

**Student Exchange Agreement  
between  
Ryukoku University, Kyoto, Japan  
and  
University of Ostrava, Ostrava, Czech Republic**

Ryukoku University (hereafter referred to as RU) and University of Ostrava (hereafter referred to as UO), recognizing the benefits to be gained by both parties through Student Exchange, and wishing to promote scholarly activities and further international understanding, hereby agree on the following:

**\*Definition**

**Exchange student:** Student wishing to study at the host institution with a recommendation from the home university.

**1. Duration of Study at Host Institution**

1.1 Exchange students will stay at the host institution for either one semester or one academic year.

**2. Number of Exchange Students**

2.1 Both institutions will accept the equivalent of 2 full-year students per academic year from 2019. The number of students exchanged between the two institutions will be balanced over 3 years.

2.2 Exchange students will pay normal tuition fees to their home university in accordance with the policies of that university. Neither university will charge tuition or application fees from each other or the student.

**3. Application and Admission**

**For students who will study abroad at UO:**

3.1. UO will inform RU of its application deadline 4 months prior to the beginning of each semester and RU will forward the applications of its nominees to UO by the deadline.

3.2 RU will make decisions regarding the applications within one month of receiving the applications. RU will be notified as to which students are offered admission and will inform each student of RU's decision.

3.3 Applicants to whom offers are made must indicate whether they wish to accept or decline the offer.

**For students who will study abroad at RU**

3.4 RU will inform UO of its application deadline 4 months prior to the beginning of each semester and UO will forward the applications of its nominees to RU by the deadline.

3.5 RU will make decisions regarding the applications within one month of receiving the applications. UO will be notified as to which students are offered admission and will inform each student of RU's decision.

3.6 Applicants to whom offers are made must indicate whether they wish to accept or decline the offer.

#### **4. Documentation to be submitted to the Host University**

All students are required to submit the following documentation in order to be considered for the program by the Host:

##### **4.1 For students who will study abroad at UO:**

Will be required to submit the following

- i. International Student Application form
- ii. A copy of biometric page of passport
- iii. Letter of Recommendation detailing the student's suitability for the program, including English language ability at B2 level (on CEFR scale)
- iv. Unofficial Transcript of Student's Grades in English

##### **4.2 For students who will study abroad at RU:**

- i. Application form
- ii. Certificate of Proficiency in Japanese
- iii. Letter of Recommendation detailing the student's suitability for the program
- iv. Official Transcript of Student's Grades (in English or Japanese)
- v. Plan of study at RU
- vi. Certificate of Health
- vii. Application for Certificate of Eligibility
- viii. 6 Passport size photos
- ix. A photocopy of passport (the pages with the passport holder's photo and passport number)
- x. Application for Admission to Ryukoku University student dormitories

#### **5. Course/Modules Selection**

##### **For students who will study abroad at UO:**

5.1. Exchange students are offered any classes available at UO as long as they meet the language requirement and are accepted by the class instructor. Students should discuss their interest in classes with their faculty coordinator.

5.2. It is the student's responsibility to ensure that the courses selected for study at the host university are acceptable to the student's home university.

##### **For students who will study abroad at RU:**

5.3 Exchange students are offered any classes available at RU as long as they meet the Japanese or other language requirement and are accepted by the class instructor. Typical requirements include but are not limited to placement at high intermediate level and above for Japanese language classes at RU.

5.4 For Japanese language study at RU, students from UO will take classes in the Japanese Experience Program in Kyoto (JEP Kyoto), which is specially designed for exchange students. While there is no minimum Japanese language requirement to take JEP Kyoto language classes, it is recommended that UO students have 300 hours of previous Japanese language study experience or attained a score of N4 on the Japanese Language Proficiency Test in order to make the most of their experience. Students who have had no prior Japanese language study may choose to register for classes in our JEP-E study course (a subject group within the JEP Kyoto Program) which offers classes taught in English and introductory Japanese lessons. For JEP Kyoto classes offered in English, a minimum score of 500 TOEFL PBT or equivalent is recommended for students whose first language is not English.

5.6 It is the student's responsibility to ensure that the courses selected for study at the host university are acceptable to the student's home university.

## **6. Credits**

6.1 Any academic credits received during the course of the program may be transferred to the home university if they meet the criteria specified by the home university and are in accordance with the appropriate regulation of the home university.

## **7. Conditions**

7.1 UO accepts students from the RU granting the following conditions:

- i. Tuition fee waiver for the exchange students
- ii. Assistance in finding accommodation. The cost of accommodation will be borne by the student.

7.2 RU accepts students from the UO granting the following conditions:

- i. Tuition fee waiver for the exchange students
- ii. Assistance in finding accommodation. The cost of accommodation will be borne by the student.

7.3 All students from both institutions will be responsible for making their international travel arrangements and must bear all associated costs, including study materials, local transportation, student health insurance and medical care, personal expenses and passport/visa application fees.

7.4 The host university will make every effort to facilitate the integration of students into the student life of the university.

7.5 Students shall be subject to the rules and regulations of the host university. Each university reserves the right to dismiss any student at any time for conduct in violation of their established rules and regulations. However, the dismissal of an exchange student shall not abrogate the Agreement or the arrangements regarding other exchange students.

7.6 Upon completion of the program at the host university, students must return to the home university. No extension of stay will be authorized unless otherwise specifically agreed upon by both parties.

## **8. Joint Responsibilities**

8.1 UO will appoint an exchange coordinator responsible for dealing with all academic matters related to the student exchange. RU will be notified of the exchange coordinator at the start of the Agreement. UO may change the exchange coordinator pending notification to RU of any such changes.

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## **9. Entry Procedures**

9.1 Both institutions will assist exchange students with the necessary entry procedures required by each country.

9.2 The host university will issue appropriate documents for visa purposes in accordance with their respective national laws. It is the responsibility of the individual exchange student to obtain a visa in a timely manner.

## **10. Expiration of this agreement**

10.1 This agreement is effective for a period of three years from the date of signing. The agreement will be re-examined by both universities every three years and unless either party wishes to alter the agreement, it will automatically remain in force. Either university may terminate the agreement at any time by giving six months notice in writing. Regardless of termination, both universities shall continue to fulfil their obligations until all participants involved in the programme have completed the term in session at the time of termination.

## **11. Register of Contracts**

11.1 University of Ostrava is obliged entity pursuant to Act No. 340/2015 Coll., Act on the Register of Contracts (hereinafter the "Act on the Register of Contracts"). Ryukoku University acknowledges and expressly agrees that this Agreement in full is subject to publication in the Register of Contracts (public administration

information system administered by the Czech Ministry of the Interior). University of Ostrava undertakes to publish this Agreement in compliance with the provisions of the respective Act on the Register of Contracts.

Signed on behalf of University of Ostrava

Signed on behalf of Ryukoku University

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Lata Jan, prof. M.D.  
Rector  
University of Ostrava  
Czech Republic

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Takashi Irisawa  
President  
Ryukoku University

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Date            /            /  
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