



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, Faculty/Graduate School of Economics
Address	2-1 Rokkodai-cho, Nada-ku, Kobe, Hyogo, 657-8501 JAPAN

Contact

Application	Academic/Student Affairs Office Hideyo IWAMIDA (Ms.) E-mail: econ-kyomu@office.kobe-u.ac.jp Tel: +81 78 803 7247
Academic Exchange Agreements	Office for International Education and Exchange 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. ※Please note that our academic year starts on April 1st and ends on March 31st . In order to maintain a balance in student exchanges, partner universities are kindly asked to take this difference in academic year into account when nominating students.
Nomination Deadlines	* Partner universities are requested to nominate their students to Kobe University by the following deadline. Please complete the nomination form and return to the below address. E-mail: econ-kyomu@office.kobe-u.ac.jp Spring (1 st) semester 2024 (April 1 - September 30, 2024): October 20, 2023 Fall (2 nd) semester 2024 (October 1, 2024 - March 31, 2025): April 20, 2024

2. APPLICATION

Application Documents	<ol style="list-style-type: none"> 1. Application Form (Download) 2. Learning Agreement (Download) 3. Certificate of Enrollment 4. Official Academic Transcript 5. Copy of Passport (ID page) 6. Certificate of Proficiency in Japanese (if applicable, with scores) <p><u>3 and 4 must be in English.</u></p>
Application and Deadline	<p>Spring 2024 (April 1 - September 30, 2024): November 1, 2023 Fall 2024 (October 1, 2024 - March 31, 2025): May 1, 2024 Send to econ-kyomu@office.kobe-u.ac.jp by e-mail attachment</p>
COE Application (Visa process)	<p>[COE (Certificate of Eligibility) Online application]</p> <ol style="list-style-type: none"> 1. Nominated exchange students will receive e-mail from stdnt-cesr@office.kobe-u.ac.jp with URL to the online application (in November for Spring enrollment, in May for Fall enrollment). 2. Complete the application and upload supporting documents. Sample: Please refer to the webpage <p>Upload Documents</p> <ul style="list-style-type: none"> ● Copy of Passport (ID Page) ● Digital Photo Data *Must be taken within 6 months prior to submission. Please see "Photograph Requirements" ● Proof of Financial Support Bank balance certificate of yourself or your support's. The balance should be more than 600,000 JPY for 1 semester stay / more than 1,200,000 JPY for 1 year stay in total. <ul style="list-style-type: none"> ◆ If you choose "Scholarship" A copy of an official document proving that the applicant will receive the scholarship / grant <p><u>Proof of Financial Support must be translated in English.</u></p> <p>After you submit your CoE application, Kobe University will apply for your CoE by proxy. As soon as you have received your CoE by email, please apply for student visa at the Japanese Embassy or Consulate General.</p> <p>Please note that we cannot guarantee a successful result of the CoE assessment as this is done on a case-by-case basis, though we are experienced in assisting students to obtain a successful assessment.</p>

ACADEMIC INFORMATION

Academic Calendar	<p>Spring (1st) Semester: April 1 - September 30 Fall (2nd) Semester: October 1 - March 31 https://www.kobe-u.ac.jp/en/about_us/academic_calender.html</p>
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Academic Load	All international students including exchange students must take at least 10 hours, which is equivalent of <u>5-6 courses per week, according to the immigration law.</u>				
Course Types	<p>There are 3 types of courses offered at Kobe University according to patterns I - III described below. Pattern 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.</p> <p>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)</p> <p>*1 class is regarded as 120 minutes at Kobe University. (Actual lecture is 90 minutes.)</p>				
Courses/Credits	Courses include lectures and seminars. Each quarter is eight weeks long including the examination period. 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) 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	<p>Economics Courses https://www.econ.kobe-u.ac.jp/en/affairs-for-exchange-students/</p> <p>Japanese Language Courses The Global Education Center (GEC) offers Japanese language courses for free for exchange students.</p> <p><Non-credit bearing courses></p> <ul style="list-style-type: none"> ● <u>Integrated Japanese Course</u>: open to all exchange students. ● <u>Intensive Japanese Course</u>: developed for Japanese government (MEXT) scholarship students. Exchange students can be enrolled in this course on an availability basis only. <p><Credit bearing course></p> <ul style="list-style-type: none"> ● <u>Japanese Language and Japanese Studies Course</u>: (advanced level) for undergraduate students only <p>Syllabus (for external use) *The latest course information is available about 2 weeks prior to the new semester.</p>				
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</u> is expected if students intend to take courses conducted in Japanese.				

