

Program Information

2020

# **KOICA-UOS Master's Degree Program in Urban and Regional Development**

August 10, 2020 – January 7, 2022

Seoul & Seongnam, Korea

**KOICA**  
Korea International Cooperation Agency

 서울시립대학교  
UNIVERSITY OF SEOUL  
International School of Urban Sciences,  
University of Seoul

*\*Participants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.\**

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# I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-UOS Master's Degree Program in Urban and Regional Development**

▣ **Duration**

- **Stay duration: August 10, 2020 – January 7, 2022 (17 months)**

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

- **Academic duration: September 1, 2020 – February 22, 2022 (18 months)**

Diploma will be awarded at the end of the academic duration, February 2020

▣ **Degree: Master of Urban and Regional Development**

▣ **Objectives**

- To provide theoretical and practical education that enables government officials from KOICA's partner countries to formulate a long-term national comprehensive plan for territory development
- To enhance participants' knowledge and experience in the field of urban and regional development including master planning, land use planning, real estate and housing development, urban redevelopment and new town 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: 20 government officials**

▣ **Language proficiency: English fluency that requires no translation**

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

▣ **Accommodations: UOS Dormitory**

- Single occupancy room furnished with a private bed, a desk, a bookshelf and a closet.
- A communal area in the dormitory includes a lounge, a laundry room, a bathroom and a kitchen.

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date (Y.M.D)	Contents/Remarks
Arrival & Orientation	2020.08.10 – 2020.08.14	Arrival at KOICA, medical check-up and Orientation
	2020.08.14	Arrival at UOS
Pre-course	2020.08.17	UOS Orientation
	2020.08.17 – 2020.08.28	Preparatory courses
Fall Semester (1st semester)	2020.09.01 – 2020.12.22	16 weeks
Winter Break	2020.12.23 – 2021.02.28	Internship
Spring Semester (2nd semester)	2021.03.02 – 2021.06.21	16 weeks
Summer Break	2021.06.22 – 2021.08.31	Thesis Presentation
Fall Semester (3rd semester)	2021.09.01 – 2021.12.22	16 weeks Thesis Writing
Wrap-up Session	2021.12.17	Completion Ceremony
	2021.12.20 – 2021.12.31	Thesis printing
	2022.01.07	Departure

\*The above schedule is subject to change.

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

#### 1) Pre-course (3 Weeks)

Students are required to take three weeks of preparatory courses before the first academic semester begins. The preparatory courses are designed to help students to be familiar with new environment and start new academic life in UOS. Non-credit courses including Korean language & culture, academic writing will be offered during the session. Issuing foreign registration card, medical checkup, and Korean cultural experiences, etc. will be done aside from the coursework.

#### 2) Regular Semesters

Students are required to complete 51 credits during regular academic semesters. During the winter break, an internship or job shadow opportunity may be offered to enhance students' understanding of urban and regional development practice in Korea. After completing the coursework, students are required to take a thesis qualifying exam.

### **3) Thesis Writing**

After completing the coursework requirement, students will write a Master's thesis under the guidance of their individual advisor.

## **2. ORIENTATION(KOICA)**

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

### 3. CURRICULUM

#### 1) Curriculum & Credits

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

Course Classification	Course Title
Core Courses (8 courses)	<b>24 Credits</b>
	Global Project Development I , II (3, 3)
	National Territorial Planning and Development (3)
	Urban Planning and Development (3)
	Housing and Land Policy (3)
	Global Urban Planning Development Practices (3)
	GIS and Data Analysis (3)
	Thesis Seminar (3)
Elective Courses (11 courses, 4 selection)	<b>12 Credits</b>
	Infrastructure Development and Planning (3)
	Urban Administration and Finance (3)
	Urban and Regional Economics (3)
	Seminar on Public Investment Management (3)
	Climate Change and Sustainable Development (3)
	Transport and Sustainable Urban Development (3)
	Transportation and Infrastructure (3)
	Smart City Development (3)
	Water Resource Development and Management (3)
	Regional Policy (3)
	Seminar on the Korean Territorial Development Strategies and Cases (3)
Thesis & Internship	<b>7 Credits</b>
	Thesis Writing (6)
	Internship Program (1)
Language	<b>8 Credits</b>
	Basic Korean (2)
	Korean Culture and History (2)
	Academic English 1, 2 (2, 2)
<b>Total</b>	<b>51 credits</b>

\* The courses are subject to change.

