

# AY 2020-2021

## Doshisha University

### Student Exchange Program Application Guide

#### Students for English-based Degree Programs (ILA, GS, ISTC, GMBA)

#### Application Period

	Online Application	Document Submission
Period A	May 20 (Mon) 9:00 – May 22 (Wed) 11:00	May 28 (Tue) 9:00 – May 29 (Wed) 17:00
Period A Add. Period B	Sep 20 (Fri) 9:00 – Sep 26 (Thu) 11:00	Oct 2 (Wed) 9:00 – Oct 4 (Fri) 17:00
Period B Add.	Nov 22 (Fri) 9:00 – Nov 27 (Wed) 11:00	Dec 2 (Mon) 9:00 – Dec 3 (Tue) 17:00

\*Document Submission is accepted only during office hours. (Mon - Fri 9:00 -11:30, 12:30-17:00).

The office is closed on Saturday, Sunday, National Holiday and University Holiday.

#### Institution to be applied in each period

Period A: Institutions where exchange periods start from Feb – Mar of the following year  
(Oceania, South America, South Korea, etc.)

Period B: Institutions where exchange period start Aug – Nov of the following year  
(Europe, North America, Asia, South Korea etc.)

#### Notes

- This Application Guide is for “Student Exchange Program” for students of all faculties and graduate Schools with University Level Agreement. Contact the relevant faculties and graduate office for “Student Exchange Program” with Faculty / Graduate Level Agreement.
- To complete the application, both “Online Application” and “Document Submission” are necessary.  
**Uncompleted application or submission shall NOT be accepted.**
- Additional recruitment shall be implemented on the conditions below;  
Period A Add.: Institutions still have available exchange places and enough time for official application after Period A recruitment  
Period B Add.: Institutions still have available exchange places and enough time for official application after Period B recruitment  
**\*Only for South Korea, it shall be implemented in Period B (not Period A Add.) after Period A recruitment.**

#### Inquiry / Submission

Office of International Affairs –OIA (Imadegawa: Fusokan 1<sup>st</sup> Floor / Kyotanabe: Shigyokan 1<sup>st</sup> Floor)

Office Hours: Mon - Fri 9:00 - 11:30, 12:30 - 17:00

TEL: 075-251-3260

E-mail: [ji-kksai@mail.doshisha.ac.jp](mailto:ji-kksai@mail.doshisha.ac.jp)

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# Student Exchange Program

## Introduction

Student Exchange Program is a program to send Doshisha students to overseas institutions as the representatives of Doshisha University based on Student Exchange Agreement signed between respective overseas institutions and Doshisha University. Exchange students shall follow the rules and regulations of the host institution and Doshisha University. Exchange students also shall focus on studies at the host university during the exchange.

## Purpose of Student Exchange Program

1. To deepen knowledge in the areas of specialization and interest while studying at the overseas institution
2. To deepen understanding of foreign / different cultures and values and acquire international sensibility
3. To deepen understanding of oneself and own countries and expand one's prospective

\*To improve language skills is **NOT** the main purpose.

## Website of Office of International Affairs (Student Exchange Program)



Application Guide is information valid as of March 1, 2019 (Fri)

Check the latest information on the website.

[https://international.doshisha.ac.jp/study\\_abroad\\_program/program\\_english\\_ver/program\\_english\\_ver.html](https://international.doshisha.ac.jp/study_abroad_program/program_english_ver/program_english_ver.html)

>Doshisha University Student Exchange Program

# Restriction

## Change / Cancellation

**After submitting the application, any changes / cancellation shall NOT be made. Applicants shall understand Student Exchange Program and plan carefully on study, graduation, and career path.**

## Multiple Applications in Same Academic Year

Students who have been selected as exchange candidates shall not apply at the other application period in the same academic year. Students who have NOT been selected as exchange candidates may apply again at the subsequent application period.

## Restrictions on Grade and Credits

Undergraduate exchange students shall complete at least 2 semesters and earn 30 credit hours at the beginning of exchange. (It may be at least 3 semesters or more depending on institutions)

## Application of First-year Undergraduate Student / Transfer Student

- First-year Undergraduate Students who start studying at Doshisha University from Spring Semester; Not eligible to apply in Period A and Period A Add. recruitments of the same year
- First-year Undergraduate Students who start studying at Doshisha University from Fall Semester; Not eligible to apply in Period B and Period B Add. recruitments of the same year
- Transfer Students from other university / educational institution  
Not eligible to apply in Period A and Period A Add. recruitments of the same year

## Students who wish to start Exchange at First-year of Graduate School

Students who intend to apply the exchange program which starts at first-year of Graduate School (Undergraduate to Graduate Program / Masters to Doctoral Program) shall consult with OIA before applying. Only students who fulfill the requirement below are eligible to apply.

### Eligible Students / Conditions:

- Students who have passed entrance examination of Doshisha Graduate School at the time of Student Exchange Application (In case of being currently applying of Doshisha Graduate School, the application shall be on-hold and will be officially accepted when passing the entrance examination.)
- Proposed host institutions shall be the institutions which accept Graduate Students
- Students shall acquire the approval for studying abroad at first-year of Graduate School from the intended Doshisha Graduate School.

### Not Eligible Students / Conditions:

- Students who have Not applied for Doshisha Graduate School at the time of Student Exchange Application
- Students who are Not enrolled Doshisha University at the time of Student Exchange Application

- Students who intend to enter the further program (Undergraduate to Graduate Program / Masters to Doctoral Program) during the exchange

### **Early Entrance (Early Graduation)**

Some institutions require a Bachelor's degree to apply for the Masters programs. Students who apply the conditions below shall consult with OIA before applying.

- Students who are admitted early entrance into Graduate School
- Students who will be admitted early entrance into Graduate School (early graduation from Undergraduate)

### **Transfer from Other Institution / Faculty**

Students who apply the conditions below shall consult with OIA before applying.

- Students who have entered Doshisha University from other Institution
- Students who have transferred / intend to transfer from other faculty

### **Application of International Student**

International Students shall consult with Office of International Students before applying. Student Exchange Program is open to all full-time degree-seeking Doshisha students; however, some students may Not be eligible to apply because of obtaining scholarships (e.g. Monbukagakusho Scholarships, Ashinaga Scholarships).

### **Students whose Nationality is other than Japanese or who hold Dual Nationality**

Some partner institutions have restrictions on applicant's nationality, based on their admission standards and criteria. Students whose nationality is other than Japanese or who hold dual nationality (e.g. Japanese/American) should consult with OIA well in advance prior to the application period. OIA may need to confirm the applicant's eligibility with the partner institution.

