

**Ritsumeikan Asia Pacific University  
Overseas Student Exchange Program  
Credit Transfer Manual**



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## **(1) Basic Rules of Credit Transfer**

i) Sixty credits is the maximum number of credits a student is able to transfer to APU. (These 60 credits include credits earned on student exchange, the exchange program with Ritsumeikan University and Akita International University, courses taken at the Open University of Japan, etc.)

ii) It is not possible to transfer credits from subjects with absolutely no relation to those offered at APU (for example sports or art-related subjects). During the credit transfer process, the courses that you have taken abroad at your host institution will be compared to the curriculum here at APU. Therefore, there are cases where courses designated as major subjects at the host institution will not be accredited as major subjects here at APU.

iii) Credit transfer will be calculated using UCTS (UMAP Credit Transfer Scheme) standards. Therefore, the number of credits received from your host institution is not necessarily equivalent to the APU credit system.

iv) All transferred credits will be shown as “T” (transfer) on the student’s grade report.

v) Credit transfer will be evaluated based on the “Credit Transfer Request” form submitted by the student for credits received at the host institution for undergraduate curricular subjects.

## **(2) Tentative Credit Transfer Form**

Tentative Credit Transfer Form is a document with which students can confirm tentative results regarding how the subjects studied at the host university will be transferred back to APU. It is necessary that students are aware that the results contained in this form are TENTATIVE results and may be subject to change.

### **i How to Submit**

We can accept your submission of the tentative credit transfer form up to twice per semester.

When submitting a new Tentative Credit Transfer Form, please be careful that you do not list courses you have already submitted. Please submit the tentative credit transfer form along with all the syllabi to manaba.

### **ii Notes when submitting the syllabus**

1. Each syllabus must contain the following items.

a) Subject Name b) Course Content and Objectives c) Grading Method

We do not accept the syllabus which does not contain detailed course content and objectives.

2. In the case that you have not received an official syllabus, please ask the professor to provide you with a document that lists the above criteria in English (A document made by a student is not acceptable.)

3. The syllabus must be the one provided at the time of taking the course. A syllabus from the previous semester will not be accepted.

4. The syllabus must be written either in English or Japanese. In the case the syllabus is not available in one of those two languages, please submit a translation either in English or Japanese.

5. Please enter each course name as a title of each file, and submit the files (syllabi) in the order that has been listed on the Tentative Credit Transfer Form. e.g.) 1.Economics.doc / 2.Sociology.pdf

6. URL or submission of the entire Course Catalogue is not acceptable.

### **iii Screening**

After receipt of the Tentative Credit Transfer Form, the Division of Academic Affairs will fill in the general subject category or the name of the correlating APU subject that will be accredited as here at APU and return it to the student.

### (3) Credit Transfer Subject Categories

Subject categories for transferred credits differ according to the curriculum you are studying under. Be aware of what credits you have completed and what you need to fulfill before applying for a credit transfer. Once you have submitted your Credit Transfer Request form, it cannot be rescinded.

#### ◆ Subject Categories (AY 2011 Curriculum Students)

APU Subject Category	Transfer Method
Common Education Subjects	<p><b>Languages Education Subjects (English, Japanese, AP Languages, other languages)</b></p> <p>Credits will be transferred by category (Language Education Subjects) rather than by subject name. These will count as “Common Education Subjects.”</p> <p><b>Common Liberal Arts Subjects</b></p> <ol style="list-style-type: none"><li>1. As a rule, these will be transferred as “Common Liberal Arts Subjects” and counted as “Common Education Subjects.”</li></ol> <p>*Unless there are subjects with similar content in the APU curriculum, these will not be transferred under an existing APU subject name.</p>
Major Education Subjects	<ol style="list-style-type: none"><li>1. As a rule, these will be transferred as “APS Major Education Subject” or “APM Major Education Subject”.</li><li>2. Subjects that are deemed equivalent to a major subject in the OTHER College will be counted as General Electives.</li></ol> <p>*Unless there are subjects with similar content in the APU curriculum, these will not be transferred under an existing APU subject name.</p>