## **2) 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 or a graduation certificate.

## **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.
- The student will begin writing the thesis during the 3rd semester after the thesis proposal has been approved by the committee.
- All students are required to submit their thesis to their guidance committee at least a week prior to the defense date.

## **4. EXTRACURRICULAR ACTIVITIES**

### **1) Field Studies**

#### **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.

#### **Field trips**

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

### **2) Internship/Job Shadow Opportunities**

The program will provide internship opportunities for the students to gain more practical knowledge of urban and regional development in Korea at related organizations. The students will be able to do an Internship/job shadow during the winter break session or thesis writing session. Students will take the advantage of the opportunity to gain advices, and collect data for thesis writing from institutions where they will do an internship.

### **3) Events**

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



## III. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

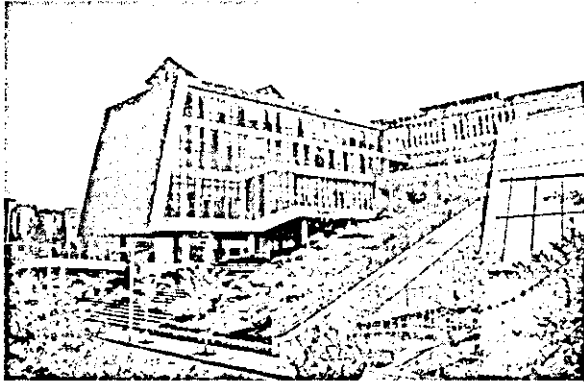
#### 1) University of Seoul (UOS)



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, 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.

## 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.

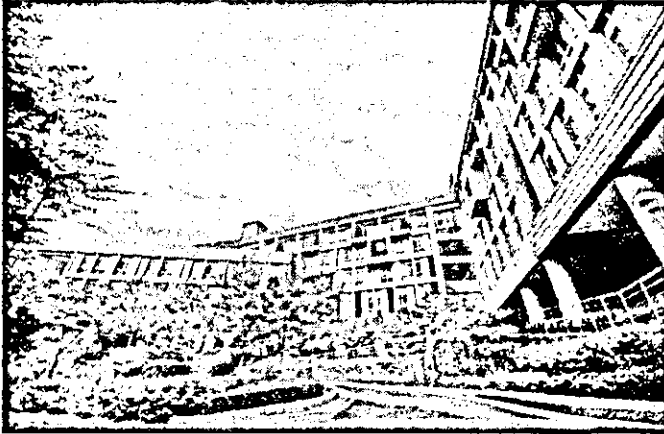
The two-year graduate degree programs seek to provide an interdisciplinary, engaged learning environment in which students from various fields acquire the knowledge and professional skills necessary for becoming leading practitioners in the field of environment policy and sustainable development.

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) Website

- University of Seoul: <http://www.uos.ac.kr/en/>
- International School of Urban Sciences: <http://isus.uos.ac.kr/>

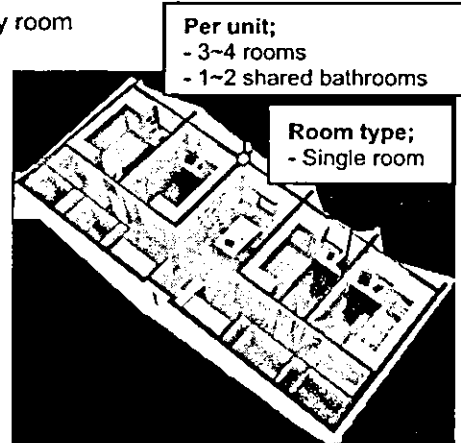
## 2. ACCOMMODATION



Students will reside in a single room either at International House or Guest House on campus. The university's on-campus housing facilities, the Dormitory and International House has 494 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 room includes (Private): Bed, Desk, Bookshelf, Closet, Unit Bathroom
- Communal Area (Sharing): Kitchen, Resting Area, Laundry room



<Picture: 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, shower room, 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 standard wall socket has two rounded holes. Due to fire hazard reasons, the use of cooker, iron or coffee pot is strictly prohibited in the room. The International House has a community kitchen for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share it with other international or Korean students.



