

## Spring 2021 Overseas Student Exchange Program

### Recruitment Guidelines



<b>Recruitment Guidance Session</b>	<b>(J) June 17, 2020 (Wed) 5<sup>th</sup> period &lt;Zoom ID&gt; 945-0675-5078 (E) June 17, 2020 (Wed) 6th period &lt;Zoom ID&gt; 945-0675-5078</b>
<b>Recruitment Period</b>	<b>June 15, 2020 (Mon) – July 16, 2020 (Tues) 16:30</b>
<b>Announcement of Results ("Action Required" Message)</b>	<b>July 28, 2020 (Tues)</b>
<b>1<sup>st</sup> and 2<sup>nd</sup> Guidance Sessions for Selected Applicants</b>	<b>July 29, 2020 (Wed) 5<sup>th</sup> and 6<sup>th</sup> Period</b>

\*The above schedules are subject to change.

\*It may sometimes be necessary to conduct individual interviews leading up to the announcement of screening results. In such cases, we will inform you of the time and date individually.

<Important Notice>

Please submit an application with the understanding that we may be unable to send students on exchange in Spring 2021 depending on the state of the novel coronavirus situation. For details, please refer to page 5, 3-(3) "Cancellation or Early Termination of Exchange."

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## Program Purpose and Overview

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The APU Overseas Student Exchange Program enables students to spend either a semester or an academic year at one of APU's partner universities while paying APU tuition, without paying additional tuition fees. By taking curricular courses at partner universities, students not only improve their language ability, but also deepen their knowledge and develop skills acquired at APU's respective colleges.

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### 1. Application Requirements/How to Apply/Conditional Acceptance

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#### (1) Application Requirements

Applicants must meet all of the following requirements:

i. Language requirements

Applicants must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2021 Spring University List."

Applicants who pass the internal screening without meeting the "Language Requirements at the Time of Applying to Host University" indicated on the "2021 Spring University List," or with a score which will expire by the host university's application deadline, will be assigned a status of Conditional Acceptance. Please refer to (3) "Conditional Acceptance" for more details.

ii. GPA requirements (Semester GPA and Cumulative GPA)

Applicants must meet both of the following GPA requirements:

-Semester GPA at the end of the 2019 Fall Semester must be 2.00 or above.

-Cumulative GPA at the end of the 2019 Fall Semester must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2021 Spring University List."

iii. Applicants must be in or between their 2<sup>nd</sup> and 5<sup>th</sup> semesters at the time of applying.

-3<sup>rd</sup>-year transfer students are not eligible to apply.

-2<sup>nd</sup>-year transfer students can apply beginning in their 4<sup>th</sup> semester.

iv. Applicants are not eligible to apply for universities located in their home countries.

v. At the time of the application deadline for the APU internal screening, applicants must have a status of "Enrolled," "On Exchange," or "Leave of Absence," AND must not have a status of "Suspended."

#### (2) How to Apply

Please read the application information and the following instructions carefully to complete the online application. Your application will be processed upon completion of the following two steps. Should you fail to complete both steps by the application deadline, your application will be considered incomplete and will not be processed.

**[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," ② "Statement of Financial Support," and ③ "Copy of English Proficiency Score" at the end of the online application.

#### 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 Number\_Your Name."

E.g. **Photo\_11111111\_RITSUMEIHanako.jpeg**

### ② **Statement of Financial Support (PDF)**

- Please ask your financial sponsor to download this form from the [Academic Office website](#):  
Ask them to sign the form and add your own signature as well.
- The file name must match this format: "Financial\_Support\_Student ID Number\_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) which meets the "Language Requirements at the Time of Application" indicated on the "2021 Spring University List."
- You may submit an online score or an expired score for the internal screening. However, applicants who pass the internal screening with an online score or expired score must later submit an official, non-expired score report issued by the testing agency (unless applying to a host university which does not require submission of English scores). A copy of the official score report is acceptable.
- English-basis students must also submit English proficiency scores.
- The Admissions Office will not return scores submitted at the time of the entrance exam.
- The file name must match this format: "Score\_Student ID Number\_Your Name."

