

Số: /ĐHQGHN-ĐT
V/v thông báo chương trình trao đổi sinh
viên tại Đại học KANAGAWA,
Nhật Bản năm 2023

Hà Nội, ngày tháng năm 2022

Kính gửi: Các đơn vị đào tạo đại học

Đại học Quốc gia Hà Nội (ĐHQGHN) nhận được thông báo của Đại học KANAGAWA, Nhật Bản về chương trình trao đổi sinh viên năm 2023. ĐHQGHN thông báo tới các đơn vị về chương trình này như sau:

- Tên chương trình:** Chương trình trao đổi mùa Xuân năm 2023.
- Thời gian học:** - 1 năm từ tháng 4 năm 2023 đến hết tháng 1 năm 2024
- Kỳ Xuân từ tháng 4 đến hết tháng 7 năm 2023.
- Kỳ Thu từ tháng 10 năm 2023 đến hết tháng 1 năm 2024
- Hình thức tổ chức:** trực tiếp tại cơ sở đào tạo.
- Quyền lợi:** được miễn học phí.
- Chỉ tiêu:** tối đa 3 chỉ tiêu trao đổi 1 năm hoặc 6 chỉ tiêu trao đổi 1 kỳ.
- Điều kiện tham dự chương trình:**
 - Là sinh viên năm thứ hai hoặc năm thứ ba của ĐHQGHN.
 - Có điểm trung bình chung tích lũy đạt từ 2.8 trở lên (thang điểm 4).
 - Có năng lực ngoại ngữ:
 - + Tiếng Nhật: chứng chỉ Tiếng Nhật N2 trở lên.
 - + Tiếng Anh: tối thiểu một trong các chứng chỉ IELTS 5.5, TOEFL iBT 72 hoặc tương đương.
- Hồ sơ đăng ký:**
 - Mẫu đăng kí của ĐHQGHN;
 - Bảng điểm tiếng Anh có xác nhận của đơn vị đào tạo;
 - Chứng chỉ ngoại ngữ đáp ứng yêu cầu tham dự chương trình trao đổi của ĐHQGHN và đối tác;
 - *Các tài liệu theo yêu cầu của đối tác (xem chi tiết trong tài liệu gửi kèm công văn này và tại đường link bên dưới).*

Chi tiết thông tin chương trình trao đổi, các đơn vị và sinh viên tham khảo tại <https://www.kanagawa-u.ac.jp/international/welcome/exchange/>.

8. Địa điểm và hạn nộp hồ sơ: Các đơn vị đào tạo tổng hợp hồ sơ của sinh viên và gửi về Ban Đào tạo, phòng B102 Khu Nhà Điều hành, Đại học Quốc gia Hà Nội tại Hòa Lạc trước ngày **19/9/2022**.

ĐHQGHN thông báo để các đơn vị đào tạo gửi thông tin, tư vấn cho sinh viên, xét chọn hồ sơ đáp ứng yêu cầu chương trình.

Trân trọng thông báo./.

Nơi nhận:

- Như trên;
- PGĐ. Nguyễn Hoàng Hải (để b/c);
- Phòng TT&QTTH (để đăng website);
- Lưu: VT, ĐT, N2.

**TL. GIÁM ĐỐC
KT. TRƯỞNG BAN ĐÀO TẠO
PHÓ TRƯỞNG BAN**

Lê Thị Thu Thủy

Application Information for Exchange Program at Kanagawa University 2023

Kanagawa University announces the application information for the exchange program for the students from partner institutions as below:

1. Kanagawa University Student Exchange Program

Exchange students at Kanagawa University each belong to a faculty or graduate school, and conduct study/research activities according to the following:

- Undergraduates: study subjects in the field of the faculty to which they belong, Japanese language subjects and subjects related to Japan (there are some subjects, such as seminar subjects, for which exchange students cannot register).
- Graduate students: Belonging to a graduate school, choose one of the two paths mentioned below. They must carefully check the requirements of their home university before choosing their path on the application form. However, if the graduate school that a student wishes to belong to for the subject study path is not one that accepts students for the subject study path, then the student must either choose another graduate school or belong to an undergraduate faculty instead. If a graduate student belongs to an undergraduate faculty, they will be subject to the same conditions regarding subject selection as a regular undergraduate student.