<Community Kitchen & Cafeteria>

The Dormitory and International House provides coin operated laundry rooms and a gym for its residents' use. These are located on the basement floor and open 24 hours. Seminar rooms, student lounges, and an internet café are also available for the residents.



<RC Room and Gym>



<Laundry Room and Parcel Delivery Locker>

### Facilities

- **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
- **Refrigerator** You can rent it from dormitory office. (10,000KRW / Month)
- **Residence Separation** Each female and male dormitory is out-of-bounds from each other.
- **Usage of Electricity** The authorization of electric goods may vary as mentioned below. In case of using prohibited electric goods, the goods will be seized with penalty points imposed to the user.
- **List of Electronic Devices adopted**

Type	Goods	Allowed?: Yes or No
Heating equipment	Electric blanket	NO
	Electric linoleum	NO
	Electric heater	NO
	Fan heater	NO
Cooking equipment	Boiler	NO
	Coffee maker	NO
	Toaster	NO
	Microwave	NO
	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 doublecheck if your electronic goods are 220V-60Hz in case of fire or any electricity accidents.

### Notice

- **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).

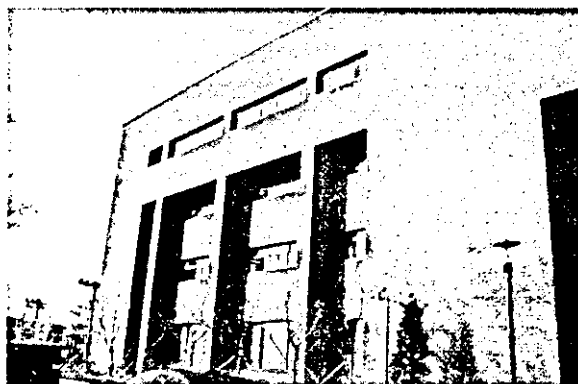
### 3. OTHER INFORMATION

#### 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 two branch libraries: Law Library and Economics and Business Administration Library.

