

## Program Agreement (School of Global Japanese Studies Study Abroad and Internship Programs)

Dear Dean of the School of Global Japanese Studies,

I hereby certify that I fully understand and agree to the terms and conditions set forth below in applying for and participating in the School of Global Japanese Studies (the School) Study Abroad and Internship Programs. I also agree not to lodge any objection if I lose eligibility for participation or become unable to receive support from the School due to failure to comply with these terms and conditions.

### ■ Terms and Conditions for Application

1. The guarantor must be the person registered as the student's guarantor in the academic records of the School.
2. **Once selected as a program nominee, the student may not withdraw from the program unless the School recognizes a valid reason for withdrawal.**
3. The student understands the information contained in the Application Guidelines and the need to prepare the funds required for study abroad before departure, and has obtained consent from their parent(s), guarantor or other financial supporter(s) prior to applying. All required payments (including Meiji University tuition) shall be paid by the designated deadlines.
4. Participation in a fee-paying program requires payment of both the host institution's tuition fees and Meiji University's tuition fees.
5. Nominees for the program are selected through document screening and an interview.
6. The School may determine to postpone or cancel the program due to safety conditions of the host country or region, circumstances at the host institution, or other relevant factors. The School may also advise or require the student to return to Japan at the earliest possible opportunity, depending on the situation.
7. Students selected as nominees by the School will be nominated to the host institution; however, such nomination does not guarantee admission. The final decision regarding admission rests with the host institution.
8. The host institution may change available courses without prior notice due to its own circumstances.
9. The study abroad period designated by the School is defined as the period from the first day of the class at the host institution to the last day of classes, and does not necessarily correspond to the actual dates of departure and return to Japan. Students are advised to depart within a few days before the start day of orientation / classes, and must return to Japan within one month after the completion of classes / examinations. Students are responsible for any matters arising before or after the designated study abroad period.
10. The Study abroad period shall be either one semester or one academic year at Meiji University. One semester corresponds to either the fall or spring semester at institutions operating on a semester system, or the fall and winter semesters at institutions operating on a quarter system. One academic year corresponds to the fall and spring semesters, or the fall, spring, and summer semesters at institutions operating on a semester system, or the fall, winter, and spring semesters, or the fall, winter, spring, and summer semesters at institutions operating on a quarter system.
11. The study abroad period cannot be changed after the application deadline.
12. Participation in summer courses before the designated study abroad period is permitted only during Meiji University's summer break, and is undertaken at the students' own responsibility. Credits earned during this period are not eligible for transfer to Meiji University.
13. The student must be in a health condition suitable for study abroad. If the student has any pre-existing medical condition or is undergoing medical treatment, the student must report it to the School Office in advance and submit a medical certificate from a physician stating that the condition will not interfere with the student's study abroad.
14. Credits earned at the host institution will not be transferred automatically and must be submitted to the School for credit transfer. Credits earned abroad are not necessarily transferred as the same number of credits at Meiji University. Students must review the credit transfer guidelines after being selected for the program.
15. The student must attend guidance sessions and other required events organized by the School Office. In the event of an unavoidable absence, the student is responsible for obtaining the necessary information independently.
16. Recipients of SGJS Study Abroad Encouragement Subsidy are selected based on a comprehensive evaluation of academic performance, interview results, and other factors. Not all applicants may receive assistance, and the amount may vary depending on the study abroad period, expenses, and academic performance.

### ■ Terms and Conditions After Selection

17. The student is responsible for confirming and completing all necessary procedures for participation, such as passport and visa preparation, fee payments, travel insurance, study abroad-related procedures and flight arrangements, by the designated deadlines. Failure to complete the required procedures may result in cancellation of the program.
18. After receiving an acceptance letter from the host institution, the student is responsible for confirming and completing all procedures required by Meiji University by the designated deadlines, including study abroad

procedures within the School, scholarship procedures, and certification program procedures.

19. If requested by the host institution, the student must purchase the flight ticket arranged by the School. If no specific flight is designated, the student is responsible for arranging their own flight ticket.
20. In compliance with export control regulations, all digital devices carried shall be used solely by the individual and shall be brought back in their entirety. Furthermore, any technology or information provided overseas shall be either already publicly available or shall not relate to the design, manufacture, or use of items with potential military applications.  
Meiji University's export control regulations: <https://www.meiji.ac.jp/koho/about/export/index.html>
21. The student must enroll in the overseas travel insurance designated by the School, with coverage from the date of departure to the date of return to Japan, and register for the crisis management support service designated by the School. If the host institution requires enrollment in its designated insurance plan in addition to the one designated by the School, the student must enroll in both insurance plans.
22. Personal information provided in the application form and academic record information may be shared with and used by the host institution, insurance company, travel agency, airline company, and crisis management service provider for the purpose of travel arrangements and program participation procedures.

#### ■ Terms and Conditions During the Program

23. The student must comply with the laws of the host country, as well as the rules and regulations of the School and host institution. The student must follow the instructions of faculty members, advisors and other relevant staff. The student must act responsibly and conduct themselves appropriately as a representative of Meiji University.
24. The School shall not be responsible for any loss or damage resulting from disasters, riots, terrorism, accidents, illness, crimes, or other unforeseen events.
25. The student shall be responsible for any liability for injury to persons or damage to property caused intentionally or negligently by the student.
26. The student must stay at the accommodation designated by the host institution, if applicable. If no accommodation is designated, the student is responsible for arranging their own accommodation. If the student remains in the host country after the study abroad period ends, the student must arrange their own accommodation and promptly notify the School Office.
27. The student must understand the purpose of the program, devote themselves to their studies or internship at the host institution, and engage in extracurricular activities only to the extent that such activities do not interfere with their studies. If the host institution or the School determines that the student must return to Japan early due to academic performance or participation issues, the student must comply with the decision. In such cases, the student may be required to repay any financial assistance received, and credit transfer may not be approved. The School shall not be responsible for any expenses due to early return.
28. If the School issues a recommendation to return to Japan due to safety conditions in the host country or region, the student must comply with the instruction. In such cases, all expenses related to returning to Japan shall be the responsibility of the student.
29. The student must not engage in any dangerous activities, including driving a car or riding a motorcycle, that may limit coverage under the overseas travel insurance.
30. Upon arrival at the host institution, the student must promptly submit an arrival report to the School Office. During the study abroad period, the student must also report any changes to their accommodation, flight arrangements, or travel plans without delay.

#### ■ Terms and Conditions After Completion of the Program

31. Upon returning to Japan, the student must promptly complete the required return procedures at the School Office, complete the questionnaire, and submit the study abroad report.
32. Personal information may be used for requests for cooperation in study abroad fairs or requests for contributions to university publications.
33. The student shall actively cooperate with such requests when asked.

| Student's Name          |                                                                   | Your School<br>Grade/Class/Number                                         | Student ID No. |
|-------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------|----------------|
| <hr/><br>(Block Letter) |                                                                   | School of <hr/><br><div style="text-align: center;">/      /      /</div> |                |
| Sign here               |                                                                   |                                                                           |                |
| Date:                   | <div style="text-align: center;">/      /      (DD/MM/YYYY)</div> |                                                                           |                |

\*For the purposes of this Agreement, the guarantor refers to the person registered as the student's guarantor in the academic records of Meiji University.

The guarantor agrees to the above terms and conditions and to the student's participation in the study abroad program, and guarantees that the student will comply with the terms and conditions.

Guarantor's Name: \_\_\_\_\_

Relationship to the student: \_\_\_\_\_

Signature of the guarantor: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_