

Kansai University

Guide for Exchange Students

Fall Semester 2010-2011

Kansai University
Division of International Affairs

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Guide for Exchange Students, 2010

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1. Introduction

(1) Kansai University

Kansai University is located within one hour from downtown Osaka, and within two hours from Kansai International Airport. Approximately 30,000 undergraduate and graduate students are registered. There are thirteen faculties (Law, Letters, Economics, Commerce, Sociology, Policy Studies, Foreign Language Studies, Informatics, Health and Well-being, Safe Science, Engineering Science, Environmental and Urban Engineering and Chemistry, Materials and Bioengineering), ten graduate schools (Law, Letters, Economics, Commerce, Sociology, Informatics, Science and Engineering, Foreign Language Education and Research, Psychology and Safe Science), and three Professional Schools (School of Law, Graduate School of Accountancy and Graduate School of Professional Clinical Psychology).

There are many facilities on the campus. The university library is one of the largest in western Japan as a university library. The Information Technology Center offers basic instruction of computer usage. Computers are available there and in other special rooms around the campus. The Medical Center offers treatment for slight injuries and illness. Cafeterias, banking facilities, shops selling stationary and books, tennis courts, a swimming pool, and weightlifting facilities are available to students.

Osaka is the largest city in the western part of Japan. It was formed originally as a town of merchants and remains one of Asia's most important economic and cultural crossroads. Kyoto, Nara, and Kobe, which were economic and political centers once, are located near Osaka.

The climate in Osaka:

Spring (March – May) 5° C ~ 25° C

Most comfortable among four seasons. Still chilly in the morning and at night.

Summer (June – August) 20° C ~ 35° C

Hot and damp. The rainy season starts in June. Gets hotter after that.

Fall (September – November) 10° C ~ 25° C

Remains hot and typhoons bring humidity in September. Gets cooler in October.

Winter (December – February) 2° C ~ 10° C

Snow is rather rare. Rather pleasant, but still need coat and gloves.

(2) Division of International Affairs

The Division for International Affairs in Kansai University deals with matters related to exchange students as well as full time foreign students.

The Division is the main place where both Japanese and foreign students can have chances to meet other students as well as in which information concerning foreign students can be provided. The Division also provides information for Japanese students who wish to study abroad. Newspapers in Japanese, English, Chinese, and Korean are available in the Division. Computers with Internet access are available where students may have access to their e-mail. Wireless LAN access is also available.

Feel free to contact the Division if something happens to you or if you have anything to talk about. The Division is open from 9 a.m. to 5 p.m. Most of the Division staff can speak English, but students are expected to use Japanese as much as possible.

[Telephone: +81-6-6368-1174] [Facsimile: +81-6-6330-3027]

[Homepage: <http://www.kansai-u.ac.jp/Kokusai/english/index.html>]

2 Academic affairs

(1) Academic Calendar for 2010~2011 (Tentative)

September 8	Check in at the dormitories
September 9	Orientation (dormitory)
September 10	Fall Semester Orientation
September 11	Japanese Cultural Excursion
September 13	Placement test in Japanese (reading & writing)
September 14	Placement test in Japanese (interview)
September 15	Fall Social (welcome party)
September 16	Fall Semester Orientation(course registration)
September 17	Follow-up day for course registration
September 21 ~ December 24	Fall Semester
First Week of November	School Festival (Exact date will be announced later.)
December 26 ~ January 5	Winter Break
January 6 ~ January 19	Fall Semester
January 20 ~ January 31	Examinations*
February 1 ~ March 31	Spring Break
February 28	Move-Out Day
March 26	Japanese Cultural Excursion
April 6 ~ July 17	Spring Semester
July 21 ~ July 31	Examinations*

*Examinations on some courses might be held during the semester. For details please ask your instructor.

*The above schedule is subject to change.

*Schedule for September and after are tentative, and will be announced later.

(2) Holidays

- National Holiday
(If a national holiday falls on Sunday, the following Monday will be a holiday.)
- University's Holidays
 - September 20 Respect for the Aged day
 - September 23 Autumnal Equinox Day
 - October 11 Health and Sports Day
 - November 3 Culture Day
 - November 23 Labor Thanksgiving Day
 - December 23 Emperor's Birthday
 - January 1 New Year's Day
 - January 10 Coming-of-Age Day
 - February 11 National Foundation Day
 - March 21 Vernal Equinox Day
 - April 29 Showa Day
 - May 3 Constitution Day
 - May 4 Greenery Day
 - May 5 Children's Day
 - July 18 Marine Day
- University's Holidays
 - June 5 Anniversary of the Charter granting full university status
 - November 4 Anniversary of the founding of Kansai University as Kansai Law School

(3) Classes

Kansai University offers Japanese Study Courses (*) in English for exchange students. Class schedules will be announced at orientation.