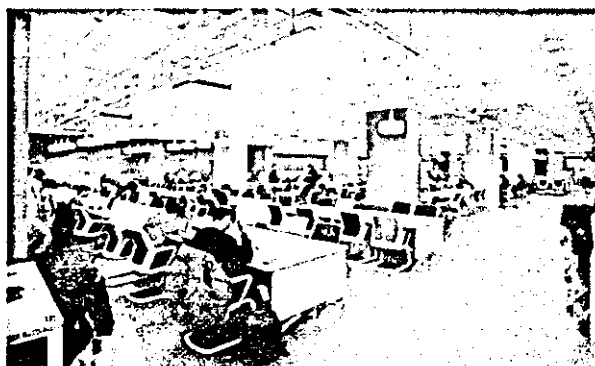
##### Main Library

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



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

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



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



### **Law Library**

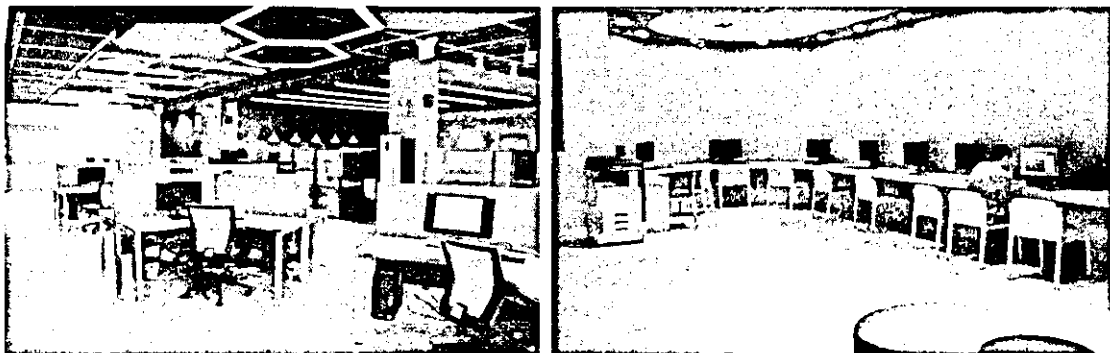
The law library was established as a branch of the UOS Libraries with a legal resource room, a postgraduate reading room, and information retrieval equipment in Floors 4~6 on October 2008. The library has 80,705 legal books (as of January 13, 2011) in 1,600m<sup>2</sup> to support research activity, 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 1,036.8m<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 in the on-campus bank.

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

### 4) 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)

### 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.

#### Student Cafeteria and Snack Bars



Student Cafeterias are located in the Student Hall, in the Natural Science Building and in the dormitory. Korean dishes and western dishes are available. Prices normally range from 2,500 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 15:00 to 18:30 for dinner on weekdays and are closed on weekends and holidays.

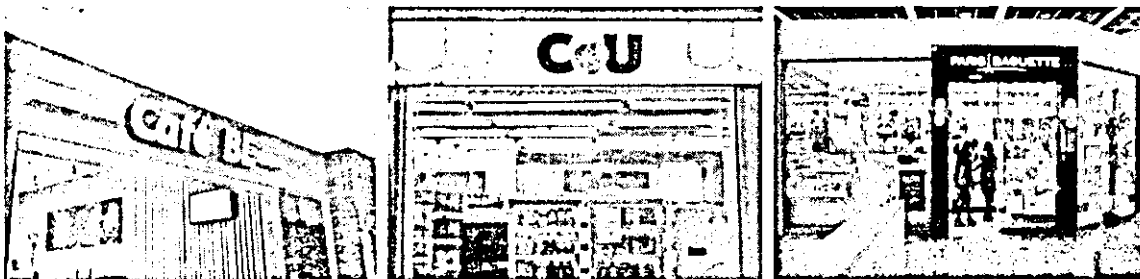


Location	Fl.	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (bldg.#12)	1	Student Cafeteria	Korean Meals	Lunch 11:10-14:00 Dinner 17:00-18:40	Closed
	1	WEB	Fast Food	11:00-18:30	Closed
	2	Annekan	Western style Meals	Lunch 11:30-14:00 Dinner 15:00-18:30	Closed
	2	Café Hyu	Drinks and Desserts	09:00-18:00	Closed
Natural Science Building (#8)	1	Student Cafeteria	Korean Meals	Lunch 11:30-13:30 Dinner 17:30-18:30	Closed
	1	Café BE	Drinks and Desserts	08:30-19:00	Closed
Law School (#20)	3	Paris Baguette	Bakery	09:00-18:00	Closed
Cheonnong Hall (#1)	1	Cheonnong Community Café	Drinks and Desserts	08:30-19:00	Closed
Main Library (#21)	1	Café Booktopia	Drinks and Desserts	24 hrs(unmanned)	Closed
100th anniversary bldg.(#17)	1	Paris Baguette	Bakery	08:30-20:00	Closed

### Convenience Stores

Location	Floor	Convenience Store	Opening Hours (during semesters)	
			Weekdays	Saturdays
Student Hall	B1	CU	08:00-21:00	Closed
Main Library	B1	CU	08:00-22:00	08:00-22:00
Dormitory	1	CU	07:00-24:00	07:00-24:00

\* Opening hours during vacation may differ from above.

