

**Fall 2021 APU – NEOMA Business School**  
**Undergraduate Double Degree Program Application Guidelines**



Guidance Sessions	<p>Wed., March 10, 2021  16:30 - 17:30 (English)  ZOOM Link: <a href="https://weareapu.zoom.us/j/96870153579">https://weareapu.zoom.us/j/96870153579</a>  18:00 - 19:00 (Japanese)  ZOOM Link: <a href="https://weareapu.zoom.us/j/93987143382">https://weareapu.zoom.us/j/93987143382</a></p> <p>Fri., March 19, 2021  13:30 - 14:30 (Japanese only)  ZOOM Link: <a href="https://weareapu.zoom.us/j/95411147071">https://weareapu.zoom.us/j/95411147071</a></p>
Application Period	Mon., February 1 - Mon., March 22, 2021 16:30
Announcement of 1 <sup>st</sup> Stage Results	<p>Mon., March 29, 2021</p> <p>*announced on Campus Terminal for current APU students</p> <p>*Prospective enrollees will be notified by email registered during the application</p>
TOEFL ITP test	Sat., April 3, 2021
TOEFL results and announcement of interview times	Fri., April 9, 2021
Interviews	Thu., April 15 - Fri., April 16, 2021
Announcement of on-campus Selection Result	Tue., April 27, 2021 *announced on Campus Terminal
Guidance Sessions for Students Accepted into this program	<p>1<sup>st</sup> Guidance Session: Wed., Apr. 28, 2021 18:00</p> <p>*Scheduled to be held a few times before departure</p> <p>*Attendance to all sessions is mandatory for successful candidates of the on-campus selection.</p>
Announcement of Final Selection Results	Tue., June 1, 2021
Leave for Reims	August 2021

\*The schedule is subject to change.

\*APU will decide the interview date. During the interview period, please aim to be available at any time aside from regularly scheduled classes.

\*We may ask you to come for an individual consultation outside of the interview period. In such cases, we will contact you to let you know the time and date.

<Important Notice>

Please submit an application with the understanding that, depending on the state of the novel coronavirus situation, we may ultimately be unable to send students on exchange in Fall 2021. For details, please refer to “4. Program Cancellation or Change of Program Contents, Cancellation of Participation” after page 11 under “Items Common to all Programs”.

**1. Program Objective and Outline**

**(1) Outline:**

The aim of the double degree program is to enable participants from APU and NBS to take courses for two years at each university (four years in total) to receive the degrees from both universities.

<About Neoma Business School (NBS)>

NBS was founded in April 2013 by the merger of the Rouen Business School and the Reims Management School. It is also one of few French Business Schools to have the Triple Crown Accreditation of AACSB, AMBA, and EQUIS.

Made up of three campuses, in Rouen, Reims, and Paris, the Reims campus has the CESEM (International Business Management) faculty at which you will study for this Undergraduate Double Degree Program. All classes are conducted in English.

AY2020 Fall enrollee

Academic Year / Semester	Semester	Enrolled University	Status at APU
Fall, 2020	1st Semester	APU	Enrolled student
Spring, 2021	2nd Semester	APU	Enrolled student
Fall, 2021	3rd Semester	NBS	Exchange student
Spring, 2022	4th Semester	NBS	Exchange student
Fall, 2022	5th Semester	NBS	Exchange student
Spring, 2023	6th Semester	NBS	Exchange student
Fall, 2023	7th Semester	APU	Enrolled student
Spring, 2024	8th Semester	APU	Enrolled student

AY2021 Spring enrollee

Academic Year / Semester	Semester	Enrolled University	Status at APU
Spring, 2021	1st Semester	APU	Enrolled student
Fall, 2021	2nd Semester	NBS	Exchange student
Spring, 2022	3rd Semester	NBS	Exchange student
Fall, 2022	4th Semester	NBS	Exchange student
Spring, 2023	5th Semester	NBS	Exchange student
Fall, 2023	6th Semester	APU	Enrolled student
Spring, 2024	7th Semester	APU	Enrolled student
Fall, 2024	8th Semester	APU	Enrolled student

