

Program Information

2023 - 2024

UNIVERSITY OF SEOUL

**Master's Program for Future Global
Leaders in Environmental Policy
(MGLEP)**

February 2023 ~ December 2024
Seoul, Republic of Korea

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Master's Program for Future Global Leaders in Environmental Policy (MGLEP)

The Master's Program for Future Global Leaders in Environmental Policy (MGLEP) funded by the Ministry of Environment of Korea (KME) is designed to support Graduate Studies Program for government officials working in environment or related fields in Korea's partnering countries

The main goal of MGLEP is to support the training of key personnel who have the capacity to lead the sustainable economic and social development of our partnering countries through the transfer of Korea's know-how and experiences in environmental improvement.

The KME launched the program for the first time in 2015, reflecting the demand of its partnering countries for the long-term capacity-building programs discussed during high-level meetings and through the international cooperation network of the Ministry.

This program is expected to contribute to the capacity-building in environmental policy of partnering countries by allowing the participants to experience Korea's development process, acquire specialized knowledge in the field of environment through intensive training, and strengthen the ability for policy development and analysis.

With the ownership of the program, the KME will put its best efforts to support participants of MGLEP not only in expanding their knowledge of environmental policy and technology, but also establishing valuable networks and experiencing Korean culture, society and history through this invitation program for officials of our partnering countries.

International Environmental Cooperation Center (IECC) of Korea Environmental Industry & Technology Institute (KEITI)

In 2009, the Korea Environmental Industry & Technology Institute (hereinafter referred to as "KEITI") was founded as a quasi-government organization under the Ministry of Environment of the Republic of Korea. As taking the major lead in developing environmental technologies, fostering environmental industry, and spreading eco-friendly lifestyles, KEITI is contributing to offer improved environmental welfare services for citizens and to achieve sustainable development both domestically and internationally.

The International Environmental Cooperation Center (hereinafter referred to as "IECC") has established in 2020 in order to lead the international environmental cooperation of the Korean government under the guidance of the Ministry of Environment based on extensive research and cooperation activities in an effort to make transition towards sustainable and green future.

Under the Vision, "Global green partnership platform for sustainable future", IECC is managing the Master's program for Future Global Leaders in Environmental Policy for foreign government officials, through which we share environmental knowledge and strengthening partnership.



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

Suh, Soon Tak

President, University of Seoul

The history of the University of Seoul is the history of Korea in view of social development. Since its establishment in 1918, the University of Seoul has changed its specialized area from agriculture, to industry in the 1970's, and again to urban studies in the 1980's. The university of Seoul has become more prestigious in recent years as it develops strategically Urban Studies. As the only university sponsored by the Seoul Metropolitan Government, the University of Seoul is leading the education and research in Urban Studies in Korea.

Urbanization becomes a crucial phenomenon now, and the developing world is where this drastic urbanization is occurring. For the first time, more than half of world population live in cities. Over 90 percent of urban growth is taking place in the developing world. Urbanization in the developing world was once considered unmanageable and hence restricted. However, the question is not how to constrain urbanization, but how to prepare for it, maximizing the benefits of urbanization while minimizing the negative externalities of congestion, crime, and slums. Urban planners and administrators need to understand city and urbanization for better quality of life and socioeconomic prosperity.

Korea Environmental Industry & Technology Institute and University of Seoul (KEITI-UOS) jointly offer a master degree program for Future Global Leaders in Environmental Policy, especially designed for public officers of cities from developing countries. It aims to enable public officers to enhance their ability to improve quality of their citizens' lives by providing world-class theoretical knowledge and Seoul's practical development experiences.

The University of Seoul warmly welcomes all the KEITI-UOS Master's Program for Future Global Leaders in Environmental Policy participants and encourages all of you to keep your passion.

Thank you.



