KOICA-UOS
Master's Degree Program in
Urban Development

19 August 2024 – 29 December 2025

Seoul and Seongnam, Republic of Korea

KOICA

Korea International Cooperation Agency

서울시립대학교
UNIVERSITY OF SEOUL

International School of Urban Sciences,
University of Seoul

*We strongly recommend that applicants carefully review and adhere to the instructions
provided in the Program Information. *

Contents

★ IMPORTANT NOTICE from KOICA

The 2024 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines (hereinafter KOICA Guidelines)**.

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements.

This Program Information (hereinafter PI) serves as a guide for the second round, the Institution (University) Selection.

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (**https://www.koica.go.kr/sites/ciat/index.do**). Regularly check the website for the latest information. For any inquiries, please refer to Section **Ⅷ.CONTACTS** and contact us accordingly.

① **KOICA Round** Conducted by KOICA overseas Office (Korean Embassy)	
February 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail
	Document Screening
	On-site Interview
	First Round Result
② **INSTITUTION(University) Round (Only for those who pass the first Round)**	
March to June 2024	Submission of Application Package (Via University email /system)
	Document Screening
	Local Health Check-up
	Original Document Submission (Using DHL / to Institution)
	Interview (or/and Exam)
	Second Round Result

NOTE: Upon successfully passing the second stage of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-stage selection process will be provided exclusively to successful candidates.

Ⅰ. PROGRAM OVERVIEW

◉ **Program Title: KOICA-UOS Master's Degree Program in Urban Development**

◉ **Duration**

- **Stay Duration: 19 August 2024 – 29 December 2025 (Over 16 months)**

  Students are strongly recommended to complete their thesis during their stay in Korea.

- **Academic Duration: September 2024 – February 2026 (18 months)**

  Master's degree will be conferred at the end of the academic duration, February 2026.

  *The schedule is subject to change in accordance with internal circumstance or KOICA′s Instruction.

◉ **Degree Title: Master of Urban Development**

◉ **Objectives**

- To empower government officials from KOICA's partner countries by providing comprehensive theoretical and practical education in urban development, encompassing master planning, land use planning, housing development and new town development.

- To enhance participant's knowledge to formulate a long-term national comprehensive plan for territory development.

- To develop participants' capacity to manage infrastructure development projects for their own countries.

- To provide participants with opportunities to develop cooperative relationships and personal networks with scholars, professionals, and government officials from Korea and around the world.

◉ **Training Institute**

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

◉ **Number of Participants: 15**

◉ **Language: English**

- Students are required to earn credits for all courses and write their thesis in English.

◉ **Accommodation: UOS Dormitory (International House)**

- Rooms are assigned on a semester basis. The assignment of the room is centrally administered by the UOS Dormitory Office.
- A single room furnished with a private bed, a desk, a bookshelf, and a closet is to be provided.
- The toilet and bathroom are to be shared with 3~5 flat mates.
- The communal area in the dormitory includes a lounge, a laundry room, and a kitchen.
- Due to inevitable reasons like COVID-19 situation, participants might be asked to reside in the other accommodation which is designated by University or Seoul Metropolitan Government.
- Address: Residence hall, University of Seoul 163 Seoulsiripdaero, Dongdaemun-gu, Seoul, 02504, Republic of Korea

Ⅱ. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY. MM. DD.)	Contents / Remarks
Arrival and Orientation	2024.08.19. – 2024.08.20.	Arrival, UOS Orientation
Pre-course	2024.08.19. – 2024.08. 20.	KOICA Orientation
	2024.08.19. – 2024.08.30.	Preparatory courses, Medical check-up in Korea
Fall Semester (1st semester)	2024.09.01. – 2024.12.22.	16 weeks
Winter Break	2024.12.23. – 2025.02.28.	Internship
Spring Semester (2nd semester)	2025.03.02. – 2025.06.22.	16 weeks
Summer Break	2025.06.23. – 2025.08.31.	Research Ethics Seminar Thesis Seminar (Colloquium)
Fall Semester (3rd semester)	2025.09.01. – 2025.12.21.	16 weeks Thesis Writing
Wrap-up Session	2025.12.19.	Completion ceremony
	2025.12.15. – 2025.12.22.	Thesis printing
	2025.12.29.	Departure

This schedule is subject to change.

**A detailed Program Schedule will be provided upon arrival.*

1) Pre-course

Students are required to take preparatory courses before the first academic semester begins. The preparatory courses are designed to help students to become familiar with the new environment and be ready to start a new academic life at UOS. Non-credit courses, including Korean language and culture, basic major lectures will be offered during this session. Issuing foreign registration card, medical checkup, and Korean cultural experiences, etc., will be conducted during this period.