### (4) Cautions

- i If you took classes held in English at the host university and apply for credit transfer after returning to APU, the course will be counted as “Subjects Held in English”. There will not be any language of instruction listed for subjects taught in a language other than Japanese or English or for subjects to be transferred as language education subject.
- ii You will not be able to transfer credits for courses you had completed previously.
- iii If credits you have taken at the host institution have been transferred as existing APU subject, then you can no longer register to take that APU subject.
- iv Subjects will not be transferred to an Area of Study.
- v If you have fulfilled the credit requirements for “Language”, “Liberal Arts Subjects” and “Major Education of your own College” fields, then subjects will be counted as General Electives.
- vi You are required to figure out how many remaining credits you need to graduate by using the Campus Mate.
- vii If the number of credits transferred is an odd number, you will end up with credits you do not need to graduate (i.e. more than the required amount).
- viii In the case of one year exchange, subjects will be transferred based on the year and semester you have taken the subjects.

APS	CSM	調査研究法(文化・社会・メディア)	2
		Research Methods for Culture, Society and Media	
APS	IRP	調査研究法(国際関係)	2
		Research Methods for International Relations and Peace Studies	
APS	ED	調査研究法(環境・開発)	2
		Research Methods for Environment and Development	
APS	HT	調査研究法(観光学)	2
		Research Methods for Tourism and Hospitality	
APS	CSM	社会理論	2
		Social Theory	
APS	CSM	文化人類学	2
		Cultural Anthropology	
APS	CSM	宗教と信仰	2
		Religion and Belief	
APS	CSM	ジェンダー研究	2
		Gender Studies	

APM	SMO	国際比較経営	2
		International Comparative Management	
APM	M	サプライ・チェーン・マネジメント	2
		Supply Chain Management	
APM	SMO,IE	アントレプレナーシップ	2
		Entrepreneurship	
APM	M	ブランドマネジメント	2
		Brand Management	
APM	M	販売・プロモーションマネジメント	2
		Promotion and Sales Management	
APM	M	マーケティングデータ分析	2
		Marketing Data Analysis	
APM	M	ECコマース	2
		E-Commerce	
APM	M,SMO	国際物流論	2
		International Logistics	

単位認定見込書/Tentative Credit Transfer Form

No.

提出:Date of submission 20 / /

1. 判定には概要のみが記載された書類は不可です。シラバスを提出してください。
2. シラバスは単位認定見込書の科目順に並べて提出してください。
3. 単位認定見込書に記載される読替え科目はあくまでも見込のため、審査の結果最終的に認定される科目が異なる場合があります。
4. 単位認定の基本ルールの詳細は、ガイダンスの資料を参考にしてください。
1. Subject outline is not acceptable. You must submit the syllabus for credit accreditation.
2. Please submit each syllabus in the same order as on this Tentative Credit Transfer Form.
3. The results contained in this form are TENTATIVE results and may be subject to change.
4. Please refer to the guidance handout for the details of basic rules of credit transfer.

氏名/Name		学籍番号/Student ID	
所属学部 /College	<input type="checkbox"/> APM <input type="checkbox"/> APS	カリキュラム Curriculum	<input type="checkbox"/> 2011 <input type="checkbox"/> 2006
派遣先大学名 Host Institution			
派遣国・地域 Country / Region			
派遣開始セメ スター /Departure Semester	20 <input type="checkbox"/> 春/Spring <input type="checkbox"/> 秋/Fall	派遣期間/ Exchange Period	<input type="checkbox"/> 1セメスター/ 1 semester <input type="checkbox"/> 1年/1 year

番号 No	科目コード Course Code	科目名 Course Title	単位 Credit	開講言語 Language Instruction	of	オフィス欄 Office Use Only
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

教学部受付印

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## Tentative Credit Transfer Form Result Example

