2. Two original pictures must be brought when you are admitted, and then come to Korea	
9	Official Report of English-Proficiency Test (TOEFL/TOEIC/IELTS) or any proof of applicant's English-Proficiency	△ Optional	1. Optional but strongly recommended 2. The test results must be issued within two years from the application deadline. 3. The Korean Embassy may ask to submit the TOEFL, IELTS or others score report as one of the required document. Make sure to check if it is required for visa issuance before application.	
10	A Project Concept Note for improving infrastructure in your country	△ Optional	1. Optional but strongly recommended 2. A draft of project proposal about an urgent infrastructure issue including background, rationale, main activities, output/outcome, finance.	
11	Photocopy of passport	◎ Required	As soon as the passport is issued, please send the copy of the passport. ✕ Submission by E-mail(mudsip@uos.ac.kr)	<i>Only for applicants who passed 2nd round of examination</i>
12	ISUS Code of Conduct with signature	◎ Required	ISUS Code of Conduct with signature ✕ Submission by E-mail(mudsip@uos.ac.kr)	

※ **Important Notes for Applicants:**

1. All forms should be completed in English and all the supporting documents should be in English as well. Documents in any other language should be accompanied by a notarized English translation.
2. If any of the submitted materials contain false information, admission will be rescinded.
3. Applicants whose incomplete or unsatisfactory forms and supporting documents will be disqualified from the admission process.
4. Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.
5. Academic transcript and Diploma must be authenticated. There are two ways to authentication:
Check whether your country has the Apostille convention: [HCCH | #12 - Status table](#)

- Apostilled: If your country is a member of the Apostilled Convention, you can visit the appropriate organization that is in charge of Apostille with the certificate and transcript.

- Authentication: If your country is not a member of the Apostilled Convention, you can visit the Korean Embassy in your country and get authentication(영사확인) with the certificate and transcript

** Link for further information of Apostile or the Consular Authentication: url.kr/ug54xf*

6. If the applicant is selected, the applicant must carry their original diploma and transcript, apostille or authenticated, to Korea.

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

Semester	Academic Schedule	
Arrival & Preliminary Session (Aug 01 - 31, 2024)	Aug 01 - Aug 11	Arrival, settlement
	Aug 12 - Aug 31	Preliminary Session, medical check-up, OT, Course Registration
1st semester (Sep 01 - Dec, 20 2024)	Sep 01	Beginning of Semester
	Mid Oct	Mid-term Exam
	Mid Dec	Final Exam
Winter Break (Dec 18, 2024 ~ Mar 01, 2025)	Jan - Feb	Matching Thesis Advisor and Student
	Jan - Feb	Internship
	Late Feb	Course Registration
2nd Semester (Mar 01 - June 20, 2025)	Mar 01	Beginning of Semester
	Early April	Comprehensive Exam (QE)
	Mid April	Mid-term Exam
	Mid June	Final Exam
Summer Break (June 21, - Sep 01, 2025)	From July	Summer Internship (Depending on the students' interest & demand from host institutions)
	End of July	Thesis Seminar (Thesis Proposal Presentation)
3rd Semester (Synthesis & Thesis) (Sep 4 - Dec 19, 2025)	Early October	Interim Thesis Exam
	Early November	Final Thesis Exam (Thesis Defense)
	Late November	Thesis Submission
	Mid December	Program Completion Ceremony
Departure Period	After the completion ceremony	Departure

* The above schedule is subject to change.

a. Preliminary Session (3 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. Issuing foreign registration card, medical check-up, etc. will be done aside from the coursework. All students have to complete health check-ups, obtain alien registration cards, and open bank accounts in the preliminary session.

(*) The medical check-up will be implemented after arrival in Korea to assure the participants' health condition. If any case including AIDS or pregnancy which may hamper their graduate study in Korea is found by the medical check-up, the participant will be required to return home. The acceptance to the MUDSIP and the acquirement of the status of the scholarship recipient will be confirmed after medical check-up.

b. Regular Coursework Semesters (2 semesters; Fall and Spring Semesters)

Students are required to complete 45 credit hour coursework during regular academic semesters. During the Winter/Summer Session, an internship or job shadow opportunity would 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. Thesis Writing Session (3th semester)

After completing the required coursework, students will be required to write a Master thesis under the guidance of his/her advisor. Interim thesis draft will be tested on two thesis presentation sessions, where participants will present his/her thesis draft to be evaluated by thesis committee members.

