



[PEARL Students]

Guide to Studying Abroad



This guide will take you through the various procedures for studying abroad. Please make sure that you go through all the items in this guide well in advance of your departure, as they will have a direct bearing on your advancement to a higher year level and your graduation.

■ Academic fees and expenses

Students who study abroad on a **student exchange program** will be exempt from the academic fees of the host university for the period of the program.

Students who study abroad as **privately financed** students will be exempt from tuition fee and Facilities fee for Keio University courses (by semester) for the period they are unable to attend at Keio. These students must first pay the full amount for their academic fees and expenses to Keio University, and then apply for a refund of tuition costs after their return to Japan. **Please therefore ensure that you retain the receipts of bank transfers for the payment of academic fees and expenses.** The documents for applying for an exemption from tuition costs will be enclosed with the notice of approval for studying abroad.

■ Course registration and procedures for transfer of credits

***Any course in which classes or exams are scheduled during the period of approved study abroad will be treated as being void.**

***If students return to Japan after the course registration amendment period of the Fall Semester, they will not be able to take Fall Semester courses or Fall and Spring set courses for the academic year of their return (including Research Seminars.)**

1. Continued registration of Fall and Spring set courses

Students studying abroad from the Spring Semester through to the Fall Semester who took the Fall Semester half of Fall and Spring set courses preceding departure will be able to earn credits for these set courses by registering for the Spring Semester half of these courses upon their return to Japan. The application criteria are as follows:

- (I) Before departure, students must inform the faculty members in charge of the set courses of their intention to continue their registration after returning to Japan.
- (II) The same course must be taught by the same faculty member as part of a set running from the Fall through the Spring after students return to Japan (in the case of foreign language courses it is permissible to take courses taught by different faculty members)
- (III) Students must register for this same course at the Faculty of Economics counter of the Office of Student Services during the course registration amendment period in the Spring Semester after returning to Japan (online registration is not permitted)

***Students cannot resume their set courses after returning to Japan if they wish to make a course registration in the Fall Semester.** Please re-register for these set courses from the beginning.

2. Transfer of credits

Credits earned under the study abroad program can be approved as Keio University credits. Please complete the "Application for Transfer of Credits and Period of Enrollment from Overseas University" (downloadable from the "For Keio Students" website) and submit the form to the Faculty of Economics section along with an original transcript of academic record from the host university where you studied,

materials attesting to the number of class hours for each course, and the course syllabi (of both universities if the course is to be accredited as individual Keio courses; see the transfer criteria below). Please also attend an academic advising interview that will be held at a later date with any other materials received during the course including handouts, assignments, and examination questions (**the requested transfer of credits is not guaranteed; no decision on the feasibility of the transfer of credits will be made before a student has returned to Japan as any decision will be based on a comprehensive assessment including the course materials**). **In principle, applications are to be made within two weeks of returning to Japan** (if the original transcript of academic record has yet to arrive, first submit a printout of the online grade confirmation screen).

[Transfer criteria]

- (I) Credits obtained at the host university will be transferred according to either method ① or ② below based on the course types at Keio University. However, credits for mandatory foreign language courses cannot be transferred. Additionally, credits may not be transferrable when the content of a course is at an elementary level.
 - ① Accredited as an individual course at Keio University
Applicable courses: Core courses in Major Subjects category, Foundation courses, Mandatory Introductory courses in Major Subjects category, Foreign language courses, and Optional courses
 - ② Accredited as an “Accredited Study Abroad Course (name of subject category)”
Applicable courses: Advanced/ Related courses in Major Subjects category, Mandatory Elective Introductory courses in Major Subjects category, General Education courses, and Elective courses
- (II) Credits will be converted upon considering the class hours and the average number of courses to be taken at the host university per semester. 2 credits at Keio equate to roughly 1,350 minutes or more of study time (sum of class hours and self-study time).

*1 ECTS credit from a European university can be transferred at the equivalent of two-thirds of a 1 Keio University credit (e.g. 6 ECTS credits equal 4 Keio credits; however, 4 ECTS credits will be transferred as 2 Keio credits). Either 3 credits earned in a semester system (one course) or 4 credits earned in a quarter system (one course) at an American university can be transferred as 4 Keio University credits.
- (III) Accredited courses will be awarded a grade of “G (accredited)” regardless of the grades attained at the host university.
- (IV) In principle, credits will be transferred in the semester of the study abroad when the length of the study abroad was one semester, or in the Fall semester that the student returns to Japan when the length of the study abroad was two semesters. However, students who were studying abroad from before the end examination period for the Spring Semester up until the Fall Semester will retroactively advance from the third-year to the fourth-year level (refer to next item), and it will be possible to have a maximum of 6 credits initially transferred in the Spring Semester of the academic year that the student embarked on the study abroad (third year) transferred over to the Fall Semester after advancement (fourth year) when these credits are surplus to the credit requirements for retroactive advancement to the fourth-year level.
- (V) A maximum of 60 credits can be transferred from courses at other universities (including Tokyo Institute of Technology courses). Furthermore, although the credits earned during the study abroad are included in the credit requirement for advancement to the next year level or graduation when transferred, they do not count towards the course registration limit at Keio University.