(2) Your enrolled college and Department at NBS  
Centre d'Etudes Supérieures Européennes de Management (CESEM)

(3) Program Period  
August 2021- September 2023

(4) Number of Participants  
Maximum 10 students

(5) Enrollment Status at APU

- Enrollment status will be changed from “Enrolled” to “Exchange” while studying abroad.
- You are not able to register for subjects at APU when you are on exchange.
- In AY 2023 Fall Semester, you will return to APU.
- Fall-enrollee students: there is a possibility that some courses may not be available in your desired language of study after returning to APU

(6) Acquired degree:

Degree awarded by APU : Bachelor of Business Administration  
Degree awarded by NBS : Bachelor of International Business Management

(7) Important points on timing of graduation  
AY 2020 Fall enrollee: Graduation at APU will be September 2024, at NBS will be October 2024.  
AY 2021 Spring enrollee: Graduation at APU will be March 2024, at NBS will be July 2025.

## **2. Application Requirements and Selection Criteria**

### (1) Application Requirements

Applicants must meet all of the following ① - ⑦ requirements:

- ① Be a 1<sup>st</sup> year student who enrolled in the College of International Management in AY 2020 Fall Semester, or 1<sup>st</sup> year student who is scheduled to enroll in the College of International Management in AY 2021 Spring Semester.
- ② Not possess the French nationality. If an applicant possesses the French nationality, they must have received less than four years of education in France after Junior High School (beyond G7).
- ③ Meet one of the following language requirements at the time of application:  
TOEFL ITP 525, iBT 71, IELTS 5.5, TOEIC L&R 700, Eiken Level 1, or higher
- ④ Applicants who enrolled in the AY2020 Fall Semester must have a cumulative GPA of 2.80 or above for their 1<sup>st</sup> semester.
- ⑤ Applicants who enrolled in the AY2020 Fall Semester must have either completed, be exempted from, or be scheduled to take Intermediate English (for Japanese-basis students) or Japanese Foundation Course (for English-basis students) by the end of the AY2021 Spring Semester.

※If at the time of application, the applicant possesses a score which allows them to apply for a course exemption, they will be eligible to apply to the program.

- ⑥ Have the will to study French Language.
- ⑦ Have completed or intend to complete the following subjects recommended by the university in AY2021 Spring Semester:

AY2020 Fall enrollees: Fundamental Mathematics, Introduction to Management, Statistics, Introduction to Economics, Accounting I, Introduction to Marketing

AY2021 Spring enrollees: Fundamental Mathematics, Introduction to Management, Statistics, Introduction to Economics

## (2) Application Procedure

Please read the application information and the following instructions carefully and complete the online application. Your application will be accepted upon completion of the following steps. Incomplete applications will be automatically rejected.

**[Step 1]** Prepare a digital photo clearly showing your face, as well as the following two documents. Applicants will be asked to upload a ①“Digital photo clearly showing your face”, a ②“Statement of Financial Support (PDF, JPEG etc.)” and a ③“Copy of English Proficiency Score” at the end of the online application. Applicants who wish to apply to a university in a country or region where they possess a passport will also be required to submit ④Documentary Evidence of Academic History after Junior High School (beyond G7).

### ① Digital photo clearly showing your face

The Academic Office uses photos to match applicants and faces, thereby helping us support applicants more effectively. Provided that you are facing forward and your face is clearly visible in the photo, you do not need to submit an official ID photo. However, we cannot accept photos that include anyone other than the applicant.

- Applicants should be facing forward and must not be wearing a hat, a mask, sunglasses, etc.
- Please upload a photo taken in the past six months.
- The file name must match this format: “Photo\_Student ID (or Application ID) Number\_Your Name.”  
E.g. **Photo\_11111111\_RITSUMEIHanako.jpeg**

### ② [Statement of Financial Support](#) (PDF, JPEG etc.)

- Please ask your financial sponsor to download and sign this form from the [Academic Office website](#).
- You will need to add your own signature as well before submitting the form.
- The file name must match this format: “Financial\_Support\_Student ID Number (or Application ID)\_Your Name.”  
E.g. **Financial\_Support\_11111111\_RITSUMEIHanako.pdf**

