

Updated sections:
P.3 Release of Grades / Grade Inquiries (Added)

Application Information for Glocal Immersion Program AY2023 Fall Semester

Application period	Program period
Wed., October 11 ~ Wed., October 25, 2023 - 14:00	AY2023 Winter Session (February - March, 2024)

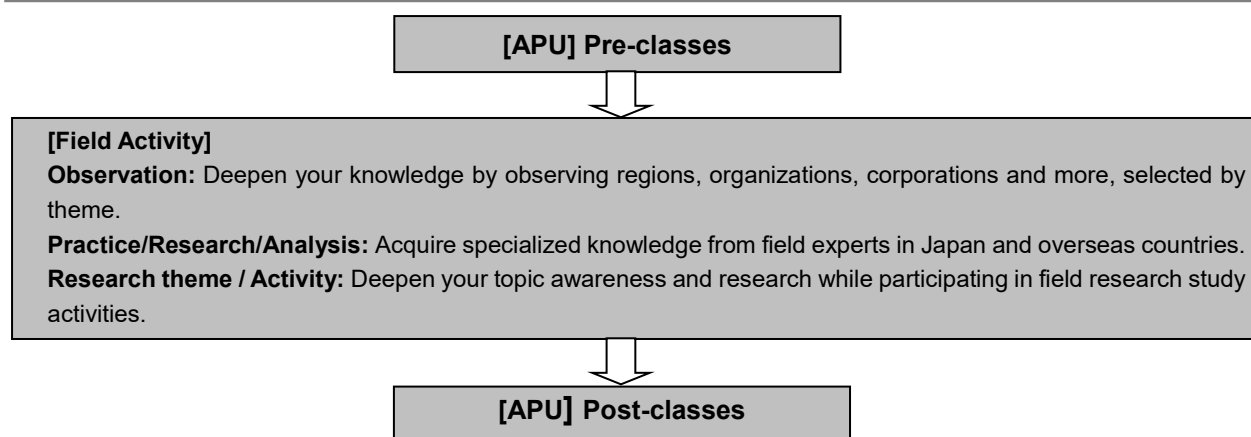


Characteristics of Program

The course aims to provide opportunities for students to engage in real world applications and to explore business outside the classroom. Students will go on a tour in Japan or abroad to visit local and global businesses, government agencies and any sites that contribute to an understanding of how external factors and systems affect businesses. Students will work on a project in teams and learn by thinking, doing, and reflecting on their field experiences.

- Identify the opportunities and challenges of innovation in a business setting.
- Demonstrate comprehensive understanding of the complexity and interconnectedness of businesses, economies, and societies of the globalized world.
- Apply theories of effective leadership and team development to promote diversity and inclusion.
- Demonstrate ability to leverage diversity and work productively in teams.

Program Overview



Eligibility

- Must be a Graduate School of Management (GSM) student who is enrolled during the semester when the program is offered (as of AY2023 Fall Semester).
- Must be a GSM student who enrolled **in 2023 April or later**.
- Students whose student status is **leave of absence** when the program is offered (as of AY2023 Fall Semester) are **NOT** eligible to apply.
- Students who are in their final semester when the program is offered (as of AY2023 Fall Semester) are **NOT** eligible to apply.
- Students whose student status is currently suspended are eligible to apply if the period of their suspension will end before the program's application deadline date.
- Besides those listed above, please check the 'Recommended Qualifications / Knowledge', 'Requirements for Students' in syllabus for the program-specific conditions if any.
- (For overseas programs) Participants are required to leave Japan and return to Japan to participate in the program.

Application Information

How to apply

During the application period, please submit your application as follows.

Application period: **Wednesday, October 11 ~ Wednesday, October 25, 2023, 14:00**

Please **apply online**.

- Online application site will be announced on [the Off-campus Study Program website](#) when the application period starts.
- If you submit the online application multiple times, only the most recent application will be accepted.
- Please prepare the items below before applying:
 - (1) Essay: reasons for application
 - (2) (Overseas programs only) ***Not Applicable for AY 2023 Fall Semester**
A copy of the passport page which shows your face. (If you have not obtained a passport, please state so on the application page.)

Passport

- Check the passport expiration date stipulated by each country. If your current passport does not meet the deadline specified by the country or region you will travel to, renew your passport immediately.
- If you don't have a passport, please research how to apply and get one by **November 15, 2023**.

Passport copy upload

Save the file with the file name shown in the following example when uploading.

- [Passport] Passport_Name_Student ID number
(Ex: Passport_YamadaTaro_11223344.pdf)

Course Registration

- Credit awarded will not be counted within the maximum number of credits per semester.
- Course registration for this program is handled by the university.
- It will be registered as AY2023 Fall semester course, however the grades of Field Studies will be announced at the end of April, 2024.