Hub of 'International Networking' for Global Experts

Park, Hyeon
Dean of ISUS, University of Seoul

In the midst of rapid urbanization during the process of compressed economic growth our country has accumulated unique experiences and know-how's in urban development and administration field. Such urban growth of the Republic of Korea has helped gain the attention of many countries abroad hoping for an opportunity of sharing the experience. Meanwhile, although our construction companies have won high reputation in infrastructure development such as road, harbor and plant construction, the turning point for a qualitative take off has become necessary as the competition with other development-pursuing countries intensified.

Like so, having the domestic and foreign demand in consideration, providing a comprehensive solution relative to the urban development and management with our experience and know-how's and opening the way to the comprehensive package of urban development towards the whole world have become a national agenda that we must pursue. During the process, we anticipate further overseas expansion of the Korean construction companies by the development of new modules.

University of Seoul, which pioneered through the research and education of urban related fields, has met such demands of the current era by establishing the International School of Urban Sciences with the goal of fostering global city professionals in 2012. On one hand, we educate domestic city professionals so that they will be able to advance towards overseas urban development and management fields, and on the other hand, we provide foreign public officials the opportunity to learn the experience of Korea first-handedly by managing the International Urban Development Program (IUDP). In addition, our graduate school will be the platform on which domestic professionals and foreign public officials cultivate global perspectives and insights by interacting with each other and create an international network.

The ISUS is committed to establishing itself as the center of research and international cooperation in the area of urban sciences.

We expect your continued interest and support. Thank you.

University of Seoul, The Birthplace of Korea's Urban Study

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 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.

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, 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, University of Seoul seeks a balance between academic and professional concerns, between visionary goals and practical research. Along with basic research, University of Seoul functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government.

In this sense, the International School of Urban Sciences has maintained a dominant position in a field of urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. With Korea's largest and finest group of human and informational resources focused on the future of the world's city, it boasts a unique array of research institutions working on the solutions to its problems and creative visions for its future.



Part II	PROGRAM OVERVIEW
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- **Program Name: Master’s Program for Future Global Leaders in Environmental Policy (MGLEP)**
- **Degree: Master of Sustainability and Environmental Policy**
- **Duration: Feb., 2023 ~ Dec., 2024 (2 years, including the preliminary program)**
- **Objectives:**
 - To provide future leaders of our partner countries with an opportunity to study graduate program on environmental policy and related fields at a prestigious Korean university
 - To enhance program participants’ knowledge and experiences in the field of environmental policy and sustainable development
 - To improve program participants’ capacity to develop and manage public policies on sustainable development
 - To provide program participants with opportunities to develop cooperative relationships and personal networks with scholars, professionals, and government officials from Korea and other countries.
- **Design the program and provide fund :** Ministry of Environment(KME)
- **Manage and coordinate the program :** International Environmental Cooperation Cente(IECC) of Korea Environmental Inudstry & Techonlogy Institute(KEITI)
- **Academic Institution:** International Urban Development Program (IUDP),
International School of Urban Sciences, University of Seoul
- **Language:** English
- **Cost and Financial Assistance: Full-ride scholarship with a monthly living allowance will be provided to cover the cost of attendance for the program. The cost of attendance includes the followings:**
 - Tuition & Dormitory fees
 - Economy class, round-trip airfare between Seoul and the Participant's home country
 - Living allowance (including meals): KRW 999,000 per month
 - Others: A medical checkup after arrival, field trip expenses, other official event expenses.

