

Spring 2020 Overseas Student Exchange Program Information



Program Recruitment: 1st Round

Recruitment Guidance Session	April 10, 2019 (Wed)
Recruitment Period	April 10, 2019 (Wed) – May 7, 2019 (Tue) 16:30
Announcement of Document Screening Results (individual notification)	May 17, 2019 (Fri)
Interview Schedule	May 21 (Tue), 22 (Wed), 23 (Thu), 2019
Announcement of Final Results	June 4, 2019 (Tue)
First Guidance Session for Selected Applicants	June 5, 2019 (Wed), 6 th Period, <F101>
Second Guidance Session for Selected Applicants	July 24, 2019 (Wed) , 6 th Period, <F103>

Program Recruitment: 2nd Round

Recruitment Guidance Session	June 5 2019 (Wed), 5 th Period, <J>F107 <E>F108
Recruitment Period	June 5, 2019 (Wed) – June 25, 2019 (Tues) 16:30
Announcement of Document Screening Results (individual notification)	July 2, 2019 (Tue)
Interview Schedule	July 3 (Wed), 4 (Thu), 5 (Fri), 2019
Announcement of Final Results	July 16, 2019 (Tue)
First & Second Orientation for Selected Applicants	July 24, 2019 (Wed) 5 th & 6 th Period <F103>

*The above schedules are subject to change.

*Interviews will be conducted only as needed after the end of document screening.

*APU will set the interview dates. During the interview period, please leave some time open outside of regular class hours.

*It may sometimes be necessary to conduct individual interviews outside of the designated interview period. In such cases, we will inform you of the time and date individually.

*We will release host university assignments together with the announcement of the final results.

*In the event of changes to the list of recruiting universities, we will inform you through Campus Terminal.

*In principle, the second round of recruitment will apply only to those universities which failed to receive applicants during the first round.

Program Purpose and Outline

APU's Student Exchange Program enables students to spend either a semester or an academic year at one of APU's partner universities while paying APU tuition, without paying additional tuition fees. By taking curricular courses at partner universities, students not only improve their language ability, but also deepen their knowledge and develop skills acquired at APU's respective colleges.

1. Application Requirements/Conditional Acceptance/Application Procedures

(1) Application Requirements

Applicants must meet all of the following requirements:

i. Language requirements

Applicants must meet the "Language Requirements at the Time of Application" or "Minimum Requirements for APU Internal Screening" as shown on the "2020 Spring University List."

If applicants do not meet the "Language Requirements at the Time of Application," or if they have a score which will expire by the host university's application deadline, they can apply for "Conditional Acceptance." Please refer to (2) "Conditional Acceptance" for more details.

ii. GPA requirements (Semester GPA and Cumulative GPA)

-Most recent semester GPA must be 2.00 or above.

-Cumulative GPA must meet the "Minimum Requirements for APU Internal Screening" as shown on the "2020 Spring University List."

iii. Applicants must currently be in or between their 2nd and 5th semesters at the time of applying.

iv. Applicants are not eligible to apply for universities located in their home countries.

v. Applicants are expected to have completed all their mandatory language subjects before the start of their exchange.

vi. APS applicants enrolled under the 2017 AY Curriculum are expected to choose their area of study and have completed or plan to complete all required courses before the start of their exchange.

(2) "Conditional Acceptance" is given to students who:

A - Pass APU's internal screening process without fulfilling the "Language Requirements at the Time of Application."

B - Pass APU's internal screening process with an English language proficiency score which will expire by the host university's application deadline.

Students designated as "Conditional Acceptance" must submit a valid English score that fulfills the host university's requirements by the "Final Score Submission Deadline." If a student is not able to submit a valid English score by the deadline, their acceptance will be revoked and they will not be able to participate in the student exchange program. The "Final Score Submission Deadline" is one week prior to the "Nomination Deadline" as shown on the "2020 Spring University List." If applying to a host university which does not require submission of language scores, a student will not be designated as "Conditionally Accepted" even if applying to the APU internal screening with expired scores.

(3) Application Procedures

Please read the application information and the following instructions carefully to complete the online application.

Your application will be accepted upon completion of the following two steps. Incomplete applications will be automatically rejected.

