

Program Information

# 2024 SMG – UNIV OF SEOUL Master of Urban Administration and Planning

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 of Infrastructure Planning and Development (MIPD) 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:** Master of Urban Administration & Planning (MUAP)

■ **Duration:**

- August 2024 ~ August 2026 (25 months)
  - ON-campus Education: Students will take courses for 13 months (Aug. 2024 ~ Aug. 2025) in the International School of Urban Sciences, University of Seoul
  - Off-campus Education: Students will prepare a thesis for 9 months (Sep. 2025 ~ May. 2026) in his/her home country and submit a completed thesis by June 2026
- Master's Degree (Master of Urban Administration & Planning) will be granted in August 2026

■ **Objectives:**

- To train mid-career public officials who specialize in city planning and urban administration by learning Seoul's successful development cases and experiences.
- To give opportunities to experience Korean culture and to learn language that can increase students' understanding of Korea
- To develop a basis for collaborative relations between Seoul and its sister cities

■ **Hosting Institution:** International Urban Development Program (IUDP),  
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 officials who experienced more than 3 years and under 40-year-age
  - College graduates or those with equivalent degrees

■ **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
- Others : A medical checkup after arrival / Official field trip expenses

## Part III

## CONTENTS

## 1. ACADEMIC SCHEDULE

Date	Contents
August, 2024	Preliminary Session (including Arrival, Medical Checkup, Orientation)
September ~ December, 2024	Fall Semester (1st semester)
December, 2024 ~ February, 2025	Winter Session (Internship)
January ~ February, 2025	Research Area Survey & Thesis Advisor Matching
March ~ June, 2025	Spring Semester (2nd semester)
June, 2025 ~ August, 2025	Summer Session (Thesis Presentation Session)
August, 2025	Departure
August, 2025 ~ June 2026	Thesis Writing (3rd~4th semester, Online advisory)
April, 2026	Interim Thesis Examination
June, 2026	Final Thesis Examination
August, 2026	Graduation

\* The schedule above is subject to change.

#### a. Preliminary Session (2~3 weeks)

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

*\*Some programs may be conducted online.*

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

During the two regular academic semesters, students are required to earn a total of 44 credits (or 45 credits for those undertaking an internship). Students must complete three core courses necessary for thesis writing (9 credits) and select and take nine elective courses (27 credits) related to urban planning and administration as part of their major. The coursework also includes basic courses to acquire proficiency in practical Korean language for daily life and academic English writing (total 8 credits). In addition, students can earn 1 credit for participation in the internship program held during the winter session.

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



**c. Winter Session**

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

**d. Summer Session**

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

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

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

## 2. CURRICULUM

### a. Curriculum

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

Course Category		Course Title	Credit
Common	Core	Global Project Development 1	3
	Core	Thesis Seminar	3
Major	Core	Research Methodology and Quantitative Analysis	3
		Urban Administration and Finance	3
	Urban Planning and Development	3	
	Urban Design and Historic Preservation	3	
	Issues on Contemporary Urban Planning	3	
	Urban Growth and Employment	3	
	Housing and Land Policy	3	
	Geographic Information Systems	3	
	History of Korean Urban Development	3	
	Seminar in International Urban Development and Planning	3	
	Seminar in Global Smart City Development	3	
	E-Government	3	
	Carbon pricing and international carbon market	3	
	Environment and Climate Change	3	
	Transportation Policy and development	3	
	Urban Transportation Policy	3	
	Seminar on Public Private Partnerships	3	
	Seminar on Public Investment Management	3	
	Global Project Development 2	3	
	Electives (Students are supposed to take 9 courses)		
Internship	Internship (optional)	1	
Language	Basic Korean 1-2 / Academic Writing 1-2	8	
Thesis	Thesis Writing	6	
<b>Total</b>	-	<b>50~51</b>	

\* The courses are subject to change.

**b. Required Grade Point Average (GPA)**

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

**c. Thesis Writing**

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

### **3. EXTRACURRICULAR ACTIVITIES**

#### **a. Field Studies**

##### **1) Site Visits**

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

##### **2) Field trips**

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

#### **b. Internship Opportunities**

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

#### **c. Events**

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

※ It is subject to change due to the situation.