■ **Application Eligibility**

- Be citizens of the partnering countries designated by the Ministry of Environment of the Republic of Korea
- **Be government officials or a public sector's employee whose work is closely related to environmental policy or sustainable development** (three or more years of experience required, permanent employee only).
For employees of public organizations and institutions nominated by his/her government, a letter of nomination from the Ministry as well as the organization of the applicant's affiliation are both required.
- Hold a Bachelor's degree officially recognized by the government as of the date of arrival to Korea
- **Have a good command of both spoken and written English**
- Not have participated in any of the Korean government's scholarship programs (Master's degree or higher) before
- Have adequate health, both mentally and physically, to stay in a Korea for an extended period of time (under the age of 45 years preferred)
- Agree to return to his/her home country after completion of study under this program
- Meet the selection conditions for universities

Part III

HOW TO APPLY

1. APPLICATION/ADMISSION PROCEDURE

a. Admission Procedure

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

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

b. Application & Registration Schedule

Procedure	Admission Schedule for Spring 2023
Application deadline	By October. 31, 2022
Document Review	By December. 5, 2022
Online Interview	December. 7 – 9, 2022
Final Admission Decision	By December. 30, 2022
Deliver a letter of acceptance	By January. 20, 2023
Arrival in Korea	Feb , 2023

※ Please read the notice carefully.

- ① The dates are subject to change. All dates are in Korean Standard Time (KST).
- ② All forms and documents have to be submitted by online(www.apec-vc.com) by the above due date.

※ URL : www.apec-vc.com/esten/local/course/detail.php?id=8

c. Application Requirements and submission method

- ① Please refer to How to apply to MGLEP in MGLEP Program description for instructions how to submit your application online(www.apec-vc.com).
- ② You can submit the application online(www.apec-vc.com) from October 1st to 31st.
*After October 31st, the homepage submission system will be blocked automatically.

※ **Important Notes for All Applicants:**

1. All required documents must be submitted except official report of English-proficiency test. We kindly inform you in advance if you don't submit all required documents except official report of English-proficiency test, your application may not be accepted.
2. All forms should be completed in English and typed and all the supporting documents should be in English as well. Documents in any other language should be accompanied by a notarized English translation.
3. Documents must be apostilled or notarized by the embassy when submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
4. If any of the submitted materials contain false information, admission will be rescinded.
5. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
6. Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process

Part IV

PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Semester	Academic Schedule	
Preliminary Session (Feb 15~26, 2023)	Feb 13~24, 2023 Feb 27~28	Preliminary Session(Online): Orientation for UOS Life, Course Registration MGLEP Workshop
1st semester (Mar 2-June 25, 2023)	Mar 2	Beginning of Semester (Required Credits: 16)
Summer Break (June 26~Aug 31, 2023)	June 26 ~ Aug 31, 2023 Late-August Aug 23-27, 2023	Internship MGLEP Workshop (To be determined) Course Registration
2nd Semester (Sep 1 ~ Dec 17, 2023)	Sep 1	Beginning of Semester (Required Credits: 17)
Winter Break (Dec 22, 2023 ~ Mar 1, 2024)	Dec 22, ~ Mar 1, 2023 Dec 22 – Feb 22 Late-February Feb 22 – 25	Matching Thesis Advisor and Student Internship MGLEP Workshop Course Registration
3rd semester (Mar 2 - June 20, 2024)	Mar 2 Early July	Beginning of Semester (Required Credits: 12) Comprehensive Exam
Summer Break (June 21, 2024 - Sep 1, 2024)	Late June Late-August	Thesis Proposal Presentation MGLEP Workshop
4th Semester (Sep 4 - Dec 23, 2024) Pre-departure period (Dec 22 - Dec 31, 2024)	Late-October Late-November Dec 3 Dec 10~15 Dec 10~15	Interim Thesis Exam (Pt & Review) Final Thesis Exam (Pt & Review) Thesis Submission to library Completion Ceremony Departure

* The above schedule is subject to change. A detailed program schedule will be provided upon arrival.

a. Preliminary Session (2 Weeks)

Students are required to take a 2-week preliminary session before the first academic semester begins. The preliminary session is designed to help students adjust successfully to the program. Issuing foreign registration card, medical checkup and Korean cultural experiences, etc. will be done aside from the coursework.

a – 1. ORIENTATION

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

- Introduction to the Master's Program for Future Global Leaders in Environmental Policy (MGLEP)
- Introduction to the International Urban Development Program (IUDP) and UOS
- Overview of Academic Affairs
- Introduction of Student Support and Services
- A Seoul City Excursion
- Registration for Alien Identification
- Open a Korean bank account
- Medical Check-up etc.

