Kansai University
Exchange Student
Procedure Guide (Spring Semester 2018)
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1. The exchange study system at Kansai University

(1) Characteristics of the curriculum

Exchange students at Kansai University are able to study the “KUGF (Kansai University Global Frontier) Curriculum.” In addition, students who have above a certain level of Japanese language ability can also study the specialist courses held by each department.

[1] KUGF Curriculum (General subjects)

The “KUGF Curriculum” is a module style curriculum. All of the courses except the Japanese language study are performed in English. Other than international study, it is also possible to deepen knowledge of Japanese culture by studying various fields in English such as the study of Japanese history and the social systems of each era, cultural arts, martial arts, economics, philosophy and religion.

[2] KUGF Curriculum (Japanese language study subjects)

The Japanese language study subjects are divided into six classes according to levels from a beginner course to an advanced course. The aim of each class is to improve the skills of the students both in Japanese conversation and in reading and writing.

[3] Specialist subjects (Courses held by departments)

Students may study courses held by other departments if they are judged to have more than a certain level of Japanese ability as a result of the Japanese language placement tests which are held after the students arrive in Japan.

It is possible to take the courses held in the 13 departments of Kansai University, so students can learn a wide variety of subjects from general cultural subjects to specialist subjects. These courses are studied in Japanese and it can be expected that the level of Japanese ability will be improved further and that there will be learning at a high level of speciality.

The [Kansai University Syllabus System] can be used to search for the courses held by the departments.

* The following is used as a guideline for the level of Japanese ability required to study the courses held by the departments.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Reference Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>JLPT (Japanese Language Proficiency Test)</td>
<td>N2 or higher</td>
</tr>
<tr>
<td>J.TEST (Test of Practical Japanese)</td>
<td>Level C or higher</td>
</tr>
<tr>
<td>CEFR</td>
<td>B2 or higher</td>
</tr>
</tbody>
</table>
(2) **Extracurricular activities**

1. **Japanese language support program**
   
   Kansai University also provides support for the Japanese language study of exchange students outside of the classes. Please use this support program effectively to improve your Japanese language ability.

   - **[Japanese Language Tutor/Tutee System]**
     Tutors (Japanese students) give advice and support to tutees (foreign exchange students) for their study (mainly regarding Japanese language) and daily life.

   - **[Conversational Japanese Brush-up Seminar]**
     Students will study Japanese conversational skills that are necessary in daily life to adapt to Japanese society by practical training.

2. **Activities to experience Japanese culture**

   Kansai University offers various kinds of activities throughout the year. You will be able to experience Japanese culture and activities to enhance mutual exchanges between the Japanese students as well as the community. While you are studying at Kansai University please take this great opportunity and enjoy many Japanese culture activities.

3. **Multilingual Immersion Room (Mi-Room)**

   The Mi-Room is a study space where you can experience cross-cultural communication in many languages. English and non-English sessions are conducted everyday to improve your proficiency. Topic sessions range from basic conversation to technical skills, as well as study abroad advising.

(3) **Study support**

1. **Academic advisors**

   A member of the teaching staff of the Division of International Affairs is assigned to each individual exchange student as an Academic Advisor and provides guidance. After the student arrives in Japan, such as course registration is supported. Time is also set as office hours for an interview (so called office hours) to respond to consultations regarding study and life during the period of exchange study.

2. **Special supervisors**

   Special supervisors are assigned to the students who wish to perform graduate level research at Kansai University. These supervisors provide support for research activities.
   Students who wish to perform the overseas study at the graduate school level

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1 The programs and contents implemented are subject to change.
must submit a research plan (produced in either Japanese or English), so please prepare this for when making an application. In addition, please use the [KANSAI UNIVERSITY System for Academic Information] beforehand to search for a special supervisor suitable for the research theme.

(4) Grading

The results for each subject studied are announced using the grading shown below.

<table>
<thead>
<tr>
<th>Points</th>
<th>Undergraduate student</th>
<th>Graduate student</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90</td>
<td>S</td>
<td>A</td>
</tr>
<tr>
<td>89 - 80</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>79 - 70</td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>69 - 60</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>under 59</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

* If a course includes examinations for the results assessment and the examination was not taken, then ‘I’ (not taken) is displayed.

(5) Credit-based system

[1] Hours of study per credit
In accordance with the rules of the Ministry of Education, Culture, Sports, Science and Technology, one credit is defined as contents requiring 45 hours of study.

[2] Class hours per course
The total class hours for each course is approximately 90 hours worth of learning, including hours spent for assignment, tutoring and homework.

