



Keio University, Tokyo, Japan Business School Exchange

Notes of Guidance for Exchange Students

Please check information on the host university's website for accuracy

Keio has a proud history as Japan's very first private institution of higher learning, dating back to the formation of a school for Dutch studies in 1858 in Edo (now Tokyo). Keio maintains the finest teaching faculty and facilities. The International Center was established in the 1960s and manages various programs, such as short and long-term student/faculty exchanges with universities abroad, Japanese and International Studies courses taught in English, etc. It also assists international students coming to Japan, by arranging subsidised housing and providing a range of services. The International Center also works closely with the Center for Japanese Studies, which provides Japanese language classes to international students. <http://www.ic.keio.ac.jp/en/index.html>

Study Dates

http://www.ic.keio.ac.jp/en/study/exchange/academic_calendar.html

Orientation – early September

Fall (includes Winter vacation over the Christmas period) – late September to the beginning of February

Orientation – early March

Spring – late March until late July

The International Student Handbook containing information on residency, housing, campus facilities, living in Japan etc. is distributed to students at the orientation, see <http://www.ic.keio.ac.jp/en/study/exchange/handbook.html>

Academic Work

Selection of Courses

International undergraduate exchange students have the choice of two programmes: Keio International Programme (KIP) which is open only to undergraduate exchange students and the Japanese Language Programme, also open to undergraduate (and graduate) exchange students.

There is no Japanese language proficiency requirement, however students will be required to take a Japanese language placement test by the Center for Japanese Studies in order to register for the appropriate learning level of Japanese language courses.

The International Center offers various courses taught in English on global business/economy, the global community, and cross-cultural studies which cover Asia, Oceania, North America Europe and Africa. Japanese Studies courses deal with various aspects of Japan, including Japanese society, economics, business, politics, history, literature, art, ideology, and religion. From 2007, some classes of the PCP (Keio Economics Professional Career Programme) offered by the Faculty of Economics are incorporated into the International Center's programme. For details of available courses see <http://www.ic.keio.ac.jp/en/iccourse/index.html>

Keio International Programme (KIP) offers courses for undergraduate students taught in English in economics, business, politics, history, culture, area studies, and the global community. Students with advanced Japanese language proficiency may also study courses taught in Japanese that are open to exchange students in some of the other Faculties. In addition, students may choose to take up to four Japanese language courses. <http://www.ic.keio.ac.jp/en/iccourse/list.html#internatioanl>

Courses and Credits

The system at Keio is quite different from ECTS or GPA. The overall workload for courses offered by the International Center and for Japanese Studies on Society and Culture courses (offered by Center for Japanese Studies) is 1.5 hours per week for 15 weeks per semester. Each course = 2 credits. Japanese language courses are 1.5 hours per week for 15 weeks per semester and one course = 1 credit.

The minimum number of courses required for students following the Keio International Program (KIP) is 7 courses per semester (10-14 credits). Average courses/credits per semester for KIP is 10-12 courses (16-24 credits).

You are advised to check the availability of Business courses in each semester. It may be advisable to register for all Business courses in the first semester, for example, depending on availability in the second. You should however be able to select a suitable combination of courses in Business and Japanese language.

Registration

Alien Registration: this must be completed within 90 days of arrival at the city/ward office. You will need your Alien Registration Card in order to complete registration at Keio. To apply you need to complete the application form (available at the city/ward office) and you also need to provide your passport, and two recent passport photographs. Your Alien Registration Card will be ready approximately two weeks after application. You are required to carry your card with you at all times.

Visa and Certificate of Eligibility

If you are studying as an Undergraduate at Keio University, you must obtain a College Student visa. In order to apply for your visa, you will need a Certificate of Eligibility. The Certificate of Eligibility is an official document issued by the Japanese Ministry of Justice. The International Center will apply for this Certificate on your behalf, and send it to you when issued – these are normally mailed out in July for students enrolling in the Fall semester. You will need to apply for your College Student visa at a Japanese embassy or consulate with this Certificate and your valid passport. Consult with Japanese Embassy/Consulate Other supporting documents

may be required so please consult with the Japanese Embassy/Consulate. Note that the Certificate of Eligibility is NOT a replacement for a student visa. For more information see http://www.ic.keio.ac.jp/en/life/visa/student_visa.html

Costs

You must be able to financially support yourself during your period of study at Keio and you will be required to produce evidence of this. Keio can help you arrange accommodation on request and provide a room in one of the student dormitories subsidised by Keio University. In some dormitories, weekday meals are included in rent. The rent charged varies from ¥45,000 – ¥77,000 (may be subject to change) and you will also be charged an additional ¥20,000 maintenance fees in the first month's rent. Information on housing and the application form will be sent to you from Keio with your acceptance letter.

