

Pursue your cultural/academic interests and develop your career at

K-STEP

Kokugakuin Short-Term Exchange Program

**Kokugakuin University, Tokyo, Japan
Six-Month / One-Year Special Program
in Japanese Language and Culture/Society**

To respond the needs for better understanding of Japan, its language, people, and culture, Kokugakuin University in Tokyo sponsors the Kokugakuin Short-Term Exchange Program (K-STEP). This program allows a selected group of international exchange students to receive an enhanced experience of Japan while studying in a Japanese university environment, just fifteen minutes' walk distance from the core of Shibuya, which has achieved great popularity among today's youth culture of Tokyo.

K-STEP 2018-2019:

- September, 2018– August, 2019
(Two Semesters, One-Year Program)
- or
- September, 2018– February, 2019
(One Semester, Six-Month Program)

Overview of Kokugakuin University

With a history of 135 years, Kokugakuin University has been one of Japan's best-known traditional private universities. The university features academic schools and programs in areas ranging from Japanese history, literature, culture and folklore to Shinto studies, regional studies, economics, and law.

Established: 1882

Faculties: Faculties of Letters, Law, Economics, Shinto Studies, and Human Development

Academic Degrees: B.A., M.A, Ph.D.

Campuses: Shibuya (Tokyo), Tama-Plaza (Yokohama)

Student body: Approximately 10,500

URL: <http://www.kokugakuin.ac.jp>

Overview of K-STEP

1. MISSION STATEMENT

The mission of the Kokugakuin Short-Term Exchange Program (K-STEP), is to provide the highest quality of Japanese language instruction to students of higher levels of Japanese proficiency. This pre-packaged program also offers credit-bearing coursework that integrates international

students into regular undergraduate courses taught in English. Students may be required to join activities, fieldtrips and excursions for better understanding of Japan and Japanese culture. Completion of this program is designed to endure the students to meet cultural expectations of Japanese society.

2. PERIOD OF STUDY

Students may elect to study for one semester (six months) or two successive semesters (one year). Each semester is composed of classes lasting a total of fifteen weeks, interspersed with holidays and extra-curricular activities over the six-month semester period.

Academic Calendar

Fall Semester, 2018 (Subject to Change)

Suggested Arrival Day*	September 13 or 14
Orientation	September 19 and 20
Class Starts	September 21
New Year's Holidays	December 22 to January 4
Classes Resume	January 5, 2018
Semester Ends	January 24
Commencement	January 25

*Set the arrival date on Thursday, 13th of September, 2018 (second preferable date is Friday, 14th). Arrival time must be between 8:00a.m. - 4:00p.m. Otherwise, we cannot guarantee for picking you up at the International Airport.

Spring Semester, 2019 (Subject to Change)

Orientation	April 3 and 4
Class Starts	April 8
Golden Recess	May 3 to May 6
Classes Resume	May 7
Semester Ends	July 26
Commencement	July 31

3. COURSEWORK

K-STEP is a pre-packaged program that has three (3) different elements;

- 1) Intensive Japanese language classes,
- 2) Coursework on Japanese culture and society taught in English that may be integrated into regular undergraduate course
- 3) Activities, such as Japanese traditional sports and fieldtrips for better understanding of Japan and Japanese culture.

Students are expected to take ALL the courses that are pre-packaged for K-STEP. Because K-STEP is your eligibility guarantor as an international student,

withdrawing a class(es) will be an option only with our consultation.

The courses noted below are offered during the Fall and Spring semesters. Although the general titles of subjects remain the same for each semester, actual contents are different. The level of Japanese language classes in Spring semester will be more advanced than that for Fall semester. For more details, see K-STEP course syllabus.

Although the level of the K-STEP Japanese Language classes will be adjusted depending on the abilities of students attending each semester, knowledge of the Japanese *hiragana* and *katakana* syllabizes, and ability at basic short-sentence conversation are assumed of all entering K-STEP students. Lack of any knowledge of Japanese may also severely inhibit successful adjustment to everyday life in Japan.

NOTE:

Numerals in parentheses () refer to the number of 90-minutes class meetings held per a week during semester.

'E' indicates that the class is taught in English. Other classes are taught using a combination of Japanese and English, or Japanese only depending on students' proficiency level. '★' indicates that the class may include regular matriculated students.

