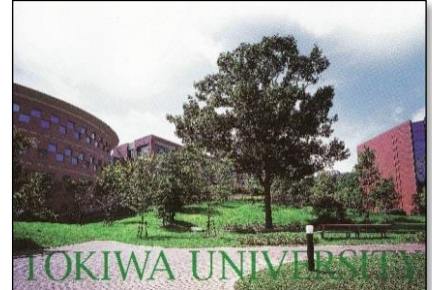


TOKIWA UNIVERSITY

STUDENT EXCHANGE PROGRAM-FALL

This document contains the guidelines for the Tokiwa University Student Exchange Program, which is held during the Fall Semester, from mid-September to early January. Eligible students are encouraged to apply for the program through the relevant department at their home institution.



1. COURSES

Exchange students study at Tokiwa University campus, a vibrant academic environment located near several historic sites and surrounded by the beautiful nature of Mito City, and can choose from a variety of courses on Japanese language and culture. Under the agreement between the universities participating in the student exchange program, the courses listed below will be offered for “transferable credits.” One course normally consists of fifteen 90-minute class periods, totaling approx. 22.5 hours of instruction per course.

Each exchange student is required to take: (i) EITHER the Japanese Language Course 1 OR Japanese Language Course 2, according to the results of the Japanese Placement Test; and (ii) four Japanese Affairs/Japan Studies courses.

[JAPANESE LANGUAGE COURSES]

Each student will take a Japanese language course (Course 1 or Course 2) consisting of five 90-minute classes of different subjects per week over fifteen weeks for a total of 112.5 hours of Japanese language instruction.

[JAPANESE AFFAIRS/ JAPAN STUDY COURSES]

Several courses about different aspects of Japan, including society, culture, and history are offered to exchange students. Exchange students are required to enroll in four courses including one compulsory “Japanese Affairs I” course. The courses are generally taught in English but may change depending on the instructor.

Course List Compulsory (All compulsory courses shall be taught in Japanese)

Category	Course Title	Subject(s)
Japanese Language (90 min each)	Course 1 or Course 2 <i>* to be offered commonly for both courses of 1 and 2</i>	Reading and Writing
		Listening and Speaking
		Grammar
		Kanji and Vocabulary *
		Speech and Presentation *
	Japanese Affairs I	Experiencing Japan
Japanese Affairs and Japan Studies (90 min each)	Elective <Tentative> (Select three) ** to be taught in Japanese	
	Japanese Affairs II	Learning about Japan through Interviews**
	Japanese Affairs III	Comparative Culture **
	Japan Study I	<i>Japan's Socio-Economic System</i>
	Japan Study II	<i>Introduction to Contemporary Japan</i>
	Japan Study III	<i>Japanese Religion</i>
	Japan Study IV	<i>Learning Japanese History and Culture through Films</i>
	Japan Study V	<i>Socio-Informatics</i>

Sample Schedule

	Mon 月	Tue 火	Wed 水	Thu 木	Fri 金
1 限 (1 st Per) 9:00 – 10:30	Reading and Writing (C.1)	Kanji and Vocabulary	Listening and Speaking (C.1)		Grammar (C.1)
2 限 (2 nd Per) 10:40 – 12:10		Experiencing Japan (JA.I)		* Speech and Presentation	TA* American Literature
3 限 (3 rd Per) 13:00 – 14:30		EC*	EC*	Modern History (JS.II)	
4 限 (4 th Per) 14:40 – 16:10	EC*		TA* Beginner English		Pop Culture (JS.IV)
5 限 (5 th Per) 16:20 – 17:50	Comparative Culture (JA.III)		EC*		

*See 3.3 "Scholarship" for details about EC and TA.

2. ELIGIBILITY

Students must meet the following requirements in order to be considered for this program:

- (1) Currently enrolled in an institution participating in an ongoing exchange program with Tokiwa University;
- (2) Has completed at least two Japanese language courses (or equivalent to N5* of the Japanese Language Proficiency Test) and one Japanese culture or related course before the Fall semester;
- (3) Has acquired a cumulative grade point average of 2.5 or higher (on a 4-point scale) for all undergraduate courses at the time of the application deadline;
- (4) Has the intention to return to his/her home institution and complete his/her degree; and
- (5) Will abide by Japanese law and all regulations set forth by Tokiwa University.

(* JLPT N5 equates to approximately 100 Kanji, 800 vocabulary, and 150 hours of study.)

