

Spring 2021

APU – Salzburg University of Applied Science Undergraduate Double Degree Program Application Guideline



Application period	Mon. June 8, 2020 – Fri. July 10, 2020 (16:30)
Information Session Zoom ID:987 4288 1120	<ul style="list-style-type: none"> ➤ Wed. June 17: 4th period in Japanese / 5th period in English ➤ Wed. June 24: 4th period in Japanese / 5th period in English
Announcement of 1 st -round results	Thu. July 16, 2020 *announced on Campus Terminal / Action Required
Individual interviews	Fri. July 17, Mon. July 20, or Tue. July 21 * Time + Venue TBD
Announcement of 2 nd -round results	Mon. July 27, 2020 * announced on Campus Terminal / Action Required
Announcement of final results	Wed. Sep 30, 2020 * announced on Campus Terminal / Action Required
Number of Participants	A few students
Guidance sessions for accepted students	<p>Scheduled to be held a few times before departure.</p> <p>* Time + Venue TBD</p> <p>* Attendance is MANDATORY</p> <p>1st session: Wed. July 29, 2020</p> <p>2nd session: Wed. October 14, 2020</p> <p>3rd session: Wed. January 13, 2021</p>
Departure to Austria	Early February, 2021

*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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1. Program Objective and Outline

(1) Outline

This program will be implemented under the agreement concluded between Salzburg University of Applied Sciences (hereafter SUAS) and APU. The aim of the program is to enable participants to take courses for two years at APU and two years at SUAS (four years in total) to receive degrees from both universities. SUAS was founded in 1995. It has 17 Bachelor programs and 9 Master programs. The student body counts around 2,500 students. It has 2 campuses, Urstein and Kuchl. The participants of this program will take their courses in English at the Urstein campus.

Academic Year	College Year	Semester	Enrolled University	Enrollment Status at APU
AY 2020	1 st Year	1st Semester	APU	Enrolled
		2nd Semester		Enrolled
AY 2021	2 nd Year	3rd Semester	SUAS	Exchange
		4th Semester		Exchange
AY 2022	3 rd Year	5th Semester	SUAS	Exchange
		6th Semester		Exchange
AY 2023	4 th Year	7th Semester	APU	Enrolled
		8th Semester		Enrolled

(2) Your enrolled college at SUAS

College: College of Business and Social Sciences

Department: Innovation and Management in Tourism (IMT)

(3) About Study at SUAS

The curriculum in SUAS is not limited to just courses specialized in the field of Tourism but also the courses such as Business, Finance, Economics which are relevant to the APM curriculum. The participants are also required to take German language courses, do an internship, and submit a graduation thesis. The final graduation assessment will be conducted through an oral exam by SUAS faculty. In order to meet the graduation requirements as well as graduating from both universities, the participants are required to have strong will and effort for a deep expansion of their knowledge and practical learning.

(4) Program Period

February, 2021 ~ February, 2023

(5) Enrollment Status at APU

- Enrollment status will be changed from “Enrolled” to “Exchange” while studying abroad.
- You are not able to register for subjects at APU when you are on exchange.

(6) Acquired degree:

Degree awarded by APU : Bachelor of Social Science

Degree awarded by SUAS : Bachelor of Arts in Business

(7) Important points on timing of graduation

Graduation at APU will be March, 2024, at SUAS will be July, 2024.

2. Application Requirements and Selection Criteria

(1) Application Requirements

No.	Requirements	Note
1	Applicants must be in the college of APS, and in their 1st semester as of Spring 2020 (both domestic and international)	<ul style="list-style-type: none"> • Because students will study in Austria in their 2nd and 3rd years through this program, only students in their 1st semester as of Spring 2020 are eligible to apply. • Applicants must be APS students due to the nature of the courses offered at the host university. • Austrian nationals are not eligible to apply.
2	Applicants must fulfill the language requirements	Must have one of the following language proficiency scores at the time of applying: <ul style="list-style-type: none"> ➤ TOEFL PBT® (ITP): 525 or above ➤ TOEFL iBT® : 71 or above ➤ IELTS™: 5.5 or above ➤ TOEIC® L&R Test (IP) 700 or above ➤ EIKEN® Grade Pre 1 or above <p>*Please refer to “(4) Announcement of Final Result” on page 5 for the final requirements.</p>
3	Applicants must aim to register Hospitality and Tourism (HT) as their area of study	<ul style="list-style-type: none"> • Courses offered at SUAS center on Tourism. We therefore recommend this program for APU students hoping to pursue studies in Hospitality and Tourism (HT).
4	Applicants must have registered for 16 or more credits in the Spring 2020 semester	
5	Language subjects at APU: <ul style="list-style-type: none"> ● J-Basis: must have been exempted from “Intermediate English,” or must have completed or be scheduled to complete “Intermediate English” by the end of the 1st semester ● E-Basis: must have been exempted from “Japanese Foundation,” or must have completed or be scheduled to complete “Japanese Foundation” by the end of the 1st semester <p>*Participants are required to complete all of their mandatory language subjects prior to departure</p>	
6	Applicants must be willing to study German Language	
7	Applicants who agree to take designated subjects by the university in the fall semester 2020 (except the courses applicants have already taken.)	Designated subjects *English classes are preferable <ul style="list-style-type: none"> ➤ Accounting I ➤ Introduction to Management ➤ Introduction to Economics ➤ Introduction to Tourism and Hospitality
8	Applicants are willing to conduct self-study on some of the classes to take at SUAS (see right) as a preparation during 2020 Fall semester.	<ul style="list-style-type: none"> ➤ Accounting 1 ➤ Economics 1 ➤ German 1