### **Period of Study Abroad while Enrolling Doshisha University**

Total period of study abroad while students are enrolled Doshisha University shall not be exceeded 1 year. Students whose period of study abroad including future exchange application shall consult with OIA before applying.

Example of Applicable Study Abroad Program:

- Student Exchange Program (University-level)
- Student Exchange Program (Faculty-level / Graduate-level)
- Study Abroad approved by Doshisha University

# Host Institution

## Institution Information

Applicants shall select the proposed host institutions with thorough research. **Applicants shall check Program List and Institution Info before applying.** After submitting the application, any changes / cancellation shall NOT be made.

Information may be subjected to change. Students shall check the latest information on the website. Information shall be fixed before Online Application starts in each period.



### Program List:

Application requirements such as Exchange places, Period of exchange, Eligibility, Application requirements, conditions, etc.

<https://sso.doshisha.ac.jp/cgi-bin/portal.cgi>

Web Single Sign-On > “Go Global” Portfolio > Student Exchange Program > Program List



### Institution Info:

Institutions’ information such as Restrictions / Requirements of Courses, Costs, Housing, Scholarship, Orientation, etc. as well as Reports of previous exchange students

<https://sso.doshisha.ac.jp/cgi-bin/portal.cgi>

Web Single Sign-On > “Go Global” Portfolio > Student Exchange Program > Institution Info

**\*Students shall NOT contact partner institutions directly.** Students shall NOT contact partner institutions directly until receiving Letter of Acceptance from host institutions. Students shall contact OIA if there are inquiries.

## Applicable Courses

Student Exchange Program is a program not to improve language skills but to study academic courses. Students shall register courses in the regular curriculums of host institutions. Students may take additional language classes if their host institutions offer the courses.

## Application of Multiple Institutions / Preference of Proposed Host Institutions

Students shall apply up to 3 institutions in each period. Students shall apply total up to 3 institutions in Period A Add. / Period B recruitment. Students shall NOT apply same institutions with different languages.

Applicable Example of Proposed Host Institutions:

1<sup>st</sup> preference: The University of Edinburgh

2<sup>nd</sup> preference: University of Leeds

3<sup>rd</sup> preference: The University of Sydney

Unapplicable Example of Proposed Host Institutions:

1<sup>st</sup> preference: The Chinese University of Hong Kong (Applying language: English)

2<sup>nd</sup> preference: The Chinese University of Hong Kong (Applying language: Chinese)

3<sup>rd</sup> preference: Sichuan University

### AKP Member Institutions

Institutions indicated [AKP-General] / [AKP-Individual] on Program List are AKP member institutions. AKP member institutions shall be counted as 1 preference of 3 preferences of proposed host institutions. Students are able to apply up to 2 institutions in AKP member institutions with each institution from [AKP-General] / [AKP-Individual] if fulfill application requirements. **Exchange candidates of AKP member institutions may be placed to the other AKP member institutions after internal screening.**

Example of Proposed Host Institutions:

1<sup>st</sup> preference: AKP member institutions

(1. Oberlin College [AKP-General] 2. Whitman College [AKP-Individual])

2<sup>nd</sup> preference: The University of Hawaii at Manoa

3<sup>rd</sup> preference: Kalamazoo College

### KCJS Member Institutions

Institutions indicated [KCJS] on Program List are KCJS member institutions. KCJS member institutions shall be counted as 1 preference of 3 preferences of proposed host institutions. Students can apply all of KCJS member institutions if fulfill application requirements.

Interview by the director of KCJS shall be held after being exchange candidates of KCJS member institutions. (Interview shall be held in English.) Exchange students shall be replaced to respective host institutions based on the interview. **Exchange students may be placed to the other KCJS member institutions or be evaluated as “NOT eligible for KCJS exchange candidates” depending on the performance of the interview.** Students who evaluated as “NOT eligible for KCJS exchange candidates” shall be disqualified as exchange candidates.

Example of Proposed Host Institutions:

1<sup>st</sup> preference: KCJS member institutions

(1. Columbia Univeristy (including Barnard College) 2. Boston University 3. Yale University)

2<sup>nd</sup> preference: The University of Hawaii at Manoa

3<sup>rd</sup> preference: Kalamazoo College

### Fee-paying Route

Programs indicated **【Fee-paying Route】** on Program List are programs which exchange students shall pay tuition fee to the host institution. Students of **【Fee-paying Route】** shall pay tuition fee at the both host institution and Doshisha University. **【Fee-paying Route】** programs shall be counted as 1 preference of 3 preferences of proposed host institutions. **Students can apply the both regular programs and **【Fee-paying Route】 programs / either program.****

Some institutions have the both regular programs and **【Fee-paying Route】** programs. **【Fee-paying Route】** programs give opportunities to students with more exchange places. Although bearing tuition fee at host institution, some institutions set tuition fee lower than regular international students / exchange students may apply scholarships for regular Student Exchange Programs.

Example of Proposed Host Institutions:

1<sup>st</sup> preference: Western Michigan University



2<sup>nd</sup> preference: Western Michigan University 【Fee-paying Route】

3<sup>rd</sup> preference: The University of Hawai'i at Hilo 【Fee-paying Route】

### Bridge Program

Programs indicated 【Bridge Program】 on Program List are programs which consist of the language program at the 1st semester and the exchange program at the 2nd semester. **Students can apply the both regular programs and 【Bridge Program】 programs / either program.** 【Bridge Program】 was established to give opportunities to study at the partner institutions with high language requirements. Although bearing tuition fee of the language program at the 1st semester, students are able to study at the top level universities. Also, some institutions set lower language programs fee for exchange students than regular international students. Students may apply scholarships for regular Student Exchange Program.

Partner Institution with Bridge Program:

The University of New South Wales

Important Notes of Bridge Program:

- Students shall pay tuition fee of the language program at the 1st semester. The tuition fee of the exchange program at the 2nd semester shall be waived.
- Students shall prove the improvement of the language ability by the end of the 1st semester in order to move forward to the exchange program. Students may be asked to submit the external language proficiency test score.
- If the language ability is not successfully improved enough to participate the exchange program, either continuing the language program or returning to Doshisha University is required.
- Students who intend to apply 【Bridge Program】 shall consult with OIA before applying.
- Students shall consult with Affiliated Faculty / Graduate School regarding credit transfer of the language program.

Example of Proposed Host Institutions:

1<sup>st</sup> preference: The University of New South Wales 【Bridge Program】

2<sup>nd</sup> preference: Deakin University

3<sup>rd</sup> preference: University of Wollongong

## **Institution with Multiple Programs**

Some institutions have more than 1 programs.

