

KOICA-UOS

Doctoral Degree Program

In AI Digital Innovation

February 11, 2027 – January 25, 2030

Seoul, Republic of Korea



Korea International Cooperation Agency



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.....	1
I . PROGRAM OVERVIEW.....	2
II. PROGRAM CONTENTS	4
III. TRAINING INSTITUTE.....	12
IV. ACADEMIC REGULATIONS	23
V . PRECAUTIONS.....	25
VI. HOW TO APPLY TO TRAINING INSTITUTE (UNIVERSITY)	26
VII. CONTACTS.....	30

★ IMPORTANT NOTICE from KOICA

The **2027** KOICA Doctoral Degree Program application process consists of two main rounds: **(1) KOICA Round** and **(2) Institute (University) Round**.

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 country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter **KOICA Guidelines**).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the University.

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

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/Institute 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 **VII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA country Office (Korean Embassy)	
July 2026	Submission of Application (Via Email/ to KOICA country Office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
September to December 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to the University)

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

I . PROGRAM OVERVIEW

▣ **Program Title:** : KOICA-UOS Doctoral Degree Program in AI Digital Innovation

▣ **Duration Details**

- **Academic Duration:** March 2, 2027 – December 20, 2029 (34 months)

In accordance with the university regulations, the diploma will be issued in February 2030.

- Pre-Course: (Online/Offline) : (Online) Feb 2, 2027 – Feb 5, 2027 /

(Offline) Feb 11, 2027 – Feb 28, 2027

- **Stay Duration:** February 11, 2027 – January 25, 2030 (35 months)

During the 35 months, we strongly recommend that students complete their thesis.

The schedule is subject to change in accordance with internal circumstance or KOICA's instruction.

▣ **Degree:** Doctor of AI Digital Innovation (Ph.D. in AI Digital Innovation)

** Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI. (For KOICA certificates, the program title will be included.)*

▣ **Objectives**

- The program aims to provide government officials from KOICA's partner countries with theoretical and practical education in artificial intelligence, digital innovation, and urban development, enabling them to establish long-term national and urban development strategies.
- The program seeks to enhance participants' capacity to apply AI and digital technologies to data-driven policy making, smart city development, infrastructure management, and sustainable public sector innovation.
- The program provides participants with opportunities to build professional networks with scholars, experts, government officials, and practitioners from Korea.

▣ **Training Institute:** International School of Urban Sciences(ISUS),
University of Seoul(UOS)

▣ **Number of Participants:** 3 Government officials from KOICA partner countries

▣ **University Admission Qualification**

- Applicants must be nationals of KOICA-eligible countries and officially nominated by their governments.
- Applicants must meet the academic qualification requirements: a Bachelor's and Master's degree for the Doctoral program
- Applicants must be currently employed at a government institution, public organization, or other recognized public-mandate institution. Applicants must also be engaged in, support, or contribute to roles related to the application of AI and digital technologies for public sector innovation, policy development, data-driven decision-making, or socio-economic problem-solving. Relevant fields include, but are not limited to, ICT, data, science and technology, digital governance, public administration, policy planning, and related domains.

- Applicants must have sufficient English proficiency to complete English-taught degree programs. For detailed requirements regarding proof of English proficiency, please refer to the “Required Documents” section under “VI. HOW TO APPLY TO THE INSTITUTE (UNIVERSITY).”
- Applicants must satisfy KOICA's general eligibility criteria for degree training programs, including age, health condition, and restrictions related to prior Korean government scholarships.

☐ Language: English

☐ Accommodations: 서울시립대학교 국제학사(서울 동대문구 서울시립대로 163)

International House Student Dormitory(University of Seoul, 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504)

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, and a kitchen.

Accommodation is subject to change by university policy in case of emergency.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date	Contents / Remarks
Preparatory Session (Pre-Courses)	February 2 - 5, 2027 (Online) February 11 – 28, 2027 (Offline)	Preparatory courses (Bootcamp), UOS Orientation Medical Check-up in Korea
	February 11	Arrival
	February, 2027	KOICA Orientation
Spring Semester (1st semester)	March 2, 2027 – June 21, 2027	Ph.D. research seminar series
Summer Break	June 22, 2027 – August 31, 2027	- Participation in domestic and international conferences/forums - Research topic exploration workshop
Fall Semester (2nd semester)	September 1, 2027 – December 21, 2027	Ph.D. research seminar series
Winter Break	December 22, 2027 – February 28, 2028	- Research internship - Intensive dissertation proposal workshop
Spring Semester (3rd semester)	March 2, 2028 – June 21, 2028	- Research interest area review - Ph.D. research seminar series - QE
Summer Break	June 22, 2028 – August 31, 2028	- AI-assisted academic English writing - Data collection methods workshop
Fall Semester (4th Semester)	September 1, 2028 – December 22, 2028	- Seminar presentation and journal submission - Ph.D. research seminar series
Winter Break	December 23, 2028 – February 28, 2029	- Ph.D. colloquium - Dissertation and journal submission strategy workshop
Spring Semester (5th semester)	March 2, 2029 – June 21, 2029	Seminar presentation and journal submission
Summer Break	June 22, 2029 – August 31, 2029	Policy- and institution-based research design workshop
Fall Semester (6th Semester)	September 1, 2029 – December 21, 2029	Dissertation Defense Sessions (3– 5 rounds, October–December 2029)
Wrap-up Session	December 21, 2029	Completion Ceremony
	January 7, 2030	Dissertation Submission
	January 14, 2030	Library Submission
	January 25, 2029	Departure

****THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.***

*****A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.***

******ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS TENTATIVE***

2. CURRICULUM

1) Curriculum and Credits

Students are required to take 48 credits for graduation, including the thesis research. *