【Paths for Graduate School Exchange Students】

The paths for graduate school exchange students are as follows. The path for which a Graduate school exchange students selects in application document⑧ Study Plan/Research Plan will be deemed the official selection, so students are requested to ensure they read the conditions carefully and make the correct path selection.

- Subject Study Path (for exchange students who wish to take Japanese language subjects, subjects related to Japan and a wide range of specialist subjects, rather than conducting research in their major field)
 - While the student will belong to a graduate school, they are permitted to take subjects at undergraduate and graduate level without restriction. However, they are required to take at least 6 subjects per semester including at least 1 subject in the graduate school to which they belong.
 - No research supervisor will be allocated to such students.
 - In the case that the graduate school a student wishes to enroll in does not accept “Subject Study Path” exchange students, then the student must either choose another graduate school or belong to an undergraduate faculty instead.
- Research Focus Path (for exchange students who wish to focus on conducting research activities in their major field)
 - A student will be accepted if allocation of a research supervisor, based on the contents of the submitted Research Plan, is deemed possible.

- At the conclusion of their exchange, the student must submit a report outlining the results of their research.
- The student must enroll in at least 1 subject in the graduate school to which they belong.

As it is necessary to select a research supervisor for graduate school exchange students who wish to select the Research Focus Path, we request that the study/research plan to be outline in application form ⑧ Study Plan/Research Plan be written in as much detail as possible. For the research supervisor that you wish to provide supervision, please refer to the below URL, before entering a name. As there is a possibility that an exchange will not be accepted if the study area does not match, the student is requested to ensure that a supervisor who has matching research/educational interests is selected.

<http://kenkyu.kanagawa-u.ac.jp/kuhp/KgApp>

<List of Possibility of Acceptance for Subject Study Path or Research Focus Path in Each Graduate School>

Name of Graduate School	Possibility of Acceptance for Subject Study Path or Research Focus Path	Recommended Subject Group (Subjects Taught in English) Set
Law	Either possible	Yes
Economics	Either possible	Yes
Business Administration	Either possible	Yes
Foreign Languages	Only research focus path possible	No
Human Sciences	Either possible	No
Science	Only research focus path possible	Yes
Engineering	Either possible	Yes (limited to some subjects)
History and Folklore Studies	Either possible	No

2. Period of Student Exchange

Our exchange program is from April to July (First Semester) and from September to January (Second Semester) every year. Exchange students may start the program in April or September for one semester or two. Most of the classes run for a semester only, but some classes start in April and run for two semesters. Changes to the period of study after application are not accepted in principle, so please confirm the period before you apply. Please ask for any details.

3. Contact Information and Application Inquires

Website URL	https://www.kanagawa-u.ac.jp/international/welcome/exchange/
Address	International Center, Kanagawa University,

	3-27-1 Rokkakubashi, Kanagawa-ku, Yokohama, Japan 221-8686 Tel: +81-(0)45-491-1701 Fax: +81-(0)45-481-6011 Email: intl-application@kanagawa-u.ac.jp
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4. Timeline for Admission and Academic Schedule

We will inform you the exact academic calendar after you have been accepted. There may be changes to the schedule. Also, in the case that entry into Japan is deemed difficult due to Japanese government policy, there is a possibility that exchange may be conducted remotely from the home country of a student including taking subjects online.

	Study abroad from First (Spring) Semester (April 2023)	Study abroad from Second (Autumn) Semester (Sept 2023)
① Home University Online Nomination Period	Aug 1 to Sep 30, 2022	Feb 1 to Feb 28, 2023
② Online Application Period (※Only those applications by students who have been nominated by their home university in ① will be accepted. Ensure all submission of all application materials within this period. In the case that application submission is not completed, in principle the application will not be accepted.)	Aug 1 to Oct 15, 2022	Feb 1 to Mar 15, 2023
③ Notification of Acceptance; Information regarding orientation etc.	Late Dec, 2022	Late Jun, 2023
④ Online Orientation Before Entering Japan 1 (Entering Japan)	Mid to Late Jan, 2023	Early to Mid Jul, 2023
⑤ Japanese Language Online Placement Test ※Applicable students will be contacted separately	Mid to Late Jan, 2023 and Early to Mid Mar, 2023 (2 times)	Early to Mid Jul, 2023 and Mid to Late Aug, 2023 (2 times)
⑥ Release of COE	Mid to Late Feb, 2023	Mid to Late Jul, 2023
⑦ Online Orientation Before Entering Japan 2 (Meeting Buddies etc.)	Mid Mar, 2023	Late Aug, 2023
⑧ Arrival in Japan	Late Mar, 2023	Early Sep, 2023
⑨ Orientation in person, Academic Advice Session, Subject Selection	Late Mar, 2023	Early Sep, 2023
⑩ Lectures begin	1 st week of Apr, 2023	3 rd week of Sep, 2023
⑪ Lectures end	Mid Jul, 2023	Mid Jan, 2023
⑫ Examinations	Late Jul, 2023	Late Jan, 2023
⑬ Final Report Session	End of Jul, 2023	End of Jan, 2023