(6) Issuance of CERTIFICATE OF ACADEMIC RECORD

The CERTIFICATE OF ACADEMIC RECORD (in English) for each semester will be sent to the person responsible at the home university. The schedule for the sending of the records is planned as follows.
Fall Semester (completion in March) … Plan to send at end of March
Spring Semester (completion in September) … Plan to send at end of September

* Only one copy of the CERTIFICATE OF ACADEMIC RECORD will be sent. An issuing fee and postage fee will be charged from the second copy onwards.
2. Academic year

<table>
<thead>
<tr>
<th>Spring semester (April to September)</th>
<th>Fall semester (September to March)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>April 1</strong>&lt;sup&gt;st&lt;/sup&gt; Start of spring semester</td>
<td><strong>September 21</strong>&lt;sup&gt;st&lt;/sup&gt; Start of fall semester</td>
</tr>
<tr>
<td><strong>April 5</strong>&lt;sup&gt;th&lt;/sup&gt; Start of spring semester classes</td>
<td><strong>September 21</strong>&lt;sup&gt;st&lt;/sup&gt; Start of fall semester classes</td>
</tr>
<tr>
<td><strong>July 23</strong>&lt;sup&gt;rd&lt;/sup&gt; End of spring semester classes</td>
<td><strong>December 26</strong>&lt;sup&gt;th&lt;/sup&gt; to <strong>January 6</strong>&lt;sup&gt;th&lt;/sup&gt; Vacation</td>
</tr>
<tr>
<td><strong>July 24</strong>&lt;sup&gt;th&lt;/sup&gt; to <strong>31</strong>&lt;sup&gt;st&lt;/sup&gt; Spring semester examinations</td>
<td><strong>January 23</strong>&lt;sup&gt;rd&lt;/sup&gt; to <strong>30</strong>&lt;sup&gt;th&lt;/sup&gt; Fall semester examinations</td>
</tr>
<tr>
<td><strong>August 2</strong>&lt;sup&gt;nd&lt;/sup&gt; to <strong>September 20</strong>&lt;sup&gt;th&lt;/sup&gt; Vacation</td>
<td><strong>March 21</strong>&lt;sup&gt;st&lt;/sup&gt; to <strong>31</strong>&lt;sup&gt;st&lt;/sup&gt; Vacation</td>
</tr>
<tr>
<td><strong>September 20</strong>&lt;sup&gt;th&lt;/sup&gt; End of spring semester</td>
<td><strong>March 31</strong>&lt;sup&gt;st&lt;/sup&gt; End of fall semester</td>
</tr>
</tbody>
</table>

3. Student dormitories

Exchange students at Kansai University can apply to reside in one of the following three student dormitories.

Unless there are special circumstances, the decision on the student dormitory that will be entered is made by Kansai University.

In addition, no changes or cancellations will be accepted after an application has been made. Please ensure that you fully understand the fees and conditions for the use of each dormitory before applying for dormitory residence.

(1) Kansai University International Dormitory

Dormitory entrance fee: 15,000 yen
Dormitory charges: 30,000 yen per month (single room) or 25,000 yen per month (twin room)
Meals: Prepared by individual residents (Cooking is possible in a shared kitchen)
Address: 3-3 Tsukumodai, Suita, Osaka 565-0862
Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.

The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.
Access to Senriyama Campus: Approx. 20 minutes by train

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2 Dormitory fees and other matters are reviewed each academic year.
(2) **Student House "Shurei-ryo" (Male dormitory)**
Dormitory entrance fee: Not necessary
Dormitory charges: 31,500 yen per month (twin room)
Meals: Breakfast 240 yen, evening meal 480 yen
Linen fee: 9,720 yen/year  *The full amount must be paid even if the period of residence is shorter than one year.
Address: 3-3 Yamate-cho, Suita, Osaka 564-0073
Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.
The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.
Access to Senriyama Campus: Approx. 10-minute walk

(3) **Dormitory "Tsukigaoka" (Female dormitory)**
Dormitory entrance fee: Not necessary
Dormitory charges: 31,500 yen per month (twin room)
Meals: Breakfast 240 yen, evening meal 480 yen
Linen fee: 9,720 yen/year  *The full amount must be paid even if the period of residence is shorter than one year.
Address: 25 Senriyama Tsukigaoka, Suita, Osaka 565-0847
Other: An amount equivalent to the monthly dormitory charge will be taken as a deposit at the time of entry.
The dormitory charges include light, heating and water utility charges, internet connection fee and linen leasing fee.
Access to Senriyama Campus: Approx. 15-minute walk

(4) **Requests for residence other than in student dormitories (lodging)**
If you wish to live in other than in student dormitories, please state this at the time of your application.
4. Student life

(1) Living expenses
The living expenses necessary to live a normal life in Osaka are around 100,000 yen per month, including the dormitory fees. When coming to Japan, please establish a funding plan that will be sufficient enough for your stay.

