



## SKP (Study in Kansai Program)

### Student Exchange Program, Ritsumeikan University

#### 2023 Fall Semester **Nomination Guidelines**

Please be sure to review the following information carefully before submitting your nomination for the SKP 2023 Fall Semester. If you have any questions, please contact the SKP staff ([skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp)) as soon as possible after the nomination period has started.

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## **Important Notes Regarding the SKP 2023 Fall Semester**

1. The 2023 Fall Semester application will be open to exchange students from partner institutions who will apply under a student exchange agreement and to self-sponsored students.
2. Program applications should be submitted on the premise that the applicant will come to Japan.
3. For self-sponsored students, payment of the program fee will be due within two weeks from the announcement of acceptance. Please note that there is no difference in the program fee whether you take the course online or in person. In case of withdrawal, the refund will only be given if the applicants notify the SKP staff of their decision by the withdrawal deadline (August 31, 2023) set before the start of the semester.
4. Details regarding class formats for the SKP 2023 Fall Semester (i.e., face-to-face, online, or a hybrid of face-to-face and online) will be finalized around September.
5. Students may be required to follow designated procedures (e.g., self-quarantine, etc.) before, during, or after entering Japan due to quarantine measures. Students should apply with the understanding that they will be required to comply with government requests and that they will be responsible for any costs incurred.

Please refer to the followings for the latest information released by the Japanese government

< Ministry of Foreign Affairs of Japan >

- [Application for Visa for foreign nationals eligible for Phased Measures toward Resuming Cross-Border Travel](#)
- [Border measures to prevent the spread of novel coronavirus \(COVID-19\)](#)

< Ministry of Health, Labour and Welfare >

- [COVID-19: Current Japanese Border Measures](#)

## 01. Schedule

\*All times shown are in Japan Standard Time (JST). Schedule is subject to change.

	Fall Semester	Spring Semester
<b>Start Date for Nomination Acceptance</b>	Monday, February 20, 2023	
<b>Nomination Submission Deadline</b>	<b>Wednesday, March 15, 2023,</b>	
<b>Start Date for Application Acceptance</b>	Thursday, March 9, 2023, 10:00	
<b>Application Submission Deadline</b>	<b>Thursday, April 6, 2023, 17:00</b>	
<b>Announcement of Application Results</b>	Late June	
<b>Health Registration Form Deadline</b>	Early July	
<b>Announcement of Housing/Scholarship Results</b>	Mid-July	
<b>COE (Certificate of Eligibility) Sent Out<sup>1</sup></b>	Early August	
<b>Arrival in Japan</b>	Early September	
<b>Orientation Begins</b>	Early September	
<b>Start of the Semester</b>	September 26	April 1 (the following year)
<b>Program Ends</b>	January 31 (the following year)	July 31 (the following year)
<b>End of the Semester</b>	March 31 (the following year)	September 25 (the following year)
<b>Academic Transcripts Issued</b>	After April 1 (the following year)	After September 26 (the following year)
<b>Academic Transcripts Sent Out<sup>2</sup></b>	Mid-April (the following year)	Early October (the following year)

<sup>1</sup>This date may change depending on the COE issuance status at the Immigration Services Agency of Japan. Once the COEs have been issued, they will be sent to accepted students' home universities along with the Certificate of Scheduled Enrollment issued by Ritsumeikan University. When you receive the documents, please give them to your student(s) and advise them to apply for a student visa as soon as possible.

<sup>2</sup>See below:

- Ritsumeikan University does not issue electronic transcripts. Also, academic transcript data cannot be sent via email.
- Academic transcripts will be sent to the students' home universities.
- For students whose study period is a full year, academic transcripts for the entire study period will be sent after the completion of the second semester. If a transcript is needed after completing one semester, students will need to purchase their own transcript and send it to their home universities.

