京都大学
KYOTO UNIVERSITY

A Guide to Exchange Programs at Kyoto University

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1. Outline of Exchange Programs

1-1. Kyoto University International Education Program (KUINEP)
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- Tuition
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- Comprehensive Health Insurance
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- Japanese Language studies

1-1. Kyoto University International Education Program (KUINEP)

Kyoto University International Education Program (KUINEP) provides undergraduate level lectures in English to our partner university students as well as Kyoto University students. The program is open only to undergraduate students. (Their status at Kyoto University is "Special Auditor".) Each semester, KUINEP students are required to register minimum of 6 classes of which 2 (or more) has to be from KUINEP (two credits per class), each of which comprises two hours of lecture per week for 15 weeks. KUINEP students are able to take courses taught in English from Liberal Arts and General Education catalog. The students can also take regular class from Faculty courses with the lecturer's permission. They may even take more than 6 classes.

1-2. Kyoto University General Exchange Program

This is the program in which students take ordinary courses taught in Japanese[1]. Students in undergraduate faculties and in graduate schools are affiliated (**Special Auditor**). For graduate students, there is another option to deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms. Japanese proficiency is not required if supervisor can guide the student by any other language (**Special Research student**). As for undergraduate level of this program, all students are to take regular classes in their faculty which are given in Japanese. Therefore undergraduate students in this program must have sufficient Japanese language proficiency.

Because details on application information vary among faculty/graduate school, applicants for general exchange program must complete "Step 1" weeks before application deadline.

Exchange Programs			
	KUINEP	**General Exchange(GE) Program**	
		Special Auditor	Special Research student
Student status available for the program (student status at Home U while in Kyoto)	Undergraduate	Undergraduate, Master, Doctor	Master, Doctor
Language proficiency	TOEFL iBT 79 or IELTS 6.0 and over is desirable (KUINEP student must be proficient in English.)	1st level Japanese Language Proficiency Test or the equivalent is required. ***1**	Not required

[1] Faculty of Engineering/Graduate School of Informatics/Graduate school of Economics provides a few number of the courses lectured in English. It is possible to join the General Exchange Program without having sufficient Japanese language proficiency. If student is able to find the courses matches to the subject he/she wishes to study at Kyoto-U, he/she may take those courses in English. For more information, please contact us well in advance before the dead-line date.

- **Tuitions**

  Based on the student exchange agreement, students will be exempted from all academic fees (examination fee, matriculation fee and tuition fee) at Kyoto University.

- **Scholarship**

  A limited number of scholarships are available through Japan Student Services Organization (JASSO). JASSO is a government-sponsored non-profit organization dedicated to promoting international student exchange. Recipients will be selected by Kyoto University based on their academic record. Those who 1) will receive any other financial support more than 80,000 yen per month or 2) will not stay in Japan with "College Student Visa Status" are not eligible for it. For Example, those who have Nationality or Permanent Residency of Japan are come under 2). JASSO Scholarship is a monthly stipend of 80,000 yen.

- **Entering Japan**

  There are certain formalities which must be observed by foreign students intending to pursue studies in Japanese universities. Students must possess a valid passport issued by their home country. Students those who does not have Japanese permanent residency are also required to have a "College Student Visa Status" to enter Japan. Kyoto University will apply for exchange students' "Certificate of Eligibility" to the Kyoto Immigration Bureau for processing. Students, on receiving their "Certificate of Eligibility," should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their country for a "College Student Visa Status". Students have Japanese Nationality can also join exchange program.

- **Comprehensive Health and Liability Insurance**

  The Japanese law specifies that students staying in Japan must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month. Many students additionally enroll in insurance from their countries to be safer since the coverage and the regulations are different. When entering Kyoto University, to enroll university coop "Student Mutual Benefit" is obligation. Yearly premium for it is 2,000yen (Initiation Fee for Coop membership is ¥4,000 and will be refunded fully upon deregistration).

  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.)

- **Restrictions of choosing courses**

  1) Exchange students who are enrolled in an undergraduate faculty of Kyoto University (including all KUINEP students) can take courses offered by undergraduate faculties including ones they are not enrolled in, but cannot take any courses offered by graduate schools.
  2) Exchange students who are enrolled in a graduate school of Kyoto University as "Special Auditor" can take courses offered by graduate schools including ones they are not enrolled in,

but cannot take any courses offered by undergraduate faculties.

3) Exchange students who are enrolled in a graduate school of Kyoto University as "Special Research Student" under supervision of an academic advisor cannot take any courses.

