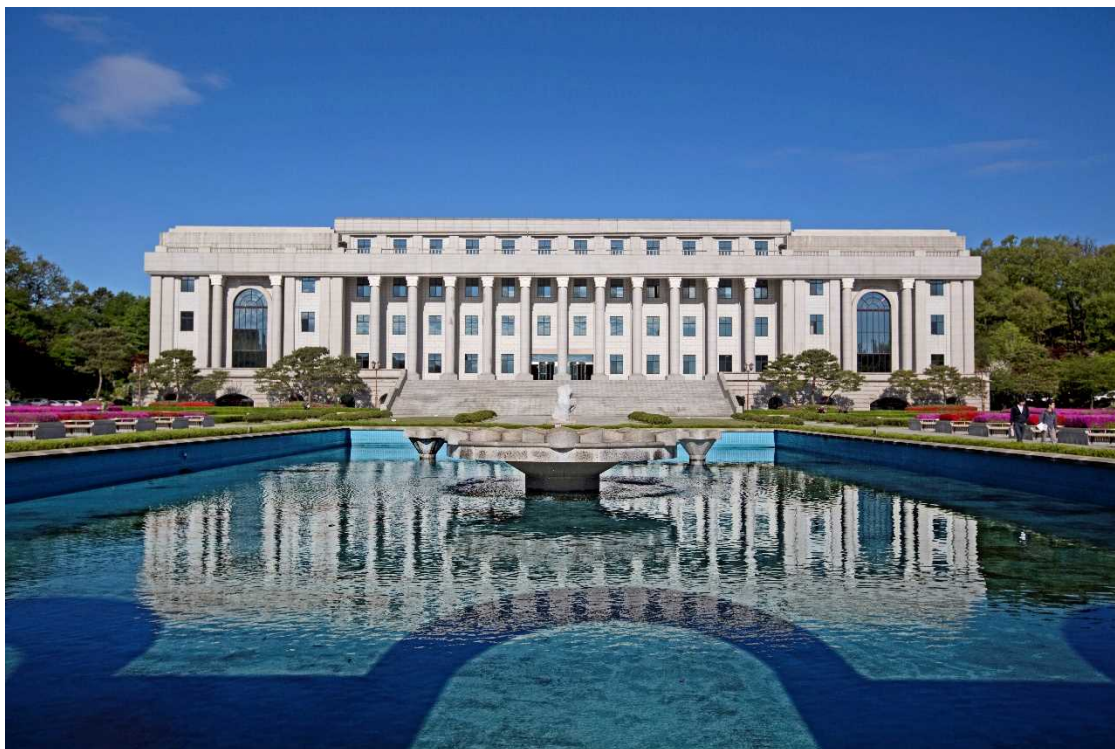


Spring 2018 APU – Kyung Hee University

Undergraduate Dual Degree Program Application Guideline



Application Period	Wed., June. 21, 2017 - Mon., July. 10, 2017 (16:30)
Announcement of 1 st Stage Results	Fri., July. 14, 2017 * announced on Campus Terminal / Action Required
Individual Interviews	Wed., July. 19, 2017 – Fri., July. 21, 2017 * * time and venue to be announced
Announcement of on-campus Selection Result	Mon., July. 31, 2017 * announced on Campus Terminal / Action Required
Guidance Sessions for Students Accepted into this program	Scheduled to be held a few times before departure. * Classroom and time TBD. * Attendance is MANDATORY
Leave for Korea	Around February. 20, 2018 *Exact date TBD

Table of Contents

Program objective and outline	2
1. Application Requirements and Selection Criteria	3
(1) Application Requirements	3
(2) Application Procedure	3
(3) Selection Criteria	4
(4) Number of Nominees	5
2. Exchange Period	5
(1) Program Period	5
(2) Exchange Period at APU	5
3. Credit Transfer/ Academics During and After the Program	5
(1) Credit Transfer	6
(2) Academics During and After the Program	6
(3) Mandatory Language Education Subject Exemption	7
4. Treatment of Scholarships during the Exchange Period	8
5. Program Fees	8