Course Classification		Course Title (Credits)
Core Courses (7 courses)		21 Credits
		Global Digital Project Development I (3)
		Academic Thesis Writing (3)
		AI Research Seminar (3)
		Machine Learning Algorithms (3)
		Data Analysis & Visualization (3)
		Thesis Research I (3)
		Thesis Research II (3)
Elective Courses (Select 6 out of 19 electives)	Doctoral courses	18 Credits
		Advanced Quantitative Analysis with AI (3)
		AI-Based Policy Case Studies (3)
		Advanced Research Design (3)
	Master courses	Global Digital Project Development II (3)
		Digital Platform and Electronic Government (3)
		Analysis of Urban Data and AI (3)
		Big Data-based Geospatial Information Systems (3)
		Introduction to AI-Based Smart Infrastructure Planning (3)
		Generative AI-based Modeling and Urban Informatics (3)
		Introduction to Algorithms (3)
		Probabilistic Disaster Risk Analysis (3)
		Digital Transformation and Sustainable Urban Mobility (3)
		Public Private Partnerships on Digital Infrastructure (3)
		AI-Driven ESG Strategy & Digital Sustainable Finance (3)
		Public Investment Management (3)
		Urban AI and Technology Policy (3)
		Climate Data Analysis and Future Projection (3)
		Global Smart City Seminar (3)
		Basic (5 courses)
Basic Korean I (2)		
Basic Korean II (2)		
Academic Writing I (2)		
Academic Writing II (2)		
Research Internship (1)		
Total		48 credits

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****CROSS-REGISTRATION IN MASTER'S-LEVEL MAJOR COURSES IS ALLOWED.

1-1) Pre-course

Students are required to complete a Pre-Course before the start of the first academic semester. This non-credit session is designed to support students' early adjustment to life in Korea and to ensure readiness for graduate study at the University of Seoul (UOS).

During this period, the program provides essential administrative support (e.g., alien registration procedures and medical checkups), cultural orientation, and foundational academic preparation, including Korean language and selected introductory lectures.

Components

- Preparing Your Life in Korea (Online): Pre-arrival guidance on immigration, housing, health insurance, and cultural basics.
- AI Bootcamp: Programming & Data Foundations (Offline): An intensive bootcamp focused on building minimum technical readiness for the AI degree curriculum through foundational Python programming and hands-on data processing using NumPy and Pandas.
- Survival Korean (1 Online + 2 Offline sessions): Introductory Korean language sessions to support daily communication.
- UOS ISUS Orientation (Offline): Program and campus orientation, including meetings with faculty and staff and guidance on academic policies.
- Korean Culture Tour (Offline): Field visits to major cultural sites with experiential activities.
- Crime Prevention Guide (Offline): Safety and legal awareness training delivered in cooperation with the Dongdaemun Police Station.
- Sexual Harassment Prevention (Offline): Mandatory session on consent, reporting channels, and cultural sensitivity.

※ Program contents are subject to change.

1-2) Regular-course

Module	Main Focus	Key Courses / Activities
Foundation Courses	Language and academic preparation	Basic Korean I–II, Academic English Writing I–II
Module I	Research topic development and theoretical framing	Machine Learning Algorithms, AI Research Paper Seminar, Introduction to Algorithms, Advanced Quantitative Analysis using AI, Research Topic Development Workshop
Module II	Advanced research design and practical research linkage	Data Analysis and Visualization, Advanced Research Design, Research Internship, Dissertation Proposal Workshop, Data Collection and Methodology Workshop
Module III	Academic dissemination and digital technology ethics	AI-based Policy Case Studies, Academic Writing for Scholarly Publication, Academic Seminar Presentations, Journal Submission, Academic English Writing Workshop
Module IV	Empirical analysis and policy application research	Dissertation Research I–II, Ph.D. Colloquium, Policy and Institutional Research Design Workshop, International Journal Publication

The Ph.D. curriculum is organized into Foundation Courses and four thematic research modules. The modules are not necessarily offered in a fixed sequence; rather, they group related courses and research activities by academic focus.

The Foundation Courses support participants' language and academic preparation for doctoral-level study and research. Modules I to IV cover research topic development, advanced research design, academic dissemination, empirical analysis, and policy application in the field of AI-driven digital innovation.

The curriculum places strong emphasis on continuous research supervision and outcome-oriented learning through regular doctoral seminars, colloquia, workshops, and international academic activities. Through this structure, participants are expected to develop as high-level researchers and policy experts capable of producing evidence-based and policy-relevant research applicable to digital transformation and development contexts.

2) Graduation Requirements

To graduate from the program, students must satisfy all academic and administrative requirements set by the University and ISUS.

Graduation requirements include the following:

- Complete **48 credits**
- Maintain a minimum cumulative GPA of **B0, equivalent to 3.0 on a 4.5 scale**
- Pass the **Qualifying Exam**
- Meet the eligibility requirements for thesis registration, as specified by ISUS
- Follow the thesis schedule and guidelines announced by ISUS
- Pass the thesis presentation and interview with a **combined score of 80 or above**
- Submit an English thesis in accordance with ISUS guidelines

3) Doctoral Program Specialty

The Doctoral Program is a three-year, research-intensive program for a single cohort beginning in 2027. The program is designed to prepare advanced researchers and policy professionals who can critically examine AI-driven digital innovation through the perspectives of public policy, institutional transformation, governance, and sustainable development.

The program provides rigorous interdisciplinary training, drawing on methodological and analytical approaches from AI and data policy, digital governance, public administration, urban and infrastructure policy, development studies, and policy analysis. Students are expected to engage in academically rigorous and policy-relevant research addressing the interaction among technology, institutions, and public-sector transformation.

Following foundational coursework in digital innovation policy, AI and data governance, and advanced research methodology, students transition into a research-centered phase focused on independent dissertation development and empirical analysis. Through regular doctoral research seminars, candidates present research progress, receive close faculty feedback, and continuously refine their research questions, theoretical frameworks, and dissertation design.

Key Opportunities for Doctoral Scholars include:

- Korea AI & Digital Policy Engagement: participation in leading domestic conferences and seminars on AI policy, digital governance, smart cities, and digital transformation

- Global Research Exposure: support for at least one international academic conference or global policy forum during the doctoral period
- Research Presentation & Scholarly Exchange: opportunities to present doctoral research and engage with international scholars, practitioners, and policy experts
- Research Internship Opportunities: internships with institutions specializing in AI, digital governance, data policy, and public innovation
- Dissertation Development Support: intensive workshops to strengthen research design, academic writing, and policy relevance

The program places strong emphasis on active participation in academic and policy research communities. During regular semesters, students are expected to participate in major domestic academic conferences and seminars in Korea related to AI policy, digital governance, public administration, smart cities, and digital transformation. Through continuous engagement with Korean academic communities, students strengthen scholarly communication skills and remain actively connected to emerging research and policy discussions.

