

Spring 2020 APU – Kyung Hee University

Undergraduate Double Degree Program Application Guideline



| | |
|--|---|
| Application period | Wed. June 19, 2019 – Wed. July 10, 2019 (16:30) |
| Announcement of 1 st -round results | Tue. July 16, 2019 *announced on Campus Terminal / Action Required |
| Individual interviews | Wed. July 17, 2019 – Fri. July 19, 2019 * * time and venue to be decided (TBD) |
| Announcement of 2 nd -round results | Tue. July 23, 2019 * announced on Campus Terminal / Action Required |
| Announcement of final results | Tue. Sep 10, 2019 *to be announced after confirmation of Spring 2019 grades |
| Guidance sessions for accepted students | Scheduled to be held a few times before departure. * time and venue to be decided (TBD) * Attendance is MANDATORY 1st session: Wed. July 24, 2019 2nd session: Wed. October 2, 2019 3rd session: Wed. January 15, 2020 |
| Departure to Korea | Early February, 2020 |

*The above schedule is subject to change.

*APU will decide the interview date. During the interview period, please aim to be available at any time aside from regularly scheduled classes.

*We may ask you to come for an individual consultation outside of the interview period. In such cases, we will contact you to let you know the time and date.

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About Kyung Hee University (KHU)

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 courses which include Area and Cultural Studies, and International Relations which places substantial focus on Asia.

■ Program objective and Outline:

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

| Academic Year | Semester | University and Department |
|---------------|--------------------------|--|
| AY 2019 | 1 st Semester | APU (College of Asia Pacific Studies) |
| | 2 nd Semester | |
| AY 2020 | 3 rd Semester | KHU (College of International Studies) |
| | 4 th Semester | |
| AY 2021 | 5 th Semester | KHU (College of International Studies) |
| | 6 th Semester | |
| AY 2022 | 7 th Semester | APU (College of Asia Pacific Studies) |
| | 8 th Semester | |

(Graduation)

APU: March, 2023

KHU: August, 2023

Degree awarded by APU: Bachelor of Social Science

Degree awarded by KHU: Bachelor of International Studies

【Your Enrolled college at KHU】

College of International Studies

1. Application Requirements and Selection Criteria

(1) Application Requirements

| No. | Requirements | Notes |
|-----|---|--|
| 1 | Applicants must fulfill the language requirements | <ul style="list-style-type: none"> Must have one of the following language proficiency scores at the time of applying: TOEFL PBT (or ITP): 530 or above TOEFL iBT: 71 or above IELTS: 5.5 or above |
| 2 | Applicants must be in the department of APS, and in their 1 st semester as of Spring 2019 | <ul style="list-style-type: none"> Because students will study in Korea in their 2nd and 3rd years through this program, only students in their 1st semester as of Spring 2019 are eligible to apply. Applicants must be APS students due to the nature of the courses offered at the host university. Korean nationals are not eligible to apply. |
| 3 | Applicants must aim to register International Relations (IR) as their area of study | <ul style="list-style-type: none"> Courses offered through the KHU College of International Studies. We therefore recommend this program for APU students hoping to pursue studies in International Relations (IR). |
| 4 | Applicants must have registered for 16 or more credits in the Spring 2019 semester | |
| 5 | Language subjects at APU: J-Basis: must have been exempted from "Intermediate English," or must have completed "Intermediate English" by the end of the 1 st semester E-Basis: must have been exempted from "Japanese Foundation," or must have completed "Japanese Foundation" by the end of the 1 st semester *Applicants are expected to complete all of their mandatory language subjects prior to departure | |
| 6 | Applicants must be willing to study Korean Language | |
| 7 | Applicants must be willing to take designated courses in Fall 2019 (except the courses applicants have already taken) | Recommended subjects <ul style="list-style-type: none"> • Introduction to International Relations • Introduction to Political Science • Korean I • History of Asia Pacific • Statistics • Introduction to Area Studies • Introduction to Economics <u>*English classes are preferable</u> |

(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 steps. Incomplete applications will be automatically rejected.

Step 1: Prepare for the online application

- ① Prepare Copy of English Proficiency Score and ② Digital ID Photo ③ [Statement of Financial Support \(PDF\)](#)

① Copy of English Proficiency Score (TOEFL/IELTS)

- Prepare a scanned copy (PDF or JPG).
- Accepted students will need to submit a copy. Please make sure to keep the original copy. (English-basis students will also need to submit a score. The score must be valid on the date of the application deadline.)

