

Spring 2021 RU-APU, AIU-APU Domestic Exchange Program Recruiting Information

<Important Announcement>

Please apply with the understanding that, depending on future circumstances, you may not be able to go on exchange in the AY 2021 Spring semester. For more information, please refer to “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” within the Items Common to All Programs.

1. Outline of Domestic Exchange Program

Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Ritsumeikan University (RU: Kyoto City, Kyoto / Kusatsu City, Shiga / Ibaraki City, Osaka)
- Akita International University (AIU: Akita City)

2. Host Colleges

- Ritsumeikan University
 - Kinugasa Campus (Kyoto)
College of Law, College of Social Sciences
College of International Relations, College of Letters
 - Biwako-Kusatsu Campus (BKC: Kusatsu City, Shiga)
College of Economics, College of Science and Engineering
College of Sports and Health Science
 - Osaka Ibaraki Campus (OIC: Ibaraki City, Osaka)
College of Policy Science, College of Business Administration

The Colleges below are currently not accepting exchange students.

The Colleges of Image Arts and Sciences, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Comprehensive Psychology, Gastronomy Management, Global Liberal Arts

Note: In order to apply for the College of Science and Engineering, applicants must have the necessary academic ability. Screening is made on a case-by-case basis.

- Akita International University
Faculty of International Liberal Arts (Akita City)

3. Exchange Period

- Ritsumeikan University: 1 semester or 1 year
- Akita International University
 - 1 semester or 1 year

*There is no possibility to extend your exchange period after participation is approved by APU officially.

*If you have participated in any domestic exchange program (1semester/1 year exchange program) in the past, you are not able to apply.

4. Number of students to be accepted

- Ritsumeikan University: 10 (1 semester), 10 (1 year)
- Akita International University: 10 (total of 1 year and 1 semester)

5. Application Qualifications

- Applicants must be in their 3rd~6th semester in 2020 Fall semester
 - Applicants must be in their 4th ~7th semester at the time of departure.
 - *You cannot participate in the program in your last semester.
 - *3rd-year transfer students cannot apply.
 - *2nd-year transfer students can apply from their 4th semester.
- The number of credit required : The number of credits you have taken must be the number of your previous semester × 14 or above.
 - *I.e. students in their 5th semester : 4 (previous semester) × 14 = 56 (Total number of credits taken must be 56 or above)
- Cumulative GPA : 2.50 or above
- Language Requirements :
 - Ritsumeikan University: Sufficient Japanese Ability (complete Advanced Japanese)
 - Akita International University : TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61 or higher

6. Tuition and other fees

Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present.

The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

7. Accommodation

- Ritsumeikan University:

Participants are required to find the accommodation on their own.

- Renting local apartment: You may find the housing through Ritsumeikan Co-op.
- The student dormitories operated by the Ritsumeikan University: You may apply for the student dormitories but no guarantee to be offered a room. Application will be accepted after your participation is accepted officially.

Website for Ritsumeikan dorms: <http://en.ritsumei.ac.jp/lifecareer/dorm/>

For the further information regarding accommodation will be provided as needed

● Akita International University:

Participants will be housed in either “Global Village” or “Komachi Hall” (Dormitory). Akita International University will decide which accommodation you will stay at.

[Accommodation fees]

The below is the record of 2019 Fall Semester costs. Please note that the cost for this year may change.

Spring Semester (4.5months:2021/4/1~2021/8/7)		
	Global Village (24,000JPY / month)	Komachi Hall (20,000JPY / month)
Rent (Utility fees are included)	108,000JPY	90,000JPY
Meal Plan for 2weeks	14,670JPY	14,670JPY
Room Cleaning Charge	4,250JPY	4,000JPY
Bedding and Linens	10,575JPY	10,575JPY
Activity Fees	10,000JPY	10,000JPY
TOTAL	147,495JPY	129,245JPY

[Meal Plan and self-cooking]

- IH cooker is provided in the each room at Global Village and participants are able to cook their own food in the room. Cooking equipment must be prepared by participants.
 - There are community kitchens in Komachi Hall. However, cooking in their own room is prohibited.
 - Meal Plans (Semester based)
Participants are require to buy the meal plan for the first 2 weeks as a one of AIU policies. You may choose the meal plan options below after that if you would like to continue to buy meal plan. In this case, you are required to pay the meal plan fees to AIU shop by the deadline.
- A. 2 meals per a day (Lunch and Dinner, Weekdays only, not including holidays): Approx. 60,000JPY per semester
- B. 3 meals per a day (Breakfast, Lunch and Dinner, everyday): Approx. 100,000JPY
- *Please note that there may be a case that meals cannot be provided in the special occasion days.
- * You may also buy foods at the cafeteria after the first 2 weeks without buying meal plan.

[Bedding and Linens]

Provides: Futon mattress, comforter, blanket, pillow, linens (including changing the bed linens once a week)

[Room Facilities]

Global Village: Air conditioning facility, Bed, Desk, Chair, Shelf, Closet, desk lamp, small fridge and IH cooker

Komachi Hall: : Air conditioning facility, Bed, Desk, Chair, Shelf, Closet and desk lamp.