### ③ Copy of English Proficiency Score (TOEFL/IELTS)

- Please submit a copy of an English score (TOEFL/IELTS)

- You may submit an online score or an expired score for our internal screening. However, applicants who pass the internal screening stage with an online score or expired score must later submit an official, non-expired score report issued by the testing agency. A copy of the official score report is acceptable.
  - If you choose to submit a web score, please submit a page upon which your name, your score, and the date of the test are clearly visible.
  - English-basis students whose native language is not English must also submit English proficiency scores.
  - The Admissions Office will not return scores to you that were submitted for the entrance exams.
  - The file name must match this format: "Score\_Student ID (or Application 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. 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.
- In the case you submit multiple applications, we will only accept the application most recently submitted.

**[Step 3]** Spring 2021 enrollees only: Please send your high school transcript or school report to the address below \*You don't need to upload it

Mailing Address  
 NBS Double Degree Program Team  
 Academic Office  
 Ritsumeikan Asia Pacific University  
 1-1 Jumonjibaru, Beppu, 874-8577  
 Oita, Japan

**Must be received by Monday, March 22, 2021, 16:30**

### **(3) Selection**

- ① Selection Method  
 Students will be selected based on a comprehensive screening of their grades, application documents, language proficiency, study plan and an interview.
- ② Selection Criteria

### **Essay**

- Must have a clear purpose for participating in this program.

### **Language Proficiency**

- Must possess a level of English proficiency that will enable you to have a fulfilling academic experience at the host university
- Must fulfill the language requirements at the time of internal screening

### **TOEFL ITP Exam (only for applicants who pass the document screening)**

- A TOEFL examination will be conducted (only for applicants who pass the document screening). Applicants who pass the document screening will be required to sit a TOEFL exam. Please pay the examination fee of approximately 4,000 yen with a certificate stamp before the deadline which will be indicated when the results of the document screening are announced. You can purchase a Certificate Stamp on campus. You do not need to take this exam if you have already obtained the required score by the time the final selection results are announced.

### **Interview (Only those students who pass the 1st round)**

- Must have a clearly defined study plan and goals
- Must possess the ability to socially and culturally adapt in the country of your host university as well as the psychological mettle to deal with and overcome problems that you may face during the program
- Must possess high-level conversational skills

### **(4) Announcement of Final Selection Results**

Final Selection Results will be announced on Tuesday, June 1<sup>st</sup>, 2020. Applicants must meet one of the following language requirements by then.

- TOEFL PBT (or TOEFL ITP) 550, TOEFL iBT 79, IELTS 6.0 or above.
- Applicants must submit a formal score (copy is acceptable) issued by the testing organization that meets one of the above scores by the time of the final selection results announcement.

### **Notes**

- Accepted students will have their acceptance revoked if they do not meet the language requirements by June 1<sup>st</sup>, 2021, so students must continue to make efforts in their studies after being accepted.
- In principle, students are not permitted to withdraw from the program once accepted.

### **3. Procedures after being Accepted to the Program**

#### **(1) Documents to prepare**

You will be required to prepare the following documents after being accepted to the program

- ① Documents to be submitted to NBS
  - Application materials (will be sent by NBS)

• High school transcripts in English ※Fall Enrollees must submit an APU Official Transcript (available from the machine from the beginning of April.)

② Documents needed for visa application

• Passport – Ensure the visa in your passport is valid for at least 3 months after the last date of your student exchange. Print the visa page of your passport so that it covers the two pages facing each other.

Please check the website of the French Embassy regarding necessary documents for obtaining a visa (such as a balance certificate).

③ Documents to be submitted to APU

- Pledge
- Consent Form
- Self-Report of Health Conditions and Necessary Support in Studies for Off-campus Study Program Participants

④ Overseas Insurance Requirements

Even if already enrolled in an insurance plan, you are required to enroll in overseas travel insurance and JCSOS Risk Management System (J-TAS) as dictated by APU, as well as in any insurance dictated by NBS. We will provide further details about the insurance enrollment process at the first guidance session for accepted students.