② 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 hats, masks or sunglasses. A photo taken within the past six months is preferable. The file name must match this format, "Photo_Student ID number_your name."

E.g. Photo_11111111_RITSUMEIHanako.jpg

③ Financial Statement

Please download the Statement of Financial Support Form from the following website.

<http://en.apu.ac.jp/academic/page/content0298.html/?c=17>

Please convert the form signed by your financial sponsor and an applicant into a PDF or JPG, and then upload the file.

The file name must match this format, "Financial_Support_Student ID number your name."

E.g. Financial_Support_11111111_RITSUMEIHanako.pdf

Step 2: Complete the Online Application (Lime Survey)

<https://survey2.apu.ac.jp/limesurvey/index.php/471921?lang=en>

(Online application is available only in the application period)

You can apply at the following Academic Office page:

<http://en.apu.ac.jp/academic/page/content0298.html/?c=17>

- Follow the instructions regarding the language of choice for the Online Application
- Recommended web browser: Firefox
- Upon completion of the online application, please click "Print your answers" to print out the application record. For any inquiries, please bring this application record with you to the Academic Office. Inquiries will not be accepted without a printed application record.

- If you submit the online application multiple times, only the most recent application will be accepted.
- For the application, please think carefully about your planned course of study at the host institution, your future goals, your motivations for participating in this program, and how you will prepare for the program.

(3) Selection Criteria

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

① Selection contents

Essay

- Must have a clear purpose for participating in this program

Language Proficiency

- Must possess a level of English proficiency that will enable you to have a fulfilling academic experience at the host university
- Must fulfill the language requirements at the time of the internal screening

Interview (Only those students who pass the 1st round)

- 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 possess high-level conversational skills

② Announcement of Final Results

GPA, Language Proficiency

- Semester GPA (2019 spring semester): Must be 2.80 or above.
- Must have earned 16 or more credits in Spring 2019.
- Must have completed “Intermediate English” or “Japanese Foundation” by the end of Spring 2019.
- Must have TOEFL PBT(ITP) 530 or above; TOEFL iBT 71 or above; IELTS 5.5 or above

Notes

- Accepted students will have their acceptance revoked if they do not meet the requirements by September 9th, 2019.
- In principle, students are not permitted to withdraw from the program once accepted.

(4) Number of Nominees

A few students

2. Exchange Period

(1) Program Period

- February, 2020 – February, 2022

(2) Exchange Period at APU

- Your student “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.”

[Example: Student status for a student departing to Korea in 2020]

(For students enrolled in Spring 2019)

| | AY 2019 | AY 2020 | AY 2021 | AY 2022 |
|---------------|----------------------|----------------------|----------------------|----------------------|
| | 1 st year | 2 nd year | 3 rd year | 4 th year |
| | 1~2 semester | 3~4 semester | 5~6 semester | 7~8 semester |
| Status in APU | enrolled student | exchange student | exchange student | enrolled student |

3. Procedures after being accepted to the program

(1) Documents to prepare

You will be required to submit the following documents to KHU after being accepted to the program.

- ① Documents to be submitted to KHU
 - Online application (KHU will contact you)
 - APU Official transcript for Spring 2019 (will be issued at the beginning of October)
 - Passport copy
- ② Documents needed for visa application
 - Passport (must be valid for more than six months after the end of your exchange period)
 - Two bank statements in English

*Please check the Korean Embassy website for a list of documents required as part of the visa application process.
- ③ Documents to be submitted to APU
 - Pledge
 - Consent Form
- ④ Overseas Insurance Requirements

Even if already enrolled in an insurance plan, you are required to enroll in overseas travel insurance and JCSOS Risk Management System (J-TAS) as dictated by APU, as well as in any insurance dictated by your host university. We will provide further details about the insurance enrollment process at the first guidance session for accepted students.

⑤ Immunizations

Will be explained during the guidance session

⑥ Register your “Area of Study” as “International Relations and Peace Studies” on Campusmate

Make sure to register it during course registration period A in Fall 2019.