[Step 1] Prepare a digital ID photo and the following two documents.

Applicants will be asked to upload a “Digital ID Photo,” “Statement of Financial Support,” and “Copy of English Proficiency Score” at the end of the online application.

① **Digital ID Photo**

- Applicants should be facing forward and must not be wearing a hat, a mask, or sunglasses. A photo taken within the past six months is preferable.

-The file name must match this format: “Photo_Student ID Number_Your Name.”

E.g. **Photo_11111111_RITSUMEIHanako.jpeg**

② **Statement of Financial Support (PDF)**

-Please ask your financial sponsor to download this form from the [Academic Office website](#):

Ask them to sign the form and add your own signature as well.

- The file name must match this format: “Financial_Support_Student ID Number_Your Name.”

E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

③ **Copy of English Proficiency Score (PDF)**

-Please submit a copy of an English score (TOEFL/IELTS) which meets the language requirements as shown on the “2020 Spring University List.”

-You can submit a web score or an expired score for the internal screening. Please be aware that you must submit a copy of the original score once accepted (unless applying to a host university which does not require submission of English scores).

-English-basis students must also submit an English language proficiency exam score.

-The Admissions Office will not return scores submitted at the time of the entrance exam.

-The file name must match this format: “Score_Student ID Number_Your Name.”

E.g. **Score_11111111_RITSUMEIHanako.pdf**

[Step 2] Complete the [Online Application](#). (LimeSurvey/English Only)

-The online application must be completed in English.

-Your application will not be considered if you fail to complete the required essays and statement of purpose, or if your responses are well under the word requirement.

-Upon completion of the online application, please click “Print Your Answers” to print out the application record.

For any inquiries, please bring this application record with you to the Academic Office.

2. Selection Criteria/Selection Methods/University Assignments

(1) Selection Criteria

■Must have clearly defined study plan and goals

■Must possess the ability to adapt culturally and socially in your host country, as well as the psychological resolve to deal with and overcome problems that you may face during the program

■Must have a clear awareness of your future career plans

■Must possess a level of English proficiency and academic ability that will enable you to have a fulfilling academic experience at your host university

(2) Selection Methods

Students will be selected based on a comprehensive screening of application documents, academic criteria, language proficiency test scores (TOEFL/IELTS), and an interview. Students will be interviewed only if it is considered necessary after the document screening.

(3) University Assignments

In principle, applicants will be assigned a host university based on their preference(s) as indicated on the application documents. Applicants may list one to three preferred universities. It is strongly recommended that you list up to three preferences.

3. Acceptance, Departure, and Revocation of Acceptance

(1) Schedule from Acceptance to Departure

July 2019-January 2020	Pre-departure guidance sessions (a total of five mandatory sessions) Application to the host university, visa application, travel arrangements, etc.
February-April 2020	Departure to host university/student exchange program begins

*Please be aware that you are responsible for your own accommodations, visa, and travel arrangements.

(2) Revocation of Acceptance

A student's acceptance may be revoked in the following cases:

1. Failure to meet the host university's language requirements up to one week prior to the "Nomination Deadline."
2. Failure to maintain a semester GPA of 2.0 during the Spring 2019 and Fall 2019 semesters.
3. Failure to meet and maintain the host university's cumulative GPA requirements during the Spring 2019 and Fall 2019 Semesters.
4. Failure to maintain APU standards as determined by the Academic Affairs Committee (e.g. by committing disciplinary infractions)
5. Failure to follow university guidelines, including failure to purchase designated overseas travel insurance and J-TAS, and failure to attend mandatory guidance sessions.

4. Exchange Period / Student Status at APU during Student Exchange

(1) Program Period

-One semester or one year

There may be cases where a host university can only accept students for a one-semester program or a one-year program. Please refer to the "2020 Spring University List" for more details.

-Students on a one-year exchange program can participate in semesters spanning an academic year. For example, students on a one-year program can go during the latter half of their second year (4th semester) and the first half of their third year (5th semester).