⑤ Immunizations

Will be explained during the guidance session

⑥ Accommodation

#### **4. Credit Transfer / Academics During and After the Program**

##### **(1) Credit Transfer**

The maximum number of credits you can transfer (by the time you graduate) is 60 (including credits from all other credit-transferrable programs), regardless of the APU maximum credit limit for each semester.

You must apply to transfer the credits obtained for curricular subjects at the host university back to APU. The credit transfer application will be screened and evaluated by the Academic Affairs Division and College of International Management.

It is not possible to transfer credits for subjects with no relation to those offered at APU, e.g. sports, art, etc.

If a host university subject has been transferred back to APU as an APU subject, then you can no longer register to take that APU subject at APU. Additionally, if you have already taken a subject at APU before going on exchange, then you cannot request to have credits transferred for that subject.

All grades for subjects eligible for transfer to APU will be listed as “T” (transfer) on the APU transcript.

It is important that you make a detailed study plan which takes into account the following: subjects you are currently taking and subjects you hope to take at NBS; how those subjects will transfer back to APU; graduation; and post-graduation plans (graduate school/career).

**(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. Failure to create a detailed study plan may jeopardize your chances of graduating on time. Before departing for the program, you should create a study plan after confirming the number of credits you have already obtained in addition to your affiliated college's curriculum.

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

You may be able to receive an exemption for Japanese/English/AP Language Subjects if you meet the designated requirements while abroad. You must apply for the exemption before returning to APU. Requirements differ depending on your curriculum year and language basis. Please refer to the Undergraduate Academic Handbook for further details.

Should you have any inquiries regarding the Language Education Subject Exemption, please contact <cleac@apu.ac.jp>

**(4) Registration of Japanese subjects for English-basis students (Caution)**

English-basis students who are required to take Japanese subjects must complete until Japanese Intermediate in order to graduate from APU. English-basis students who enroll in the Spring semester will depart APU at the end of their first semester and face a high possibility of not completing all their Japanese language requirements. In this case, students must take the Japanese Language Proficiency Test while abroad or register Japanese upon returning to APU. Studying Japanese and maintaining Japanese proficiency during the program will require great effort. Please take this into careful consideration when applying.

\*English-basis students whose first language is Japanese are not required to take Japanese subjects.

**5. Requirements to Graduate at NBS**

You will need to register certain subjects and a certain number of credits at NBS and APU in order to obtain degrees from both universities in 4 years. During your study at NBS, you will consult with an academic advisor at NBS to register subjects. As shown on the Study Plan (refer to attached Study Plan), you should plan your studies carefully in order to earn the prescribed number of credits at NBS and APU. You must obtain at least 120 ECTS at NBS within two years in order for you to earn a degree from NBS.



Fall (September) Enrollees <Model of credit acquisition>

Semester	University	Credits at NBS	Breakdown of required credits	Credits at APU
1 <sup>st</sup> semester	APU	64- 72 ECTS	Credits earned at APU will be transferred to NBS	32-36 Credits
2 <sup>nd</sup> semester	APU			
3 <sup>rd</sup> semester	NBS	120 ECTS	Students will earn about 15 credits per semester at NBS which will be transferred to APU upon evaluation	(Maximum) 60 Credits
4 <sup>th</sup> semester	NBS			
5 <sup>th</sup> semester	NBS			
6 <sup>th</sup> semester	NBS			
7 <sup>th</sup> semester	APU	Remaining Credits	Credits earned at APU will be transferred to NBS	Equivalent number of credits
8 <sup>th</sup> semester	APU			
TOTAL NBS Credits		240 ECTS		

Spring (April) Enrollees <Model of credit acquisition>

Semester	University	Credits at NBS	Breakdown of required credits	Credits at APU
1 <sup>st</sup> semester	APU	32-36 ECTS	Credits earned at APU will be transferred to NBS	16-18 Credits
2 <sup>nd</sup> semester	NBS	120 ECTS	Students will earn about 15 credits per semester at NBS which will be transferred to APU upon evaluation	(Maximum) 60 Credits
3 <sup>rd</sup> semester	NBS			
4 <sup>th</sup> semester	NBS			
5 <sup>th</sup> semester	NBS			
6 <sup>th</sup> semester	APU	Remaining Credits	Credits earned at APU will be transferred to NBS	Equivalent number of credits
7 <sup>th</sup> semester	APU			
8 <sup>th</sup> semester	APU			
TOTAL NBS Credits		240 ECTS		

**6. Program completion requirements**

① **Designated courses**

The courses students can register for at NBS are pre-determined based on what semester they are in their studies.

