

Kansai University Exchange Students'
Procedure Guide
(Fall Semester 2019)

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1. The exchange study system at Kansai University

(1) Characteristics of the curriculum

Exchange students at Kansai University follow the “[KUGF \(Kansai University Global Frontier\) Curriculum](#)”. Students whose Japanese language proficiency is sufficiently high can also take undergraduate courses offered by each faculty.

① KUGF curriculum

The purposes of the KUGF curriculum are to improve language proficiency and communication skills, develop a high level of cross-cultural understanding, and foster global leadership skills. The curriculum can be categorized into 2 courses. Please refer to [KUGF Course Guide](#) for contents of the courses and language requirements.

1. Global Frontier and Skill Up for Studying Abroad ※taught in English.
Global Frontier courses consist of 8 Modules. The purpose of Skill Up for Studying Abroad courses is to acquire English language skills.
2. Japanese as a Second Language ※taught in Japanese.
These courses are to support international students with Japanese language studies. We provide various levels of classes, from basic to advanced. You will be taking an appropriate level of Japanese classes after a language placement test. We offer not only Japanese language courses but also courses that provide basic knowledge on Japan, introduce cultures of Japanese companies, business Japanese and courses that place you in a real company or an organization.

② Undergraduate courses (courses offered by each faculty)

Exchange students whose Japanese language ability is sufficiently high as proven on the Japanese language placement tests taken after their arrival in Japan can enroll in classes provided by each faculty.

Students can learn a wide variety of subjects from general cultural subjects to specialist ones through these courses, held in the 13 faculties of Kansai University. These are studied in Japanese and students can expect an improvement in their level of Japanese proficiency as well as learning at a higher level of specialty.

*The following is used as a guideline for the level of Japanese proficiency required to enroll in undergraduate courses.

Test Name	Reference Score
JLPT (Japanese Language Proficiency Test)	N2 or higher
J.TEST (Test of Practical Japanese)	Level C or higher
CEFR	B2 or higher

(2) Study support

① Japanese language support program[※]

Kansai University also provides support for exchange students to study Japanese outside of their classes. Students are encouraged to use this support program effectively to improve their Japanese proficiency.

【Japanese language tutor/tutee system】

Tutors (Japanese students) advise and support international students regarding studies (mainly Japanese language) and daily life.

【Conversational Japanese brush-up seminars】

Practical training that helps exchange students learn Japanese conversational skills that are necessary in daily life in order to adapt well to Japanese society.

② 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 to provide guidance in formalities such as course registration after the student arrives in Japan. We offer Office Hours to respond to consultations regarding study and life.

③ Special supervisors

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

Students who wish to undertake overseas study at the graduate school level must submit a research plan (in either Japanese or English).

In addition, please use the [KANSAI UNIVERSITY System for Academic Information](#) beforehand to search for a special supervisor suitable for your research theme.

※Graduate courses will not be opened if there are no regular students to take a course of a relevant graduate school.

(3) Grading

The results for each subject studied are graded as shown below.

Points	Graduate Level	Undergraduate Level
100 - 90	A	S
89 - 80		A
79 - 70	B	B
69 - 60	C	C
under 59	F	F

* If a course includes examinations to assess results and the examination was not taken, then 'I' (not taken) is displayed.

※ The programs and contents implemented are subject to change.

(4) Credit-based system

We evaluate grades for the courses taken and issue a CERTIFICATE OF ACADEMIC RECORD. Based on the certificate, credits will be accredited in accordance with the student's home university's standard. Please make sure to check with the responsible person at your home university concerning credit transfers beforehand.

We define 1 credit as equivalent to 45 hours of workload complying with the requirements of the Ministry of Education, Culture, Sports, Science and Technology's provision.

(5) Announcement of Grades

Grades of Spring semester will be revealed at the beginning of September, and grades of Fall semester will be revealed at the beginning of March. The grades announcement date cannot be changed for any reasons.

(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 student's home university. The schedule for sending this is as follows:

Fall Semester - planned to send at the end of March

Spring Semester - planned to send at the end of September

* Only one copy of the CERTIFICATE OF ACADEMIC RECORD will be sent. A postage fee will be charged from the second copy onwards.

2. Academic calendar

Fall semester (September to March)		Spring semester (April to September)	
September 21	Start of fall semester	April 1	Start of spring semester
September 21	Start of fall semester classes	April 5	Start of spring semester classes
December 26 to January 6	Vacation		
January 21	End of fall semester classes	July 23	End of spring semester classes
January 23 to 30	Fall semester examinations	July 24 to 31	Spring semester examinations
March 31	End of fall semester	September 20	End of spring semester

* Academic calendar may change depending on a year.

3. Student dormitories

Kansai University has not only international students dormitory operated by the university but also an affiliated international student dormitory operated through a business alliance with the outsourcing contractor. Also, we can introduce our affiliated company to those who would like to do a homestay or reside in an apartment. Please state which residential formation you prefer at the time of application.

(1) International Students Dormitories※

Those who wish to enter an international students dormitory will be entering one of the following 3 dormitories. Unless there are special circumstances, the decision on which dormitory the student will enter is made by Kansai University.