[Note]

If you are selected to participate in the program, you will be asked to submit the "Pledge" online. At the time of application, please make sure to obtain the consent of the guarantor. The Pledge must be signed by both the applicant and guarantor.

Screening method

A comprehensive selection process will be conducted. (Applicants will be contacted separately if an interview is required.)

Application guidance session

Date: **Wednesday, October 4 14:20-15:20**
Format: **In person (Venue: J201)**

Announcement of screening results

Date: **Friday, November 10, 2023**
The applicant will be notified via Campus Terminal.

Guidance for confirmed participants ***Attendance is mandatory**

Date/time: **Wednesday, November 15, 5th period (16:10-)**
Format: **Online (Zoom MTG ID: TBA) (Details will be published at a later date.)**

Not Applicable for AY 2023 Fall Semester

Risk Management Guidance Session (Overseas program participants only)

Date/time: **N/A**
Format: **N/A**

Release of Grades / Grade Inquiries

Course Registered and Graded as: AY2023 Fall Semester Course

Grades Awarded: April 2024

Grade Inquiries: Grade Inquiries Period for AY2024 Spring Semester Courses

Notes on Participation

[Important] Before submitting an application, please read through the main important points listed in the attachment at the end of this Application Information – “[Items Common to All Programs](#)”. Conditions for participation which are unique to this program are listed below. Please read through them carefully, before considering your application.

1. Fees

Program fee

- The specified program fee must be paid to participate in the program. The estimated fees are listed in the syllabus. For overseas programs, the finalized fees may exceed the estimated amount due to the rising demand for overseas travel and the depreciation of the Japanese Yen etc.
- Program fees and payment deadline will be published as soon as they are finalized. The information will be provided at least one month prior to departure.
- If payment is not received by the due date, acceptance into the program will be cancelled as of the day after the due date. In such a case, the student will be treated as if he/she had "declined participation" and will be responsible for any fees already incurred.
- (For overseas programs) COVID-19 may cause restrictions and prevent you from entering the country, and you may be required to pay additional fees to enter the country. In such cases, the participants will be responsible for any expenses incurred.

2. Preparation before departure

Arrange transportation to field activity site

[For programs conducted in Japan]

- In principle, students must make their own arrangements under the guidance of their program supervisor.

[For overseas programs]

- The university will arrange the airline tickets. Payment methods will be communicated after the participants have been confirmed.
- The travel route will be from/to Japan, and the student will travel to/from Japan together with the faculty member in charge and other participants. Meeting and disbanding on-site are not allowed. No changes can be made to the itinerary due to personal reasons.

3. Disclaimer and Precautions

Precautions for course registration

- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs. Please check the academic calendar, other activities and program periods carefully in advance as you cannot take courses that overlap with the Glocal Immersion program.
- You may apply to the program even if the program period (pre-classes, practicum, and post-classes) overlaps with those 2nd Quarter and Winter Session courses of AY2023 Fall semester for which you have already registered. However, if you decide to enroll in the program after the announcement of the program's acceptance results, you must make sure to remove your course registration for those 2nd Quarter and Winter Session courses of AY2023 Fall semester overlapping with the program during the Course Registration Correction Period 2.
- The student is responsible for the cost of cancellation, including in the event of suspension.

4. Precautions related to COVID-19

COVID-19 Vaccination & PCR Testing

- From the AY2023, students are not required to be vaccinated against COVID-19 or to take a PCR/antigen test before departure in order to participate in Off-campus Study Programs.
- However, participants must adhere to any requirements regarding vaccination or submitting proof of a negative test result if stipulated by the destination country or institution. Students who do not adhere to such requirements will have their participation in the program cancelled. Furthermore, students must cover any program costs incurred until that point.

Cancellation of dispatch

- The university may decide to cancel the program's dispatch depending on the current situation; for example, due to the spread of infectious diseases, the social climate, and circumstances at the host institution. Please refer to "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" in the attached "[Items Common to All Programs](#)"
- In the event of cancellation or interruption of the dispatch, or change of content, participating students may not make a claim against the University or host institution for any expenses incurred as a result of cancellation. Students will be responsible for any cancellation fees incurred.
- In the event of cancellation, grades and credits will not be awarded even after the program has begun.

Others

Participation qualification

- Participation without application is not allowed.

Risk Management & Health Monitoring During the Program

Participants can choose whether they wear a mask, but if wearing a mask is required by the host institution, then participants must adhere to these rules. Furthermore, during the program students will have to study in an environment that is different from their daily life while staying overnight at the program destination. Therefore, students are asked to take responsibility for risk management and monitoring their health as they would during the COVID-19 pandemic.