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

b. Regular Coursework Semesters (3 semesters)

Students are required to complete 51 credit hour coursework during regular academic semesters. During the Winter/Summer Session, an internship or job shadow opportunity may be offered to enhance the students' practical understanding of urban and regional development. After completing the course work, students are required to pass a thesis submission qualification exam.

c. Thesis Writing Session (4th semester)

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

2. CURRICULUM

a. Curriculum

The coursework consists of 24-credit core coursework and 12-credit elective courses excluding thesis course and internship program. Students are required to take more than 51 credits for graduation.

Course Classification	Course Title
Core Courses (7 courses)	24 Credits
	Global Project Development I & II (6)
	Environmental Policy (3)
	Korea Environmental Policy Seminar (3)
	Resource Economics (3)
	Research Methodology (3)
	Thesis Seminar (3)
	Environmental Impact Assessment (3)
Elective Courses (8 courses, choose 4)	12 Credits
	Introduction to Environmental Engineering (3)
	Sustainable Transportation and Urban Development (3)
	Water Resources Development and Management(3)
	Environment and Climate Change (3)
	Waste Management and Policy (3)
	Energy Policy (3)
	E-Government (3)
	Seminar on Development Studies (3)
Thesis & Internship	7 Credits
	Thesis Writing (6)
	Internship Program (1)
Language	8 Credit
	Basic Korean I & II (4)
	Academic Writing I & II (4)
Total	51 credits

*The above courses and credits 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.
- Minimum cumulative GPA for graduation within the 16 months of resident is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma or a graduation certificate.

c. Thesis Writing

- Prospective students are required to submit their policy research topics in the application process. An academic advisor will be assigned for the student based on his/her research topic once the student is admitted. The academic advisor will serve as the chair of the student's thesis guidance committee.
- Each student should organize his/her thesis guidance committee in consultation with his/her academic advisor. The guidance committee should consist of 2~3 members including the academic advisor and 1~ 2 additional guidance committee members.
- The student must provide the members of guidance committee with a thesis proposal. 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 and the dean of ISUS at least a week prior to the defense date, and successfully defend their thesis by the end of the 4th semester.

3. EXTRACURRICULAR ACTIVITIES

a. Field Studies

1) Site Visits

- The program will arrange four site visits which can help students gain more practical knowledge of Korea's environment policy and its efforts for sustainable development.
- The site visits will also include cultural activities which can help students better understand Korean culture and society.

2) Field trips

The program offers opportunities to learn exemplary practices in mediating the environmental impacts of urbanization and industrialization and Korea's efforts in responding to climate change.

Field activities are subject to external conditions such as the weather, the pandemic, or other emergency policies at the national, local and University level.

b. Internship/Job Shadow Opportunities

The program may provide internship opportunities for the students to gain more practical knowledge of Korea's environment policy and its efforts for the sustainable development at cooperating institutions, subject to the availability of internship places at the hosting agencies. The students may have a chance to do an internship/job shadow during the winter/summer break session. Students can take advantage of this internship opportunity and seek professional advice and collect data for thesis writing from the institutions where they do their internship.

c. Events

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

Part V ACADEMIC INSTITUTION

1. GENERAL OVERVIEW OF UNIVERSITY OF SEOUL (UOS)



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

University of Seoul has set a clear goal of becoming an international center for the urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. More recently, the university has diversified this base to include the arts and humanities. In the area of science and engineering, the university has concentrated on the development of information and media technology. With Korea's largest and finest group of human and informational resources focused on the future of the world's city, it boasts a unique array of research institutions working on the solutions to its problems and creative visions for its future.

For more information, please visit <http://english.uos.ac.kr>.

