



KOBE UNIVERSITY INTER-FACULTY EXCHANGE PROGRAM INFORMATION SHEET

INSTITUTION

Name	Faculty / Graduate School of Economics, Kobe University
Website	http://www.econ.kobe-u.ac.jp/en/index.html
Contact office	Academic/Student Affairs Office, Graduate School of Economics
Address	2-1 Rokkodai-cho, Nada-ku, Kobe, Hyogo, 657-8501 JAPAN

Contact person

Administrative Staff	<u>Academic/Student Affairs Office</u> Megumi TAMURA (Ms.), For Incoming students Keiko ISHIMOTO (Ms.), For Outgoing students Tel: +81 78 803 7247 E-mail: econ-kyomu@office.kobe-u.ac.jp
International Academic Coordinators	<u>Office for International Education and Exchange</u> Junko IWATSUKI (Ms.), Research Associate E-mail: intl@econ.kobe-u.ac.jp

ADMISSIONS INFORMATION

1. NOMINATION

Student Numbers for Nomination	Please nominate the number of students according to our Student Exchange Agreement. * Pay attention to Academic Year difference in Japan (Kobe University) and in your country (Your University). We count our Academic Year starting from April to March , whereas most universities count from Fall to Summer. We would like to sincerely ask our partner universities to take this Academic Year difference into consideration when nominating your students, in order to keep the balance in student exchange.
Nomination Deadlines	*Home institution must nominate exchange student(s) to Kobe University by the following dates. Please fill out a nomination sheet which we send to partners around 3 months before the following deadline and send it to econ-kyomu@office.kobe-u.ac.jp . Spring 2023 (April 1 - September 30, 2023): November 1, 2022 Fall 2023 (October 1, 2023 - March 31, 2024): May 1, 2023

2. APPLICATION

Application Documents	<ol style="list-style-type: none"> 1. Application Form : http://www.econ.kobe-u.ac.jp/student/undergrad/intl_prospectivestudent.html 2. Certificate of enrollment (Written in Japanese or English) 3. Original Academic transcript (Written in Japanese or English) 4. Certificate of Proficiency in Japanese (if applicable)
Documents for CoE Application	<p>CoE (Certificate of Eligibility) is a necessary document to apply for a student visa. Please check "Visa Application" on Page 4.</p> <ol style="list-style-type: none"> 1. Application Form for Certificate of Eligibility (COE) http://www.econ.kobe-u.ac.jp/student/undergrad/intl_prospectivestudent.html 2. A copy of passport (Copy of Passport ID Page) 3. Photo data *Must be taken within three months prior to submission. Please see "Photograph Requirements" 4. Proof of Financial Support (Must be translated in English) The documents that prove the "Method of support to meet the expenses while studying at Kobe University" (Question 21 on Application Form for CoE). <ol style="list-style-type: none"> (1) If you choose "<u>Self</u>" <ul style="list-style-type: none"> • Latest bank statement of <u>applicant's own account</u> (Closing balance must be more than 600,000 JPY for 1 semester stay / more than 1,200,000 JPY for 1 year stay.) (2) If you choose "<u>Supporter living outside of Japan</u>" or "<u>Supporter in Japan</u>" <ul style="list-style-type: none"> • Latest bank statement of <u>a financial supporter's account</u> (Closing balance must be more than 600,000 JPY for 1 semester stay / more than 1,200,000 JPY for 1 year stay.) (3) If you choose "<u>Scholarship</u>" <ul style="list-style-type: none"> • A copy of an official document proving that they will receive the scholarship/ grant
Application and CoE Application Deadline	<p>Spring (1st) semester 2023 (April 1 - September 30, 2023): October 20, 2022 Fall (2nd) semester 2023 (October 1, 2023 - March 31, 2024): April 20, 2023</p> <p>Send to econ-kyomu@office.kobe-u.ac.jp by e-mail attachment</p>