5. Eligibility

In order to apply for the Exchange Program, you must:

(1) be a student at one of the partner institutions of Kanagawa University and recommended by the institution;

(2) have the language ability stated below:

Faculty/Graduate School			Japanese Language Proficiency Test
Undergraduate (Faculty)	Yokohama Campus	- Law, - Human Sciences, - Engineering - Architecture	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Economics - Science	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses in your study area. (equivalent to CEFR B1 level)
	Minato Mirai Campus	- Foreign Languages	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Business Administration, - Cross-Cultural and Japanese Studies	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses in your study area. (equivalent to CEFR B1 level)
Postgraduate (Graduate School)	Yokohama Campus	- Law, - Economics, - Human Sciences, - Engineering - History and Folklore Studies	Equivalent to N2 of Japanese Language Proficiency Test or above
		- Science	Equivalent to N2 of Japanese Language Proficiency Test or above, or enough English proficiency for taking courses, research in your study area. (equivalent to CEFR B1 level)
	Minato Mirai Campus	- Business Administration, - Foreign Languages	Equivalent to N2 of Japanese Language Proficiency Test or above or enough English proficiency for taking courses, research in your study area. (equivalent to CEFR B1 level)

*Even if you have not yet taken the JLPT, we might accept your application if you submit the Japanese Language Ability Assessment Form and it is certified that you have Japanese language ability equivalent to N2 or above. However, there may be restrictions imposed with regard to the registration for Japanese language classes.

* Even if you do not have Japanese language ability equivalent to N2 or above, we might accept your application if you have enough English proficiency (equivalent to CEFR B1 level) for taking courses in your study area. However, this is limited to the case that there are classes conducted in English in the applicable faculty/graduate school, and in the case of a graduate school student, in the case where an academic agrees beforehand to provision of academic supervision in English. Please ask for any details.

6. How to Apply/Application Materials

<How to Apply>

After being officially selected as an exchange student by their home institution, the applicant is to apply online at the website listed below.

<https://www.kanagawa-u.ac.jp/international/welcome/exchange/>

After applying to the website, we will announce confirmation of receiving the application to the applicant. We may ask for a check that application information is correct and/or modification of the documents. With regard to the faculty/department or graduate school to which the applicant wishes to belong, we may ask for a change after weighing up the classes that are planned to be selected or the contents of the planned research.

<Application Materials>

All documents must be prepared all in either Japanese or English.

A translation of each document should be attached along with the original if any documents are prepared in other languages. From applications for 2023 onwards, we no longer wish applicants to post original documents to us. However, we may need to receive some original documents as we apply for the Certificate of Eligibility, so we ask applicants to ensure they keep safe all original application documents. In the case originals are needed, we ask for them to be posted by courier or some other tracked method. Also, we do not return the original documents after the application.

How to Apply	Application Materials		Form at	Deadline
Online Application ※Applicants who have not studied Japanese previously, need not submit ⑦	①	Copy of Online Application Form (Printed and signed)	fixed	Online application 【First Semester from April 2023】 By 15th October, 2022 【Second Semester from Sep 2023】 By 15th March, 2023 ・After application, the International Center will contact applicants with a confirmation of receipt.
	②	Official Certificate of Student Registration at Host Institution	—	
	③	Official Academic Transcripts issued by Home Institution	—	
	④	Application for Certificate of Eligibility	fixed	
	⑤	Original Official Bank Statement under the name of Payer of Expenses	—	
	⑥	Letter of Recommendation ※Made by a person who knows the applicant well	—	
	⑦	Copy of Japanese Language Proficiency Test results (For those who have not sat JLPT or those who have N3 level or below.)	fixed	

		Japanese Language Ability Assessment Form		
	⑧	Study Plan/Research Plan	fixed	
	⑨	Photocopy of valid passport	—	
	⑩	ID photo (3cm×4cm, Taken within one month) ※Must be apost photos taken within 1 month		

Once the exchange has been confirmed, we will ask the applicant to provide a Certificate of Physical Condition (document format designated by Kanagawa University). We will explain the details to those for whom it will be applicable at a later date.