## 02. Pre-Application Preparation

### I: Confirm Application Requirements

There are 3 tracks of study in SKP. Please check the application requirements, etc., for each track

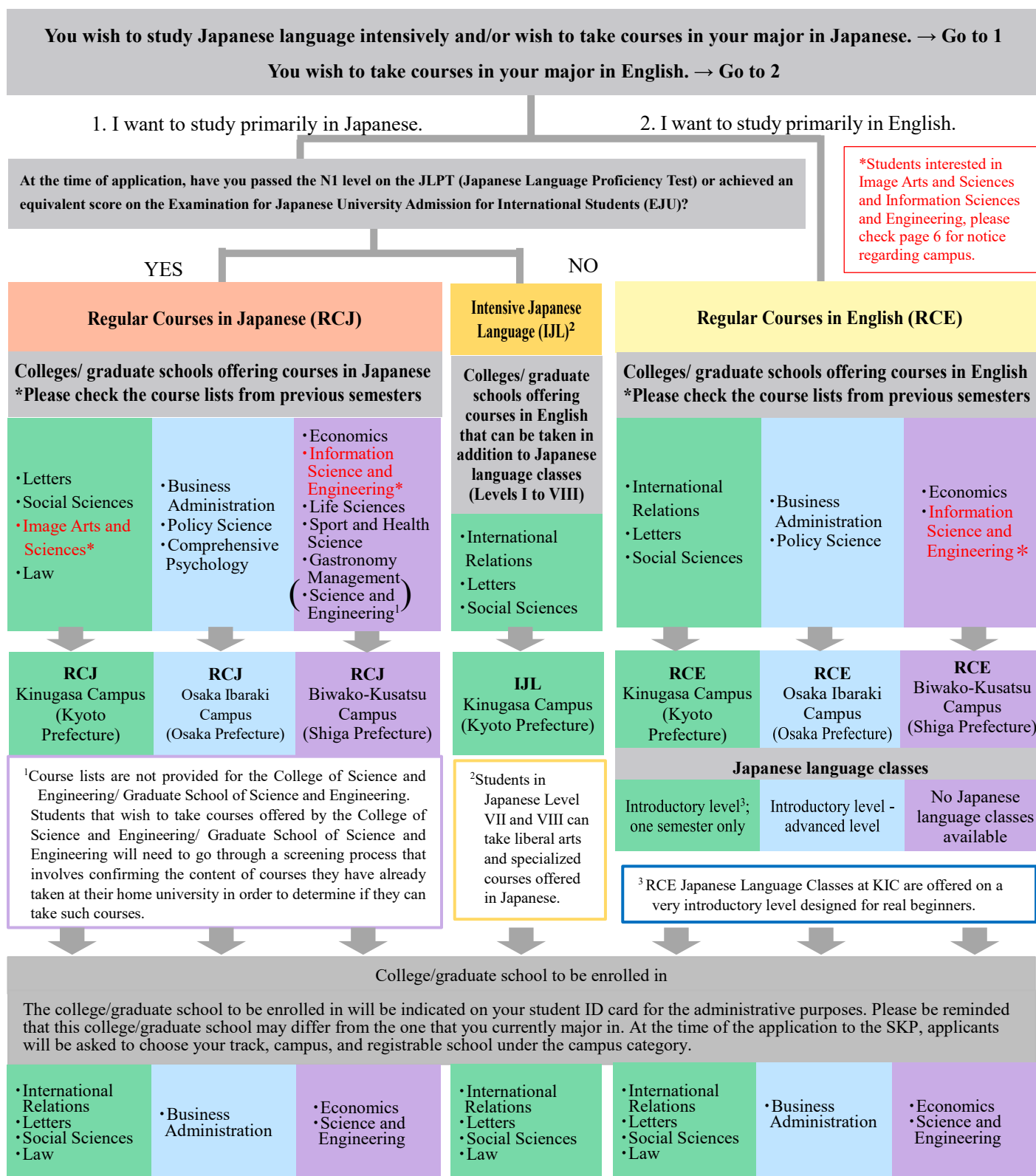
Track	<a href="#">Regular Courses in Japanese (RCJ)</a>	<a href="#">Intensive Japanese Language (IJL)</a>	<a href="#">Regular Courses in English (RCE)</a>
Course List	<a href="#">Course Lists from Previous Semesters</a> <sup>1</sup>		
Application Requirements	Must be an exchange student from a partner institution who will apply under a student exchange agreement and will have been enrolled in an undergraduate or graduate program at the Home Institution and have successfully completed at least the first academic year of undergraduate study prior to commencing the exchange period.		
Academic Requirements	Exchange students from partner institutions must meet the academic requirements outlined in the student exchange agreement. The standard required GPA is 3.0 on a 4.0 scale (“B average”).		
Language of Instruction	Japanese	Japanese (primarily)	English
Language Requirements	Must have passed the N1 level of the JLPT (Japanese Language Proficiency Test) or achieved an equivalent score on the Examination for Japanese University Admission for International Students (EJU). <sup>2</sup>	Japanese language proficiency is not required, but those who have not studied Japanese before should be able to communicate in English on a basic level.	Must be either a native speaker of English or have a minimum English proficiency test score of TOEFL® iBT 68/ PBT 520, CEFR B2, or IELTS 6.0 (or other score indicating an equivalent proficiency level). <sup>2</sup>
		Applicants that wish to take courses in English must meet the same language requirements as RCE applicants. <sup>2</sup>	
Campus	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>	<a href="#">Kinugasa Campus (Kyoto Prefecture)</a>
	<a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a>		<a href="#">Osaka Ibaraki Campus (Osaka Prefecture)</a>
	<a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>		<a href="#">Biwako-Kusatsu Campus (Shiga Prefecture)</a>
Study Period	Half year (1 semester) or full year (2 semesters)		