<b>Student ID</b>	<b>Name</b>	<b>Nationality</b>	<b>Program</b> (Overseas Student Exchange)
学籍番号	氏名漢字	国籍名	プログラム
****	*****	日本	留学(海外派遣)
国名J	機関名J	参加年度	参加セメ
アメリカ合衆国	*****	2015	秋
<b>Host Country</b>	<b>Host University</b>	<b>Departure Year</b>	<b>Departure Semester</b> (秋 Fall / 春 Spring)

**Host University Course Information**

Course Title	Language of Instruction	Credit
履修科目名	履修言語	単位数
Public Speaking	英語	3
Introductory Macroeconomics	英語	3
Introductory Macroeconomics	英語	3
Marketing Management	英語	3
Elementary Spanish I	英語	3
Tourism Resources Management	英語	3
Basketball	英語	3

**APU Credit Transfer Result (Tentative)**

Language of Instruction	Credits	No Charge	ペア	認定状態
認定言語	認定単位数	有償/無償		
英語	3	無償		認定予定
英語	2	無償	1:2	認定予定
英語	1	無償	1:2	認定予定
英語	3	無償		認定予定
	3	無償		認定予定
	3	無償		認定不可

<b>認定単位集計情報</b>					
履修単位数合計	18.0	履修科目数	5	認定単位数合計	0
				認定科目数	0

**Office Use Only**

**認定科目/Corresponding APU Subject**  
 共通教養科目分野 = Liberal Arts Subject  
 専門教育科目分野(APM) = Major Education Subject(APM)  
 専門教育科目分野(APS) = Major Education Subject(APS)  
 専門教育科目分野(APS/APM) = Major Education Subject(APS/APM)  
 言語教育科目分野 = Language Education Subjects  
 空欄(Blank) = (認定不可) Not approved

**認定状態/Credit Transfer Status**  
 認定予定 = Tentatively Approved  
 認定不可 = Not Approved

**\*Pair Subjects**  
 If a course your register at the host university is transferred as a subject and field, "1:2" will appear in the pair subject column.

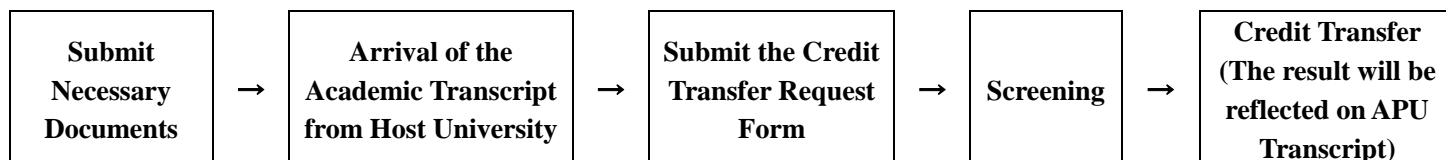
### **Rescreening Request**

In the case you would like to request rescreening the tentative results, submit the request form with the detailed reasons for requesting for the rescreening along with the syllabus of the subject.

### **(5) Credit Transfer Request Form**

The Credit Transfer Request Form is a document to be submitted by students which outlines the list of curricular subjects completed at the host institution. Based on this document, screening will be done for credit transfer to APU. Please only list the subjects from the Tentative Credit Transfer Form which you have already received results for and subjects which grades have been released by your home university. If you wish to request credit transfer of subjects which you have not received the results, please first submit the Tentative Credit Transfer Form.

### **(6) Credit Transfer Request Procedure**



#### **i Submission of Necessary Documents**

You need to submit all the documents that are listed in the following URL to manaba except for Notice of Completion of Exchange.

<http://en.apu.ac.jp/academic/page/content0107.html/>

- Student Exchange Report: 1st Semester
- Student Exchange Report: 2nd Semester (Only for students on one-year programs)
- Returned Exchange Student Report
- Notice of Completion of Exchange (Should be sent by post or submitted to the Academic Office)
- Exchange Questionnaire
- Exchange Presentation PowerPoint

#### **ii Arrival of the Original Transcript from the host university**

The returning student must submit the following documents to manaba all at once within one month after receiving the academic transcript from the host university. Submission after this period is not acceptable.