Example of Multiple Programs:

Whitman College: Whitman College [AKP-General] / Whitman College [AKP-Individual]

Stanford University: Stanford University [KCJS] / Stanford University

Western Michigan University: Western Michigan University 【Fee-paying Route】  
/ Western Michigan University

## **Period of Exchange**

Period of exchange shall be 1 year / 1 semester (corresponding to Spring / Fall semester at Doshisha University) depending on institution. Students shall select period of exchange listed on Program List. After online application, any changes / cancellation of the application shall NOT be made.

Exchange students shall come back to Japan promptly after period of exchange. Exchange students shall be fully responsible during / excluding period of exchange such as attending pre-session language courses, etc.

Students are able to select both “1 year” and “1 semester” or either from each proposed institution, if both are indicated on Program List. If students select both “1 year” and “1 semester” for the period of exchange, students will be considered for “1 semester” at the 1<sup>st</sup> choice institution BEFORE being considered for 2<sup>nd</sup> or 3<sup>rd</sup> choice institution. If studying abroad for 1 year is the first preference regardless of the institution selected, make sure to choose ONLY 1 year for the exchange period.

Example of Proposed Host Institutions:

1<sup>st</sup> preference: Western Michigan University (1<sup>st</sup> preference: 1 year, 2<sup>nd</sup> preference: 1 semester)

2<sup>nd</sup> preference: Kalamazoo College (1<sup>st</sup> preference: 1 year)

3<sup>rd</sup> preference: University of Hawaii at Manoa (1<sup>st</sup> preference: 1 year, 2<sup>nd</sup> preference: 1 semester)

Notes

Period of exchange shall be determined based on academic calendars of host institutions and Doshisha University. Period of exchange shall be from the beginning of the month holding orientation / first day of classes of host institutions to the end of the month holding last day of final exams of host institutions.

Period of exchange shall be approved after receiving Letter of Acceptance from host institutions. Period of exchange may differ from periods on Program List.

## **Exchange Places**

Exchange places shall be determined based on Student Exchange Agreement and the number of exchange students in previous years. Exchange places shall be counted as 1 for 1 year / 0.5 for 1 semester.

## Eligibility

Eligibility (Undergraduate / Graduate) is depending on institutions. Students shall check Program List carefully. Semesters which students were absent shall NOT be included the semesters student shall complete before the beginning of exchange. Students who have NOT earned enough credits shall be disqualified as exchange students.

## Application Requirement

**Students shall fulfill all of application requirements at the time of internal screening and the official application to host institutions.** Exchange candidates who do not fulfill all of application requirements shall not apply to the official applications.

Application requirements may be subjected to change. Students shall check the latest information on the website. Acceptance requirements may be subjected to change even after selected as exchange candidates. Exchange students shall improve GPA and language skills.

### ● GPA

Cumulative GPA shall be applied. Students who do not have GPA / who are not able to obtain Official Transcript shall consult with OIA before applying.

- First-year Students of Master Program who intend to apply in Period A recruitment
- Students of Doctoral Program
- Transfer Students from other university / Faculty

### ● Language Requirement

Students who intend to apply institutions having more than 1 applying languages (e.g. English / Korean) shall select either applying language. Students shall apply to host institutions with the applying language.

#### <Applying Language: English>

Students shall submit a valid Language Certificate fulfilled the language requirements on Program List at the time of Online Application. Students shall submit a valid Language Certificate fulfilled the language requirements on Program List at the time of official application to host institutions.

#### <Applying Language: other than English>

Students shall apply with either of below;

- Submit the appropriate Language Certificate fulfilled the language requirements (CEFR) on Program List
- Take Internal Language Proficiency Test

#### <Notes>

- Applicable Language Certificate shall be referred to Language Score Conversion Table (P.26~)
- Students who submit the appropriate Language Certificate of an external test shall take Internal Language Proficiency Test depending on applying languages. Students shall refer to Language Score Conversion Table (P.26~)
- Language Certificate shall be valid at the submission time of Online Application and fulfill the language requirements/ CEFR on Program List.

- Students shall submit a valid Language Certificate at the time of official application to host institutions. Students whose Language Certificate expires by the time of application shall promptly take an external test and obtain a valid Language Certificate
- Students shall improve language skills; students may NOT be accepted / be accepted with the conditions of taking fee-paying language courses if considered as “Language Proficiency Not eligible”.
- Regardless of applying languages, students shall have English language skill for thorough research of institutions, official applications, relevant procedures / arrangements of Student Exchange Program.
- Regarding CEFR, students shall refer to P.31.

### **Application for Graduate Program**

Students who intend to apply the graduate program shall consult with OIA before applying in advance in order for OIA to check any ineligibility. Students shall check Program List and Institution Info carefully in case of the conditions below;

- Not eligible to take the graduate program even for graduate students
- Not open for graduate students

### **Other Requirements**

Some institutions have restrictions such as applicants’ nationality, age, etc. Students shall check notes on Program List before applying.

## Expense / Scholarship

### Tuition Fee at Host Institution

Tuition fee at the host institution shall be waived for exchange students except the certain programs such as **【Fee-paying Route】. Tuition fee in 【Fee-paying Route】 programs shall be paid to host institutions. Tuition fee of a language program in 【Bridge Program】 shall be paid to host institutions.**

### Expense / Fee other than Tuition Fee

Expenses / Fees other than tuition fee shall be paid to host institutions. All the expenses / fees such as Application Fee, Registration Fee, Students Fee, Travel Expenses, Insurance Fee, Visa Application Fee, Living Cost (Accommodation, meals, etc.) shall be borne by exchange students. Necessary expenses / fees shall be referred to Institution Info.

### Tuition Fee at Doshisha University

Tuition fee at Doshisha University shall be paid during the exchange period.

### Important Notes

- **Expenses / fees during the exchange shall be well consulted with your sponsors / guarantors before applying.**
- Expenses / fees shall be prepared earlier; a bank account balance statement may be required to prove sufficient funds for study abroad at the time of official application to host institutions / visa application, etc.
- Expenses / fee shall be prepared enough in case of fee increasing / change in exchange rates, etc.

### Scholarship

Scholarships may be prepared for exchange students. (It may be subjected to change.) Scholarship information shall be referred to Study Abroad Manual, the website of OIA, Institution Info, etc. **Further information shall be provided at Orientation for Exchange Candidates.**

# Study Plan / Credit Transfer

## Period of Enrolling Doshisha University

Student Exchange Program (University-level) is Study Abroad Program while Enrolling Doshisha University. Period of Student Exchange Program shall be included for the period of enrolling Doshisha University.