In addition, the program plans to support participation in at least one major international academic conference or global policy forum during the doctoral period, including opportunities in Europe, North America, and Asia. Students are encouraged to present their research, engage with international scholars and practitioners, and expand global academic and professional networks through conference participation and scholarly exchange.

The program also plans to provide research internship opportunities with domestic and international research institutions specializing in AI, digital governance, data policy, and public innovation. Intensive dissertation workshops organized during academic breaks further support independent research development and the academic and policy quality of dissertation outcomes.

Major research themes include:

- AI-based public policy design and decision-making systems
- AI governance, ethics, accountability, and regulatory frameworks
- Institutional impacts of AI applications in urban, environmental, and infrastructure sectors
- Comparative studies on national digital transformation strategies and AI policy

Reflecting the program's focus on public officials and policy practitioners from partner countries, dissertation research is expected to address real-world public-sector contexts, including institutional capacity, governance structures, policy implementation processes, and long-term organizational change. Students are encouraged to examine AI policy not only in terms of technical performance, but also through public value, accountability, data sovereignty, technological dependency, and institutional sustainability.

Students will have opportunities to engage with faculty members, researchers, policymakers, and practitioners with expertise in AI policy, digital governance, urban innovation, infrastructure development, public-sector transformation, and international development cooperation. Through rigorous research training, structured academic mentoring, domestic and international academic engagement, and policy-oriented dissertation research, the program aims to cultivate internationally engaged researchers and policy leaders capable of contributing to academic discourse and evidence-based digital transformation strategies in their home countries and institutions.

4) Dissertation Research and Writing

Each student will be assigned a faculty advisor based on their academic background and research interests. Faculty advising will support the development of research design, theoretical framework, methodology, and dissertation progress throughout the doctoral program.

A dissertation committee will be established for each student to provide academic guidance and evaluate research progress. The final dissertation examination committee will consist of five members, including the primary advisor.

Following the completion of foundational coursework and approval of the dissertation proposal by the committee, students will advance to the dissertation research phase. During this stage, students are expected to conduct independent and original research under continuous faculty supervision and regular research seminar participation.

Students will further develop their dissertation research through academic presentations, conference participation, scholarly exchange, and dissertation workshops designed to strengthen the academic rigor and policy relevance of doctoral research outcomes.

5) Internship

- The program will provide internship 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 during the summer/winter break session
- Students can take 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, students will be offered equivalent educational programs, such as special lectures and group activities.

6) 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.
- Students are required to complete 48 credits during the regular 6 academic semesters.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) ISUS Forum

- The International School of Urban Sciences (ISUS) hosts the ISUS Forum regularly during the academic semester as an official academic and networking event of ISUS.
- The Forum is held on the second Wednesday of each month during the semester, providing a consistent platform for academic exchange and professional networking.
- It brings together experts and practitioners from Korea and abroad to share insights and exchange perspectives.
- By convening public officials and professionals from diverse countries, the Forum serves as a platform for international networking, peer learning, and cross-country knowledge exchange aligned with the AI & Digital Innovation degree program.
- The 100th ISUS Forum was successfully held on November, 2025, demonstrating the Forum's continuity and institutional capacity to deliver high-quality academic events.



2) Global Friends Night (GFN)

- Global Friends Night (GFN) is a flagship networking and partnership event in University of Seoul, hosted by the International School of Urban Sciences (ISUS). It brings together current ISUS students and alumni, training support institutions, relevant partner organizations, and ambassadors and embassy representatives from the trainees' home countries.
- The event serves as a platform to share program achievements, strengthen alumni and stakeholder engagement, and explore international development cooperation and practical avenues for cross-country collaboration.
- GFN is one of the largest events hosted at the University of Seoul, drawing approximately 300 participants. The most recent GFN was held on August 21, 2025, with around 300 attendees, including 22 ambassadors and embassy officials from 14 countries and 29 representatives from related institutions.





3) Outdoor Activities

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

- **Cultural activities**
Help students better understand Korean culture and society.
- **Field trips**
Provides students with opportunities to learn exemplary development projects in different parts of Korea.

4) Events

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

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the University:

1-1) University of Seoul (UOS)



The University of Seoul (UOS) is a public university funded and supported by the Seoul Metropolitan Government, located in Seoul, the Republic of Korea's economic, political, and cultural center. UOS is positioned within an advanced environment for public administration, digital governance, and technological innovation, providing a strong foundation for policy-oriented education and applied research.

UOS maintains a distinctive academic identity grounded in public service, evidence-based decision-making, and policy relevance. Through close collaboration with public institutions, the University contributes to policy development and functions as both an educational institution and a policy-oriented research hub supporting national and local agendas.

UOS offers a broad range of academic programs across engineering, natural sciences, social sciences, public administration, economics, and the humanities, with growing emphasis on interdisciplinary education. In recent years, the University has strengthened its institutional focus on artificial intelligence (AI), big data, and digital technologies, expanding dedicated departments and research units and enhancing collaboration with government, research organizations, and industry partners.

By leveraging Seoul's digital infrastructure and policy environment as a real-world platform for learning and research, UOS enables students to apply AI- and data-driven approaches to complex societal challenges. This integrated approach provides a solid institutional foundation for international graduate programs, including AI and digital innovation-focused degree training.

1-2) International School of Urban Sciences (ISUS)



The International School of Urban Sciences (ISUS) at UOS was established in 2012 as a graduate education platform with extensive experience in delivering international Master's degree programs for government officials from developing countries. ISUS serves as a key hub for capacity development through policy-oriented education, applied learning, and international cooperation.