E.g. **Score\_11111111\_RITSUMEIHanako.pdf**

### (3) Conditional Acceptance

A status of "Conditional Acceptance" will be assigned to applicants who meet either of the following criteria:

A - Pass APU's internal screening without fulfilling the "Language Requirements at the Time of Applying to Host University" indicated on the "2021 Spring University List."

B - Pass APU's internal screening with English proficiency scores which will expire by the host university application deadline indicated on the "2021 Spring University List."

Applicants assigned a status of "Conditional Acceptance" must submit a valid English score that fulfills the host university's requirements by the "Final Score Submission Deadline." If a student is not able to submit a valid English score by the deadline, their acceptance will be revoked and they will not be able to participate in the student exchange program. If accepted to a host university which does not require submission of language scores, a student will be fully accepted rather than conditionally accepted, even if they applied to the APU internal screening with expired scores.

\*Final Score Submission Deadline: one week before the "Nomination Deadline" indicated on the "2021 Spring University List."

### **[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.

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## 2. Screening Criteria/Screening Methods/University Assignments

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### (1) Screening Criteria

We will conduct a comprehensive screening based on your academic record at APU, English proficiency, and reasons for applying. When considering your reasons for applying, the following three criteria will be taken into account:

- Must have a clearly defined study plan and purpose for undertaking overseas exchange
- Must possess the ability to adapt culturally and socially in your host country, as well as the psychological resolve to deal with and overcome problems that you may face during the program
- Must have a clear awareness of your future career plans

### (2) Screening Methods

Document-based screening

While you do not need to submit a copy of your APU transcript, the Academic Office will confirm your academic record at APU using our internal database.

### (3) University Assignments

In principle, we will consider your application based on the university choices (1 to 3) you indicate in the application. We strongly recommend that you list three preferences, using the "level of competitiveness" and other information from previous recruitment periods as a reference. In the event of changes to the list of recruiting universities, we will inform you through Campus Terminal.

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## 3. Post-Screening Schedule/Revocation of Acceptance/Cancellation or Early Termination of Exchange

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### (1) Post-Screening Schedule

Acceptance — January 2021	Pre-departure guidance sessions (a total of five mandatory sessions) Application to the host university, visa application, travel arrangements, etc.
February — March 2021	Departure to host university/start of overseas exchange

\*Please be aware that you are responsible for arranging your own accommodations, visa, and travel.

### (2) Revocation of Acceptance

A student's acceptance may be revoked in any of the following cases:

1. Failure to meet the host university's language requirements up to one week prior to the "Nomination Deadline."
2. Failure to maintain a semester GPA of 2.00 through the end of the AY 2020 Spring Semester.
3. Failure to meet and maintain the host university's cumulative GPA requirements through the end of the AY 2020 Spring Semester.
4. Commitment of one or more disciplinary infractions following the announcement of internal screening results.
5. Failure to follow university guidelines, including failure to purchase designated overseas travel insurance and J-TAS, failure to submit required documents, and failure to attend mandatory guidance sessions.
6. Cancellation of the program by APU due to safety issues in the host country.
7. Cancellation of a student's participation by APU due to injury, illness, or other circumstances rendering the student unfit for participation.
8. Evidence of Academic Misconduct.
9. Failure to fulfill the duties expected of a student.

### (3) Cancellation or Early Termination of Exchange

APU reserves the right to cancel or cut short your exchange in any of the following cases, as well as in cases other than those specifically outlined below:

1. The exchange country or region is designated as level 2 or above (“Travel Advice and Warning on Infectious Diseases”) by the Japanese Ministry of Foreign Affairs.
2. The program cannot be run safely due to a state of social unrest.  
When considering whether to cancel overseas exchanges, the following factors will be taken into account: natural disasters, accidents, strikes, epidemics, changes in the political situation, war, terrorism, changes to normal aircraft operations, and local medical conditions.
3. The host university decides to cancel inbound exchanges requiring travel from APU.

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### 4. Exchange Period/Student Status at APU while on Exchange

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#### (1) Program Period

-One semester or one year

Some host universities only accept students for either a one-semester program or a one-year program. Please refer to the “2021 Spring University List” for more details.

