The exchange program Okayama (EPOK) (hereinafter referred to as “the EPOK program”) is a short-term study abroad program (comprising the acceptance and dispatch of students) provided by Okayama University (hereinafter referred to as “the University”). To implement the program, the University has concluded detailed operational rules about inter-university exchanges, such as those concerning exemption from the payment of tuition fees, with 44 universities in 13 countries and regions. With the objective of promoting student exchanges between these overseas universities (hereinafter referred to as “the EPOK partner universities”) so as to improve individual universities’ research and education levels, and help enhance mutual understanding and friendly, amicable relations with these countries, the University accepts applications for study abroad under the EPOK program.

Details

1. Eligibility

Students who are registered in a degree course of the University and satisfy all the following requirements are eligible to apply for the EPOK program:

(1) Students who are excellent in both academic achievements and personality
(2) Students who have a definite purpose and plan of study abroad and are expected to accomplish favorable results through study abroad at the EPOK partner universities
(3) Students who intend to continue studying at the University after completing their study abroad at the EPOK partner universities
(4) Students who satisfy the admission requirements specified by the individual EPOK partner universities or other criteria equivalent to such admission requirements
(For details, refer to the attached “list of EPOK partner universities, number of students accepted, duration of study abroad and requirements, etc.”)
(5) Students whose grade point average (GPA) score is 2.0 or higher at the time of submission of their application form
(6) Students who meet any of the following language proficiency requirements at the time of submission of their application form

[1] To take class subjects conducted in English at a host university (study abroad by registering an “academic” class subject conducted in English in the U.S., Canada, the UK, Germany, France, Italy, Australia, Thailand, Malaysia, Philippines, South Korea or Taiwan):
TOEFL-iBT score of 60 or higher, or IELTS score of 5.5 (overall) or higher

[2] To participate in language program classes conducted in English at a host university (study abroad in a language program course in the U.S. or the UK):
TOEFL-iBT score of 45 or higher, IELTS score of 4.5 (overall) or higher, TOEIC score of 500 or higher, GTEC score (reading and listening) of 225 or higher, GTEC score (reading, listening, writing and speaking) of 451 or higher

[3] To take class subjects conducted in a foreign language other than English at a host university (study abroad by registering an “academic” class subject conducted in an individual local language in China, Taiwan, South Korea or France)
A proficiency certificate of the foreign language concerned must be submitted. Other foreign language proficiency requirements must also be satisfied. English proficiency requirements are not imposed.

[4] To participate in language program classes conducted in a foreign language other than English at a host university (study abroad in a language program course in China, Taiwan, South Korea or France):
A proficiency certificate of the foreign language concerned is not required. English proficiency requirements are not imposed.

* In these Guidelines, an “academic” class subject means a class subject intended for credit acquisition. A “language program” consists of foreign language training classes.

2. Duration of dispatch (study abroad)

More than one trimester or one semester but within one year, starting in AY2020 (April 1, 2020 to March 31, 2021, including spring semester study abroad from January 1, 2020 to March 31, 2020) For details of the duration of study abroad at the EPOK partner universities, refer to the attached “list of EPOK partner universities, number of students accepted, duration of study abroad and requirements, etc.”)
3. Host universities, number of students accepted, and duration of study abroad
See the attached “list of EPOK partner universities, number of students accepted, duration of study abroad and requirements, etc. (The AY2020 EPOK program in the spring and fall semesters).”

4. Expenses
Official examination fees, admission fees and tuition fees of the EPOK partner universities are exempted. However, for students whose foreign language proficiency (TOEFL-iBT or IELTS score) does not meet the prescribed requirements set by the individual EPOK partner university, language training at a designated language school for a certain period of time may be required as a prerequisite for acceptance; in that case, the tuition fees at the language school may be borne by the student concerned.

Student visa application fees, traveling expenses and dormitory fees must be paid by the student concerned. Payment of the tuition fees of Okayama University is required as usual during the period of study abroad.

