# Sophia University Exchange Program

## -Autumn 2016 / Spring 2017-

### Contact Information

<table>
<thead>
<tr>
<th>Office</th>
<th>Office of Global Education and Collaboration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>7-1 Kioi-cho Chiyoda-ku, Tokyo 102-8554 Japan</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.sophia.ac.jp/eng/e_top">http://www.sophia.ac.jp/eng/e_top</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:overseas@cl.sophia.ac.jp">overseas@cl.sophia.ac.jp</a></td>
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<td>Telephone</td>
<td>81-3-3238-3521</td>
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<td>Fax</td>
<td>81-3-3238-3554</td>
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<td>Ms. Kazumi SATO</td>
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<td>Team Leader</td>
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<td>Ms. Maki NAKANO</td>
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<td>Ms. Nori KAKU</td>
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<td></td>
<td>Ms. Chihiro YAMAMOTO</td>
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<td></td>
<td>Ms. Maki HAYASAKA</td>
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<td></td>
<td>Mr. Yuya MUKAI</td>
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</table>

### General Information

#### Key features that make Sophia University unique

1. 13,000 students (2,000 graduate and 11,000 undergraduate students) from diverse backgrounds
2. 550 full-time teaching staff from 21 countries (85% Japanese, 15% International)
3. Full degree programs offered in English: Faculty of Liberal Arts, Graduate Program in Global Studies & Graduate Program in Global Environmental Sciences, Faculty of Science and Technology
4. Wide variety of Japanese language courses
5. Small class size: Student / Teacher ratio of 23:1
6. 258 partner universities worldwide (50 countries)
7. Centrally located urban campus, in Japan's political and economic hub; easy access to everywhere

#### Campus Location

Tokyo, JAPAN

The campus is centrally located within walking distance of the National Diet and the nation’s administrative district, the Imperial Palace, the National Guest House, and many other places of interest. Shinjuku, one of the most exciting areas in Tokyo, is just a 5 minutes’ train ride away from Yotsuya, the closest station.

#### Exchange Info Website

[http://www.sophia.ac.jp/eng/admissions/exchangeprograms](http://www.sophia.ac.jp/eng/admissions/exchangeprograms)

#### Other Useful Links

- Information on studying in Japan by JASSO: [http://www.g-studyinjapan.jasso.go.jp/](http://www.g-studyinjapan.jasso.go.jp/)

#### Types of Accommodation

- Accommodation will be arranged for those in need of the housing in Tokyo. Students wishing to have the housing arranged should complete housing application forms and submit them along with other application documents.
- There are several housing options:
  1. Sophia Soshigaya International House (Off-campus co-ed dormitory)
  2. Kasai International House (Off-campus dormitory for Women)
  3. Wakeijuku (Off-campus dormitory for Men) with two meals
  4. Azalea House (Off-campus apartment-style co-ed)
  5. DK-House Nerima/ Shinkoiwa/ Matsudo (Off-campus co-ed dormitory)

#### Airport Pick Up Service

- Exchange students will be met by a Sophia student and be escorted to the accommodation using public transportation on the designated arrival date. The service is available only for students who arranged housing through Sophia.
- (Each student will need to pay the public transportation expenses.)

#### Medical Insurance

- All exchange students are required to join Japanese National Health Insurance. In the meantime, arrangements for overseas insurance before students’ departure is strongly recommended.

#### Accident Insurance

- Personal Accident Insurance for Students Pursuing Education and Research (mandatory to all students)

#### Visa Requirements

- Non-Japanese students must obtain a college student visa before they enter Japan. Accepted exchange students will receive necessary documents for visa application; in the end of January for Spring new students, in the end of July for Autumn new students.
### Levels of Study

| Language of Instruction | English: for the Faculty of Liberal Arts (FLA), the Faculty of Science and Technology (Green Engineering, Green Science), the Graduate Program in Global Studies and Global Environmental Studies, TESOL  Japanese: for all the faculties (except for Liberal Arts) and graduate programs (except for Global Studies and TESOL) |

