



京都大学
KYOTO UNIVERSITY

University-wide Student Exchange Program
Application Guidelines

AY 2020 Fall Semester (Exchange Period: Oct 2020 - Mar 2021/Sep 2021)



Exchange Program Office

International Education and Student Mobility Division, Kyoto University
Address : Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501 JAPAN
Telephone : +81-(0)75-753-2546
E-mail : ryuga-exchange@mail2.adm.kyoto-u.ac.jp

Important Dates and Deadlines

For AY 2020 Fall Semester

Call for Nomination : December 2019
Nomination Deadline : By **January 24**, 2020 (online)
Application Deadline : By **February 21**, 2020 (online *and* postal mail)
Application Outcome : July 2020 (e-mail)

1. Outline of Exchange Programs

Kyoto University offers two different types of student exchange program, KUINEP and GE program, under the university-wide student exchange agreement. Students are expected to choose which program they belong to with an advice from their home institution.

KUINEP : Kyoto University International Education Program

GE program : General Exchange program

| Program | Category | Level | Activity | Language Requirement |
|------------|----------|---------------|------------|-------------------------|
| KUINEP | KUINEP | Undergraduate | Coursework | English |
| GE program | GEA | Undergraduate | Coursework | Japanese |
| | | Master/Doctor | Coursework | Japanese (or English) |
| | GESR | Master/Doctor | Research | (depends on supervisor) |

* Some graduate schools provide limited number of courses lectured in English. It is occasionally possible to be a GEA student without having sufficient Japanese language proficiency, if a student is able to find such courses match to the subject s/he wishes to study at Kyoto University.

Kyoto University International Education Program (KUINEP)

The Kyoto University International Education Program (KUINEP) is available for undergraduate students and provides undergraduate level lectures in English to our partner university students as well as Kyoto University students. KUINEP students are required to take a minimum of seven courses each semester mainly from KUINEP courses offered by the Institute for Liberal Arts and Sciences (ILAS) taught in English and additionally from courses offered by Faculties with the lecturer's permission. Students are affiliated to the Institute for Liberal Arts and Sciences (ILAS) as "Special Auditor".

Kyoto University General Exchange Program (GE program)

The Kyoto University General Exchange Program (GE program) is available for undergraduate and graduate students. Students are affiliated to one of undergraduate faculties or graduate schools, and choose all or most of courses from those offered by their own undergraduate faculties or graduate schools ("Special Auditor": GEA) or deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms ("Special Research Student": GESR). Undergraduate GEA is required to take a minimum of seven courses each semester while graduate GEA is required to take a minimum of four courses. GESR students do not need Japanese proficiency if supervisor can guide the student by any other language. GESR is available only for graduate students.

2. Affiliation ***NEW***

Each KUINEP, GEA, and GESR will be affiliated to one of the faculties or graduate schools at Kyoto University based on the major field of study at the home institution.

- It is not allowed to change their affiliation after the acceptance letter is issued.
- It is a policy in principle of Kyoto University not to make exchange students enroll in the faculty/graduate school without having its background in their home universities.
- Transcript will be issued under the name of each faculty/graduate school. (e.g. KUINEP students will receive transcripts issued by the Institute for Liberal Arts and Sciences.)

KUINEP (Undergraduate) – taught in English ***NEW***

| Faculty | Website |
|---|---|
| Institute for Liberal Arts and Sciences | http://www.z.k.kyoto-u.ac.jp/ |

GEA (Undergraduate) – taught in Japanese

| Faculty | Website |
|--------------------------|---|
| Integrated Human Studies | http://www.h.kyoto-u.ac.jp/en/ug/ |
| Letters | http://www.bun.kyoto-u.ac.jp/en/ |
| Education | http://www.educ.kyoto-u.ac.jp/en/faculty-of-education |
| Law | http://law.kyoto-u.ac.jp/english/ |
| Economics | http://www.econ.kyoto-u.ac.jp/en/ |
| Science | http://www.sci.kyoto-u.ac.jp/en/ |
| Pharmaceutical Science | http://www.pharm.kyoto-u.ac.jp/en/ |
| Engineering | https://www.t.kyoto-u.ac.jp/en |
| Agriculture | http://www.kais.kyoto-u.ac.jp/english/ |