<sup>1</sup>The course lists for the 2023 Fall Semester will be finalized in September 2023 and distributed at the start of the course registration period. Please note that even if a course is listed as having been offered in the past, it may not be offered during future semesters. **For some of the courses offered in each track, only a limited number of students can enroll. If the number of applicants for such a course exceeds the maximum number that can enroll, registration will be decided by lottery.** Please note that there is a possibility that you may not be able to take your desired courses.

<sup>2</sup>Verification of the relevant language proficiency test score **must** be submitted at the time of application.

## II: **[Important]** Confirm the Tracks of Study, Colleges/ Graduate Schools Offering Courses, and Campuses

As you can see in the table in [I: Confirm Application Requirements](#), you will need to select the student's track(s) and campus(es) that they will apply to in accordance with the student's desired language of instruction as well as for the courses they wish to take in SKP. Students should use the chart below to confirm the tracks and colleges/ graduate schools offering courses. Also, they should refer to [the course lists from previous semesters](#) for each track and campus to confirm which track/campus they will be applying to. **Please be sure to confirm the student's application details before submitting the nomination.**



\*Students interested in Image Arts and Sciences and Information Sciences and Engineering, please check page 6 for notice regarding campus.

- SKP students can select courses only from the course lists for each track/campus distributed to them at the start of the course registration period. Students will not be able to choose from among all of the courses for regular students.
- Following the restructuring and consequent review of the reorganized program, undergraduate students will be able to select courses only among those listed in the SKP course list designated for undergraduate students. Graduate students will be able to register for courses from both SKP course list for undergraduate students and that for graduate students.
- International students are required by Japanese law to attend a minimum of 10 hours of classes per week. Since one session lasts for an hour and a half at Ritsumeikan University, you must take at least 7 class sessions of classes per week. You can register up to a maximum of 20 credits each semester (including Japanese classes).

**\* Notice:**

In April 2024, Ritsumeikan University will relocate the College and Graduate School of Imaging Arts and Sciences on the Kinugasa Campus (Kyoto City, Kyoto Prefecture) and the College and Graduate School of Information Science and Technology on the Biwako-Kusatsu Campus (Kusatsu City, Shiga Prefecture) to Osaka Ibaraki Campus (Ibaraki City, Osaka Prefecture).