(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

Prepare 1. Copy of English Proficiency Score, 2. Digital ID Photo, and 3. Statement of Financial Support as you are required to upload those digital files.

1. Copy of English Proficiency Score Sheet

- Prepare a scanned copy (PDF or JPG).
- Accepted students will need to submit a hard copy.
- English-basis students from non-native English speaking country will also need to submit a score sheet.
- Applicants can submit an expired score sheet at the time of application. However, they must submit a valid score sheet by September 30 if they pass the 2nd round.

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](#).
- Please convert the form signed by your financial sponsor and you 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)

(Online application is available only in the application period)

Important Notes of Online Application:

- Follow the instructions regarding the language of choice for the Online Application
- Upon completion of the online application, please click "Print your answers" to print out the application record. For any inquiries, please send us this application record by email.
- Inquires will not be accepted without your 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

① Selection Method

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

② Selection Criteria

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

(4) Announcement of Final Result

The final result will be announced on September 30. Applicants must meet all the requirements below by this date.

Grades and GPA

- ✓ Semester GPA (2020 spring semester): Must be 2.80 or above.
- ✓ Must have earned 16 or more credits in Spring 2020.
- ✓ Must have completed or been exempted for “Intermediate English” or “Japanese Foundation” by the end of Spring 2020.

Language Proficiency

- ✓ Must have TOEFL PBT (ITP) 537 or above; TOEFL iBT 75 or above; IELTS: 6.0 or above
- ✓ Score requirements at the time of application may differ from score requirements at the time of announcement of final results.

Notes

- Accepted students will have their acceptance revoked if they do not meet the requirements by September 30, 2020.
- In principle, accepted students are not permitted to withdraw from the program once accepted.

3. Procedures after being accepted to the program

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

- ① Documents to be submitted to SUAS
 - SUAS Online application: SUAS will contact you
 - High school transcript: Must be written in English and including the grades of whole period of enrollment
 - APU official transcript for Spring 2020: Available for issuing from late September
 - Valid passport copy

- ② Documents needed for visa application
 - Passport: Must be valid for more than six months after February 2023
 - Two bank balance statements written in English: must include the bank transaction record for the past six months
 - Please check the Austria 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 you have 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 “Hospitality and Tourism” on Campusmate

*Make sure to register it during course registration period A in Fall 2020.

4. Academics and Independent Study at APU Prior to Departure

(1) Study at APU during the AY 2020 Fall Semester

During the AY 2020 Fall Semester, you must take the following required courses as dictated by APU:

- Accounting I
- Introduction to Management
- Introduction to Economics
- Introduction to Tourism
- ✓ 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 AY 2020 Spring Semester.
- ✓ Certain subjects may not be offered this fall semester.

(2) Independent Study

- As part of your pre-departure preparations, you should study independently for the courses below during the AY 2020 Fall Semester.
 - Accounting 1
 - Economics 1
 - German 1

Independent Study of German

Although all classes at SUAS are held in English, German language courses are also required. As such, you are advised to become conversational in the language prior to participation.

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 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 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 existing APU's 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 departure, 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 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 APS' curriculum.

(3) APS Areas of Study

Because all subjects at the host university focus on Tourism, students should register "Hospitality and Tourism" as your "Area of Study" after the final result. We strongly recommend you to complete the subject of "Introduction to Hospitality and Tourism" before departure.

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

You may be able to receive an exemption for 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 [2020 Undergraduate Academic Handbook](#) for further details.