ISUS has accumulated institutional expertise through the long-term operation of multiple fully funded Master's programs in cooperation with Korean public institutions and international partners, including MUAP (with the Seoul Metropolitan Government), MUD (with KOICA), MGLEP (with the Ministry of Environment), and MUDSIP (with the Ministry of Land, Infrastructure and Transport). These programs have strengthened ISUS's capacity in international academic management, student support, and program administration for public-sector professionals.

Through this sustained experience, ISUS has built a global alumni network of 868 graduates from 76 countries, many of whom currently serve in government and policy-related organizations in their home countries. Building on its established strengths, ISUS is expanding its academic focus to incorporate AI, big data, and digital innovation for public-sector capacity development, in close collaboration with AI- and data-focused units within UOS. This integrated framework provides a strong institutional base for advanced graduate programs aimed at strengthening analytical, technical, and strategic competencies of partner-country officials.

2) Homepage:

- University of Seoul(UOS): <https://www.uos.ac.kr/en/main.do>
- International School of Urban Sciences(ISUS): <http://isus.uos.ac.kr/>
- ISUS Facebook: <https://www.facebook.com/ISUSatUOSofficial>
- ISUS YouTube: <https://www.youtube.com/@isusuos6698/featured>

2. ACCOMMODATION & FACILITIES OVERVIEW

2-1) AI & Digital Education and Research Infrastructure

UOS provides robust infrastructure to support hands-on learning, project-based learning (PBL), and research for the AI & Digital Innovation Master's degree Program.

Urban Big Data and AI for All (UBAI), Urban Science Big Data & AI Institute



UBAI is the University's core hub for AI- and data-driven education and research. It supports large-scale data analytics, AI model training, and simulation-based research, and provides an applied environment for coursework, PBL, and research activities. UBAI also maintains collaboration networks through multiple MOUs with public agencies, research institutes, and private-sector partners. UOS operates a high-performance computing (HPC) infrastructure (supercomputer) through UBAI to support computationally intensive training and advanced analytics.

UOS Fab (Cleanroom)



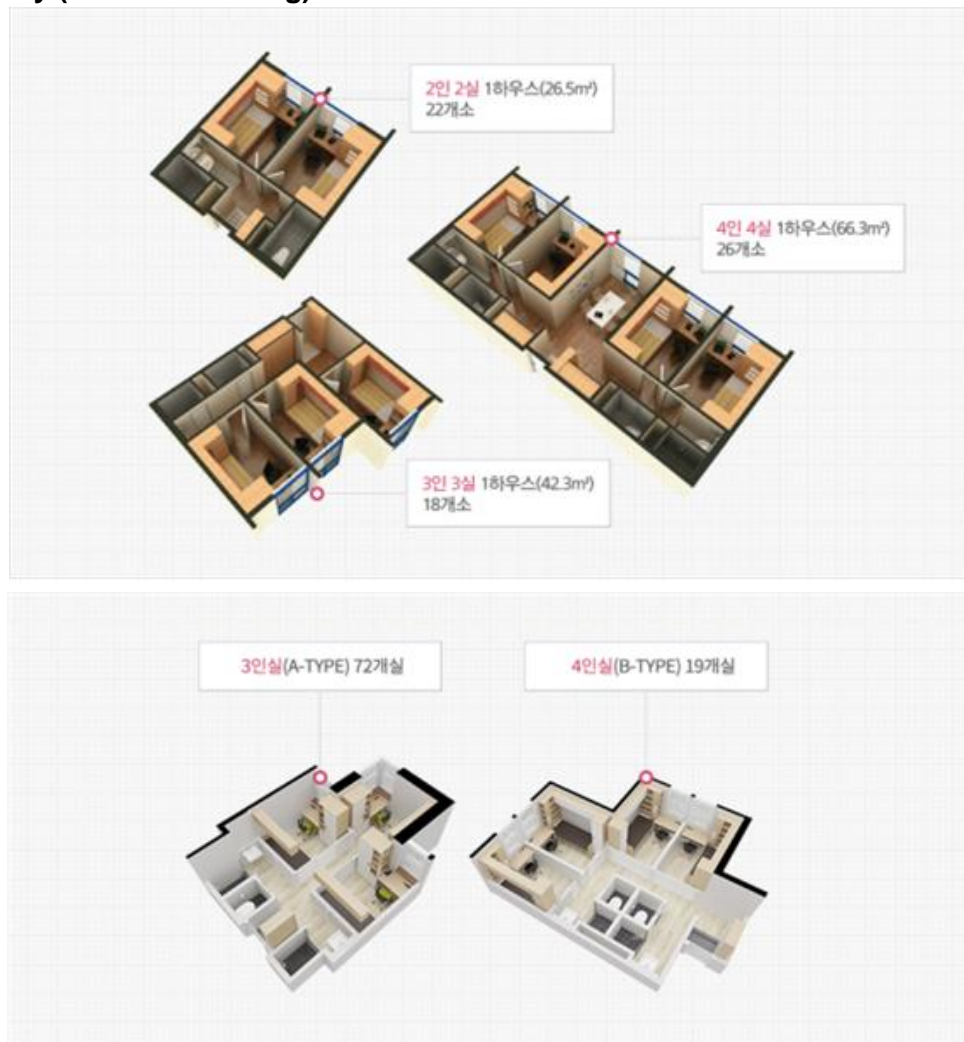
UOS operates UOS Fab, a cleanroom facility for semiconductor and advanced-technology education and research. The facility enables hardware-based practice and may be utilized to complement AI and digital innovation training.

Seoul Big Data UOS Campus



UOS operates the Seoul Big Data UOS Campus, a branch of the Seoul Metropolitan Government's Big Data Campus. It provides access to 318 public and private datasets and 98 analytics tools (e.g., QGIS, Hadoop, R, Python). The campus directly supports data analysis practice, PBL, and policy/urban problem-solving activities within the program.

