

Meijo University
Exchange Program in English
(MEP-E)

2021 Application Guideline

The following is a 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.

1. Requirements to apply

Each applicant must satisfy all of the following points.

- (1) At the time of arrival, an applicant must be at A2 level* of CEFR for the language of Japanese.

*A2: An ability to deal with simple, straightforward information and begin to express oneself in familiar contexts. Example: CAN take part in a routine conversation on simple predictable topics.

- (2) 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.
- (3) An applicant must be enthusiastic to take part in international exchange activities in 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

■ **Japanese language subjects** (a special program for MEP-E at Tenpaku Campus)

MU provides four courses in one semester for ES and these will be held only in Tenpaku Campus. One course includes eight 90-minute lessons in a week. Japanese Studies will be taught in English to learn more about its culture and so on.

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

<Japanese Subject names and terms>

| Subject Name | Term* | Credits** |
|-------------------------|--------|-----------|
| Japanese Language 5 *** | Spring | 2 |
| Japanese Language 6*** | Spring | 2 |
| Japanese Language 7*** | Spring | 2 |
| Japanese Language 8*** | Spring | 2 |
| Japanese Language 1*** | Fall | 2 |

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| Japanese Language 2*** | Fall | 2 |
| Japanese Language 3*** | Fall | 2 |
| Japanese Language 4*** | Fall | 2 |

■ Specialized Subjects (at Nagoya Dome Mae)

Faculty of Foreign Studies has the following subject selections. (taught in English)

| course title | Semester offered* | credits** |
|------------------------------|-------------------|-----------|
| Intercultural Communication | 1 | 2 |
| Japanese Traditional Culture | 1 | 2 |
| Japanese Modern History | 1 | 2 |
| Issues in ASEAN | 1 | 2 |
| Japanese Literature Studies | 2 | 2 |
| Japanese Modern Culture | 2 | 2 |
| World Englishes | 2 | 2 |
| Japanese Politics | 2 | 2 |
| Japanese Tourism | 2 | 2 |
| International Economics | 2 | 2 |
| Issues in South Asia | 2 | 2 |

* Spring semester begins early April & ends late July

* Fall semester begins mid-September & ends late January

** Two credits require 30 class hours for language skill classes and 15 class hours for content courses.

*** Each Japanese language class is made up to two classes per week.

(4) Rule for receiving Scholarship

Exchange students must come to Office of International Affairs to sign our form every month on/before the designated date, 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 on the dates and are not available to sign, they cannot receive our Scholarship on 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 1,000 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. | |

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| Notes | #No guests are allowed to stay over nights #Cancellation mid-way through the program won't be permitted #No Smoking and No drinking |
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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

■ 2021 spring program

1 semester program (duration: Late March, 2021 to early August, 2021)

1 year program (duration: Late March, 2021 to early February, 2022)

Deadline: Friday, 30th October, 2020

■ 2021 fall program

1 semester program (duration: Early September, 2021 to early February, 2022)

1 year program (duration: Early September, 2021 to early August, 2022)

Deadline: Wednesday, 5th March, 2021

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&13. 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.

14. 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.

15. Other matters to pay attention

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

16. Contact Information

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 468-0073 Japan

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

TEL : +81-51-838-2043

MEP-E Application Procedures

◆ 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.

■ 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 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 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) | | |