5. Student status during the period of dispatch
The period of dispatch, approved by the dean of the faculty or the graduate school of the student concerned, is considered as the duration of “study abroad” in accordance with the university regulations or the graduate school regulations of the University, and is included in the period of attendance at the University.

6. Credits earned from class subjects at the EPOK partner universities
Pursuant to the provisions set forth by each faculty and graduate school, credits earned from class subjects at the EPOK partner universities may be deemed as credits acquired by completing class subjects at the University, to an extent not exceeding 60 credits. Because approval of credits earned varies by faculty/graduate school, be sure to confirm the details in advance.

Subjects that can be taken at the EPOK partner universities are specified on the official websites of the individual EPOK partner universities; confirm the details in advance. (Individual partner universities’ official website addresses are indicated in the attached “list of EPOK partner universities, number of students accepted, duration of study abroad and requirements, etc.”)

For personal counseling on the subjects to be taken at the EPOK partner universities, please contact a faculty member in charge of the dispatch of EPOK students. (See the “20. Faculty and other staff members in charge of the dispatch of EPOK students” section.)

7. Scholarships
[1] Okayama University Scholarship Assistance Project for Students Dispatched to Overseas Countries
Students dispatched to the EPOK partner universities can apply for the Okayama University Scholarship Assistance Project for Students Dispatched to Overseas Countries if they do not receive a scholarship from any other organization for study abroad. Applications for this scholarship project are accepted after the students complete the study abroad concerned. Because the application period varies according to the date of completion of your study abroad (October for study abroad completed in April to September, or April of the following year for study abroad completed in October to March of the following year), make sure to apply for the scholarship project within the designated application period applicable to you.

[2] Japan Student Services Organization (JASSO) Overseas Study Abroad Support System (agreement-based dispatch of students)
EPOK students who need financial assistance can apply for the Japan Student Services Organization (JASSO) Overseas Study Abroad Support System (agreement-based dispatch of students). (The monthly scholarship amount is 60,000 to 100,000 yen, depending on the countries/regions they are dispatched to.) Grantees of this scholarship are selected by JASSO; students applying for the system through the University are not necessarily selected as a grantee. To apply for this scholarship system, put a check mark in the check box for “Yes” for the question “Would you like to apply for a JASSO scholarship through the University?” in the AY2020 Application Form for Exchange Program Okayama (EPOK). (No other documents are required to be submitted at the time of application.)

If the provision of the scholarship for the EPOK program has been approved and the University has decided to nominate you as a candidate grantee to JASSO, you will be separately contacted by International Student Division, International Affairs Department.

[3] Other scholarships provided by domestic organizations in Japan
For information on other scholarships provided by various organizations and foundations in Japan, refer to the pamphlet about scholarships for study abroad (issued by JASSO) on the official website of JASSO (http://www.jasso.go.jp).
Students who study at the EPOK partner universities can also apply for the “Tobitate! Study Abroad JAPAN” scholarship program (a scholarship course for nationwide students or regional human resources course students). For details, see the official website of the Tobitate! Study Abroad JAPAN scholarship program (http://www.tobitate.mext.go.jp/). Upon the invitation of applications by the scholarship program, the University will inform the availability of all faculties and graduate schools.

[4] Single payment scholarships for students in the Special Program for Global Human Resources Development
From among students in the Special Program for Global Human Resources Development (limited to students enrolled in the University in or before AY2017), those who have completed the “study abroad/ internship (short-term or long-term) for Global Program students” subject under the EPOK program are eligible to apply for this financial support. (However, those who receive other scholarships or travel expenses from other public organizations to complete the subject concerned are not accepted. After screening of the applicants based on their academic achievements, the Institute of Global Human Resources Development will select the grantees.)

* For details, please contact the Institute of Global Human Resources Development (International Student Division, International Affairs Department, 1F of Building C for liberal arts education).