## Absence / Graduation / Entrance / Withdrawal

Exchange students shall be enrolled Doshisha University during period of Student Exchange Program; exchange students shall NOT be absent / graduate / withdraw Doshisha University. Exchange students shall NOT enter the further program (undergraduate to Graduate Program / Masters to Doctoral Program). Students who may be applicable in the conditions shall consult with OIA and Affiliated Faculty / Graduate School.

Students who intend to be absent before / after study abroad shall consult with OIA and Affiliated Faculty / Graduate School before applying.

## Study / Graduation Plan

Exchange students shall NOT take courses at Doshisha University during the exchange. **Students shall consult with Affiliated Faculty / Graduate School about the study plan of before / after the exchange; Students may not graduate in 4 years.**

## Continuing Course Registration (Request for Continuing Course Registration)

Exchange students whose exchange periods start from Fall semester at Doshisha University may be able to take year-long courses with the arrangement of taking Spring semester course before the exchange while taking Fall semester course after the exchange. Students who intend to apply the arrangement shall consult with Affiliated Faculty / Graduate School.

## License / Qualification Program

Students who intend to take License / Qualification Programs such as a teacher, librarian, curator, etc. shall consult with Center for License and Qualification Office about the study plan before applying.

## Study Plan at Host Institution

Courses / subjects opened for exchange students are depending on institutions. Generally in most of institutions, courses / subjects from wide areas of study are open to exchange students. Course information shall be referred to Institution Info, the website of institutions, etc.

Exchange students may NOT be able to take the desired courses / subjects because of the reasons such as not-open for exchange students / exchange period, limit of participants, pre-requisites of previous knowledge, etc.

**Obtain Degree / Transfer to Host Institution**

Exchange students shall NOT obtain a degree / transfer to host institutions.

**Credit Transfer**

Exchange students are able to apply for credit transfer earned at host institutions according to School Regulation and Graduate School Regulation of Doshisha University; it is NOT automatically transferred to the credits at Doshisha University. Students who intend to consider transferred credit as credits for graduation shall understand possibilities not being able to take the desired courses, credit transfer not being approved, not being able to graduate as scheduled, etc.

**Students shall consult with Affiliated Faculty / Graduate School about credit transfer before applying.**

**Career Path / Job Hunting**

Students shall plan carefully on career path / job hunting and consult with Career Center if necessary. After submitting the application, any changes / cancellation shall NOT be made.

# Application

## Important Notes

**To complete the application, the both “Online Application” and “Document Submission” are necessary.**

Uncompleted application or submission shall NOT be accepted. Application Period shall be referred on page 1 of the application guide. After submitting the application, any changes / cancellation of the application shall NOT be made. Applicants shall understand Student Exchange Program and plan carefully on study, graduation, and career path.

## Online Application

Online Application shall be proceed via “Go Global” Portfolio System below.



### Website of Online Application

<https://sso.doshisha.ac.jp/cgi-bin/portal.cgi>

Web Single Sign-On > “Go Global” Portfolio > Student Exchange Program  
> Online Application

- On the system, General Information / Application Information / Confirmations & Understandings / Statement of Purpose shall be made.
- Statement of Purpose shall be prepared before Online Application starts. (It may take time to write Statement of Purpose.)
- On the section of Confirmations & Understandings, Graduation Plan / Subject Enrollment Plan / Credit Transfer shall be confirmed to make sure carefully planned with understanding of Student Exchange Program. **Applications shall consult with the relevant office about the exchange plan (e.g. Affiliated Office of Faculty / Graduate School).**
- Applicants shall submit Online Application as early as possible. (Access may be concentrated just before Application Deadline.)
- Session automatically timeouts approx. every 2 hours. (The online system has “Save” button.)



## Document Submission

Documents shall be in the order of below with Student ID. **Submission by representative shall NOT be accepted.**

### Submission Document

No.	Submission Document	Set
1	Application Form (General Information / Application Information / Confirmations & Understandings / Statement of Purpose (1 <sup>st</sup> – 3 <sup>rd</sup> Preference))	1
2	ID Photo (Pasted on Application Form) 3.5 × 3	2 (1 for paste, 1 for spare)
3	Pledge	1
4	Letter of Recommendation	1
5	Official Transcript (English)	1
6	Language Certificate (if necessary)	1

\*A black non-erasable pen shall be used on the documents.

**\*All of Submission Documents shall be A4 size and single sided without stapled.**

\*ID photo shall be cut with the size mentioned above.

\*Submission Documents shall NOT be returned.

### Application Form (General Information / Application Information / Confirmations & Understandings)

- Application Form made and printed out on Online Application shall be submitted with ID Photo pasted. (Name / Student ID shall be written on the ID Photo on the reverse side. Self-taken photo shall be NOT accepted.)

### Statement of Purpose

- Statement of Purpose shall be made with reference to the following points;
  - Language: English
  - Word Limit: 1,000 words
  - Statement of Purpose shall be made of the points below;
    - ◇ Personal background / life experience which motivates to study abroad, particularly for the proposed institutions
    - ◇ How to relate/ utilize study abroad experience on study plan afterward and career path after graduation
    - ◇ Reason to apply to the proposed institutions, not other institutions
    - ◇ Intended goals / objectives during study abroad
    - ◇ Challenges / difficulties to be encountered during study abroad and how to cope with them
    - ◇ One's advantage / disadvantage
- Statement of Purpose shall be made on Online Application for each proposed institution.
- Statement of Purpose shall be prepared before Online Application starts. (It may take time to write Statement of Purpose. It is recommended to be made by MS-Word / Text Editor previously to paste the made Statement of Purpose during Online Application.)
- Word Counts on "Go Global" Portfolio System and those on MS-Word / Text Editor may be slightly

different. Word Counts shall be adjusted according to “Go Global” Portfolio System.

- If plagiarism is found, application shall be cancelled.
- Statement of Purpose for AKP member institutions / KCJS member institutions shall be NOT made for each institution. **(1 Set of Statement of Purpose for AKP/KCJS shall be submitted.)**

### Pledge

- Format of Pledge shall be downloaded on the website of OIA. (Refer to P.4)
- 1 set of Pledge shall be submitted.
- **Pledge shall be well understood before signed.**
- **Original with signatures shall be submitted.** Photocopy shall NOT be accepted.
- Guarantor shall be one’s parent (father / mother). If the guarantor lives far, it may take time to prepare. Delay of submission shall be NOT accepted. Applicants whose guarantor is not one’s parent shall consult with OIA.

