

AY 2020 Fall Semester Overseas Short-Term Winter Programs Recruitment Guidelines

Ritsumeikan Asia Pacific University
Academic Office

*We are recruiting participants **for online programs only** during the 2020 fall semester.

Recruitment Schedule

Short-Term Summer Programs	APU internal screening application deadline	Guidance sessions for accepted applicants
Applicants who wish to participate in short-term programs that start by February 5, 2021	November 4, 2020	November 11, 2020 5 th period
Applicants who wish to participate in short-term programs that start from February 6, 2021 onwards	January 6, 2021	January 13, 2021 5 th period

Program Overview

You can participate in curricular short-term programs offered at APU's partner universities. Due to the spread of COVID-19, we are only recruiting participants for online programs during the 2020 fall semester. Because many programs center on intensive courses in English, you must possess a high level of English proficiency prior to participation. If approved by Academic Affairs, credits obtained during short-term programs will be transferred back to APU and counted toward the credit requirements for graduation. Credits obtained from short-term programs will not be counted toward the fixed maximum number of credits for which students may register during the 2020 fall semester.

Recruitment Information

You can apply for any short-term programs offered at one of [APU's partner universities](#), as long as the program can be completed entirely online. Please research program information, including eligibility, program dates, language(s) of instruction, fees, and the number of credits, before applying for the APU internal screening.

Eligibility

Applicants must meet all of the following requirements.

- i Applicants must meet the eligibility requirements for APU partner university programs that end by March 31,

2021 (As many programs center on intensive study in English, applicants must often have a high level of English at the time of their application.)

- ii Applicants must be between their first and seventh semesters at the time of their application. Students are not eligible to apply during their final semester.
*Applicants enrolled in the Accelerated Program are also not eligible to apply during their final semester.
- iii Applicants must be undergraduate students. Postgraduate students are not eligible to apply.
- iv Applicants must have a student status of “enrolled” or “exchange” for the 2020 fall semester.
- v Applicants must not possess a passport for the country or region of the university they wish to apply to. If an applicant possesses a passport for the country or region of the university they wish to apply to, they must have received less than four years of education in that country or region after Junior High School (beyond G7).
- vi In the case that applicants participate in multiple programs, the timing of those programs must not overlap.
- vii If the time period of a program overlaps with the APU 2020 Fall semester class period (until February 12, 2020), no more than a total of six credits can be obtained through that program. This includes not only credits obtained through short-term student exchange programs, but also credits obtained through the following programs: The Open University of Japan, Curricular Exchange with Oita University, Oita University On Demand, or credits transferred from the Oita Learning (Toyono Manabi) Consortium.

Application Process/Pre-Departure Schedule

Step 1 [Online Survey](#)

- Please upload a copy of an English Proficiency Score (TOEFL etc.) if you have one.
 - If you possess a passport for the country/region of the short-term program in which you wish to participate, please upload documents that can verify your academic records from junior high school onwards.
 - Incomplete applications will be rejected automatically.
 - Upon completion of the online application, please click “Print Your Answers” to print out the application record.
- If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.
- For short-term programs requiring a home university nomination, we will nominate students in the order in which we receive their applications.

Step 2

Send the [Tentative Credit Transfer Form](#) and syllabi of the courses you are planning to take at your host university to the Academic Office at <outbound@apu.ac.jp>. If no syllabi are available, please substitute a document with relevant program information. Please check “Notes when Submitting Syllabi” for further details.

Step 3

The Academic Office will email you the selection and Tentative Credit Transfer Form results within one month of receiving the syllabi.

Step 4

You are responsible for completing the application procedures required by your host university. Please consult with the Academic Office if you require a nomination from APU. The host university will make the final decision regarding your acceptance to the short-term program.

Step 5

Once you have been accepted by the host university, your application status will be changed from conditional to full acceptance. You will then be responsible for preparing for your program.

Step 6

Accepted students must attend the necessary guidance sessions. Should you fail to attend these sessions, you will no longer be considered a valid program participant by APU. As such, you will not be eligible to transfer credits earned through your program.

Participant Requirements

1. Fees

Program Fees

Participants are responsible for paying program fees, textbooks, etc. In addition, they must continue paying tuition to APU as usual. In some cases, the program fee may be reduced. Please consult with the Academic Office after checking the host university website for more details.

2. Disclaimers

(1) Cancellations and Changes to Short-Term Program Details

① Even after acceptance, permission to participate in the program may be revoked for any of the below reasons.