Schedule

Date	Description
2023	
October 4 (Wed) 14:20-15:20	Application guidance session Format: In person (Venue: J201)
October 11 (Wed.)	Application period begins
October 25 (Wed.) 14:00	Application deadline
November 10 (Fri.)	Announcement of the screening result
November 15 (Wed.) 5 th period (16:10-)	Guidance session for confirmed participants (Attendance is mandatory)
November 22 (Wed.)	Submission due for the Health Status Self-Assessment Form (Details will be explained at the guidance session).
November 29 (Wed.)	Submission due for the pledge and the Glocal Immersion Survey for confirmed participants. (Details will be explained at the guidance session).
2024	
February - March	Pre-program lectures at APU, Field activity onsite, Post-program lectures at APU. (Please check the syllabus for details.)
End of April	Grade announcement

In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

For inquiries about Glocal Immersion

Academic Office Building B, 1st Floor
TEL 0977-78-1101 / FAX: 0977-78-1102
Academic Office (Nogamine)
Email: atfs@apu.ac.jp

Items Common to All Programs

1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed.

In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the " Disclaimers and Notices ".

[International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency. Please confirm the details with the program coordinator.

2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the Risk Management System, and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants.

3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

4. Program Cancellation or Change of Program Contents, Cancellation of Participation

① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:

- 1) In the event the Ministry of Foreign Affairs' "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be

made according to the situation.

2) In the event a program cannot be operated safely in view of social conditions.

2-1) When making the decision to cancel a program, we take into consideration the projection that any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.

3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel

② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, in the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.

A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance

B) In the event the participant becomes subject to disciplinary action after the announcement of screening results

C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed

D) In the event that the university determines study abroad is not suitable due to injury, illness, etc.

E) In the event of misconduct

F) In the event of other violations of the participant's duty as a student

③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

5. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item "6. Cancellation Fees" below regarding cancellation fees. In the case of credit-granting programs, as a general rule, students who withdraw will be assigned a grade of "F".

6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded.

The refund procedures require a certain amount of time.

7. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in "**4. Program Cancellation or Change of Program Contents, Cancellation of Participation**" has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

8. Handling of Personal Information

Please refer to the pledge that will be sent to successful applicants for details.

9. On Participating in a Program

- ① Whether or not a program experience is rewarding depends greatly on the attitude and effort of the participants themselves. Participants need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.
- ② During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants".

AY2023 Ritsumeikan Asia Pacific University Off-campus Study Programs

Requirements for Participation in Off-Campus Study Programs

1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus Study Programs (hereinafter referred as to Programs) must abide by the following conditions.

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as "APU") and the host institution (Hereinafter referred to as "Host Institution").
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of 'Requirements for Program Participation'.

2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) **[Overseas Student Exchange, Double Degree Program, Short Term Summer/Winter Program, and EXPLORE/AGR]** Participants are required to purchase overseas health and travel insurance designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of the program. In addition, participants will also be required to enroll in Risk Management System that covers the period designated by APU including the period of the program.
[All other programs not listed above] Participants are required to purchase the university designated overseas health and travel insurance and Risk Management System **[for overseas programs]** and domestic travel insurance **[for domestic programs]** before departure.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit "Off-campus Program Participants Self-report of Health Condition and necessary support in studies".
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor's), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

3. Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed as a result of natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of, faculty coordinators; or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.
- (8) **[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE/AGR]** Any actions taking place outside the period which APU was notified of in advance, which will begin with the participants' departure from Japan and end upon their re-entry to Japan, will be the participants' sole responsibility. APU will not be responsible for participants' actions outside of this period.

4. Immigration and Departure (Overseas programs only)

[Overseas Student Exchange, Double Degree Programs, Short Term Summer/Winter Program, and EXPLORE/AGR]

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date

of their re-entry to Japan.

- (2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of any changes, participants must submit their new itinerary to APU.

[All other programs not listed above]

- (1) Participants must not enter the relevant country individually before the start of their program.
(2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
(3) Notwithstanding Items (1) and (2), participants in the programs designated by APU must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

Haruaki Deguchi
President
Ritsumeikan Asia Pacific University

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date _____
Signature by Student _____ * Use "Draw" to sign. (Please do not use "Type".)
Student ID Number _____
Program Name _____
College / School (APM / APS / ST / GSM)
Year (1 / 2 / 3 / 4 / Other)
Zip Code _____
Address _____

* Please make sure the address you entered is correct before submitting.

To be completed by the applicant's guarantor

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date _____
Signature by Parent/Guardian _____ * Use "Draw" to sign. (Please do not use "Type".)
Zip Code _____
Address _____

* Please make sure the address you entered is correct before submitting.

Telephone Number _____
Relationship with the student _____

* The above should be completed by a parent, a guarantor, etc.

[In any of the following cases, the pledge will be deemed null and void, and the student will be responsible for all fees incurred through participation in the program.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor-entry sections.
- If any of the information provided is deemed false.