

Application Form for Cross-Cultural College CP Core Courses

Note: Information provided on this form will be used for CCC administrative purposes only and be held strictly confidential. Kwasei Gakuin University will take full responsibility for the storage and disposal of this data.

Personal Information

Program Choice :

HomeUniversity:

Faculty (School):

Year (Standing) : (as of 31 January 2025)

Major (s) : Minor (s) :

Legal Name in Alphabet:
Last/Family First Middle Preferred

Legal Name in *Kanji*, if Applicable: Sex: Male Female
Last First

Nationality: Date of Birth: Birthplace:
Country of Citizenship (Passport) Day Month Year City, Country

Present Mailing Address:
Include Your Full Address Country

Above address Effective Until
Postal Code/ZIP Tel (mobile) Fax (if applicable): Day Month Year

E-mail (University): @

E-mail (Alternate): @

Photo
3 cm x 4 cm
full-face
taken within the last
3 months

*Please check your university e-mail account regularly, as KGU will send all the necessary information to this e-mail address.

Permanent Address:
Include Your Full Address Country

Postal Code/ZIP Tel Fax

Emergency Contact Person

Full Name: Relationship: Tel (Home):

Tel (Mobile): Fax: E-mail:

Address:
Include Full Address Country

Postal Code/ZIP

Dietary Restrictions?

Yes No

Fill in details when the answer is "Yes".

Medical History / Please feel free to list any other important information here. (ex. pre-existing disorder, allergy, special attention)

Language Abilities

Please rate your language skills.

My spoken English level is Native Advance Intermediate
My written English level is Native Advance Intermediate

History of Japanese Study Yes No

Fill in details when if answer is "Yes".

Do you speak any other languages? Yes No

If yes, what language do you speak and to what extend? (Native, Advance, Intermediate, Beginner)

Statement of Intent

What is your goal in this CCC program? How do you like to utilize this experience when you finish the program?

What failures have you experienced as a university student, and what lessons did you learn from them?

Why do you wish to participate in a collaboration program with the Canadian/Japanese university?

I certify that to the best of my knowledge, all statements herein and all supporting documents are correct, complete, and my own.

Signature: _____

Date : _____

PRINT

Cross-Cultural College Statement of Understanding

As the organizer of the Cross-Cultural College program, Kwansei Gakuin University requires your consent to the items listed below as a condition of your acceptance into the program. Please read, sign, and submit the original to the International Office of your home university. If you do not understand any part of this document, or if you have questions, please do not hesitate to contact us (e-mail: ccc-office@kwansei.ac.jp).

I understand that the program in which I will participate is run by Kwansei Gakuin University for the Cross-Cultural College (CCC) – a collaborative educational project set up by a consortium of Mount Allison University, Queen’s University, the University of Toronto ,and King’s University College at Western University in Canada and Kwansei Gakuin University in Japan.

I understand that neither the CCC nor any of its constituent universities accepts legal liability for actions performed by me outside the scope of organized CCC program activities. I also accept that the CCC has a legitimate concern for the health, safety and welfare of all participants in this program, and I therefore agree to the following:

1. I will respect and abide by the laws and regulations of the local and national governments of the country in which the program is being held, and the regulations of the host institution.
2. I realize that I am a representative of my home university and of the CCC, and will do nothing to bring them into disrepute. I will consult with CCC staff concerning the appropriateness of any activity that might reasonably be a cause for concern regarding my whereabouts, health or safety, or might impact the successful operation of the course in which I am engaged.
3. I have read, understood, and will observe the Code of Conduct for Students Participating in CCC Programs.
4. I will take my studies seriously. I will attend classes when they are held, and will not participate in any activities that may hinder my ability to participate fully in the program.
5. By completing the procedures laid down in the abovementioned Code of Conduct, I will ensure that the CCC Office staffs are aware of my whereabouts at all times, so that my family or university may contact me if necessary. I will provide such information in writing at least 2 days before any change in my whereabouts.
6. I agree to the disclosure by the CCC Office of such personal information as may be necessary to ensure my health, safety and welfare.
7. I will have adequate travel insurance before the commencement of the program, if my participation in the program requires me to travel overseas.
8. I will treat all the information which I obtain from the host company/organization with strict confidentiality, and will not disclose them to any third party.
9. I will not engage in any form of harassment, or conduct myself in a way that could be construed as such, for example, by using inappropriate language verbally or electronically, and/or making inappropriate physical contact.
10. I agree that neither the CCC nor any of its constituent universities is at fault if damage, injury, loss – or anything else unexpected – happens during or as a result of the participation in the program.

