

# Fall 2020

## RU-APU, AIU-APU Domestic Exchange Program

### Recruiting Information

#### <Important Announcement>

Please apply with the understanding that, depending on future circumstances, you may not be able to go on exchange in the AY 2020 Fall semester. For more information, please refer to "15. Suspension of exchange" on p. 5.

#### 1. Outline of Domestic Exchange Program

Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Ritsumeikan University (RU: Kyoto City, Kyoto / Kusatsu City, Shiga / Ibaraki City, Osaka)
- Akita International University (AIU: Akita City)

#### 2. Host Colleges

- Ritsumeikan University
  - Kinugasa Campus (Kyoto)  
College of Law, College of Social Sciences  
College of International Relations, College of Letters
  - Biwako-Kusatsu Campus (BKC: Kusatsu City, Shiga)  
College of Economics, College of Science and Engineering  
College of Sports and Health Science
  - Osaka Ibaraki Campus (OIC: Ibaraki City, Osaka)  
College of Policy Science, College of Business Administration

The Colleges below are currently not accepting exchange students.

The Colleges of Image Arts and Sciences, Information Science and Engineering, Life Sciences, Pharmaceutical Sciences, Comprehensive Psychology, Gastronomy Management, Global Liberal Arts

Note: In order to apply for the College of Science and Engineering, applicants must have the necessary academic ability. Screening is made on a case-by-case basis.

- Akita International University  
Faculty of International Liberal Arts (Akita City)

#### 3. Exchange Period

- Ritsumeikan University: 1 semester
- Akita International University
  - semester or 1 year
  - Winter program (Please see Page 9)

\*There is no possibility to extend your exchange period after participation is approved by APU officially.

\*If you have participated in any domestic exchange program (1semester/1 year exchange program) in the past, you are not able to apply.

#### **4. Number of students to be accepted**

---

- Ritsumeikan University: 10
- Akita International University:10

#### **5. Application Qualifications**

---

- Applicants must be in their 3<sup>rd</sup>~6<sup>th</sup> semester in 2019 Spring semester
  - Applicants must be in their 4<sup>th</sup> ~7<sup>th</sup> semester at the time of departure.
    - \*You cannot participate in the program in your last semester.
    - \*3rd-year transfer students cannot apply.
    - \*2nd-year transfer students can apply from their 4<sup>th</sup> semester.
- The number of credit required : The number of credits you have taken must be the number of your previous semester × 14 or above.
  - \*I.e. students in their 5<sup>th</sup> semester : 4 (previous semester) × 14=56 (Total number of credits taken must be 56 or above)
- Cumulative GPA : 2.50 or above
- Language Requirements :
  - Ritsumeikan University: Sufficient Japanese Ability (complete Advanced Japanese)
  - Akita International University : TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61 or higher

#### **6. Tuition and other fees**

---

Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present.

The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

#### **7. Accommodation**

---

- Ritsumeikan University:

Participants are required to find the accommodation on their own.

- Renting local apartment: You may find the housing through Ritsumeikan Co-op.
- The student dormitories operated by the Ritsumeikan University: You may apply for the student dormitories but no guarantee to be offered a room. Application will be accepted after your participation is accepted officially.

Website for Ritsumeikan dorms: <http://en.ritsumei.ac.jp/lifecareer/dorm/>

For the further information regarding accommodation will be provided as needed

● Akita International University:

Participants will be housed in either “Global Village” or “Komachi Hall” (Dormitory). Akita International University will decide which accommodation you will stay at.

[Accommodation fees]

The below are the 2020 Fall Semester costs. Please note that these costs may change.

Fall Semester (4.5months:2020/8/25~2020/12/24)		
	Global Village (24,000~26,000 JPY / month)	Komachi Hall (20,000 JPY / month)
Rent (Utility fees are included)	112,000 JPY	90,000 JPY
Meal Plan for 2weeks	14,670 JPY	14,670 JPY
Room Cleaning Charge	4,250 JPY	4,000 JPY
Bedding and Linens	10,575 JPY	10,575 JPY
Activity Fees	10,000 JPY	10,000 JPY
<b>TOTAL</b>	<b>151,495 円 JPY</b>	<b>129,245 円 JPY</b>

[Meal Plan and self-cooking]

- IH cooker is provided in the each room at Global Village and participants are able to cook their own food in the room. Cooking equipment must be prepared by participants.
- There are community kitchens in Komachi Hall. However, cooking in their own room is prohibited.
- Meal Plans (Semester based)

Participants are require to buy the meal plan for the first 2 weeks as a one of AIU policies. You may choose the meal plan options below after that if you would like to continue to buy meal plan. In this case, you are required to pay the meal plan fees to AIU shop by the deadline.

- A. 2 meals per a day (Lunch and Dinner, Weekdays only, not including holidays): Approx. 60,000JPY per semester
- B. 3 meals per a day (Breakfast, Lunch and Dinner, everyday): Approx. 100,000JPY

\*Please note that there may be a case that meals cannot be provided in the special occasion days.

\* You may also buy foods at the cafeteria after the first 2 weeks without buying meal plan.