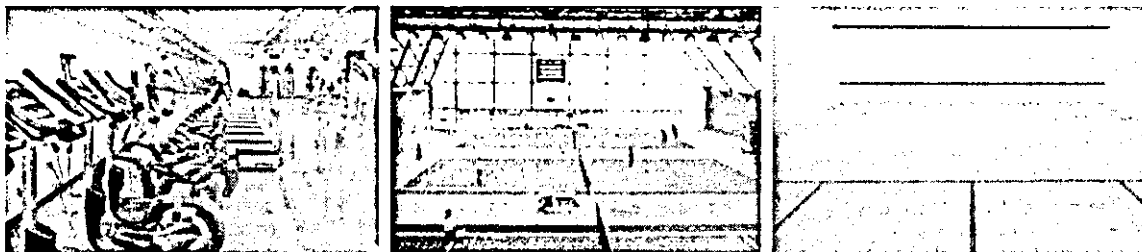


## 6) Post Office

The post office is located on the first floor of the Student Hall. The campus post office provides general mailing services including mail, parcel, registration, domestic and international EMS. 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) Student ID Card

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

## 9) Foreigner's Registration

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

### Required documents

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

## 10) Health Services

### On Campus Health Services

The University Health Service Center is located in 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)

- Location: on the 2nd floor of Student Hall

#### Campus physician available

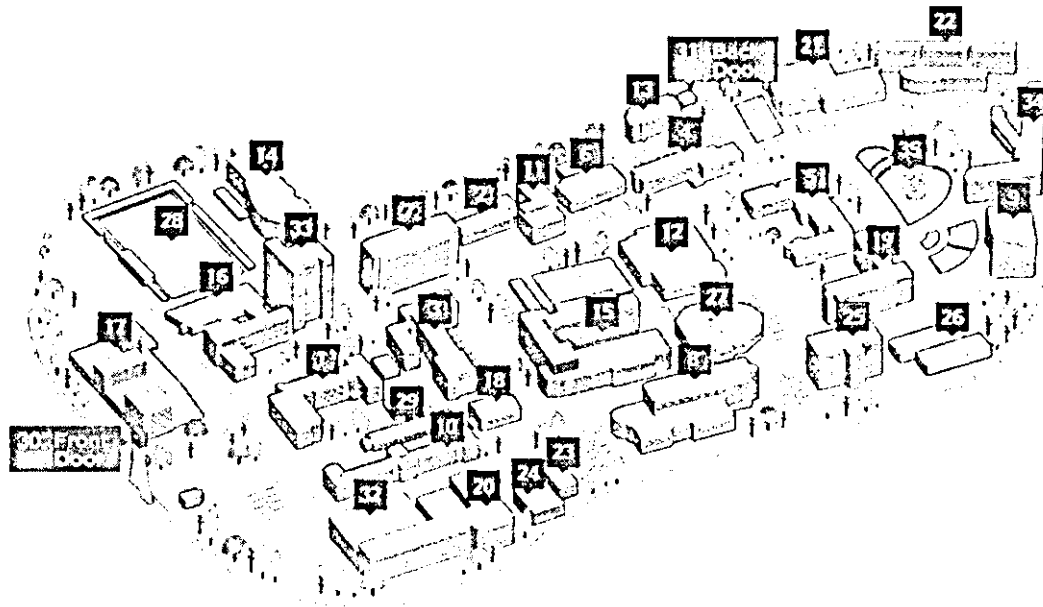
On 1st, 2nd weeks Wednesday and 3rd, 4th weeks Tuesday of the month between 14:00 ~ 16:00 in the afternoon. (Not available on the fifth week and vacation periods.)

