

Aichi University of Education (AUE)

2018 Student Exchange Program (special auditor) Application Guidelines

1. Outline

Currently AUE has 24 partner universities in 14 countries, encouraging exchanges of students, faculty and administrative staff. The objective of AUE Student Exchange Program is to contribute to further globalization and increased international competitiveness by increasing opportunities of international learning and by strengthening mutual understanding/friendship with overseas partner universities.

2. Program Outline

(1) Duration of Exchange: 6 months (1 semester) or 1 year

※Once decided, the duration of exchange cannot be extended

(2) Period of Admission: April 1, 2018 or October 1, 2018

(3) Academic Calendar: 1st Semester···April 1st, 2018 to September 30th, 2018

(Summer Vacation: Early August to mid-October)

2nd Semester···October 1st, 2018 to March 31st, 2019

(Winter Vacation: Late December to Early January)

(Spring Vacation: Early March to Late March)

(4) Academic Advisor

An Academic Advisor will be assigned according to the study field of the exchange student

(5) Courses Offered

Exchange students can attend classes under the guidance of their academic advisors

(6) Japanese Language Course

Non-credit Japanese Language Courses for international students are offered throughout the year, except during vacation periods

3. Eligibility and Conditions

Applicants must meet the following requirements

(1) A student who does NOT have Japanese nationality.

(2) A student currently enrolled as a full-time regular student at one of the AUE overseas partner universities.

(3) A student who is selected and recommended by the president of his/her home institution based on the "General Conditions for Implementing Student Exchange" agreed with AUE.

(4) A student who has clear learning objectives with a concrete study plan, who can receive demonstrable benefits from studying at AUE.

(5) A student who will return to his/her home institution to continue his/her study after the end of the exchange period.

(※A final-year-final semester student would normally NOT be considered)

(6) A student who can acquire the status of residence (visa status) as “college student”.

(7) A student who has sufficient proficiency in Japanese Language.

(※ Taking either “Japanese Language Proficiency Test” or “Examination for Japanese University Admission for International Student (EJU) is preferable)

(8) A student recommended by his/her academic advisor of the home institution.

(9) A student whose studies at AUE will not be impeded by health conditions.

4. Academic Requirements

Applicants need a cumulative Grade Point Average (GPA) (of the previous academic year) of 2.30 or higher when calculated according to the following calculation method.

(※) In the case that the applicant’s performance cannot be evaluated through GPA, the reason shall be clearly mentioned in the Letter of Recommendation why the applicant’s academic performance can be regarded as equivalent to GPA 2.30 or higher.

[GPA Calculation Method]

Obtain Grade Point according to the conversion table below and calculate the GPA, applying the formula given below. (Calculate GPA to three places of decimals and round it off.)

	Academic Performance Evaluation				
4-level evaluation (Pattern 1)		Excellent	Good	Pass	Fail
4-level evaluation (Pattern 2)		A	B	C	F
4-level evaluation (Pattern 3)		100-80	79-70	69-60	59 or lower
5-level evaluation (Pattern 4)	100-90	89-80	79-70	69-60	59 or lower
5-level evaluation (Pattern 5)	S	A	B	C	F
5-level evaluation (Pattern 6)	A	B	C	D	F
Grade Point	3	3	2	1	0

(Calculation formula)

$\{(\text{number of '3-point' credits} \times 3) + (\text{number of '2-point' credits} \times 2) + (\text{number of '1-point' credits} \times 1) + (\text{number of '0-point' credits} \times 0)\} \div \text{total number of credits registered}$

5. Application Procedure

Completed application form and all required documents (mentioned below 6) must be mailed to the Center for International Exchange via registered mail/international courier before the application deadline.

Before mailing, applicants are required to email a soft copy of the completed application form and scanned copies of all required documents to the Center for International Exchange.

(kokusaikoryu@m.auecc.aichi-edu.ac.jp)

The total number of applicants from each partner university should not exceed the total number

specified in the General Conditions for Implementing Student Exchange.

If there is more than one applicant, please write the priority order of recommendation on the application form.

※We might not be able to comply with the applicant's wishes due to accommodation restrictions.