(2) Student Status at APU during Student Exchange

-Regardless of the host institution's dates, a student's status at APU is set according to the following dates:

Spring Semester: April 1st - September 20th

Fall Semester: September 21st - March 31st

- A student's status can only be changed from "enrolled student" to "exchange student" on a semester basis.
- Students cannot register for courses offered at APU while their status at APU is set as "exchange student."
- Students are not able to register for Session courses or courses offered through The Open University of Japan while their status at APU is set as "exchange student."
- The actual start and end dates of your program may differ depending on the host university's academic calendar.

① One-semester Exchange

	Spring Semester		
	1Q	2Q	Winter Session
Course Registration at APU	Not Possible		
Status at APU	Exchange		
Host University	Exchange (One Semester)		

② One-year Exchange (Regular)

	Spring Semester			Fall Semester		
	1Q	2Q	Winter Session	1Q	2Q	Summer Session
Course Registration at APU	Not Possible					
Status at APU	Exchange			Exchange		
Host University	Exchange (1st Semester)			Exchange (2nd Semester)		

③ One-year Exchange for students who can return for the 2nd Quarter of the Spring Semester

Students sometimes return to APU in time to take classes during the second quarter of the Fall semester. If your host university's academic calendar ends before the start of APU's second quarter of the Fall semester of the following year, you may register for courses at APU beginning in the second quarter of the spring semester. Your status will be set as "enrolled" starting in the Fall semester. However, you cannot register for courses offered in the first quarter of the Fall semester, or for semester-long courses.

	Spring Semester			Fall Semester		
	1Q	2Q	Winter Session	1Q	2Q	Summer Session
Course Registration at APU	Not Possible			Possible		
Status at APU	Exchange			Enrolled		
Host University	Exchange (1st Semester)		Exchange (2nd Semester)		Return to APU	

5. Credit Transfer / Academics During and After the Program

(1) Credit Transfer

- The maximum number of credits a student is eligible to transfer (by the time he/she graduates) is 60 credits (including all other credit transferrable programs) regardless of the APU maximum credit registration limit for each semester.
- Students must apply in order to transfer credits for courses taken at the host university back to APU. Credit transfer

applications will be screened and evaluated by the APU Academic Affairs Division.

-All grades for courses that can be transferred to APU will be listed as “T” (transfer) on a student’s transcript.

-It is not possible to transfer credits for courses lacking an academic component. For example, if taking a Modern Dance course which involves only learning/practicing modern dance, this course will not be eligible for transfer. However, if the course also includes an academic component (e.g. learning about the history of modern dance), the course may be eligible for transfer.

-Final results of credit transfer: an evaluation held after your return to APU will determine whether or not courses taken at your host university will be transferred, and how they will be transferred.

Important Note for Students enrolled under the 2017 Curriculum

● We highly recommend that APM applicants choose a university accredited by AACSB, EQUIS, or EPAS.

If you choose a university without any of these accreditations, major subjects at your host university may not necessarily transfer back as APM major education subjects. That said, there may still be cases in which subjects taken at an accredited university may not be transfer back as APM major subjects.

● If courses taken by APS students will be transferred as APS major education subjects, there may be cases in which a maximum of 10 credits can count toward any one of the four areas of study.

*Further information regarding credit transfer will be provided after your acceptance to a Student Exchange Program.

(2) Academics During and After the Program

Your study plan, including your study plan during your time abroad, is very important in determining the timing of your graduation from APU. You may not be able to graduate on time if you have a poorly thought out study plan. Before going on a Student Exchange Program, you must construct a study plan based on the number of credits you have obtained and the requirements of your affiliated college’s curriculum.

(3) Language Education Subject Exemption (English/Japanese Language Subjects)

Students may be able to receive an exemption from mandatory Japanese/English courses if they meet the appropriate requirements while abroad. Students must apply for the exemption before returning to study at APU the following semester. Requirements will differ depending on your curriculum year and language basis. For further details, please refer to the 2017 Undergraduate Academic Handbook. Should you have any inquiries regarding the Language Education Subject Exemption, please contact <cleac@apu.ac.jp>

6. Program Fees

(1) Estimate of Yearly Expenses

The figures below do not include APU tuition fees.