The estimated average cost of living expenses is ¥120,000 - ¥150,000 per month if you live in university-subsidised student housing. This includes utilities, food, clothing, transportation, books and other miscellaneous expenses.

Estimate example:

Housing ¥45,000 - ¥77,600 (may be subject to change)

Food ¥40,000 - ¥60,000

Books ¥8,000

Transportation ¥6,000 - ¥20,000

Medical Insurance ¥4,000

Cellular Phone ¥5,000

Miscellaneous ¥15,000

Scholarships/Financial Support

JASSO (Japan Student Services Organisation) Scholarships are available but are not guaranteed as the number of recipients is limited. JASSO will allocate the quota of scholarships to each Japanese university and these scholarships are available for international students who are accepted by Japanese universities under the student exchange agreement on a short-term basis from about three months to one year. In 2010-2011 the monthly stipend was: ¥80,000 per month (up to 12 months) and relocation allowance: ¥80,000 (upon arrival only). All applications must be processed through Keio and more details, together with the application form, will be sent to you from the University of Edinburgh International Office. http://www.jasso.go.jp/scholarship/short_term_e.html

Employment

If you hold a College Student visa then you are allowed to stay in Japan for study and research purposes only and you are not allowed to work. If you wish to engage in part-time work, you must obtain a permit from the Immigration Bureau at least 6 weeks in advance. With this permit, full-time students are allowed to work up to 28 hours a week. (8 hours a day during the Summer, Winter and Spring vacation). Certain types of work are not permitted eg in pubs, cabaret, pinball machine halls.

Grants and Loans

If you are in receipt of a maintenance grant and/or a student loan, you should inform the awarding body that you have been selected to participate in the exchange. You may request that payment be made early. The awarding body will need payment instructions, namely details of a bank account into which it can be paid directly, or a nominated individual to whom cheques can be posted. Do not forget to obtain the necessary grant or loan application forms for the following year.

Banks

You will need your Alien Registration Card and Student ID Card to open an account. There is a large Japanese post office in each area called Honkyoku which also offers banking services.

Insurance

Students should arrange their own insurance.

Safety

We hope your stay at your exchange destination will pass without any undue incident with regard to your safety. However, as you will be staying in a different environment and culture, you should be prepared to take necessary precautions if appropriate.

We would advise you to consult with the Study Abroad Office on your arrival and also look at the following website which will give you up-to-date government information on the country you will be visiting. <http://www.fco.gov.uk/en/>

If you find yourself without any access to cash, without your passport, or in any other serious kind of trouble, the British Consulate will try to help. In the unlikely event of you being arrested for a serious offence, insist on the Consulate being informed; a consular officer who can advise on local procedures etc will contact you as soon as possible.

Please also inform the International Office and your Director of Studies of any problems relating to your health or safety whilst on your study abroad exchange.

DISABILITY STATEMENT

Some destinations may be more accessible than others for disabled students. If you require any adjustments due to disability or specific learning difficulties and you wish to study abroad please contact the Business School in the first instance (adjustments@business-school.ed.ac.uk). We will liaise with you and the Disability Office at Edinburgh to explore the help available at your host institution. It would also be helpful if you discuss this with your Director of Studies and the Disability Office.

Contacts

Keio	Edinburgh
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These notes are for guidance only. We have tried to keep them up to date, but it is very difficult to do so without your input. So, if you can keep notes of any inaccuracies in this information we should be glad to hear of them on your return to Edinburgh. Any other observations and impressions about your stay will also be useful and will help those students who participate in the exchange in future years.

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