2) Regular Semesters, Internship, Thesis

Students are required to complete 51 credits during the regular 3 academic semesters. During the winter/summer break, an internship or job shadow opportunity may be offered to enhance students' understanding of urban development practice in Korea. After completing the coursework, students are required to take a thesis qualifying exam. After completing the coursework requirement, students will write a master's thesis under the guidance of their individual advisor.

2. CURRICULUM

1) Curriculum and Credits

Students are required to take 51 credits for graduation, including the thesis research. *

Course Classification	Course Title (Credits)
Core Courses (3 courses)	**9 Credits**
	Global Project Development Ⅰ(3)
	National Territorial and Urban Development Policy and Planning (3)
	Thesis Seminar (3)
Elective Courses (17 courses, 9 selection)	**27 Credits**
	Urban Administration and Finance (3)
	Transport and Sustainable Urban Development (3)
	Seminar on Public Investment Management (3)
	Housing and Land Policy (3)
	Climate Change and Sustainable Development (3)
	Seminar in Global Smart City Development (3)
	Quantitative Analysis in Urban Planning and Development (3)
	Transportation and Infrastructure (3)
	Urban GIS System (3)
	Urban Planning and Development (3)
	Infrastructure Development and Planning (3)
	Urban Economics (3)
	Seminar on Public Private Partnerships (3)
	Urban Policy (3)
	History of Korean Urban Development (3)
	Urban Design and Historic Preservation (3)
	Global Project Development Ⅱ (3)
Thesis and Internship	**7 Credits**
	Thesis Research (6)
	Internship Program (1)
Language	**8 Credits**
	Basic Korean Ⅰ (2)
	Basic Korean Ⅱ (2)
	Academic Writing Ⅰ (2)
	Academic Writing Ⅱ (2)
Total	**51 credits**

The courses are subject to change under the inevitable circumstances.

2) Internship/Job Shadow Opportunities

- The program will provide internship/job shadow opportunities for the students to gain more practical knowledge of urban development in Korea at related organizations.
- The students will be able to do an internship/job shadow during the winter break session or thesis writing session.
- Students can take the advantage of the opportunity to gain advice and collect data for thesis writing from the internship host organizations.
- However, if there is no chance to participate in the internship, student will be offered the equivalent educational program such as special lectures and group activities.

3) Thesis Writing

- An academic advisor will be assigned for individual student based on his/her field of interest.
- Thesis guidance committee will be organized for each student. The committee should consist of three members including the academic advisor.
- The student will begin writing a thesis during the 3rd semester after the thesis proposal has been approved by the committee.
- All students are required to submit their thesis to their guidance committee at least a week prior to the defense date.

4) 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 is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma and a graduation certificate.

3. EXTRACURRICULAR ACTIVITIES

1) Urban Infra Forum

- International School of Urban Sciences holds Urban Infra Forum (UIF) every month, during the semester.
- UIF is a forum where domestic and overseas experts in urban development and infrastructure construction will attend, discuss and engage with each other.
- By bringing together public officials and practitioners from various countries, the forum acts as a platform for international networking and mutual learning.
- The topic covers urban infrastructure, development, administration and so on.

2) Outdoor Activities

The program can help students gain more practical knowledge of urban development.

- **Cultural activities**
  To help students better understand Korean culture and society.

- **Field trips**
  To provide students with opportunities to learn exemplary development projects in different parts of Korea.

3) Events

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

Ⅲ. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) University of Seoul (UOS)

University of Seoul is a public university funded and supported by the Seoul Metropolitan Government. Seoul is the economic, political, and cultural center of Korea. It is also the 600-year capital of Korea, a historical city with social, cultural, and physical layers spread out along a vast and complex landscape. The character of the university, academic programs, and research institutions is shaped by Seoul's metropolitan dynamic. Its faculty, students, and administrative body are distinguished by a commitment to civic values and a dynamic urban civilization. Along with basic research, it functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government. With diverse and specific programs that integrate research and policy, practice and education, 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.

2) International School of Urban Sciences (ISUS)
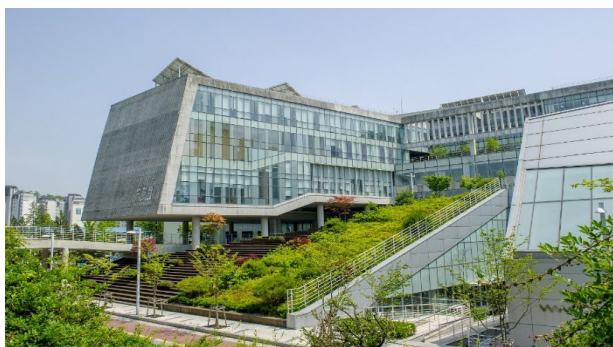
International School of Urban Sciences (ISUS) at University of Seoul (UOS) was launched in 2012 in an effort to contribute to the development of sustainable urban communities in the world. It covers diverse fields of urban sciences including urban and regional planning, infrastructure development, construction development, and environmental policy.