※ Applicants for the Course of Architecture and Building Engineering, Graduate School of Engineering must submit the following (applicants for the Faculty of Architecture and Building Engineering may also submit one if they wish to):

Online Application	⑫	Portfolio (Maximum size: 15 pages)	—	Same as above
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※ For students with citizenship of countries with strict entry evaluation (as designated by Immigration Services Agency of Japan), in the case where the Payer of Expenses is not the Applicant, the following documents should also be submitted (ask for details if necessary).

Online Application	⑬	Affidavit of a Payer of Expenses	fixed	Same as above
	⑭	Notarization Certificate of Family Relationships	—	

7. Other

<Certificate of Eligibility>

Kanagawa University will, on behalf of Exchange Students, apply to the Immigration Services Agency of Japan for the Certificate of Eligibility (COE).

As soon as the Certificate is issued, it will be sent to your institution. You will need to bring the COE to your local Japanese Embassy or Consulate in order to obtain a Student Visa.

<Student Accommodation and Homestay>

Kanagawa University has accommodation for Exchange Students. Please apply during the online application process. We can also introduce homestays and so on. Please ask for any details.

<Subject Selection>

Undergraduate Exchange Students along with graduate exchange students who select the Subject Study Path must take at least 6 classes/semester (1 subject = 100 minutes/week, 600 minutes per week in total) to maintain eligibility for their student visa.

*Graduate exchange students who select research focus path will need to spend more time on research activities and therefore do not have to follow the above rule. However, we request they register for at least 1 class in the graduate school to which they belong.

Please refer to the details about subject registration at the below URLs in order to plan your study program beforehand.

- Syllabus

- http://ku-syllabus.kanagawa-u.ac.jp/syllabus_pub/index.html

- Subjects Conducted in English

- <https://www.kanagawa-u.ac.jp/international/welcome/exchange/>

Refer to the excel file called “英語による開講科目一覧 Classes Conducted in English”

<Scholarships>

Kanagawa University offers the Yoneda Yoshimori Education Scholarship for exchange students from partner institutions. There are some conditions and the application procedure will be explained during the orientation week.

Exchange students might instead be allocated the scholarship called “Student Exchange Support Program (Scholarship for Short-Term Study in Japan)” from Japan Student Services Organization (JASSO) if we receive the funding.

<Security Export Control and Research Activities>

Kanagawa University applies strict security export control according to the Foreign Exchange and Foreign Trade Act. Students who are enrolled in Kanagawa University as Exchange Students will agree to conduct research, studies and other activities in accordance to the various rules put in place by Kanagawa University regarding security export control.

<Support for Students with Disabilities, Illness etc.>

With regard to potential applicants with disabilities (developmental issues, use of magnifier, hearing aid, wheelchair etc.) or illnesses that require support or consideration, we ask the personal responsible at the nominating home university to consult with the International Center by email during (or before) the online nomination period. We will send a form for applying for consideration for academic studies. After receiving the application, we will examine and consider what we are able to do and respond in writing to the person responsible at the nominating institution. If there is no prior application or the application/inquiry is made after the nomination period ends, there may be cases where consideration is not possible so we ask for both student and staff to be careful with this.

If through an unforeseen accident or the like consideration becomes necessary after the application has been made, we request the parties involved to contact us as soon as possible.

※Prior application in this regard will have no effect on whether or not the exchange application is accepted.

※Kanagawa University is aiming to provide an environment where people with disabilities are able to operate smoothly without obstacle but there are some buildings or facilities that are not yet sufficiently enabling this on campus.

※Relevant students and staff are asked to refer to the Kanagawa University Guidelines on Support for Students with Disabilities

Japanese: <https://www.kanagawa-u.ac.jp/fd/pdf/support.pdf>

English: https://www.kanagawa-u.ac.jp/fd/pdf/support_en.pdf