Fall Semester

(Subject to Change)

Classes:

- Japanese Language (8)
- Japanese Religion and Culture I (1) E
- History of Modern Japan I (1) E ★
- Intro. to Japanese Culture & Society I (1) E ★
- Japanese Economy & Society (1) E ★

Activities:

- Japanese Traditional Sports
- Understanding of Japanese Culture

Mon.	Tue.	Wed.	Thu.	Fri.
			Japanese Language	
Japanese Language	Japanese Language		Japanese Language	Japanese Language
Japanese Language	Japanese Language	Understanding of Japanese Culture (Fieldtrips)	Japanese Economy & Society	Japanese Language
	History of Modern Japan I*		Introduction to Japanese Culture and Society I*	Coffee Hour
Traditional Sports in Japan	Introduction to Japanese Religion I			

Spring Semester

Classes:

- Japanese Language (8)
- Japanese Religion and Culture II (1) E ★
- History of Modern Japan II (1) E ★
- Intro. to Japanese Culture & Society II (1) E ★

Activities:

- Japanese Traditional Sports
- Understanding of Japanese Culture

Mon.	Tue.	Wed.	Thu.	Thu.
Japanese Language	Japanese Language	Understanding of Japanese Culture (Fieldtrips)	Japanese Language	Japanese Language
Japanese Language	Japanese Language		Japanese Language	Japanese Language
	History of Modern Japan II*		Introduction to Japanese Culture and Society II*	Coffee Hour
Traditional Sports in Japan	Introduction to Japanese Religion II*			

4. ACTIVITIES

Beginning from 2014, to expand its flexibilities of scheduling and the range of participants, both 'Japanese Traditional Sports' and 'Understanding of Japanese Culture' has been placed as 'Activities.' These activities are still the core of K-STEP, and students are all expected to participate.

Excursions and Field Trips

General features of activities, 'Understanding of Japanese Culture', are the various opportunities for field trips to off-campus cultural and educational sites for direct, 'hands-on' experience of Japan. Field trips are often arranged by individual instructors in conjunction with class room lectures.

Typical excursions and field trips scheduled for every year.

Subject to Change

Fall Semester

Oct.	Tea Ceremony	Nov.	Experience Tori-no-Ichi
Oct.	Visit Open-Air Folk Houses Museum	Dec.	Class with Public Junior High School
Nov.	Japanese Pottery Workshop	Dec.	Visit Ukiyoe Museum
Nov.	Visit Edo Tokyo Museum	Jan.	Experience Sumo Match

Spring Semester

April	Soba Noodle making Workshop	June	Class with Public Elementary School
April	Visit Tatami Shop	June	Enjoy Japanese Flowers
May	Kimono Experience	July	Experience Kabuki Performance
May	Tea Ceremony (2)	July	Visit Life-Safety Learning Center

In the case of these excursions and field trips, students are responsible for the cost of transportation. Admission fees will be covered by Kokugakuin University. Depending on the nature of the event, excursions may be guided by international exchange staff members and/or faculty instructors.

Japanese Traditional Sports

This activity will provide students basic knowledge and practice of traditional martial arts in Japan, such as Kendo, Kyudo, and Karate.

Insurance Policy

For your safety, additional insurance for sports activity will be required for all students regardless of his/her participation in activities. Insurance fee will be around JPY 3,000 for each semester, and will be corrected at the beginning of each semester.

5. OTHER ACTIVITIES

Numerous campus activities are available each year that allow international exchange students to interact with Japanese Kokugakuin students. Many campus clubs welcome international students and provide an excellent means of making long lasting friendships as well as gaining insights to the atmosphere and culture of Japanese university life.

Japanese Conversation Partners

In addition to the individual relationship you build up by yourself, Kokugakuin arranges a Japanese Conversation Partners and Friendship Family for K-STEP students. Japanese conversation partner will be typically a Kokugakuin undergraduate student who meets the exchange student for regular non-curricular sessions that allow the exchange student to practice Japanese conversation.

Friendship Family

A friendship family is a volunteer Japanese family who welcomes exchange students for occasional home visits or who enjoys excursions with the exchange student to provide the student with closer insights into typical Japanese families and lifestyles.