### Areas of study available (some areas are undergraduate or graduate level only)

| Language of Instruction | <in English> Liberal Arts (Comparative Culture, International Business and Economics, Social Studies), Japanese Language and Studies, Science and Technology (Green Engineering, Green Science), Global Studies (Graduate Level - Global Studies), Global Environmental Studies (Graduate Level), TESOL (Graduate Level)  <in Japanese> Theology, Philosophy, History, Japanese Literature, English Literature, German Literature, French Literature, Journalism, Education, Psychology, Sociology, Social Services, Nursing, Law, International Legal Studies, Legal Studies of the Global Environment, Economics, Management, English Language and Studies, German Language and Studies, French Language and Studies, Spanish Language and Hispanic Studies, Russian Language and Studies, Portuguese Language and Luso-Brazilian Studies, Materials and Life Sciences, Engineering and Applied Sciences, Information and Communication Sciences, Science and Technology, Global Studies (International Relations, Area Studies), Global Environmental Studies |

### Undergraduate Programs

### Faculty of Liberal Arts

Green Science

The Green Science program is designed to provide a fundamental knowledge of substances, and to resolve environmental issues at the atomic and molecular levels based on green material sciences.


### Faculty of Science and Technology

**Green Science**

The Green Science program is designed to provide a fundamental knowledge of substances, and to resolve environmental issues at the atomic and molecular levels based on green material sciences.


**Green Engineering**

The Green Engineering program is designed to provide electrical and mechanical engineering skills that will lead to the further development of energy-conservation technologies, efficient power generation, transmission and distribution.


### Graduate Programs

**Global Studies**

The Graduate Program in Global Studies builds on Sophia's traditional strengths in area studies to study globalization. The program emphasizes inquiry into the contemporary world and its historical antecedents through a curriculum that combines the themes of interdisciplinary global studies, theories and the methodologies of academic disciplines, as well as language training and a cross-cultural understanding of Japanese and area studies.

Website: [http://gpgs.fla.sophia.ac.jp/](http://gpgs.fla.sophia.ac.jp/)

**Global Environmental Studies**

The curriculum covers three fields: Economics and Business Administration for the Environment, Law and Policies, and Sociology for the Environment and Science and Engineering for the Environment. One of the strategies of this course is to enhance the capacity of students to contribute to the solving of current environmental issues by offering them a wide variety of practical and discipline-specific programs.

Website: [http://www.genv.sophia.ac.jp/english/index.html](http://www.genv.sophia.ac.jp/english/index.html)

**Green Science and Engineering**

Green Science and Engineering places an emphasis on environment- and sustainability-related studies, which are of paramount importance to the future of mankind. To foster cross-disciplinary education, faculty members drawn from all the other eight divisions are involved in the teaching. Students are expected to associate with a faculty member and join her/his research group to pursue the advanced education required for thesis research.

Website: [http://www.st.sophia.ac.jp/english/graduate-studies/index.html](http://www.st.sophia.ac.jp/english/graduate-studies/index.html)

**Linguistics <TESOL>**

Program in Linguistics (TESOL) provides courses with an emphasis on both theory and practice. The faculty members represent a diverse spectrum of applied linguistics and language education, ensuring a comprehensive program for all who are interested in teaching English as a second or foreign language.
### Japanese Language Course

Those who have no knowledge of Japanese should enroll in Basic Japanese. Those who have some prior exposure to Japanese should take the Japanese Placement Test, and they will be placed in the appropriate track and class level on the basis of their test performance. There are two tracks for the Japanese courses, the regular program and the intensive program.

#### Regular Japanese Course (4 credits)

The Japanese Language Regular Program is for a) newcomers to Japanese or b) intermediate-advanced level students who do not intend to take the Intensive Program. In the Japanese Language Regular Program, 90-minute classes are offered four or five times a week. Students take a placement test prior to course registration. English is occasionally used for instruction as necessary.