Exchange students are also welcome to take some courses for regular full-time students, if their Japanese proficiency is high enough. Class credits are calculated by 1 period which consists of one and a half hour.

Graduate students will be able to study or engage in research of their majors. Of course, the following classes are also offered to graduate students.

As to courses, please note that they are available as of January, 2010 and are subject to change.

Fall Semester (September– January) * ... taught in English

Japanese (Level 1a – 6b 12courses)	2 classes (3 hours) per week	2 credits
Contemporary Japan	1 class (1.5 hours) per week	2 credits
Business Japanese	1 class (1.5 hours) per week	2 credits
* Japanese Religion	1 class (1.5 hours) per week	2 credits
* Japanese Art	1 class (1.5 hours) per week	2 credits
* Japanese History	1 class (1.5 hours) per week	2 credits
* Japanese Literature I	1 class (1.5 hours) per week	2 credits
* Japanese Culture I	1 class (1.5 hours) per week	2 credits
* Japanese Law	1 class (1.5 hours) per week	2 credits
* Japanese Economy	1 class (1.5 hours) per week	2 credits
* Japanese Society	1 class (1.5 hours) per week	2 credits
* Japanese Popular Culture	1 class (1.5 hours) per week	2 credits
* Seminar in Japanology I	1 class (1.5 hours) per week	2 credits
* Seminar in Japanology II	1 class (1.5 hours) per week	2 credits

Spring Semester (April– July) * ... Japan Studies courses taught in English

Japanese (Level 1a – 6b 12courses)	2 classes (3 hours) per week	2 credits
Contemporary Japan	1 class (1.5 hours) per week	2 credits
Business Japanese	1 class (1.5 hours) per week	2 credits
* Japanese History	1 class (1.5 hours) per week	2 credits
* Japanese Literature II	1 class (1.5 hours) per week	2 credits
* Japanese Culture II	1 class (1.5 hours) per week	2 credits
* Comparative Asian Cultures Studies	1 class (1.5 hours) per week	2 credits
* Japanese Politics	1 class (1.5 hours) per week	2 credits
* Japanese Industries and Companies	1 class (1.5 hours) per week	2 credits
* Japanese Computerization and Society	1 class (1.5 hours) per week	2 credits
* Seminar in Japanology I	1 class (1.5 hours) per week	2 credits
* Seminar in Japanology II	1 class (1.5 hours) per week	2 credits

Students are required to take 4 classes of Japanese Language classes and 3 classes of Japanese Study Courses, which makes it a total of 7 classes. Among them, courses for regular full-time students can be included as part of these mandatory subjects.

(4) Student ID Card

A student ID Card is required when you utilize university facilities or to get student discounts. It will be distributed during orientation.

3. University facilities

(1) Library

There are approximately 2,000,000 books and 7,000 titles of periodicals and newspapers from all over the world. Book loan for undergraduate students is allowed up to 10 books for 2 weeks, for graduate students, 20 books for 3 months.

A Library tour will be held during the orientation.

(2) Information Technology Center

Exchange students have access to The Information Technology Center where computers and various software, such as Microsoft Internet Explorer, Word, Excel, Access etc. are available. These software are mostly available in Japanese.

A personal e-mail address is obtainable after an appropriate procedure.

4. Life at Kansai University

(1) Dormitory

Kansai University, as a principal, provides dormitory accommodation for exchange students. The one for male students is called Student House [*Shurei-ryo*] and the one for female students is called Dormitory Tsukigaoka.

The following rules and systems should be understood in advance and strictly followed:

For further details please refer to the handbook which will be distributed at the dormitory orientation after arrival.

Both at Student House [*Shurei-ryo*] and [Dormitory Tsukigaoka]

- A) An exchange student, as a principal, shares one dormitory room with a Japanese student in order for both of them to acquire each other's language and culture by living together. Your roommate may be switched in the middle of the program year.
- B) There are separate dormitories for male (*Shurei-ryo*) and female (Dormitory Tsukigaoka) students. Male students are not allowed to enter the female students' dormitory (Dormitory Tsukigaoka).
- C) Your period of stay at the dormitory is as follows (tentative):
 - Students enrolling for one semester ----- Sep 8 – Feb 28 (following year)
 - Students enrolling for two semesters ----- Sep 8 – Aug 2 (following year)
- D) Exchange students are required to check in at the dormitory on September 8, between 9:00a.m. – 5:00 p.m. with the maximum extension to 10 p.m. depending on flight schedule. Any flights that are appointed to arrive at Kansai International Airport at 8 p.m. or after will not let you get to your dorm by 10 p.m. If those are the only flights available, please try to arrive the day before or earlier, so that you will be able to check in during the designated hours. There will be orientation of International Student House on the second day at the dormitory. Those who did not participate in orientation may not be allowed to reside there.
- E) Students must pay the fees for living in the dormitory (accommodation, maintenance fee, linen rental, meals and other necessary fees) before the

deadline.