2-2) Dormitory (Student Housing)





- **Housing Type and Assignment:** UOS operates student housing through the Residence Hall and the International House. Room assignments are made on a semester basis and are centrally administered by the UOS Dormitory Office. For KOICA trainees, a single-room assignment is applied in principle, primarily through the International House, to support stable settlement and academic focus.
- **Room Facilities:** A single room is provided, furnished with a bed, desk, bookshelf, and closet.
- **Shared Facilities:** Toilets and bathrooms are shared with 3–5 flatmates. Common areas include kitchens, lounges, laundry rooms, and other shared amenities such as convenience stores, seminar rooms, fitness areas, and outdoor rest areas. The International House operates a Global Kitchen to support religious and dietary needs, and a shared prayer room is also available.
- **Safety and Management:** Housing safety is supported by 24/7 access control, 24-hour staff coverage (including designated support for international students), and semester-based evacuation and emergency-exit guidance. In exceptional circumstances (e.g., natural disasters or infectious diseases), students may be required to relocate temporarily to an alternative location for safety reasons.
- **Address:** Residence Hall, University of Seoul, 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504, Republic of Korea (서울특별시 동대문구 서울시립대로 163, 서울시립대학교 생활관)

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 a Certificate of TB test.)
- **ISUS-Dorm Code of Conduct:** Every resident must sign the code of conduct before their check-in. Please read the attached document thoroughly and be notified of the key regulations.
- **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 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
A/V equipment	Hot plate	NO
	VCR	NO
	TV	NO
Learning equipment	Electronic instrument	NO
	Desk lamp	YES
	Laptop	YES
Other equipment	Printer	YES
	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.

2-3) On-Campus Dining and Convenience Facilities

UOS operates dining and convenience services across campus to support students' daily life.

Dining (main hours)

- Student Cafeteria (Korean): 11:00–14:00 / 17:00–18:30 (Mon–Fri)
- Aneukan (Western): 11:30–14:00 (Mon–Fri)
- Natural Sciences Cafeteria: 11:30–14:00 / 17:30–18:30 (Mon–Fri)
- Irum Lounge: 17:30–18:30 (Mon–Fri)

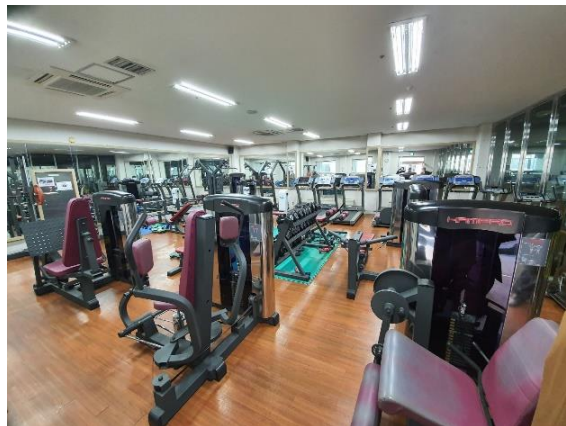
Convenience facilities

Cafes, bakery, fast food, and convenience stores are available across campus, including CU locations in the student union, main library, and dormitory. UOS also operates 33 vending machines, available 24/7.

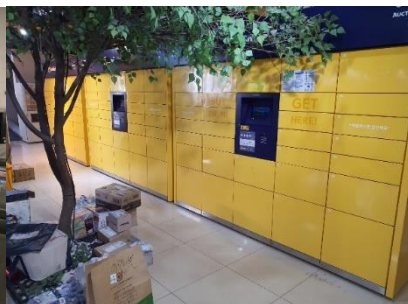


<Community Kitchen and Cafeteria>

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>

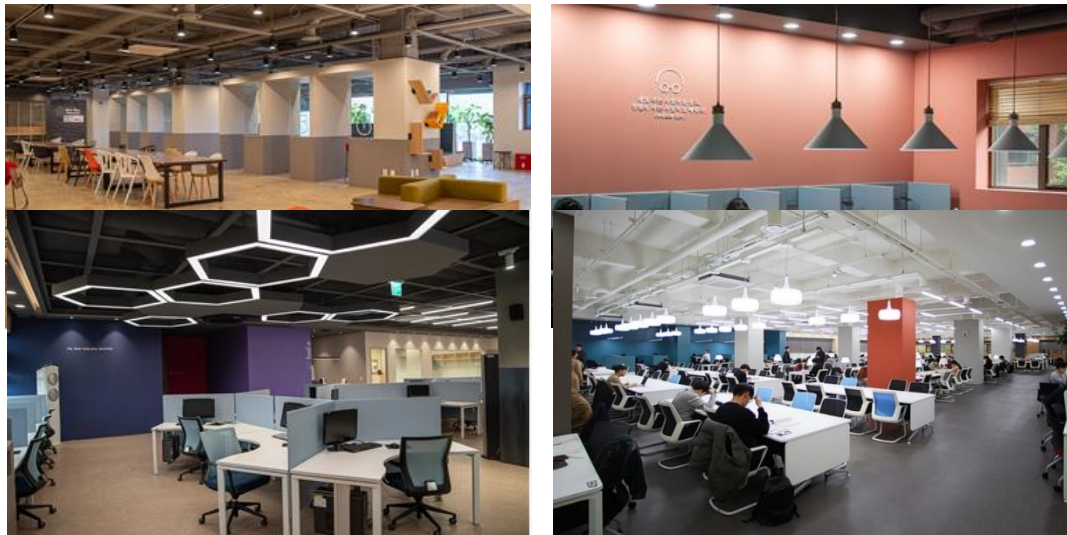
2-4) Libraries and Learning Support Facilities

Main Library



The Main Library provides structured learning and research spaces, including reading rooms, community lounges, laptop rooms, study rooms, and electronic information services. The University has improved library spaces through phased renovations since 2017 and provides individual carrels to support graduate research and thesis writing.

As of January 1, 2024, the library holds 1,136,571 volumes, 679 periodicals, and 346,053 electronic/non-book resources. It also provides free access to academic support tools such as Copykiller, Refworks, Writing Machine/Notii, and Turnitin, with user training.