About Kyung Hee University

KHU was established in 1949 and is a private university which also provides comprehensive education from kindergarten to graduate school. KHU currently has three campuses in Seoul, Suwon, and Gwangneung. (The College of International Studies is located on Suwon campus.) The university was ranked 36th in the Times Higher Education (THE) Asian University Ranking 2017, and 37th in the QS Asian University Ranking 2016. All classes provided under the College of International Studies are taught only in English and do not require any proficiency in Korean. The college is highly compatible with APS, offering course which include Area and Cultural Studies, and International Relations which places substantial focus on Asia.

【Notes and Cautions】

-Incomplete applications will not be screened.

-Applicants should make a copy for themselves of all of the application information that they have submitted.

-The personal information contained in the application materials will only be used for screening purposes, travel arrangements, contact from the university, and for internal university statistics in order to improve the Student Exchange Program. In the case that your data is used in statistics, it will be presented in a way that it will be impossible to discern the individual. Additionally, only information necessary to process travel or insurance application procedures will be provided to the host university and insurance providers, etc.

-We ask that students understand in advance that it may be necessary to cancel sending students to host university in the interest of student safety in the event of an outbreak of SARS, Avian Flu, Swine Flu, and terrorist activities or in consideration of students' health conditions.

APU – Kyung Hee University

Undergraduate Dual Degree Program Information – Spring 2018

■ Program objective and Outline:

The aim of the program is to enable participants from APU and KHU to take courses for two years in APU and two years in KHU (four years in total) to receive the degrees from both universities.

[Example: in the case of the student enrolled in 2016 fall] *2nd semester students as of 2017 spring

AY	Semester	University (College)
2016AY	1	APU (College of Asia Pacific Studies)
2017AY	2	
	3	
2018AY	4	KHU (College of International Studies)
	5	
2019AY	6	KHU (College of International Studies)
	7	
2020AY	8	APU(College of Asia Pacific Studies)

Note: Students will graduate from APU in September 2020, from KHU in February 2021.

[Example: in the case of the student enrolled in 2017 spring] *1st semester students as of 2017 spring

AY	Semester	University (College)
2017AY	1	APU (College of Asia Pacific Studies)
	2	
2018AY	3	KHU (College of International Studies)
	4	
2019AY	5	KHU (College of International Studies)
	6	
2020AY	7	APU (College of Asia Pacific Studies)
	8	

Degree awarded by APU: Bachelor of Social Science

Degree awarded by KHU: Bachelor of International Studies "국제학사"

It's not easy to receive two degrees in four years. You need to keep you motivated and actively engaged in studies and extra-curricular activities throughout these four years. However, the experience you will gain from this program as a result of your hard efforts will be a great advantage in an increasingly internationalized society in your future.

Those who desire to have a different experience from others by using the language ability, wish to challenge various things in international fields, want to deepen the knowledge in the tourism field, or want to study abroad for more than one year are most welcome to apply for this program!

To those who are thinking of applying for this program,

This program, in which you study in Austria for half of your undergraduate career, will contain a lot of excitement and challenge. You must be well prepared to face numerous struggles. It is very important for you to have strong interest in the field you want to study and identify your future objectives, because this program differs from other exchange programs in terms of receiving two degrees. In classes in Austria, you will have discussions with students there and learn knowledge in your major field together.

In order for that you study in such an environment, you must have enough knowledge in the fields you will study or you are interested in along with your English ability. In preparation, it is important to know the curriculum and the subjects offered by the host institution in advance. In addition, you need to listen to others, think yourself, and convey your opinions theoretically there. Before applying for the program, you are strongly recommended to have these points in mind.