ISUS offers three graduate programs for Korean students: global construction management, sustainable urban and regional development, and International Development Cooperation. In order to reinforce international cooperation and educate global experts, ISUS also hosts four Master's degree programs designed for government officials from developing countries 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 Ministry of Environment, and Master of Infrastructure Planning and Development (MIPD) with Ministry of Land, Infrastructure and Transport. These full scholarship programs are expected to contribute to the sustainable development in partner countries by providing the academic and professional skills necessary for their home countries.

Korea is an exemplar which has transformed from one of the poorest countries in the world to a developed economy for the last half century. Its unique experience makes it a source of lessons learned that can be shared with global community. ISUS is committed to reinforcing professionalism in the area of sustainable urban and regional development by sharing Korea's experience. In this global platform of knowledge exchange, participants will get theoretical and practical knowledge and foster global perspectives through mutual learning process with their classmates from around the world. 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) Website
- University of Seoul(UOS): https://www.uos.ac.kr/en/main.do
- International School of Urban Sciences(ISUS): https://isus.uos.ac.kr/isus/main.do
- ISUS Facebook: https://www.facebook.com/ISUSatUOSofficial
- ISUS Youtube: https://www.youtube.com/@isusuos6698/featured

2. ACCOMMODATION

Students will reside in a single room either at International House on campus or equivalent facilities. The university's housing facilities, the Dormitory has 314 rooms and International House has 502 rooms for UOS students. Living on campus allows students to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options.

Living Conditions

- Dormitory (Single occupancy)
- The furniture that the room includes (Private): bed, desk, bookshelf, and closet
- Communal Area (Sharing): unit bathroom and toilet, kitchen, laundry room, and gym


<Rooms in the International House>
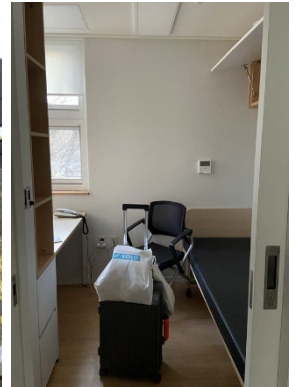
All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. Each occupant will use a single room but share a living room, bathroom, toilet, and laundry. The rooms are centrally air-conditioned, but students can set the room temperature using the control switch. The electric voltage in Korea is 220V (60hz), and the 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 dorm 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 and Cafeteria>

The Dorm has laundry rooms, and a gym for their residents. They are located on the ground floor and open from 7:00a.m. to 12:00a.m.

<Gym>

<Laundry Room, Parcel Delivery Locker, Convenient Store>
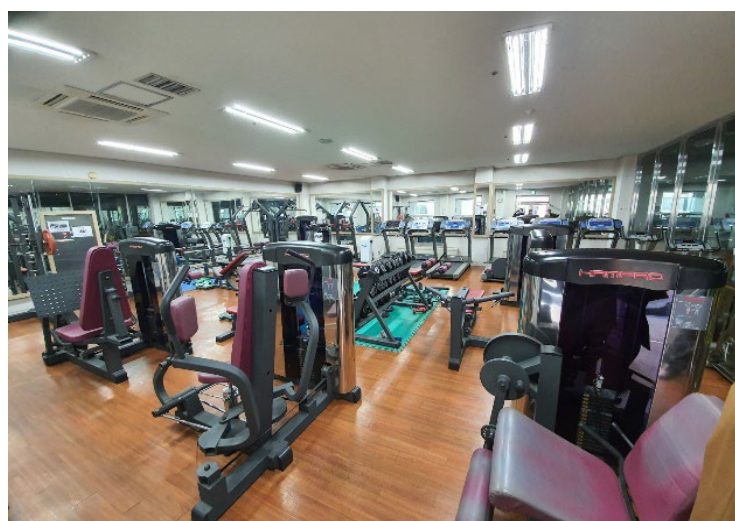
Facilities

- **Dormitory bedding** Bedding, bedding cover, and pillow are NOT provided; participants are required to prepare their own blankets and pillows (Bedding materials can be purchased at the nearby store).
- **ID card registration system** On your first day, you have to register student ID card at the dormitory office in order to be registered for dormitory access. If you don't have student ID card, temporary entrance card can be issued. (You need to change it later.) For your safety, access manager works 24 hours a day. (outsiders' access is restricted.)
- **Laundry** You may do the laundry after you buy a laundry card and charge it.
- **Cooking** It is allowed to cook at the Kitchen, NOT in the room.
- **Refrigerator** You can rent it from Domini (rental company). (around 50,000KRW / Semester)

Notice

- **Certificate of health (Tuberculosis test result)** All the residents have to submit the TB test result to the Dormitory Office. (Every participant is to have a medical check-up before and upon arrival in Korea. The medical check-up report may replace the certificate of health in the 1st semester. Before starting the 2nd Semester, participants should submit Certificate of TB test.).
- **ISUS-Dorm Code of Conduct** Every resident must sign the code of conduct before their check-in. Please visit here to thoroughly read the document and be notified of the key regulations.
- **Residence separation** In principle, 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 home appliances, the goods will be seized with penalty points imposed to the user.