GEA (Graduate) / GESR – taught in Japanese/English

| Graduate School | Website |
|--|---|
| Letters | http://www.bun.kyoto-u.ac.jp/en/ |
| Education | http://www.educ.kyoto-u.ac.jp/en/graduate-school-of-education |
| Law | http://law.kyoto-u.ac.jp/english/ |
| Economics | http://www.econ.kyoto-u.ac.jp/en/ |
| Science | http://www.sci.kyoto-u.ac.jp/en/ |
| Pharmaceutical Science | http://www.pharm.kyoto-u.ac.jp/en/ |
| Engineering | http://www.t.kyoto-u.ac.jp/en |
| Agriculture | http://www.kais.kyoto-u.ac.jp/english/ |
| Human and Environmental Studies | http://www.h.kyoto-u.ac.jp/en/ |
| Energy Science | http://www.energy.kyoto-u.ac.jp/english/ |
| Asian and African Area Studies | http://www.asafas.kyoto-u.ac.jp/en/ |
| Informatics | http://www.i.kyoto-u.ac.jp/en/ |
| Biostudies *GESR only | http://www.lif.kyoto-u.ac.jp/e/ |
| Advanced Integrated Studies in Human Survivability | http://www.gsais.kyoto-u.ac.jp/en-top/ |
| Global Environmental Studies | http://www2.ges.kyoto-u.ac.jp/en/?ml_lang=ja/en/ |
| Government *GEA only | http://www.sg.kyoto-u.ac.jp/en/index.html |
| Management *GEA only | http://www.gsm.kyoto-u.ac.jp/en |

3. Academic Calendar

| | AY 2020 Fall | AY 2021 Spring |
|-------------------|----------------------------|-------------------------------|
| Semester period | Oct 1, 2020 – Mar 31, 2021 | Apr 1 – Sep 30, 2021 |
| Arrival | After Sep 15, 2020 | - |
| Dormitory move-in | Sep 25, 2020 | - |
| Orientation | Sep 28, 2020 | - |
| Welcome guidance | <i>to be advised</i> | - |
| Classes | Oct 1, 2020 – Jan 25, 2021 | <i>(Early Apr - Late Jul)</i> |
| Examination | Jan 26, 2021 – Feb 8, 2021 | <i>(Late Jul - early Aug)</i> |

- Courses are designed according to Japanese academic calendar, i.e. from Apr-Sep, Oct-Mar, or Apr-Mar. There are no courses which are designed consecutive two semesters from Oct-Sep.
- Students may stay only for a semester or two semesters.
- Students may start either semester based on approval by the home university.
- Students may return to their country after their classes and exams end.

4. Eligibility

Exchange applicant should:

- 1) Be enrolled, until completion of the exchange program, as a regular student at a non-Japanese academic institution with which Kyoto University has a university-wide student exchange agreement
- 2) Return to his/her home university on the completion of the exchange program
- 3) Have an excellent academic and disciplinary standing
- 4) Prove their language proficiency required to attend the exchange program
- 5) Have a concrete purpose of studying at Kyoto University

5. Language Requirement ***IMPORTANT***

| | Taking classes in English | Taking classes in Japanese | Focusing on research |
|--------|------------------------------|----------------------------|---------------------------------------|
| KUINEP | TOEFL iBT 79 or IELTS 6.5 | - | - |
| GEA | | JLPT N1 | - |
| GESR | - | - | TOEFL iBT 79, IELTS 6.5 or JLPT N1 |

- All applicants, **including native English speakers**, who take classes offered in English should submit a valid TOEFL iBT or IELTS scores taken within two years, or the language proficiency statement (Form 5), regardless of whether whose institutions are located in an area where English is the first language or the institutions use English as the medium of instruction.
- All applicants, **including native Japanese speakers**, who take classes offered in Japanese should submit a JLPT score with grade "N1" taken within two years or the language proficiency statement (Form 5).

6. Letter of Provisional Acceptance (GESR only) ***IMPORTANT***

Upon approval by the home university, GESR applicants shall directly contact the provisional academic advisor under whom they wish to conduct their research and request the issuance of the letter of provisional acceptance (Form 6). Students are encouraged to send their research plans together with "Form 6" when they contact. The application may not be accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.

7. Tuitions

Based on the student exchange agreement, the exchange students are exempted from examination fee, matriculation fee and tuition fee at Kyoto University.

8. Scholarship

A limited number of scholarships are available through JASSO (Japan Student Services Organization), a government-sponsored non-profit organization to promote international student exchange. Recipients of JASSO scholarship will be selected by Kyoto University based on their academic record and financial condition. Students are *not* eligible to apply for JASSO scholarship if they will receive any other financial support more than 80,000 yen per month to study abroad or if they do not have the residence status of "Student", i.e. those who have Japanese nationality or permanent residency are not eligible to apply for JASSO scholarship. Since the application result for JASSO will only be available on/after their arrival, exchange students should be financed enough to apply for the exchange program.