6. CAMPUSES

K-STEP Students will study at Kokugakuin's main Shibuya Campus. Since most of our students from most of our faculties and majors pursue their studies on this campus, K-STEP students can associate more freely with Japanese students of their own year-grade, integrating all students more closely within the Kokugakuin community. K-STEP students will also have access to Kokugakuin library and International Exchange Center at Shibuya.

7. GRADING

All courses (except Activities) are graded in accord with the five levels; A+=100-90, A=89-80, B=79-70, C=69-60, D=59-0. Below 60 is non-passing grade.

The basis for grading may be different from what you are familiar with. The following grading for the Japanese language classes is an example:

Exams (2 per semester)	50 %
Presentation Session	20 %
Performance /Attendance	30 %

Students' class performance and completion of assignments are evaluated within "Performance." Class attendance is also used to evaluate final grades.

Transfer Credits

Kokugakuin suggests a number of credits for each course, but students must consult with their own university regarding policies for the conversion and transfer of credits if they wish to apply work done at Kokugakuin to their home university's graduation requirements.

Scholarship and Accommodation

Offering a private off-campus dorm room with meal plans and scholarships listed below are generally sufficient for students' daily life, commuting, and school necessities such as textbooks. However, students will need additional funding to pay for other meals, insurances, and activities, including local field trips comprising part of the K-STEP program. It is therefore strongly recommended that students obtain private funding in accordance with their plans and lifestyle. Scholarship and accommodation are only available for exchange students from our partner universities. Please understand that scholarship can be a small help to reduce students' financial burden, but it cannot be a primary resource of their financial support. Students MUST obtain a private funding in accordance with their plans and lifestyle in Tokyo.

1. Scholarships

Kokugakuin Scholarship

As an option of K-STEP students, Kokugakuin will offer scholarship with the condition the students cooperate in the campus events such as conversation sessions with local students in English or Campus Visit Days for prospective students (high school students). The amount of the scholarship will be JPY 20,000 per month. This is aimed for reducing a load of living expenses of K-STEP students, as well as increasing the opportunities to meet with new people. For the exchange students these campus experiences can be regarded as a kind of internship practices.

【Expected Hours of cooperation】

- + During Semester: 10 Hours /week
- + Off Semester: 2 Hours /week

OR

JASSO Scholarship

http://www.jasso.go.jp/scholarship/short_term_e.html

Kokugakuin applies for JASSO scholarship to the Japan Student Services Organization (JASSO), a subsidiary of Japan's Ministry of Education, Culture, Sports Science and Technology.

JASSO scholarship will be awarded for K-STEP program itself, and it will be furnished to individual students as JASSO scholarship with a stipend of 80,000 yen per every 31 days. Grantees will be decided based on the priority ranking which each home institutes provide us, as well as the final decision of our international exchange committee. Students with 2.30 or higher JASSO GPA will be given preference in selection.

Although there is rare chance to receive this scholarship, For the 2018 academic year, Kokugakuin will inform each university around the end of March, 2018, regarding the number of exchange

students eligible for the respective scholarship. Please be noted that to apply JASSO scholarship, candidate must hold JASSO GPA greater than 2.3.

What is JASSO GPA?

NOTE: * The highest JASSO GPA grade point is 3.

Pattern 1		優	良	可	不可
Pattern 2		A	B	C	F
Pattern 3		100~80	79~70	69~60	59~
Pattern 4	100~90	89~80	79~70	69~60	59~
Pattern 5	S	A	B	C	F
Pattern 6	A	B	C	D	F
Grade point	3	3	2	1	0

【Calculating formula】

((「The sum of the credits of grade point 3」×3)+(「The sum of the credits of grade point 2」×2)+(「The sum of the credits of grade point 1」×1)+(「The sum of the credits of grade point 0」×0)÷Total sum of the credits

2. Accommodation

As an option for K-STEP students, Kokugakuin University will offer an off-campus university dorm room with meal plans for all the K-STEP exchange students from our partner universities under the following conditions.