-Students on a one-year exchange program can participate in semesters spanning an academic year. For example, students on a one-year program can go during the latter half of their second year (4<sup>th</sup> semester) and the first half of their third year (5<sup>th</sup> semester).

#### (2) Student Status at APU while on Exchange

-Regardless of the host institution’s academic calendar, a student’s status at APU is set according to the following dates:

Spring Semester: April 1<sup>st</sup> – September 20<sup>th</sup>

Fall Semester: September 21<sup>st</sup> – March 31<sup>st</sup>

-A student’s status can only be changed from “enrolled” to “on exchange” on a semester basis.

-Students cannot register for APU courses while their student status is “on exchange.”

-Students cannot register for session courses or courses offered through The Open University of Japan while their student status is “on exchange.”

-The actual start and end dates of your program may differ depending on the host university’s academic calendar.

#### ① One-semester Exchange

	Spring Semester		
	1Q	2Q	Summer Session
Course Registration at APU	Not Possible		
Status at APU	Exchange		
Host University	Exchange (One Semester)		

② One-year Exchange (Regular)

	Spring Semester			Fall Semester		
	1Q	2Q	Summer Session	1Q	2Q	Winter Session
Course Registration at APU	Not Possible					
Status at APU	Exchange			Exchange		
Host University	Exchange (1 <sup>st</sup> Semester)			Exchange (2 <sup>nd</sup> Semester)		

③ One-year exchange for students who can return for the 2<sup>nd</sup> Quarter of the Fall Semester

Even if on exchange for one year, you may be able to register for 2<sup>nd</sup> Quarter courses or Winter Session courses if your host university's academic calendar ends before the start of 2<sup>nd</sup> Quarter Fall Semester at APU. Your status will be set as "enrolled" starting in Fall Semester. However, you cannot register for courses offered in 1<sup>st</sup> Quarter Fall Semester, or for semester-based courses.

	Spring Semester			Fall Semester		
	1Q	2Q	Summer Session	1Q	2Q	Winter Session
Course Registration at APU	Not Possible			Possible		
Status at APU	Exchange			Enrolled		
Host University	Exchange (1 <sup>st</sup> Semester)		Exchange (2 <sup>nd</sup> Semester)		Return to APU	

5. Credit Transfer/Academics During and After the Program

(1) Credit Transfer

-The maximum number of credits a student is eligible to transfer (by the time he/she graduates) is 60 credits (including any credits earned through other credit-bearing programs), regardless of the APU maximum credit registration limit for each semester.

-Students must apply to transfer credits for courses taken at the host university back to APU. Credit transfer applications will be screened and evaluated by the two APU colleges and the APU Academic Affairs Division.

-All grades for courses eligible for transfer to APU will be listed as "T" (transfer) on the student's transcript.

-In principle, it is not possible to transfer credits for courses bearing no relation to curricular content at APU.

-Final credit transfer results: an evaluation held after your return to APU will determine whether courses taken at your host university will be transferred, and how they will be transferred.

**Important Note for 2017 Curriculum Students**

● We highly recommend that APM applicants choose a university accredited by AACSB, EQUIS, or EPAS.

If you choose a university without any of these accreditations, major subjects at your host university may not necessarily transfer back as APM major education subjects. That said, there may still be cases in which subjects taken at an accredited university cannot transfer back as APM major subjects.

● If courses taken by APS students are deemed eligible for transfer as APS major education subjects, students may receive a maximum of 10 credits toward any of the four areas of study.

\*Further information regarding credit transfer will be provided after your acceptance to a Student Exchange Program.

## (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. You may not be able to graduate on time if your study plan is poorly thought out. Before going on exchange, you should develop a detailed study plan based on the number of credits you have obtained and the requirements of your affiliated college's curriculum.