1. Application Requirements and Selection Criteria

(1) Application Requirements

No.	Requirements	NOTE
1	Applicants must fulfill the GPA requirements (Cumulative/Semester)	· Successful Completion of Year 1 of the Bachelor of Social Science at APU with a grade of GPA 2.80 or higher. 1 st semester students as of 2017 spring will be selected based on GPA after the release of grades.
2	Applicants must fulfill the language requirements	· TOEFL PBT (or ITP): 530 or higher TOEFL iBT : 71 or higher IELTS: 5.5 or higher
3	Applicants must be in the department of APS, and in their 1 st semester as of 2017 spring. (excluding students with Korean nationality)	· Only 1 st semester students as of 2017 spring can apply for this program, because students will study in Korea during their 2 nd and 3 rd year in this program. Applicants must be APS students because of the course offered by the host university.
4	Language subjects at APU: *Applicants are expected to complete all their mandatory language subjects before the departure.	
5	Although Korean language proficiency is not required, applicants are expected to acquire Korean language ability to the level of daily conversation before departure and keep up with Korean classes there.	

(2) Application Procedure

Please read the application information and the following instructions carefully and complete the online application. Your application will be accepted upon completion of the following three steps. Incomplete applications will be automatically rejected.

Step 1 : Prepare the following two documents and a digital ID photo. You will be asked to upload the photo while completing the online application and then to submit the following two additional documents to the Academic Office upon completion of your online application.

①Statement 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 then to send the original document to you. The “Statement of Financial Support” form that you submit must be the original document with the original signature of your financial sponsor. A scanned copy or fax will not be accepted. However, if you cannot submit the documents by the deadline, please consult the Academic Office.

②Copy of English Proficiency Score (TOEFL/IELTS)

Make sure to write your name and student ID on the back side of a copy of your score. Please do not submit the original of your score. (English basis students must submit it as well. Please submit a score that is valid as of the application deadline.)

-Digital ID Photo

You will be asked to upload a photo at the end of your online application. You should be facing forward and must not be wearing any hat, mask or sunglasses. A photo taken within the past six months is preferable. The file name for the photo must be your student ID number plus your name. It must exactly match the format of this example file name: **11111111_RITSUMEIHanako.jpeg**

Step 2 : Complete the Online Application.(Lime Survey / English Only)

(Online application is available only in the application period)

- The online application must be completed in English. -Recommended web browser: Firefox
- Upon completion of the online application, please click “Print your answers” to print the application record out. For any inquiries, please bring this application record with you to the Academic Office.
- For the application, please consider well about what kind of study you wish to do at the host institution, your goals in the future, purpose and importance to take part in this program and how you will prepare for the program etc.

Step 3 : Upon completion of the online application, please submit the below two documents to the Academic Office.

Please put them in Submission Box No.3.

- **Statement of Financial Support (PDF)**
- **Copy of your English Proficiency Score (TOEFL/IELTS)**

Submission Deadline: 16:30 on Monday, July 10, 2017

(3) Selection Criteria

Students will be selected based on a comprehensive screening of their grades, application documents, language proficiency, and an interview.

Academic Criteria (GPA)

- Cumulative GPA: Must be 2.80 or higher at completion of first year
- Semester GPA (2017 spring semester): Must be 2.80 or higher in principle.

1st semester students as of 2017 spring will be selected based on GPA after the release of grades.

Language Proficiency

- Applicants must possess a level of English proficiency that will enable them to have a fulfilling academic experience at the host university
- Applicants must fulfill the language requirements in order to be eligible to apply for the program.

Interview (Only those students who pass the application screening stage)

- Must have a clearly defined study plan and goals
- Must possess the ability to socially and culturally adapt in the country of your host university as well as the psychological mettle to deal with and overcome problems that you may face during the program
- Must have a clear awareness of your future career plans
- Must possess high-level conversational skills

(4) Number of nominees

2 Students (maximum)

2. Exchange Period

(1) Program Period

- Two years (from the third semester to the sixth semester)

(2) Exchange Period at APU

- A student's "status" can only be changed from "enrolled student" to "exchange student" while studying abroad.
- You are not able to register for subjects at APU when your status at APU is listed as "exchange student."
- You are not able to register for Session subjects or subjects at The Open University of Japan when your status at APU is listed as "exchange student."
- The actual start of your program in Korea is scheduled on March 2018.