### Letter of Recommendation

- Format of Letter of Recommendation shall be downloaded on the website of OIA. (Refer to P.4)
- 1 set of Letter of Recommendation shall be submitted.
- **Letter of Recommendation shall be made by a full-time faculty member affiliated to one’s faculty.** If not found, applicants shall consult with Affiliated Faculty / Graduate School.
- Letter of Recommendation shall be considered as just for reference not for evaluation.
- Letter of Recommendation shall be sealed by the recommender. Unsealed shall be NOT accepted.
- Applicants shall consult with and request to the recommender in advance. (It may take time / may be difficult to contact with the recommender during vacations.)
- It is recommended to request to the recommender with Statement of Purpose / Official Transcript / Language Certificate to proof yourself deserve to be get recommended.

### Official Transcript (English)

Official Transcript shall be issued by Certificate Issuance Machine. A Grade Report shall be NOT accepted.

Official Transcript shall be included the results below;

Period A	Official Transcript included the results up to Fall Semester of Previous Academic Year
Period A Add. Period B	Official Transcript included the results up to Spring Semester of Current Academic Year
Period B Add.	Official Transcript included the results up to Spring Semester of Current Academic Year

- Applicants who do NOT have GPA / who are NOT able to obtain Official Transcript shall consult with OIA before applying.
- Internal screening of Doshisha University shall be evaluated based on Official Transcript submitted during “Document Submission” Period.

## Language Certificate

Language Certificate shall be valid and fulfilled the language requirements of the proposed institutions. It shall be submitted with colored / A4 sized / all pages.

### English

- Applicants who apply with English shall submit Language Certificate.
- Applicants shall submit the valid language score at the time of Online Application. Students shall check the application period and take tests with time in advance. Particularly, it takes more time to receive the result for a test that is taken in overseas.
- Language Certificate of TOEFL ITP® shall be accepted only which has been held at Doshisha University. TOEFL ITP® which is held except Doshisha University (e.g. Other university or high school) is Not acceptable.
- For TOEFL iBT® / IELTS™ by JSAF, the score copy from the website shall be accepted only if Language Certificate is not delivered at the time of Application Period. (For IELTS™ by Eiken Foundation of Japan, the score copy from the website shall NOT be accepted because the score copy from the website does not show the name of Candidate.)
- For students who apply more than 1 partner institution, applicants are able to submit different Language Certificates for each proposed institution. (e.g. TOEFL ITP® 550 for the 1<sup>st</sup> preference/ IELTS™ 5.5 for the 2<sup>nd</sup> preference)
- Language Certificate shall be valid at the submission time of Online Application. (e.g. For TOEFL ITP® / TOEFL iBT® / IELTS™, Language Certificate is valid for 2 years from the date of the test.)

### Languages other than English

- Applicants shall submit the appropriate Language Certificate or / and shall take Internal Language Proficiency Test. Applicants shall refer to Language Score Conversion Table (P.26~)
- Applicants shall consult with OIA if Language Certificate is not delivered at the time of Application Period and wish to submit the score copy from the website.
- **For applicants who apply with the same language / who do NOT fulfill the language requirements of all the proposed institutions, applicants shall take Internal Language Proficiency Test.** In that case, Applicants shall NOT submit Language Certificate.
- For applicants who apply with the same language, applicants shall NOT submit different Language Certificate for each proposed institution. (e.g. DELF A2 for 1<sup>st</sup> preference of the proposed host institution / TCF B1 for 2<sup>nd</sup> preference of the proposed host institution)
- Language Certificate shall be valid at the time of Online Application Period (if applicable).

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# Internal Screening

## Internal Screening

Exchange candidates of Student Exchange Program shall be evaluated based on criteria set out by Committee for International Affairs. Evaluation of Internal Screening shall be based on the total scores of 3 criteria below. The score of each criterion shall be full marks 100 and the total scores of 3 criteria shall be full marks 300.

Applicants shall have at least pass marks 60 for each criterion and who do NOT have pass marks shall be NOT eligible for Student Exchange Program.

Exchange candidates shall be selected among 1<sup>st</sup> preference host institutions in order of applicants' total scores of 3 criteria. If institutions still have available exchange places, exchange candidates shall be selected among 2<sup>nd</sup> preference, next among 3<sup>rd</sup> preference in order of applicants' total scores.

### **3 Criteria of Student Exchange Program Internal Screening (Full Marks 300)**

- 1. GPA (Full Marks 100)**
- 2. Language Proficiency (Full Marks 100)**
- 3. Interview by Affiliated Faculty / Graduate School (Full Marks 100)**

## **GPA (Full Marks 100)**

Score of GPA shall be converted as below;

Undergraduate (Full Marks GPA 4.0):  $20 \times \text{GPA} + 20$  (Pass Marks GPA 2.0)

Graduate (Full Marks GPA 4.5):  $20 \times \text{GPA} + 10$  (Pass Marks GPA 2.5)

\*For students who do NOT have GPA at the time of Student Exchange Application, GPA criterion may be evaluated based on GPA of the previous school register. (e.g. For students at First-year of Graduate School who do NOT have GPA at the time of Student Exchange Application, GPA criterion may be evaluated based on GPA of the undergraduate.

## **Language Proficiency (Full Marks 100)**

Score of Language Proficiency shall be converted based on external or/and Internal Language Proficiency Tests as referred to Language Score Conversion Table (P.26~)

\*Language Score Conversion Table of English is based on the conversion table published by ETS, etc.

Language Score Conversion Table of languages other than English are based on CEFR (Common European Framework of Reference).

### Interview by Affiliated Faculty / Graduate School (Full Marks 100)

Score of Interview shall be converted based on interview by Affiliated Faculty / Graduate School. Interview time / venue shall be announced by Affiliated Faculty / Graduate School.

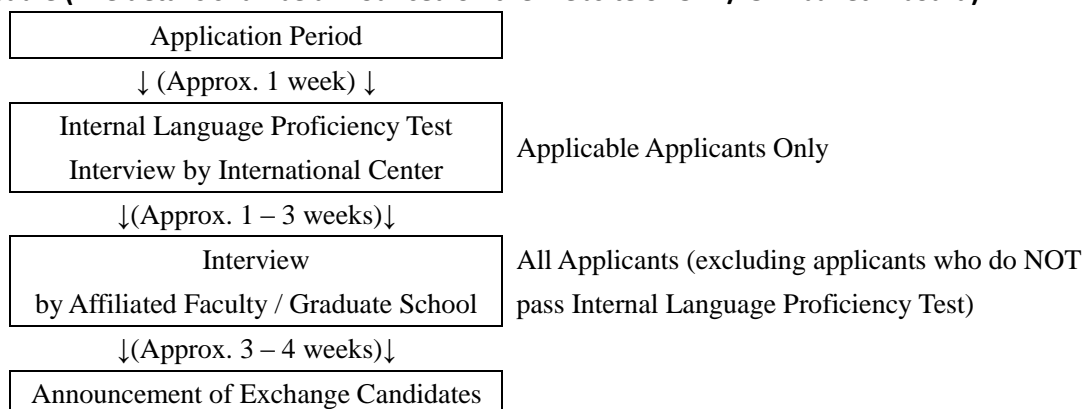
#### Evaluation Point on Interview

1. Purpose of Study Abroad
2. Coherence between Study Plan of Student Exchange Program and Curriculum of Affiliated Faculty / Graduate School
3. Preliminary Knowledge of Proposed Host Institution / Country / Region
4. Adaptability to Student Life of Study Abroad (Sociability / Positiveness, etc.)