- Credit Transfer Request Form
- Syllabi of all the courses on the request form
- Results of the Tentative Credit Transfer Form

#### **<Note>**

\* Before leaving the host country, you need to ask the coordinator of your host university to mail you the original transcript to the below address.

**To: Student Exchange Coordinators, Academic Office, Ritsumeikan Asia Pacific University**

**Address: 1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan**

#### **iii Credit Transfer Processing Time**

The Academic Office inform the student of the completion of credit transfer by Action Required usually within 1 month of credit transfer application. After receiving a message by Action Required, Students will have their official credit transfer results reflected on their transcript (after one of the periods listed below) which they will be able to check via Campus Mate.

[Spring/Fall Semester] Registration Period A or B / Correction Period 1 or 2 / Grade Announcement

Please use the transferred credit results when considering your study plan and subjects to register for the next semester.

## Credit Transfer Request Form

Date of submission 20 / /

Mandatory documents submitted excluding this form (check the boxes below):

- |  |   |
|--|---|
| <input type="checkbox"/> Student Exchange Report: 1st Semester<br><input type="checkbox"/> Student Exchange Report: 2nd Semester<br>(Only for students on one-year programs)<br><input type="checkbox"/> Returned Exchange Student Report<br><input type="checkbox"/> Notice of Completion of Exchange | <input type="checkbox"/> Exchange Questionnaire<br><input type="checkbox"/> Exchange Presentation<br><input type="checkbox"/> Results of the Tentative Credit Transfer Form<br><input type="checkbox"/> Syllabi of all of the courses that you have listed on the<br>Credit Transfer Request Form |
|--|---|

(Note 1) An official transcript issued by the host institution is necessary for credit transfer.

(Note 2) Write the course name and course code in the below "Application for Credit Transfer - Course List" in the order that they are written on the transcript issued by the host university.

(Note 3) Arrange the course syllabi in the order that you have written the courses in the "Application for Credit Transfer - Course List" below and submit them with this form.

Name		Student ID	
College	<input type="checkbox"/> APM <input type="checkbox"/> APS	Curriculum	<input type="checkbox"/> 2011 <input type="checkbox"/> 2006
Host Institution			
Country / Region			
Departure Semester	20 <input type="checkbox"/> Spring <input type="checkbox"/> Fall	Exchange Period	<input type="checkbox"/> 1 semester <input type="checkbox"/> 1 year
Current Address			
Home Phone		Mobile Phone	
Plans upon program completion	<input type="checkbox"/> Return to APU <input type="checkbox"/> Leave of Absence(1 semester) <input type="checkbox"/> Leave of Absence (1 Year) <input type="checkbox"/> Others( )		

### Application for Credit Transfer - Course List

No	Course Code	Course Title	Credit	Language of Instruction
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



**Rescreening Request Form**

Name:                      Student ID:                      Host University:

The Course Title (Host University Course Title)

Request a course you took / are taking at the host university to be transferred under an existing APU subject name (Name of the APU Subject)

※Submit the APU syllabus in addition to the syllabus of the host university

Request to rescreen (e.g. from Liberal Arts Subjects to APM/APS Major Education Subject)

※Submit syllabus of the host university

Write detailed reasons why the result of the tentative credit transfer form should be rescreened.

Detailed Reasons

## Course Title Confirmation Form

Student Name:  
APU Student ID:

Note: To be completed by the Professor or the Student Exchange Coordinator

I confirm that the blow courses are the same course.

	Term Course Offered e.g: Fall Semester 2014	Course Title as shown on Transcript	Course Title as shown on syllabus
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			

Host University:  
Name:  
Title:  
Email address:

Signature

\_\_\_\_\_

Date

\_\_\_\_\_