[**Example:** Student status in case that the student leaves for Korea from 2018]

(In the case of the students enrolled in 2016 fall)

	2016AY		2017AY		2018AY		2019AY		2020AY
	Year 1		Year 2		Year 3		Year 4		
Semester	1	2	3	4	5	6	7	8	
Student status at APU	Regular			Studying Abroad		Studying Abroad		Regular	

(In the case of the students enrolled in 2017 spring)

	2017AY		2018AY		2019AY		2020AY	
	Year 1		Year 2		Year 3		Year 4	
Semester	1~2		3~4		5~6		7~8	
Student status at APU	Regular		Studying Abroad		Studying Abroad		Regular	

3. 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 all other credit transferrable programs) regardless of the APU maximum credit limit for each semester.
- The student must apply to transfer the credits obtained for curricular subjects at the host university back to APU. The credit transfer application will be screened and evaluated by the Academic Affairs Division.
- It is not possible to transfer credits from subjects with no relation to those offered at APU, i.e. sports, art, etc.
- If credits you have taken have been transferred to APU as an APU subject, then you can no longer register to take that APU subject in APU. Additionally, if you have already taken that subject at APU before going on exchange, then you are not able to apply to transfer the credits for that subject
- All grades for subjects that are able to be transferred back to APU will be listed as “T” (transfer) on the APU transcript.
- It is important that students make a detailed plan that includes thinking about the current courses that they are taking in addition to the courses that they take at their host university, how those courses will be transferred back after returning to APU, as well as graduation and plans (graduate school/career) after graduating.
*Subjects Conversion Table is on the last page of this guideline.

(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 due to a poorly detailed study plan. It is necessary that you construct a study plan after confirming the number of credits that you have obtained in addition to your affiliated college’s curriculum before going on the program.

① APS Areas of Study

We strongly recommend to complete all the mandatory subjects which they are planning to take before the departure.

② KHU Graduation Requirements

To obtain a bachelor’s degree from KHU, APU students must complete the required credits indicated in Table 1, a Graduation Thesis (can be replaced by achievement of required results of the graduation test). In addition, APU students must submit one of the Official English Proficiency Test Score, which meets the minimum passing score listed below and submit it by the designated deadline.

To submit a Graduation Thesis, APU students must register the course ‘A graduation thesis(0 credit)’ in their last semester at KHU.

Table 1 KHU College of International Studies

1. General Education	(35 credits)
A. General Education*	35 credits
2. College Major*	(57 credits)
B. Basic Majors	12 credits
C. Required Majors	18 credits
D. Elective Majors	27 credits
3. General Elective	(28 credits)
E. General Elective	28 credits
Total	120 credits

*Up to 22 APU credits of the total number of KHU College Major credits can be transferred to KHU to fulfil the graduation requirements for College Major (Basic Majors, Required Majors, and Elective Majors).

< The minimum passing score of an Official English Proficiency Test >

- TOEIC : In the top 25% (percentile rank 75~100%) of Reading or Listening
- TOEFL : Above IBT 85 or CBT 220
- TEPS : In the top 25% (percentile rank 75~100%)
- IELTS : Above 6.0
- OPI/OPIc : Above Intermediate Mid
- TOEIC Speaking : Above Level 6

【Requirements for Program completion】

Students will take a designated course shown in the attached list [Designated course while studying in KHU] while studying in KHU. The subjects in these lists are all mandatory. Students have to take and pass all subjects, in addition to other requirements below.