[Information apply to both Global Village and Komachi Hall]

- Free wired and wireless internet connection is available.
- 24h Laundromat is in the building. *Laundry charge will be incurred.
- Shared room only.

8. Scholarships

As a basic rule for APU tuition reduction plan or scholarship, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criterion for two consecutive semester.

University will evaluate your APU grades after you receive certain amount of credits transferred from your host university. After finishing exchange program, please apply to credit transfer as soon as possible. Please make inquiries at Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

9. Courses Registration and Credits

- Ritsumeikan University:
 - Participants may only take the courses from the college they will be in.
 - Participants may take small-group lecture courses. There are some subjects restricted by collages.
 - There are some courses restricted by year level.
 - Only a small number of classes are taught in English.
 - Individual guidance will be provided during the course registration period, in accordance with the class registration limit, students’ personal academic history and study plan.

Note:

1. Only a small number of courses are offered in English in Ritsumeikan University.

If you are Japanese Basis Students, please plan ahead and take the courses held in English at APU as much as possible.

2. There is no limit to the maximum number of credits you can take. We recommend that you take at least 20 credits per semester.

- Akita International University:

- EAP (English for Academic Purposes) subjects will not be offered for exchange students. Some other courses have a limit for registration or a prerequisite. Please [see](#) the class schedule and course syllabus for more information.
- Exchange students are able to register courses regardless of the year level.
- All subjects are taught in English. Only a small number of classes are taught in Japanese.
- The number of capacity of the course or classroom are limited.
(AIU students have priority in registration for the courses. APU students may not be able to register in those courses.)

10. Credit Transfer

The maximum number of credits participants are eligible to transfer by the time their graduates is 60 credits including all other credit transferrable programs regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:

All credits taken at the host university will be transferred as “Subject Field”.

*(For AY 2011 Curriculum and AY 2017 Curriculum APM students)

Transfer credits do not count towards Area of Study.

*Credit transfer will be determined by Academic Affairs based on students' application.

Important Note for Students enrolled under the AY 2017 Curriculum:

- For APM students: Ritsumeikan University and Akita International University are not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
- For APS students, up to 10 credits may be approved to count towards an Area of Study based on the screening carried out by the College of Asia Pacific Studies (APS).

[Timing of Credit Transfer]

Transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program.

You cannot confirm earlier that the credits you have taken at the host university transfer to which

subject fields at APU.

[The number of transferable credits]

In general, all credits obtain at the host university could be transfer back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by APU credit registration limit.

[Grades]

Transferred subjects will appear as “T” (Transfer) on your grade report. “T” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example, ...

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

11. 3rd and 4th Year Seminars

If you plan to register for 3rd or 4th Year Seminar (Major Seminar I , Major Seminar II , Graduation Research I , Graduation Research II), please come to the Academic Office for a consultation before applying the exchange program.

12. Recruitment and Screening Schedule

Application Period: Wed. 7 October ~ Thur. 22 October 16:30

Notification of Screening Results and Interview Date: Mon. 26 October

Interview Period: Tue. 27 October ~ Wed. 28 October

Announcement of selected participants: Wed. 2 December

Guidance Session: Wed. 9 December

*Selected candidates will be notified of detailed information later.

13. Application and screening procedures

- Screening by application documents and interview:

Selection will be conducted based on applicant’s comprehensive ability (language ability, essay, GPA and interview).

*There will be a special screening for applicants of College of Science and Engineering.

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

Step 1: Please apply through [Academic Office website](#).

1) [Complete online application](#)

- Note! Please read the [instruction](#) before you apply online.
- Please upload your face photograph.
- For AIU applicants, a copy of TOEFL score is requested to upload upon application

Application Period: Wed. 7 October ~ Thur. 22 October 16:30

Step 2: Please submit the following documents to “Submission Box” inside the Academic Office.

1) Pledge

2) Statement of Financial Support

The forms are available to download from the [Academic Office website](#).

Note: Above two forms must be signed by both an applicant and his/her guardian and financial sponsor and only the original documents will be accepted.

Submission deadline: Thur. 5 November 16:30 (arrive by)

Note: Submission deadline for above two documents differs from the deadline of online application.

14. Revocation of Acceptance

Please refer to the below “Common Items for All Programs” regarding other Items. Please note however, that 1-3 do not apply to this program.

15. Contact

Academic Office 1st floor, B building

Contact: Mr. Jacob and Ms. Mishiro

Useful website:

AIU Website <http://web.aiu.ac.jp/>

RU Website <http://www.ritsumei.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 by the date set, 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 JCSOS Crisis Management System (J-TAS), and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for the 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 the 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 Programs may be cancelled or program contents may be changed in the event that any of the following apply. Students should put together a reasonable registration plan having taken these possibilities into consideration.
 - A) In the event the Ministry of Foreign Affairs Travel Advice and Warning on Infectious Diseases is Level 2 or above for the country or region of dispatch
 - B) In the event a program cannot be operated safely in view of social conditions
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; or other unforeseen circumstances.
 - C) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel
 - D) In the event APU decides to cancel a program or change program contents due to safety-related issues in the region of dispatch

- 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 see the pledge 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".