A) If a participant's attitude and/or attendance is judged to be inadequate.

B) If a participant becomes subject to disciplinary action after the selection results.

C) If a participant fails to follow university instructions by neglecting to turn in the necessary materials, attend the guidance sessions, etc.

D) If a participant engages in misconduct unfitting of a representative of APU.

E) If a participant commits any other violations of university policy.

② In the case that permission to participate in the program is revoked, the student is still responsible for paying all program fees.

(2) Withdrawing from a Short-Term Program After Acceptance

APU will screen applications under the assumption that all applicants intend to participate in their chosen short-term program. In principle, it is not possible to withdraw from a short-term program after being accepted. Please review all program details in advance and take measures to arrange your schedule before submitting your application. Please see "(3) Cancellation Fees" below for more details.

(3) Cancellation Fees

In the event that a student must withdraw from the program for unavoidable reasons, the student must pay all program fees incurred up until the time of their withdrawal. Please be aware that cancellation fees include bank charges (such as international transfer fees, etc.).

(4) Notes Regarding Course Registration at APU

Please check that subjects taken and credits earned during the program will not negatively affect your ability to fulfill graduation requirements. If any issues with course registration are discovered after student participation has been confirmed, or after permission to participate is revoked (see (1) Cancellations and Changes to Short-Term Program Details), no special consideration will be given to the student in regards to course registration. Please be

aware of this when applying to the program.

(5) Handling of Personal Information

The personal information written on your application (your name, gender, birthdate, and other pieces of information provided to the relevant universities) will be used at Ritsumeikan APU for the purposes of securing your participation in the program and for our own administrative records. Also, there are times at which APU may supply third-party institutions (such as host universities and institutions, travel agencies, services that assist in the visa application process, insurance companies, crisis management support services, facilities that provide accommodations, and government institutions (in Japan, the participant's home country, or in the host country)) with the participant's personal information.

(6) Notes for Participating Students

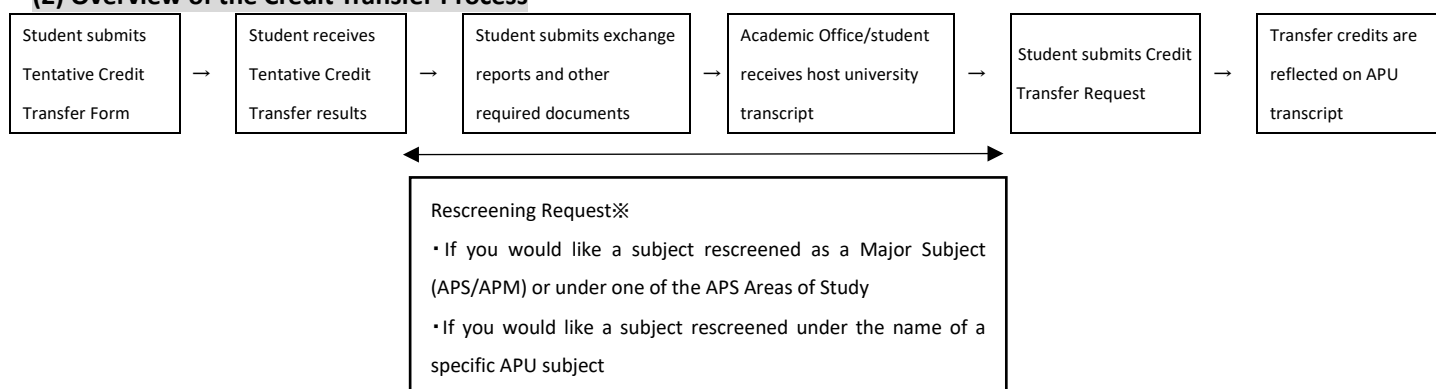
Whether or not the program is a useful experience largely depends upon the participant's attitude and level of effort. It's important to be flexible and to accept that things may be done differently than in your home country, as well as to learn proactively. Please determine your personal goals for participating in the program. Furthermore, all participants must attend guidance sessions before departure and after the program. Absences without prior notice are not permitted. Finally, please make sure to turn in all necessary forms before the deadline.