(2) Scholarships

[1] Student Exchange Support Program (Scholarship for Short-term Study in Japan)
This is a scholarship paid by the Japan Student Services Organization (JASSO). Students are selected if they have achieved above a certain level of academic results and also fulfill the conditions. A monthly amount of 80,000 yen may be paid for 12 months (maximum).
The University makes the application to JASSO and then JASSO decides the selection and the total number of students to be chosen. The criteria for selection vary from year to year. If the systems of our University are selected, then we will notify the details only to the students who may be able to receive the scholarship. The details are not decided at the time of the applications for exchange study, so we cannot respond to inquiries in advance.

[2] Scholarships limited to specific universities
There are cases where a scholarship may be paid to exchange students from some specific universities, based on an agreement between the universities. Please check the details of this with the person responsible at your home university.

(3) Insurance

[1] National Health Insurance (paid by the student)
If you get sick or injured during your stay in Japan, National Health Insurance makes it possible to receive medical treatment by only paying part of the medical expenses (partial obligation). As a rule, it is possible to receive medical treatment with the payment of just 30% of the total medical care expenses. Foreigners who have a status of residence for a stay that exceeds three months have an obligation to apply for the National Health Insurance.

[2] Personal Accident Insurance for Students Pursuing Education and Research (PAS) (paid by the University)
The Personal Accident Insurance for Students Pursuing Education and Research (PAS) is taken out collectively so that a minimum level of insurance benefits can be received if an unexpected accident or disaster occurs during the education or research which results in injury.
### Table

<table>
<thead>
<tr>
<th>Applicable case</th>
<th>During regular curriculum activities and school events</th>
<th>During recess on campus and extracurricular activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of benefit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death benefits</td>
<td>12,000,000 yen</td>
<td>6,000,000 yen</td>
</tr>
<tr>
<td>Permanent disability indemnity</td>
<td>720,000 yen to 18,000,000 yen depending on the severity</td>
<td>360,000 yen to 9,000,000 yen depending on the severity</td>
</tr>
<tr>
<td>Medical benefits</td>
<td>3,000 yen to 300,000 yen Applicable from the first day of treatment and depending on the number of days required for the treatment</td>
<td>30,000 yen to 300,000 yen Applicable from the 14th day of treatment and depending on the number of days required for the treatment</td>
</tr>
<tr>
<td>Others</td>
<td>(Additional hospitalization coverage) 4,000 yen per day hospitalized</td>
<td></td>
</tr>
</tbody>
</table>

[3] Others  
Please also take out overseas travel insurance for yourself.

### 4. International exchange

Throughout the year, the Division of International Affairs hosts activities to encourage mutual exchange between exchange students, Japanese students and the local region. There are a wide range of activities, from activities that students can participate in within the campus such as experiencing Japanese culture, Japanese language support, consultations about daily life, sports events and parties for exchange, to activities where the participants leave the campus such as home visits to households in the local area, study tours to consider Japanese society and field trips to museums and cultural assets. Apart from being participants in the activities, there are also programs where the students can become the teachers and teach the language and culture of their home country, such as in multilingual programs and multicultural seminars.

### 5. Application procedures

**1. Application eligibility**

Students enrolled at universities with which Kansai University has concluded a student exchange agreement.  
* Depending on the university enrolled at, there may also be other criteria for application eligibility. Please ask the international department staff of each university for details.

**2. Application method**

Please ask the international department staff of the university you are enrolled at for details of the procedures required at that university.  
When it is decided that an application will be made to Kansai University, the student should carry out the procedures below.  
[1] Online Application for Exchange Program  
When the making of an application has been decided, the student should apply
from the [Online Application for Exchange Program].
During the online application, in addition to entering the items required, it is also
necessary to upload the data listed below. Please prepare these beforehand. It is
only possible to upload data in PDF, JPEG or PNG format.
1. Identification photograph
2. The passport page containing the face photograph
3. Kansai University Certificate of Health
* When making the application, please refer to the [Online application manual].

[2] Submission of documents to university enrolled at
Submit the following documents to your own university.
1. Kansai University Exchange Program Covenants application
2. Kansai University Exchange Program Research Plan (only applicants who wish to
   study at graduate level)
* Each form can be downloaded [here].

