



立教大学 経営学部
College of Business, Rikkyo University

Information Sheet for Exchange Student 2007/08
(As of October 1, 2007)

<i>University Name</i>	College of Business (COB), Rikkyo University (St. Paul's University)
<i>Address</i>	3-34-1 Nishi Ikebukuro, Toshima-ku, Tokyo, Japan 171-8501
<i>Website Address</i>	College of Business: http://cob.rikkyo.ac.jp/e University: http://www.rikkyo.ne.jp/grp/kohoka/englishpages.htm
<i>Contact Address</i>	<p>1) <i>Academic Contact:</i> Dr. Toshiya Ozaki, Chair & Professor of International Business and Director of International Programs, COB, Rikkyo University Tel: 81-3-3985-4077/Fax: 81-3-3985-2812/ozakit@rikkyo.ac.jp</p> <p>2) <i>Administrative Contact:</i> Ms. Kanako Ogawa, Program Coordinator, COB, Rikkyo University Tel: 81-3-3985-4772/Fax: 81-3-3985-2292/ z2007067@tvs.rikkyo.ne.jp</p> <p>3) University-wide support is provided by: Center for International Studies, Rikkyo University http://www.rikkyo.ne.jp/grp/cis/english/index.html</p>
<i>Language of Instruction</i>	English and Japanese
<i>Language of Courses</i>	English and Japanese
<i>Level of Study for Exchange Students</i>	Bachelor and Master
<i>Brief University Description</i>	<p>The Rikkyo University, founded in 1874 by an American Episcopal missionary, is one of oldest and nationally recognized research universities in Japan. It has 9 colleges (Liberal Arts, Economics, Science, Sociology, Law, Tourism, Community & Human Services, Psychology and Business) offering both undergraduate and graduate programs, and enrolling the total of about 15,000 undergraduate and 1,400 graduate students. It has two campuses: The Ikebukuro campus, located in the center of Tokyo, is the home to College of Business and six other colleges, while the Niiza campus, about 30 minutes westward by train in the neighboring Saitama prefecture, is the home to the colleges of Tourism, Community & Human Services, and Psychology.</p>

<i>Academic year</i>	<p>Fall Semester: From 20 September, 2007 to 4 February, 2008 including the Fall Break in early November (1 week long), the Christmas Break (2 week long) and the Reading and Exam Period..</p> <p>Note: With close advance consultation with instructors, exchange students may wish to petition for the returning to their home countries for the Christmas Break and take final examinations at their home universities to complete the exchange studies. Prior approval before registration is necessary.</p> <p>Spring Semester: From early-April to late-July including the Reading and Exam Period.</p>
<i>Period of Exchange</i>	One Semester or One Academic Year (Two Semesters)
<i>Program / Department (s)</i> (Available for incoming exchange)	Almost all programs at Rikkyo University, including the Japanese language program, are open to exchange students. Most courses outside of COB are offered in Japanese. Certain conditions apply.
<i>Courses outside the College of Business for incoming exchange</i>	<p>Yes. Colleges of Arts, Economics, Science, Social Relations, Law and Politics, Tourism, Community & Human Services, and Contemporary Psychology in addition to College of Business.</p> <p>Please note that the language of instruction for most courses offered outside of COB is Japanese. COB will progressively introduce courses taught in English starting the Fall 2006 semester. For details, contact the faculty advisor.</p>
<i>Course Selection</i>	<p>Areas of Concentration at COB:</p> <p>International Business, International Finance, Organizational Behavior, Leadership, Marketing, MIS, CSR, and Cross-cultural Management, among others.</p>
<i>Recommended Credit Load per semester</i>	14 to 20 credits (7 to 10 courses) per semester
<i>Contact hours per course</i>	Most non-language courses typically meet once a week for a class session that lasts for two contact hours. Two contact hours (one class session) are 90 minutes. A course normally consists of 28 contact hours (14 weeks) per semester followed by the final exam period.
<i>No. of credits per course</i>	2 credits per course per semester
<i>Minimum workload per semester</i>	Normally 14 credits (7 courses) per semester