Credit Transfer and Course Registration During and After Short-Term Programs

(1) Credit Transfer Policy

1. In principle, subjects offered as part of the regular, undergraduate curriculum at your host university are eligible for transfer back to APU.
2. Students can transfer a maximum of 60 credits back to APU. These 60 credits include: credits earned prior to transfer to APU (i.e. through transfer admission); prior to regular admission to APU; and through the Overseas Student Exchange Program, Domestic Exchange Program with Ritsumeikan University and Akita International University, Open University of Japan, etc.
3. In principle, subjects lacking an academic component with connections to curricular content at APU are not eligible for transfer. For example, a cooking subject involving only cooking during class would not be eligible for transfer. However, a cooking subject which also involves learning about the history of cooking, food tourism, or the food industry may be eligible for transfer.
4. During the credit transfer process, subjects taken at your host university will be reviewed against the APU curriculum. As a result, there may be cases in which subjects designated as major subjects at your host university cannot be recognized as major subjects at APU.
5. The number of credits received from your host university may not necessarily be equivalent to the number of credits received from APU.
6. Only successfully completed subjects are eligible for transfer to APU. All transfer credits will appear as "T" (transfer) on the student's APU transcript. Incomplete subjects or subjects for which you did not receive credit at the host university will not be eligible for transfer and will not appear on your APU transcript. However, failed subjects may still appear on your host university transcript.

(2) Overview of the Credit Transfer Process



※Any Rescreening Requests must be submitted **after** receiving Tentative Credit Transfer results and **before** submitting the Credit Transfer Request

(3) Tentative Credit Transfer Form Submission

① Submission Period and Requirements

Please **email** any Tentative Credit Transfer Forms and syllabi to the Academic Office at outbound@apu.ac.jp. We cannot accept handwritten Tentative Credit Transfer Forms.

② Notes When Submitting Syllabi

- Each syllabus must contain **all** of the following:
 - Subject name
 - Subject content and objectives
 - Grading method (A-F, Pass/Fail, exams 40% classwork 60%, etc.)
- If you have not received an official syllabus, please ask the professor to provide you with a document listing the above criteria in English.
- The syllabus must correspond to the year in which the subject was taken. A syllabus from a previous or subsequent year will not be accepted.
- The syllabus must be written in English. If the syllabus is not available in English, please submit a translation in English.
- When sending syllabi by email, please use the subject name as the file name, and submit the files (i.e. syllabi) in the order listed on the Tentative Credit Transfer Form (e.g. 1. Economics.doc / 2.Sociology.pdf)
- Submitting a URL or the entire subject catalogue is not acceptable.

***Please read through these notes carefully and make sure to follow the submission instructions. If you are missing any of the required information or fail to follow the guidelines, we will ask you to resubmit your documents.**

③ Screening Times

After receiving a Tentative Credit Transfer Form, the two APU colleges and the Office of Academic Affairs will conduct a screening based on the forms and syllabi you submitted. Because subjects must be screened separately by APM, APS, and the Office of Academic Affairs, **the screening process can take up to 1 months depending on the volume of Tentative Credit Transfer Forms received.** Even if you submit a Tentative Credit Transfer Form before going on exchange, you may not receive your results in time for course registration at your host university. Therefore, please consider taking subjects based on your interests and major/graduation requirements at APU. In

principle, subjects whose academic content has connections to curricular content at APU will be eligible for transfer. However, subjects may transfer back as Common Liberal Arts or Language Education, rather than as Major Subject, depending on the subject content, university accreditations, etc.

(4) Credit Transfer Subject Categories

2017 Curriculum	APS	APM
	Language Education Subject Common Liberal Arts Subject Major Subject Major Subject (Environment and Development) Major Subject (Hospitality and Tourism) Major Subject (International Relations and Peace Studies) Major Subject (Culture, Society and Media) (Other APU Subjects)	Language Education Subject Common Liberal Arts Subject Major Subject (Other APU Subjects)

(5) Important Notes

- i If you took subjects in English at your host university and they have been deemed eligible for transfer as Common Liberal Arts Subject or Major Subject, or under one of the APS Areas of Study, those subjects will be listed as “Subjects Taken in English” on the APU transcript. No language of instruction will be listed for subjects taught in a language other than Japanese or English, or for subjects transferred as Language Education Subjects.
- ii As a general rule, subjects taken at the host university will be transferred under one of the categories listed above, or under one of the APS Areas of Study. If you would like a subject to be transferred under the name of a specific APU subject, you must submit a Rescreening Request **after** receiving Tentative Credit Transfer results for this subject and **before** submitting your Credit Transfer Request in order to confirm whether this would be possible.
- iii A host university subject is not eligible for transfer under the name of a specific APU subject which you have already taken at APU. In addition, a host university subject whose content is identical to that of a subject which you have already taken at APU is not eligible for transfer.
- iv If a host university subject is transferred under the name of a specific APU subject, then you can no longer register for that subject at APU.
- v Grades from short-term winter programs will be reflected on your APU transcript as grades received during the 2020 fall semester.

