

**[Important Notes]**

**Upon Participating in a DBS Exchange Program**

Participating in a DBS Exchange Program is not like studying abroad independently. Participating in this program means to study abroad as a representative of Doshisha University under the student exchange agreement established and based on a trusting relationship between Doshisha and the host institution. Below are the points we would like you to observe while participating in the Student Exchange Program. We ask you to abide by these rules and make your experience with the DBS Student Exchange Program fruitful.

**《COMPLIANCE RULES》**

- ① In principle, the period of exchange cannot be shortened. If you have any difficulties continuing your studies at the host institution such as ill health, consult with the DBS Office.
  - ② Extension of the period of study abroad is not permitted for any reason.
  - ③ Follow the academic calendar of your host institution and **return to Japan after finishing ALL THE EXAMS and other events.** DO NOT make arrangement to bring forward exam dates for personal reasons.
  - ④ In case you leave your host institution for more than one week for vacation or other reasons, inform the relevant office at your host institution as well as the DBS Office.
  - ⑤ If you wish to return to your home country/Japan temporarily for unavoidable reasons, you must consult with the DBS Office in advance and complete the necessary procedures before returning to your home country/Japan.
  - ⑥ In the event of an emergency situation (e.g. non-issuance of visa, injury or illness) before or during studying abroad, contact the DBS Office immediately.
  - ⑦ Take responsibility of your actions outside the period of study abroad recognized by Doshisha University, including participation in pre-sessional language courses.
  - ⑧ Do not drive a car, motorcycle, or other vehicles during your study abroad, nor engage in any dangerous physical activity not covered by travel insurance.
  - ⑨ Answer phone calls and e-mails from DBS in a prompt manner both before departure and during exchange.
- ※ Regarding the above compliance rules, in the event of an unavoidable situation, **do not forget to report the situation to the staff in charge of student exchange at the host institution as soon as possible and be sure to inform DBS of the situation that has occurred. Please follow the instructions based on the consultation. Do not make any unilateral decisions.**