8. Application, deadline and documents to be submitted
Students wishing to study at the EPOK partner universities must confirm the “9. Registration for instruction in study abroad under the EPOK program” section below and complete the required registration. Be sure to receive necessary instruction in study abroad under the EPOK program before making an application.

<Application deadline>
Study abroad in the spring semester: 17:00 on August 9 (Fri.), 2019  (strict punctuality required)
Study abroad in the fall semester: 17:00 on January 10 (Fri.), 2020  (strict punctuality required)

<Documents to be submitted>
The required application documents listed below can be downloaded from the official website of the Institute of Global Human Resource Development, International Affairs Department, or can be obtained at the International Affairs Department (1F of Building C for liberal arts education).
* The website address to download the application guidelines and forms (1) and (2):
  http://www.okayama-u.ac.jp/user/ouic/japanese/students/haken/students_svprogram_jpn.html

(1) AY2020 Application Form for Exchange Program Okayama (EPOK) (attached Form 1)
(2) Plan of Study Abroad (attached Form 2)
(3) Academic transcript issued by the University (prepared in Japanese, with your GPA score indicated)
(4) A certificate confirming your English proficiency (the original or a copy of your TOEFL-iBT or IELTS score record, or a copied online page containing your TOEFL-iBT or IELTS score)
* For a certificate confirming your English proficiency, see table 1 below.

<table>
<thead>
<tr>
<th>Application period</th>
<th>Study abroad in the spring semester (Application deadline: August 9, 2019)</th>
<th>Study abroad in the fall semester (Application deadline: January 10, 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the test</td>
<td>A score record of the test conducted on or before July 27 and 28, 2019 will be accepted.</td>
<td>A score record of the test conducted on or before December 21 and 22, 2019 will be accepted.</td>
</tr>
<tr>
<td>TOEFL–iBT IELTS</td>
<td>Generally, the test results can be confirmed online in the afternoon of the date 14 days after the examination date. However, if you cannot submit your score record or online score certificate by the designated application deadline, please submit a copy of your admission ticket for the test concerned. Then, submit a formal score record certifying your English proficiency by the following date: &lt;Submission deadline of a score record confirming your English proficiency &gt; Study abroad in the spring semester: 17:00 on August 19 (Mon.), 2019 Study abroad in the fall semester: 17:00 on January 14 (Tue.), 2020</td>
<td></td>
</tr>
</tbody>
</table>

<Where to submit>
Study Abroad Division, the Study Abroad and Exchange Section of the Center for Global Partnerships and Education
* Application documents sent by email as an attached file are not accepted.

(5) A score certificate confirming your foreign language proficiency other than in English is required to be submitted in the case of item [3], paragraph (6) of section 1 of these Application Guidelines.

9. Registration for instruction in study abroad under the EPOK program

Those who wish to apply for the EPOK program are required to register in this system. This registration system is intended to provide students with the necessary instruction on how to make necessary preparations for study abroad in a well-planned manner until the designated application deadline for study abroad in the spring or fall semester.

After registration, take a study abroad preparatory course offered by a faculty member in charge of the dispatch of students as far as possible.

How to register in the instruction system:

[1] Prepare a Registration for Instruction in EPOK Study Abroad (attached Form 7).
[2] Send the completed registration form to the email address (Sa_report@okayama-u.ac.jp) of a faculty member in charge of the dispatch of students.
[3] Participate in the instruction course.*
   * Confirm the details of the instruction course that are posted on the official website of the Institute of Global Human Resource Development, International Affairs Department in late May 2019.

