



1. Outline of the Program

1) Contents and Purpose

In 2017, Chuo University started Global LEAP Program in cooperation with Chuo's international partner universities for the program. This interdisciplinary educational program aims to foster students equipped with the abilities needed to play an active role in the globalizing Asian region, in order to enhance students' international career opportunities. (※The academic year 2020 will be its last year.)

The Global LEAP Program is a cooperative, active learning program through which, in the first semester, students learn about Asia's common challenges while studying environment and social sustainability in the *Global Lecture Series*. In addition, during summer, Global LEAP offers *Global Short-term Session*, two-day intensive lectures on environmental and social impact assessment, and *Global Active Learning*, a four-day trip for active learning in Tohoku.

Global LEAP aims to provide cross-cultural understanding and interaction among students. Global LEAP is a good program for students from partner universities who are thinking about going on to graduate schools abroad. It is also designed to help them put knowledge into practice.

The program takes a proactive approach in collaboration with some local governments and private companies in Tohoku areas that have been affected by the 2011 Great East Japan Earthquake. Through the program, students will share common concerns while learning how to deal with natural disasters and how to rebuild communities that experienced immense destruction.

2) Course Description and Completion Requirements

Language of Instruction: English

Course	Description	Schedule	Credit
Global Lecture Series	Multidisciplinary studies on Asian and global-scale common issues	14 classroom lectures in the first semester on the Chuo Tama Campus	2
Global Short-Term Session	Two-day intensive lecture series on ESIA* by a Senior Specialist of the European Bank of Reconstruction and Development	2 days in the late July 2020 on the Chuo Tama Campus	1
Global Active Learning**	Restoration Support Activities in the Tohoku area	4 days during the last week of July 2020, in cooperation with local governments and private companies in Tohoku**	1

* ESIA: Environmental and Social Impact Assessment

** Chuo University will provide a financial support for each student (about 14,000 yen for transportation + accommodation).

Note: International students in this program are required to complete the following three courses in order to receive a Certificate of Completion: *Global Active Learning*, *Global Lecture Series*, and *Global Short-Term Session*.

3) Global LEAP Partner Institutions

Country	Name of Institution
Cambodia	Royal University of Phnom Penh
China	University of Shanghai for Science and Technology
	Zhejiang University of Technology
Korea	Sungkyunkwan University
Myanmar	University of Yangon
Vietnam	Thuyloi University
	Hanoi University of Science and Technology
	National Economics University

※alphabetical order

4) Maximum Number of Participants

Name of institute	number
Hanoi University of Science and Technology	2
National Economics University	3
Royal University of Phnom Penh	2
Thuyloi University	2
University of Shanghai for Science and Technology	2
University of Yangon	2
Zhejiang University of Technology	2
Sungkyunkwan University	2

※alphabetical order

5) Schedule of the program

Late March	Arrival + Mini-orientation
Early April	Orientation week (April 1 to 8)
	Semester starts (from April 8 or 9)
	* Special lecture for Global LEAP students: <i>Environmental & Social Sustainability</i> (one session per week)
	* Japanese language class (not mandatory)
	* Academic courses taught in English / Japanese
Mid July	Examination period (July 16 or 17 to 22)
Late July	Global Short-Term Session for 2 days (July 23 and 24)
Late July	Global Active Learning for 4 days (July 27 to 30)
Mid August	Return home

* Japanese students will start Study Abroad at Partner Institutions from late August (second semester of AY2020). Due to possible unforeseen circumstances such as natural disasters and political unrest, Study Abroad for Japanese students may be canceled on short notice.

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 undergraduate students at a partner institution of the Chuo Global LEAP Program.
- Applicants are expected to complete at least two academic years of study at the home institution before starting to study at Chuo University.
- Applicants are expected to study at the undergraduate level in Chuo University for one semester as non-degree students, as an integral part of their degree program at their home institutions. Students who will complete their degree programs at their home institutions partway through their studies at Chuo University are not eligible to apply.

2) Language Proficiency

- TOEFL IBT61 or equivalent English ability
Japanese language is not required.*
- * Note that 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.

3. Tuition Waivers

Free tuition at Chuo University

Global LEAP students from institutions that have exchange agreements with Chuo University, which include mutual tuition waivers, are exempt from registration and tuition fees at Chuo.

4. Accommodation

1) Chuo Rented Accommodation

Guaranteed University accommodation (only for single occupancy) will be offered if exchange students reserve the accommodation by the deadline through our Online Accommodation Request Form. (A notice will be provided later.)

Reservation/Offer :

- April admission - Online request Early December
- Information of reservation Early February

*Once exchange students reserve the accommodation, they will be charged the cancellation fee.

*The new university on campus dormitory will open in April 2020.

The information on the new dormitory will be updated as soon as it is ready.

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

For your reference, below is the information for the previous year, AY2019.

-Rent (45,000yen/month) :

- 1 semester Spring (4 months: April-July) 180,000 yen

Type of the accommodation

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

2) Payment Method

Please pay in cash after arrival at the university Co-op cashier counter during the orientation session. Please prepare the cash in advance for this payment.

APPLICATION AND ADMISSION PROCEDURES

Students will apply to and be placed in specific undergraduate faculties, according to the students' major / minor at their home institutions. For more information about the faculties and course offerings, please refer to the Chuo University Course Catalog (Undergraduate).

1. Period of Study at Chuo University

The academic year at Chuo University lasts from April to March, and consists of two semesters. Global LEAP students will only be accepted for the first semester* of academic year 2020.

*First semester 2020: April 1, 2020 –, July 30, 2020

2. Application for Admission

Participation in this program is open for non-degree exchange students. The application forms are attached to this document.