#### \*Interview shall be held in English. Approval by Affiliated Faculty / Graduate School

Applicants shall be recommended as an eligible exchange candidate by Affiliated Faculty / Graduate School based on comprehensive evaluation of GPA, Language Proficiency, and Interview by Affiliated Faculty / Graduate School. Applicants who are exclusively apart from an eligible exchange candidate shall be evaluated as “NOT eligible for Student Exchange Program” and shall be excluded from the internal screening process.

#### Schedule (The details shall be announced on the website of OIA / OIA bulletin board)



#### Internal Language Proficiency Test (Languages other than English)

Applicants who do NOT submit the language score report of an external test / who apply in certain languages shall take Internal Language Proficiency Test held after Application Period. Applicants who do NOT take Internal Language Proficiency Test shall be excluded from the internal screening process.

The details of Internal Language Proficiency Test (Date, Time, Venue, Result, etc.) shall be announced on the website of OIA / OIA bulletin prior to Application Period as well as at the time of Document Submission.

**Applicants who do NOT have a required language proficiency (CEFR) of proposed host institution(s) shall be excluded from the internal screening process on the proposed host institution.**

Applicants who intend to apply in different languages (e.g. French and Spanish) at the same application period shall consult with OIA before applying.

Past questions of the previous Internal Language Proficiency Test will be distributed in May at OIA (except Italian).

#### Interview by International Center

Interview by Internal Center may be held depending on exchange situations / safety situations in the

countries / regions of some institutions. Applicable institutions which require Interview by International Center are indicated on Notes on Program List. Applicants who do NOT get the interview shall be excluded from internal screening process on the proposed host institution.

The details of Interview by International Center (Date, Time, Venue, etc.) shall be announced on the website of OIA / OIA bulletin prior to Application Period as well as at the time of Document Submission. The result of Interview by International Center shall be referred to Interview by Affiliated Faculty / Graduate School.

### **Announcement of Exchange Candidates**

**Exchange candidates of Student Exchange Program shall be announced on OIA bulletin board of Imadegawa and Kyotanabe campus.** The result shall be announced on the day ONLY on OIA bulletin not via phone / e-mail, etc.

Applicants who do not hope to be shown on OIA bulletin board have to consult with OIA before Document Submission.

## After being Exchange Candidates

### Important Notes

**Exchange candidates / students of Student Exchange Program shall proceed various relevant procedures / arrangements of Student Exchange Program on their own responsibility with supports from OIA.** Exchange candidates / students who are considered “NOT eligible of Student Exchange Program” as the representatives of Doshisha University may be warned to cancel Student Exchange before / after departure with unsatisfied academic performance, delay of document submission, slips of necessary procedures, absence from sessions / orientations, etc.

### Orientation for Exchange Candidates / Pre-Departure Risk Management Orientation

Exchange candidates / students shall attend Orientation for Exchange Candidates / Pre-Departure Risk Management Orientation. **Exchange candidates / students who are absent from the orientations shall be NOT considered as an exchange candidates / students.**

### Orientation for Exchange Candidates

Orientation for Exchange Candidates will be held within 1 week from Announcement of Exchange Candidates for each application period.

### Pre-Departure Risk Management Orientation

Exchange period starts Feb – Jun: Held in early – mid Jan

Exchange period starts Aug – Nov: Held in end Jun – early Jul

### Application to Host Institution (Official Application)

Exchange candidates shall submit the official application to host institutions. Final decision for acceptance of exchange nominees shall be made by host institutions.

### Visa

Exchange candidates / students shall proceed necessary procedures / arrangements to obtain visa on their own responsibility. Exchange candidates who fail to obtain visa shall be **NOT** able to study abroad.

### Participation / Cooperation for Student Exchange / International Promotion

Exchange candidates / students are highly expected to actively participate / cooperate in promoting Student Exchange Program / International Exchange Promotions at Doshisha University such as providing information for prospective exchange students, contributing to public relations of Doshisha University (providing photos, writing an article on PR brochures, etc.), participating in study abroad fairs, debriefing sessions, guidance, and Open Campus, etc.

### **Submitting document / Instruction from Doshisha**

Exchange candidates / students shall submit documents and reports required from Doshisha. Also, Exchange candidates / students shall follow instructions and guidance from Doshisha.

### **Submitting Language proficiency score / Certificate after Student Exchange**

Exchange students shall submit language proficiency score / certificate within 6 months (basically) after student exchange.

#### **<Exchange students who studied abroad in English>**

TOEIC® / TOEFL ITP® / TOEFL iBT® / IELTS™

#### **<Exchange students who studied abroad other than English>**

Basically, one external language proficiency score / certificate on the Language Score Conversion Table (P.26~). If students strongly wish, TOEIC® / TOEFL ITP® / TOEFL iBT® / IELTS™ are acceptable.

### **Study Abroad Insurance**

Exchange students shall incur to purchase the designated study abroad insurance specially planned for Doshisha exchange students with full coverage of all study period (departure date to arrival date from / to Japan). The study abroad insurance is the insurance which contracted between the insurance company and Doshisha University and Doshisha exchange students are able to purchase the insurance plan with the special discount price.

In some institutions / countries / regions, purchasing the designated health / accident insurance may be mandatory. In that cases, it may be exempted by purchasing the designated study abroad insurance for Doshisha exchange students. If not being exempted, exchange students shall incur to purchase the mandatory insurance of institutions / countries / regions in addition to the insurance for Doshisha exchange students.

Exchange students who have special reasons not to purchase the study abroad insurance for Doshisha exchange students shall consult with OIA.

In the case, the insurance shall be with full coverage of all study period (departure date to arrival date from / to Japan) and with the coverage of;

- **Medical & Rescuer's Expenses: Unlimited**
- **Personal / Student Liability: ¥100,000,000**

The designated study abroad insurance shall be introduced at Pre-Departure Orientation. Exchange students who need to purchase the insurance before Pre-Departure Orientation (submission to host institution, visa application, etc.) shall consult with OIA.

