



Student Exchange Program
For Partner Institutes
Academic Year 2018

Leaflet for
The Exchange Program Coordinators and
The Students Interested in Participating in the Exchange Program

International Center
CHUO UNIVERSITY
TOKYO JAPAN

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OUTLINE OF THE STUDENT EXCHANGE PROGRAM

1. General Idea of the Program

This program is a program in which international students take courses or conduct research at Chuo University for one semester or one year as an integral part of their degree program at their home institutions, transferring credits and/or academic achievements gained at Chuo University to their home institutions. The participants will be placed as **full-time non-degree students** at a specific undergraduate Faculty or Graduate School at Chuo University, according to the students' major/minor at their home institutions.

Participants of this program are exchange students accepted under the student exchange agreements between Chuo University and its partner institutions.

The Short-term Study Program aims not only at improving international students' academic knowledge, but also at developing their understanding about Japan – its language, culture, people, and society – through their Japanese experiences in a real-life situation both on and off campus. Students' experience in this program will be consisted of two components; academic component, and intercultural component. In the academic component, students are offered **Japanese Language Courses** designed especially for non-degree international students. In parallel with the Japanese Language courses, the students take **regular academic courses**, which are generally taught in Japanese, throughout their study period at Chuo University, together with degree-seeking international students as well as Japanese students. We also have many courses taught in English, so they will also be your option. In the intercultural component, exchange students have opportunity to join various clubs/student groups or programs for intercultural experiences on campus. It will together be a great opportunity to deepen both your academic and cultural interest throughout the program period at Chuo University.

2. Eligibility for Application

1) Current Academic Status

- Applicants for admission to the undergraduate program as *Senkasei* (full-time non-degree students) must have completed secondary education and be currently enrolled in the undergraduate or graduate programs at the partner institutions of Chuo University.
- Applicants for admission to the graduate program as *Senkasei* (full-time non-degree students) and *Kenkyusei* (full-time non-degree research students) must have completed their undergraduate program and obtained an undergraduate university degree (bachelor's degree) or equivalent from their home institutions by the time of application.
- Applicants are expected to complete at least one academic year of study at the home institution before starting to study at Chuo University.
- Applicants are expected to study in the undergraduate or graduate program of Chuo University for a short-term period (one year or one semester) as non-degree students, as an integral part of their degree program at their home institutions. Students who will complete their degree program at their home institution partway through their studies at Chuo University are not eligible to apply. If students complete their degree program following completion of their studies at Chuo University, i.e. they will not have to

complete any further studies at the home institution on their return, they are eligible to apply.

2) Japanese Language Proficiency

- There are at present no specific requirements for Japanese language proficiency for non-degree students. However, **the partner institutions of Chuo University are strongly advised to send students whose Japanese language proficiency is equivalent to *at least* N3 of the Japanese Language Proficiency Test,* so that the students can fully benefit from their studies at Chuo University.**

[Caution]

Please be reminded that some faculties such as Faculty of Commerce and Faculty of Science and Engineering don't have courses offered in English.

Especially the students who wish to study at the Faculty of Science and Engineering are strongly recommended to have their Japanese language proficiency of at least JLPT N3 level.

*Japanese Language Proficiency Test (JLPT)

The Japanese Language Proficiency Test, which evaluates and certifies international students' proficiency in the Japanese language, is organized by the Japan Educational Exchanges and Services in Japan and by the Japan Foundation. To take a university or junior college entrance examination in Japan, international students are usually expected to take N1 of this examination.

More information on JLPT:

<http://www.jlpt.jp/e/index.html>

<http://www.jlpt.jp/e/about/levelsummary.html>

3. Tuition Waivers for Exchange Students

As a general rule, exchange students from institutions with which Chuo University has concluded reciprocal student exchange agreements with mutual tuition fee waivers are exempt from registration fee and tuition fee of Chuo University. Students from partner institutions with no mutual fee waiver arrangements are required to pay registration fee and tuition fee to Chuo University. For detailed arrangements, students should contact the exchange program coordinator at their home institutions.