**[Bedding and Linens]**

Provides: Futon mattress, comforter, blanket, pillow, linens (including changing the bed linens once a

week)

### [Room Facilities]

Global Village: Air conditioning facility, Bed, Desk, Chair, Shelf, Closet, desk lamp, small fridge and IH cooker

Komachi Hall: : Air conditioning facility, Bed, Desk, Chair, Shelf, Closet and desk lamp.

[Information apply to both Global Village and Komachi Hall]

- Free wired internet connection is available.
- 24h Laundromat is in the building. \*Laundry charge will be incurred.
- Shared room only.

## 8. Scholarships

---

As a basic rule for APU tuition reduction plan or scholarship, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criterion for two consecutive semester.

University will evaluate your APU grades after you receive certain amount of credits transferred from your host university. After finishing exchange program, please apply to credit transfer as soon as possible. Please make inquiries at Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

## 9. Courses Registration and Credits

---

- Ritsumeikan University:
  - Participants may only take the courses from the college they will be in.
  - Participants may take small-group lecture courses. There are some subjects restricted by collages.
  - There are some courses restricted by year level.
  - Only a small number of classes are taught in English.
  - Individual guidance will be provided during the course registration period, in accordance with the class registration limit, students' personal academic history and study plan.

Note:

1. Only a small number of courses are offered in English in Ritsumeikan University.

If you are Japanese Basis Students, please plan ahead and take the courses held in English at APU as much as possible.

2. There is no limit to the maximum number of credits you can take. We recommend that you take at least 20 credits per semester.

- Akita International University:

- EAP (English for Academic Purposes) subjects will not be offered for exchange students. Some other courses have a limit for registration or a prerequisite. Please [see](#) the class schedule and course syllabus for more information.
- Exchange students are able to register courses regardless of the year level.
- All subjects are taught in English. Only a small number of classes are taught in Japanese.
- The number of capacity of the course or classroom are limited.  
(AIU students have priority in registration for the courses. APU students may not be able to register in those courses.)

## **10. Credit Transfer**

The maximum number of credits participants are eligible to transfer by the time their graduates is 60 credits including all other credit transferrable programs regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:

All credits taken at the host university will be transferred as “Subject Field”.

\*(For AY 2011 Curriculum and AY 2017 Curriculum APM students)

Transfer credits do not count towards Area of Study.

\*Credit transfer will be determined by Academic Affairs based on students’ application.

Important Note for Students enrolled under the AY 2017 Curriculum:

- For APM students: Ritsumei University and Akita International University does not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
- For APS students, up to 10 credits may be approved to count towards an Area of Study based on the screening carried out by the College of Asia Pacific Studies (APS).

[Timing of Credit Transfer]

Transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program.

You cannot confirm earlier that the credits you have taken at the host university transfer to which subject fields at APU.

[The number of transferable credits]

In general, all credits obtain at the host university could be transfer back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by APU credit registration limit.

[Grades]

Transferred subjects will appear as “ T ” (Transfer) on your grade report. “ T ” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example ...

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

### **11. 3<sup>rd</sup> and 4<sup>th</sup> Year Seminars**

---

If you plan to register for 3<sup>rd</sup> or 4<sup>th</sup> Year Seminar (Major Seminar I , Major Seminar II , Graduation Research I , Graduation Research II), please come to the Academic Office for a consultation before applying the exchange program.

### **12. Recruitment and Screening Schedule**

---

Application Period: Mon. 18 May ~ Wed. 27 May 16:30

Notification of Screening Results and Interview Date: Fri. 29 May

Interview Period: Mon. June 1 ~ Tue. June 2

Announcement of selected participants: Wed. July 1

Guidance Session: Wed. July 8

\*Selected candidates will be notified of detailed information later.

### **13. Application and screening procedures**

---

- Screening by application documents and interview:

Selection will be conducted based on applicant’s comprehensive ability (language ability, essay, GPA and interview).

\*There will be a special screening for applicants of College of Science and Engineering.

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

**Step 1:** Please apply through [Academic Office website](#).

- 1) Complete online application

- Note! Please read the [instruction](#) before you apply online.

- Please upload your face photograph.
  - For AIU applicants, a copy of TOEFL score is requested to upload upon application
- Application Period: Mon. 18 May ~ Wed. 27 May 16:30

**Step 2:** Please submit the following documents to the Academic Office by physical mail.

- 1) Pledge (Not yet available, you will be informed when it is)
- 2) Statement of Financial Support

The forms are available to download from the [Academic Office website](#).

Note: Above two forms must be signed by both an applicant and his/her guardian and financial sponsor and only the original documents will be accepted.

Submission deadline: Tue. June 30 16:30

Note: Submission deadline for above two documents differs from the deadline of online application.

#### **14. Revocation of Acceptance**

---

Students may have their acceptance revoked in the following cases.

1. If you do not follow university guidelines, such as not submitting required documents, and not attending mandatory guidance sessions.
2. Commitment of one or more disciplinary infractions.
3. Cancellation of a program by APU due to safety issues in the host country.
4. Cancellation of a student's participation by APU due to injury, illness, or other circumstances rendering the student unfit for participation.
5. Evidence of improper behavior.
6. Failure to fulfill the duties expected of a student.