3. Inclusion of Period of Study Abroad to Enrollment Period at Keio and Retroactive Advancement to the Next Year Level

For advancement to the next year level, it is necessary to be enrolled at Keio at the end of the academic year (at the end of the spring semester), as well as to have been enrolled for at least two

semesters in the current year level, in addition to satisfying the credit requirements for advancement. Students who desire for the period of the study abroad (not already counted as part of enrollment) to be included in the enrollment period at Keio University will need to attend an academic advising interview.

- (I) **When students depart for and return from studying abroad in the same academic year**, advancement to the next year level or graduation is possible at the end of this academic year if the period of the study abroad is permitted to be included in the enrollment period at Keio University at the academic advising interview. Students will repeat the same year level regardless of the number of credits they have earned when the requirement of enrollment for the two semesters has not been fulfilled because of not including the period of study abroad to an enrollment period at Keio University.
- (II) **When students are studying abroad at the end of the academic year (at the end of the spring semester) and repeat the same year level**, retroactive advancement to the next year level dated back to September 22 is possible if the following criteria are met upon returning to Japan:
 - (i) When inclusion of the period of the study abroad to an enrollment period at Keio University is granted during the academic counselling interview; and
 - (ii) When a student's enrollment period at Keio University and the credits he or she earned before departure fulfill the requirements for advancement to the next year level with the credits transferred from the host university and the inclusion of the period of study abroad to an enrollment period at Keio.
 - * For students who departed after the Spring Semester examinations, credit requirements for advancement must be satisfied by the total credits earned by the end of the academic year at Keio.

*Retroactive graduation is NOT permitted.

Official approval is granted by a Faculty Meeting of the Faculty of Economics based on the student's application. Be advised that in principle, the final opportunity for receiving the approval of the faculty meeting is late July. Furthermore, the maximum period for studying abroad that can be included in the enrollment period at Keio University is one year (including cases where a student has studied abroad multiple times).

■ Life Studying Abroad

The host university will treat everyone not only as individuals, but as **student representatives of "Keio University or those from Japan."** Please be conscious of your role as a representative of Keio University or of Japan and endeavor to act in a manner befitting a Keio University student.

There may also be occasions where what you consider to be common sense does not apply due to cultural differences. Please take sufficient care to avoid thoughtless behavior or becoming embroiled in any incidents or trouble whether at your host university or in private.

In the event of any problems, please contact your host university, the embassy of your home country, or Keio University.

Staff in charge of the Faculty of Economics Section at the Mita Office of Student Services, Keio University:

Address: The Faculty of Economics Section, the Office of Student Services, Keio University
2-15-45 Mita, Minato-ku, Tokyo 108-8345, Japan

E-mail: mita-kei@adst.keio.ac.jp

Tel.: +81-3-5427-1556 (Weekdays 08:30-17:00 [JST])

Additionally, to prepare for unforeseen circumstances while studying abroad, Japanese nationals should register with the travel registration service (*Tabireji*) of the Ministry of Foreign Affairs detailed below. Students with other nationalities are advised to contact their country's embassy.

Travel (less than three months): MOFA Overseas Travel Registration

Tabireji (<https://www.ezairyu.mofa.go.jp/tabireg/>)

Residence (three months or more): Overseas Residential Registration System

■ Required documents after returning to Japan

1. To be submitted by everyone

- Notification of Returning to Study (to be submitted promptly after your return to Japan)
- Original transcript of academic record (to be submitted promptly once issued; copies are acceptable when students do not wish to transfer credits)

2. **To be submitted only by students who wish to transfer credits and who wish to include the period of study abroad to an enrollment period at Keio University** (students are required to attend an academic advising interview; students may apply for either a credit transfer or inclusion of period of study abroad to enrollment period at Keio, or both)

- Application for the Transfer of Credits and Period of Enrollment from Overseas University (to be submitted within two weeks of returning to Japan)

★ The prescribed forms are available at the Faculty of Economics counter at the Mita Office of Student Services and can also be downloaded from the following webpage:

Keio Student Website → Mita → Faculty of Economics → Procedures

URL: <https://www.students.keio.ac.jp/en/mt/econ/procedure/status/form.html>

*Students wishing to attend an academic advising interview should contact the Faculty of Economics Section at the Mita Office of Student Services