APPLICATION AND ADMISSION PROCEDURES

Students will apply and be placed at a specific undergraduate Faculty or Graduate School, according to the students' major/minor at their home institutions. For the faculties/graduate schools and the course offerings, please refer to "Chuo University Course Catalog (Undergraduate)/(Graduate)".

1. Period of Study at Chuo University

The academic year at Chuo University lasts from April to March, and consists of two semesters. The first semester is from early April to early August. The second semester is from mid September to early February. (Dates may change by each academic year.) The total class period is approximately 33 including make-up and examination periods.

As a general rule, exchange students are accepted to Chuo either from April or September. Since we have many full-year courses at Chuo University, joining the program for full academic year is highly recommended, however, the three options stated below with an asterisk (*) are available for partner institutions as well.

- Full academic year: April 1, 2018– Early February, 2019 (recommended)
- *First semester only: April 1, 2018– Early August, 2018
- *Second semester only: Mid September, 2018– Early February, 2019
- *Second semester and first semester of the following academic year:
Mid September, 2018 – Early August, 2019

2. Application for Admission to the Student Exchange Program

The application forms for admission in the Student Exchange Program as non-degree students can be downloaded from our web page.

The exchange program coordinators should send a formal nomination letter and originals of application materials of the students nominated for the exchange to the Director of the International Center, Chuo University by the following dates.

Please note that direct applications from individual students will not be accepted.

Deadline for Application for Admission*:

- **October 31, 2017 for admission in April 2018**
- **April 15, 2018 for admission in September 2018**

*Exchange coordinator should send nomination list and the application documents by the deadline.

*Partner University must talk to Chuo University International Center *in advance* in case of late application.

3. Notification of Acceptance

The application materials for admission to Chuo University will be forwarded by the International Center to the Faculty/Graduate School that the student wishes to enter for a formal decision on acceptance. Basically we try to accept exchange student with formal nomination of our partner institute.

When the student is accepted, the International Center will send him/her an official Letter of Acceptance from Chuo University and a document for visa application "Certificate of

Eligibility for a Status of Residence.” Generally, it will take two months to send you these documents after the application deadline.

4. Timeline of Application and Admission Procedures

For both April and September admissions 2018

| | April Admission | September Admission | Notes |
|--|------------------------|----------------------------|--------------|
| Application Deadline | October 31, 2017 | April 15, 2018 | |
| Pre-departure information will be sent with >Official letter of acceptance >Certificate of Eligibility for a Status of Residence | Mid-February 2018 | Mid-July, 2018 | *1 |
| Housing Information and contract will be sent | Late February, 2018 | Mid- August 2018 | |
| Arrival (*temporary schedule) | Early April, 2018 | Mid September, 2018 | *2 |
| Orientation week Japanese Placement Test | Early April, 2018 | Mid-September, 2018 | |

*1 The International Center will send exchange students the official Letter of Acceptance, the Certificate of Eligibility for a Status of Residence, pre-departure information, housing information and contract, etc.

*2 Tentative schedule. Actual dates are to be told.

ACADEMIC MATTERS for Non-degree Students

1. Student Status

Students will be registered as full-time non-degree students at a specific undergraduate Faculty or Graduate School to which they are accepted.

Undergraduate Program:

Students will be registered under the status of **Senkasei** (Full-time non-degree student). **Senkasei** attend undergraduate courses, and credits and grades will be granted if the student satisfactorily fulfills the course requirements.

Graduate Program:

Students will be registered under the status of either **Senkasei** (Full-time non-degree student) or **Kenkusei** (Full-time non-degree research student). **Senkasei** attend graduate courses of their major field, and credits and grades will be granted if the student satisfactorily fulfills the course requirements. **Kenkyusei** conduct specific research under the supervision of an academic advisor. Credits or grades are not granted. Students will choose the status, **Senkasei** or **Kenkyusei**, at the time of application for admission to Chuo University.