4) Exchange students can take courses which start and end within the period he/she enrolls in Kyoto University.

Academic year of Kyoto University starts in April and ends in March.

Spring Semester: **April - September**, **Fall Semester** : **October - March**

5) Faculties and graduate schools of Kyoto University offer courses which start and end within one semester from April to September or from October to March. However, some courses including a number of courses offered by the Faculty of Letters and the Graduate School of Letters start in April and end in March. Such courses can be taken ONLY by students who stay at Kyoto University for one full year from APRIL to MARCH.

6) Exchange students can audit any courses[2] conditional upon the permission of instructor(s) of such courses. In such cases, official evaluations or credits will not be given, will not be printed in transcripts.

7) Japanese Language Study

In both exchange programs, it is also possible to take Japanese language courses, offered by The International Center, with tuition exemption. For "Special Auditor", evaluation of those Japanese language classes will be included in the official transcript and one official credit will be conferred for each course.

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2. Flowchart of Application Procedures

Read the **Outline of Exchange Programs** and decide which exchange program you wish to apply.

<Online Application procedure steps>

E-mail Nomination: All nominations of incoming exchange students are submitted by email to ISMD office (ryuga-exchange@mail2.adm.kyoto-u.ac.jp) by the students' coordinator at the home university. **Students information needed for the nomination** ・Name, DOB and Gender ・**Exchange program**[3] (KUINEP or General Exchange Program) wishes to be participated at Kyoto U ・Intended period of exchange at Kyoto University ・Field of study and admission grade at home university	
Nomination Dead-line:	Fall semester (to come on October): by **15th of February** of that year Spring semester(to come on April): by **15th of September** in the previous year

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Log-on ID and password for online application are sent to the students' coordinator at the home university. Your students log on to Online application and start completing application "Step 1".	
Online application **Step 1**	● General information ● Select the program, period and faculty/graduate school at Kyoto University
After complete "Step 1", ISMD will review it, and send the URL to "**Step 2**" appropriate to selected exchange program, to students' and coordinators' email address, to continue to complete the application.	

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[2] 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.

[3] Kyoto U offers two types of exchange programs to the students of our partner universities (see p.2-3 on the Kyoto U fact sheet).

Online application **Step 2**	KUINEP	● Special Auditor Application: Selection of courses to take ● Academic History Required documents (to upload and send) • Statement of purpose for KUINEP(Form 1) • Recommendation letters(Form 2-1,2-2) • Health certificate (Form 3) • Certificate of enrollment in home university (Form 4) • Language Proficiency Supporting Documents* (TOEFL, IELTS) *required for the applicants whose native language is not English • Transcript • Copy of Passport • Documents for JASSO scholarship
	General Exchange Program (Special Auditor)	● Special Auditor Application: Selection of courses to take ● Academic History Required documents (to upload and send) • Statement of purpose for General Exchange Program (Form 1) • Recommendation letters(Form 2-1,2-2) • Health certificate (Form 3) • Certificate of enrollment in home university (Form 4) • Language Proficiency Supporting Documents* (Japanese Language Proficiency Test <JLPT> score sheets, or reference letter from Japanese language instructor) *required for the applicants of special auditor taking courses in Japanese language • Transcript • Copy of Passport • Documents for JASSO scholarship
	General Exchange Program (Special Research student)	● Academic History ● Upload "Research Plan essay"(Free form) Required documents (to upload and send) • Research Plan (Free form) • Statement of purpose for General Exchange Program (Form 1) • Recommendation letters(Form 2-1,2-2) • Health certificate (Form 3) • Certificate of enrollment in home university (Form 4) • Transcript • Copy of Passport • Documents for JASSO scholarship
Print out the online application, sign them and submit to the coordinator.		

Send all the documents (the printed pages of the completed student exchange online application, and required documents). Both student and coodinator sign the documents and send it along with all the required documents (ex: Language Proficiency Supporting Documents, document for JASSO scholarship) to the following address. Only the documents sent through the office of partner university are accepted. *TO: International Student Mobility Division, Kyoto University.* *Yoshidahonmachi, Sakyo-ku, Kyoto, 606-8501, Japan.*	
Application Dead-line	Fall semester (to come on October): due by **the end of February** of that year Spring semester(to come on April): due by **the end of September** in the previous year

Notification of Result	The results (The first packet includes pdf copy of letter of acceptance, instruction for application of COE, housing information, etc.) will be sent to coordinator in **July** (Application for October) /**January** (Application for April).

