

**Ritsumeikan Asia Pacific University**  
**Overseas Student Exchange Program, Fall 2018**  
**Credit Transfer Manual**



**Academic Office**  
**TEL: +81-977-78-1101 / FAX: +81-977-78-1102**  
**E-mail: [outbound@apu.ac.jp](mailto:outbound@apu.ac.jp)**

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

i) Students can transfer a maximum of 60 credits back 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 completely unrelated to those offered at APU (e.g. sports or fine arts). During the credit transfer process, courses taken at your host university will be reviewed against the APU curriculum. As a result, there may be cases in which courses designated as major subjects at the host university cannot be recognized as major subjects at APU.

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

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

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

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

The Tentative Credit Transfer Form is a document which students can use to verify tentative results regarding how subjects studied at the host university will be transferred back to APU. Students should be aware that the results shown on this form are TENTATIVE 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 previously submitted courses.

Email the tentative credit transfer form along with all syllabi to the Academic Office <outbound@apu.ac.jp>

### **ii Notes When Submitting Syllabi**

1. Each syllabus must contain the following items:

a) Course Title   b) Course Content and Objectives   c) Grading Method

We cannot accept syllabi without a detailed description of course content and objectives.

2. In the event that you have not received an official syllabus, please ask the professor to provide you with a document listing 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 you took the course. A syllabus from a previous semester will not be accepted.

4. The syllabus must be written in English. If the syllabus is not available in English, please submit a translation in English.

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

6. Submitting a URL or the entire course catalogue is not acceptable.

### **iii Screening**

After receiving the Tentative Credit Transfer Form, individual APU colleges and Academic Affairs will review the syllabus for each course. It may take up to a month for you to receive your results.

### (3) Credit Transfer Subject Categories

Credit Transfer	APS	APM
2011 Curriculum	Language Education Subject Common Liberal Arts Subject Major Education Subject (Other APU Subjects)	Language Education Subject Common Liberal Arts Subject Major Education Subject (Other APU Subjects)
2017 Curriculum	Language Education Subject Common Liberal Arts Subject Major Education Subject Special Lecture in Environment and Development Special Lecture in Tourism and Hospitality Special Lecture in International Relations and Peace Studies Special Lecture in Culture, Society and Media (Other APU Subjects)	Language Education Subject Common Liberal Arts Subject Major Education Subject (Other APU Subjects)

### (4) Additional Considerations

- i If you took courses in English at the host university and the courses can be transferred as a Common Liberal Arts Subject or Major Education Subject, those courses will be counted as “Subjects Taken in English.” No language of instruction will be listed for subjects taught in a language other than Japanese or English, or for courses to be transferred as language education subjects.
- ii Courses taken at the host university will be transferred as one of the above-mentioned Education Subjects or Special Lecture. If you would like a course to be transferred under an existing APU subject name, please submit the Rescreening Request after taking the course to see if this would be possible.
- iii You will not be able to transfer credits for courses you completed previously at APU.
- iv If courses taken at the host university have been transferred as an existing APU subject, then you can no longer register to take that subject at APU.
- v (2017 Curriculum APS) There may be cases in which you can only receive up to 10 credits in any one of the four subject areas.
- vi (All Students except for 2017 Curriculum APS) Only courses which have been transferred under an APU subject name can be counted in one of the areas of study. If courses are transferred as “Major Education Subject,” those courses are not counted as the areas of study. If you would like courses to be counted in one of the areas of study, please submit the Rescreening Request to see if this would be possible.
- vii (APM Students Only) Incomplete APM-required subjects will automatically be registered during the semester in which students return to APU. If you have taken those required courses at the host university and those courses have been accepted to be transferred under an APU subject name, make sure to drop those courses on your own.
- viii In the case of a one-year exchange, subjects will be transferred based on the year and semester in which you have taken the subjects.





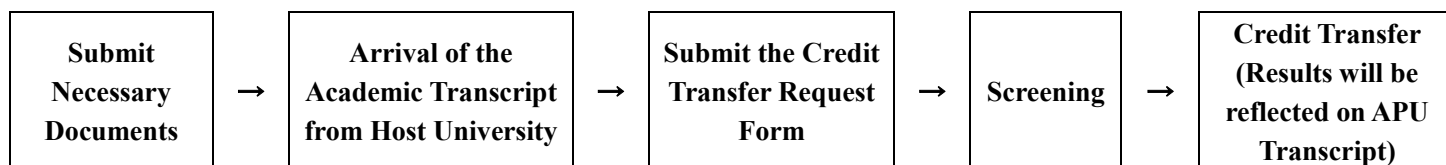
### **Rescreening Request**

If you would like to request rescreening of the tentative results, submit the request form with detailed reasons for requesting the rescreening, along with the syllabus of the subject in question. If you would like to request a course you took at your host university to be transferred under an existing APU subject name, please submit the APU Syllabus in addition to the syllabus of the host university. Depending on the rescreening result, your request may be denied.

### **(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 university. Based on this document, screening will take place regarding credit transfer to APU. Please list only the subjects from the Tentative Credit Transfer Form for which you have already received results, and subjects for which grades have been released by your home university. If you wish to request credit transfer of subjects for which you have not received results, please first submit the Tentative Credit Transfer Form.

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



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

Please email all documents except for the Notice of Completion of Exchange.

- 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 PowerPoint Presentation
- Photos

#### **ii Arrival of the Original Transcript from the Host University**

The returning student must submit the following documents to the Academic Office all at once and within one month of 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

\* Before leaving your host country, you should ask the coordinator of your host university to mail 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 will usually email the student of the completion of credit transfer within one to two month of the credit transfer application. After receiving a message, 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 consider the transferred credit results closely when planning out your studies for following semesters.

## 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				

## Credit Transfer Rescreening Request Form

Please fill out this form in English.

Date \_\_\_\_\_

Name		Student ID	
College	<input type="checkbox"/> APM <input type="checkbox"/> APS	Curriculum	<input type="checkbox"/> 2011 <input type="checkbox"/> 2017
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

Course Title at the Host University \_\_\_\_\_

**Request A:** Please mark (✓) by one option to indicate how you would like the above course to be transferred:

- APM Major Education Subject     APS Major Education Subject  
 APS Special Lecture\* (Area of study \_\_\_\_\_) \*2017 Curriculum APS Only

**Request B:** Request a course taken at the host university to be transferred under an existing APU subject name.

Course Name at APU \_\_\_\_\_

Please write a detailed explanation of why the results of the tentative credit transfer form should be rescreened.

Please submit this form to the Academic Office <[outbound@apu.ac.jp](mailto:outbound@apu.ac.jp)> along with:

- Request A: a syllabus from your host university  
 Request B: both an APU syllabus and a syllabus from your host university

Office Use Only

Approved	Denied	Comments



## Course Title Confirmation Form

(To be completed by the Professor or Student Exchange Coordinator)

Student Name:

APU Student ID:

I confirm that the below courses are the same course:

	Term Course Offered e.g. Fall 2014	Course Title as Shown on Transcript	Course Title as Shown on Syllabus
Course 1			
Course 2			
Course 3			
Course 4			
Course 5			

Name of Student's Host University:

Name of Professor or Student Exchange Coordinator:

Title:

Email address:

Signature

Date

\_\_\_\_\_

\_\_\_\_\_