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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 from KUINEP courses (Liberal Arts and Sciences courses) taught in English. The students can also take regular classes from Faculty courses with the lecturer’s permission.

1-2. Kyoto University General Exchange Program

This is the program in which students take ordinary courses taught in Japanese¹. Students are affiliated to one of undergraduate faculties or graduate schools (**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.)	1 st 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 a 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 “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 who do not have Japanese permanent residency are also required to have a “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 “Student Visa Status”. Students with Japanese Nationality can also join exchange programs.

- ◆ **Comprehensive Health and Liability Insurance**

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. 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 in “University CO-OP Personal Liability Insurance for Students (Gakubai)” and “Personal Accidental Insurance for Students while Pursuing Education and Research (Gakkensai)” are obligation. Yearly premium for Gakubai is around 2,000 yen plus initial CO-OP membership fee of 4,000 yen which is fully refundable upon deregistration, while yearly premium of Gakkensai is 1,000 yen.

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 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) 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.
- 5) 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.

◆ **Official Transcript of the Record**

Official transcript for students taking courses will be issued at the end of the semester.

- ✧ Spring Semester (1st Semester): Official transcript will be issued at the end of September
- ✧ Fall Semester (2nd Semester): Official transcript will be issued at the end of March

Grades for achievement are given according to the following code:

A+	=	96~100%
A	=	85~95%
B	=	75~84%
C	=	65~74%
D	=	60~64%
-	=	Fail (59.9% or less. No credits awarded.)

◆ **Japanese Language Study**

In both exchange programs, it is also possible to take Japanese language courses, offered by the Education Center for Japanese Language and Culture, 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.

◆ **Accommodation**

One on-campus and four off-campus International Houses of Kyoto University, and other dormitories are offered for international students. All exchange students are entitled to live in one of them. They are only required to send back the housing pre-registration form enclosed in the 1st packet. Kyoto University lodging facilities can be found at:

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

2. KUINEP

(Kyoto University International Education Program)

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 - 2-2. Eligibility
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2-1. KUINEP Academic Calendar

Spring Semester (1st Semester): April 1 to September 30

Fall Semester (2nd Semester): October 1 to March 31 in the following year

2-2. 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.

2-3. Language of Instruction

Because all 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.

2-4. 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 faculty 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/home
Faculty of Law	http://law.kyoto-u.ac.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/

2-5. What courses are designed for KUINEP

KUINEP students are required to take at least six courses each semester from KUINEP courses (Liberal Arts and Sciences courses) taught in English and courses offered by Faculties with the lecturer's permission. Students' grades are reported at the end of each semester. The list of KUINEP courses for 2017 is attached. The detailed description of the courses will not be available until the end of March, 2017. The syllabi of 2016 Liberal Arts and Sciences courses can be found at:

http://www.z.k.kyoto-u.ac.jp/pdf_document/introduction/syllabus.pdf?1466041705

(The syllabi of some courses starting in 2017 are not included.)

2-6. Japanese Language Classes

The Education Center for Japanese Language and Culture 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 or two official credits, each semester. Evaluations for such Courses will be included in official transcript Kyoto University issues at the end of each semester. Students will be evaluated on the basis of attendance, participation in the classes, and the results of examinations.

3. **General Exchange Program** (Special Auditor, Special Research Student)

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 - 3-5. Student Status
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3-1. **Academic Calendar**

Spring Semester (1st Semester): April 1 to September 30

Fall Semester (2nd 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.

3-2. **Enrollment**

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

3-3. **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.

3-4. **Language requirements**

Undergraduate level:

Special Auditor: In order to enroll in 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 in 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.

3-5. 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 in 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 Education Center for Japanese Language and Culture.

<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.