9. VISA

Students must possess a valid passport issued by their home country. Kyoto University will apply for exchange students' "Certificate of Eligibility (CoE)" to the Kyoto Immigration Bureau for processing. Students, on receiving their CoE, should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their own country or country of residence for a "Student" visa, and enter Japan with the residence status of "Student". As instructed by the immigration office, students who possess Japanese nationality or Japanese and a foreign nationality must enter Japan with Japanese passport. Students with permanent residency do not need to obtain a "Student" visa.

10. Insurance

The Japanese law specifies that students staying in Japan for more than three months must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month. When entering Kyoto University, students must join the "University CO-OP Personal Liability Insurance for Students (*Gakubai*)". Yearly premium for *Gakubai* is around 2,000 yen plus initial CO-OP membership fee of 4,000 yen. (The membership fee will be fully refunded upon deregistration.) In addition, the students should take out the travel insurance from their countries before coming to Japan.

We recommend students to bring along sufficient fund in case for any emergency (There was a case that a student had an operation and needed to settle huge amount of medical fees temporarily.).

11. Accommodation

One on-campus and six off-campus International Houses of Kyoto University, and other dormitories are offered for international students. All exchange students are entitled to live in one of them as long as there are enough dormitory rooms available. Application period starts around three months before their arrival.

Kyoto University lodging facilities: <https://kuiso.oc.kyoto-u.ac.jp/housing/facilities/en>

12. Academic Transcript and Credits

(1) Transcript Issue Date

Official transcript for students taking courses will be issued only after the semester period ends, i.e. in early October for spring semester and in early April for fall semester.

| | AY 2020 Fall | AY 2021 Spring |
|-----------------|----------------------------|----------------------|
| Semester period | Oct 1, 2020 – Mar 31, 2021 | Apr 1 – Sep 30, 2021 |
| Transcript | early April 2021 | Early October 2021 |

* IMPORTANT *

No transcripts can be issued before above timeline in any circumstances. It is strongly recommended for exchange students especially at the graduating year to plan well in advance that they will not be able to receive the transcript before the above timeline.

(2) Grading Scale

Letter grades ranging from "A+" to "-" are used to report the standing of a student upon the completion of each semester.

A+ 96–100 % **A** 85-95 % **B** 75-84 % **C** 65-74 % **D** 60-64 %

- (Fail: 59% or less) *

*No credits awarded and will not show on official transcripts.

(3) Workload standard

One credit is generally equivalent to 45 hours of workload per semester which includes all learning activities, for example, lectures, tutorials, assignments and preparation. At Kyoto University, one period of class is considered to be corresponding to two hours and two credits per course per semester are granted in principle.

1 credit = 45 hours of workload

1 course = (2 hours in class + 4 hours for preparation) *15 weeks per semester
= 90 hours = 2 credits

(4) Minimum Number of Courses

Exchange students enrolled in KUINEP and undergraduate GEA programs are required to take a minimum of seven courses each semester. This can include up to two Japanese language classes (credited courses) *refer to "14. Japanese Language Classes". Graduate GEA students are required to take four courses each semester, **not** including Japanese language classes.

| | Category | Minimum number of courses required each semester | Remarks |
|---------------|----------|--|---|
| Undergraduate | KUINEP | 7 | May include up to two Japanese language classes |
| | GEA | 7 | May include up to two Japanese language classes |
| Graduate | GEA | 4 | Japanese language classes are not counted toward this number |
| | GESR | (not applicable) | Focus on research (cannot register for courses) |

13. Course Registrations

| | Category | Undergraduate | | | Graduate | |
|---------------|----------|----------------|--|----------------------------------|--|--|
| | | KUINEP courses | Courses offered by your assigned faculty | Courses offered by other faculty | Courses offered by your assigned graduate school | Courses offered by other graduate school |
| Undergraduate | KUINEP | ● | - | ○ | - | - |
| | GEA | ○ | ● | ○ | - | - |
| Graduate | GEA | - | - | - | ●* | ○* |
| | GESR | - | - | - | - | - |

●: Mandatory ○: Optional

* Very limited, but some graduate schools offer courses in English. Syllabi or the list of courses at each faculty/graduate school will only be available on/after your arrival at Kyoto University.

KUINEP

KUINEP students are required to take a minimum of seven courses each semester mainly from the Liberal Arts and Sciences courses taught in English (KUINEP courses). They can also take courses offered by undergraduate faculties with the lecturer's permission. Courses of Faculty of Medicine are not open to exchange students.