## Part IV TRAINING INSTITUTE

### 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 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 Infrastructure Planning & Development (MIPD) in partnership with Ministry of Land, Infrastructure and Transport (MOLIT) for government officials from partner countries. These sponsored graduate programs are expected to contribute to the sustainable urban development in developing countries by providing the academic and professional skills necessary for 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 facilities, the Dormitory and International House has Korean students and international students, so that living on campus allows students to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options.

Room types vary between single, 2-assignment of the room is centrally administered by the UOS Dormitory Office. The toilet and bathroom are to be shared with 3~5 flat mates.

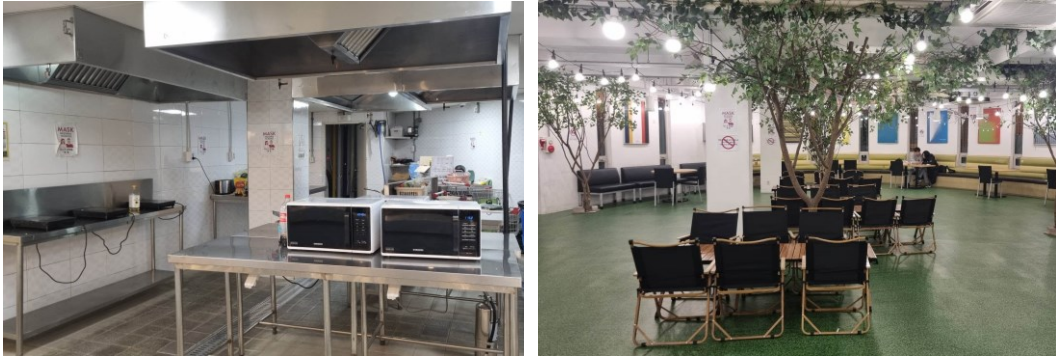


<Picture: Rooms in the Dormitory and International House>

All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. The

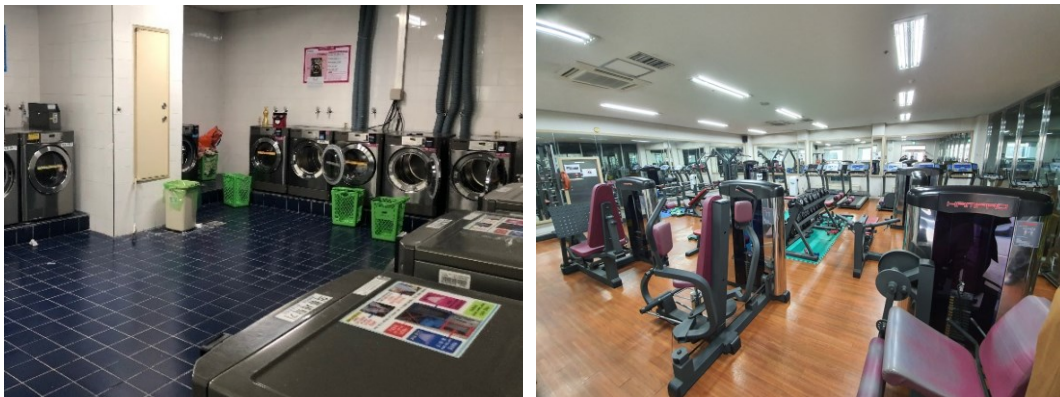
## PART IV. TRAINING INSTITUTE

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 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 for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share it with other international or Korean students.



<Community Kitchen & Cafeteria>

The Dormitory and International House provides coin operated laundry rooms and a gym for its residents' use. These are located on the basement floor and open 24 hours. Seminar rooms and student lounges are also available for the residents. (\* Due to Covid-19, the operation hours can be changed or closed without notice.)