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-person and multi-person room. The

assignment of the room is centrally administered by the UOS Dormitory Office.



<Picture: Rooms in the International House>

All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. The rooms are centrally air-conditioned but students can set the room temperature using the control switch. The

electric voltage in Korea is 220V (60hz), and the standards wall socket has two rounded holes. Due to fire hazard reasons, any cooking device that results in fire is strictly prohibited in the room. The dormitory has a community kitchen for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share it with other international or Korean students.



<Community Kitchen & Cafeteria>

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



<Laundry Room and Gym>



<Seminar Rooms>

- **Certificate of Health** All of the residents have to submit the certificate of health, TB test, to the Dormitory Office. (Every participant has to take a medical check-up upon arrival in Korea. The medical check-up report may replace the certificate of health.)
- **Dormitory Bedding** Bedding and pillows are not provided; participants need to prepare their own blankets and pillows (Bedding materials can be purchased at the nearest store from school).
- **Automatic Face Recognition System** On your first day, you will have your photos taken at the dormitory office in order to be registered for dormitory access.
- **Laundry** You may do laundry after you buy a laundry card and charge it.
- **Cooking** Cooking is allowed at the Community Kitchen
- **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.

Type	Goods	Allowed? Yes or No
Heating equipment	Electric blanket	NO
	Electric linoleum	NO
	Electric heater	NO
	Fan heater	NO
Cooking equipment	Boiler	NO
	Coffee maker	NO
	Toaster	NO
	Microwave	YES, UNDER PERMISSION
	Electric frying pan	NO
	Gas burner	NO
	Electric rice cooker	NO
A/V equipment	Hot plate	NO
	VCR	NO
	TV	NO

	Electronic instrument	NO
Learning equipment	Desk lamp	YES
	Lap top	YES
	Printer	YES
Other equipment	Fan	NO
	Refrigerator	YES, UNDER PERMISSION
	Mini air-conditioner	NO
	Vacuum	YES
	Hair dryer	YES
	Mobile Charger	YES

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

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.

PART V. ACADEMIC INSTITUTION

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 1,600^m 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 6th 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 1,036.8m² 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.

- **Printer, Photocopy Machine and Scanner** IUDP office is equipped with 1 computer, 1 printer, 2 photocopy machines for students' use.

3) Bank and Money Exchange

Woori Bank is located on the first floor of the Main Building. The business hours are from 9:00 to 16:00, Monday through Friday and it closes on weekends and holidays. During the preliminary session, students will fill out the application form to open a bank account.

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. There is one right next to Woori Bank on campus.

4) Student Cafeteria and Snack Bars

There are several cafeterias and snack bars on campus. They all serve different menus to meet the need of students and faculty.

① Student Cafeterias

Student Cafeterias are located in the Student Hall, 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 11:00 to 14:00 for lunch, from 17:00 to 19:00 for dinner on weekdays, and are closed on weekends and holidays.

PART V. ACADEMIC INSTITUTION



② Snack Bars



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

• **Convenience Stores**

Location	Floor	Convenience Store	Opening Hours (during semesters)	
			Weekdays	Saturdays
Student Hall	B1	CU	08:00-22:00	Closed
Main Library	B1	CU	08:00-22:00	08:00-22:00
Dormitory	2	CU	07:00-24:00	07:00-24:00

*Opening hours during vacation may differ from above.

