

Meijo University Exchange Program

(MEP-J and MEP-E combined)

Application Guideline

Spring Semester, 2024

We would like to introduce you all with 2 exchange programs in this guideline. One is called Meijo Exchange Program in Japanese (MEP-J) and the other one is called Meijo Exchange Program in English (MEP-E). Participants who join in MEP-J will belong to a Faculty and select specialized subjects and study Intermediate to Advanced levels of Japanese Language classes. Whereas MEP-E's students will be with the Faculty of Foreign Studies, and study International Japanese Studies and basic levels of Japanese Language classes. These courses for MEP-E students are specially designed only for exchange students.

First, here is a chart describing the differences between the programs.

	Language Requirement	Program Policy	Faculty exchange students can choose	Specialized Subjects
MEP-J (Japanese based)	N2 (JLPT) or higher	To improve Japanese language and to study specialized subjects taught in Japanese	Law, Business Management, Economics, Foreign Studies	Most of subjects can be selected in the Faculties students will belong to.
MEP-E (English based)	Confirmation from university professor/staff that student can take classes taught in English	To understand more about Japan in English while participants are learning basic Japanese	Foreign Studies	Examples, - Japanese Tourism - Advanced Culture - Japanese Literatures

MEP-J (Japanese based)

The following is a guideline of Meijo University's student exchange program in Japanese (MEP-J) to accept students from the universities which Meijo University (MU) already has MOU on student exchange.

● Requirements to apply

Each applicant must satisfy all of the following points.

- (1) At the time of application, an applicant must have passed JLPT N2 or higher.
**A student who is expected to surely pass JLPT N2 is also eligible to apply.
- (2) A recommendation letter must be issued from the university to which the applicant belongs stating the applicant's satisfactory academic record.
- (3) An applicant must be enthusiastic to take part in international exchange activities at MU.

● Details of program

Program policy

The program provides opportunities to improve Japanese language and to study specialized subjects taught in Japanese. The students must have intermediate level of Japanese language skills.

(1) Faculties

Exchange student (ES) will belong to one of the following faculties.

<List of faculties which ES can choose in the 2024 program >

- Faculty of Law
- Faculty of Business Management
- Faculty of Economics
- Faculty of Foreign Studies
- Faculty of Human Studies

**Please note that the final decision of acceptance of an applicant and allocation to faculty will be done by MU.

(2) Program commence

This exchange program is to commence from March and September every year and ES can study at MU for one semester or one academic year. Currently MU is accepting applicants for March 2024 enrollment.

● Curriculum

(1) Japanese language subjects

MU provides Japanese language courses for ES. After arriving in Japan, ES will be informed of the courses to take based on the result of the placement test by MU.

**Please note that ES cannot decide the courses by him/herself and that ES may not take part in all Japanese courses available.

(2) Specialized Subjects

ES can take courses (except some) taught in their faculties and also some courses taught in other faculties which accept ES. When registering courses, ES should take time for moving between campuses into consideration.

< Campuses and Faculties >

- Tempaku Campus : Law, Business Management, Economics
- Nagoya Dome Mae Campus : Foreign Studies, Human Studies

Please refer to the following websites to see curriculum and syllabus of the past year.

Curriculum: <https://www.meijo-u.ac.jp/academics/>

Syllabus: <https://gkmsyllabus.meijo-u.ac.jp/camweb/slbssrch.do>

- *both are subject to be changed and some of the subjects might not open
- *contents of subjects or professors teaching may also be changed
- *scheduling of all subjects will always be updated and may be shifted
- *some subjects may not be available to ES.
- *MU encourages all ES to prioritize Japanese language subjects

MEP-E (English based)

The following is the guideline of Meijo University's student exchange program in English (MEP-E) to accept students from the universities which MU already has MOU on student exchange program.

● Requirements to apply

Each applicant must satisfy all of the following points.

- (1) A recommendation letter must be issued from the university to which the applicant belongs stating the applicant's satisfactory academic record and ability to take lessons in English.
- (2) An applicant must be enthusiastic to take part in international exchange activities organized by MU.

● Details of program

- (1) Program policy

The program provides opportunities to understand more about Japan in English while participants are learning basic Japanese.

- (2) Program commence

This is to commence from March and September every year and Exchange student (**ES**) can study at MU for one semester or one year. Currently MU is accepting applicants for March 2024 enrollment.

- (3) Curriculum

We provide the following subjects specially designed for this exchange program.

● Japanese language subjects

MU provides multiple level courses currently in 2 levels. Each semester for our ES and these courses will be held on Tempaku and Dome-mae Campus. One course includes two 90-minute lectures/lessons in a week. According to our academic calendar, a semester consists of 15 weeks. That means if you choose 2 subjects to study, you are studying 90 hours of Japanese language subjects in a semester. Meijo University will be awarding 4 credit points for the 2 subjects.

