

Meijo University
Exchange Program in English
(MEP-E)

2022 Application Guideline

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

1. 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.

2. 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/or September every year and Exchange student (ES) can study at MU for one semester or one year.

(3) Curriculum

For ES, we provide the following subjects specially designed for this exchange program.

■ **Japanese language subjects** (mainly taught on Tempaku Campus)

MU provides multiple level courses currently 3 levels, in each semester for our ES and these courses will be held on Tempaku 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 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**

Japanese Studies will be taught in English to learn more about its culture, history and local area around us. You can learn a lot in each subject because much of provided information will be in English. From history of Japan to a part of Japanese Literature, you can explore wide variety of fields about Japan. Depending 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 for each subject.

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

□ The followings are the list of subjects we would be providing either face-to-face or online;

- Introduction to International Japanese Studies
- International Japanese Studies I to IX
- Fieldwork for International Japanese Studies I, II
- Elementary Japanese I to IV
- Intermediate Japanese I to IV
- Advanced Japanese I to XII

<<<Sample Timetable (Fall Semester)>>>

	Mon	Tue	Wed	Thu	Fri
9:10-10:40	Japanese Modern Culture*		Intermediate Japanese I	International Japanese Studies	International Japanese Studies
10:50-12:20	Elementary Japanese III	International Japanese Studies	Intermediate Japanese I	Intermediate Japanese II	
13:10-14:40	Elementary Japanese III	International Japanese Studies		Intermediate Japanese II	
14:50-16:20	Issues in South Asia*	Elementary Japanese IV	Elementary Japanese I		
16:30-18:00		Elementary Japanese IV	Elementary Japanese I		

--- With the above schedule, you may earn 22 credit points (2 subjects from Faculty of Foreign Studies equate 4 credit points, 5 Japanese Language subjects equate to 10 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)

--- *In addition to the above subjects, you may select some subjects taught in English from the Faculty which you belong to as well

■ Online Programs

Due to the COVID-19 situation, we are currently providing online programs for ES. Until all exchange students will be able to come to Nagoya, we will be preparing for these types of programs also.

*for details of conditions to shift the programs online, contact us through your International Office.

<<<Model for Course Registration (Spring Semester)>>>

Subject	Language	Required	Credit	Hours
Intermediate Japanese I	Japanese/English	Yes	2	45
Intermediate Japanese II	Japanese/English	Yes	2	45

Intermediate Japanese III	Japanese/English	Yes	2	45
International Japanese Studies	English	Yes	2	22.5

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

To provide an example of your workload here at Meijo University, this is a sample timetable for a given week.

	Mon	Tue	Wed	Thu	Fri
9:10-10:40					
10:50-12:20					
13:10-14:40					
14:50-16:20					
16:30-18:00	Intermediate Japanese I	Intermediate Japanese III	Intermediate Japanese II	International Japanese Studies	Intermediate Japanese III
18:10-19:40	Intermediate Japanese I		Intermediate Japanese II		

--- With above schedule, you may earn 8 credit points (3 Japanese Language subjects equate to 6 credit points and 1 International Japanese Studies equate to 2 credit points)

<<<Model for Course Registration (Fall Semester)>>>

Subject	Language	Required	Credit	Hours
Elementary Japanese I	Japanese/English	Yes	2	45
Elementary Japanese II	Japanese/English	Yes	2	45
Elementary Japanese III	Japanese/English	Yes	2	45
International Japanese Studies	English	Yes	2	22.5

--- Timetable for Fall Semester would look very much like the sample on the previous page

<<<Syllabus Information>>>

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

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

(4) 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. Please contact us if your institution intends to send more students than the designated number. We might be able to accept extra numbers of ES without scholarship.

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. However in February and August the amount is 12,500 yen respectively because ES stays in Japan just for several days in these two months.

3. Dormitory Rent and support by MU

ES can stay at the dormitory arranged by MU. While the rent is 50,000 yen per month, actual amount each ES has to pay is 25,000 yen per month since MU pays 25,000 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	50 rooms #All single rooms
	Inside	Bath tub, Toilet, Wash Basin, Fridge, 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.
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 is requested to leave the dormitory on/before the 5 th of August (or February).
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

4. Important rule for receiving Scholarship

ES must come to Office of International Affairs of MU to sign our form every month on/before the designated date, in order to prove that these students are studying at MU (If ES cannot show up to sign the required paper including the cases of temporary homecoming during holidays, ES cannot receive our Scholarship on that particular month).

5. Application deadlines and Duration of the programs

■ 2022 spring program

1 semester program (duration: Late March, 2022 to early August, 2022)

1 year program (duration: Late March, 2022 to early February, 2023)

Deadline: Friday, 29th October, 2021

■ 2022 fall program

1 semester program (duration: Early September, 2022 to early February, 2023)

1 year program (duration: Early September, 2022 to early August, 2023)

Deadline: Tuesday, 1st March, 2022

6. 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.

7. 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.

8. Events

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

9. 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”.

10. Facilities and Equipment

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

11. Club Activities

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

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

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

12. 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 to overseas travel insurance.

13. Part time job

MU does not allow ES to work part time for three months after arrival. If ES needs to work part time by financial reasons, MU may admit considering the situation and proficiency of Japanese. ES needs to report to MU in advance and get approval in order to avoid troubles with employers.

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.

14. 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 : mint@ccml.meijo-u.ac.jp

TEL : +81-51-838-2043

15. 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 (in Japanese)	Please explain the reason why you want to study at MU based on your future plan of career and major in the university.	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 after March 2018.	
	Bank Statement (in English or Japanese)	Statement should show the deposit balance to cover expenses while in Japan.	
	JLPT record 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



*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.

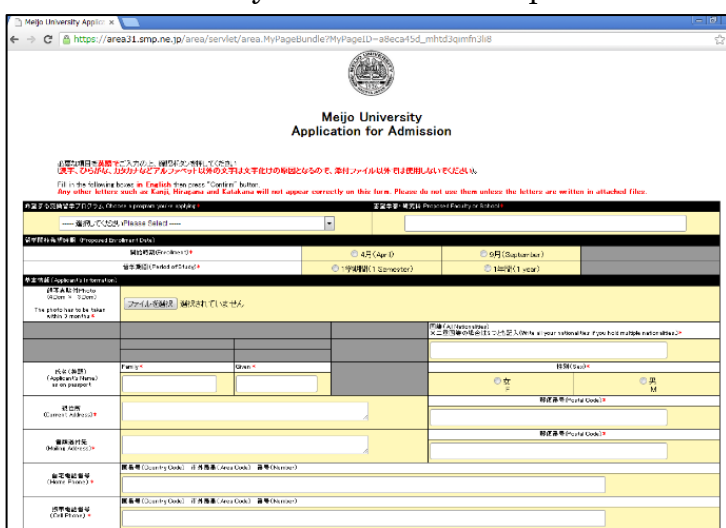
1. Access <https://bit.ly/2EeWVEu> and enter your university ID, then click “login.”



2. Select “Exchange Program.”



3. Enter necessary information in alphabets.



(3) Uploading materials and documents

(A) ID Photo

基本情報 (Applicant's Information)	
顔写真貼付Photo (4.0cm × 3.0cm) The photo has to be taken within 3 months *	<input type="button" value="ファイルを選択"/> 選択されていません

⇒ 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.