



京都大学
KYOTO UNIVERSITY

**University-wide Student Exchange Program
Application Guidelines**

AY 2019 Fall Semester (Exchange Period: Oct 2019 - Mar 2020/Sep 2020)



Exchange Program Office

International Education and Student Mobility Division, Kyoto University

Address : Yoshida Honmachi, Sakyo-ku, Kyoto, 606-8501 JAPAN

Important Dates and Deadlines

For AY 2019 Fall Semester

Call for Nomination : December 2018

Nomination Deadline : By 31st of January, 2019 (online)

Application Deadline : By 28th of February, 2019 (online & postal mail)

Application Outcome : July 2019 (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 (or English)*
		Master/Doctor	Coursework	Japanese (or English)*
	GESR	Master/Doctor	Research	(depends on supervisor)

* Some Faculties/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 at least six 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 one of undergraduate faculties 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). Since most of courses offered by faculties and graduate schools are lectured in Japanese, it is highly probable GEA students need Japanese proficiency but only English proficiency is needed if they take courses lectured in English only. Undergraduate GEA is required to take at least six courses each semester while graduate GEA is required to take 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. Academic Calendar

	AY 2019 Fall	AY 2020 Spring
Semester period	Oct 1, 2019 – Mar 31, 2020	Apr 1 – Sep 30, 2020
Arrival	After Sep 15, 2019	-
Dormitory move-in	Sep 26, 2019	-
Orientation	Sep 27, 2019	-
Welcome guidance	Sep 30, 2019 (<i>t.b.c.</i>)	-
Classes	Oct 1, 2019 – Jan 26, 2020	(<i>Early Apr - Late Jul</i>)
Examination	Jan 27, 2020 – Feb 7, 2020	(<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 for 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.

3. 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 personal record
- 4) Prove their language proficiency required to attend the exchange program
- 5) Have a concrete purpose of studying at Kyoto University

4. Language Requirement

	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 or IELTS 6.5 or JLPT N1

- Exchange applicants 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), except native English speakers, 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.
- Exchange applicants 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), except native Japanese speakers.

5. Letter of Provisional Acceptance (GESR only) *New Requirement*

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. It is highly probable that the application is not accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.

6. Tuitions

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

7. 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 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.

8. 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 country 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.

9. 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*)" and "Personal Accidental Insurance for Students while Pursuing Education and Research (*Gakkensai*)". 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.) The yearly premium of *Gakkensai* is 1,000 yen. 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.).

10. Accommodation

One on-campus and four 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>

11. 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 2019 Fall	AY 2020 Spring
Semester period	Oct 1, 2019 – Mar 31, 2020	Apr 1 – Sep 30, 2020
Transcript	early April 2020	early October 2020

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 "-" (with no E) 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, a period of class corresponds to two hours and two credits per course per semester will be 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

There is minimum number of courses required for exchange students to take, 6 courses for KUINEP and undergraduate GEA and 4 courses for graduate GEA each semester. Japanese language classes are not counted for this minimum number.

Minimum number of courses required each semester

KUINEP	: 6 courses (plus Japanese language classes as s/he wishes)
GEA (undergraduate)	: 6 courses (plus Japanese language classes as s/he wishes)
GEA (master/doctor)	: 4 courses (plus Japanese language classes as s/he wishes)
GESR	: (No course can be registered but focus on research)

12. Course Registrations

	Category	ILAS courses	Courses for undergraduates		Courses for graduates	
			by your faculty	by other faculty	by your graduate school	by other graduate school
Undergraduate	KUINEP	●	○*	○*	-	-
	GEA	○	●*	○*	-	-
Graduate	GEA	-	-	-	●*	○*
	GESR	-	-	-	-	-

●: Mandatory ○: Optional

* Very limited, but some faculties/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 at least six 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 at least six 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 at least 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.

13. 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.

Important

Japanese language classes do not count toward the required number of courses to be registered for each semester.

(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>

14. Affiliation

Each KUINEP, GEA, 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 without having its background in their home universities.

KUINEP / GEA (Undergraduate)

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/
Medicine* ¹	http://www.med.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/
Institute for Liberal Arts and Sciences* ²	http://www.z.k.kyoto-u.ac.jp/

*1) Courses of Faculty of Medicine are not open to exchange students.

*2) ILAS is only available for KUINEP students and is mainly for those who are majoring in fields related to Japanese language or Japanese culture.

GEA (Graduate) / GESR

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

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	July	December
HU: Nominate ES to KU	By end of Aug	By end of Jan
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	By end of Sep	By end of Feb
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.