Please note that ES cannot decide the courses by him/herself and the decision will be made by Meijo University.

● International Japanese Studies subjects (available only for MEP-E students)

Japanese Studies will be taught in English to learn more about its culture, history and Chubu area around us.

From history of Japan to a part of Japanese Literature, you can explore wide variety of fields about Japan. Depending on which term you are participating, subjects that you can study varies. One course includes one 90-

minute lectures/lessons in a week. With 15 weeks of your study, you are studying 22.5 hours and 2 credits will be awarded for each subject.

Please note that some of the Japanese Studies subjects are compulsory but the others are selective.

List of courses for International Japanese Studies (IJS)

Spring Semester (starting from April)
IJS IV (Introduction to Modern and Contemporary History of Japan)
IJS V (Japanese Philosophy)
IJS VI (Japanese Culture)
IJS VII (International Politics of Japan)

The followings are the list of subjects we would be providing;

- International Japanese Studies IV to VII
- Fieldwork for International Japanese Studies II
- Elementary Japanese I to IV
- Intermediate Japanese I to IV
- Advanced Japanese I to XII

<<<Sample Timetable (Spring Semester)>>>

	Mon	Tue	Wed	Thu	Fri
9:10-10:40			International Japanese Studies IV	Elementary Japanese IV	
10:50-12:20			International Japanese Studies VI	Elementary Japanese IV	
13:10-14:40		International Japanese Studies XII	International Japanese Studies V		
14:50-16:20		Elementary Japanese II	Elementary Japanese III		Elementary Japanese I
16:30-18:00		Elementary Japanese II	Elementary Japanese III		Elementary Japanese I

--- With the above schedule, you may earn 16 credit points (4 Japanese Language subjects equate to 8 credit points and 4 International Japanese Studies equate to 8 credit points)

--- Fieldwork for International Japanese Studies is planned on Saturdays (face-to-face only)

<<<Syllabus Information>>>

All syllabi are available for you to search at the following URL;

<https://gkmsyllabus.meijo-u.ac.jp/camweb/slbssrch.do>

● Rule for receiving Scholarship

All international students, including ESs must come to Office of International Affairs to sign our form at the beginning of every month, in order to prove that these students are studying at our university (When Meijo University is on holidays and students decide to go back to their country/s and are not available to sign, they cannot receive our Scholarship for that particular month).

● The number of ES and scholarship

MU will honor scholarship to ES. The maximum number of ES entitled to receive scholarship will be notified by MU accordingly.

Calculation of the number of ES:

“1” : full-year (2semesters) student

“0.5” : 1-semester student

MU offers scholarship of 25,000 yen per month to each ES.

● Dormitory Rent and support by MU

ES can stay at the dormitory arranged by MU. While the rent is 47,500 yen per month, actual amount each ES has to pay is 25,000 yen per month since MU pays 22,500 yen monthly to reduce the financial burden of ES. Utilities are to be paid by ES.

The following table shows the details about our dormitory, Meiho-Shiogama.

Name	MeihoShiogama (めいほうしおがま) http://www.meijo-u.ac.jp/international/japan.html	
Address	1-825-1 Shiogamaguchi, Tempaku-ku, Nagoya 468-0073 Japan **3-minute walk from Tempaku Campus, Meijo University	
Nearest Station	3-minute walk from “Shiogamaguchi” station of the subway Tsurumai Line	
Facility	No. of Rooms	53 rooms #All single rooms
	Inside	Bath tub, Toilet, Wash Basin, Fridge, Microwave, Mini Kitchen Lights, Air Conditioning, Bed, Curtain, Desk, Chair, Closet
	Shared Facilities	Security Automated Door, Coin-op Laundry (Washing Machines and Dryers available), Rooftop clothes drying place **Placing private washing machines in rooms is not allowed.
	Others	Apartment Manager is at the reception on Weekdays 9:00~17:00 Bicycles and/or vacuum cleaners are available to rent here
	Space	15.4m ² ~ #The sizes slightly vary depends on the rooms
	Internet	At Dormitory Front, free Wi-Fi connection is available. ES can apply to get connected to internet in each room. Monthly fee for 1,100 yen is to be paid by ES.