I understand that if I fail to fulfill the responsibilities outlined above, I may be immediately required to withdraw from the program, and where applicable be asked to return to my home university or country, whichever is most applicable at the time at my own expense. If I withdraw from the program for this or any other reason, I understand that I will be responsible for any expenses incurred by my withdrawal. I also understand that I will be required to return to Kwansei Gakuin University any scholarship I have received in connection with the program from which I am withdrawing.

Signature _____ Date (Month – Date – Year) _____

Name (*In block capital letters*) _____

Name of Home University _____

Code of Conduct for Students Participating in CCC Programs

(This document is an appendix to the Cross-Cultural College *Statement of Understanding*, and your acceptance of and signature to that document implies your understanding and acceptance of the rules laid out below)

The Cross-Cultural College runs, among other courses, the Global Internship and the Global Career Seminar.

They are collaborative and, ideally, 'student-driven' programs, during which Canadian and Japanese students spend virtually all their time together – both within and outside the formal classroom teaching environment.

For the programs to fully attain their goal of raising participants' cross-cultural knowledge and awareness, a high degree of commitment, perseverance and tolerance is required. Students are expected to pay attention to and follow all instructions from instructors and staff. The rules outlined below are of particular importance and form a minimum framework for the operation of these programs.

1. Attendance

These programs are both collaborative and intensive, and full attendance is essential for effective collaboration and group work between the Canadian and Japanese participants. Any situation that might result in an absence from class should be brought to the attention of the CCC Office staff as soon as possible. **Absenteeism without good cause will result in a student's exclusion from the course, so that other students are not adversely affected.**

2. Travel

Travel is an effective way of acquiring familiarity with a variety of aspects of a culture other than one's own, and students are encouraged to take the opportunities offered by periods of free time during the programs. However, students should remember that while they are ultimately responsible for their own health and safety, the course organizers also have an overall responsibility for their welfare and safety, and need to be able to contact them, their families and home universities in an emergency.

For the above reasons,

- (a) **Students wishing to take trips involving an overnight stay away from their allocated accommodation must apply to the CCC Office staff for permission in writing at least two days in advance, detailing their plans, and giving precise information about their intended destination, accommodation and proposed dates of absence.** In normal circumstances such permission will be granted, provided that it does not interfere with students' participation in the program.
- (b) Students should also notify the CCC Office staff at least two days in advance if they intend to take part in any high-risk activity, even if it does not entail

overnight absence. Staff will need to be convinced that adequate precautions have been taken.

Please note that direct personal communication with the CCC Office staff is required. Indirect communication – via a roommate, for example – is not acceptable.

3. Accommodation

Students will be allocated accommodation, normally in shared facilities with mixed Canadian and Japanese occupancy. Living together with students of another culture is an important aspect of the cross-cultural experience which these programs are designed to provide.

At the same time, however, living in close proximity with someone from a different culture can give rise to tension and occasionally conflict. Students should therefore be aware that consideration for their roommates' feelings, comfort and well-being is even more important than would be the case in their own cultural environment.

In particular, any guests (whether participants in the same CCC program or not) may only be invited into your accommodation with the clearly-expressed prior consent of your roommate, and at a time and for a period to which your roommate has agreed. In no circumstances may guests stay overnight in your accommodation.

This rule applies to all accommodation allocated to students participating in CCC programs, regardless of other regulations that may be laid down by the institution managing the accommodation.

In case that the accommodation, its employees and/or a third party suffer any injury or damage for the reason attributable to you, you will assume responsibility and provide compensation for any such injuries and damages.

If you wish to change accommodation from that allocated to you, you must apply to the CCC Office staff, giving adequate reasons for the change.

If you have any questions about the content of this document, please contact the CCC Office for clarification before signing the *Statement of Understanding*.

Media Consent (Photographs, Videotapes, Audiotapes and Other Materials)

I authorize the CCC Office, Kwansei Gakuin University

to use the designated Photographs taken during the CCC Program(s)
Videotapes/Audiotapes taken during the CCC Program(s)
Presentation materials (i.e. slides, etc.) used during the CCC Program(s)

taken on November 1, 2024-February 22, 2025

for the purpose of Scholarly use, promotion, reporting.

Full Name:	
Institutional Affiliation:	*Choose your home university from the pull-down menu
Date:	

Signature: _____

Protection of Privacy - The personal information requested on this form is solely used for the purpose of managing the consent for disclosure of personal information process. Direct any questions about this collection to CCC Office:
Kwansei Gakuin University, 1-155 Uegahara-1bancho, Nishinomiya, Hyogo 662-8501 +81-798-54-6046

*To all participants: Uploading any personal information (including screen shots, photos and videos) of participating organizations and other participants on SNS is strictly prohibited without written consent.

This information will be retained and disposed in accordance with approved records retention and disposal schedules of the CCC Office, Kwansei Gakuin University.