6. Documents Required

- (1) 2018 AUE Student Exchange Program Application Form (Form 1-1 to 1-3)
- (2) Official Transcript of Japanese Language Proficiency Test (JLPT) / Examination of Japanese University Admission for International Students (EJU) (if any)
- (3) Official Transcript of the home university (English)
- (4) Letter of Recommendation by the president of the home university (Japanese or English)
- (5) Letter of Recommendation by the academic advisor of the home university (Japanese or English)
- (6) Certificate of Medical Checkup (Form 2)
- (7) Statement of Financial Support (Copy of the applicant's or financial guarantor's bankbook / official Bank Statement), in case that applicant desires self-financed study in AUE(including in the case that the applicant applies for a scholarship and still desires to study in AUE when his/her scholarship application is rejected.).
- (8) 4 photographs taken within 3 months (size: 3×4cm) of the application's submission.
- (9) A copy of valid passport (the pages on which the applicant's name, date of birth, nationality, facial photo and passport number can be confirmed.) (if any)

7. Application Period

From Wednesday, November 1st, 2017 to Friday, November 17th, 2017

※Late application will not be considered

8. Screening Process

- (1) Applicants will be screened by the Center for International Exchange based on the application documents 【between December 2017 and January 2018】
- (2) The screening results including the result of scholarship application will be notified to each partner university 【 the middle of February 2018】

9. Scholarship

AUE nominates the candidates for the following scholarships from applicants who request consideration.

- (1) Scholarship by the International Student Support Program of the AUE Education and Research Fund

Details of financial support

- ① Stipend: JPY 50,000 per month
- ② Scholarship period: 6 months up to 12 months (the exchange study period)
- ③ Number of recipients: 3

(2) JASSO (Japan Student Services Organization) International Student Scholarship for Short-term Study in Japan

*Application outline: AUE submits our yearly student exchange plan to JASSO.
According to the yearly plan, JASSO will allocate the quota of scholarship to AUE.
Within this quota, AUE will nominate our prospective exchange students to JASSO.
(*The quota of scholarship allocated to AUE for 2017 has not been announced yet.)

Details of financial support

- ① Stipend: JPY 80,000 per month
- ② Scholarship period: 6 months up to 12 months (the exchange study period)
- ③ Number of recipients in 2017: 0

10. Additional Information

(1) An exchange student receives priority consideration for residence at the International House on campus.

Please see the appendix for details of facilities and fees.

(2) All exchange students are obliged to join the National Health Insurance System.

※ Monthly insurance premium: JPY 2,200 (single household).

(3) Airport Pick-up: The exact schedule will be announced in due course.

(4) International Student Orientation: The details will be announced in due course.

(5) Student Tutoring: An exchange student is allocated at least one AUE student tutor.

(6) Part-time jobs outside the university are forbidden.

11. Contact / Submission

Center for International Exchange (Kokusaikoryu – Center)

Aichi University of Education

Address: 1, Hirosawa, Igaya-cho, Kariya, Aichi, 448-8542 JAPAN

Phone: +81-(0)566-26-2179 **FAX:** +81-(0)566-26-2711

E-mail: kokusaikoryu@m.auecc.aichi-edu.ac.jp

<Appendix>

International House of Aichi University of Education

1. Name and Address of International House

Name: Aichi University of Education International House

Address: 1 Hirosawa, Igaya-cho, Kariya-shi, Aichi,448-8542, Japan

2. Facilities

1) Communal Facilities:

Multipurpose Hall, Shower & Dressing Room, Laundry Room

2) Individual Room Furnishings

a desk, a chair, a bookshelf, a bed, a locker, a kitchenette, toilet, a refrigerator, a microwave oven, an air conditioner/heater, curtains, wired connection to the Internet

3) There are no daily necessities (plates and utensils, toilet paper, towel, shampoo, hair conditioner, soap toothpaste, pajamas etc.) or internet connection LAN cable in the room. Please bring them with you or buy after arrival.

4) Bedding

AUE Center for International Exchange will prepare bedding sets (including futon, futon cover, quilt, quilt cover and mattress, pillow, pillow case).Please pay about JPY 6,500 after arrival.

3. Fees

1) Rent for students (Single room): JPY 4700 per month.

2) Utilities and Other Expenses

① Private Utility: Calculated according to the amount used by the resident.

(Expenses according to the amount of electricity and water used by the residents in their rooms)

② Public Utility: Calculated according to the actual amount used by the single room residents.

(An amount to cover an equal portion of the electricity and water bills for communal facilities used by single room residents)

③ Communal Expenses: JPY 1,000 per month

(Cleaning for communal facilities, and other expenses which are to be shared by all residents, including newspapers and magazines at Multi-purpose Hall)

④ Internet connection fee: JPY 900 / month

⑤ Individual room cleaning fee: JPY 10,000 (Pay after moving in)