#### Intensive Japanese Course (8 credits)

In the JLIP, classes meet for three hours a day (9:15 to 12:30) from Monday through Friday. English is occasionally used for instruction as necessary. There are four levels, with the lowest level being for students who have attained level N5 of the Japanese Language Proficiency Test or equivalent. All students who plan to take JLIP must take a language placement test prior to course registration, and will be assigned to a level on the basis of the results of the placement test.

### Standard Course Load

<table>
<thead>
<tr>
<th>Faculty of Liberal Arts</th>
<th>Faculty of Social and Technology</th>
<th>Global Studies</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>■ Japanese Course (REGULAR) + 2 - 4 Lecture Courses</td>
<td>■ Japanese Course (REGULAR) + 4 - 6 Lecture Courses</td>
<td>■ Japanese Course (REGULAR) + 2 Lecture Courses</td>
<td>Courses will be decided after consultation with the supervisor.</td>
</tr>
<tr>
<td>■ Japanese Course (INTENSIVE) + 1 or 2 Lecture Courses</td>
<td>■ Japanese Course (INTENSIVE) + 2 - 3 Lecture Courses</td>
<td>■ Japanese Course (INTENSIVE) + 1 Lecture Course</td>
<td>*Exchange students must register for the equivalent of at least 10 hours of instruction per week. *FLA core programs, the foreign language courses (except Japanese language), and Studies in Christian Humanism courses, are NOT open to exchange students. *Basically, students cannot take courses offered by other faculties and programs. *Since the Intensive Japanese is a very demanding course, we usually recommend students to take no more than two courses besides Intensive Japanese.</td>
</tr>
<tr>
<td>*4 credits are awarded for one lecture course.</td>
<td>*2 credits are awarded for one lecture course.</td>
<td>*4 credits are awarded for one lecture course basically. *Students can only take up to 12 credits.</td>
<td></td>
</tr>
<tr>
<td>*Students may register for a maximum of 20 credits per semester.</td>
<td>*Students may register for a maximum of 26 credits per semester.</td>
<td>*Students can only take up to 12 credits.</td>
<td></td>
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</table>

### Registration requirements

- Course offer and syllabi remain mostly the same but may vary slightly each year. Students should refer to 2015 course information before 2016 information available.

*4 credits are awarded for one lecture course.*

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**Course Information**

http://www.sophia.ac.jp/eng/admissions/exchangeprograms/course_info

*Bulletin for academic year 2016 (April 2016-March 2017) will be published in March 2016. Course offer and syllabi remain mostly the same but may vary slightly each year. Students should refer to 2015 course information before 2016 information available.

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**Faculty of Liberal Arts**

- Japanese Course (REGULAR) + 2 - 4 Lecture Courses
- Japanese Course (INTENSIVE) + 1 or 2 Lecture Courses

*4 credits are awarded for one lecture course.

*Students may register for a maximum of 20 credits per semester.

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**Faculty of Science and Technology**

- Japanese Course (REGULAR) + 4 - 6 Lecture Courses
- Japanese Course (INTENSIVE) + 2 - 3 Lecture Courses

*2 credits are awarded for one lecture course.

*Students may register for a maximum of 26 credits per semester.

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**Global Studies**

- Japanese Course (REGULAR) + 2 Lecture Courses
- Japanese Course (INTENSIVE) + 1 Lecture Course
- 3 Lecture Courses

*4 credits are awarded for one lecture course basically.

*Students can only take up to 12 credits.

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**Others**

Courses will be decided after consultation with the supervisor.
4. ACADEMIC INFORMATION

Credits & Grading System

<table>
<thead>
<tr>
<th>Type of course</th>
<th>Credits awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>lecture courses</td>
<td>one credit is awarded for one semester-hour (equivalent to fifteen 45-minutes periods of instruction) successfully completed.</td>
</tr>
<tr>
<td>language courses</td>
<td>one credit is awarded for two semester-hours (equivalent to thirty 45-minute periods of instruction) successfully completed.</td>
</tr>
<tr>
<td>physical education practice</td>
<td>one credit is awarded per course (thirty 45-minute periods of instruction).</td>
</tr>
</tbody>
</table>