2. ORIENTATION

After arrival in Korea, an orientation will be held for the students. The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that the participants will need during the program. The orientation will include:

- Introduction to the **Master's degree in Urban Development and Smart Infrastructure Policy(MUDSIP)**
- Introduction to the International Urban Development Program (IUDP) and UOS
- Overview of Academic Affairs
- Introduction of Student Support and Services

3. CURRICULUM

a. Curriculum

Students are required to take at least 51 credits for graduation. (*The courses are subject to change.)

Couse Classification	Course Name
Preliminary Session	0 Credits
	Orientation
	Medical Check-up
	Education of Gender-Based Violence Prevention
	Seoul Living Education
	Seoul Friends Activity
	Basic Korean Class
	Basic Computer
Core Courses (6 courses)	18 Credits
	Global Project Development I, II(3, 3)
	Research Methodology and Quantitative Analysis(3)
	Thesis Seminar (3)
	Smart Cities and Emerging Technologies(3)
	Korean Urban Development Studies(3)
Elective Courses (14 courses, 6 selection)	18 Credits
	Introduction to Smart infrastructure planning (3)
	Smart Infrastructure Financing (3)
	Urban Planning and Development (3)
	Housing and Land Policy(3)
	Construction Project Management (3)
	Seminar in Global Construction PPP(3)
	Water Resource Development and Management(3)
	Climate Change and Disaster Management(3)
	Development of Smart city (3)
	Transportation and Infrastructure(3)
	Regional Development Policy (3)
	Infrastructure Development and Planning (3)
	Seminar on Public Investment Management (3)
	Climate Change and Sustainable Urban Development (3)
Thesis & Internship	7 Credits
	Thesis Research (6)

	*Internship Program (1)
Language	8 Credits
	Basic Korean I, II (2, 2)
	Academic English I, II (2, 2)
Total	51 Credits

* During the Winter/Summer break, an internship or job shadow opportunity may be offered to enhance students' understanding of urban development and smart infrastructure policy in Korea.

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.
- Each student should organize his/her thesis guidance committee in consultation with his/her academic advisor. The guidance committee should consist of 3 members including the academic advisor.
- The student must provide the members of guidance committee with a thesis proposal during the 2nd semester. The student will begin writing the thesis after approval of the thesis proposal.
- 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 a set of half-day site visits, which can help students to acquire more practical knowledge of Korea's smart infrastructure development.

2) Field trips

The program offers opportunities to learn exemplary practices such as Korea's efforts to improve the major urban development and smart infrastructure policy and practice in Korea. Field activities are subject to external conditions such as the weather, pandemic or other emergency policies at the national, local and University level.

b. Internship Opportunities

The program will provide internship opportunities for the students to gain more practical knowledge of Korea's smart infrastructure and national territorial development at cooperating public agencies or private corporations. The students will be able to do the internship during the winter/summer break session or thesis writing session. Students who take advantage of this internship opportunity may take advice and collect data for capstone project and thesis writing from their internship institution.

c. Events

- Welcoming Ceremony and Orientation
- Sports Day
- Seminars, Forums, and Conferences
- Networking events
- Cultural Events

※ It is subject to change.

Part V**ACADEMIC INSTITUTION****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)

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 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 field of environment policy and sustainable development.



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 Case Study Program in partnership with several world-renowned public administration and public policy schools in the U.S., and the U.K. 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's 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. Since 2015, ISUS has developed Master's program for Future Global Leaders in Environmental Policy (MGLEP), sponsored graduate degree program, in partnership with the Ministry of Environment of Korea (KME) for government officials from KME's partner countries. ISUS recently launched another sponsored graduate degree program in global infrastructure development, Master of Urban Development and Smart Infrastructure Policy (MUDSIP) in partnership with Ministry of Land, Infrastructure and Transport (MOLIT) for government officials from partner countries. And now, under the support of MOLIT, MUDSIP has been reborn with a new name: Master's degree in Urban Development and Smart Infrastructure Policy (MUDSIP), continuing the legacy of MUDSIP. These sponsored graduate programs are expected to contribute to the sustainable urban development smart infrastructure in developing countries by providing the academic and professional skills necessary for their home countries.

3. ACCOMMODATION



Students will reside at the dormitory of UOS, and rooms will be assigned every semester. The university's on-campus housing facility, the Dormitory, and International House have Korean students and international students, so living on-campus allows students to meet new friends and experience all that the UOS campus offers through various living, dining, and campus life options. Room types vary between single, 2-person, and multi-person rooms. The assignment of the room is centrally administered by the UOS Dormitory Office.