Specialized Libraries

- Law Library: 1,718 m²; ~120,000 volumes; 281 seats
- Business & Economics Library: 1,036 m²; ~58,000 volumes; 37 periodicals; 205 seats
- 100th Anniversary Memorial Library: reopened on Feb 26, 2025 as an art and media-specialized library

2-5) Other Welfare and Support Facilities

ICT Infrastructure

Campus-wide Wi-Fi is available. The IT Help Desk (Student Union Building, 2F) provides online/offline support, including printing services.

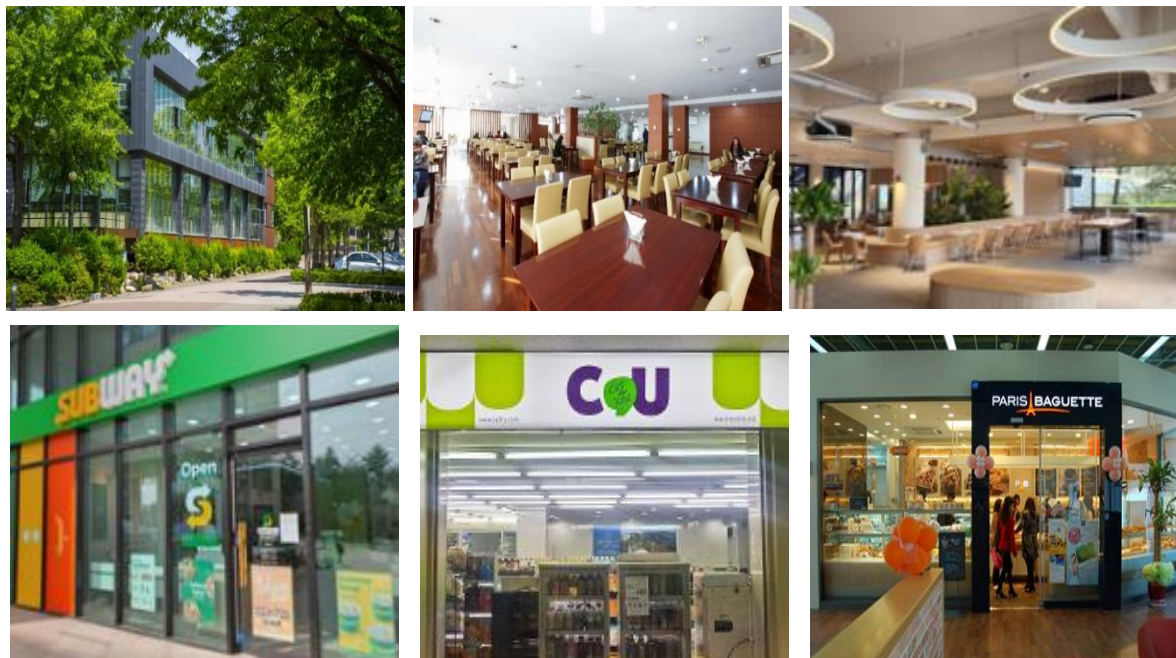
Sports and Health Support

UOS operates diverse sports facilities (gymnasium, fitness, tennis/squash, outdoor courts, stadium/track). The campus health clinic operates 09:00–18:00 (Mon–Fri) and provides free basic medical services. A doctor is available once a week, enabling basic consultation in English.

Daily Living Support

A bookstore/stationery shop (Student Union Building, B1F), post office (Natural Sciences Building, 1F), and a bank branch (Main Building, 1F) support daily needs. ATMs are available across major campus buildings.

Student Cafeteria and Snack Bars



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).

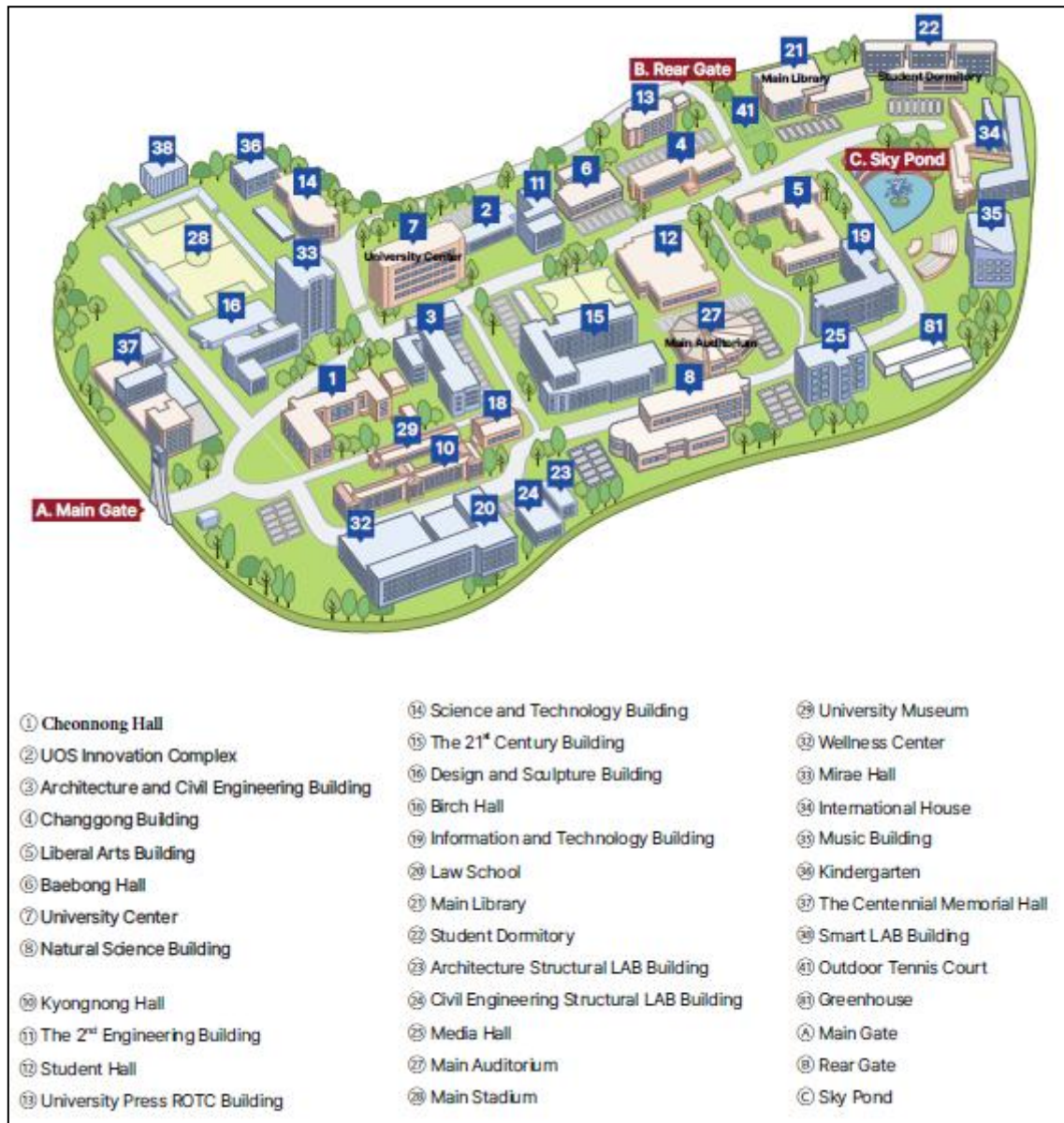
Four or five times a month, there is a campus visiting doctor in the health service center. The exact date and time will be notified through coordinator every month.

