



Student Exchange Program

For Partner Institutes

Academic Year 2019

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

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.

2. Eligibility for Application

1) **Current Academic Status**

- Applicants are expected to complete at least one academic year of study at the home institution before starting to study at Chuo University.
- Applicants for undergraduate program as *Senkasei* (full-time non-degree students)
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 graduate program as *Senkasei* (full-time non-degree students) and *Kenkyusei* (full-time non-degree research students)
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.

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.

Please be reminded that following faculties and graduate schools does not offer academic courses in English.

- Undergraduate Program: Commerce / Science and Engineering*
- Graduate Program: Economics / Letters / Policy Studies

*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)

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, 2019– Early February, 2020 (recommended)
- *First semester only: April 1, 2019– Early August, 2019
- *Second semester only: Mid September, 2019– Early February, 2020
- *Second semester and first semester of the following academic year:
Mid September, 2019 – Early August, 2020

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.

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

*Applicants for Graduate Program

Chuo faculty member will value the study/research plan to consider the admission. Please note that student must describe the details of their study/research plan with details such as the background, aims, expectations, and methods, etc. in the application documents, Format C2.

If there is no suitable academic advisor we could find based on the study plan and the language proficiency, we wouldn't be able to accept the student at our exchange program.

The exchange program coordinators should send a formal nomination list 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. Direct applications from individual students will not be accepted.

Deadline for Application for Admission*:

- | | |
|---------------------------------------|---|
| ■ Admission in April 2019: | September 30, 2018 for Graduate program
October 31, 2018 for Undergraduate program |
| ■ Admission in September 2019: | March 15, 2019, for Graduate program
April 15, 2019 for Undergraduate program |

*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.

*According to the Personal Information Protection Policy (Privacy Policy), personal information provided by applicant will be used only in admission of student exchange program.

Privacy Policy: [Privacy Policy | Site Info | CHUO UNIVERSITY -Knowledge into Action-](#)

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 an official Letter of Acceptance from Chuo University and a document for visa application "Certificate of Eligibility for a Status of Residence" to the student's home institution. Generally, it will take 2.5 months (3.5 months for graduate program) to send you these documents after the application deadline.

4. Timeline of Application and Admission Procedures

For both April and September admissions AY2019

Admission period		April/2019	September/2019	Notes
Application Deadline	Undergraduate	October 31, 2018	April 15, 2019	
	Graduate	September 30, 2018	March 15, 2019	
Pre-departure information will be sent with >Official letter of acceptance >Certificate of Eligibility for a Status of Residence		Mid-February 2019	Late-July, 2019	*1
Housing Information and contract will be sent		Late February, 2019	Mid- August 2019	
Arrival (*temporary schedule)		Early April, 2019	Mid September, 2019	*2
Orientation week Japanese Placement Test		Early April, 2019	Mid-September, 2019	

*1 The International Center will send the official Letter of Acceptance, the Certificate of Eligibility for a Status of Residence, pre-departure information, housing information and contract, etc. to the student's home institution,

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

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. Students can register academic courses offered in the other faculties.

Graduate Program:

Students will be registered under the status of either **Senkasei** or **Kenkusei**. Students will choose the status at the time of the application and submit a study/research plan with details such as the background, aims, expectations, methods etc. in order to find appropriate academic advisor. Please note that we wouldn't be able to accept the student at our exchange program, if there is no suitable academic advisor we could find based on the study plan/field.

Senkasei (Full-time non-degree student)

Students attend graduate courses of their major field. Credits and grades will be granted if the student satisfactorily fulfills the course requirements.

Kenkyusei (Full-time non-degree research student)

Students conduct specific research under the supervision of an academic advisor. Credits or grades are not granted. Students may attend graduate courses under the permission of the academic advisor and the lecturers, but credits are not granted.

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 an 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 isn't issued. 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

*This might be changed without notice.

Intensive Japanese Course

Level: Consisted of 4 levels (beginner to lower intermediate)

Intermediate and Advanced Japanese Course

Level: Consisted of 3 levels (intermediate to advanced (JLPT N1)).

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 100-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 some 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

No online registration needed before your arrival.

The selection of academic 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. Students may not obtain enough credits as student plans if the student has not enough Japanese language proficiency to take academic courses taught in Japanese.

*Please note that Graduate school of Economics, Letters and Policy Studies does not offer enough academic courses taught in English.

Kenkyusei conducts specific research under the supervision of an academic advisor and also may attend graduate courses under the permission of the academic advisor and the lecturers of the courses, but credits are not granted. We will try to find the appropriate academic advisor, however it will be subject to the student’s Japanese language proficiency and research field.

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.

OTHER INFORMATIONS

Student Support Meeting service at the airport on arrival

Accommodation Guaranteed University accommodation (only for single occupancy)

Rent (45,000yen/month including utility from April 2018):

➤ 1 semester

Spring (4 months: April-Early August) 180,000 yen

Fall (5 months: Mid/September – Mid/February) 225,000 yen

➤ 1 full year

Spring (10.5 months: April-Mid/February) 472,500 yen

Fall (10.5 months: Mid/September- Early August) 472,500 yen

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.

*Student should pay the rent by cash during the orientation week after arrival.

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>

International Center

CHUO UNIVERSITY, TOKYO JAPAN

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Office Hours: Monday-Friday 9:00-12:00, 13:00-17:00 Saturday 9:00-12:00