<Picture: Rooms in the International House>

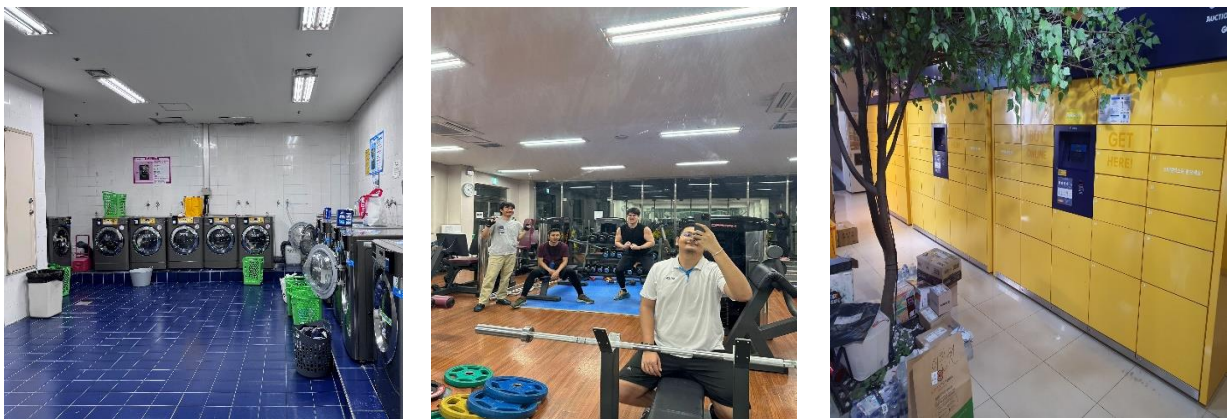
All rooms are fully equipped with central heating, central air conditioning, and free LAN internet access. The rooms are centrally air-conditioned but students can set the room temperature using the control switch. The electric voltage in Korea is 220V (60hz), and the standard wall socket has two rounded holes. Due to fire hazard reasons, any cooking device that results in fire 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 from 7:00 a.m. to 12:00 a.m.

* The time is subject to change.



<Laundry Room & Gym & Parcel Delivery Locker>

- **Certificate of Health** All of the residents have to submit the certificate of health, TB test, to the Dormitory Office. (Every participant has to take a medical check-up report may replace the certificate of health. A new result of the certificate of health must be submitted upon request from the dormitory office.)
- **Dormitory Bedding** Bedding and pillows are not provided; participants need 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 in the Community Kitchen
- **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.

• **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
	Electric frying pan	NO
	Gas burner	NO
	Electric rice cooker	NO
	Hot plate	NO
A/V equipment	VCR	NO
	TV	NO
	Electronic instrument	NO
Learning equipment	Desk lamp	YES
	Laptop	YES
	Printer	YES
Other equipment	Fan	NO
	Refrigerator	YES
	Mini air-conditioner	NO
	Vacuum	YES
	Hair dryer	YES
	Mobile Charger	YES

* Kindly double-check if your electronic goods are 220V-60Hz in case of fire or any electricity accidents.

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

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

4. OTHER INFORMATION

1) University Library

The University of Seoul Libraries are dedicated to serving 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 1,098,186 volumes of books, monographs, and references. It also holds 738 different periodicals, 376,624 units of non-book materials, and several online databases.

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 that 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 100,000 legal books and 255 seats in 1,718 square meters to support academic and research activities, lecture support, and legal information investigation in the field of law. There are the group study rooms, information retrieval rooms, laptop corner and lounge on the 4F, the reading room of the 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 thesis on the 6F



Economics and Business Administration Library

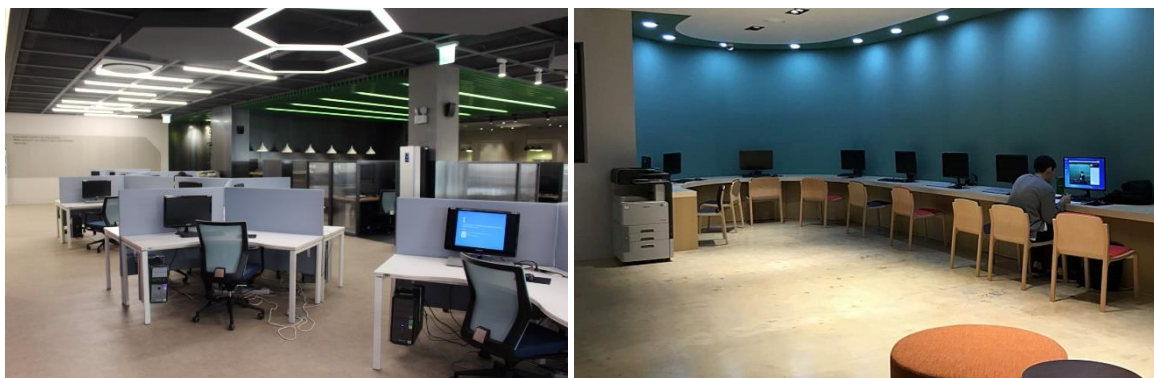
The economics and business administration library was established on the 3F of the Mirae building as a specialized library focusing on business and economics on March 2011. It is equipped with over 45,000 professional books, 48 serials, and 205 seats in 1,036 square meters, and group study rooms and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