Oceania:	1,000,000 – 1,500,000 yen
Asia:	600,000 – 1,000,000 yen
Europe:	1,100,000 – 1,500,000 yen
North America:	1,100,000 – 1,500,000 yen
Latin America, Africa:	600,000 – 1,000,000 yen

The following fees will be the responsibility of the participant during the exchange period.

Actual amounts will differ depending on the host country and individual student.

Tuition	Other
Pay to APU as usual	TOEFL/IELTS test fees Passport/Visa application fees Overseas travel insurance*, travel expenses, textbooks, Accommodation / Meals other fees incurred through participant's private activities

(2) Mandatory Overseas Travel Insurance and Risk Management Support System (J-TAS)

Participants are required to be covered by APU's designated Overseas Travel Insurance in addition to the Risk Management Support System (J-TAS).

Duration	Insurance (Plan S)	J-TAS	Total (approximate)
1 Semester (approx. 4 months)	JPY 32,330	JPY 8,928	JPY 41,258
1 Year (approx. 10 months)	JPY 84,860	JPY 22,320	JPY 107,180

*Some host universities require participants to purchase their own designated insurance in addition to APU's designated insurance.

(3) APU Tuition and Scholarships

- Provided that you pass the assessment of continuation before going on exchange, tuition reduction scholarships will remain in effect even while you are on exchange.
- International and domestic students who are paying their own tuition must take the necessary steps to pay their tuition via the university's designated tuition payment methods and deposit the full amount needed to cover their entire exchange period before departure. Please consult with your financial sponsor before applying to the Student Exchange Program so that he/she is aware of the program costs ahead of time.
- Students who would like to confirm their personal tuition amount should consult with the Administration Office.
- Students who are unable to pay their tuition in accordance with the required payment method should consult with the Student Exchange Coordinators after being accepted to their program.

7. Notes and Disclaimers

(1) Precautions and liability for overseas program participants

If a program participant experiences an accident or damage due to an unlawful act by a third party (organization or individual) other than program parties (APU, a host university, or local organizations) during the program, the participant must take responsibility for filing a lawsuit or undergoing other related procedures. Program parties (APU, a host university, or local organizations) will not take responsibility.

(2) Program cancellation, change in program content, and revocation of participation

After careful consideration of the state of affairs (with priority given to student health, and safety) during the program, the program may be cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, war, terrorism or other force majeure circumstances. Please make a study plan that takes these possibilities into consideration. Some participants may have their participation revoked at the discretion of the university if deemed necessary, even after the official announcement of screening results.

(3) Withdrawal after acceptance to the program (after the announcement of screening results)

Because the university conducts the selection process based on the assumption that students intend to participate in the program at the time of their application, withdrawals are not allowed after the announcement of screening results. Check the program content in advance when applying and prepare by arranging other commitments so as not to have to withdraw from the program.

8. Notes and Disclaimers

(1) Handling of personal information

Only information necessary for making travel arrangements will be provided to third parties (host universities and institutions, travel agencies, insurance companies, risk management support services, lodging facilities, embassies, consulates, and ministries of foreign affairs in Japan, your home country, and/or your host country).

(2) Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all guidance sessions is required. We will not accept absences without prior notice. Please also make sure to meet deadlines for submitting documents. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the "Requirements for Program Participation (Pledge)," students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports.

(3) Course plan

Be sure to check that subjects taken and the credits earned in the program will not cause problems with your study plan up to graduation. As no special course considerations will be given even if a problem is discovered after acceptance to the program, please take personal responsibility when applying to the program.

9. Contact Information

Academic Office (1st Floor, bldg. B)

TEL: 0977-78-1101 / FAX: 0977-78-1102

Student Exchange Coordinators: FUJIMURA, OLIVER

E-mail: outbound@apu.ac.jp

AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs
(except for Individual Language Study Abroad (EXPLORE) and APU Global Research Program)
Requirements for Program Participation

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) Participants are required to purchase overseas health and travel insurance and JCSOS Risk Management System (J-TAS) before departure from the organization designated by APU (overseas programs only).
- (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.

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, terrorism or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution. 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.

4. Immigration and Departure (Overseas programs only)

- (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 (international exchange programs, double degree programs, short-term summer, or winter programs) 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.