

**AY2020 Ritsumeikan Asia Pacific University Off-campus Study Programs**  
**Requirements for Participation in Off-Campus Study Programs (Overseas Student Exchange, Double Degree Program,**  
**Short-Term Summer / Winter Program)**

**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) Prior to departure, participants will be required to enroll in the overseas 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 JCSOS Risk Management System (J-TAS) that covers the period designated by APU including the period of the program.
- (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) Any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance will be the participants’ sole responsibility. APU will not be responsible for participants’ actions outside this period.

**4. Immigration and Departure**

- (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 change, participants must submit the changed itinerary to APU.

### 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

To be submitted to Academic Office  
Submission due: **November 5th (Thu), 2020 – 16:30**

### PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the attached the application guidelines, syllabus, “Requirements for Program Participation” and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance. 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 \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_  
Student Name \_\_\_\_\_ (inkan) \*Inkan is required regardless of your nationality.  
Program Name \_\_\_\_\_ (host institution: \_\_\_\_\_)  
College of College \_\_\_\_\_ College of (APM / APS)  
Year \_\_\_\_\_ 1 / 2 / 3 / 4 / Other ( \_\_\_\_\_ )  
Student ID Number \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

#### 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.

Date \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_ (inkan) \*Signature is accepted for non-Japanese nationals.  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Relationship with the student \_\_\_\_\_

#### 【We cannot accept the Pledge in any of the following cases.】

- 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 applicant and guarantor use the same stamp.
- If any writing on this form, including the stamp section, is deemed be a copy.
- 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 this form is submitted without the required stamps or signatures.
- If any of the information provided is deemed false.