- **Prohibited electric appliances** Electric blanket, electric heater, electric cooker, TV, electric rice cooker, gas burner, fan heater, all the items that can cause fire, alcohol, trump card, etc.
- **List of home appliances allowed**

Type	Home appliances	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**

*Please 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.

3. OTHER INFORMATION

1) University Library

University of Seoul Libraries are dedicated to serve for the academic success of all UOS community members. UOS Libraries are composed of the main library and three branch libraries: Law Library, Economics and Business Administration Library, and Centennial Library.

Main Library

The main Library is composed of reading room 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. (Oct 1st, 2022)

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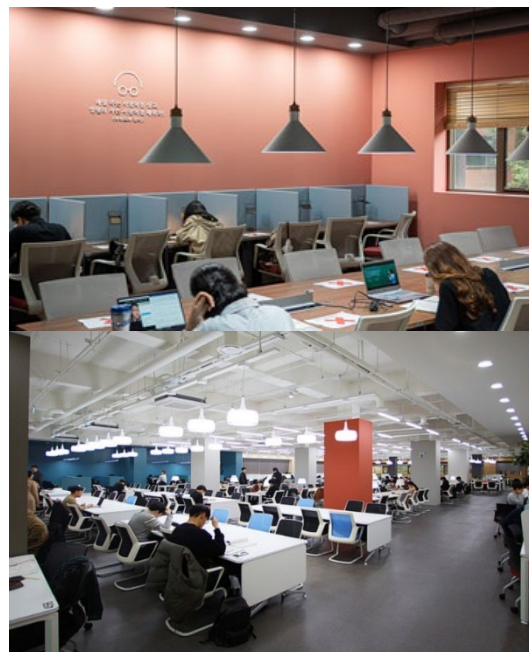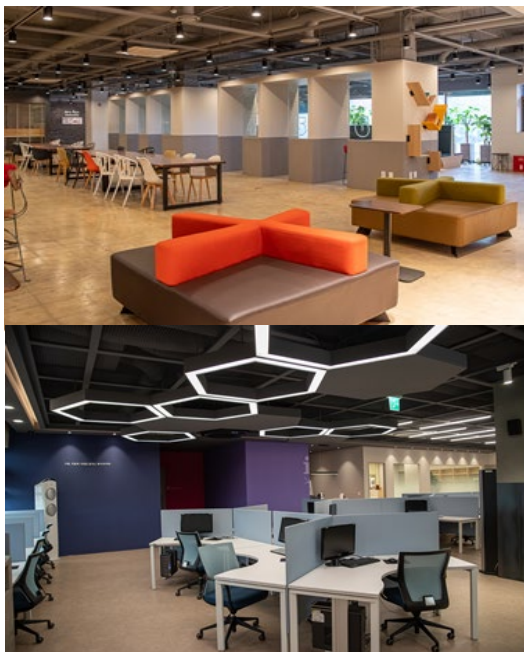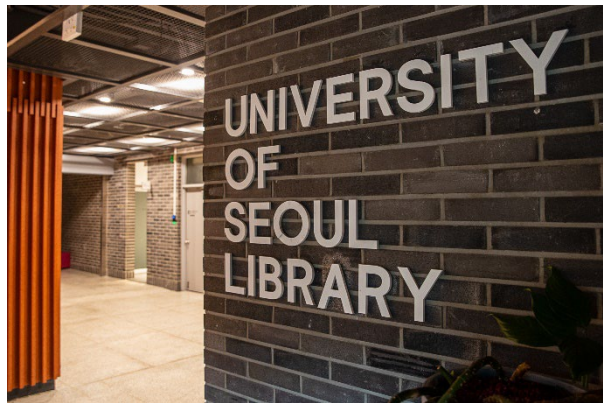
The Main Library also provides online printing services for the full-text database of social science theses and dissertations. Most recently, the Main Library has created a new program which allows better access to information on research resources and has established the Integrated Retrieval System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

facilitate easier access to multimedia data and e-books. Master's/doctoral dissertations and various reference materials are available, digital original texts of academic materials can be read and printed, and original text copying services are available for materials not owned by the university. The Library provides paid services necessary for writing and reviewing papers such as Copykiller, Refworks, Writing Machine/Notii, and Turinitin, as well as e-books, for free on the Central Library website. (https://library.uos.ac.kr/)

Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
1F	Serials room	77	9~18	Closed	9~18	Closed
	Community lounge (BookTopia)	20	6~24			
2F	Reading room 1	20	9~21	9~13	9~18	Closed
	Reading room 2	24				
	Reading room 3	69				
	Urban Sciences materials room					
3F	0dB (intensive reading room)	500	6~24			
	0ZONE (Coexistence reading room)	388	Everyday (Odd days: 0db, Even days:0ZONE) Open 24 hours			
	Study room	94	6~24			
	Laptop corner	50	Open 24 hours			
4F	Thesis room, References room	51	9~18	Closed	9~18	Closed
	#UOS (E-Resources room)	78				
	A/V room	37				

Law Library: 4-6F, Law school building

In October 2008, the Law Library was installed on the 4F to 6F of the Law school building as a branch with the law materials room, the reading room of graduate school and information retrieval facilities. It is equipped with 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 graduate school, an information retrieval room and preservation library on the 5F, and the legal material room where you can use books, serials, reference books, and theses on the 6F.
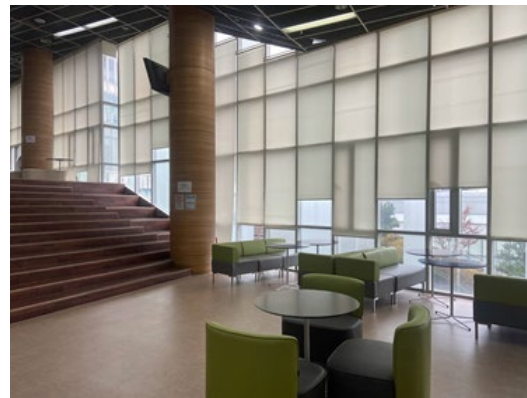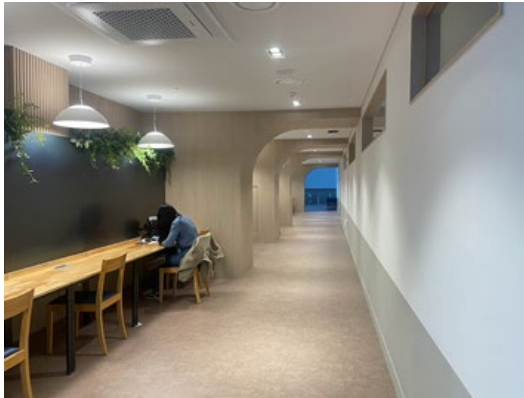
Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
4F	Law lounge	50	Everyday 6~23			
5F	Graduate school reading room	90				
	Information retrieval room	24				
6F	Law resources (Serials corner)	91	9~21	9~13	9~18	Closed

Economics and Business Administration Library: 3F, Mirae building

The economics and business administration library were 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 best service.

Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
3F	Management Economics materials room	156	9~21	9~13	9~18	Closed
	Group study room	5 rooms (30 seats)	9~23			
	Seminar room	1 room (8 seats)				
	Information retrieval	11				

Centennial Library: 4F, Nadong of 100th Anniversary Building

The Centennial Library was created as the complex cultural space for university members and local residents inside the Centennial Memorial Hall, which was built in 2018 to mark the 100th anniversary of the opening of Seoul University. This is the specialized library with materials in the fields of film and music that can be enjoyed by all ages. Facilities include the materials reading rooms and study rooms where you can enjoy various types of

cultural contents, and an AV room where reading culture programs are held, such as film festivals and meetings with authors.

Floor	Room	Seats	Semester		Vacation	
			Weekdays	Saturday	Weekdays	Saturday
4F	Materials reading room	74	9~18		9~18	
	Study room	28				
	A/V room	92	Operation at the event			

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) 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. The detailed information would be delivered through the program coordinator.

4) Student Cafeteria, Snack Bars, and Convenience Stores

There are several cafeterias and snack bars on campus. They all serve different menus to meet the need of students and faculty. Student Cafeterias are in the Student Hall, Natural Science Building. Korean dishes and western dishes are available. Prices normally range from 2,000 won to 7,500 won per person and it subjects to the menu of the day.

Student Cafeteria and Snack Bars

Location	Fl.	Cafeterias/Restaurants	Menu	Opening Hours (semester)	
				Weekdays	Weekends
Student Hall	1	Student Cafeteria	Korean Meals	Lunch 11:00-14:00 Dinner 17:00-18:30	Closed
	1	Student Café	Drinks and Desserts	08:30-19:00	Closed
	2	Annekan	Western style Meals	Lunch 11:30-14:00	Closed
Natural Science Building	1	Student Cafeteria	Korean Meals	Lunch 11:30-14:00 Dinner 17:30-18:30	Closed
Mirae Hall	1	Subway	Sandwich	09:00-20:00	Closed
Cheonnong Hall	1	Cheonnong Hall Café	Drinks and Desserts	08:30-19:00	11:00 - 17:00 (Saturday)
100th Anniversary Hall	1	Paris Baguette	Bakery	08:30-19:00	Closed
Main Library	1	Hui Café	Drinks and Desserts	08:30-19:00	11:00 - 17:00 (Saturday)

Convenience Stores

Location	Floor	Convenience Store	Opening Hours (semester)	
			Weekdays	Saturday
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 the vacation may differ from above.