※ TOEFL®, TOEFL ITP®, TOEFL iBT® and TOEIC® is a registered trademark of Educational Testing Service (ETS).



## **Risk Management**

Doshisha University may cancel Student Exchange Program / issue returning advisory depending on exchange situations / safety situations in the countries / regions of the institutions. In that case, exchange students shall promptly follow the decision. Exchange students shall incur the fees in relation to cancellation / returning advisory.

Exchange students shall check the safety information of the prospective host countries / regions on Ministry of Foreign Affairs Overseas Safety HP < <https://www.anzen.mofa.go.jp/>>.

## Language Score Conversion Table

### English

Language Proficiency	TOEFL iBT®
100	100 and above
99	99
98	98
97	97
96	96
95	95
94	94
93	93
92	92
91	91
90	90
89	89
88	88
87	87
86	86
85	85
84	84
83	83
82	82
81	81
80	80
79	79
78	78
77	77
76	76
75	75
74	74
73	73
72	72
71	71
70	70
69	69

Language Proficiency	TOEFL iBT®
68	68
67	67
66	66
65	65
64	64
63	63
62	62
61	61
60	60

Language Proficiency	TOEFL ITP®
100	600 and above
99	597
97	590-593
95	587
93	580-583
91	577
89	570-573
87	567
85	563
83	557-560
82	553
80	550
78	547
76	540-543
75	537
73	533
71	527-530
70	523
68	520
67	517
65	513
64	507-510
63	503
61	500

Language Proficiency	IELTS™
100	7 and above
93	6.5
78	6
60	5.5

### German

CEFR (GER)	Language Proficiency (Internal Language Proficiency Test)	Goethe-Institut Examination	独検
B2 and above	100	Goethe-Zertifikat B2 and above	1 級
B1	90		準 1 級
	80	Goethe-Zertifikat B1	2 級
A2	70		3 級
	60	Start Deutsch 2	4 級

### French

CEFR	Language Proficiency (Internal Language Proficiency Test)	DELF, TCF (incl. TCF SO)	仏検
B2 and above	100	B2 and above	1 級
B1	90		準 1 級
	80	B1	2 級
A2	70		準 2 級
	60	A2	3 級

\***Applicants who submit the language score report of an external test also shall take Internal Language Proficiency Test (Writing/Interview).** Language Proficiency shall be evaluated comprehensively based on the both score of external and internal tests.

### Chinese

CEFR	Language Proficiency (Internal Language Proficiency Test)	HSK	中検
B2 and above	100	Level 5 and above	準 1 級以上
B1	90		
	80	Level 4	2 級
A2	70		
	60	Level 3	3 級
A1	50		
	40	Level 2	4 級

\*External tests shall NOT substitute Internal Language Proficiency Test.

**Spanish**

CEFR	Language Proficiency (Internal Language Proficiency Test)	DELE	西検
B2 and above	100	B2 and above	2 級以上
B1	90	B1	3 級
	80		
A2	70	A2	4 級
	60		

**\*Applicants who submit the language score report of an external test shall be exempt from Writing Test but shall take Interview Test of Internal Language Proficiency Test.**

\*Applicants who submit the language score report of an external test shall NOT take Writing Test of Internal Language Proficiency Test. Language Proficiency shall be evaluated comprehensively based on the both score of external and internal Interview tests.

**Russian**

CEFR	Language Proficiency (Internal Language Proficiency Test)
B2 and above	100
B1	80
A2	60

\*External tests shall NOT substitute Internal Language Proficiency Test.

**Korean**

CEFR	Language Proficiency (Internal Language Proficiency Test)	ハングル能力 検定試験	Test of Proficiency in Korea (TOPIK)	KLAT (f.k.a KLPT)	Yonsei University Korean Language Institute (KLI)
B2 and above	100	2 級以上	Level 5 and above	Level 5 and above	Level 5 and above
B1	80	準 2 級	Level 4	Level 4	Level 4
A2	60	3 級	Level 3	Level 3	Level 3

\* External tests shall substitute Internal Language Proficiency Test; however, applicants shall submit the language score report of an external test if possible.

\* Full marks of Internal Language Proficiency Test shall set on 80.

**Italian**

CEFR	Language Proficiency (Internal Language Proficiency Test)
B2 and above	100
B1	80
A2	60

\*External tests shall NOT substitute Internal Language Proficiency Test.

## CEFR Self-assessment Grid (Simplified Version) (\*)

		A1	A2	B1	B2	C1	C2
<b>UNDERSTANDING</b>	<b>Listening</b>	I can recognise familiar words and very basic phrases when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary.	I can understand the main points of clear standard speech on familiar matters.	I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language even when delivered at fast native speed.
	<b>Reading</b>	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts. I can understand specialised articles even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts.
<b>SPEAKING</b>	<b>Spoken Interaction</b>	I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can handle very short social exchanges.	I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life.	I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision.	I can take part effortlessly in any conversation or discussion.
	<b>Spoken Production</b>	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people and living conditions.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest.	I can present clear, detailed descriptions of complex subjects developing particular points and rounding off with an appropriate conclusion.	I can present argument with an effective logical structure which helps the recipient to notice and remember significant points.
<b>WRITING</b>	<b>Writing</b>	I can write a short, simple postcard.	I can write short, simple notes and messages. I can write a very simple personal letter.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests.	I can write about complex subjects in a letter, an essay or a report.	I can write complex letters, reports or articles which present a case with an effective logical structure.

\*Common European Framework of Reference for Language

# Online Application Manual

## How to Proceed Online Application

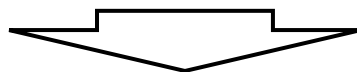
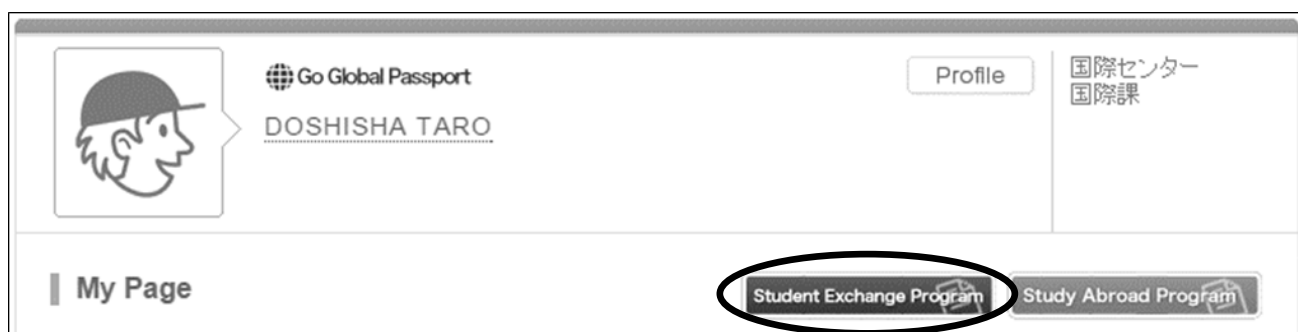
Log in to “Go Global” Portfolio System (access to <https://sso.doshisha.ac.jp/cgi-bin/portal.cg>)

\*Online Application System only works correctly via PC. DO NOT use mobile phones.