Those students enrolling for one year are required to pay deposit which is equivalent to two months of dormitory and maintenance fees, dormitory and maintenance fees for September and annual linen rental fee no later than August 15.

Starting from September, they are required to pay fees for October and further every month.

Those students enrolling only for one semester are required to make a lump-sum payment for the first three months by wire-transfer no later than August 15. Then, they are required to make a lump-sum payment for the rest of months in November or December.

<Cost for the dormitories (plan) > ※will be reviewed every year

Dormitory fee	24,200yen	Per month
Maintenance fee	14,000yen	Per month
Linen rental fee	9,450yen	Per year

※ Above fees are plan and subject to change.

These costs are only available on a monthly basis and not on a daily basis.

<Amount due by August 15 (plan) >

① Students studying for one year

Security deposit	76,400yen
Linen rental fee	9,450yen
Dorm and maintenance fee for April	38,200yen
<u>Total amount</u>	<u>124,050 yen</u>

※ The costs for the last two months of their stay will be offset with the paid deposit.

② Students staying for one semester

Dorm and maintenance fee for Sep-Nov	114,600yen
Linen rental fee	9,450yen
<u>Total amount</u>	<u>124,050 yen</u>

F) Dormitory rooms are not equipped with telephones. However, you will be able to use a payphone on the first floor to make local calls as well as international calls. There are one telephone/fax machine in the dormitory office. All the incoming calls are coming through telephone/fax machine.

G) As well as the dinning hall, the dormitory has a kitchen for students to cook for themselves. There are gas cooking stoves, a sink, a refrigerator, and microwave ovens in the kitchen. Handle the stoves with care, and clean up and reorganize things after you use them.

H) All the dormitory rooms have an air conditioner, a desk, a chair, book shelves, a bed, a chest of drawers, and a desk lamp. Exchange students will use the linen which Kansai University has a contract to rent. The students have to pay the additional fee (approx.9,450 yen a year) for this rent.

- D) Please remove your shoes before entering the dormitory. As students are supposed to wear slippers inside the dormitory, please bring your own slippers.
- J) Certain things at the dormitory are run by the residing students with the understanding and cooperation from Kansai University authorities. Various events and meetings will be held in the dormitory by the student residence committee. Furthermore, there are some chores that all the residing students have to do, and you will be asked to join or help.
Students may be asked to split a cost when a special event is held. Students at Shurei-ryo are required to pay 1,000 yen per month as a student council fee.
- K) Other details of the rules, such as smoking is not permitted in the dorm, are written on the handbook. If you break the rules, there are penalties that will be given. If you have constant unsocial behavior, break the rules, commit acts of violence, cause a fire, and/or threaten other student's freedom, life, or property, the dormitory office will order you to move out.
- L) If you are in trouble or have any questions, please feel free to come to the dormitory office or Division of International Affairs. Please pay attention to the notice board and check your mail box as well.

Student House [Shurei-ryo] for Male Students

- A) If a student is staying for one year, the dormitory office will deduct the fees of each student from their bank account on the 6th day of each month. A detailed invoice will be issued in the end of every month. The students must deposit sufficient money to cover the dormitory fees before the deadline each month. You will be asked to move out when you fail to pay the fees for three consecutive months or longer.
- B) In the dormitory cafeteria, breakfast and dinner are prepared for all the students each day. If you wish to skip some of the meals, you must cancel them in advance. Meals for exchange students will not be prepared from September 8 to September 15, and will be prepared from September 16 and September 20 unconditionally. From September 21, please make sure to cancel them if you do not need them. The fees for the meals (including the ones which did not get canceled in advance) are charged in the following month.
- C) When students wish to cancel meals for a long time, they are to submit the 'meal cancellation slip' to the dormitory office by the deadline. If you do not cancel them by then, the office assumes you have had the meals and will charge you the fee for them. Please note the meal cancellation deadline. The cost for breakfast is ¥240 and for dinner is ¥480, and they are available during the academic period.

[Contact Information]

<p>Kansai University Student House – Shurei-ryo 3-3-1 Yamate-cho, Suita-shi, Osaka, 564-0073 Tel: +81-6-6388-1120 Fax: +81-6-6388-8707</p>

[Dormitory Tsukigaoka] For Female Students

- A) If a student is staying for one year, the dormitory office will deduct the fees of each student from their bank account on the 27th day of each month. A detailed invoice will be issued at the beginning of every month. The students must deposit sufficient money to cover the dormitory fees before the deadline each month. You will be asked to move out when you fail to pay the fees for three consecutive months or longer.
- B) In the dormitory cafeteria, breakfast and dinner are served to the students who signed up for them at least one week in advance. Unless you do so, there will be no meals. They can be cancelled but that has to happen no later than 3 days in advance. Meals for exchange students will not be prepared from September 8 to September 15, and meal order for September 16 and further will be available after you check-in. The fees for the meals are charged in the following month. The cost for breakfast is ¥240 and for dinner is ¥480, and they are available during the academic period.