3. FINANCIAL MATTERS

- (1) Tuition Fees: Based on the agreement between Tokiwa University and the participating institutions, exchange students pay no tuition fees at Tokiwa University. All individual class-related expenses such as textbooks and class-related field trips, however, must be borne by the exchange students.
- (2) Accommodation fee for the Tokiwa International Hall: Exchange students reside in the Tokiwa International Hall. Depending on the terms between Tokiwa and the partner institution, the monthly residence fee may be partially or fully waived.
- (3) Scholarship: Exchange students will receive a small sum of money to supplement their living expenses. As a requirement for this scholarship, students are to participate in various foreign language programs interacting with Tokiwa students such as conversation programs, as a Teaching Assistant (TA), or in other related positions for a few hours a week.
- (4) Field trips and excursions in and around the Ibaraki area: Exchange students will not pay for transportation for excursions organized by the Tokiwa University International Center for the purposes of "International Exchange." Expenses related to field trips that are required for any of the individual courses must be borne by the exchange student.
- (5) Airfare and Transportation: Students are required to arrange and pay for their trip to and from Japan/Tokiwa University.
- (6) Insurance: All exchange students are required to enroll in the following insurance plans:
 - ① National Health Insurance (NHI).

All exchange students will be enrolled in Japan's National Health Insurance (NHI) upon arriving in Japan for the entire period of their stay until the final day in Japan. The NHI covers 70% of the fees for medical visits and treatment of injury or illness. All students will bear the costs of NHI, which is roughly 2,000 yen a month. This insurance covers the time students spend in Japan.
 - ② Student Insurance for Injuries from Accidents with Liability Insurance

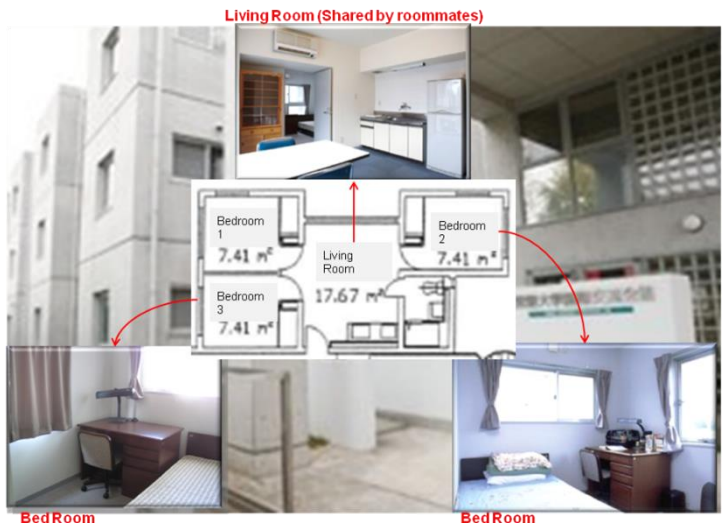
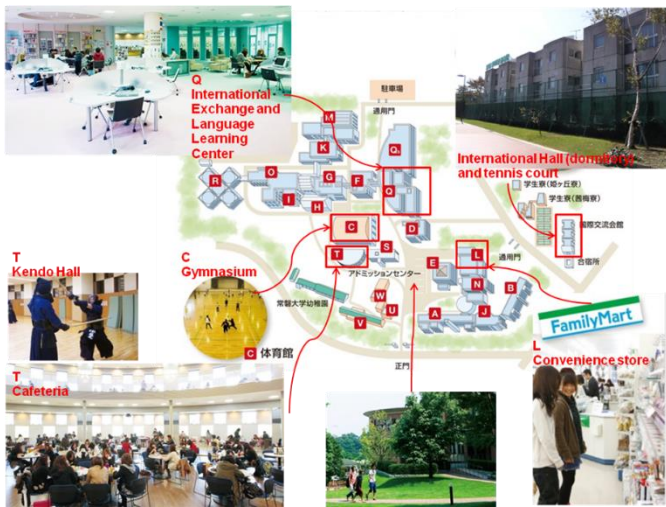
All Tokiwa University students are required to enroll in this insurance plan. This insurance covers injuries sustained in class and while commuting to the campus, as well as injuries and property damage sustained by third parties. This insurance costs an annual fee of 1,340 yen.
 - ③ Comprehensive Insurance for International Students

All international students studying at Tokiwa University are required to enroll in this insurance plan. In principal, this insurance returns all medical costs related to injuries and illnesses that occur while enrolled at Tokiwa University (outside of class or while commuting to the campus). Additionally, up to 3 million yen in rescuer's expenses will be covered. This insurance costs 7,480 yen for one semester period (5 months).

4. HOUSING

Students will stay in the Tokiwa International Hall (a university dormitory) during the Fall Semester where they can enjoy the following conveniences:

- (1) Less than a 5 minute-walk to the campus.
- (2) Wi-Fi internet access in the hall's Common Meeting Room.
- (3) An air-conditioned suite consisting of 3 bedrooms, a shared living room, a shared shower and a toilet. Within the living room, there is a kitchenette with a refrigerator. Additionally, there is a large kitchen and a common dining room available to all residents.
- (4) A dorm manager.
- (5) Use of the gym/weight room on campus by reservation.