(3) **Online application period**

<table>
<thead>
<tr>
<th>Start of acceptance</th>
<th>Application period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester (April)</td>
<td>to October 20th</td>
</tr>
<tr>
<td>Fall semester (September)</td>
<td>to April 20th</td>
</tr>
</tbody>
</table>

(4) **Selection**
The Division of International Affairs will check that there are no deficiencies in the
details of the online application.
A committee will then be held to consider the application details and decide whether
or not the acceptance will be possible.

6. **Schedule**
The schedule from application to arrival in Japan is as follows.
The actual schedule may be changed.

<table>
<thead>
<tr>
<th>Details</th>
<th>Spring semester acceptance</th>
<th>Fall semester acceptance</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online application period</td>
<td>to October 20th</td>
<td>to April 20th</td>
<td>Student → Kansai University</td>
</tr>
<tr>
<td>(1) Application procedures for Certificate</td>
<td>November</td>
<td>May</td>
<td>Kansai University → Student</td>
</tr>
<tr>
<td>of Eligibility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Check of details of Certificate of Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Notification of acceptance decision</td>
<td>Mid-January</td>
<td>Early July</td>
<td>Kansai University → partner university</td>
</tr>
<tr>
<td>(4) Visa application</td>
<td></td>
<td></td>
<td>Student → overseas diplomatic establishment</td>
</tr>
</tbody>
</table>

3 If necessary, interviews will be held by Kansai University or by a party commissioned by Kansai University.
(1) Application procedures for Certificate of Eligibility (hereinafter referred to as “COE”)

The COE is a certificate necessary for the visa application for the exchange student to enter Japan.
For the acquisition of a COE, Kansai University will make the application to the Immigration Bureau on behalf of the student, based on the details reported at the time of the application. It may sometimes be necessary to interview the student in connection with the application for a COE. In this case, the interview will be performed by a party commissioned by Kansai University. The interview is in principle conducted via email.

(2) Check of details of Certificate of Health

If there are any items on the Certificate of Health that require confirmation, an interview will be carried out by Kansai University.

(3) Notification of acceptance decision

When the preparation of the Letter of Acceptance and COE has been completed, they will be sent by mail from Kansai University to the person responsible at the partner university.
* The COE is issued after screening by the Immigration Bureau. Kansai University cannot give any guarantees about the issuance of a COE or the timing of issuance. The sending of the documents may be delayed if the screening for the COE issuance at the Immigration Bureau is prolonged.

(4) Visa application

After receiving the Letter of Acceptance and the COE, the student must personally make the application for a visa at the overseas diplomatic establishment. The documents necessary for the application will vary depending on the country, so please check on your own.
A certain amount of time is required from the application to the issuance, so allow plenty of time when making the application.
* Please purchase an airline ticket after a visa has been obtained.
* It is not possible to receive the visa within Japan. Always complete the procedures before coming to Japan.

(5) Guidance on procedures for coming to Japan

In addition to notifying the student by email of the following important information regarding the visit to Japan, other necessary information is also available on the
website. Notification of the URL will be given separately.

[1] Notification of decision on dormitory
The dormitory will be decided by Kansai University and notification of this will be given together with notification of the date of dormitory entry (specified date of travel to Japan).

An airport pick-up service (charged 3,000 yen\(^4\)) by a private bus is available to take the students from Kansai International Airport to the dormitories where residence is planned on the specified date of travel to Japan. (For students in private lodgings, the bus will only take you to Kansai University.)
Students requiring the service should follow the procedures shown in the guidance.
If the pick-up service will not be used, then guidance will be given on the route from Kansai International Airport to the lodgings, so please arrange the transportation by yourself.

Guidance will be given on the Japanese language placement test that must be taken before coming to Japan. Please take the test within the period specified.

(6) Arrival in Japan and orientation
After arrival in Japan, an orientation will be held to explain the study and life in Japan. The orientation will include the procedures required at the city office, how to open a bank account and procedures for mobile phone applications. Details of the schedule will be announced in the guidance on procedures for coming to Japan.

7. Others
(1) The acceptance may be cancelled if details in the application are found to be false.
(2) Please note that we cannot answer to any questions related to the details of the selection.

\(^4\) The amount is subject to change.
8. Access and inquiries

(1) Access

Kansai University Division of International Affairs
Exchange study (acceptance) staff
3-3-35 Yamatecho, Suita, Osaka 564-8680
Tel: +81-6-6368-0178
Fax: +81-6-6330-3027
E-mail: ku-dia@ml.kandai.jp