GEA (Undergraduate)

Undergraduate GEA is required to take a minimum of seven courses each semester mainly from the faculty they belong to. They can also take the Liberal Arts and Sciences courses and courses offered by undergraduate faculties they are not enrolled in with the lecturer's permission. Courses of Faculty of Medicine are not open to exchange students.

GEA (Graduate)

Graduate GEA are required to take a minimum of four courses each semester mainly from the graduate school they belong to. They can also take courses offered by graduate schools they are not enrolled in as long as these are available for exchange students.

GESR

Exchange students who are enrolled in a graduate school of Kyoto University as "Special Research Student" (GESR) under supervision of an academic advisor cannot take any courses including credited Japanese language classes.

Important

- Syllabi are subject to change.
- Course registration starts only after the semester period begins.
- Some seminars and courses involving practical training or experiments may preclude exchange students because of limit of numbers of students who are allowed to take them, on the basis of priority for regular students.
- There are courses which are not open to exchange students and some courses open to exchange students might also implement enrollment restrictions. Therefore exchange students are strongly advised to be as flexible as possible in their course selection.

14. Japanese Language Classes (OPTIONAL)

Both KUINEP and General Exchange (GE) Program students are eligible to take Japanese language classes offered by the Institute for Liberal Arts and Sciences (ILAS). These consist of (1) credited courses and (2) non-credited courses.

(1) Credited Japanese language classes (for KUINEP and GEA)

- KUINEP and GEA students can take maximum of seven Japanese language classes each semester (six Japanese language classes and one *kanji* class).
- GESR students are not eligible to take credited courses.
- Evaluation for credited courses will be recorded in the official transcript.
- Two official credits will be conferred for each course.
- Students will be required to take an online placement test before coming to Kyoto University to determine their level of Japanese language proficiency.

For more information:

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

(2) Non-Credited Japanese language classes (for KUINEP, GEA, GESR)

- Non-credited courses are available for all students, including GESR.
- These classes are not included in the regular curriculum.
- No evaluation will be made, i.e. no scores nor credits will be available.

For more information:

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

15. Application Procedures

Nominations must be submitted through the Kyoto University online nomination system by exchange program coordinator at the home university. Only the documents mailed from the office of the partner university will be accepted.

| Step | Spring (Apr-) | Fall (Oct-) |
|--|---------------|-------------|
| KU: Send nomination link to HU | June | December |
| HU: Nominate ES to KU | August | January |
| KU: Send application "Step 1" link to ES and HU | (1 month) | (1 month) |
| ES: Complete online application "Step 1" | | |
| KU: Send application "Step 2" link to ES and HU | | |
| ES: Complete "Step 2" | | |
| ES: Submit all application documents to HU | | |
| HU: Send all the documents to KU by postal mail | September | February |
| KU: Send acceptance letter etc. to HU by e-mail | January | July |
| KU: Send welcome package to ES by postal mail | Early Mar | Early Sep |

KU: Kyoto University **HU:** Home University **ES:** Exchange Student

16. Application Documents

| Document | KUINEP | GEA | GESR |
|--|--------|-----|------|
| Online application pages (in printed form) | ● | ● | ● |
| Recommendation letter (Form 1) | ● | ● | ● |
| Health certificate (Form 2) | ● | ● | ● |
| Certificate of enrollment in home university (Form 3) | ● | ● | ● |
| Statement of purpose (Form 4) | - | ● | ● |
| Research plan essay (free format) | - | - | ● |
| Copy of TOEFL iBT or IELTS <u>OR</u> JLPT (N1) | ● | ● | ● |
| Language proficiency statement (Form 5) | ● | ● | ● |
| Copy of letter of provisional acceptance (Form 6) ^{*1} | - | - | ○ |
| Academic transcript in English ^{*2} | ● | ● | ● |
| Copy of passport | ● | ● | ● |
| Two (2) recent portrait photos (size: H 4cm x W 3 cm) ^{*3} | ● | ● | ● |
| JASSO scholarship application form (Form 7) ^{*4} | ○ | ○ | ○ |
| Confirmation note regarding security export control ^{*5} | - | ○ | ○ |

●: Mandatory ○: Optional

*1) Original should be kept by a faculty member of Kyoto University who issued the letter.

*2) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.

*3) Please check instructions on "Portrait Photo Requirement".

*4) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "you would like to apply" in the online application form.

*5) This is only required for those who apply for the Graduate School of Informatics.