Centennial Library

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 University of Seoul. 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.

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, ATM, and Money Exchange

Woori Bank is located on the first floor of the Main Building. The business hours are from 9:00 to 16:00 (Mon-Fri). During the preliminary session, students will fill out the application form to open a bank account.

ATMs are available on the 1F of the Main building, Student Hall, 21st Century Building, Information and Technology Building, Law building, Mirae Hall, or nearby convenience stores.

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

4) Student Cafeteria, Snack Bars and Convenient 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

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 3,000 won to 9,000 won per person and it subjects to the menu of the day.

② Snack Bars



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

• **Student Cafeterias and Snack Bars**

* Opening hours during vacation may differ from above.

Location	Floor	Cafeterias/ Restaurants	Menu	Opening Hours (semesters)	
				Weekdays	Weekends
Student Hall	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
Natural Science Building	1	Student Cafeteria	Korean Meals	Lunch 11:10-14:00 Dinner 17:30-18:30	Closed
Mirae Hall	1	Subway	Sandwich	09:00-20:00	Closed
Cheonnong Hall	1	Cheonnong Community Café	Drinks and Desserts	08:30-19:00	11:00-17:00
100th anniversary Hall	1	Paris Baguette	Bakery	08:30-19:00	Closed

• **Convenience Stores**

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

* Opening hours during vacation may differ from above.

5) Health Services

• On Campus Health Services

The University Health Service Center is located on the 2nd floor of Student Hall. (Open from 9:00 to 18:00, weekdays) Examination, prescription, and medicine for simple illnesses such as cold or indigestion will be treated without cost.

• Off-campus Hospitals(General)

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

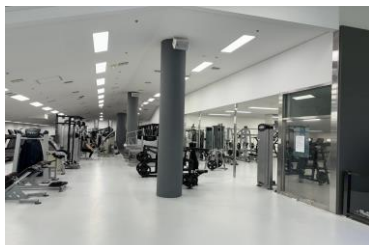
* These are the general hospitals located within 1.5 km from the campus.

6) 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 (Weekdays).

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.



8) Wi-Fi Service

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

9) Student ID Card

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

10) Foreigner's Registration (Alien Registration)

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

- **Required documents for issuing ARC:**

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

11) Bookstore and stationery

Bookstore and stationery are in B1, student hall. The opening hour is 09:00 to 19:00(Mon-Fri).

Map of University of Seoul



Part VI**SUPPORT SERVICE****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 participant's home country. UOS will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, the additional fare should be borne by him/her. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant invites family members for a temporary visit during the program, he or she must take full responsibility for all the relevant costs and other necessary administrative procedures (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 MOLIT-ICAK-UOS during the participant's stay in Korea.

- Tuition & Dormitory fees
- Living allowance (including meals): KRW 999,000 per month
- Economy class, round-trip airfare between Seoul and the Participant's home country
- Miscellaneous travel expenses: KRW 200,000 upon arrival
- Others: A medical checkup after arrival, textbooks, official field trip expenses

3. Medical support and insurance

Health Check-up

Health Check-ups will be provided two times throughout the duration of the program.

1st Check-Up: Upon arrival in Korea, in order to check the medical conditions before joining the Program.

If the medical check-up result shows that it is inadequate (i.e., pregnant, HIV-positive, and other contagious diseases) for applicant to stay in Korea for a long time as a student, the acceptance to the program will be cancelled and the applicant will be asked to return to his or her country.

2nd Check-Up: Medical Check-up for student health during the program. If the medical check-up result shows that it is inadequate for applicant to stay in Korea for a long time as a student (i.e., pregnant, HIV-positive, and other contagious diseases), the acceptance to the program will be canceled and the applicant will be asked to return to his or her country.

The 2nd check-up will be conducted before the student's return to his or her country.