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.

Campus Map



- 20. ISUS office: #412, Law School 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

3. OTHER INFORMATION

3-1) 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

3-2) 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 primary 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.

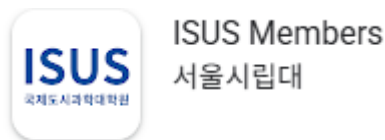
UOS human rights center – Counselling service

- Monday through Friday 09:00 ~ 18:00
- Psychological examination
- Counseling human rights violations
- Consultation and declaration of sexual harassment and sexual violence

3-3) 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 to facilitate deeper connections among ISUS members, and it also serves the role of boosting more engagement in ISUS events thanks to more exposure. This app could be downloaded from Google Play or Apple Store(search “ISUS Members”).

Android: <https://play.google.com/store/apps/details?id=com.laonstory.addressbook&hl=ko>



iOS: <https://apps.apple.com/us/app/isus-members/id1559178750>



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

IV. ACADEMIC REGULATIONS

1. Academic Regulation

All participants must comply with the ISUS Participant Guidelines, ISUS Code of Conduct, and ISUS Dormitory Code of Conduct.

This section summarizes key academic regulations applicable to participants of the program. In case of any inconsistency between this Program Information and the official regulations, the official University and ISUS regulations shall prevail.

Attendance Policy

Students are expected to attend all registered classes. A minimum attendance rate of **75%**, equivalent to three-fourths of the total class hours, is required for each course.

For unavoidable absences, students must notify the relevant office or faculty member in advance and obtain approval, except in emergencies. Supporting documentation may be required.

Approved reasons for absence may include:

- Bereavement involving immediate family members, including parents, spouse, or children, or comparable circumstances
- Official academic activities, such as academic planning, field trips, or on-location training
- Participation in seminars or conferences, with prior approval from the Program Chair Professor
- Other cases approved by the Program Chair Professor

Examinations and Evaluation

Students are expected to maintain satisfactory academic performance throughout the program.

Students whose GPA falls below B0, equivalent to 3.0 on a 4.5 scale, for two consecutive semesters may be subject to academic review and possible dismissal in accordance with University and ISUS regulations.

Regular examinations generally consist of a mid-term examination around Week 8 and a final examination at the end of the semester, as determined by each course.

Students who do not meet the minimum attendance requirement of 75% may be restricted from taking examinations. In cases of illness or emergencies, students must submit a written explanation and supporting documents as required.

Grading Scale

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		

2. Mandatory Dormitory Residence

** If a fellow stays in external accommodations due to personal responsibility, separate KOICA support will not be provided.*

Students are required to reside in the designated dormitory during the training period.

Off-campus accommodation is not permitted in principle. Exceptions may be granted only under special circumstances and must be approved in advance by the program or the University.

Participants must follow the dormitory assignment and residence arrangements designated by the program and the University.

3. Compliance with Residency Rules

Students must comply with all applicable dormitory regulations, including the ISUS Dormitory Code of Conduct, during their stay.

Violations of residency regulations may result in disciplinary action, including eviction from the dormitory, in accordance with applicable rules.

If a participant stays in external accommodation for personal reasons without prior approval, KOICA financial support may be limited or not provided, as applicable.

4. Participant Responsibilities

Participants are responsible for understanding and complying with all academic, administrative, and residency-related regulations of the program.

Participants must:

- Comply with the ISUS Participant Guidelines, ISUS Code of Conduct, and ISUS Dormitory Code of Conduct
- Attend classes regularly and meet the minimum attendance requirement
- Maintain satisfactory academic performance throughout the program
- Notify the relevant office or faculty member in advance in case of unavoidable absence
- Submit required documents, explanations, or supporting evidence when requested
- Follow examination, thesis, graduation, and dormitory procedures announced by ISUS
- Obtain prior approval for any exceptional circumstances, including participation in external academic activities or temporary off-campus accommodation

Failure to comply with participant responsibilities may result in academic review, disciplinary action, restrictions on examinations or graduation, dormitory eviction, or limitations on KOICA financial support, depending on the nature and severity of the violation.

**** 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

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. Religious Meals & 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.

3. Dorm Requirements

Participants cannot 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.

4. Regulatory Compliance

KOICA SP participants should observe KOICA Scholarship Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

VI. HOW TO APPLY TO THE INSTITUTE(UNIVERSITY)

▣ This section is intended as a reference for applicants who have successfully passed the KOICA Round(1st round), conducted by the KOICA country office or the Korean Embassy.

Eligible applicants will proceed to the University admission process, which consists of document screening (2nd round) and an interview (3rd round). Final successful applicants and waitlisted applicants will be selected through this process.

▣ Application Method

- The University will provide guidance on application procedures, university enrollment, and subsequent schedules to applicants who have completed the KOICA Round conducted by the KOICA overseas office or the Korean Embassy.