Students are required to take the courses indicated on the study plan chart during their respective semesters. In principle, students are not allowed to take any courses not indicated on the chart.

Please refer to the attached study plan chart.

## ② Internship

In principle, students are required to undertake an internship to earn a degree at NBS. Internships will take place during the final semester of the students' exchange.

Internships will take place within France and will generally span for 22 weeks, with 18 weeks being the minimum weeks necessary for an internship. Students will be required to choose from a list of 60,000 organizations with connection to NBS to undertake their internship. Internships cannot be undertaken within Japan or another country.

In the case a student cannot secure an internship, they will be required to take separately specified courses which amount to 30 ECTS.

## ③ Language subjects

Students are required to take English and French language subjects to earn a degree at NBS. In the case that a student's native language is English or French, they will be required to take another specified language subject.

※In the case that the NBS curriculum is revised, its graduation requirements may also change.

## ④ Self-studying French

All classes at NBS will be undertaken in English. However, as students are required to take French language subjects at NBS, students are encouraged to engage in self-study prior to their departure and reach a conversational level.

## 7. Program Fees

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

(NBS admission and tuition fees are not required!!)

1) Tuition	2) Accommodation*1	3) Insurance*2	4) Other Expenses
Pay tuition to APU as usual	Pay to NBS	Pay to both APU and NBS	Estimated amount of fees incurred while abroad: Approx. 1,100,000 yen (travel expenses, meals, books, passport/visa application fees, entertainment and any other fees incurred for the participant's private activities)

\*1 Dormitory fees generally cost between €1500 – €3600 per semester. Depending on available space, there may be some cases where students cannot live in the dormitory. Furthermore, the maximum period of stay in the NBS dorm is 1 year. In case students cannot live at the dorm, they will be required to find residence outside the campus with the support of NBS.

\*2 You must enroll in APU's designated Overseas Travel Insurance (around 230,000 yen for two years) in addition to J-TAS Insurance (Risk Management Support System, around 50,000 yen for two years). These must be paid as a lump sum before departure. You must also enroll in the KHU-mandated insurance plan.

### Estimated living expenses

Note: The expenses indicated here do not include APU tuition fees.

Average monthly expenses

Housing: € 250 – 600 (€ 400 on average)

Food: € 150

Teaching materials: € 20

Entertainment expenses: € 75

Public Transport: € 25

Other fees: € 80

Total: € 750

## **8. Program Cancellation and Early Termination after Acceptance**

In addition to the conditions outlined in "4. Program Cancellation or Change of Program Contents, Cancellation of Participation" of Items Common to All Programs, your acceptance may be revoked or the program may be cancelled, terminated early in the event that any of the following apply.

### ■ Standards Set by NBS

- ① 2020 Fall Enrollees: If your cumulative GPA drops below 2.80 during your second semester.  
2021 Spring Enrollees: If your cumulative GPA drops below 2.80 during your first semester

### ■ Standards Set by APU

- ① If you do not complete, or are not exempted from intermediate English or Japanese Foundation by the end of the 2021 Spring Semester.
- ② 2020 Fall Enrollee: If your total number of earned credits is less than 30 credits by the end of your second semester.  
2021 Spring Enrollee: If your total number of earned credits is less than 14 by the end of your first semester
- ③ If you cannot obtain the minimum number of credits specified by APU.

## **9. APU Tuition and Scholarships**

- Provided that you pass the academic review to continue receiving financial support 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 to their JP Bank account 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.

**【 Academic Office / Undergraduate Double Degree Program Team 】**

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

E-mail : [dudp@apu.ac.jp](mailto:dudp@apu.ac.jp)

Jacob (Mr.), Ono (Ms.)

## 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 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 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".

**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.

### 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.