	2023 Fall	2024 Spring
RCJ track courses offered through the College of Image Arts and Sciences / Graduate School of Image Arts	Kinugasa Campus (Kyoto Prefecture)	Osaka Ibaraki Campus (Osaka Prefecture)
RCE/ RCJ track courses offered through the College of Information Science and Engineering/ Graduate School of Information Science and Engineering	Biwako-Kusatsu Campus (Shiga Prefecture)	Osaka Ibaraki Campus (Osaka Prefecture)

Please be reminded that students who wish to study for 1year study will need to have in mind of the campus relocation. **Details will be informed during the 2023 Fall semester.**

### III: Confirm Class Times and Time Difference

Please check the time difference from Japan before applying. [III: Confirm Class Times and Time Difference](#) in the Application Guidelines lists class times and time differences for major cities.

### IV: Pre-Application Consultation Service

Students who are unsure about applying to SKP for any of the following reasons can consult with the “Pre-Application Consultation Service” by e-mail before applying.

**The pre-application consultation does not affect any decisions regarding program acceptance.**

E.g.,

- You are diagnosed with an illness or have a disability.
- You need to continuously take medication or require continuous medical treatment.
- Based on your diagnosed illness or disability, you have consulted with individual teachers at your home university regarding support and accommodations.
- You have applied to receive reasonable accommodation at your home university based on your diagnosed illness or disability.
- You are diagnosed with an illness or have a disability but have no experience of seeking special assistance or

accommodations.

- You have no diagnosed illnesses, disabilities, etc., but have significant anxiety about studying and student life.  
\*Please also refer to [\[Reference Materials\]](#).

The Pre-Application Consultation Service will provide the following information to the extent possible.

- Support and accommodations for studying at Ritsumeikan University
- What to prepare for coming to Japan
- Student life at Ritsumeikan University (medical, professional support, residence, meals, etc.)

**Pre-Application Consultation:** [prejapan@st.ritsumei.ac.jp](mailto:prejapan@st.ritsumei.ac.jp)

### 03. Nomination Submission

#### STEP 1: Pre-Nomination Preparation

Please send the following [Application Guidelines] to students who intend to apply and advise them to confirm the track and campus they wish to apply to, their application documents, and all application procedures.

[Application Guidelines]

[https://en.ritsumei.ac.jp/skp/apply/pdf/Application\\_Guidelines\\_ENG.pdf](https://en.ritsumei.ac.jp/skp/apply/pdf/Application_Guidelines_ENG.pdf)

Some of the application documents take time to prepare, such as official academic transcripts and Letter of Recommendation. The application guidelines contain detailed information and points to be aware of regarding application forms and scholarships. Please be sure to check them and advise your students that they start preparing required documents as early as possible.

**Please note that a late submission and resubmission of incomplete documents/details after the deadline will not be accepted without exception. Applications must be completed within the deadline.**

#### STEP 2: Fill Out the Nomination Form

**Nomination Period:**

**Start: Monday, February 20, 2023 JST**

**Deadline: Wednesday March 15, 2022 JST**

- Please enter the number of applicants and student information in the [Nomination Form] below. If you would like to confirm the number of students we can accept, please contact the SKP staff beforehand.
- Please click the “Print” button on the confirmation page before submitting your nomination(s) and hold on to the nomination details for safekeeping.

**[Nomination Form]:**

[https://ritsumeikan.sakura.ne.jp/index.php?program\\_pk=1675298326&type=2](https://ritsumeikan.sakura.ne.jp/index.php?program_pk=1675298326&type=2)

- ◆ **Before submitting your nomination(s), please be sure to check the application details with the student(s), including their study track, campus, and study period, to ensure that the nomination information is correct.**

- ◆ After the nomination is submitted, nomination details (e.g., Study Track, Campus, Participation Period, etc.) generally cannot be changed.
- ◆ If there are any errors in the nomination(s), you will need to resubmit the nomination(s). In such cases, the student's email address that has already been registered once in the first nomination cannot be used again for renomination. A new email address for the student must be included when resubmitting the nomination.