- **Student Cafeterias**

Location	Floor	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (#12 on the map)	1	Student Cafeteria	Korean Meals	Lunch 11:00-14:00 Dinner 17:00-19:00	Closed
	1	WEB	Fast Food	09:00-19:00	Closed
	2	Annekan	Western Style Meals	Lunch 11:30-14:00 Dinner 15:00-18:30	Closed
	2	Café Hyu	Drinks and Desserts	09:00-19:00	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	08:00-21:00	Closed
Dormitory (#22)	1	Student Cafeteria	Korean or Western	08:00-22:00	Closed
Cheonnong Hall (#1)	1	Cheonnong Community Café	Drinks and Desserts	08:30-20:00	Closed
Main Library (#21)	1	Café Booktopia	Drinks and Desserts	08:30-19:00	Closed
100th anniversary bldg. (#17)	1	Paris Baguette	Bakery	08:30-20:00	Closed

5) Health Services

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)
- **Off-campus Hospitals**
 - Samyook Medical Center (삼육서울병원)
 - Sundays & Weekdays: 09:00-17:00, Fridays: 09:00-12:00

PART V. ACADEMIC INSTITUTION

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

6) Post Office

The post office is located on the first floor of the Natural Science Bldg. 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: 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, etc. It

will be ready for pick-up at the IUDP office from the second week of the semester.

10) 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
- Certificate of Enrollment
- Passport
- 1 ID photo
- Registration fee: 30,000won (Fees may increase, and please be prepared)

Map of University of Seoul



1	Cheonnong Hall	2	The 1st Engineering Building
3	Architecture and Civil Engineering Building	4	Changgong Building
5	Liberal Arts Building	6	Baebong Hall
7	University Center	8	Natural Science Building
9	Music 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
17	Citizens Culture Education Center	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	26	Automation Greenhouse
27	Main Auditorium	28	Main Stadium
29	University Museum	30	Front door
31	Back door	32	Wellness Center
33	Mirae Hall	34	International House
35	Sky Pond		

Part VI**SUPPORT SERVICE****1. TRAVEL TO KOREA**

UOS is financially responsible for the participant's travel to and from Korea. The participant is to travel by the most direct route between Incheon International airport and a main international airport in participant's home country. UOS will cover economy class, round-trip airfare.

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

If a participant invites family members for a temporary visit during the program, he or she must take the full responsibilities for all the relevant costs and other necessary administrative procedures (please refer to the "4. Accompanying or Inviting Family" Section of Part 7. Regulations).

2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by KEITI-UOS during the participant's stay in Korea.

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

3. MEDICAL SUPPORT AND INSURANCE

1) Health Check-up

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

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

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

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

The 2nd check-up will be conducted 6 months before student's return to his or her country.

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

2) Insurance

UOS provides participants with medical insurance, both Governmental National Health Insurance and Private Medical Insurance.

National Health Insurance Program

The National Health Insurance Corporation (<http://www.nhic.or.kr/portal/site/eng>) provides health insurance for foreign students. The insurance is designed for overseas Koreans and foreigners who stay in Korea for more than a year. Foreign students, their spouses and their children under 20 are eligible for the insurance. To apply, the student must submit a copy of his/her alien registration card and verification of his/her purpose of stay at an office of the Corporation.

Information of National Health Insurance

Type	Contents
Eligibility	<ul style="list-style-type: none"> - A foreigner who has intentions to stay in the Republic of Korea for more than one year with D-2(Student) Visa, and her/his spouse and children under 20 (F-3). - A foreigner will be eligible to apply for the NHI after the Alien Registration certificate is issued.
Application Documents	<ul style="list-style-type: none"> - Verification of Eligibility including Alien Registration Card - Verification of Purpose of Stay (A copy of Alien Registration Card or a copy of Residence Certificate) - Verification of Income (If the applicant has income)
Premiums	<ul style="list-style-type: none"> - The insured is subject to pay from the first day of Alien Registration - The insured is subject to pay during temporary leave within 3 months. - In the case of a temporary leave longer than three months, the insurance is cancelled on the next day of departure, and the student must renew it upon return. - The payment amount is about 34,000 won monthly and must be prepaid in three month intervals. * There is a 50% discount for students (D-2)
How to use the service	Same as Koreans
Payment	Prepaid per three months

Private Medical Insurance

With a medical insurance provided by a private insurance company, students can get treatment from clinics or hospitals and pay with their own money first, in case of injury or illness. Then, they can apply for reimbursement. The insurance will cover accidental death and disability, accidental medical reimbursement, sickness medical reimbursement, etc.