Fee and Rent	Application Fee	Waived for ES
	Monthly rent	25,000 yen (Tax included. Water fee 1,500 yen/month is <u>not</u> included. Electricity bills are <u>to be paid by ES.</u>) *ES doesn't need to pay the monthly rent for the last month of the exchange program, if ES leaves the dormitory on/ before the 5 th day of the month.
	How to pay	For the first month, the rent is to be paid only in cash. Please bring Japanese yen with you. From the second month, the rent will be withdrawn from your bank account. MU staff will take you to a local bank to open your deposit account after your arrival.
Deposit <<NEW>>	We are planning to implement a new plan. We possibly be asking all exchange students for 30,000 to 50,000 yen deposit.	
Duration of stay	The duration of your stay is decided by MU to cover the period of the program. **When you leave Japan after the program in August (or February), ES must leave the dormitory on the designated date.	
Meals	Although no restaurants and cafeterias are available in the dormitory, ES can easily find many restaurants and convenience stores around the dormitory. On- campus cafeterias and diners are also available.	
Notes	#No guests are allowed to stay over nights #Cancellation mid-way through the program won't be permitted #No Smoking and No drinking	

● Application deadlines and Duration of the programs (2024 spring program)

1 semester program (duration: Late March, 2024 to early August, 2024)

1 year program (duration: Late March, 2024 to early February, 2025)

Nomination: Tuesday, 3rd October, 2023

Deadline: Friday, 3rd November, 2023

*We are planning to notify all partner universities regarding the important dates for the Fall 2024 program within the year 2023.

● Date of Arrival

The actual date will be informed after the application is accepted. Please note that ES should arrive on the designated date since necessary procedures are scheduled before the program begins. MU staff will be at Chubu International Airport on the arrival date to pick up ES. Please do not plan any trips out of town for around 2 weeks after the arrival as important events and orientations are scheduled.

● Fees and costs

As stipulated in the agreement of student exchange program, the tuition at MU is waived. Other expenses are

to be paid by ES including the monthly fee for the dormitory and utility fees. ES also need to buy own textbooks for lessons.

● **Events**

The Office of International Affairs of MU plans various events and programs for ES to learn and experience Japanese culture and its people.

● **Student Assistant (SA)**

“Student Assistant (SA)” is a name of registered volunteers among MU students to support ES. SA plans student-oriented events and supports ES to learn Japanese as a “Speaking Partner”.

● **Facilities and Equipment**

Student ID cards will be issued to ES. ES can use most of MU facilities such as libraries.

● **Club Activities**

MU has more than 130 clubs for students’ sports activities and cultural activities. Please let us know if you are interested in to take part in these club activities shown in the following site.

<https://www.meijo-u.ac.jp/campus/activities/>

** Some clubs in the list are not available for ES.

● **Insurance**

ES needs to join to National Health Insurance which is a public medical insurance of Japan. Insurance premium is about 1,200~1,400yen per month. National Health Insurance covers 70% of total medical expense and ES pays only 30%. MU staff will take ES to the ward office for the necessary procedure to join the insurance and ES will make monthly payment hereafter. Although National Health Insurance covers 70% of medical expense, it does not cover other liabilities or extraordinary expense such as transportation cost to go back to own country in case of emergency. Therefore every ES is strongly requested to personally join overseas travel insurance.

● **Part time job**

All ES need to report to MU in advance and get approval in order to avoid troubles with employers. If ES needs to work part time by financial reasons, MU may admit considering the situation and proficiency of Japanese.

Please note that ES with student status has to get permission to engage in activity other than the permitted from Immigration Bureau in order to work part time.

● **Other matters to pay attention**

While staying in Japan ES is not allowed to drive a car or to operate anything which requires a license.

In addition to the above mentioned, MU may stop the program and advice to leave Japan in case of unreported absence, unfavorable academic performance or negligence of guidance by MU.

If you have any questions please do not hesitate to contact to the following.

Meijo University Office of International Affairs

1-501 Shiogamaguchi, Tempaku-ku, Nagoya 468-8502 Japan

E-mail : mintexchange@ccml.meijo-u.ac.jp

TEL : +81-52-838-2043

● **Documents required for application**

Application of student exchange program is to be submitted to MU only through internet. Please refer to the online form in the following pages and submit before the expiration. A list of documents to submit is as follows. We will inform you with actual steps to upload the data of these documents once the candidate is decided.