PRE-DEPARTURE

April enrollment	October enrollment	Procedure
October - November	April - May	<ol style="list-style-type: none"> Submit the completed application documents to Kobe University. by November 1st for April Enrollment (Spring semester) by May 1st for October Enrollment (Fall semester) Submit CoE application and the supporting documents by online.
December	May - June	<ol style="list-style-type: none"> The Faculty committee deliberated upon the acceptance. If accepted, a Letter of Acceptance is issued. The Academic / Student Affairs Office applies for the university dormitory for those who requested.
January	July	Kobe University will apply for your COE by proxy. The CoE will be issued around the end of August for October enrollment, and around the end of February for Spring enrollment.
February - March	August - September	<ol style="list-style-type: none"> Student Visa Application As soon as you have received your CoE, please apply for student visa at the Japanese Embassy or Consulate General. Dormitory and Tutor Your dormitory allocation and tutor contacts will be sent to you. Course Information Course list and Japanese Language course placement test information will be informed respectively.
Early April	Early October	<ol style="list-style-type: none"> Dormitory check-in (end of March / September) New Student Orientations Medical Check-up Classes will commence

ARRIVAL AND ORIENTATION

Recommended Arrival Dates	Spring semester: Late March Fall semester: Late September
Transportation	Airport pick-up service is NOT available. Access to Kobe University: https://www.kobe-u.ac.jp/en/campuslife/campus_guide/campus/index.html
Orientation Dates	Spring semester: Early April Fall semester: Late September *Attendance compulsory

STUDENT LIFE

Estimated Living Expenses	Tuition None for Kobe University (Based on the agreement, the students will pay regular annual tuition to their home universities.)
	Books & Materials For Undergraduate courses: Approx. 50,000 yen/ year For Japanese Language Courses: Approx. 30,000 yen/year
	Accommodation (University dormitory) Approx. 11,000 yen – 30,000 yen/month including common charge * Entrance charge and fees are also required (amount depends on property)
	Living expense 30,000 yen/ month or more
	Utility (Electricity, Gas, Water) 10,000 yen/ month
	Transportation from University dormitory to Campus 15,000yen - 20,000 yen/month
	Insurance National Health Insurance: 2,000 yen/ month PAS, PAS for Int'l Students, IMAS: Approx. 4,000 yen – 16,000 yen/ year Comprehensive Insurance for Student's Lives Coupled with PAS: 1,600yen - 13,000yen/ year (depending on the type of coverage)
	Entertainment & Others 10,000 yen/ month
	TOTAL Approximately 100,000 yen/ month
Accommodation	<p>[Kobe University Residential Facilities]</p> <p>Exchange students are given priority (but it is not guaranteed) for room allocations in the university dormitories. The final dormitory allocation is confirmed before 1 month prior to arrival.</p> <p>*Types of the university dormitory cannot be selected. Single room only.</p> <p>https://www.kobe-u.ac.jp/en/campuslife/housing/accommodation.html</p> <p>[Private Housing]</p> <p>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.</p> <p>https://www.kobe-u.ac.jp/en/campuslife/housing/private_housing.html</p> <p>*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>There are 4 kinds of insurances that all students MUST enroll in.</p> <ol style="list-style-type: none"> 1. National Health Insurance 2. Personal Accident Insurance for Students Pursuing Education and Research (PAS) 3. Comprehensive Insurance for Students Lives Couples with PAS for International Students (Inbound Futai Gakusou) 4. Inbound Medical Assistance Service (IMAS) <p>https://www.kobe-u.ac.jp/en/campuslife/life/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>

STUDENT SUPPORT

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.</p> <ul style="list-style-type: none"> - Advising and Counseling Services for International Students https://www.kobe-u.ac.jp/en/campuslife/supports/index.html - Medical Support (medical checkups, physical and mental health consultations) https://www.kobe-u.ac.jp/en/campuslife/campus_guide/health.html <p>[Medical checkups] Kobe University carries out an annual medical examination in April and October. New students must take either of the checkups.</p> <p>[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 before coming to Japan (econ-kyomu@office.kobe-u.ac.jp) to obtain the "Medical Support Consultation Form".</p>
Tutors	<p>A tutor will be assigned to exchange student with the aim to help them settle in. The tutors are students from the same faculty. They will support international students at the beginning of the exchange program in matters of daily life and study.</p>
Advising and Counseling Services for International Students	<p>The Faculty / Graduate School of Economics offers counseling for international students with issues arising in their study at Kobe University and daily life in Japan. This counseling covers a broad range of issues including academic matters, intercultural and interpersonal issues, harassment cases, mental and physical health, financial problems, and family matters. International Academic Coordinators are available for consultation.</p> <p>Office for International Education and Exchange Location: 1st floor, Main Building, Rokkodai 1st Campus E-mail: intl@econ.kobe-u.ac.jp</p>