After entering ID and Password

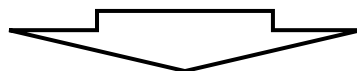
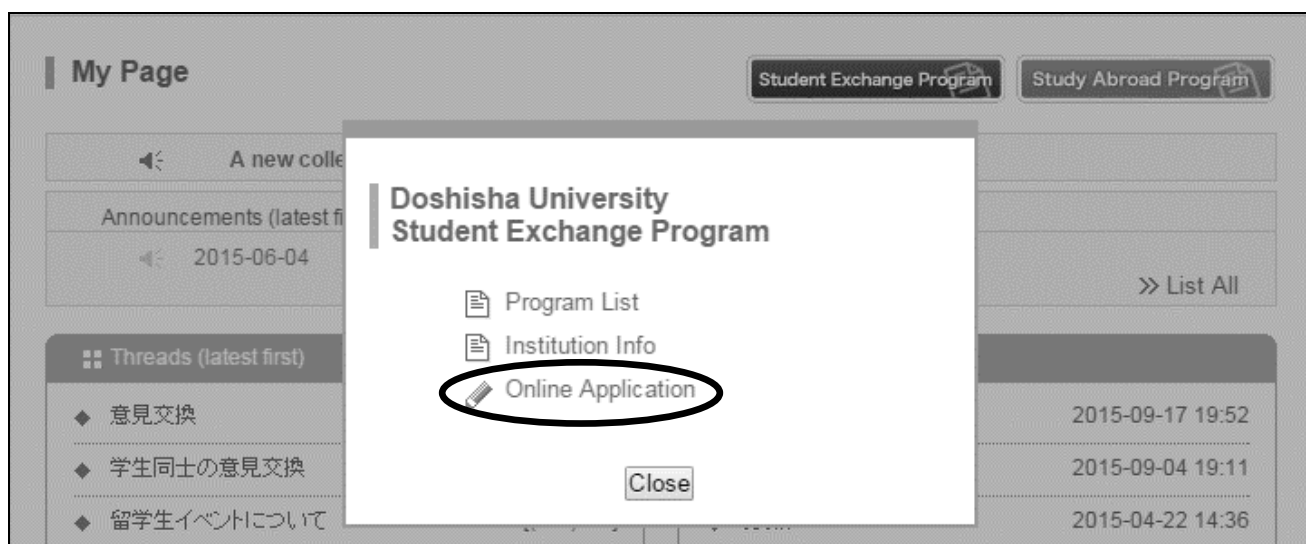


Before Applying; Click “Student Exchange Program” (where it is circled below)



Before Applying; Click “Online Application” (where it is circled below)

(Program List and Institution Info is also accessible from this page.)






After Applying; Click “Apply” (where it is circled below) to complete Online Application

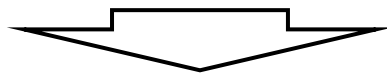
### Online Application - Confirmation -

manaba ID: | Name :

 \*PREVIEW\* Application Form PDF Download

**\* APPLICATION PROCESS IS NOT YET FINISHED.  
\* The data cannot be re-edited after submission.**

Back | **Apply**




After Applying; Click “Application Form PDF Download” (where it is circled below) to check and print out the online application form you have submitted

### Online Application

manaba ID: | Name :

<<NOTES>>  
\* Online Application has been received. However, to complete the application, students **MUST** submit the printed documents to the OIA within the Document submission period. **BEFORE** submission, students **MUST** download the Application Form (PDF), and read the Student Exchange program Application Guide(especially, p.17-22) .  
\* The Application Form (PDF) is saved in the "Collection" of the Go Global Portfolio.  
\* Contact the OIA immediately, if there are any errors in the submitted online application data which needs to be re-edited, as the data cannot be re-edited after submission. Also, **DO NOT** make any correction on the printed out application form.  
\* Submit **3 ID photos** sized in 3 x 3.5cm.  
The 3 ID photos **MUST** be the same photo. (Write your name/Student ID No. on the reverse side)  
**1 of the above photos MUST be pasted on the Application form.**  
\* Submit the original with students and ""Guarantor"" signature and seal (photocopy not acceptable).(Same sign or seal is NOT acceptable.)  
\* All submission documents to the OIA **MUST** be in A4 size. **DO NOT STAPLE THE DOCUMENTS** \* Regarding the schedule after...

 Application Form PDF Download

**!!ONLY SINGLE SIDE printed documents will be accepted!!**

Close

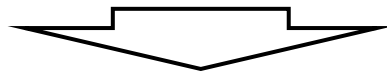
## How to Check the Latest Submitted Online Application Form

If mistakes are found, applicants are required to revise the online application contents after submission of online application. The updated online application form are accessible below.

Log in to Go Global Portfolio and Click “My Portfolio” (where it is circled below)



The screenshot shows the user interface for Doshisha University's Global Portfolio. At the top left is the Doshisha University logo and name. To the right is a search bar with a 'User name' dropdown and a 'Search' button. Below this is a navigation bar with 'My Page' (selected), 'Memos', and a date/time display '2016-11-28 (Mon) | 国際センター国際課 | Settings | Logout | 日本語'. The main navigation area contains three buttons: 'My Portfolio' (circled in black), 'My Course', and 'My Community'. Below this is a profile section with a university logo, the text '国際センター国際課', and a 'Profile' button. At the bottom, there are two buttons: 'Student Exchange Program' and 'Study Abroad Program'.



Check “Exchange Programs (University-level) Collection” and Click the latest submitted online application form (where it is circled below)



The screenshot shows the 'My Portfolio (Shared)' section. It includes a 'Public Portfolio' button and an 'Add Collection' button. Below is a table with the following data:

Category	Collection	Files	Updated	Comments
Exchange Programs (University-level)	🔒 15-16A Application	1	2016-09-23 09:13	0
Exchange Programs (Department-level)				
Summer Programs				
Spring Programs				