### STEP 3: Important Points to Note When Entering Information

The following notes explain the items that require special attention when entering nomination information, so be sure to check them before filling out the form.

University Name 大学名	Required 必須	<input type="text" value="Ritsumeikan University"/>	
Student's Name in English 学生の氏名 (ローマ字表記)	Required 必須	Last Name 姓 <input type="text"/>	First Name (Middle Name) 名 (ミドルネーム含む) <input type="text"/>
Student's Name in Katakana (if possible) 学生の氏名 (カナ表記)		Last Name 姓 <input type="text"/>	First Name (Middle Name) 名 (ミドルネーム含む) <input type="text"/>
Student's Email Address 学生のメールアドレス	Required 必須	<input type="text"/>	
		For confirmation, please re-enter the email address. 確認のためにもう一度ご入力ください。 <input type="text"/>	
Enrollment Status During SKP 学生の申請状況	Required 必須	<input type="radio"/> Exchange student (New Nominee) / 交換留学生 (新規申請者) <input type="radio"/> Self-sponsored student / 私費留学生	
SKP Participation Period プログラム参加希望期間	Required 必須	<input type="radio"/> Half year (1 semester) / 半年 (1 セメスター) <input type="radio"/> Full year (2 semesters) / 1 年間 (2 セメスター)	
Language on Which Program Participation is Based (Japanese Basis/ English Basis) プログラム参加希望言語 (主に日本語 / 主に英語)	Required 必須	<input checked="" type="radio"/> [Japanese Basis / 主に日本語] Student wants to study Japanese language intensively and/or take courses in their major in Japanese. 日本語を集中的に勉強したい／日本語で自分の専攻科目等を履修したい。 <input type="radio"/> [English Basis / 主に英語] Student wants to take courses in their major in English. 英語で自分の専攻科目等を履修したい。	
Current Japanese Language Proficiency Test Score 現時点での日本語能力スコア	Required 必須	Does the student currently have at least JLPT N1 or an equivalent score on the EJU (Examination for Japanese University Admission for International Students)? 現時点で、日本語能力試験 (JLPT) N1 もしくはN1相当の日本留学試験 (EJU) スコアを取得していますか？ <input type="radio"/> Yes / はい <input type="radio"/> No / いいえ	

Please be sure to select the correct semester (i.e., 1 semester or 2 semesters).

Please confirm with the student the language in which they wish to participate in the program, and select the corresponding option.

If the student chose [Japanese Basis] as the language in which they wish to participate in the program, this question must be answered. If chose "Yes," please upload a score certificate.

Review the [chart](#) on p.5 of these Guidelines with the student and select the appropriate study track.

- ☐ Selected [Japanese Basis] and the student does not have a Japanese proficiency test score equivalent to JLPT N1 --- (IJL)
- ☐ Selected [English Basis] and the student meets the language requirements for RCE ----- (RCE)
- ☐ Selected [Japanese Basis] and the student has a Japanese proficiency test score equivalent to JLPT N1 ----- (RCJ)