[Other Requirements]

- 1) Attend the welcome week at KHU in the 2nd or 3rd week of February (exact dates to be provided each year by the KHU Program Coordinator).
- 2) Attend at least one Markets and Innovations Excursion arranged by IMT.
- 3) Submit two Bachelor's theses to IMT; one in the 5th IMT Semester and one in the 6th IMT Semester (i.e. the 6th and 7th semesters of the Program).
- 4) Pass the final IMT Oral Exam after completing the required 180 ECTS credits.
- 5) Complete a minimum of 228 hours of internships (usually 6 weeks) during the Program.
(Either in Japan or overseas. Also accepted to do the internship in Japan during the break while students are in Korea, for example)

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

Students score on the Placement Test that they take when they enroll at APU will determine the level that they will begin their non-basis Language Subject study at. In order to be able to apply for Language Subject (either English or Japanese) Exemption, students must receive a high enough score on one of the language proficiency exams designated by APU while they are on this Program. Students must apply for Language Subject exemption the semester BEFORE they resume their studies at APU. If that student's application is approved, the student will resume their language studies at the next level or a level that is deemed appropriate to fit that student's ability. Additionally, if a student is exempted, then he/she must take an additional amount of General Elective credits to make up for the amount of exempted language credits.

*1. Students must apply for exemption the semester preceding their return to APU. Applications submitted at any other time will not be accepted. The tentative application period for students returning in the spring semester is in mid-January, with the application period for the fall semester falling in mid-July. Detailed information regarding the application period and process will be posted on the Academic Office homepage.

*2. Students must submit an application form and the original language proficiency exam score sheet during the application period. An “original score sheet” is a certificate or report from a testing organization which shows an evaluation of language ability. This must be printed by the testing organization itself. Downloaded documents will not be accepted. APU will not accept copied, faxed, or e-mailed documents. If you would like your original score sheet returned, please inform the Academic Office. Should you have any inquiries regarding the Language Education Subject Exemption, please contact <cleac@apu.ac.jp>

4. Treatment of Scholarships during the Exchange Period

Tuition reduction scholarships will remain in effect even when you are studying abroad, given that you pass the regular assessment. Please refer to the Student Office website for scholarship details:

5. Program Fees

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

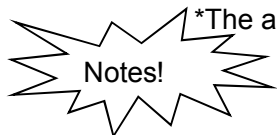
1) Tuition	2)Accommodation	3)Meals	4) Other Expenses
Pay tuition to APU as usual	Responsibility of the student (local currency)	Responsibility of the student (local currency)	travel expenses, books, insurance*, passport/visa application fees, entertainment, language/training course fees at host university affiliated organizations, and any other fees incurred for the participant’s private activities

* It is mandatory that participants are covered by APU’s designated Overseas Travel Insurance (around 200,000 yen for two years) in addition to J-TAS Insurance (Risk Management Support System, around 50,000 yen for two years). **These have to be paid in a lump sum before departure.**

* The dormitory rent is 1,214,000 won~1,809,000 won (approx. 120,000~180,000 yen) (monthly). It’s not assured that you can live in the dormitory, depending on its vacancy.

■ **Estimate of Yearly Living Expenses:** around 600,000 - 1,000,000 yen

*The above figures do not include the APU tuition fees.



■ **【International Students and Domestic Students Paying Their Own Tuition】**

You cannot make the payment properly while you are studying abroad from overseas. It is necessary for international students and domestic students who are paying their own tuition to undertake the necessary procedures to pay their tuition via the University’s designated tuition payment methods and prepare the entire tuition amount to cover their entire exchange period before departure. Please consult with your financial sponsor before applying to the Program so that he/she is aware of the program costs ahead of time.

■ Students who would like to confirm their own personal tuition amounts should consult with the Administration Office staff.

■ Students who are not able to pay their tuition in accordance with the payment method should consult with Student Exchange Coordinators at the Academic Office once you get selected (or before applying).

【 Academic Office / Undergraduate Dual Degree Program Team 】

TEL : 0977-78-1101 FAX : 0977-78-1102
 E-mail : outbound@apu.ac.jp
 Staff : MURAKAMI Mai (Ms.), KAWASHIMA Sakoto (Ms.)