[Contact Information]

Kansai University Dormitory Tsukigaoka 25-1 Tsukigaoka, Senriyama, Suita-shi, Osaka, 565-0847 Tel: +81-6-6388-4860 Fax: +81-6-6388-4861
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(2) Student Activities

Student activities such as football (soccer), baseball, judo, karate, swimming, orchestra, tea ceremony, drama, flower arrangement, calligraphy, English studies, Chinese cultural studies etc. are very popular in Kansai University.

The number of registered groups is approximately 100 at present. Students will be able to not only enlarge their knowledge and improve their skills, but also make friends with members by participating in such activities.

(3) Student Discounts

Students registered in universities in Japan are entitled to 20% discounts on their fare, if traveling over 101km by JR (Japan Railway Co. Ltd.) trains or ships. Students can get 10 sheets of the proof of student discounts per year. (No more than 2 sheets per week)

Students obtain the certificates by an automated issuing machine on campus. Also, student discounts will be available in some museums, theaters etc. by presenting your Student ID card.

In addition, students are provided "the special admission card" with which students are able to go to museums/art museums without any admission fee in Osaka prefecture.

(4) Restricted Part-time Work

Students, who enroll in Kansai University as exchange students, are generally not allowed to work. In case you are obliged to work part-time due to some unavoidable reasons, please be sure to contact the Division of International Affairs beforehand. Getting a part-time job without going through the required procedure and permission could result in deportation. Recently immigration officers have become increasingly stricter about this issue.

5. Health

(1) Medical Center

The Medical Center of the University provides exchange students medical services for free, when you have slight sickness or injury. (A student will be charged only for medicine as a rule.) Counseling Room for emotional/psychological problems is also available. In case you need to be hospitalized due to serious injuries or sickness, please notify the Division of International Affairs.

(2) National Health Insurance

All exchange students are required to join the National Health Insurance Program regardless of length of stay. The insurance cost is about ¥25,000 a year. Also, students are advised to join overseas travel accident insurance before coming to Osaka. The procedure of joining the National Health Insurance can be done at Suita City Hall. Students are required to join the insurance when he/she applies for "Alien Registration."

After the formalities, students will make monthly payment of the insurance fee. But if he/she shows a Health Insurance Card at the reception desk, he/she pays 30% of the incurred medical cost when he/she has a medical treatment and medication. In the case of major medical expenses incurred as a result of hospitalization or surgery etc., and the total medical cost exceeds ¥35,400, the 100% of the expenses over ¥35,400 will be reimbursed under the High Medical Expense policy.

6. Miscellaneous

(1) Alien Registration

According to the Alien Registration Law, all exchange students staying in Japan must register within 90 days of arrival in Japan. In order to register, Students need to go in person to Suita City Hall, fill in an "Application for Alien Registration", and submit two copies of your photograph (4.5cm×3.5cm in size) taken within six months. Your passport is necessary when registering. The certificate will be issued within 2 weeks upon the completion of the application. At the time of registration, a Kansai University student will volunteer to come along with you. You will be introduced to him/her at orientation.

After receiving the "Certificate of Alien Registration," you must go in person and notify the city hall where you live and make an application to register any changes in your (a) address in Japan, (b) immigration status, (c) authorized period of stay, (d) nationality, and/or (e) name, within 14 days of the change.

(2) Temporary Leave and Re-entry

When leaving Japan for your home or traveling outside Japan, you are required to notify the Division of International Affairs in advance. A re-entry permit is required to return to Japan. Please apply and obtain your re-entry permit from the Osaka Immigration Bureau. Re-entry cannot be made without the permit, even if you have a visa.

You will be requested to come back to Japan within the permitted period, after obtaining your re-entry permit. Please be aware that it takes complicated procedures all over again to re-enter Japan, if you try to come back after the permitted period. Alien Registration Card (see previous explanation) is also necessary.

(3) Drinking

By the law in Japan, it is prohibited to drink or purchase alcoholic drinks when a student is less than 20 years old.

(3) Drug abuse

Drug abuse is a crime and is strictly prohibited by the law. It is truly regrettable that today drugs are accessible in different shapes, sizes, and types such as paint thinner, amphetamines, narcotics, as well as MDMA, magic mushrooms, and illegal and recreational drugs. Please make sure to stay away from any kind of drugs.