ACADEMIC INFORMATION

Academic Calendar	Spring (1 st) Semester: April 1 - September 30 Fall (2 nd) Semester: October 1 - March 31 https://www.kobe-u.ac.jp/en/about_us/academic_calender.html				
Academic Load	Kobe University does not have a full-time load. 124 credits or more are necessary to complete an undergraduate program (Bachelor degree) at Kobe University (approx. 30 credits/year). Maximum load per semester depends on each faculty, and there is no minimum load. However, all international students including exchange students must take at least 10 lesson hours (equivalent of 6-7 courses) per week according to the immigration law.				
Course Types	There are 3 types of courses offered at Kobe University according to patterns I - III described below. Patterns I and II are "quarter courses", and III takes the format of "semester courses". As it depends on the course, please see the syllabus for further information. I) 1 class per week for 8 weeks (including examination days) II) 2 classes per week for 8 weeks (including examination days) III) 1 class per week for 16 weeks (including examination days)				
Courses/Credits	Courses include lectures and seminars. Each quarter is eight weeks long including the examination days. Course grades and credits are acquired at the end of each semester. One credit is usually awarded for fifteen hours of lectures. (For example, one lecture which is two hours long, offered once a week for eight weeks including examination days.) To receive one credit, a total of forty-five hours of study are required. This includes self-study hours to prepare for or review classwork.				
Grading System	Grades in Japanese	Grades in English	Minimum Points	Maximum Points	Grade Points
	秀	S	90	100	4
	優	A	80	89	3
	良	B	70	79	2
	可	C	60	69	1
	不可	F	0	59	0
Courses/Programs	Economics Courses http://www.econ.kobe-u.ac.jp/student/undergrad/intlcurrentstudent.html#a02 Japanese Language Courses The Global Education Center (GEC)* offers Japanese language courses for free for exchange students. *The Global Education Center (GEC) is not subject to an affiliation of exchange students. Students who wish to take these courses are required to take the online level check test prior to the semester. http://www.kisc.kobe-u.ac.jp/english/leaning_japanese/laboratory_course.html <Non-credit bearing courses> 1. <u>Integrated Japanese Course</u> : open to all exchange students. 2. <u>Intensive Japanese Course</u> : developed for MEXT (Japanese government) scholarship students. Exchange students can be enrolled in this course on an availability basis only. <Credit bearing course> 3. <u>Japanese Language and Japanese Studies Course</u> : (advanced level) for undergraduate students only Syllabus (for external use) *The latest course information is available about 2 weeks prior to the new semester. https://kym-syllabus.ofc.kobe-u.ac.jp/				
Course Registration	Course registration is available only after arrival, and there is no pre-registration. Students are notified of further procedures at the Faculty Orientation.				
Language Requirement	There is NO language requirement, but having Japanese ability <u>equivalent to JLPT N1 is expected if students intend to take courses conducted in Japanese.</u>				