Exchange program coordinators should send a formal nomination letter and original application materials of the students to the Director of the Chuo International Center by the dates below.

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

Deadline for Application for Admission*:

■ Application deadline November 20, 2019

* Exchange coordinators should send nomination lists and application documents by the deadline.

* Partner Universities must talk to the Chuo Organization for Common Education Initiatives Office in advance in case of late applications.

3. Notification of Acceptance

The application materials for admission to Chuo University will be forwarded by the Organization for Common Education Initiatives Office to the Faculty that the student wishes to enter for a formal decision on acceptance. When the student is accepted, the Chuo International Center will send him / her an official Letter of Acceptance and a visa application document, "Certificate of Eligibility for a Status of Residence."

4. Timeline of Application and Admission Procedures

Application Deadline	November 20, 2019
Welcome package will be sent *	Mid- February, 2020
Accommodation information will be provided	Late January, 2020
Designated Arrival Date	March 27, 2020 **
Orientation Week	March 28 to April 4, 2020 **
Class start	April 9 (or 8), 2020

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

** Tentative Schedule

➤ On Arrival

Chuo provides meeting service at Narita and Haneda International Airport only if the students stay at Chuo rented accommodation, and arrive on the designated date & time.

* Actual transportation fee is responsible of each student.

* Recommended flight arrival time at Japan is earlier than 11:00a.m.

- * Advance reservation is required.
(A web link to “Online Arrival Form” will be informed later.)
- * Access to each campus is available at the website below.
<http://global.chuo-u.ac.jp/english/siteinfo/visit/>

ACADEMIC MATTERS for Non-degree Students

1. Student Status

Students will be registered as full-time non-degree students in the specific undergraduate Faculty.

Undergraduate Program:

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

2. Course Registration

Basically, student does NOT need on line registration before your arrival.

You have about two weeks to try and see the courses before the official registration.

Your study plan in the application form is very important. It will be considered when the faculty decides your acceptance.

Only Japanese Law course taught in English, which is offered by the faculty of law, needs to apply about a month before your arrival by online system. International Center will provide the information to all the applicants.

3. Academic Advisors

Each student will be registered to a Faculty at Chuo based on his/her major/minor. Students will be advised by an academic advisor or Faculty Office staff, who are always available for advice and consultation throughout the semester. The International Center will always be available to consult with students' home institutions regarding any and all concerns.

4. Teaching Method

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

5. Method of Assessment

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

6. Credit

Credit Courses

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

7. 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	—

8. Transcript of Academic Record

Upon completion of studies at Chuo, an academic transcript will be issued by the Faculty. For undergraduate *Senkasei*, the certificate will include course titles, period of attendance, credits when available, grades, reports from each course lecturer, and an explanation of Chuo University's system for determining credits and grades.

The student's academic transcript will be sent to the exchange program coordinator of the student's home institution after the student leaves Japan.

Date of Issue *First semester --- Late September

9. Transfer of Credits and Grades

Credits and grades earned at Chuo may be transferred to the student's own degree program at the home institution, depending on the regulations of the home institution. Even in cases where Chuo University does not give credit, 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 addition to the Global LEAP courses, students will also take academic and Japanese Language courses. Please note that Japanese Language Courses are NOT mandatory for LEAP students.

1. Japanese Language Courses

Chuo University offers a wide variety of Japanese language courses for international students. Students will be placed in an appropriate Japanese language course for non-degree students, according to the result of the Japanese language placement test, which the students take upon arrival at Chuo University. NOTE: Japanese language courses are Undergraduate credit courses. Though the courses are open to Graduate program students, they will not be able to obtain credits for these courses.

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

Exchange students will be placed in leveled courses based on the results of a Placement Test.

Intensive Japanese Course

Levels: Five levels from "Sen1" (Beginner) to "Sen5" (Lower Intermediate).

Class & Credits: 6 classes (100 minutes each) per week x 14 weeks = 6 credits / semester

NOTE: As a general rule, students must complete all 6 classes to earn credits.

Advanced Japanese Course

Levels: Three levels from "KO-A" (Intermediate) to "KO-C" (JLPT N1 holder).

Class & Credits: 4 classes (100 minutes each) per week x 14 weeks = 4 credits / semester

NOTE: Students can earn 1 credit per class, for a total maximum of 4 credits per semester.

The division between the two courses above 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 Japanese and international students. Each course consists of one 100-minute class per week for one or two semesters.

(a) Courses in Japanese:

Generally, academic courses are taught in Japanese.

If Global LEAP students have enough Japanese proficiency they can take academic courses taught in Japanese. In addition, English texts are used in many Japanese-medium courses.

For course offerings, please see the Chuo University Course Catalog on our website.

(b) Courses in English:

Chuo University offers a wide variety of courses taught in English. To see the “Japanese law” courses taught in English, please see the following list of syllabi on the Chuo website:

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

3. Selection of Academic Courses

In the orientation week, 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 have consultations and be advised by their academic advisors in selecting and registering for academic courses / studies.

No online registration is needed before arrival.

Every effort will be made to help students take their desired courses; however, 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 and go to following web page:
<http://global.chuo-u.ac.jp/english/admissions/exchange/semester-or-full-year/>

Undergraduate Program

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

Note:

1. The academic year at Chuo University lasts from April 1 to March 31. Only exchange students who are enrolled for a full academic year beginning in April can take full-year courses. **Global LEAP students can’t take full-year courses. They can only take semester courses.**
2. Although they are not able to register for full-year courses, they can audit full-year courses with the permission of the academic adviser and course instructor.

Organization for Common Education Initiatives Office,
Chuo University

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