3. KUINEP

(Kyoto University International Education Program)

3-1. 2014-15 KUINEP Academic Calendar
3-2. Eligibility
3-3. Language of Instruction
3-4. Student Status
3-5. What classes are designed for KUINEP
3-6. Japanese Language Classes

3-1. KUINEP Academic Calendar

Fall Semester: October 1, 2014 to March 31, 2015

Spring Semester: April 1, 2015 to September 30, 2015

Note: KUINEP is, in principle, a one-year program. However, single semester enrollment is possible.

3-2. Eligibility

An applicant must

(1) be enrolled, until completion of KUINEP, as an undergraduate student at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.

(2) terminate studying at Kyoto University and return to his/her country on the completion of KUINEP.

(3) have an excellent academic and personal record.

(4) have a concrete purpose for studying in Japan.

3-3. Language of Instruction

Because all KUINEP lectures are given in English language, KUINEP students must be proficient in English (TOEFL iBT 79 or IELTS 6.0 and over level of English proficiency is desirable). Japanese language proficiency is not required.

3-4. Student Status

Each KUINEP student will be affiliated, as a special auditor, to one of the nine faculties at Kyoto University according to their area of interest. As it is not possible to change the faculty after students' arrival in Japan for any reason, please select your proposed faculties up to 2nd choice carefully from the following list.

<List of faculties at Kyoto University to which KUINEP students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students enrolling in the faculty without having its background in Home U.

Faculty	**Website**
Faculty of Integrated Human Studies	http://www.h.kyoto-u.ac.jp/index_e.php
Faculty of Letters	http://www.bun.kyoto-u.ac.jp/en/
Faculty of Education	http://www.educ.kyoto-u.ac.jp/en/index.html
Faculty of Law	http://kyodai.jp/english/e_top.html
Faculty of Economics	http://www.econ.kyoto-u.ac.jp/en/
Faculty of Science	http://www.sci.kyoto-u.ac.jp/modules/tinycontent11/
Faculty of Pharmaceutical Science	http://www.pharm.kyoto-u.ac.jp/en/
Faculty of Engineering	http://www.t.kyoto-u.ac.jp/en?set_language=en
Faculty of Agriculture	http://www.kais.kyoto-u.ac.jp/english/

3-5. What classes are designed for KUINEP

KUINEP students are required to take at least six classes each semester of which two (or more) has to be from KUINEP (two credits per class). KUINEP students are able to take courses from Liberal Arts and General Education catalog (some of them are taught in English). The students can also take regular class from Faculty courses with the lecturer's permission. They may even take more than 6 classes each semester. Students' grades are reported at the end of each semester.

Note: The below courses are subject to change. See the attached "KUINEP Syllabus" for detailed description of lectures.

Spring Semester (April ～ September)

1. Development Economics B
2. Modern Physics
3. Japan's Political Economy in the Postwar Period
4. Agriculture Machinery and Facility for Higher Quality Products
5. Contemporary Philosophy in Japan - Shozo OMORI (1921-97) and His Students
6. Exercise and Medical Science for Prevention of Lifestyle-related Disease
7. Social Science Research Methods in Education II
8. Entrepreneurship
9. Global Business Strategy
10. Southeast Asian Comparative Political-Economy
11. Mental Illness and Health Care
12. Anthropology of Interaction
13. Universities and University Students in Today's Japan
14. Global Politics of Forests
15. Building a Sustainable Future: Principles and Challenges
16. Intellectual and Cultural History of Early Modern Japan
17. Energy and Resources II

Fall Semester (October ～ March)

1. Development Economics A
2. Applied Statistics
3. Agriculture and Foods in Japan
4. Introduction to Metaphysics
5. Japan in World History
6. Global Marketing
7. Understanding Education, Human Lives and Cultures from Philosophical and Sociological Perspectives
8. Self-Formation in Adolescence
9. Introduction to Classical Japanese Literature
10. The World Open Education
11. Energy and Resources　I
12. Social Science Research Methods in Education I

3-6. Japanese Language Classes

The International Center also offers Courses to study Japanese Language which are divided into three different levels (elementary, intermediate, and advanced). Students will be required to take a placement test at the beginning of each semester to determine their level of Japanese language proficiency. KUINEP students can take maximum of 7 sessions, each of them deserves one official credit, per week each semester. Evaluations for such Courses will be included in official transcript Kyoto University issue at the end of each semester. Students will be evaluated on the basis of attendance, participation in the classes, and the results of examinations.