Grading System

A student’s work is graded according to the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Scale</th>
<th>Quality Point Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 90</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>89 - 80</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>79 - 70</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>69 - 60</td>
<td>Passing</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>Failure</td>
</tr>
</tbody>
</table>

Academic Calendar

<table>
<thead>
<tr>
<th></th>
<th>Autumn 2016</th>
<th>Spring 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>March 31, 2016</td>
<td>November 10, 2016</td>
</tr>
<tr>
<td>Arrival Date</td>
<td>September 15 and 16</td>
<td>early April (April 1 in 2016)</td>
</tr>
<tr>
<td>Orientation</td>
<td>September 22</td>
<td>early April (April 2 in 2016)</td>
</tr>
<tr>
<td>Japanese Language Placement Test</td>
<td>September 22</td>
<td>early April (April 3 in 2016)</td>
</tr>
<tr>
<td>Course Registration</td>
<td>mid- late September (TBA)</td>
<td>early-mid April (TBA)</td>
</tr>
<tr>
<td>Classes</td>
<td>September 29 - December 22, January 5 - 24</td>
<td>mid April - mid July (April 11 - July 21 in 2016)</td>
</tr>
<tr>
<td>Final Exams</td>
<td>January 25 - February 1, 2016</td>
<td>late July (July 22- July 29 in 2016)</td>
</tr>
<tr>
<td>Transcript Issuance</td>
<td>late March</td>
<td>mid September</td>
</tr>
</tbody>
</table>

Other Important Academic Information

Summer Vacation : August - late September (July 30 - September 28 in 2016)
Winter Recess : December 23, 2016 - January 4, 2017
Spring Vacation : February 2 - March 31, 2016

Exchange Application

Application requirements

<Programs taught in English> TOEFL iBT 79, TOEFL PBT/ITP 550, IELTS 6.0, or TOEIC730 (for Graduate Program: TOEFL iBT 100, TOEFL PBT/ITP 600, IELTS 7.0, or TOEIC870)

<Programs taught in Japanese> Japanese Language Proficiency Test N1 level or consult with Sophia University

Expected GPA for application

Applicants are strongly expected to have a Grade Point Average of B (3.0) or better in the standard 4-level rating system (A, B, C, D) or equivalent.

4. APPROXIMATE LIVING EXPENSES FOR EXCHANGE STUDENTS

Housing fees

<table>
<thead>
<tr>
<th>Type of Housing</th>
<th>1 semester (4 months)</th>
<th>1 year (10 months)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophia Soshigaya International House</td>
<td>258,000 yen</td>
<td>524,300 yen</td>
<td></td>
</tr>
<tr>
<td>Kasai International House for Women</td>
<td>308,936 yen</td>
<td>711,380 yen</td>
<td></td>
</tr>
<tr>
<td>Wakeijuku for Men</td>
<td>468,600 yen</td>
<td>989,000-1,072,700 yen</td>
<td>Meals included</td>
</tr>
<tr>
<td>Azalea House</td>
<td>305,000 yen</td>
<td>635,000 yen</td>
<td></td>
</tr>
<tr>
<td>DK House Matsudo</td>
<td>307,500 yen</td>
<td>676,740 yen</td>
<td>excluding a charge of electric usage</td>
</tr>
<tr>
<td>DK House Nerima/ Shinkoawa</td>
<td>319,500 yen</td>
<td>706,740 yen</td>
<td>excluding a charge of electric usage</td>
</tr>
</tbody>
</table>

Other Expenses

Meals: 30,000 - 60,000 yen per month
Books: 30,000 - 50,000 yen per semester
Public Transportation: 5,000 - 10,000 yen per month
Personal Expenses: 20,000 yen /month - (depends on the student’s lifestyle)

Insurance

Personal Accident Insurance for Students Pursuing Education and Research: 800 yen /year (Mandatory)
Japanese National Health Insurance:1,500-3,000 yen /month (depends on resident areas)

5. PHOTO