(1) **List of documents to submit**

	Document	Explanation	How to submit
(A)	Photograph of the face (size : 4cm x 3cm)	A photograph of the face taken within three months (JPEG File)	To be uploaded See 15(4)(A)
(B)	Study plan at MU (<u>in English or Japanese</u>)	<u>Please explain the reason why you want to study at MU based on your future plan of career and major in the university.</u>	To be uploaded See 15(4)(B)
(C)	Certificate of academic record issued by your university (in English or Japanese)		All documents should be in one PDF file and to be uploaded See 15(4)(C)
	Certificate of enrollment issued by your university (in English or Japanese)		
	Letter of recommendation from your university (in English or Japanese)	Date of the letter must be within the 3 months of the submission	
	Bank Statement (in English or Japanese)	Statement should show the deposit balance to cover expenses while in Japan.	
	JLPT record	Not required for MEP-E applicants	

Notification of test result (copy) or Certificate of result and score (Copy)		
Certificate of health (in English or Japanese)		
Passport copy (A page showing your face photograph)		

(2) Information on Online Form for Registration

#For student log-in URL

<https://bit.ly/2EeWVEu>

#Log-in ID for students

IDs are set differently according to which university you belong to/work for

<< Name of your university >>

<< Password for your Uni >>

*Once you register your information, you may correct it from the URL below.

<https://bit.ly/2q1HrPK>

In order to correct, you need e-mail address and Password that you set when registered.

(3) Online Form ・ ・ ・ How to register

Please input information to online form with alphabets.

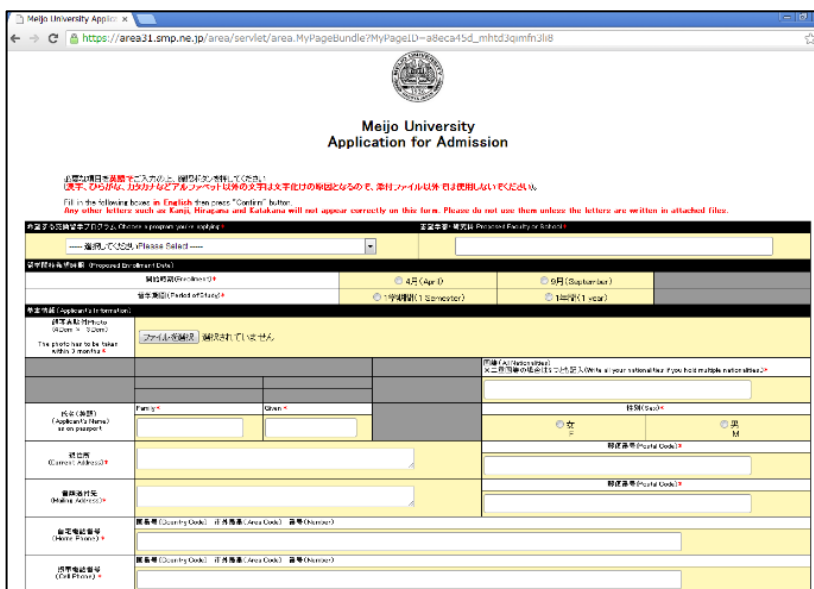
1. Access <https://bit.ly/2EeWVEu> and enter your university ID, then click “login.”

The screenshot shows a web browser window with the URL <https://bit.ly/2EeWVEu>. The page features the Meijo University logo at the top center, followed by the text "Meijo University Application for Admission". Below this, there is a login form consisting of a label "ID" and an adjacent input field. A button labeled "ログイン/login" is positioned below the input field.

2. Select “Exchange Program.”

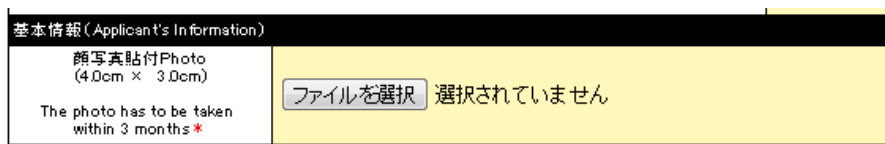


3. Enter necessary information in alphabets.



(4) Uploading materials and documents

(A) ID Photo



⇒ In “Applicant’s Information” section, upload ID Photo taken within 3 months with JPEG format.

“ID photo” means;

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Use a plain white or off-white background

添付ファイル(attached file)	
添付ファイル1(attached file 1)*	Download (a) file(s), enter your information, then attach it/them. <input type="button" value="Summer School Students"/> <input type="button" value="Exchange Students"/> <input type="button" value="ファイルを選択"/> 選択されていません
添付ファイル2(attached file 2)*	<input type="button" value="ファイルを選択"/> 選択されていません



(B) Study Plan at Meijo University

When you click on “Exchange Students,” you can download “Meijo University Application for Admission (for Exchange Students)”

This document should be written in English for MEP-E program. Once you are done, click “ファイルを選択” button and upload the file

(C) Others

- # Certificate of Academic record
(In Japanese or English)
- # Certificate of Enrolment (Ditto)
- # Letter of Recommendation (Ditto)
- # Bank Statement (Ditto)
- # Certificate of Health
(In Japanese or English)
- # Passport Copy

Scan the above and convert them into 1 PDF file.
Then upload from “ファイルを選択” button.