<Laundry Room and Gym>



• *List of Electronic Devices adopted*

Type	Goods	Allowed?: Yes or No
<b>Heating equipment</b>	Electric blanket	NO
	Electric linoleum	NO
	Electric heater	NO
	Fan heater	NO
<b>Cooking equipment</b>	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
<b>A/V equipment</b>	VCR	NO
	TV	NO
	Electronic instrument	NO
<b>Learning equipment</b>	<b>Desk lamp</b>	<b>YES</b>
	<b>Lap top</b>	<b>YES</b>
	<b>Printer</b>	<b>YES</b>
<b>Other equipment</b>	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) University Library

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

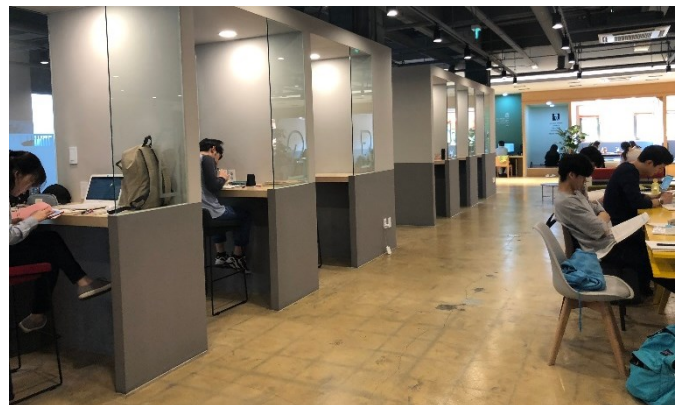
- Law Library
- Economics and Business Administration Library

#### Main Library

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

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

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



## PART IV. TRAINING INSTITUTE

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



### Law Library

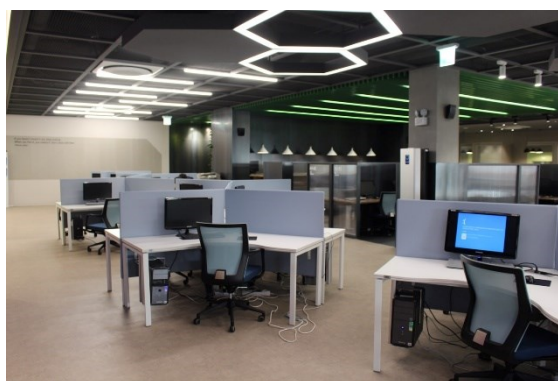
The law library was established as a branch of the UOS Libraries with a legal resource room, a postgraduate reading room, and information retrieval equipment in Floors 4~6 on October 2008. The library has 80,705 legal books (as of January 13, 2011) in 1,600 m<sup>2</sup> to support research activity, lecture, legal information investigation for the Graduate School of Law and legal area. On the 4th floor, it has group study rooms, an IT room, a laptop section and a lounge. On the 5th floor, it has a postgraduate reading room, an IT room and a preservation library. There is a legal study resource room including periodicals, reference books and articles on the 6 floor.

### Economics and Business Administration Library

The economics and business administration library was established as a branch with reading rooms, group study rooms and seminar rooms in Floor 3 on March 2011. The library has over 20,000 books, 70 periodicals and 15 database in 1,036.8 m<sup>2</sup> to support the research and learning activity of professors and students in management and economics. It has a 24 seat resource reading room, free reading rooms (148 seats), 5 study rooms (30 seats), a seminar room (8 seats), and information retrieval equipment (11 seats) to provide best service.

## 2) Computing Facilities

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



### **3) Bank and Money Exchange**

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

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

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

### **4) On Campus Health Services**

On Campus Health Services The University Health Service Center is located on the 2nd floor of Student Hall (#12 on the campus map). Examination, prescription and medicine for simple illnesses such as cold, indigestion and cuts will be treated free of charge. Every Thursday between 14:00 ~ 16:00 in the afternoon. (2023 Fall semester, 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)

### **5) 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

## PART IV. TRAINING INSTITUTE

dinner on weekdays and are closed on weekends. (Due to COVID19 situation, some facilities are not opened.)