① Kansai University International Dormitory

Dormitory entrance fee: 15,000 yen

Dormitory charges: 30,000 yen per month (single room)

Meals: Prepared by individual residents (cooking is possible in a shared kitchen)

Linen fees: included in the dormitory charges

Access to Senriyama Campus: Approx. 20 minutes by train

② Student House Shurei-ryo (male dormitory)

Dormitory entrance fee: 15,000 yen

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast - 240 yen, evening meal - 480 yen

Linen fee: 1,100 yen/month

Access to Senriyama Campus: Approx. 10-minute walk

③ Dormitory Tsukigaoka (female dormitory)

Dormitory entrance fee: 15,000 yen

Dormitory charges: 31,500 yen per month (twin room)

Meals: Breakfast - 240 yen, evening meal - 480 yen

Linen fee: 1,100 yen/month

Access to Senriyama Campus: Approx. 15-minute walk

※ Dormitory fees and other matters are reviewed each academic year. Also, dormitory fees and other matters described are for one student. We will collect a deposit which is as equivalent to the monthly dormitory charge at the time of dormitory entrance. Dormitory fees include heating expense, electricity expense, water expense, and Internet connection fee.

(2) Affiliated International Students Dormitory ※Please check the details [here](#)

① **Dormy Ryokuchi-Koen 3**

Dormitory entrance fee: none

Building maintenance fee: 3,000 yen per year

Dormitory charges: 47,000 yen per month

Meals: contract that includes meals: 17,100 yen + tax (required separately with the monthly dormitory fee)

contract that meals are separated: Breakfast - 350 yen + tax, evening meal – 650 yen + tax (per meal)

Linen fee: 7,020 yen/month ※depends on the contract period

Others: Electricity expense (5,000 yen + tax) and communication equipment fee (3,600 yen + tax) are required separately every month.

Access to Senriyama Campus: Approx. 15-minute walk

(3) Requests for residence other than in student dormitories(homestay/apartment)

We will introduce you to our affiliated company separately if you wish to do a homestay or reside in an apartment.

Kansai University does not take responsibility for troubles that arise between you and an affiliated company or host family. Please make sure to understand your contract fully before you sign.

※In case of wishing to do a homestay or residing in an apartment for some period of time during exchange, please send us an inquiry separately at the time of application.

Homestay (single room)

Placement fee: 12,000 yen

Homestay charges: 3,000 yen/stay ※application available from a 4-week stay (28 days stay)
2,700 yen/stay ※after 91 days stay

Meals: Breakfast and evening meals are included in above charges.

Others: Homestay charges also include linen, light and heating charges, and Internet connection fee.

Tax will be added separately to the home stay expenses. (8% of the expense until September 2019, 10% of the expense from October 2019.)

※Please click [here](#) for more details about homestays, including firsthand accounts by other exchange students.

Apartment

The costs depend on the apartment, but on an average, it costs more than 40,000 yen a month to rent an apartment around Kansai University.

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 dormitory fees. When coming to Japan, please establish a sufficient funding plan.

(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). If our university's program has been adopted, we will notify the details to subjects. The details are not decided at the time of application for exchange study, so please note that **we cannot respond to any enquiries 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 them and Kansai University. 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 with only a part payment of the medical expenses (partial obligation). In principle, you can receive medical treatment with a payment of just 30% of the total medical care expenses. Exchange students are obligated to buy 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 collectively to ensure a minimum level of insurance benefits in case of injuries resulting from an unexpected accident or disaster that occurs during education or research.

Type of benefit	During regular curriculum activities and school events	During recess on campus and extracurricular activities
Death benefits	12,000,000 yen	6,000,000 yen
Permanent disability indemnity	720,000 yen to 18,000,000 yen depending on the severity	360,000 yen to 9,000,000 yen depending on the severity
Medical benefits	3,000 yen to 300,000 yen Applicable from the first day of treatment	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	and depending on the number of days required for the treatment
	(Additional hospitalization coverage) 4,000 yen per day hospitalized *Limited to 180 days.	

③ Personal Liability Insurance

At Kansai University, it is mandatory for exchange students to buy personal liability insurance. In case buying the insurance personally, we ask students to submit the documentary proof of insurance coverage.

In addition, in case students buy the personal liability insurance through Kansai University, we prepare the insurance that costs approximately JPY2,000 for 1 semester student, and approximately JPY4,000 for 2 semesters student.

Detailed insurance coverage and insurance fees will be announced as soon as it is decided.

(4) International exchange

① Activities

Throughout the year, Kansai University hosts activities to encourage communication between exchange students, Japanese students and the local region. There are a wide range of activities, from in-campus ones such as experiencing Japanese culture, Japanese language support, consultations about daily life, sport events and parties for exchange students to activities outside the campus such as home visits to local households, tours to study Japanese society, and field trips to museums and cultural assets. Apart from participating in these, there are also programs where students become teachers and teach the language and culture of their home country through multilingual programs and multicultural seminars.

