

## Guidelines for 2024-2025 ILA Undergraduate Exchange Program

The ILA will have an exchange program for undergraduate students with its partner institutions in the academic year 2024-2025.

If you wish to study at an ILA partner institution, read these guidelines carefully and submit the required documents to the ILA Office during the application period.

### **1. Partner Institutions**

- IE University (Spain) / **IE**
- The Department of Anthropology, University College London (UK) / **UCL**
- University College Maastricht, Faculty of Science and Engineering at Maastricht University (Netherlands) / **UCM**

### **2. Exchange Period**

One of the following:

#### **[IE]**

One year: September 1, 2024- June 30, 2025

One semester: September 1, 2024 - December 31, 2024

#### **[UCL]**

One year: September 21, 2024 - June 30, 2025

One semester: September 21, 2024 - December 31, 2024

#### **[UCM]**

One year: September 1, 2024 - June 30, 2025

One semester: September 1, 2024 - January 31, 2025

### **3. Intake**

#### **[IE]**

One student for one year or two students for one semester

#### **[UCL]**

Four students for one year or eight students for one semester.

#### **[UCM]**

One student for one year or two students for one semester

### **4. Eligibility (must satisfy the following conditions)**

#### **Applicants to IE**

- ① You must obtain 64 credits or above and be in the fifth semester or above as of September 21, 2024.
- ② You must have approval from your registered guarantor.

- ③ You must have achieved a cumulative GPA of 3.0/4.0.

### **Applicants to UCL**

- ① You must obtain 45 credits or above and be in the fourth semester or above as of September 21, 2024.
- ② You must have approval from your registered guarantor.
- ③ You must have achieved a cumulative GPA of 3.3/4.0.

### **Applicants to UCM**

- ① You must have successfully completed at least 1.5 academic years of undergraduate study as of September 21, 2024.
- ② You must have approval from your registered guarantor.
- ③ You must have achieved a cumulative GPA of 3.0/4.0.

**Note that if you do not satisfy all conditions for eligibility at the time of departure, you will not be permitted to participate in the undergraduate exchange program.**

## **5. Application**

- (1) Application period: From December 1 to December 22, 2023.
- (2) Application submission to: The ILA Office (submission via email is acceptable).
- (3) Documents to submit:
  1. Prescribed application form
  2. Statement of purpose
  3. Grade Report (a printed copy of your academic results page on DUET is acceptable)
  4. Pledge (the signature of your registered guarantor is required)

Guidelines and forms can be downloaded from:

<https://ila.doshisha.ac.jp/en/private/exchange-program.html>

## **6. Selection**

- (1) Candidates will be selected by the ILA based on an interview and the application materials.
- (2) The interview will be conducted from 12:30 on January 11 or from 12:30 on January 12, 2024. The date will be decided by the University. The duration of the interview is approximately 10 to 15 minutes. Further details including the meeting time will be announced on December 27, 2023 by email.
- (3) Results will be announced by March 5, 2024 by email.

After passing the ILA selection process, exchange candidates must submit an official

application to the host institution. Details about the official application will be announced after the results of the ILA selection are announced. The final admission decision will be made by the host institution.

## **7. Fees**

- (1) You will pay tuition fees to Doshisha University.
- (2) You will be exempted from tuition fees for the host institution while you attend, but you will be responsible for additional costs for any practical training and seminars held within the course(s) you take.
- (3) You will be responsible for housing and all other costs.

## **8. Scholarship**

Exchange students with actual duration over 3 months may be eligible to apply for a Doshisha University Scholarship for Student Exchange Programs. Eligible students will be informed of the details separately.

## **9. Information about the host institutions**

Please check the following website for information about the host institutions before preparing your application.

<https://ila.doshisha.ac.jp/en/private/exchange-program.html>

Regarding the types of course you may take, the number of credits you can earn, the registration procedure, grading system, etc., you will follow the same rules and policies as regular students at the host institution.

NOTE: DO NOT contact the host institution directly. If you have any questions, please contact the ILA Office. (You may contact the host institution only after being officially accepted by that institution.)

## **10. Housing**

The host institution will assist candidates in finding housing, or facilitate university-approved accommodation at the students' cost.

## **11. Credit Transfer**

The credits you earn at the host institution may be accredited and calculated toward your degree requirements upon the ILA's approval. Please make sure you plan courses carefully to ensure completion of graduation requirements.

## **12. Enrollment Status at Doshisha University**

Exchange students shall remain enrolled at Doshisha University for the duration of the exchange and cannot take a leave of absence, withdraw, or graduate from Doshisha

University during the period of exchange. You may not proceed to a graduate program during the exchange period. It is also important to note that you are not permitted to register for Doshisha University courses at any time during your period of exchange with the partner institution.

### **13. International Students at Doshisha University**

International Students at Doshisha University must consult with the Office of International Students before applying. Although the Exchange Program is open to all ILA students, some international students may not be eligible to apply due to the scholarship they receive.

### **14. Change and Cancellation**

Once the application has been submitted, you cannot make changes or cancel the application. Before applying, you must consider carefully your plan of study, graduation, and career path.

Even if you return to Japan early, you cannot simultaneously register for classes at Doshisha while you are registered at a partner institute.

### **15. Visa**

It is your own responsibility to obtain any visas that you need. If you fail to do so, you may not be able to study abroad. Check the procedures and required documents as early as possible since some documents such as criminal record may not be easy for you to obtain. Have the DU medical check-up in April to prepare to submit the required medical certification.

### **16. Study Abroad Insurance**

Exchange students are required to purchase a travel insurance plan that is effective for the exchange period.

[Minimum coverage of insurance]

Medical Treatment & Rescuer's Expense: ¥50,000,000

Liability: ¥100,000,000

### **17. Risk Management**

Doshisha may cancel exchanges or advise its exchange students to return to Japan depending on the security situation of the country (or region) where the host institution is located. In such circumstances, exchange students must follow the advice of Doshisha without delay. Cancellation fees and travel expenses for returning to Japan will be your responsibility.

### **18. Documents to be submitted**

### **[Before Departure]**

- Request for Study Abroad\* (immediately after receiving a letter of acceptance)
- Notification of Departure for Study Abroad\* (as soon as the departure date is fixed)

### **[During Exchange]**

- One report during a one-semester exchange. (A4 size paper, approx. 300~500 words)
- Two reports during a two-semester exchange. (A4 size paper, approx. 300~500 words)

The report outlines your academic studies and daily life at the host institution and should be submitted by email to the ILA Office: [ji-ila@mail.doshisha.ac.jp](mailto:ji-ila@mail.doshisha.ac.jp).

### **[After Return]**

- Notification of Return from Study Abroad\* (within 2 weeks after return)
- Study Abroad Report (A4 size paper, approx. 1200 words / within 2 months after return)

\*Prescribed forms can be downloaded from  
<https://ila.doshisha.ac.jp/en/private/exchange-program.html>