<b>Study Track</b> 参加トラック	<div>Required 必須</div> <ul style="list-style-type: none"> <li><input type="radio"/> Intensive Japanese Language (IJL)</li> <li><input type="radio"/> Regular Courses in English (RCE)</li> <li><input type="radio"/> Regular Courses in Japanese (RCJ)</li> </ul>								
<b>Campus</b> 参加希望キャンパス	<div>Required 必須</div> <ul style="list-style-type: none"> <li>• In order for students to decide on a campus, they need to check the course lists from previous semesters for each track/campus and see what courses are available in each track/campus combination. Be sure to check that the student's track and campus selections fit with what they want to study.</li> <li>• Please note that you will not be able to change the selected track and campus after submitting your nomination.</li> </ul> <p><u>Course Lists From Previous Semesters</u></p> <ul style="list-style-type: none"> <li>• 学生が参加キャンパスを決定するには各トラック・キャンパスの過去のコースリストで、トラック+キャンパスの組み合わせでどのような科目を履修できるのかを確認する必要があります。学生が希望する履修内容に合ったトラック・キャンパスが正しく選択されていることを、必ず確認してください。</li> <li>• 登録申請提出後、選択したトラックおよびキャンパスを変更することはできませんのでご注意ください。</li> </ul> <p><u>各キャンパス・トラック別の過去コースリスト</u></p> <ul style="list-style-type: none"> <li><input type="radio"/> Kinugasa Campus (Kyoto Prefecture) / 衣笠キャンパス (京都)</li> <li><input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) / 大阪いばらきキャンパス (大阪)</li> <li><input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) / びわこ・くさつキャンパス (滋賀)</li> </ul>								
<b>Current Enrollment Status of SKP</b> 現在の在学状況  <b>Enrollment Status at the start of SKP</b> SKP参加開始時の在学状況	<div>Review the <a href="#">chart</a> on p.5 of these Guidelines and the <a href="#">Course Lists From Previous Semesters</a> with the student and select the appropriate campus.</div> <table border="1"> <thead> <tr> <th>Campus</th> <th>Available Tracks at the Campus</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Kinugasa Campus (Kyoto Prefecture) -----</td> <td>IJL / RCE / RCJ</td> </tr> <tr> <td><input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) -----</td> <td>RCE / RCJ</td> </tr> <tr> <td><input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) -----</td> <td>RCE / RCJ</td> </tr> </tbody> </table> <div> <input type="radio"/> Graduate / 大学院  <div>Year Level / 学年</div> </div>	Campus	Available Tracks at the Campus	<input type="radio"/> Kinugasa Campus (Kyoto Prefecture) -----	IJL / RCE / RCJ	<input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) -----	RCE / RCJ	<input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) -----	RCE / RCJ
Campus	Available Tracks at the Campus								
<input type="radio"/> Kinugasa Campus (Kyoto Prefecture) -----	IJL / RCE / RCJ								
<input type="radio"/> Osaka Ibaraki Campus (Osaka Prefecture) -----	RCE / RCJ								
<input type="radio"/> Biwako-Kusatsu Campus (Shiga Prefecture) -----	RCE / RCJ								

### Expected Date of Graduation

Required 必須

卒業見込み時期

---- ▼ Year / 年 ---- ▼ Month / 月

\*Students must be enrolled at their home university for the duration of their participation in SKP.

\*学生はSKP参加期間中、所属大学に在学している必要があります。

### Confirmation of Transcripts Shipping Schedule

Required 必須

成績証明書発送時期についての確認

Please review the information below and confirm that transcripts arriving at your institution according to the schedule provided will not affect the student's ability to graduate. If you have any questions, please contact us at [skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp) before submitting your nomination.

下記スケジュールをご参考のうえ、所属大学での成績証明書の受取時期が学生の卒業に影響しないかどうか、ご確認ください。質問がある場合はノミネーションの申請を行う前に、[skp@st.ritsumei.ac.jp](mailto:skp@st.ritsumei.ac.jp) までお問い合わせください。

#### Program Schedule (Tentative) / プログラムスケジュール (予定)

	Spring Semester (April – July) 春セメスター (4月 – 7月)	Fall Semester (September – January) 秋セメスター (9月 – 1月)
Start of the Semester セメスター開始	April 1 4月1日	September 26 9月26日
Program Ends プログラム終了	July 31 7月31日	January 31 (the following year) 1月31日 (翌年)
Transcripts Issued 成績証明書発行	After September 26 9月26日以降	After April 1 (the following year) 4月1日 (翌年) 以降
Transcripts Sent Out 成績証明書発送時期	Early October 10月上旬	Mid-April (the following year) 4月中旬 (翌年)

#### <IMPORTANT>

- Please note that Ritsumeikan University does not issue electronic transcripts. Also, transcript data cannot be sent via email.
- Spring Semester academic transcripts (April – July) will be issued after September 26. Fall Semester academic transcripts (September – January) will be issued after April 1.
- For students who participate for a full year (two semesters), a transcript containing the grades for both semesters will be issued and sent out after the end of the second semester. If a student needs a transcript issued after the end of the first semester, they must purchase it at the designated campus office.
- For exchange students who have completed the program, academic transcripts will be sent to their home universities. Self-sponsored students will have academic transcripts sent directly to them.