PRE-DEPARTURE

	Spring Semester	Fall Semester	Procedure
Schedule until Arrival	November	April	Submit the completed application documents to Kobe University <u>by May 1st for October Enrollment (Fall semester)</u> <u>by November 1st for April Enrollment (Spring semester)</u>
	December	May - June	(1) Faculty committee will deliberate upon the acceptance (2) If accepted, Letter of Admission is issued and sent to the applicants' Home University.
	January	July	Kobe University will apply for your COE by proxy. It will be issued within 2 months after submission. (We cannot guarantee 100% successful result of COE assessment, but in most cases, it has been successful.) * Decide the date of arrival in Japan.
	February - March	August - September	(1) Kobe University will reserve accommodation for those who requested in the application form when your entrance is definite. *Available check-in date to accommodation is <u>April 1st for the Spring enrollment and September 30 for the Fall enrollment.</u> If you wish to come earlier, you will need to secure an accommodation by yourself.
			(2) COE will be mailed to the applicants. Apply for College Student Visa at a Japanese Embassy / Consulate in your home country before entrance.
			(3) Confirmation of the date of arrival * Inform us of your arrival date, airport and Flight No. immediately after the Flight is confirmed. Your tutor will meet you at the bus terminal and guide to the dormitory if needed. Subject to change Note that the arrival time should be earlier than 2:00 PM because the dormitory office closes at 5:00 PM.
	Early April	Early October	(1) We meet you at Kobe University. (2) Participate in Faculty Orientation. (3) Start attending classes. (4) Submit your course registration form by the deadline.
CoE / Visa Application	<p>Certificate of Eligibility (CoE)</p> <p>In order to support international students' smooth entrance to Kobe University, we offer prospective students a proxy application service for their Certificate of Eligibility (CoE). CoE is issued by the Immigration Service Agency of Japan before the visa application as evidence that the foreign national meets the conditions for landing in Japan. Kobe University applies for CoE on behalf of incoming students after the issuance of the acceptance letter. The immigration process usually takes about 1 month. Upon successful issue of CoE, Kobe University sends out the "Acceptance Package" which consists of an acceptance letter and CoE by mailing. Students can start their visa application at the Embassy of Japan in their countries after receiving the package.</p> <p>However, please note that this proxy service does not guarantee 100% success. The final decision for visa issuance rests in the hands of the Japanese Immigration office and Japanese Embassy.</p>		
	<p>Visa</p> <p>The applicant must apply in person to the Embassy or Consulate-General in their country. Visa cannot be obtained after arriving in Japan.</p> <p>For detailed information about necessary documents and procedure, please refer to the following URL; Ministry of Foreign Affairs of Japan. https://www.mofa.go.jp/j_info/visit/visa/index.html</p>		

Vaccination	<p>Kobe University has implemented the Measles and Rubella Registration Policy, and all newly-enrolled Kobe University students must submit a certificate demonstrating inoculation and an antibody test against measles and rubella at the medical examination held at Kobe University. Those who do not bring the certificate are required to take an antibody test in Japan.</p> <p>Measles and Rubella - Control and Prevention (P.16) https://www.kobe-u.ac.jp/documents/en/study_in_kobe/en2021guidebook.pdf</p>
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STUDENT LIFE

Estimated Living Expenses	<p>Tuition None for Kobe University (Based on the agreement, the students will pay regular annual tuition to their home universities.)</p>
	<p>Books & Materials For Undergraduate courses: Approx. 50,000 yen/year For Japanese Language Courses: Approx. 30,000 yen/year</p>
	<p>Accommodation (University Residential Facilities) 4,700 yen - 21,000 yen/ month https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</p>
	<p>Living expense Approximately 30,000 yen/ month This depends greatly on each student's living style.</p>
	<p>Utility (Electricity, Gas, Water) Approximately 15,000 yen/ month</p>
	<p>Transportation fee from Kobe University Residential Facilities (Dormitory) Approximately 15,000yen - 20,000yen/month *Please refer to the information of each dormitory below. https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</p>
	<p>Insurance National Health Insurance: 1,800 yen/ month PAS: 1,000 yen/ year Comprehensive Insurance for Student's Lives Coupled with PAS: 1,500 - 10,000yen/ year (depending on the type of coverage) Inbound Medical Assistance Service 1.300 yen/ year</p>
	<p>Entertainment & Others 10,000 yen/ month</p>
	<p>TOTAL Approximately 100,000 yen/month</p>
Accommodation	<p>[Kobe University Residential Facilities] Please request your dormitory place in the application form. Exchange students are given priority for room allocations in the university dormitories. The final dormitory allocation is confirmed about 1 month prior to arrival and students are informed by the receiving Faculty/Graduate School. *Types of the university dormitory cannot be selected. Room type is single only. https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</p> <p>[Private Housing] Exchange students can also live in private housing. Students who wish to live in private housing need to arrange for finding their rooms and making a contract by themselves. https://www.kobe-u.ac.jp/en/campuslife/housing/private_housing.html *Kobe University cannot be a guarantor or sponsor for any residence contract. The deposit, key money, and monthly rent can be extremely costly for international students.</p>

