**Guidelines for SDGs Online Cross-Registration:**

**Online Exchange Program (OEP) focusing on SDGs**

1. **Academic courses in the OEP (Online Exchange Program):**

Courses in the OEP are preferably, but not necessarily, live-online academic courses with an interactive setting. Toyo University would like to encourage opportunities for student interaction during the course work. The course topic of the OEP programs should be related to SDGs or environmental issues.

1. **Number of students to be accepted and sent to OEP courses:**Each faculty/department/university participating in OEP is recommended to offer one to five courses related to SDGs or environmental issues. Participating institutions are expected to reserve at least two seats per course for exchange students. Each faculty/department/university can then send the same number of students to other participating universities/institutions. With the permission of the host university, it is possible to send students a number of students that exceeds the home institutions’ capacity to receive OEP students. The tuition fee should be waived.
2. **Application:**

Students who want to participate in OEP should contact home institution coordinators. With an approval by their home university, students will apply for the program from the designated online form.　The URL of the form will be given to coordinator by the OEP Secretariat (Toyo University).

1. **Number of courses to which exchange students can apply:**
Students can apply for up to two courses at the same time from the course list offered by participating universities (Up to 4th candidate course can be filled out). This condition aims to increase the number of participants in the OEP Courses and to provide students as many opportunities as possible to join them.
2. **Cancellation of course attendance:**

As a general rule, students are not permitted to cancel or withdraw from a course for which they have been accepted. If a student is obliged to do so because of force majeure, contingent reasons, or personal reasons, the student is required to inform the persons in charge at the host university/institution as well as the OEP Secretariat at Toyo University through the student’s home university/institution.

1. **Reporting after course completion:**
At the completion of the semester, host universities/institutions are required to report to the OEP Secretariat at Toyo University after the completion status of the participating students (including UCTS credit conversion). The host universities will issue transcripts and ensure that exchange students can apply to their home university for credit recognition. For credit recognition, UCTS standards are recommended. 　(Note): UCTS: UMAP Credit Transfer Scheme

(<http://umap.org/wp-content/uploads/2019/12/UCTS_Users_Guide_Revision-1.1.pdf>).

**＜Draft Schedule of the OEP (Online Exchange Program)＞**

0. May 10 - May 17 Create OEP "Recruitment Guidelines" and request delivery

 to UMAP IS

1. May 20 - June 23 **Program call (enrollment period at participating universities)**

2. June 24- July 7 Program check and make a program list

3. July 8 Notification of results to participating universities

 Release of the program list (to students)

4. July 11 - July 24 **Student application period (recruitment reception)**

5. July 25 - August 3 Matching and arrangement adjustment

6. August 4 Notification of the application results to students and universities

(completion of courses) ⇒ Go to the course procedure of

each university