3) Insurance Provided by the Institution

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

Part VII**REGULATIONS****1. PARTICIPANT'S RESPONSIBILITIES**

- Participants are required:
 - To abide by the rules of the academic institution
 - To take up the scholarship in the academic year for which it is offered (deferral is not allowed)
 - To reside in the accommodation designated by UOS for the duration of the course except for holidays or temporary leave
 - To maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by UOS, his or her status as a MGLEP program participant may be suspended
 - To participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by UOS in advance
 - To advise UOS of any personal or family circumstances such as health problems or family problems which may seriously affect their study
 - To refrain from engaging in political activities or any form of employment for profit or gain.
 - To agree to KEITI collecting information concerning them and passing that information onto other relevant parties, if necessary
 - To return to their home country upon completion of the program
 - Not to extend the length of the program or stay for personal convenience; neither KEITI nor UOS will provide any assistance and be responsible for an extension of their stay
 - To either return to their original job post or remain employed in a field related to their degree for at least 2 years.
- If the participants break any of the rules of either KEITI or UOS during their stay in Korea, their status as MGLEP program participant may be suspended or terminated.
- UOS may cancel the admission if a participant fails to take a medical check-up.

2. WITHDRAWALS

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

3. TEMPORARY LEAVE

- In principle, participants are not allowed to take temporary leave during semester. In case of special circumstances e.g. his/her own marriage, death of family, participants can take temporary leave after they notify the university in advance. They should notify the Program Chair and the UOS office prior to the departure by submitting the "Request for a temporary leave" document. The e-ticket should also be submitted when issued.
- Those who want to take temporary leave during breaks should notify the Program Chair and the UOS office at least two weeks prior to the departure by submitting the "Request for a temporary leave" document and e-ticket.
- In case of traveling to other countries, they are additionally required to submit a traveler's insurance for the travel period.
- KEITI and UOS do not pay airfare for the trip. KEITI will not pay the living allowance for the absent days including departure date and arrival date.
- For the absent days, KRW33,300/day will be deducted from the full amount of monthly allowance(KRW999,000).
- If you have to temporary leave due to unavoidable reasons (ex, death of direct family members), your living allowance will be reduced by KRW33,300/day (including departure date and arrival date) and you can reimburse round-trip airfare with economy class.
- All expenses incurred for participant's temporary leave should be covered by the participant, not by the KEITI and the University of Seoul
- 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 university's approval, his or her living allowance will be suspended (from the day of departure to the day of return), and UOS may impose a disciplinary action on them, including expulsion from UOS.

4. ACCOMPANYING OR INVITING FAMILY

- As MGLEP Program is quite an intensive program which requires students of full commitment to and concentrated endeavors for study, participants are advised not to bring any family members to Korea.
- Participants may bring or invite family members within a month to the fullest under the condition that the Program Chair approves the invitation in advance. However, they must be able to cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc. of their family as well as be responsible for any administrative procedures required

5. OTHERS

- KEITI -UOS will assume responsibility only within the limit and scope of the insurance for participants.
- KEITI -UOS is not liable for any damage or loss of participant's personal property.
- KEITI -UOS will not assume any responsibility for illness, injury, or death of the participant arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- Participants are advised not to purchase or own personal vehicles due to safety concerns and concentration on their studies.

Part VIII**CONTACTS****☐ Korea Environmental Industry & Technology Institute (KEITI)**

- Fax: 02-2284-1619
- E-mail: kimjh@keiti.re.kr
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- Address: International Environmental Cooperation Center (IECC),
2F Main Building, KEITI
215 Jinheungno, Eunpyeong-gu, Seoul, Rep. of KOREA

☐ International School of Urban Sciences (ISUS), University of Seoul

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