#### <注意点>

- 立命館大学では電子証明書の発行を行っていません。また成績証明書のデータをメールで送付することはできません。
- 成績証明書は、春セメスター分は9月26日以降、秋セメスター分は4月1日以降に発行されます。
- 学修期間が1年間（2セメスター）の学生へは、2セメスター修了後に全学修期間分の成績証明書を発送します。1セメスター修了後、成績証明書が必要な場合は、学生が購入する必要があります。
- 交換留学生の場合は、所属大学に成績証明書を送付します。私費留学生の場合は、学生本人に送付します。

I have confirmed the schedule and important notes regarding transcript issuance/sending.

成績証明書の発行・発送時期および注意点について確認しました。



Please be sure to confirm that the student's expected graduation date is after the program completion date.

Please confirm when the academic transcript will be sent from Ritsumeikan University, and whether it will affect the student's graduation or credit conversion. Please click the checkbox after confirming the information under

< IMPORTANT >.

**Academic Criteria**

成績基準

Required 必須

Nominees from partner universities must meet or exceed the academic criteria written in the Agreement for Student Exchange. For other applicants (including self-sponsored applicants), the standard is a cumulative GPA of 3.0 on 4.0 scale ("B" average) or higher.

学生交換協定締結大学からの交換留学生について、協定書に記載されている成績基準を下回っている場合は、申請を受け付けることができません。  
 協定書に成績基準が記載されていない場合は、原則として GPA 3.0/4.0 (B average) 以上である必要があります。私費留学で応募する方についても同じです。

(1) Academic criteria written in the Agreement for Student Exchange / 協定書に記載されている成績基準

(2) If the academic criteria is not written in the Agreement, please provide the student's cumulative GPA on a 4.0 scale below.  
 協定書に成績基準がない場合は下記に入学以降の累積 GPA を 4.0 スケールで記載してください。

(3) Student's GPA According to Their Home University's Scale / 所属大学での GPA

(4) If the agreement does not clearly state the grade standards (not stating "GPA3.0/4.0" or such, but only "Good academic standing", etc.), please submit a transcript which is currently available (or an interim transcript) or an official letter stating that the standards have been met, along with the university stamp and a signature of the person in charge. / 協定書に明確な成績基準(GPA3.0/4.0など) が記されていない場合 (Good academic standing, etc.)は、現時点での成績証明書や公式レターに成績基準を満たす旨を記載の上、大学のスタンプと担当者のサインを添えてご提出ください。

ファイルの選択
ファイルが選択されていません

I declare that this student meets the academic criteria above.  
 上記の成績基準を満たしていることに間違いありません。

## STEP 4: Submit the Nomination Form

- Please confirm your entered information on the Nomination Confirmation page (i.e., all nomination details).
- Save the confirmation page as a PDF.
- Finally, click "Submit" to complete your nomination.
- Applying students will need an ID and password in order to submit their application. The student's individual ID and password, as well as the URL for the application form, will be emailed to you, the exchange coordinator, within one week of submitting the nomination form. Please contact the student when you receive the email.
- Students will not be able to access the application form after the application deadline. Please advise the student to be sure to submit their application by the deadline, as any submissions after the deadline will not be accepted.

### Application Period:

**Start: Thursday, March 9, 2023, 10:00 JST**

**Deadline: Thursday, April 6, 2023, 17:00 JST**

Ritsumeikan University

SKP Staff