Faculties (for undergraduate students)	Graduate Schools (for graduate students)
<ul style="list-style-type: none"> • 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://law.kyoto-u.ac.jp/ • 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/ 	<ul style="list-style-type: none"> • 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://law.kyoto-u.ac.jp/ • 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 Pharmaceutical Science http://www.pharm.kyoto-u.ac.jp/ • Graduate School of Engineering http://www.t.kyoto-u.ac.jp/ja • Graduate School 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 Energy Science http://www.energy.kyoto-u.ac.jp/ • Graduate School of Asian and African Area Studies http://www.asafas.kyoto-u.ac.jp/ • Graduate School of Informatics http://www.i.kyoto-u.ac.jp/ • Graduate School of Biostudies *Special research student only http://www.lif.kyoto-u.ac.jp/ • Graduate School of Advanced Integrated Studies in Human Survivability http://www.gsais.kyoto-u.ac.jp/ • Graduate School of Global Environmental Studies http://www.ges.kyoto-u.ac.jp/cyp/index.php?ml_lang=ja • School of Government *Special auditor only http://www.sg.kyoto-u.ac.jp/en/index.html • Graduate School of Management *Special auditor only http://www.gsm.kyoto-u.ac.jp/ja/

4. Flowchart of Application Procedures

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

<Application procedures>

Nomination by home university: Nominations must be submitted <u>using the attached nomination form</u> by email to us by the students' coordinator at the home university. Our email address: ryuga-exchange@mail2.adm.kyoto-u.ac.jp	
Nomination Dead-line:	Fall semester (to come in October): by 15th of February of that year Spring semester(to come in April): by 15th of September in the previous year



A link to the online application site and its password will be sent to the students' coordinator at the home university.	
Online application Step 1	Nominated students complete the online application "Step 1".
After we review the completed "Step 1", we will send the link to "Step 2" appropriate to selected exchange program, to students' and coordinators' email address.	



Online application Step 2	KUINEP	Nominated students complete the online application "Step 2". Required documents (to upload and send) 1. Printed pages of Kyoto University exchange program online application pages 2. Statement of purpose for KUINEP(Form 1) 3. Recommendation letters(Form 2-1,2-2) 4. Health certificate (Form 3) 5. Certificate of enrollment in home university (Form 4) 6. Language Proficiency Supporting Documents* (TOEFL, IELTS) *required for the applicants whose native language is not English 7. Academic Transcript 8. Copy of Passport 9. ID photo 10. Documents for JASSO scholarship
	General Exchange Program (Special Auditor)	Nominated students complete the online application "Step 2". Required documents (to upload and send) 1. Printed pages of Kyoto University exchange program online application pages 2. Statement of purpose for General Exchange Program (Form 1) 3. Recommendation letters(Form 2-1,2-2) 4. Health certificate (Form 3) 5. Certificate of enrollment in home university (Form 4) 6. 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 7. Academic Transcript 8. Copy of Passport 9. ID photo 10. Documents for JASSO scholarship

	General Exchange Program (Special Research student)	Nominated students complete the online application "Step 2".
		<p>Required documents (to upload and send)</p> <ol style="list-style-type: none"> 1. Printed pages of Kyoto University exchange program online application pages 2. Research Plan Essay (Free form) 3. Statement of purpose for General Exchange Program (Form 1) 4. Recommendation letters (Form 2-1, 2-2) 5. Health certificate (Form 3) 6. Certificate of enrollment in home university (Form 4) 7. Academic Transcript 8. Copy of Passport 9. ID photo 10. Documents for JASSO scholarship

Print out the online application pages, sign them and submit all the required documents to the coordinator.



Send all the documents The coordinator sign the documents and send them along with all the required documents to the following address. **Only the documents sent through the office of partner university are accepted.**

*TO: International Education and Student Mobility Division,, Kyoto University.
Yoshidahonmachi, Sakyo-ku, Kyoto, 606-8501, Japan.*

Application	Fall semester (to come in October): due by the end of February of that year
Dead-line	Spring semester (to come in April): due by the end of September in the previous year



Notification of Result (1 st Packet)	<p>The results (The 1st packet including the following documents) will be sent to the coordinator by email in <u>early July (Application for October) /early January (Application for April)</u>.</p> <ul style="list-style-type: none"> • Official Admission Letter to Kyoto University • Things to Do before You Come to Kyoto University • Application Form for "Certificate of Eligibility" • Housing Pre-registration Form • Questionnaire on Your Japanese Language Ability • Contact Addresses
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(2 nd Packet)	<p>The 2nd packet including the following documents will be directly sent to the student by post in <u>early September (Application for October)/early March (Application for April)</u>.</p> <ul style="list-style-type: none"> • "Certificate of Eligibility" • Kyoto University International House Permission for Admission • Important Notes on Procedure of a "Student Visa" • Arrival Information Sheet • Orientation Schedule • How to Reach Kyoto University and International House
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