* Registration for Instruction in EPOK Study Abroad (attached form 7) can be downloaded at: http://www.okayama-u.ac.jp/user/ouic/japanese/students/haken/students_svprogram_jpn.html

10. Selection of candidate students to be dispatched

The screening/selection schedule is as follows:

(Study abroad in the spring semester)
   Application deadline for study abroad in the spring semester: August 9, 2019
   Screening of submitted application documents and interview: Mid- to late August 2019
   Selection of candidate students to be dispatched: Early September 2019

(Study abroad in the fall semester)
   Application deadline for study abroad in the fall semester: January 10, 2020
   Screening of submitted documents and interview: Mid- to late January 2020
   Selection of candidate students to be dispatched: Early February 2020

11. Recommendation to the EPOK partner universities

Students who have been selected as a “candidate to be dispatched” are assigned to and recommended to the applicable partner university by the faculty member in charge of EPOK students, in accordance with the prescribed qualifications specified by the individual EPOK partner universities. The selected students must submit the necessary documents (such as an application for admission and an academic transcript) required by the individual EPOK partner universities to the faculty and other staff members in charge EPOK students (cf., section 20 below) by the separately designated deadline. Upon receiving the approval/disapproval of acceptance of each student’s admission from his/her assigned EPOK partner university, the Center for Global Partnerships and Education will inform the student concerned and the dean of his/her affiliated faculty. (Please note that recommendation to an EPOK partner university does not mean the acceptance of your admission to the university concerned.) If a selected candidate fails to submit the required documents by the designated deadline, recommendation to his/her assigned EPOK partner university will be canceled.

12. Decision on dispatch

Candidate students who have been recommended by the University will be treated as a “student to be dispatched” upon receiving the approval of acceptance from their assigned EPOK partner university. The final decision on the dispatch will be made when the dispatch concerned has been permitted as “study abroad” pursuant to Paragraph 1, Article 32 of the Okayama University regulations or Paragraph 1, Article 29 of the Okayama University graduate school regulations.

13. Dispatch of graduate students
As a general rule, class subjects available for EPOK students at the EPOK partner universities are those intended for undergraduate students. However, there are some EPOK partner universities that permit the dispatched students to register class subjects intended for graduate school course students. For the calculation and approval of credits acquired by those taking graduate school course subjects, please contact your graduate school.

The students’ status during dispatch under the EPOK program is “study abroad,” and the duration is included in the period of attendance at the University. Therefore, in the case of graduate students, it is necessary as a prerequisite for participation that the individual student’s graduate school approves the period of attendance at the EPOK partner university for the completion of the undergraduate course subjects as the period of attendance (study abroad) in the graduate school course. Because the final decision on the approval/disapproval concerned is made by your graduate school, if your participation in the EPOK program is not approved as “study abroad” by your graduate school, your dispatch to the EPOK partner university will be canceled.

14. Prior guidance programs
Before departing from Japan, EPOK students must participate in the risk management guidance program, the intercultural understanding guidance program, and the preparatory guidance program.

15. Purchase of overseas travel insurance
As a necessary preparation for study abroad, students are required to subscribe to the overseas travel insurance designated by the University.

16. Submission of the Written Pledge, and entry into the Overseas Travel Registration System to submit an overseas travel notification
EPOK students are required to submit the completed Written Pledge (attached Form 6) and an overseas travel notification by entering the Overseas Travel Registration System.

17. Submission of reports and presentation at a briefing session on study abroad
EPOK students are required to submit a Monthly Report (attached Form 4) every month (by the end of the last day) during the period of study abroad and the Report on EPOK Study Abroad (attached Form 3) within two weeks after returning to Japan. The submitted reports are indispensable for the University to know each dispatched student’s studies and physical/mental health condition at the host university as well as to take necessary risk management measures in the future. The information obtained from the reports are also used to prepare reference materials for a study abroad fair and issue study abroad leaflets, and are posted on the official website of the Institute of Global Human Resource Development so as to help further the promotion of study abroad programs of the University.

EPOK students are also required to make a presentation of their study abroad results in a briefing session.