Notes for APS Students

- ① Regardless of the duration of your program, you can receive up to 10 credits in any one of the four areas of study, or have up to 10 credits transferred under the name of specific APU subjects. You cannot receive more than 10 credits in any one of the four Areas of Study. If more than 10 credits are deemed eligible for transfer under one or more Areas of Study, then the remaining credits will be transferred under your major subject (APS).
- ② In principle, required subjects for each APS Area of Study will not be eligible for transfer and should be taken at APU.

Notes for APM Students

- ① Only a subject which has been transferred under the name of a specific APU subject (through approval of a Rescreening Request) can count toward an area of study. A subject transferred simply as “Major Subject” will not count toward an area of study. If you would like a subject to count toward an area of study, please submit a Rescreening Request before submitting the Credit Transfer Request to confirm whether this would be possible.
- ② Subjects taken at colleges or universities lacking AACSB, EQUIS, EPAS, or AMBA accreditation will not be eligible for transfer under the name of specific APM Required Subjects.
- ③ Any remaining APM Required Subjects will be automatically registered. If you took a subject at your host university corresponding to an APM Required Subject, and that subject has been deemed eligible for transfer under an APU subject name, make sure to drop that subject on your own once you return to APU.

(6) Rescreening Request Form Submission

If you would like to have a subject rescreened, you must submit a Rescreening Request after receiving Tentative Credit Transfer results and before submitting your Credit Transfer Request.

Rescreening Request A: Rescreening For Approval As a Major Subject or Under One of The APS Areas of Study

1) Check the appropriate box under **Request A** on the Credit Transfer Rescreening Request Form, 2) write detailed reasons for requesting the rescreening, and 3) submit the Request Form together with the syllabus for the subject in question.

Rescreening Request B: Rescreening For Approval Under The Name Of a Specific APU Subject

1) Leave Request A on the Credit Transfer Rescreening Request Form blank, 2) fill out the “Subject Name at APU” under **Request B**, 3) write detailed reasons for requesting the rescreening, and 4) submit the Request Form together with both the APU syllabus and the host university syllabus. In some cases, your Rescreening Request may be denied.

(7) Credit Transfer Request Submission

i Submission of Summer/Winter Program Reports

Please download the report available on the Academic Office Website and submit it by email.

ii Academic Office Receives the Final Transcript From The Host University

<Important Notes>

In principle, APU requires the original, hard-copy transcript, so it is very important that you ask your host university to send us your transcript by post. If your host university does not provide hard copy transcripts, please inform the Academic Office by email.

Short-Term Program Team (outbound)

Academic Office, Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan

iii **Credit Transfer Request Submission**

Within a month of our receiving your transcript, you must submit the following documents together to the Academic Office by email.

☐ [Credit Transfer Request](#)

☐ Syllabi for all subjects listed on the Credit Transfer Request

Please refer to the “Notes When Submitting Syllabi” when preparing to submit your syllabi.

☐ [Subject Name Confirmation Form](#)

If the name of the subject written on the syllabus differs from the name of the subject written on the host university transcript, we will ask you to submit a Subject Name Confirmation Form. After obtaining the required signature from either your host university program coordinator or the professor in charge of the subject in question, please submit the Subject Name Confirmation Form by email.

<Important Notes>

1. We cannot accept Credit Transfer Requests submitted more than 1 month after the arrival of your final transcript.
2. APU will screen short-term subjects taken at your host university based on your Credit Transfer Request.
3. When filling out a Credit Transfer Request, please list only subjects for which you already received tentative results, and for which you already received a grade from your host university.
4. If you have not yet received tentative results for one or more subjects, please submit a Tentative Credit Transfer Form.
5. Once you submit your Credit Transfer Request, we cannot cancel your request or make any changes/additions to the content. Furthermore, we can no longer accept Rescreening Requests after receiving your Credit Transfer Request.

iv **Credit Transfer Processing Times**

Final transfer results will be displayed on the Campus Terminal Grade Report screen during one of the following periods:

[Spring/Fall Semester] Registration Period A or B / Correction Period 1 or 2 / Grade Announcement

Inquiries Related to Summer/Winter Programs

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