#### **15. Disclaimers and Precautions**

---

The exchange will be suspended in the following cases. However, APU reserves the right to cancel the exchange in other cases at its discretion.

- If the program cannot be implemented safely in light of social conditions, such as when the destination prefecture is designated as a prefecture under specific cautions. In making the decision to cancel the exchange, it is assumed that natural disasters, disasters, strikes, epidemics, changes in the political situation, war, terrorism, as well as aircraft operations and local medical conditions will be kept in mind.
- If the host university decides to stop incoming exchange students from APU.

#### **15. Disclaimers and Precautions**

---

(1) Precautions and liability for 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 be held responsible.

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

After careful consideration of circumstances during the program (with priority given to student health and safety), a program may be cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, war, terrorism, or other force majeure events occurring at the host destination. 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. Even if already on exchange, a student may have his or her participation cancelled early in the event of the discovery or occurrence of any of the items listed in 14. Revocation of Acceptance.

(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.

## **16. Disclaimers and Precautions**

---

If a program participant experiences an accident or damage due to an unlawful act by a third party (organization, individual, etc.) other than program parties (APU, host university) during the program, the participant must take responsibility for filing a lawsuit or other related procedure.

### Cancellation and Changes to Program Details:

It may occasionally be necessary to cancel or alter the content of a program in order to ensure the health and security of participants, in the event of natural disaster, strike, breakout of communicable disease, change of political conditions, military conflict, terrorism, or other unavoidable occurrence, or for reasons relating to the host institution.

## **17. The handling of personal information**

---

Personal information included in these documents will only be used for the applicant screening process, other procedures for the dispatch, notices from the University, and in statistics in internal materials that will be used in a way that will not identify the individual. The personal information will be provided to the host institution and instructor, only when it is needed.



## 18. Attitude

---

Your own attitude and effort will greatly influence whether you will benefit from the program. 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

## 19. Contact

---

Academic Office 1st floor, B building

Contact: Mr. Jacob and Ms. Mishiro

Useful website:

AIU Website <http://web.aiu.ac.jp/>

RU Website <http://www.ritsumeai.ac.jp/>

国際教養大学 (AIU) 冬期プログラムについて

## Akita International University (AIU) Winter Session Exchange Program

### 【冬期留学プログラム / Winter Session Exchange Program】

国際教養大学(AIU)の「冬期科目」を履修できる短期留学プログラムです。

1年または1セメスター(秋学期)留学した場合も、オプションで冬期科目を履修することができます。

Students are able to register “winter session subjects” at Akita International University (AIU).

If you apply for the year/ semester exchange (fall semester), you will be able to register winter session subjects as well.

### 【開講期間 / Program term】

**2021年1月4日(月)～3月2日(火)**

※ APUの秋セメスター2Qの授業期間と重なります。よって、派遣が決定した場合は、APUのセメスター開講授業及び2Qの授業を受講することはできません。

※ The program will be offered during the 2nd quarter of the Fall Semester at APU. If you are selected, you will not be able to register semester subjects or 2nd quarter subjects.

### 【選考 / Screening】

選考は1年/セメスター留学と同時に行います。

The screening will be conducted together with the 1 year/semester exchange program.

### 【注意事項 / Points to concern】

- 冬期プログラム科目の履修の上限が9単位となっており、APUの履修上限単位数までしか認定できません。

(例)APUでのセメスター履修上限単位数が20単位である場合において、1Qで12単位のクォーター授業を履修した場合、冬期プログラムでは8単位まで(20-12=8)の単位認定が可能です。

The maximum number of credit which may be completed in the winter program is 9, however **the maximum number of credits which may be transferred is limited by the APU course registration limit.**

(Example) If the APU credit registration limit is 20 credits, and during the first quarter a student completes 12 credits, then up to 8 credits may be transferred from the winter program (20-12=8).

### 【住居について / Dormitory】

1年/セメスター留学と同様に、AIU留学では学生宿舎「グローバルヴィレッジ」または「こまち寮」に入寮していただきます。

Students have to stay in the university dorms "Global Village" or "Komachi Hall". Depending on the availability of the rooms, students may not be able to choose the dorm they want.

	冬期プログラム / Winter Program (2ヶ月間: 1月4日~3月2日)	
	グローバル・ヴィレッジ Global Village 月/month 24,000円/yen ~月/month 26,000円/yen	こまち寮 Komachi Hall 月/month 20,000円/yen
部屋代 / Room charge 2.5ヶ月間(1月3日~3月7日)	64,000 * utilities included	50,000 * utilities included
食費 / Meal plan	0	0

退去時清掃費 / Room cleaning charge	4,250	4,000
寝具 / Bedding (クリーニングあり)	5,875	5,875
活動費 / Activity fee	5,000	5,000
<b>合計 / Total</b>	<b>79,125 円/yen</b>	<b>64,875 円/yen</b>

**AY2020 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.