18. Registration of “study abroad guidance” (a liberal arts education subject) and submission of the Course Registration Report
One (1) credit will be given to students who have completed their study abroad in the EPOK program as a credit earned by completing “study abroad guidance” (a liberal arts education subject).
* For students in the Special Program for Global Human Resources Development, register for the “study abroad/internship (long-term) for Global Program students” instead of the “study abroad guidance” subject.
Double registration is not accepted.
The Course Registration Report (attached Form 5) must be immediately submitted upon completing the credit approval procedures at your faculty/graduate school.

19. Registration and auditing of class subjects in the EPOK program
As an opportunity to have prior hands-on experience of study abroad, those who have been selected as a student to be dispatched under the EPOK program are advised to take or audit class subjects (liberal arts class subjects conducted in English only) intended for EPOK international students as much as possible.

20. Faculty and other staff members in charge of the dispatch of EPOK students
(1) The faculty members and countries/areas they are in charge of
Tel: 086-251-7270 Email: takaoinamori@okayama-u.ac.jp
Countries/areas: The U.S. ( URI ), Thailand, Malaysia, the Philippines
Yumiko Yamamoto, a lecturer of the Institute of Global Human Resource Development
(Room 404 in Building E for liberal arts education)
Tel: 086-251-8557     Email: yumikoyamamoto@okayama-u.ac.jp
Countries/areas: The US, Canada

Junko Obayashi, an associate professor of the Institute of Global Human Resource Development
(Room 309 in Building C for liberal arts education)
Tel: 086-251-8935 Email: j_obayashi@okayama-u.ac.jp
Countries/areas: The U.S.

Masahiro Kijima, a lecturer of the Institute of Global Human Resource Development
(Room 301 in Building C for liberal arts education)
Tel: 086-251-8516 Email: kijima-m@okayama-u.ac.jp
Countries/areas: Australia

2. EPOK clerical staff
Ms. Nakano
International Student Division, International Affairs Department (1F of Building C for liberal arts education)
Tel: 086-251-7037 Email: ryugaku@adm.okayama-u.ac.jp

21. Others
(1) Application for TOEFL-iBT tests
[1] The official website of TOEFL
URL: http://www.cieej.or.jp/toefl
The application deadline for a TOEFL test is one week before the date of the test concerned.

[2] Contact before receiving the test:
RPC Reservation Center, Prometric Japan Co., Ltd.
URL: http://www.prometric-jp.com

[3] Contact after receiving the test (about your score, score record, etc.):
Tel: 0120-981-925
Email: TOEFLSupport4Japan@ets.org
Examination fee: 235 dollars

2. Application, etc. for IELTS tests
Organization that conducts the test in Japan [1]: Eiken Foundation of Japan
〒162-8055
55 Yokoteramachi, Shinjuku-ku, Tokyo
Tel: 03-3266-6852 Fax: 03-3266-6145
URL: http://www.eiken.or.jp/ielts/index.html
The application deadline for an IELTS test is three weeks before the date of the writing test concerned.
The examination fee is 25,380 yen (tax included).
Okayama University is scheduled to serve as a test venue once or twice a year. (Tests in Okayama are conducted three times a year.)

Organization that conducts the test in Japan [2]: Japan Study Abroad Foundation (JSAF)
〒169-0075
1-4-15 Takadanobaba, Shinjuku-ku, Tokyo
Tel: 03-6273-9356 Fax: 03-6273-9357
URL: http://www.jsaf-ieltsjapan.com
The application deadline for an IELTS test is three days before the date of the writing test concerned.
The examination fee is 25,380 yen (tax included).
Okayama University serves as a test venue three times a year.
Organization that conducts the test in Japan [3]: The British Council
〒162-0825
1-2 Kagurazaka, Shinjuku-ku, Tokyo
Tel: 03-3235-8011
URL: https://www.britishcouncil.jp/exam/ielts
The application deadline for an IELTSUKVI test is two weeks before the date of the written examination concerned.
The examination fee is 39,095 yen (tax included)

* The examination fees of the TOEFL-iBT and IELTS tests are as of April 1, 2019.