4. Academics and Independent Study at APU Prior to Departure

(1) Study at APU during the Fall 2019

- During the 2019 Fall Semester, you must take the following required courses as dictated by APU:

- Introduction to International Relations
- Introduction to Political Science
- Korean I
- History of Asia Pacific
- Statistics
- Introduction to Area Studies
- Introduction to Economics

These courses are included in the maximum credit registration limit. You are not required to take these courses again if you already completed them during the 2019 Spring Semester.

*Certain subjects may not be offered this fall semester.

(2) Independent Study

- Independent Study of Korean

Because all classes at KHU are held in English, you are not required to possess Korean ability as far as academics are concerned. However, you should strive for conversational ability in the language prior to departure.

5. Credit Transfer / Academics During and After the Program

(1) Credit Transfer

- The maximum number of credits you can transfer (by the time you graduate) is 60 (including credits from all other credit-transferrable programs), regardless of the APU maximum credit limit for each semester.
- You 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 and College of Asia Pacific Studies..
- It is not possible to transfer credits for subjects with no relation to those offered at APU, e.g. sports, art, etc.
- If a host university subject has been transferred back to APU as an APU subject, then you can no longer register to take that APU subject at APU. Additionally, if you have already taken a subject at APU before going on exchange, then you cannot request to have credits transferred for that subject.
- All grades for subjects eligible for transfer to APU will be listed as “T” (transfer) on the APU transcript.
- It is important that you make a detailed study plan which takes into account the following: subjects you are currently taking and subjects you hope to take at your host university; how those subjects will transfer back to APU; graduation; and post-graduation plans (graduate school/career).

(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. Failure to create a detailed study plan may jeopardize your chances of graduating on time. Before departing for the program, you should create a study plan after confirming the number of credits you have already obtained in addition to your affiliated college's curriculum.

■ APS Areas of Study

We strongly recommend that you complete all mandatory subjects that you are planning to take before departure. Because all subjects at the host university focus on international relations, you should register "International Relations and Peace Studies" as your "Area of Study" after the final result.

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

You may be able to receive an exemption for mandatory Japanese/English/AP Language Subjects if you meet the designated requirements while abroad. You must apply for the exemption before returning to APU. Requirements differ depending on your curriculum year and language basis. Please refer to the 2019 Undergraduate Academic Handbook for further details.

Should you have any inquiries regarding the Language Education Subject Exemption, please contact <cleac@apu.ac.jp>

6. KHU Graduation Requirements

You will need to register certain subjects and certain number of credits at KHU and APU in order to obtain degrees from both universities in 4 years. During your study at KHU, you will consult with an academic advisor at KHU to register subjects.

As shown on the chart below, you should plan your studies carefully in order to earn the prescribed number of credits at KHU and APU.

(1) Spring Enrolees <Model of credit acquisition>

| Academic Year | Semester | Taught at | KHU Credit Requirement | Required Credit Breakdown | APU Credit Requirement |
|---------------|---------------------------|-----------|------------------------|---|-------------------------|
| 1 | 1 | APU | 36 credits | Transfer credits from APU | 36 Credits |
| | 2 | APU | | | |
| 2 | 3 | KHU | 60 credits | Approx. 15 credits each semester Transfer credits from KHU | 60 Credits (Maximum) |
| | 4 | KHU | | | |
| 3 | 5 | KHU | | | |
| | 6 | KHU | | | |
| 4 | 7 | APU | 24 Credits | Transfer credits from APU | 28 Credits |
| | 8 | APU | | | |
| | TOTAL KHU CREDITS: | | 120 Credits | | 124 Credits |

*The KHU Academic Calendar runs from March to February.

(2) Requirements for Program Completion

- ① You are required to earn 120 Credits in order to graduate from KHU. You must earn the required number of credits for each category listed in the table below.

| | |
|------------------------|--------------|
| 1. Common Liberal Arts | (33 credits) |
| A. Common Liberal Arts | 33 credits |
| 2. College Major | (57 credits) |
| B. Basic Majors | 12 credits |
| C. Required Majors | 18 credits |
| D. Elective Majors | 27 credits |
| 3. General Elective | (30 credits) |
| E. General Elective | 30 credits |
| Total | 120 credits |

- ② APU students are required to take the KHU graduation exam.
- ③ The maximum number of credits that can be transferred to KHU is 60, which includes credits earned at other universities.

*KHU graduation requirements are subject to change due to developments in the curriculum.