2. Academic Advisement

Each student will be registered to a Faculty/Graduate Schools at Chuo based on his/her major/minor. Exchange students will be advised by a academic advisor or a Faculty. The Faculty Offices and Graduate School Office are always available for advice and consultation throughout the year. The International Center will consult with the student's home institution for any concerns about academic matters. Tutoring program is available for international students at the graduate level.

3. Teaching Method

Courses are taught through lectures, seminars (small group work), laboratory and/or fieldwork, or other as appropriate.

4. Method of Assessment

Students will be evaluated on the same basis as degree-seeking Japanese and international students, and will be expected to complete the course work and examinations. Methods of assessment differ among teaching staff in charge of the course, but generally by written examination at the end of the first and/or second semesters. Other methods used include assessment of essays, class participation, attendance, or other as appropriate.

5. Credit

Credit Courses

Chuo University will grant prescribed credits if a student satisfactorily fulfills the course requirements.

6. Grade

Undergraduate

| Grade | Definition | Score |
|-------|-----------------------|--------|
| A | Pass | 90-100 |
| B | | 80-89 |
| C | | 70-79 |
| D | | 60-69 |
| E | Fail | 0-59 |
| F | Unofficial Withdrawal | — |
| W | Withdrawal | — |

Graduate

| Grade | Definition | Score |
|-------|--------------|--------|
| A | Excellent | 80-100 |
| B | Good | 70-79 |
| C | Satisfactory | 60-69 |
| D | Fail | 0-59 |
| E | Withdrawal | - |

7. Transcript of Academic Record

Upon completion of the study at Chuo University, a transcript of academic record, which includes the Japanese language courses, Japanese studies courses and academic courses, will be issued by the Faculty/Graduate School concerned. For undergraduate *Senkasei* and graduate *Senkasei*, the certificate will include the course titles, period of attendance, credits when available, grades, reports from each course lecturers, and an explanation of Chuo University's system for determining credits and grades. For graduate *Kenkyusei*, the certificate will include period of attendance and evaluation of the academic advisor.

The certificate will be sent to the exchange program coordinators of the students' home institutions after they return to their home institutions.

8. Transfer of Credits and Grades

The credits and grades earned at Chuo University may be transferred to the student's own degree program at the home institution, depending on the regulations of the home institution. Even in the case Chuo University does not give credits, home institutions may give their own credits for those courses. The arrangements for credit transfer must be negotiated between the student and the home institution.

ACADEMIC COURSES

In the Short-term Study Program for International Students, students will take **Japanese Language and Academic Courses** at the same time. Please note that the Japanese Language Course is NOT mandatory for exchange students.

1. Japanese Language Courses

Chuo University offers a wide variety of Japanese language courses for free of charge. Students will be placed in an appropriate course especially for non-degree students, according to the result of the Japanese language placement test, which the students take upon arrival at Chuo University.*

*Japanese language courses are Undergraduate level courses. Though the courses are open to Graduate program students, they cannot obtain credits of Japanese language courses.

Course & Credit Systems of the Japanese Language Courses for Exchange Students

Exchange students will be placed to either course by the Placement Test result.

Intensive Japanese Course

Level: Consisted of 4 levels, “a”(Beginner) to “d”(Lower Intermediate).

Class & Credits: 8 classes (90 mins each) per week x 15 weeks = 8 credits/semester

*Students have to complete all 8 classes to earn credits.

Intermediate and Advanced Japanese Course

Level: Consisted of 3 levels, “KO-A”(Intermediate) to “KO-C” (JLPT N1 holder).

Class & Credits: 4 classes (90 mins each) per week x 15 weeks = 4 credits/semester

*Students can earn 1 credit from each class, total maximum 4 credits per semester.