5. INTERNATIONAL EXCHANGE EXCURSIONS

Tokiwa University will organize occasional "International Exchange Excursions" in and around the Ibaraki area. Past trips have included Nikko and Tokyo.



6. SELECTION PROCEDURE

[APPLICATION]

All of the following documents are required with the application form:

- (1) Paper entitled “My Readiness to Study in Japan (My Past, Present, and Future)”
(500 words in English OR 400 characters in Japanese);
- (2) Official transcript of undergraduate course work;
- (3) Certificate of Health OR Self Report Health Form* (forms provided);
- (4) A letter of recommendation from a Japanese language instructor; and
- (5) A letter of recommendation from a mentor or academic advisor.

**please note that if you submit a Self-Report Health Form you will be asked to complete a Certificate of Health at a later date.*

[HOW TO APPLY]

Applications must be sent via email by **early March**. Please scan and submit documents as PDFs through your university’s office. See your university’s office in charge of international programs for details.

[SELECTION]

The selection committee at Tokiwa University will review the application forms and decide on the successful candidates from the recommendation list. Applicants shall be notified of the result in either case by **late March**.

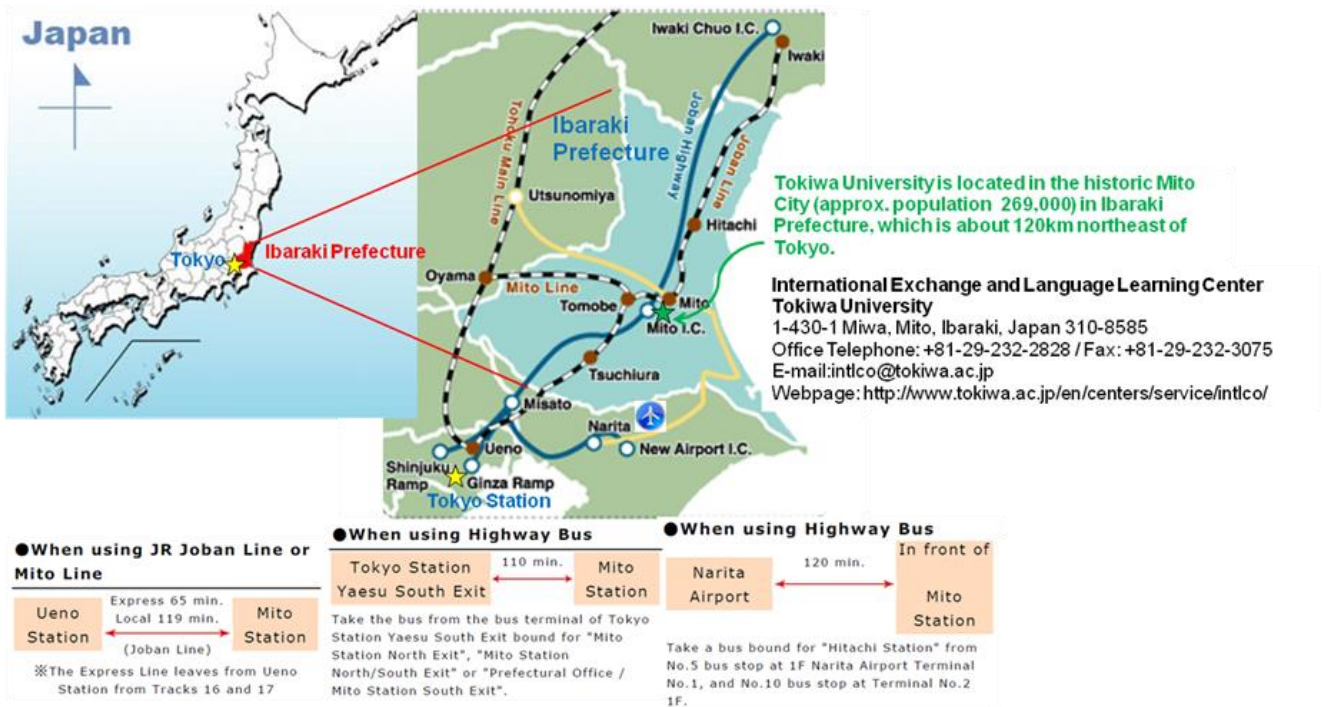


7. INQUIRIES

Please note that minor changes to the program may be made at any time, at which time we will inform your institution of the details of the change. If you have any questions regarding the Tokiwa Student Exchange Program, please contact the International Exchange and Language Learning Center at the following number or address:

Tel: +81-29-232-2828 E-mail: intlco@tokiwa.ac.jp

International Exchange and Language Learning Center
Tokiwa University



1-430-1 Miwa Mito Ibaraki Japan 310-8585
<http://www.tokiwa.ac.jp/>



We hope to see you at
Tokiwa University!
よろしくおねがいします!

TOKIWANKO (Tokiwa University's Mascot)