5) University Gymnasium and Wellness Center

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

6) Student ID Card

The student ID card is mainly used for library, entering the building, checking-out and returning books, etc. It will be ready for pick-up at the IUDP office. Before the issuing student card, you may use the mobile student ID card.

- https://play.google.com/store/apps/details?id=com.project.s.school&hl=en-KR

7) Health Services

On Campus Health Services

The University Health Service Center is in 2F, Student Hall. Examination, prescription and medicine for simple illnesses such as cold, indigestion and cuts will be treated free of charge. The opening hours are from 9:00 to 18:00 (Mon-Fri).

Four or five times a month, there is a campus visiting doctor in the health service center. The exact date and time will be notified through coordinator every month.

Off-campus Hospitals (General)

Medical Facility	Business hours	Contact
Samyook Medical Center (삼육서울병원)	Sundays and 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.

8) 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 (Mon-Fri).

9) Foreigner's Registration (Alien Registration, issuing ARC)

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 (ARC) 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/Seoul friends to the immigration office. It takes about a month to have ARC issued. To open a bank account, ARC is needed. Please be prepared with the enough budget.

Required documents

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

10) Bank, ATM, Money Exchange

Woori-Bank is in 1F, Main building. The opening hours are from 09:00 to 16:00 (Mon-Fri). 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 convenient 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.

11) Global Lounge

Global Lounge is in 1F, Cheonnong Hall. The opening hours are 10:00 to 17:00 (Mon-Fri). This lounge is for foreign students on campus, where you can interact with Korean students, use books in foreign languages, play board games, and self-study.

12) Bookstore and Stationery

Bookstore and Stationery is in B1, Student Hall. The opening hours are 09:00 to 19:00 (Mon-Fri).

13) Copy Room

Copy room is in B1, Student Hall. The opening hours are 08:30 to 20:00 (Mon-Fri).

14) Campus Map

① Cheonnong Hall
② UOS Innovation Complex
③ Architecture and Civil Engineering Building
④ Changgong Building
⑤ Liberal Arts Building
⑥ Baebong Hall
⑦ University Center
⑧ Natural Science Building

⑨ 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 Architecture Structural LAB Building
㉔ Civil Engineering Structural LAB Building
㉕ Media Hall
㉗ Main Auditorium
㉘ Main Stadium

㉙ University Museum
㉜ Wellness Center
㉝ Mirae Hall
㉞ International House
㉟ Music Building
㊱ Kindergarten
㊲ The Centennial Memorial Hall
㊳ Smart LAB Building
㊶ Outdoor Tennis Court
⑧ Greenhouse
Ⓐ Main Gate
Ⓑ Rear Gate
Ⓒ Sky Pond

- 20. ISUS office: #412, Lawschool building
- 12. Student cafeteria: Student Hall, Natural science building
- 8. Student cafeteria: Natural science building
- 12. Health service center: 2nd floor, student hall
- 8. Post office: Natural science building
- 7. Bank: ground floor, University center

23

4. SUPPORT SERVICES

1) 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

2) Support for Maladapted students

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

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

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

3) Mobile Application "ISUS Members"

The Mobile Application "ISUS Members" will be operated for continuing relationships and sharing information among professors, students, and alumni. It aims for facilitating deeper connection among ISUS members and it also serves the role of boosting more engagement in ISUS events thanks to more exposures. This app could be downloaded from the ISUS website. (https://isus.uos.ac.kr/isus/gn/isusmembers/isusmembers.do?epTicket=LOG)

- Contact information
- Noticeboard, Group-noticing, News of ISUS, Student association, Alumni association

IV. ACADEMIC REGULATIONS

1. REGULATIONS by KOICA

Participants must comply with all rules, regulations, and instructions set in KOICA's Program Regulation on the following matters.

- Participation responsibilities
- Withdrawals
- Temporary leave
- Accompanying or inviting family
- The other miscellaneous things

2. REGULATIONS by UOS

Participants must comply with all rules, regulations and instructions set in ISUS Participants guideline, and ISUS code of conduct, as long as the ISUS-Dorm code of conduct. These three could be downloaded from ISUS Website-Academics menu. (https://isus.uos.ac.kr/isus/main.do?epTicket=LOG) Here in PI, the academic regulations are briefly introduced.

1) Attendance Policy

Students are expected to attend all the classes they have registered for each semester. The student must attend the classes at least three-fourths of the total class hours.

In the event that a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, or dean and get approval in advance.

- Death of an immediate family members (parents, spouse, and children) or equivalent circumstances
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Program chair professor.
- Other events as approved by the Program chair professor.