Insurance	<p style="text-align: center;">There are 4 kinds of insurances which all students MUST enroll in.</p> <p>1. National Health Insurance The National Health Insurance System in Japan is to reduce individuals' medical costs. International students who reside in Japan must become a member of the National Health Insurance scheme. [Approximately 1,800 yen/ month] *Payment is made in 10 installments from June to March of the next year. http://www.city.kobe.lg.jp/a52670/kurashi/support/insurance/foreigner.html</p> <p>2. Personal Accident Insurance for Students Pursuing Education and Research (PAS) Personal Accident Insurance for Students Pursuing Education and Research is a nationwide mutual aid system for students to provide insurance for physical injuries caused by accidents during regular courses, official programs, and extracurricular activities on and off campus. All students are required to join the Personal Accident Insurance for Students Pursuing Education and Research Plan for which an application form must be submitted at time of matriculation. [1,000 yen/ 1 year] [Pamphlet] https://www.kobe-u.ac.jp/documents/en/study_in_kobe/2020gakkensai_goannai_a_e.pdf [The guide] https://www.kobe-u.ac.jp/documents/en/study_in_kobe/2020gakkensai_shiori_a_e.pdf</p> <p>3. Comprehensive Insurance for Students Lives Coupled with PAS for International Students Comprehensive Insurance for Students Lives Coupled with PAS for International Students is an insurance for those who wish to expand insurance coverage. Kobe University obligates our students to purchase this insurance when joining Personal Accident Insurance for Students Pursuing Education and Research. For more details, please contact the Consulting Desk for Student Life and Insurance. The contact details are listed on the back of the pamphlet. [Pamphlet] https://www.kobe-u.ac.jp/documents/en/study_in_kobe/insurance2020.pdf [Information] https://www.kobe-u.ac.jp/documents/en/study_in_kobe/info_eng_insurance202004.pdf</p> <p>4. Inbound Medical Assistance Service (operated by Emergency Assistance Japan) Emergency Assistance Japan offers services such as reference to an appropriate and nearby hospital or clinic, interpretation via three-way conference call, arrangement of transport from hospital in Japan to hospital in home country, contact and assistance for family in home country, and so on. [Information] https://emergency.co.jp/english/</p>
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ARRIVAL AND ORIENTATION

Recommended Arrival Dates	Spring semester: Late March Fall semester: Late September *Please follow the directions from Faculty/Graduate school.
Transportation	Airport pick-up service is not available. Access from Kansai International Airport to Kobe University: https://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html
Orientation Dates *Attendance is compulsory	Spring semester: TBD (Early April) Fall semester: TBD (Late September) <Reference> Spring 2022: April 5, 2022. *For 2020 & 2021 orientations were held online due to COVID-19 impact. Fall 2019: September 30, 2019

STUDENT SUPPORT SERVICES

Tutors	<p>A tutor will be assigned to every exchange student with the aim to help the settling easier in Kobe. The assigned tutors are students who are studying at the same Faculty. They will support international students with their beginning of exchange program in matters concerning daily life and studies.</p> <p>*Subject to change</p>
Medical Support (medical checkups, physical and mental health consultations)	<p>The Medical Center for Student Health offers emergency first aid treatment, annual medical checkups, and consultations regarding physical or mental health. It can only be used by students and staff of Kobe University. Medical Center is located at Rokkodai 2nd Campus. https://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html</p> <ul style="list-style-type: none"> • Medical checkups Kobe University carries out an annual medical examination in April and October. New students must take either of the checkups. Students who do not take the free medical examination at Kobe University must take an equivalent medical examination at outside hospital, for which it will be necessary to pay a fee for both the examination and certificate, and present the certificate to the Medical Center for Student Health. • Physical Health / Mental Health Consultations at the Medical Center for Student Health https://www.kobe-u.ac.jp/en/campuslife/supports/index.html • Medical Support Consultation Form For students with chronic conditions and disabilities (physical, developmental, or mental), if you let us know in advance, we will prepare to provide support where possible. If you are taking medication and need support to find medical doctors for continuous treatment in Japan, please let us know using the "Medical Support Consultation Form" before coming to Japan. Please contact us (econ-kyomu@office.kobe-u.ac.jp) to obtain the "Medical Support Consultation Form".