- Applicants are required to submit their application package through the official ISUS application system.

Step	Contents	Details	Period
1	Application Package Submission	Online application only (ISUS Website)	Aug 12 – Sep 4, 2026
2	Document Screening(2 nd Round)	Application review by the Admissions Committee	Sep 7 – Sep 17, 2026
3	Local Medical Check-up	Submission of medical report by applicants	Sep 18 – Oct 19, 2026
4	Interview(3 rd Round)	Online Interview(Zoom) for 1 st Round passers only	Oct 20 – Oct 26, 2026
5	University Admission Result	Results notification via email	Oct 28, 2026
6	Submission of Original Documents (To the University of Seoul)	Submission required for admitted applicants only	Oct 28– Nov 20, 2026
7	Admission Notification and Registration Guidance		Oct 28– Nov 30, 2026

*The above schedule is subject to change.

▣ Detailed Information

1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the institute by uploading them through ISUS application system.

Those applicants must ensure that all required documents are accurate, complete, and submitted by the designated deadline.

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the KOICA country office or the Korean Embassy (if the 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 examine whether or not the nominated applicants have properly prepared the required documents.

3) Step 3: Local Medical Check-up

- Those who have successfully passed the Step 2: Document Screening must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4: Interview (or/and Exam/Essay)

- Applicants who have successfully passed the Step 2: Document Screening will be invited to participate the interview, which will be conducted by University of Seoul .
- Further guidance will be given by the university once the result of the Step 2: Document Screening) has been announced.

5) Step 5: Submission of Original University Documents:

Only applicants who are finally accepted by the University are required to submit their original university documents.

Those applicants are strongly advised to prepare document authentication in advance. Documents requiring authentication must be properly **Apostilled or Consular Authenticated**, as applicable.

Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated), and have them ready to be sent to the university as soon as the result of the 2nd round (Step 4: Interview) has been announced. Those who have been finally accepted at the university round are required to submit original documents to the university directly by international courier (e.g., DHL, EMS). Shipping costs will be reimbursed by the university upon submission of the original receipt after arrival in Korea. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staffs.

○ Recipient: University of **Seoul** (412, Law School Building, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul, 02504, Republic of Korea

서울특별시 동대문구 서울시립대로 163, 법학관 412호 (국제도시과학대학원 행정실) 우.02504)

○ Submitting Deadline: **November 20th, 2026**

If any original documents are missing, incomplete, inaccurate, or not properly authenticated, the applicant's admission may be placed on hold or canceled. Applicants are responsible for ensuring that all submitted documents are accurate and complete.

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense.

6) Admission Notification

The admission result will be notified to the regional KOICA country office or the Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

Final admission is subject to the results of the medical examination and interview, as well as the timely submission and accuracy of all required original documents. Admission results will be announced through the relevant KOICA Country Office or the Korean Embassy. Successful applicants will receive individual guidance on registration procedures, course registration, the submission of any additional documents, if required, and other necessary steps for enrollment.

▣ Required Documents

No.	Documents	Remarks
1	Application Form	Online application must be completed through the following website → https://isus.uos.ac.kr/ → Admission.
2	Photos, 3.5X4.5 cm (with white-colored background)	Two original photos with a white background must be submitted after final acceptance.
3	Two letters of recommendation	Letters must be issued by the applicant's current institution or organization, or by a professor, principal, or authorized official of the applicant's most recently attended educational institution.

4	Curriculum Vitae	Applicants must submit an updated curriculum vitae.
5	Official transcripts of all colleges/graduate schools - Bachelor's Academic Transcript - Master's Academic Transcript	The document must be apostilled or authenticated by the Korean Embassy or Consulate. Further information is available at: https://www.apostille.go.kr/index.do ※ The name of the school and the date of graduation must be identical on both the application form and the submitted documents.
6	Certificate of graduation from all colleges/graduate schools - Bachelor's Degree Certificate or Bachelor's Graduation Certificate - Master's Degree Certificate or Master's Graduation Certificate	
7	Master's Thesis	Master's Thesis File
8	Certificate of Employment	The document must be apostilled or authenticated by the Korean Embassy or Consulate.
9	Two copies of Medical Reports	One report must be completed by the applicant, and the other by an authorized physician.
10	TOEFL, TOEIC, IELTS score report, or any proof of English proficiency	Applicants must submit at least one of the documents listed below. Official English test score reports must be valid as of the application deadline. a) Official English Test Score Report Minimum required scores: TOEFL PBT 530, TOEFL CBT 197, TOEFL iBT 71, IELTS 5.5, CEFR B2, TEPS 600, or New TEPS 326. Test scores issued by official institutions in the applicant's country are acceptable. b) Documents Proving English Proficiency <ul style="list-style-type: none"> ▪ Document showing the applicant's country of birth ▪ Official certificate of English language courses taken at the university ▪ Certificate of English-medium high school diploma or undergraduate degree from countries such as the USA, Canada, UK, Ireland, Australia, New Zealand, or the Republic of South Africa.

		<p>▪ Official letter, in free format, issued by the minister or governor of the applicant's affiliated institution, confirming that the applicant's English proficiency is equivalent to the required scores listed above.</p> <p>★ The Korean Embassy may require applicants to submit a TOEFL, TOEIC, or IELTS score report for visa issuance. Applicants are advised to confirm visa requirements in advance.</p>
11	Research Plan	Research Plan (Mandatory, using the designated format/template)
12	A certificate of family relations between the applicant and his/her parents	<p>This document is required only for applicants who pass Round 2.</p> <p>A government-issued certificate, such as a birth certificate or family registration certificate, must be submitted.</p>

VII. CONTACTS

1. CONTACT INFORMATION

1) University of Seoul

- **Admissions Division**
- E-mail: aidi@uos.ac.kr
- **Student Affairs Division**
- Email: aidi@uos.ac.kr
- **Homepage:** <https://isus.uos.ac.kr/isus/web/main>
- **Address:** 412, Law School Building, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul, 02504, Republic of Korea

2) General requests regarding application process

- E-mail : koica.sp@koworks.org
- Homepage : <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and University's schedule.