If the student wants additional check-ups, the check-up fees will be borne by the student.

Insurance

UOS provides participants with medical insurance either through National Health Insurance Program or Private Medical Insurance.

- National Health Insurance Program

The National Health Insurance Corporation (<https://www.nhis.or.kr/english/index.do>) provides health insurance for foreign students. The insurance is designed for overseas Koreans and foreigners who stay in Korea for more than a year. To apply, the student must submit a copy of his/her alien registration card and verification of his/her purpose of stay at an office of the Corporation. English call center service is available for foreign students at 02-390-2000.

- Insurance Provided by the Institution

The details of the private insurance provided by the institution will be introduced during the course orientation upon arrival.

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

5. Support for maladapted students

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

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

UOS human rights center – Counselling service

09:00 ~ 18:00(Monday-Friday)

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

6. ISUS Members App



ISUS Members
서울시립대

ISUS Members application will be operated for continuing relationships and sharing information among professors, students, and alumni. It aims for facilitating deeper connections among ISUS members and it also serves the role of boosting engagement in ISUS events.

- Download Link:

Apps on Google Play	https://play.google.com/store/apps/details?id=com.laonstory.addressbook&pli=1
Apps on the App Store	https://apps.apple.com/us/app/isus-members/id1559178750

Part VII**REGULATIONS****1. PARTICIPANTS' RESPONSIBILITIES**

- Participants are required:
 - To abide by the rules of the academic institution
 - 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 MUDSIP 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 advise UOS of any personal or family circumstances such as health problems or family problems which may seriously affect their study
 - To refrain from engaging in political activities or any form of employment for profit or gain.
 - To agree to MOLIT or ICAK's collecting information concerning them and passing that information onto other relevant parties, if necessary
 - To return to their home country upon completion of the program
 - Not to extend the length of the program or stay for personal convenience; neither MOLIT, ICAK 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 2 years.
 - **If the participants break any of the rules of either MOLIT, ICAK or UOS during their stay in Korea, their status as MUDSIP program participant may be suspended or terminated.**
 - **UOS may cancel the admission if a participant fails to take a medical check-up.**

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 other pressing issues from one's home country (such as health or work issues) when acceptable to MOLIT-ICAK-UOS.
- If a participant fails to attain certain grades required by UOS, he or she may be forced to withdraw and return home upon withdrawal.
- 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

- In principle, participants are not allowed to have temporary leave to focus on study during the semester in principle. In case of special circumstances e.g. his/her own marriage, or death of family, participants can have temporary leave after they notify the university in advance. They should notify the Program Chair and the ISUS office prior to the departure by submitting the "Request for a temporary leave" document.
- Those who want to take temporary leave during vacations should notify the Program Chair and the ISUS office at least two weeks prior to the departure by submitting the "Request for a temporary leave", e-ticket and any other additional required documents.
- MOLIT, ICAK, and UOS do not pay airfare for the trip. MOLIT or ICAK will not pay the living allowance for the absent days including the departure date and arrival date.
- For the days of temporary leave, daily allowance will be deducted for each day of leave(including days of departure and re-entry) and there will be no exception for the deduction.
- All expenses incurred for the participant's temporary leave should be covered by the participant, not by the MOLIT, ICAK, and UOS.
- 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 approval, his or her living allowance will be suspended (from the day of departure to the day of return), and UOS may impose disciplinary action on them, including expulsion from UOS.

4. ACCOMPANYING OR INVITING FAMILY

- As **MUDSIP Program** is quite an intensive program which requires students of full commitment to and concentrated endeavors for study, participants are advised not to bring any family members.
- 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. However, they must be able to cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc. of their family as well as be responsible for any administrative procedures required

5. OTHERS

- MOLIT-ICAK-UOS will assume responsibility only within the limit and scope of the insurance for participants.
- MOLIT-ICAK-UOS is not liable for any damage or loss of participant's personal property.
- MOLIT-ICAK-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.
- Participants are advised not to purchase or own personal vehicles due to safety concerns and concentration on their studies.

Part VIII	ISUS PARTICIPANTS GUIDELINES
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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 and Regional Development or MURD, Master's program for Future Global Leaders in Environmental Policy or MGLEP, and Master of **Urban Development and Smart Infrastructure Policy or MUDSIP**. This guidelines aim 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.

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 wish 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:

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

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
- 9-2. 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 IX	CONTACT
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□ **International School of Urban Sciences (ISUS), University of Seoul**

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*The PI (Program Information) is subject to change depending on uncertain situation or MOLIT, ICAK and UOS schedule.