Ritsumeikan Asia Pacific University
Overseas Student Exchange Program
Credit Transfer Manual

Student Exchange Coordinator
Academic Office
TEL: +81-977-78-1101 / FAX: +81-977-78-1102
E-mail: outbound@apu.ac.jp
Ms. Fujimura, Naka

(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 at your host university will be compared to the curriculum at APU. Therefore, there are cases where courses designated as major subjects at the host university will not be accredited as major subjects at APU.

iii) Credit transfer will be calculated using UCTS (UMAP Credit Transfer Scheme) standards. Therefore, the number of credits received from your host university 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 university 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 email the tentative credit transfer form along with all the syllabi to the academic office <outbound@apu.ac.jp>

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	**Languages Education Subjects（English, Japanese, AP Languages, other languages）** Credits will be transferred by category (Language Education Subjects) rather than by subject name. These will count as "Common Education Subjects." **Common Liberal Arts Subjects** 1. As a rule, these will be transferred as "Common Liberal Arts Subjects" and counted as "Common Education Subjects." *Unless there are subjects with similar content in the APU curriculum, these will not be transferred under an existing APU subject name.
Major Education Subjects	1. As a rule, these will be transferred as "APS Major Education Subject" or "APM Major Education Subject". 2. Subjects that are deemed equivalent to a major subject in the OTHER College will be counted as General Electives. *Unless there are subjects with similar content in the APU curriculum, these will not be transferred under an existing APU subject name.

(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 university have been transferred as existing APU subject, then you can no longer register to take that APU subject.

iv   Even if credits you have taken at the host university have been transferred as Major Education Subject in your own college, the credits will not be transferred as Areas 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   In the case of one year exchange, subjects will be transferred based on the year and semester you have taken the subjects.

vii   There are cases where the number of credits transferred is an odd number.

viii   You are required to figure out how many remaining credits you need to graduate by using the Campus Mate.

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下さい。

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	□APM　　□APS		カ リ キ ュ ラ ム Curriculum	□2011 □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　　　　□春/Spring　□秋/Fall		派遣期間/ Exchange Period	□1セメスター/ 1 semester □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 of Instruction	オフィス欄 Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

教学部受付印

Tentative Credit Transfer Form Result Example

Student ID　　　　　　　Name　　　　　　　　Nationality　　Program
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(Overseas Student Exchange)

派遣受入学生情報							
学籍番号	*****	氏名漢字	*****	国籍名	日本	プログラム	留学（海外派遣）
国名J	アメリカ合衆国	機関名J	*****	参加年度	2015	参加セメ	秋

Host Country　　　　　　　Host University　　　　Departure Year　　Departure Semester

(秋 Fall / 春 Spring)

Host University Course Information

Language of Instruction
Course Title　　　　　　　Credit

APU Credit Transfer Result (Tentative)

Language of Instruction　　Credits　　No Charge

認定単位情報

履修科目名	履修言語	単位数	認定年度	認定セメ	認定科目種別	認定科目コード	認定科目	認定言語	認定単位数	有償_無償	ペア	認定状態
Public Speaking	英語	3					共通教養科目分野	英語	3	無償		認定予定
Introductory Macroeconomics	英語	3					マクロ経済学	英語	2	無償	1:2	認定予定
Introductory Macroeconomics	英語	3					専門教育科目分野(APM)	英語	1	無償	1:2	認定予定
Marketing Management	英語	3					専門教育科目分野(APM)	英語	3	無償		認定予定
Elementary Spanish I	英語	3					言語教育科目分野		3	無償		認定予定
Tourism Resources Management	英語	3					専門教育科目分野(APS)	英語	3	無償		認定予定
Basketball	英語	3								無償		認定不可

認定単位集計情報							
履修単位合計	18.0	履修科目数	5	認定単位合計	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.
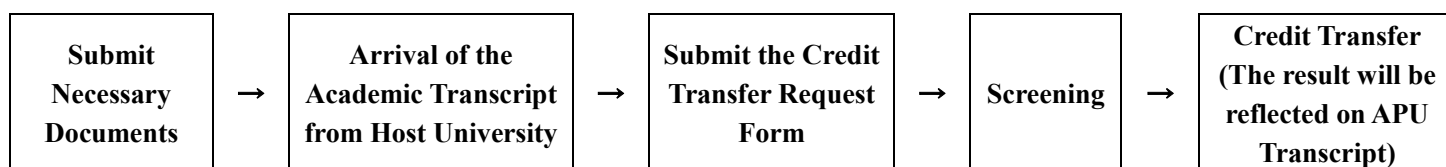
Rescreening Request

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. If you would like to request that 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 not be accepted.

(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 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

Submit Necessary Documents	→	Arrival of the Academic Transcript from Host University	→	Submit the Credit Transfer Request Form	→	Screening	→	Credit Transfer (The result will be reflected on APU Transcript)

i **Submission of Necessary Documents**

You need to submit all the documents that are listed in the following website 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 the Academic Office 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

* Before leaving the host country, you need to 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 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):

- ☐ 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

- ☐ Exchange Questionnaire
- ☐ Exchange Presentation
- ☐ Results of the Tentative Credit Transfer Form
- ☐ Syllabi of all of the courses that you have listed on the

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	☐APM ☐APS	Curriculum	☐2011 ☐2006
Host Institution			
Country / Region			
Departure Semester	20 ☐Spring ☐Fall	Exchange Period	☐1 semester ☐1 year
Current Address			
Home Phone		Mobile Phone	
Plans upon program completion	☐Return to APU ☐Leave of Absence(1 semester) ☐Leave of Absence (1 Year) ☐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

APU

Ritsumeikan
Asia Pacific University

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

_   _____   _   _____