



京都大学
KYOTO UNIVERSITY

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

AY 2023 Fall (2nd) Semester (Exchange Period: Oct 2023 - Mar 2024/Sep 2024)



Exchange Program Office

International Education and Student Mobility Division, Kyoto University

//Important//

Completing an application does not guarantee admission into the program due to capacity issues.

Important Dates and Deadlines

For AY 2023 Fall (2nd) Semester

- Call for Nomination : December 2022
- Nomination Deadline : By **January 20**, 2023 (online)
- Application Deadline : By **February 17**, 2023 (online **and** *data)
- Application Outcome : July 2023 (e-mail)

*** Data**

The way of submission: Instead of sending by postal mail, upload all the application documents to Kyoto University storage through coordinator after students complete online application steps (STEP 1 & STEP2).

1. Outline of Exchange Programs

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

KUINEP: Kyoto University International Education Program (Only for undergraduates)

GE program: General Exchange program (**GEA** or **GESR**)

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)

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 the supervisor can guide the student in any other language. GESR is available only for graduate students.

* For graduate GEA students

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 graduate students are able to find enough numbers (at least four per semester) of such courses to match the subject they wish to study at Kyoto University. If they would like to see whether their intended graduate school offers enough courses lectured in English, please access the URL below.

OpenCourseWare (Syllabi): <https://ocw.kyoto-u.ac.jp/en/syllabus/>

Please note that the Spring semester is the first semester (from April to September) and the Fall semester is the second semester (from October to March) at Kyoto University.

2. Affiliation

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 the program nor the affiliation after the application deadline.
- It is a policy in principle of Kyoto University not to allow exchange students to enroll in the faculty/graduate school without having their background in their home universities.
- A transcript for KUINEP and GEA students 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

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

GEA (Undergraduate) – taught in Japanese(*should have JLPT N1 level or equivalent)

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	https://www.h.kyoto-u.ac.jp/en/gr/
Energy Science	https://www.energy.kyoto-u.ac.jp/en/
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	https://www.sg.kyoto-u.ac.jp/sg/?lang=en
Management *GEA only	http://www.gsm.kyoto-u.ac.jp/en

3. Academic Calendar

	AY 2023 Fall (2 nd semester)	AY 2024 Spring (1 st semester)
Semester period	Oct 1, 2023 – Mar 31, 2024	Apr 1, 2024 – Sep 30, 2024
Arrival	After Sep 15 (tba)	(tba)
Dormitory move-in	Sep 26 (tba)	(tba)
Orientation	Sep 27 (tba)	(tba)
Welcome guidance	Sep 28-29 (tba)	(tba)
Classes	Oct 2 – Jan 23	early Apr – late Jul (tba)
Examination	Jan 24 – Feb 6	late Jul – early Aug (tba)
Summer/Spring break	Feb 7 – Mar 31	early Aug – Sep 30 (tba)

- Courses are designed according to the Japanese academic calendar, i.e. from Apr-Sep (Spring/1st semester) and Oct-Mar (Fall/2nd semester). A few courses are designed for consecutive two semesters from Apr-Mar (Spring/1st & Fall/2nd).
- Students may enroll for up to two consecutive semesters, starting in either Fall or Spring, with approval from their home universities.
- Students may return to their country after their classes and exams end.

4. Eligibility

Exchange applicant should:

- 1) **[New from Spring 2023] Have achieved a cumulative GPA of 3.0 or above on a 4.0 scale or its equivalent**
- 2) 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
- 3) Return to his/her home university on the completion of the exchange program
- 4) Have an excellent academic and disciplinary standing
- 5) Prove their language proficiency required to attend the exchange program
- 6) 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 those 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). ***Undergraduates who would like to apply for GEA need to have achieved JLPT N1 or equivalent at the time of nomination/application.**

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 strongly 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

Only a limited number of applicants are able to receive the scholarship through JASSO (Japan Student Services Organization), a government-sponsored non-profit organization to promote international student exchange. Recipients of the 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 a Japanese passport. Students with permanent residency do not need to obtain a "Student" visa.

10. Medical Situation and Insurance

Please be advised that we do not have a medical facility on campus that provides consultations, medical care or medications to students, and our health care office only provides primary clinical care in emergency situations. We have a department that offers counseling for mental health issues; however, they cannot prescribe medication as it is not a medical facility. If any physical or mental health issues arise, students need to seek medical care off campus. However, please note that there are a limited number of off-campus medical facilities that can provide English-language services (especially mental health) .

Students should consider this medical situation in Japan and their own health conditions before applying to our exchange program.

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. We are also considering asking future students to subscribe to IMAS (Inbound Medical Assistance Service), which provides 24-hour multilingual medical assistance. The fee will be approximately 1,000 to 2,000 yen per year.

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 travel insurance from their countries before coming to Japan.

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

11. Accommodation

There are three off-campus International Houses of Kyoto University and other dormitories offered for international students. However, they are not guaranteed and are subject to availability due to limited housing capacity. As of Fall 2022, 40% of the exchange students were allocated a dorm room on a lottery-basis.

All exchange students will receive detailed information on applying for dormitories after they are officially accepted for the program. Application period starts around three months before their arrival. However, students who will turn out not to be allocated a dorm room will be asked to find a place to live by themselves using the following website, etc..

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

Other Housing Information: <https://kuiso.oc.kyoto-u.ac.jp/en/housing/info/>

12. Academic Transcript and Credits(KUINEP & GEA)

(*GESR students don't earn credits nor transcript)

(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 2023 Fall (2 nd semester)	AY 2024 Spring (1 st semester)
Semester period	Oct 1, 2023 – Mar 31, 2024	Apr 1 – Sep 30, 2024
Transcript	early April 2024	early October 2024

IMPORTANT

No transcripts can be issued before the 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 <i>not</i> 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

* Although 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 in the end of March.

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 the 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 with the lecturer's permission as long as these are available for exchange students. Courses of the Graduate School of Medicine are not open to exchange students.

Important (KUINEP and GEA)

- 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 the limited number 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.
- Our program is not a good fit for exchange students relying on specific courses to graduate on time.

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.

14. Japanese Language Classes (OPTIONAL)

Japanese language classes are 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 a maximum of five Japanese language classes (10 credits) each semester.
- 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 GESR)

- Non-credited courses are available for GESR only.
- KUINEP and GEA students are not eligible to take non-credited courses.
- 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:

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

***All information collected through application will be used solely for admission purposes while fulfilling Kyoto University's requirements under Personal Information Protection Law and will not be used for any other purpose.**

15. Application Procedures

Nominations must be submitted through the Kyoto University online nomination system by the exchange program coordinator at the home university. Only the documents submitted 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: Upload all the documents to KU's storage	September	February
KU: Send acceptance letter etc. to ES & 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 ***We ONLY accept the designated forms (Form 1 – Form 7)**

Documents	KUINEP	GEA	GESR
Online application pages (signed & dated)	●	●	●
Recommendation letter (Form 1) *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 or JLPT (N1) <u>OR</u>	●	●	●
Language proficiency statement (Form 5)			
Copy of letter of provisional acceptance (Form 6) *2	-	-	◎
Academic transcript in English*3	●	●	●
Copy of passport (personal particulars page)	●	●	●
One recent portrait photo (size: H 4cm x W 3 cm) *4	●	●	●
JASSO scholarship application form (Form 7) *5	○	○	○
Confirmation note regarding security export control *6	-	●	●

(●: Mandatory ◎: Strongly Advised ○: Optional)

*1) The recommendation letter should be written by a faculty/teaching member who currently belongs to the applicant's home university.

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

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

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

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

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