<i>Maximum workload per semester</i>	20 credits (10 courses) per semester														
<i>Length of Bachelor degree (years)</i>	4 years														
<i>Graduation requirements for bachelor degree</i>	124														
<i>Teaching Methods</i>	Lecture and Seminar. Typically, reading, discussion, presentation, the undertaking of a group and/or individual project and other means of class participation are required. For details, consult the course catalogue and/or individual instructors.														
<i>Grading Scale</i>	<table border="1"> <thead> <tr> <th>Grade</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>S</td> <td>4.0</td> </tr> <tr> <td>A</td> <td>3.0</td> </tr> <tr> <td>B</td> <td>2.0</td> </tr> <tr> <td>C</td> <td>1.0</td> </tr> <tr> <td>D</td> <td>0.0</td> </tr> <tr> <td>F</td> <td>0.0</td> </tr> </tbody> </table>	Grade	Grade Point	S	4.0	A	3.0	B	2.0	C	1.0	D	0.0	F	0.0
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<i>Minimum GPA Requirement</i>	2.5														
<i>Address & contact person for Exchange Transcript</i>	Contact Ms. Ogawa for assistance.														
<i>Additional Fees (Misc. Fees)</i>	Yen 3,500 for Mandatory Student Health Insurance Program.														
<i>Application Requirements</i>	<p>Coordinator, please send us:</p> <ol style="list-style-type: none"> 1) Nomination via email; 2) Completed application form; 3) One copy of official transcript; 4) One recommendation letter by a faculty member. 5) Certificate to financial resources to cover expenses while in JAPAN 6) Medical report 7) Birth certificate; copy of passport, citizenship, etc. 8) 3 passport photos 9) Certification of Japanese language proficiency (if you have) 														
<i>Application Deadlines</i>	<p>Spring 2008 Semester: 30 November, 2007</p> <p>Fall 2008 Semester: Early April, 2008</p>														
<i>Recommended Arrival Date</i>	2 days before orientation														
<i>Orientation</i>	<p>For Spring 2008 Semester: TBA</p> <p>For Fall 2007 Semester: TBA</p>														

<i>International Dormitory</i>	A new off-campus international dormitory will be opened in April 2008. It will house both exchange students and Rikkyo students. The residence fee will be 53,700 yen per month, excluding utilities. Please refer to the accommodation information for details.										
<i>Accommodation / Housing Options</i>	International dormitory or private accommodation. University's Center for International Studies will provide assistance.										
<i>Living Cost (Estimated)</i>	<p>The average total amount of monthly living expenses for Rikkyo students who live in a private apartment is roughly estimated at 155,000 Yen. Please refer to the following average monthly expense as a general reference (Source: <i>Survey of Student's Life</i>, October 2006, The Japanese Association of Private College and Universities):</p> <table border="1" data-bbox="632 835 1342 1124"> <tr> <td>Rent & Utilities</td> <td>65,500 (Yen)</td> </tr> <tr> <td>Food</td> <td>26,700</td> </tr> <tr> <td>Study Materials(such as books)</td> <td>6,200</td> </tr> <tr> <td>Domestic Travel & Transportation</td> <td>18,700</td> </tr> <tr> <td>Others</td> <td>38,000</td> </tr> </table>	Rent & Utilities	65,500 (Yen)	Food	26,700	Study Materials(such as books)	6,200	Domestic Travel & Transportation	18,700	Others	38,000
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<i>Medical Coverage</i>	<p>1) National Health Insurance Program (Kokumin Kenkou Hoken): Foreign students staying in Japan for a year or longer must apply for the National Health Insurance Program. The cost is approximately 3,500 yen per year. The National Health Insurance Program is a medical insurance program that allows you to receive treatment and examinations at medical institutions in case of accidents or injuries. As the government or local organization cover a part of these medical fees, you are not left with a heavy bill to pay in the end. The National Health Insurance will cover about 70% of the total medical cost incurred.</p> <p>2) Medical Fee Reimbursement by AIEJ (Association of Int'l Education, Japan): When students with a visa status of "Ryugaku" (College Student) receive medical treatment or an examination at a medical institution that accepts health insurance, they will be reimbursed for part of the incurred medical cost by the Association of international Education, Japan (AIEJ). For details, contact the Center for International Studies.</p> <p>3) Rikkyo Student Health Insurance</p>										

<i>Visa Requirements</i>	All foreign students must apply for student visa prior to arrival.
<i>Distance from city / airport</i>	90 minutes by bus/train from Narita International Airport.
<i>% of International Students</i>	About 350 international students, representing roughly 2.5% of all the undergrad students.
<i>% of Exchange Students</i>	About 50 students.