(3) KHU Course List

Please refer to P.13

7. Status of Scholarships during the Exchange Period

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

8. Program Fees

- You are responsible for the following fees while participating in the program.

| 1) Tuition | 2)Accommodation *1 | 3)Insurance *2 | 4) Other Expenses |
|-----------------------------|--------------------|-------------------------|---|
| Pay tuition to APU as usual | Pay to KHU | Pay to both APU and KHU | travel expenses, meals, books, passport/visa application fees, entertainment and any other fees incurred for the participant's private activities |

*1 Dormitories are not guaranteed (availability may vary)

*2 You must be covered by APU's designated Overseas Travel Insurance (around 230,000 yen for two years) in addition to J-TAS Insurance (Risk Management Support System, around 50,000 yen for two years). **These must be paid as a lump sum before departure.** You must also enroll in the KHU-mandated insurance plan.

- **Estimated Yearly Living Expenses:** around 1,000,000 yen

*The above figures do not include APU tuition fees.

9. Revocation of Acceptance, Program Cancellation, and Early Termination

You may have your acceptance revoked, or your participation in the program cancelled or terminated early, in the following cases:

- If you are deemed unable to complete the program in 4 years due to failure to maintain adequate grades at APU and KHU.
- If your cumulative GPA falls below 2.80, or if your total number of earned credits is less than 32, in your 2nd semester.
- If you fail to meet the language requirements; (TOEFL PBT (ITP) 530 or above; TOEFL iBT 71 or above; IELTS 5.5 or above) by September 9, 2019.
- If a program is deemed unable to run due to natural disasters, crises, strikes, outbreaks of disease, changes in the political situation, war, terrorism, or unforeseeable events.
- If a program is deemed unable to run due to circumstances at the host university.
- If you incur disciplinary action or are otherwise deemed unfit by Academic Affairs to act as a representative of APU.
- If you fail to enroll in the required overseas travel insurance, attend required guidance sessions, or follow university guideline.

10. Tuition Payment to APU

- It can be difficult to make required payments from overseas while on the program. Therefore, international students and domestic students who are paying their own tuition should 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.
- Please consult with Administration Office staff if you would like to confirm your personal tuition amount.
- If you are unable to pay tuition in accordance with the required payment methods, please consult with the Student Exchange Coordinators at the Academic Office after being selected (or before applying).

11. Notes and Disclaimers

(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 take responsibility.

(2) Program Cancellation, Change in Program Content

After careful consideration of the state of affairs (with priority given to student health, and safety) during the program, the program may be cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, war, terrorism or other force majeure circumstances. Please make a study plan that takes these possibilities into consideration.

(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.

12. Other

(1) Handling of Personal Information

Only information necessary for making travel arrangements will be provided to third parties (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).

(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 the 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.

KHU (College of International Studies) Main Course List

Basic Majors

- Introduction to Political Science
- Introduction to International Relations
- Introduction to Economics I
- Introduction to Economics II

Required Majors

- Comparative Area Studies
- International Business
- International Finance
- International Political Economy
- International Security
- International Trade

Elective Majors

International Relations

- African Politics and Economy
- Contemporary Theories of International Relations
- Culture and International Relations
- European Politics and Economy
- Global Finance and International Politics
- History of International Relations
- International Conflict and Resolution
- International Economic Laws and Institutions
- International Law and Politics of Human Rights
- International Negotiation
- International Organizations
- International Terrorism
- Law & Global Governance
- Major Issues in Global Affairs
- NGOs and Global Governance
- Science, Technology and Society
- Topics in International Relations I (H)
- Understanding Foreign Policy
- Understanding International Law
- War and Peace

East Asian Studies

- American Foreign Policy
- American Politics and Economy
- Chinese Foreign Policy
- Chinese Politics and Economy
- Comparative Political Economy
- East Asian Economic Development
- East Asian International Relations
- Human Rights in East Asia
- Japanese Politics and Economy
- Korean Economy
- Korean Foreign Policy
- Korean Politics
- Modern History of East Asia
- North Korea and Inter-Korean Relations
- Russian Politics and Economy
- State and Society in East Asia
- Topics in East Asian Studies I (H)
- Understanding East Asian Culture
- Understanding Southeast Asia

【 Academic Office／Undergraduate Double Degree Program Team 】

TEL : 0977-78-1101 FAX : 0977-78-1102

E-mail : outbound@apu.ac.jp

Staff : MURAKAMI Mai (Ms.), ONO Yumiko (Ms.)