2) Examinations and Evaluation

Minimum GPA Requirement

- Students with a GPA below 3.0 for two consecutive semesters will be automatically expelled from the program.
- Minimum cumulative GPA for graduation is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma or a graduation certificate.

Exams

- Regular Exams: Mid-term (8th week of semester), Final (last week of semester)
- Qualifications to sit for an exam.

Any student who, without good reason, has failed to attend class for at least three-fourths of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergencies, students need to provide a written explanation of their absence.

Evaluation standard

Grade	Grade Points	Grade	Grade Points	Grade	Grade Points
A+	4.5	C+	2.5	F	Fail
A0	4.0	C0	2.0		
B+	3.5	D+	1.5		
B0	3.0	D0	1.0		

3) Thesis and Graduation

Thesis

To complete thesis course, student must

- fulfill the graduation requirements to qualify for thesis.
- follow instructions and schedule of thesis publication announced by ISUS.
- pass thesis presentation and interview with a score higher than 80.

Graduation requirements

In order to graduate, student must

- take 51 credits and earn a GPA higher than B0(3.0).
- pass the Qualification Exam (QE).
- submit a thesis in English.

3. RESIDENCY REGULATIONS

- Students must reside in dormitory and follow dormitory regulations during their stay.
- A student who violates residency regulations will be evicted from the dormitory and the student must return to his/her country immediately.

*Participants must follow all instructions and regulations stated herein and proposed by KOICA and UOS during the training period. *

Ⅴ. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to pandemic and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.

2. **Dorm requirements**: Participants are not able to reside in the dorm with contagious diseases such as tuberculosis. Every dorm resident must take the TB test(chest X-ray), and submit it to the dorm office every semester, in accordance with the public health regulation by Dongdaemun healthcare center.

3. **Religious meals and personal food preferences:** University of Seoul, as a public institution, does not show preferences for any religion in terms of food, facilities, or activities. Students have the option to dine in three different on-campus cafeterias or prepare their meals in the dormitory kitchen.

4. KOICA SP participants are expected to adhere to the guidelines outlined in the KOICA CIAT Fellows' Guidebook and the internal rules and regulations of the university. Failure to comply with these requirements may lead to forfeiture of one's status as KOICA scholarship program participant and university student.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

◉ **This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office(Korean Embassy).**

◉ **Application Process**

• The designated university personnel will send an email to each successful applicant, providing the necessary documents for university enrollment and offering guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)
• Applicants should send a scanned copy of their application documents to the university through an official application system: http://isus.uos.ac.kr/isus/iudp/iudp_agree.do
• Applicants who have successfully passed the selection process (Successful applicants of document screening) are respectfully requested to submit original documents to the university.

Admission Steps	Contents	Period
Step 0	KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	February
Step 1	University Documents Submission (via the university online application system: http://isus.uos.ac.kr/isus/iudp/iudp_agree.do)	4 March~29 March
Step 2	Document Screening (University)	April
Step 3	Medical Check-up (Local)	April
Step 4	Original Document Submission (using DHL / to university)	May
Step 5	Online Interview (University)	April ~ May
Step 6	Admission Notification	May~
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August

*The above schedule is subject to change. All dates are in Korean Standard Time (KST).

1) Step 1 : University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the university through an online application system: http://isus.uos.ac.kr/isus/iudp/iudp_agree.do. Please refer to the attachment "UOS Online Application Guideline".
- The online application system will open on March 4th.
- The scanned copies of required documents must be uploaded through the online application system.
- Details about all the required documents can be found on page 30.

2) Step 2: Document Screening (University)

- Documents of the applicants who have been nominated by the KOICA overseas office or Korean Embassy (if KOICA office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience will be carefully considered.
- The results of the selection process will be announced via email.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the selection process (Successful applicants of document screening) must submit the medical examination result by the designated date.
- Examination cost, Transportation, and accommodation fees will NOT be reimbursed.
- The detailed guidelines for medical check-up will be provided via email.

4) Step 4: Original Document Submission (University)

- Applicants are respectfully requested to submit original documents to the university. The university will provide precise information concerning the requisite documents in their original version, along with the stipulated period for document submission. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only by KOICA. For details information of sending original document, please refer to Section Ⅶ. HOW TO SEND ORIGINAL DOCUMENT

■ Where to submit
- Address: #412, Law School Building, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul, Republic of Korea
- Postal Code: 02504
- Receiver: Boyeong PYUN (Ms.)
- Contact: +82-2-6490-5196

5) Step 5: Online Interview (University)

- Applicants who successfully passed the selection process (document screening) will receive individual online (Zoom) interview schedules via email.

6) Step 6: Admission Notification

- Admission result will be notified to the KOICA overseas offices or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

■ **Required Documents**

● Applicants should submit all the required documents in PDF format through the online application system. The applicants who pass the document screening should submit their original documents directly to the University via DHL.