② Multilingual Immersion Room (Mi-Room)

The Mi-Room is a study space to experience cross-cultural communication through programs involving cultural experiences and learning various foreign languages. Students can not only join a program as user but also use the opportunity to share their mother tongues and culture as a GTA (Global Teaching Assistant). In addition, Mi-Room is a space for Japanese students and international students to gather around, communicate and exchange different cultures.

③ Global Buddy Program (GBP)

KU students become a buddy of international students, help them get rid of their worries for Japanese customs, making new friends, and support them to adapt to a new life smoothly.

Those who are willing to join this program will make a group with KU students as

well as other international students, and start communicating before arriving in Japan.

After arriving in Japan, students will be able to join the welcome party for international students and events specially organized for GBP members. We believe that your life in Kansai University is going to be fulfilling through various activities and events planned by individual GBP group.

5. Application procedures

(1) Application eligibility

Students enrolled at universities with which Kansai University has [an existing student exchange agreement](#).

* Depending on the students' home university, there may also be other criteria for eligibility. Please contact the international department of your university for details.

(2) Application method

Please ask the person in charge of your home university for the details of the procedures there.

When it is determined that you participate in the study abroad program with Kansai University at your university, please follow the steps below for application.

① Online Application for Exchange Program

Apply using the [Online Application for Exchange Program](#).

When applying online, in addition to completing all the required fields, it is also necessary to upload the below documents. Please prepare these beforehand.

Only PDF, JPEG or PNG files can be uploaded.

1. Photograph for identification
2. Passport page containing your photograph
3. Kansai University Certificate of Health
4. Kansai University Exchange Program Recommendation ※Please issue the recommendation form from students' home university
5. Kansai University Exchange Program Covenants application ※The signature of the applicant is required.
6. Kansai University Exchange Program Research Plan (only applicants who wish to study at graduate level at Kansai University)

* For specifications and guidelines for ID photos, please refer to the [“Website Here”](#) and upload a photograph that meets all the requirements

* Forms can be downloaded [here](#).

(3) Online application period

April 20 (Sat), 2019 (JST)

(4) Selection

Kansai University will check that all the details on the application are sufficient and accurate.

A committee will then be held to consider the application and make a final decision on it.

6. Schedule

The schedule from application procedure to arrival in Japan is as follows.

Please note that the actual schedule may be different.

Details	Time Period
Online application period	until April 20 th
(1) Application procedures for Certificate of Eligibility	May
(2) Check of details of Certificate of Health	
(3) Sending of the Letter of Acceptance (PDF)	Early June
(4) Sending of the Welcome Pack	Early August
(5) Visa application	
(6) Arrival in Japan and orientation	Early September
Start of classes	September 21

(1) Application procedures for CoE (Certificate of Eligibility)

The CoE is a certificate necessary for an exchange student's visa application.

To obtain a CoE, Kansai University will make an application to the Immigration Bureau on behalf of the student based on the details provided in the online application. If more details are required to apply, a company commissioned by the university will contact you via email.

(2) Checking details in the Certificate of Health

If there is anything on the Certificate of Health that requires confirmation, Kansai University will contact you for clarifications.

(3) Sending of the Letter of Acceptance (PDF)

After going through acceptance procedures internally, we will send your Letter of Acceptance to the responsible person at your university.

(4) Sending of the Welcome Pack

After Kansai University determines students' acceptance, as soon as the Letter of Acceptance and CoE are ready, a Welcome Pack will be sent by mail from Kansai University to the responsible contact at your university.

* The CoE is issued after screening by the Immigration Bureau. Kansai University cannot guarantee the issuance of a CoE or the timing of issuance. The preparation of all other documents may be delayed if the screening for CoE issuance at the

Immigration Bureau is prolonged.

The Welcome Pack includes:

① Kansai University Exchange Student Welcome Announcement (booklet)

This includes information on visa acquisition, airport pick-up service, taking the Japanese placement test, orientation schedule after your arrival and more. Please go through all the information very carefully.

② Letter of Acceptance

This is a document that certifies your acceptance at Kansai University. We cannot reissue the Letter of Acceptance, so please keep it safely.

③ Appointment letter for scholarship (subjects only)

This will be enclosed only for students who are eligible for a scholarship from Kansai University.

④ Certificate of Eligibility (CoE)

The CoE is a certificate essential for your visa application and cannot be reissued. Please treat the CoE carefully.

⑤ Application for work permit

Exchange students are able to work part-time by acquiring a work permit. Please apply for it when entering Japan i.e. at the airport if you wish to get the work permit.

⑥ Letter of Dormitory Acceptance

This document will be enclosed only if the student has selected to reside in a dormitory in the online application.

However, regrettably, they may not be able to reside in a dormitory if it is already full. Also, Kansai University will assign the dormitory.

(5) Visa application

Please make an application for a visa at the Japan consulate overseas after receiving the Letter of Acceptance and CoE. Documents necessary for the application vary depending on the country, so please check with the consulate.

A certain amount of time is required from 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.

(6) Arrival in Japan and orientation

After arriving in Japan, an orientation on life in Japan and course registration will be held. The orientation will include sessions on procedures required at the city hall and how to open a bank account. The orientation schedule will be included in your

Welcome Announcement.

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 any questions related to the details of the selection.

Kansai University Division of International Affairs

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