

“Study Abroad” as defined in Article 153 of the Undergraduate Rules and Regulations and Article 124 of the Graduate Rules and Regulations

1. Application Procedures

Follow the procedures in the order shown below.

*The necessary procedures vary between your affiliation, so please confirm with the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

- 1) Fill out all the required items on the Application for Study Abroad, affix any necessary seals, and attach all the relevant documents to the application. Have the Academic Affairs Group in the Office of Student Services (or the section in charge of academic affairs on your campus) check the application and give you a seal of reception.
- 2) Submit the application to your academic counselor or academic advisor for a seal of approval.
- 3) Upon the completion of the procedures above, submit the application to the Academic Affairs Group in the Office of Student Services (or the section in charge of academic affairs on your campus).

2. Acceptance to Study Abroad

After deliberations by the Faculty Board (Graduate School Committee), a notification will be sent directly to your guarantor.

3. Period of Study Abroad

The study abroad period is limited to a maximum of one year per application. If you plan on extending your period of study abroad, you must submit the Application for Study Abroad (Extension) following the procedures in 1 above, and receive approval. The extension of study abroad is approved only once (twice for graduate students).

4. Tuition Reduction

If undergraduate students go on privately funded study abroad programs after enrolling at Keio University for more than one year, or if graduate students go on a privately funded study abroad, they will receive reductions in tuition, facility and equipment fees, and experiment and practical training fees by the semester. A notification regarding procedures for reduction will be sent to the student's guarantor after the Application for Study Abroad is approved by the Faculty Board (Graduate School Committee). For details, please consult the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

5. Procedures upon Completion of Study Abroad

Please submit a Notification of Returning to Study.

Those who wish to transfer credits for courses taken at their host university should consult the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus. Depending on your undergraduate faculty or graduate school, credit transfer may be mandatory, so please confirm with the Academic Affairs Group in the Office of Student Services or the section in charge of academic affairs on your campus.

Undergraduate Rules and Regulations (excerpt)

- Article 153**
- 1) The University may permit a student to study abroad at another university without taking a leave of absence if this is deemed to be in the educational interests of the student.
 - 2) The period of any study abroad up to one year maximum shall be included in calculating the number of years of enrollment at the University.
 - 3) Up to 30 credits earned while studying abroad may be counted toward the number of credits required to graduate from the University. However, in the Faculty of Economics, Faculty of Policy Management, Faculty of Environment and Information Studies, and Faculty of Nursing and Medical Care, up to 60 credits earned at another university or equivalent institute of research and learning may be counted toward the number of credits required to graduate from the University.
 - 4) Apart from the study abroad in Clause 1) of this Article, the University may permit a student to register for subjects offered at overseas partner universities while remaining enrolled at the University, in the case of study abroad as part of a degree program provided in collaboration with an overseas university, such as but not limited to a double degree program.
 - 5) Detailed regulations concerning study abroad shall be stipulated separately.

Graduate Rules and Regulations (excerpt)

- Article 124**
- 1) A student may be permitted to study abroad at a graduate school of an overseas university without taking a leave of absence if this is deemed to be in the educational interests of the student by his/her graduate school committee.
 - 2) The period of any study abroad up to a maximum of one year shall be included in calculating the number of years of enrollment at the University. However, up to 2 years maximum may be counted in the case of doctoral programs in the Graduate School of Medicine.
 - 3) Up to 10 credits for subjects earned while studying abroad may be counted toward the number of credits required to satisfy the degree requirements.
 - 4) Detailed regulations concerning study abroad shall be provided for separately.

*Regulations for Keio Law School differ, so please contact the section responsible for the Law School for more information.