- Room Fee Waived
- You are responsible to pay Utilities (approx. JPY 10,000 / month)
- Board Fee Waived* (10 free meals / week, except weekends, National Holidays, and Major Holiday Seasons)

* Please note that meals are served under the same conditions for all dormitory residents. There is no religious, vegan, or any specific considerations.

Students are required to abide by general dormitory rules such as strict curfew, no smoking inside the building, etc.

All the dorms we have contract with locate within commuting distance to our main campus, safe & quiet neighborhood. The dorms will be operated by a renowned operating company. The dorms are not only for international students but also Japanese students from Kokugakuin or other universities.

Application and Selection Process

Applications for K-STEP are accepted only from officially matriculated students at universities with which Kokugakuin has concluded an agreement for academic and educational exchange.

1. Eligibility

Candidate students are expected to be motivated to study Japanese culture, society and language. Students must also possess sufficient skill in English to participate in core K-STEP classes.

Tuition fees for the K-STEP program are waived in accord with exchange agreements between participating universities, though students may be required to submit tuition to their home institution. As a result, entrance to the program is competitive and limited to a small number of students recommended by their universities.

Language Requirements

- JAPANESE

One year (or more) of learning experience

AND

- ENGLISH

TOEFL iBT 55 or equivalent

(No scoresheet submission necessary)

2. Student Visa

Each K-STEP student is required to acquire a valid visa to stay in Japan as an exchange student. The K-STEP office assists by obtaining certificates of eligibility for candidate students, allowing each student to acquire a student visa from the Japanese consulate in their home country. For more details, please see 5. Online Orientation.

3. Requirements for Admission

All K-STEP students are required to enroll in two insurances below:

- Sports Activity Insurance: JPY 3,000 for each semester. For details, please see page.3.
- Japanese National Health Insurance program. Monthly insurance fees are about 1,500 yen. In event of the need for medical care, the NHI

enrollee pays 30% of medical charges, the rest being covered by public insurance.

4. Selection Timeline

- 1) *Call for K-STEP 2018-2019:*
Mid December, 2017

All the application materials including key documents and process schedule will be sent all the partner universities via e-mail.

- 2) *Application Due:*

For students attending the FALL semester 2018:

March 28, 2018

Kokugakuin must receive all applications and supporting documentation by the deadline. (Application deadlines at partner universities are normally earlier than the above. Contact your international studies office for the exact date.)

- 3) *Selection of Prospective K-STEP Students :*
Mid-April.

Based upon the number we accept, Kokugakuin will apply for the scholarships granted by both Kokugakin and JASSO. We will let partner universities know the number of exchange students whom we can accept with scholarship around mid-April.

5. Online Orientation

After the selection process, Kokugakuin will start 'Online Orientation' for prospective students to guide them to Japan and Kokugakuin university. Through online orientations, students can get all the necessary /useful information about entering Japan, life in Tokyo, residence, and classes. Also, students can directly ask individual questions to Kokugakuin staff to make their 'uncertain' certain.

- 4) *Online Orientation Starting:*
Mid-June

Online orientation toward prospective K-STEP students will be started. Also, Kokugakuin will apply for Certificate of Eligibility (CoE) to Japanese immigration office.

5) *Acceptance Letter Delivered:*

The End of July

Each prospective K-STEP student will get his/her acceptance letter and CoE.

6) *Apply for Student Visa:*

The Beginning of August

Prospective K-STEP students will visit Japanese Embassy near them with CoE and acceptance letter from Kokugakuin to obtain student visa.

6. Other Important Notes

- K-STEP students are not encouraged to get a part-time work while receiving scholarships and staying in Japan as exchange students.
- Please be aware that all personal information provided to Kokugakuin University pursuant to the K-STEP program (including application forms, copies of resident card, bank account information, etc.) are used only for matters directly related to the exchange program and life at Kokugakuin, and not for any other purpose.

For Further Information

Please contact the international programs office at your institute, or the following:

International Exchange Programs Office
Kokugakuin University

4-10-28 Higashi Shibuya-ku
Tokyo, 150-8440, Japan
Tel : + 81-3-5778-7061
Fax : + 81-3-5778-7062

E-Mail : moteki@kokugakuin.ac.jp
kokusai@kokugakuin.ac.jp

URL: <http://www.kokugakuin.ac.jp/intl/index.html> (Proceed to K-STEP)