Location	Floor	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)		
				Weekdays		Weekends
Student Hall (#12)	1	Student Cafeteria	Korean Meals	Lunch Dinner	11:10-14:00 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 Dinner	11:30-14:00 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

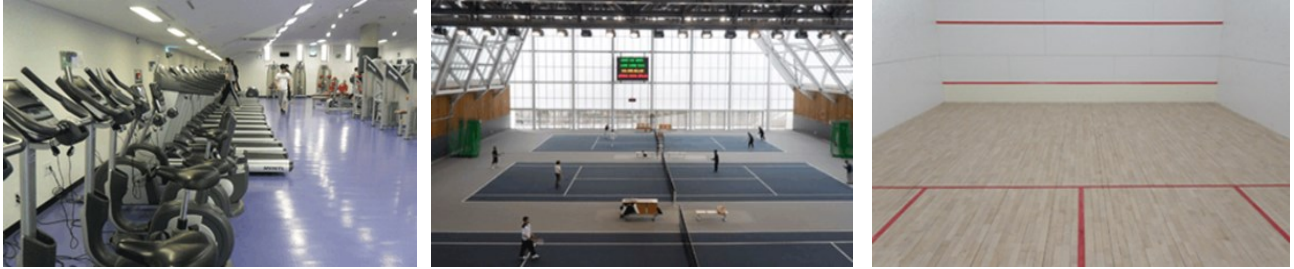
\* Opening hours during vacation may differ from above.

\*\* Opening hours are subject to change.

### 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.

## 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. 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)

## 9) Student ID Card

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

## 10) 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 90days 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 Alien Residence Card issued.

- ***Required documents:***

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



**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                             |   |

## **5. HEALTH CARE**

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

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

**Campus physician available**

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

- **Off-campus Hospitals**
  - 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

**Part V | 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 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

### 3. INSURANCE

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

- **Enrollment Time**

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

- **Insurance Benefits** (Available from the date of enrollment)

The same benefits as the Korean citizens. Various benefits are available, including dental and oriental medical treatment. (※ The above is inapplicable to non-covered items, such as treatment for diseases that do not affect to work or daily life(e.g.: plastic surgery).

※(Co-payment Rate) A person who receives medical care benefits bears part of the medical expenses as below

- Outpatient Medical Services: 30%~60% of the NHI, covering expenses(varies by medical care institution type and area)

- Hospitalization Expenses: 20%

- **Disadvantages with Nonpayment of Contributions**

(Restrictions on Health Insurance Benefits) Health Insurance benefits at medical care institutions are unavailable from the first day of the month following the payment deadline until the contribution is fully paid.

(Restrictions on Visa Extension) Your stay in Korea may not be extended by the Korea Immigration Service.

- **Differences with Private Health Insurance**

(Immediate Coverage) The insured is not required to claim benefits after receiving treatment.

(Number and Amount of Benefits) The number and amount of benefits are not limited.

(\* Beneficiaries pay part of the medical expenses.)

- **Enrollment Procedure**

No action is required from students, as they are automatically subscribed to health insurance by the NHIS.

For more information, visit [nhis](http://nhis) or email [intl@nhis.or.kr](mailto:intl@nhis.or.kr).

## 4. SAFETY MANAGEMENT

University of Seoul and International School of Urban sciences will provide participants with a series of education to support their smooth settlement in terms of individual's physical and mental safety.

- Crime prevention education
- Sexual harassment prevention education
- Dormitory life education
- Seasonal climate education

### Support for maladjusted students

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

- Support participants in cooperation with the principal professors, course staff, and fellow participants
- If professional treatment is required, firstly psychotherapy is provided with a professor at the student counseling center.
- Secondary treatment at a general hospital linked to the school should be performed to ease the burden of treatment expenses.

#### **Campus physician**

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

#### **UOS human rights center – Counselling service**

Monday through Friday 09:00 ~ 18:00

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

<b>Part VI</b>	<b>REGULATIONS</b>
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## 1. PARTICIPANT'S RESPONSIBILITIES

Participants are required:

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

## 2. WITHDRAWALS

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

## 3. TEMPORARY LEAVE

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

#### **4. ACCOMPANYING OR INVITING FAMILY**

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

#### **5. OTHERS**

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



<b>Part VII</b>	<b>ISUS PARTICIPANTS GUIDELINES</b>
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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 Infrastructure Planning & Development or MIPD. 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

## PART VII. ISUS PARTICIPANTS GUIDELINES

- 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.

<b>Part VIII</b>	<b>CONTACTS</b>
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□ **International School of Urban Sciences (ISUS), University of Seoul**

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