Subjects Conversion Table

No	KHU	APU	Subject List Code
2. College Major			
B. Basic Majors			
C. Required Majors			
C.3	IS2003 International Political Economy	0320832 International Political Economy	IRP
C.4	IS2004 International Security	037129 Special Lecture in IRPS	IRP
D. Elective Majors			
D.1	IS2101 History of International Relations	032015 History of International Politics	IRP
D.2	IS2103 Major Issues in Global Affairs	030192 Global Issues and Policies	IRP
D.3	IS2106 Science, Technology and Society	037123 Special Lecture in CSM	CSM
D.4	IS2104 Understanding Foreign Policy	037129 Special Lecture in IRPS	IRP
D.5	IS2105 War and Peace	037125 Peace Studies	IRP
D.6	IS2402 East Asian International Relations	030187 International Relations in the Asia Pacific	IRP
D.7	IS2403 Korean Politics	037129 Special Lecture in IRPS	IRP
D.17	IS2501 Introduction to Social Science Research	037149 Introduction to Research Methods	ALL
D.18	IS3102 Contemporary Theories of International Relations	037102 International Relations Theory	IRP
D.19	IS3103 Culture and International Relations	037129 Special Lecture in IRPS	IRP
		037123 Special Lecture in CSM	CSM
D.20	IS3105 International Negotiations	037129 Special Lecture in IRPS	IRP
D.21	IS3106 International Terrorism	030197 Violence and Terrorism	IRP

D.22	IS3107 Law & Global Governance	030150 Globalization and Law	IRP/CSM
D.23	IS3108 NGOs and Global Governance	037147 NPO/NGO Studies	ED/CSM
D.24	IS3109 Understanding International Law	030102 International Law	IRP
D.25	IS4401 American Foreign Policy	037129 Special Lecture in IRPS	IRP
D.26	IS3401 American Politics and Economy	032082 International Political Economy	IRP
D.27	IS4402 Chinese Foreign Policy	037129 Special Lecture in IRPS	IRP
D.28	IS3402 Chinese Politics and Economy	032082 International Political Economy	IRP
D.29	IS3411 Comparative Political Economy	030186 Comparative Political Economy of the Asia Pacific	IRP
D.31	IS3404 Japanese Politics and Economy	032082 International Political Economy	IRP
D.33	IS3406 North Korea and Inter-Korean Relations	037129 Special Lecture in IRPS	IRP
D.34	IS3407 Russian Politics and Economy	032082 International Political Economy	IRP
D.35	IS3408 State and Society in East Asia	037129 Special Lecture in IRPS	IRP
		037123 Special Lecture in CSM	CSM
D.36	IS3505 Topics in East Asian Studies1(H)	037148 Area Studies	ALL
D.43	IS3305 Human Resource Management and Development	037303 Advanced Human Resource Management	HT
D.46	IS3506 Problem Solving Course I	032060 Major Seminar I	ALL
D.47	IS3507 Problem Solving Course II	032070 Major Seminar II	ALL
D.48	IS4101 Global Finance and International Politics	037129 Special Lecture in IRPS	IRP
D.49	IS4102 International Conflict and Resolution	030193 International Conflict Resolution	IRP
D.51	IS4104 International Law and Politics of Human Rights	037128 Human Rights	IRP

D.52	IS2102 International Organizations	030104 International Organizations	ED/IRP
D.53	IS3504 Topics in International Relations1(H)	037129 Special Lecture in IRPS	IRP
D.54	IS4403 Human Rights in East Asia	037128 Human Rights	IRP
D.55	IS4404 Korean Foreign Policy	037129 Special Lecture in IRPS	IRP
D.57	IS4202 Economic Development	032080 Development Economics	ED
D.66	IS4001 Graduation Thesis	037156 Graduation Research II	ALL
D.70	IS2502 Culture and Society of Korea	037148 Area Studies	ALL
D.75	IS4502 Special Topics in International Studies	037129 Special Lecture in IRPS	IRP