No	Required/ Optional	Document	Remarks
1	Required	Online application form	Link for submission: http://isus.uos.ac.kr/isus/iudp/iudp_agree.do
2	Required	ID photo	3.5X4.5 cm or passport size
3	Required	Two letters of recommendation	1.by your present organization 2. by a professor/expert in your field *Form download
4	Required	Curriculum Vitae (free form)	C.V. must include the **Organization Chart** highlighting current position of the applicant
5	Required	Bachelor's degree or graduation certificate	Academic documents must be **Apostilled or Consular Authenticated,** which is considered as original
6	Required	Transcript of the bachelor's degree(undergraduate) or university-level institutions	
7	Required	Certificate of employment	
8	Required	Medical report from the applicant	*Form download
9	Required	Photocopy of the passport	If the passport is not yet issued, please submit it as soon as the passport is issued.
10	Required	Proof of parents' nationality, and relationship	1.Certificate of birth or family card 2.Parents' passports or ID cards
11	Optional, but strongly recommended	Proof of the English proficiency, one of the following: 1.Applicants holding an English proficiency test result from one of the following: TOEFL 530, TOEFL CBT 197, TOEFL iBT 71, IELTS 5.5, CEFR B2, TEPS 600 (NEW TEPS 326) 2.Applicants who finished their bachelor's curriculum in full English. Please submit the 'Certificate of Medium of Instruction (MOI)' instead of the above English proficiency certificates	The Korean Embassy may request submission of the TOEFL, IELTS, or other score reports as part of the required documents. Please ensure to verify whether it is necessary for visa issuance before submitting the application.
12	Required only for applicants who passed the 2nd round online interview	1.ISUS Participant Guidelines 2.ISUS Code of Conduct 3.ISUS-Dorm Code of Conduct	Applicants should submit signed copy of these documents which will be sent via email. Please refer to the ISUS webpage (click here) for the detailed contents.

▣ Important Notes for Applicants

- All documents must be <u>original</u>. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.

- All documents must be written in <u>English</u>. Original notarized translations must be included for documents written in other languages.

- Academic transcripts and diplomas must be <u>authenticated</u>. There are two ways to authentication.

  Check whether your country has the Apostille convention: <u>HCCH | #12 - Status table</u> <u>(https://www.hcch.net/en/instruments/conventions/status-table/?cid=41)</u>

  1. **Apostille:** If your country is a member of the Apostilled Convention, visit the appropriate organization in charge of Apostille with the certificate and transcript.

  2. **Consular Authentication:** If your country is NOT a member of the Apostilled Convention, visit the Korean Embassy in your country for authentication(영사확인) with the degree certificate and transcript.

- Applicants are strongly recommended to check with the respective embassies for the latest visa requirements, as each embassy may have distinct and unique criteria.

- For the application form and all submitted documents, if any falsifications, counterfeits, falsified statements, degrees from unauthorized educational institutions by the Ministry of Education of the applicant's own country, and other unjust actions are disclosed, the application will be rescinded. In case such disclosures are identified even after admission, the acceptance of admission will be cancelled.

- Applicants with incomplete or unsatisfactory forms and supporting documents will be disqualified.

- Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.

- Submitted documents will not be returned. Applicants should prepare enough additional documents for the visa application in advance.

- Information on admission scores will not be disclosed.

Ⅶ. HOW TO SEND ORIGINAL DOCUMENT

▣ **This page is reserved for applicants designated by the institution, who are required to submit original documents for processing.** The institution will correspond via email with applicants obligated to submit original documents, furnishing comprehensive details regarding the specific documents required, along with the stipulated deadline for submission. Applicants are required to adhere to the following procedures for dispatching documents via DHL. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only. In step 5, please consult the attached document on the CIAT website for the DHL call center phone number.

Step 1	Step 2	Step 3
KOICA will dispatch a KOICA Document envelope and a return invoice to your address. Kindly provide your home address for completion.	Upon receiving the item, please examine the return airway bill and the enclosed invoice.	Kindly place the original documents inside the envelop you have received.

Step 4	Step 5	
Please request a pickup. You can verify the details in step 5. Please choose between a visit reservation and telephone reservation.	Visit reservation Visit nearest DHL service center *Kindly check the attached file (DHL Call Canter)	Telephone reservation *Kindly check the attached file (DHL Call Canter)

Q & A	
	Should you have any inquiries, please utilize the DHL call center *Attached file (DHL Call center phone number) is available on the CIAT website

Ⅷ. CONTACTS

1. CONTACT INFORMATION

1) Field of study and university admissions

- MUD admission office Email: murd@uos.ac.kr

- ISUS website: https://isus.uos.ac.kr/isus/main.do?epTicket=LOG

2) General requests regarding application process

- KOICA HQs Email: koica.sp@koworks.org

- KOICA Website: http://www.koica.go.kr/ciat/index.do

*The PI (Program Information) schedule is subject to change based on
the KOICA and UOS schedules. *