

**Application Information for
Virtual Field Study Program
- AY2020 Winter Session-**

Application period	Program period	Programs offered
Monday, November 9, 2020 ~ Friday, December 4, 2020 – 16:30	AY2020 Winter (February - March, 2021)	Refer to P.1

“See the World with your Own Eyes”



Programs offered

Sponsoring college	Area of Study	Subject Name	Program name	Faculty in charge	Online Activity site	No. of credits	Lang.
APM	-	Special Lecture (Management)	Doing Business in Russia	YOKOYAMA Kenji	Russia	2	J
APS	-	Special Lecture (Asia Pacific Studies)	Roles and Activities of International Organizations	SUDO Tomonori	Tokyo, Switzerland, France	2	E/J

[NOTE] ・ Please check the syllabus on the Academic Office homepage for more details. (URL of the homepage is on Page.3)

・ Credit awarded will not be counted within the maximum number of credits per semester.

Grade information for respective Field Studies

Program name	Faculty in charge	Semester in which credits will be awarded.	Grade announcement	Grade evaluation
Doing Business in Russia	YOKOYAMA Kenji	AY2020 FA	Course registration correction period 2 in AY2021 SP	A+, A, B, C, F
Roles and Activities of International Organizations	SUDO Tomonori	AY2021 SP	Announcement of AY2021 SP Grade (Sep., 2021)	

Virtual Field Study (VFS)

Virtual Field Study (VFS) is an alternative online program to the Field Study program. By taking lectures by collaborators and lecturers from other countries, you can deepen your studies on the theme of each program.

[College of Asia Pacific Studies (APS)]

Programs in APS aim to help students to learn a certain framework of Asia Pacific Studies comprehensively and to act with expertise, integrity, and compassion in the global society. Students are expected to learn to communicate adequately with others from different cultures and with different values, and explore, observe, analyze and investigate different matters, discuss multivalent issues.

[College of International Management (APM)]

Programs of APM aim to foster students' growth as talents who are globally-minded and possess critical knowledge and skills through Field Study. These programs are aligned with major subjects in the curriculum and offer reflective experience imperative for a deeper understanding of business.

Eligibility

[Semester / Student Status]

Program	Doing Business in Russia	Roles and Activities of International Organizations
Eligible Semesters to Apply * As of AY2020 Fall Semester	Must be a student who is 3rd ~ 7th semester at the time of application.	Must be a student who is 2nd ~ 7th semester at the time of application
Student Status * As of AY2020 Fall Semester	Must be a student who is enrolled during the semester when the program is offered (as of AY2020 Fall Semester)	Must be a student who is enrolled during the semester when the program is offered (as of AY2020 Fall Semester) as well as during the semester when the post-program lectures will be held. (as of AY2021 Spring Semester).
	* A student whose student status is "study abroad" or "leave of absence" when the program is offered (as of AY2020 Fall Semester) is not eligible to apply. * A student who is in their final semester when the program is offered (AY2020 Fall Semester) is not eligible to apply.	

[Status of Language Studies at APU]

A student must have met the following conditions **as of AY2020 Fall Semester** when the program is offered.

English basis students participating in programs offered in Japanese:

Must have enough Japanese skills to be able to understand classes conducted in Japanese.

[College]

- In some cases, selection priority is given to students affiliated with the sponsoring college, but students from other colleges may also apply.

[Other]

- Beside those listed above, please check the 'Recommended qualifications knowledge', 'Requirements for students' in syllabus for the program-specific conditions if any.

Select Field

Sponsoring college	APS students	APM students
APS (AY2011 Curriculum)	Major education subjects	General elective
APS (AY2017 Curriculum)		Other College Subjects
APM (AY2011 Curriculum)	General elective	Major education subjects
APM (AY2017 Curriculum)	Other College Subjects	

Application Information

Programs offered

Please refer to P.1

Participation fee

Free of charge (ALL programs)

Applying for multiple programs

- Students can apply for multiple programs as long as you meet the application conditions. In addition to separately applying online for all of the programs you would like to participate in, please enter "Yes" under "Please answer this question if you apply for more than one program." on the application site.
- Even if you answered "Yes" in the question "If you are accepted to all the programs in which the dates do not overlap, would you like to participate in all the programs?", your application will be screened based on the priority you selected in the application if there is a conflict in the schedule between/among the programs that you have applied for. (Conflict in the schedule does not comply with the application conditions.)

How to apply

Please complete the steps below within the application period.

Monday, November 9, 2020 ~ Friday, December 4, 2020 – 16:30

Please **apply online**. The online application site will be announced on the Academic Office homepage when the application period starts.

- Please prepare items below before applying:
 - (1) Reasons for application etc,
 - (2) Digital Photo (showing your face)
- Academic Office homepage: <http://www.apu.ac.jp/academic/page/content0017.html>
- If you submit the online application multiple times, only the most recent application will be accepted.



Application guidance session

Date/time: Wednesday, November 11, 4th period and 5th period
Venue: Zoom (MTG ID: 958 1442 9385)

Screening method

- A comprehensive selection process will be conducted by screening school records with an emphasis on the personal statement. (Applicants will be contacted separately if an interview is required.)
- Applicants who are in the college that offers a program are given priority in the screening process.

Screening period

Announcement of the screening result

The applicant will be notified via Campus Terminal.

Friday, December 11, 2020

(Applicants will be notified of the result via Campus Terminal in the afternoon.)

Disclaimers / Matters to Note

Program Cancellation or Change of Program Contents

- This program may be cancelled or its contents may be changed in the case of orders/requests from the government/local authority in relation to the spread of COVID-19, or any other unavoidable occurrences.
- In the case where a participant's attitude and attendance towards courses, submission of necessary documents and/or assignments are judged inappropriate, his/her permission to participate in the program may be revoked even after screening results have been announced.

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.

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 "**Program Cancellation or Change of Program Contents**" 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.

Others

Handling of Personal Information

Personal information (name, gender, date of birth, other information provided to the university In relation to the program) written on application documents and any other documents is 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).

Attitude and Course Plan

Whether or not the program is a productive experience largely depends upon the participant's attitude and level of effort. It is important to learn proactively, so please determine your personal goals for participating in the program. No special consideration will be given in the event where a participant's private schedule, APU classes, make-up classes, exams, make-up examinations, course registration period, and other examinations such as language exams etc overlaps with the program's scheduled participation period. Please make sure to check the academic calendar, your own schedule and the program schedule by yourself. Students should thoroughly review their course 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. Please be aware of this when applying to the program.

Program Cancellation of Participation

In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. 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 that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed
- D) In the event of misconduct
- E) In the event of other violations of the participant's duty as a student

Participation qualification

Participation without application is not allowed.

Schedule

Date	Description
2020	
Nov. 9 (Mon.)	Application period begins
Nov. 11 (Wed.) 4 th period	Application guidance session (MTG ID: 958 1442 9385)
Nov. 11 (Wed.) 5 th period	Application guidance session (MTG ID: 958 1442 9385)
Dec. 4 (Fri.) 16:30	Application deadline
Dec. 11 (Fri.) Afternoon	Announcement of the screening result
2021	
Feb. – Mar. (or Apr.)	Lecture by collaborators, classes by APU Faculty
June (Course Registration Correction Period 2)	Grade announcements (APM “Doing Business in Russia”)
September	Grade announcements (APS “Roles and Activities of International Organizations”)

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

Enquiries

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