## (3) Language Education Subject Exemption (English/Japanese Language Subjects)

Students may be able to receive an exemption from mandatory Japanese/English courses if they meet the appropriate requirements while abroad. Students must apply for the exemption before returning to study at APU the following semester. Requirements will differ depending on your curriculum year and language basis. For further details, please refer to the Undergraduate Academic Handbook. Should you have any inquiries regarding the Language Education Subject Exemption, please contact <cleac@apu.ac.jp>

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## 6. Program Fees

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### (1) Estimate of Yearly Expenses

The figures below do not include APU tuition fees.

Oceania:	1,000,000 – 1,500,000 yen
Asia:	600,000 – 1,000,000 yen
Europe:	1,100,000 – 1,500,000 yen
North America:	1,100,000 – 1,500,000 yen
Latin America, Africa:	600,000 – 1,000,000 yen

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

Actual amounts will differ depending on the host country and individual student.

Tuition	Other
Pay to APU as usual	TOEFL/IELTS test fees Passport and visa application fees Overseas travel insurance,* travel expenses, textbooks Accommodation and meals Other fees incurred through participant's private activities

### (2) Mandatory Overseas Travel Insurance and Risk Management Support System (J-TAS)

Participants are required to be covered by APU's designated Overseas Travel Insurance and Risk Management Support System (J-TAS).

Duration	Insurance (Plan S)	J-TAS	Total (approximate)
1 Semester (approx. 4 months)	JPY 32,330	JPY 9,052	JPY 41,382
1 Year (approx. 10 months)	JPY 84,860	JPY 22,630	JPY 107,490

\*Some host universities require participants to purchase their own designated insurance, in addition to APU's designated insurance.

### (3) APU Tuition and Scholarships

- Provided that you pass the assessment of continuation 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.

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## 7. Notes and Disclaimers

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### (1) Precautions and liability for overseas 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

1. 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. Furthermore, in the event that your program is cancelled, please note that it is not possible to shift your exchange period.
2. Even if already on exchange, a student may have his or her participation cancelled or be asked to return to Japan early in the event of the discovery or occurrence of any of the items listed in *3.2 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.

### (4) Obtaining a visa

It is the responsibility of each student to confirm the visa requirements for the period spanning departure from, and return to, Japan, and to complete the application for said visa. Visa requirements will vary based on the student's nationality, host country/region, length of stay, and other factors. As such, each student is responsible for confirming visa requirements (including transit visas), as well as required application documents, through embassy webpages and other channels. Students should take care to obtain the most up-to-date information given that visa requirements are subject to change without warning. Students who fail to obtain a visa in time for arrival at the host university will have their exchange cancelled; changes to the start period and other alternative measures are not possible. Cancellation of exchange may affect students' course registration at APU, so students should submit a visa application as soon as possible after receiving their letter of acceptance from the host university.

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## 8. Notes and Disclaimers

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### (1) Handling of personal information

Your personal information may be shared with third parties (APU staff and faculty, APU Health Clinic, host universities and institutions, travel agencies, insurance companies, risk management support services, lodging facilities, embassies, consulates, and ministries of foreign affairs in Japan, your home country, and/or your host country) for the purpose of arrangements and procedures regarding the program. This information includes your full name, gender, nationality, email address, birthdate, passport number, and information regarding your physical health.

### (2) Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. 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. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the "Requirements for Program Participation (Pledge)," students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports.

(3) Course plan

Be sure to check that subjects taken and credits earned in the program will not cause problems with your study plan up to graduation. As no special course considerations will be given even if a problem is discovered after acceptance to the program, please take personal responsibility when applying to the program.

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## 9. Contact Information

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Academic Office (1<sup>st</sup> Floor, B Building)

Tel: 0977-78-1101

Student Exchange Coordinators: Fujimura, Oliver, Kevin

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

**AY2020 Ritsumeikan Asia Pacific University Off-campus Study Programs  
Requirements for Participation in Overseas Student Exchange, Double Degree 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) 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.
- (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.

**4. Immigration and Departure (Overseas programs only)**

- (1) Participants must not enter the relevant country individually before the start of their program.
- (2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.
- (3) Notwithstanding Items (1) and (2), participants in the programs designated by APU (international exchange programs, double degree programs, short-term summer, or winter programs) must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

**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.