### Off-campus Hospitals(General)

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

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

## 11) Campus Map



- |  |   |
|--|---|
| <b>22</b> Cheonnong Hall                             | <b>2</b> The 1st Engineering Building                       |
| <b>3</b> Architecture and Civil Engineering Building | <b>4</b> Changgong Building                                 |
| <b>5</b> Liberal Arts Building                       | <b>6</b> Baebong Hall                                       |
| <b>7</b> University Center                           | <b>8</b> Natural Science Building                           |
| <b>9</b> Music Building                              | <b>10</b> Kyongnong Hall                                    |
| <b>11</b> The 2nd Engineering Building               | <b>12</b> Student Hall                                      |
| <b>13</b> University Press ROTC Building             | <b>14</b> Science and Technology Building                   |
| <b>15</b> The 21st Century Building                  | <b>16</b> Design and Sculpture Building                     |
| <b>17</b> Citizens Culture Education Center          | <b>18</b> Birch Hall  |
| <b>19</b> Information and Technology Building        | <b>20</b> Law School  |
| <b>21</b> Main Library                               | <b>22</b> Student Dormitory                                 |
| <b>23</b> Building Structure Experimental Building   | <b>24</b> Civil Engineering Structure Experimental Building |
| <b>25</b> Media Building                             | <b>26</b> Automation Greenhouse                             |
| <b>27</b> Main Auditorium                            | <b>28</b> Main Stadium                                      |
| <b>29</b> University Museum                          | <b>30</b> Front door  |
| <b>31</b> Back door                                  | <b>32</b> Wellness Center                                   |
| <b>33</b> Mirae Hall                                 | <b>34</b> International House                               |
| <b>35</b> Sky Pond                                   |   |

## 4. SUPPORT SERVICE

### 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 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**

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

**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

## **IV. ACADEMIC REGULATIONS**

### **1. GENERAL 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
- Other miscellaneous things

### **2. ACADEMIC REGULATIONS by UOS**

#### **1) Attendance policy**

Students are expected to attend all of 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, and dean and get approval in advance.

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

#### **2) Examinations and evaluation**

##### **Minimum Grade Point Average 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.

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		

Evaluation standard

## 3) Thesis and Graduation

### Thesis

To complete thesis course, students 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, students must

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

## 3. RESIDENCY REGULATIONS

- Students must reside in dormitory and follow dormitory regulations during their stay.
- Living off-campus is not allowed
- 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. REQUIRED DOCUMENTS

\* All documents should be sent to the regional KOICA office or the relevant government office.

### 1. REQUIRED DOCUMENTS (University of Seoul)

No	Required/O ptional	Document
1	Required	KOICA Application Form
2	Required	[From 1] UOS Application Form
3	Required	[Form 2] Statement of Purpose (typed)
4	Required	[Form 3] Study Plan (typed)
5	Required	[Form 4] Letter of Recommendation from a professor or expert in your field
6	Required	[Form 4] Letter of Recommendation from your present organization
7	Required	Curriculum Vitae (free style)
8	Required	Photocopy of college and graduate school (if applicable) diploma or proof of anticipated graduation
9	Required	Official academic transcripts of undergraduate and graduate (if applicable) and/or university-level institutions attended
10	Required	Photocopy of passport (If the passport is not yet issued, please send the photocopy of your national ID card. As soon as the passport is issued, please send the copy of the passport)
11	Required	Photocopy of parents' passports (or other official documents indicating parents' nationality such as identification cards)
12	Required	Two ID pictures (3.5X4.5 cm or passport size)
13	Optional	English-proficiency test result from one of the following: TOEFL, IELTS, or Others (optional but strongly recommended)
14	Optional	Certificate of employment

※ All the documents must be original and written in English.



## **2. IMPORTANT NOTES FOR APPLICANTS**

- All forms should be completed in English and all the supporting documents should be in English as well. Documents in any other language should be accompanied by a notarized English translation.
- Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.
- If the applicant is selected, the participants must carry the original diplomas to Korea.

## VI. CONTACTS

### 1. CONTACT INFORMATION

#### 1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Ms. SuJung Lee, ODA Education Center**
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#### · **Program Coordinator: Ms. Jiwon Yoo**

- Tel: +82-31-777-2843
- Fax: +82-31-777-2882
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#### 2) International School of Urban Sciences (ISUS), University of Seoul (UOS)

- **Program Manager : Ms. Sunmi HAN**
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- Tel: +82-2-6490-5155
- Fax: +82-2-6490-5141
- E-mail: [murd@uos.ac.kr](mailto:murd@uos.ac.kr)
- Homepage: <http://isus.uos.ac.kr/>

\*The schedule in PI (Program Information) can be changeable according to the KOICA and UOS' schedule.