The boarder of above two courses is approximately JLPT N3. However, students will only find out their courses/levels after the placement test.

2. Academic Courses

In parallel with the above-mentioned Japanese language courses and Japanese studies, students will take *at least* one academic course from among a variety of major courses in the regular curriculum. Students will be recommended to take *at least* two courses. This will give students more opportunities to study in a regular classroom with degree-seeking international students as well as Japanese students. Each course consists of one 90-minute classroom period per week for one academic year or one semester.

(a) Courses in Japanese:

Generally, academic courses are taught in Japanese. English texts are used in many courses. Every effort will be made by course teachers to help students to get integrated in the class. For course offerings, please visit our website for Chuo University Course Catalog.

(b) Courses in English:

Chuo University offer a wide variety of courses taught in English such as Japanese Law etc. Faculty of Law offers “Japanese law” courses taught in English You can find its syllabus from following website.

http://global.chuo-u.ac.jp/english/admissions/pdf/syllabus_for_Japanese_law_english_taught_courses.pdf

3. Selection of Academic Courses

On arrival, students are given a Japanese language placement test before registering for courses, to determine which level of Japanese language course they should take.

After the Japanese language course is fixed, students will be consulted and advised by their academic advisors in selecting and registering for academic courses/studies.

No online registration needed before your arrival.

We will try to arrange for the students to take their desired courses, but the selection of courses will be subject to the student's Japanese language proficiency and timetable constraints.

In selecting, please refer to CHUO UNIVERSITY COURSE CATALOG or go to following web page.

<http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

Undergraduate Program

Students can apply to any academic courses in the regular curriculum offered by the Faculty in which they are registered. Academic courses offered by Faculties other than the one that students are registered may be taken upon approval of the Faculties concerned and according to the regulations of the Faculties.

Graduate Program

Senkasei can apply to any academic courses in the regular curriculum offered by the Graduate School in which they are registered.

Kenkyusei conducts specific research under the supervision of an academic advisor. *Kenkyusei* may attend graduate courses under the permission of the academic advisor and the lecturers of the courses, but credits are not granted.

Important!

For exchange students who are considering to study for first semester only, second semester only, or second and first semesters, please read the following notice.

1. The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for full academic year beginning April can take full-year courses. **Exchange students who are enrolled for first semester only, second semester only, or second and first semesters can't take full-year courses. They can take only semester courses.**
2. Especially Graduate Schools of Law and Letters offer a lot of full-year courses and few semester courses.
There is a possibility that exchange students who are enrolled for first semester only, second semester only, or second and first semesters in these graduate school may not register the courses and can't get the credits.
3. Though they are not able to register the full-year courses, they can be allowed to just attend the full-year courses if your academic adviser permits.

4. Course registration

Exchange student register academic courses after arrival. No registration needed before arrival.

OTHER INFORMATIONS

Student Support

Meeting service at the airport on arrival

Accommodation

Guaranteed University accommodation (only for single occupancy)

| | | |
|------------------|---|-------------|
| Rent: 1 semester | Spring (4.5 months) | 180,000 yen |
| | Fall (5 months) | 200,000 yen |
| 1 year | Spring (10.5 months) | 420,000 yen |
| | Fall (11 months) | 440,000 yen |
| | *including utility (as of September 2017) | |

Type of the accommodation

- 1) International Shared house (dormitory: off-campus)
- 2) Apartment (off-campus)

*Please note: The amount of rent fee is subject to change without notice.

Estimated Living costs

100,000 yen/month (including accommodation)

Insurance in Japan

Exchange student required to enroll into Japanese National Health Insurance after arrival.
Insurance fee is approximate 1,500yen/month.

Other useful information for Exchange students

Study in Japan Comprehensive Guide <http://www.studyjapan.go.jp/en/index.html>

Living Guide <http://www.clair.or.jp/tagengo/index.html>