4. General Exchange Program (Special Auditor, Special Research Student)

4-1. Academic Calendar
4-2. Enrollment
4-3. Eligibility
4-4. Language requirements
4-5. Student Status

4-1. Academic Calendar

Spring Semester: April 1 to September 30

Fall Semester: October 1 to March 31 in the following year

Note: Some courses start in April and end in September or March while others start in October and end in March. No course starts in October and end in September. Maximum study period is one year.

4-2. Enrollment

Each faculty/graduate school on the following list will screen the applicants for admission, and will enroll students.

4-3. Eligibility

An applicant must

(1) be enrolled, until completion of the exchange program, at a non-Japanese academic institution with which Kyoto University has a student exchange agreement.

(2) terminate studying at Kyoto University and return to her/his country on the completion of the exchange program.

(3) have an excellent academic and personal record.

(4) have a concrete purpose for studying in Japan.

4-4. Language requirements

Undergraduate level:

Special Auditor: In order to enroll regular classes with Kyoto Univ. Japanese students, 1st level (N1) Japanese Language Proficiency Test (JLPT) or the equivalent is required.

Graduate level:

Special Auditor*: In order to enroll regular classes with Kyoto Univ. Japanese students, 1st level (N1) of Japanese Language Proficiency Test (JLPT) or the equivalent is required.

Special Research*: Depends on the academic advisor in Kyoto University accepting the applicant.

*See the chart on following page for further information.

4-5. Student Status

	Status at Kyoto Univ.	Possible Faculty / Graduate School to be affiliated
Undergraduate level	Special Auditor	Any of 9 faculties on the following list
Graduate level*1	Special Auditor*2	Any of 17 graduate schools on the following list
	Special Research Student*3	

*1 Students in graduate level are to choose their student status at Kyoto University based on their intention concerning university credits.

*2 "Special Auditor" of Graduate level enrolls classes at her/his graduate school to pursue university credits for them.

*3 "Special Research Student" of Graduate level does research under her/his academic advisor's supervision without taking classes/seeking credits. Official credits will not be conferred even if they take courses to study Japanese Language offered by The International Center.

<List of faculties at Kyoto University to which General Exchange students could be affiliated>

NOTE: It is policy in principle of Kyoto U not to make exchange students take course about field s/he never taken in Home U.

Faculty (for undergraduate students)	Graduate Schools (for graduate students)
• Faculty of Integrated Human Studies http://www.h.kyoto-u.ac.jp/ • Faculty of Letters http://www.bun.kyoto-u.ac.jp/ • Faculty of Education http://www.educ.kyoto-u.ac.jp/ • Faculty of Law http://kyodai.jp/index.html • Faculty of Economics http://www.econ.kyoto-u.ac.jp/ • Faculty of Science http://www.sci.kyoto-u.ac.jp/modules/tinycontent/ • Faculty of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/ • Faculty of Engineering http://www.t.kyoto-u.ac.jp/ja • Faculty of Agriculture http://www.kais.kyoto-u.ac.jp/japanese/	• Graduate School of Human and Environmental Studies http://www.h.kyoto-u.ac.jp/ • Graduate School of Letters http://www.bun.kyoto-u.ac.jp/ • Graduate School of Education http://www.educ.kyoto-u.ac.jp/ • Graduate School of Law http://kyodai.jp/index.html • Graduate School of Economics http://www.econ.kyoto-u.ac.jp/ • Graduate School of Science http://www.sci.kyoto-u.ac.jp/modules/tinycontent/ • Graduate School of Biostudies *Special research student only http://www.lif.kyoto-u.ac.jp/j/ • Graduate School of Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/ • Graduate School of Engineering http://www.t.kyoto-u.ac.jp/ja • Graduate School of Informatics http://www.i.kyoto-u.ac.jp/ • Graduate School of Energy Science http://www.energy.kyoto-u.ac.jp/ • Graduate School of Agriculture http://www.kais.kyoto-u.ac.jp/japanese/ • Graduate School of Global Environmental Studies http://www.ges.kyoto-u.ac.jp/cyp/index.php?ml_lang=ja • Graduate School of Asian and African Area Studies http://www.asafas.kyoto-u.ac.jp/ • Graduate School of Advanced Integrated Studies in Human Survivability http://www.gsais.kyoto-u.ac.jp/ • Graduate School of Government http://www.sg.kyoto-u.ac.jp/en/index.html • Graduate School of Management http://www.sg.kyoto-u.ac.jp/en/index.html