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

6. Graduation Requirements

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

(1) Model of credit acquisition

Semester	Taught at	ECTS Credits Requirement	Required Credits Breakdown	APU Credit Requirement
Semester 1	APU	30	Transfer credits from APU to SUAS	36 Credits
Semester 2	APU			
Semester 3	SUAS	120	30 ECTS each semester Transfer credits from SUAS to APU	60 Credits (Maximum)
Semester 4	SUAS			
Semester 5	SUAS			
Semester 6	SUAS			
Semester 7	APU	30	Transfer credits from APU to SUAS	28 Credits
Semester 8	APU			
TOTAL SUAS CREDITS:		180		124

(2) SUAS Requirements for Program Completion

Students will take designated courses while studying in SUAS. Students have to take and pass all subjects, in addition to other requirements below;

- ① Attend the welcome week at SUAS in the 2nd or 3rd week of February.
- ② Attend at least one activity related to Markets and Innovation Excursion arranged by SUAS.
- ③ Submit two theses under the guidance of a SUAS faculty adviser during the last semester at SUAS and the returning semester at APU.
- ④ Pass the final SUAS Oral Exam after completing the required 180 ECTS credits.
- ⑤ Complete a minimum of 228 hours of internship (usually 6 weeks) during the Program either in Japan or overseas. It is also accepted to do the internship in Japan during the break

*SUAS graduation requirements are subject to change

(3) SUAS Course List

2021 Spring	ECTS	Note
Economics 2	2	
Accounting 2	3	
Strategic Management & Innovation in Tourism	4	
Tourism Marketing 2	3	
Introduction Destination Management and Hospitality Management	6	
Presentation, Negotiation and Sales Skills	2	
Research Methodologies	4	
Business English	2	
Language: Spanish or Italian or German	3	
Conflict Management	1	
Total	30	
2021 Fall	ECTS	Note
Marketing Communication in Tourism	2	
Market Research, Trends in Tourism	6	
Statistics, Statistic Tutorial	4	
Accounting 3	3	
IT-Applications in Tourism	2	
Quality and Process Management	3	
Specialization Innovations in Hospitality Management	3	Choose either one subject
Specialization Innovations in Destination Management		
Business English	2	
Language: Spanish or Italian or German	3	
Event Management	2	
Total	30	
2022 Spring	ECTS	Note
Internet Economy	2	
Simulation Financial Management	1	
International Law	3	
Specialization Hospitality Management: Markets and Innovations, Marketing, Product Development, Advanced Hospitality Management	7	Choose either one Specialization and take accompanying subjects
Specialization Destination Management: Markets and Innovations, Marketing, Product Development, Advanced Destination Management		
Advanced Research Methodologies	4	
Applied Research	1	
Business English	2	
Language: Spanish or Italian or German	3	
Markets and Innovations	4	
Internship 1	3	
Total	30	

2022 Fall	ECTS	Note
Finance and Investment	3	
Human Resource Management	2	
Sustainability in Tourism	2	
e-Marketing, Web Publishing	5	
Specialization Hospitality Management: Product Development Cases, Marketing	7	Choose either one Specialization and take accompanying subjects
Specialization Destination Management: Product Development Cases, Marketing		
Bachelor Thesis 1	6	
Business English	2	
Language: Spanish or Italian or German	3	
Total	30	
2023 Spring		備考
Bachelor Thesis Seminar 2	10	*This thesis must be submitted to SUAS during the returning semester at APU. *The credits of this thesis cannot be transferred to APU

**SUAS Courses and Curriculum are subject to change.

7. Status 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 contact the Student Office for scholarship details.

8. Program Fees

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

1) Tuition	2) Accommodation	3) Insurance	4) Other Expenses
Pay tuition to APU as usual	Pay to SUAS	Pay to both APU and SUAS	Estimated amount of fees incurred while abroad: Approx. 1,100,000 yen ~ 1,400,000 yen (travel expenses, meals, books, passport/visa application fees, entertainment and any other fees incurred for the participant's private activities)

- ✓ Participants does not need to pay tuition and enrollment fees to SUAS.
- ✓ Dormitories are not guaranteed (availability may vary)
- ✓ You must enroll in 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 SUAS-mandated insurance plan.

9. Revocation of Acceptance

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

- (1) If your cumulative GPA falls below 2.80, or if your total number of earned credits is less than 32, in your 2nd semester.
- (2) If you fail to meet the language requirements; (TOEFL PBT (ITP) 537 or above; TOEFL iBT 75 or above; IELTS 6.0 or above) by September 30, 2020.
- (3) If you fail to enroll in the required overseas travel insurance, submit required documents by the deadline, attend required guidance sessions, or follow university guidelines.
- (4) Cancellation of the program by APU due to safety issues in the host country.
- (5) Cancellation of a student's participation by APU due to injury, illness, or other circumstances rendering the student unfit for participation.
- (6) Evidence of Academic Misconduct.
- (7) Failure to fulfill the duties expected of a student.

10. Program Cancellation and Early Termination after Accepted

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) If you are deemed unable to complete the program in 4 years due to failure to maintain adequate grades at APU and SUAS.
- (2) If you fail to oral exams by SUAS by the time of graduating APU.
- (3) The country or region located where the host university is located is designated as level 2 or above ("Travel Advice and Warning on Infectious Diseases") by the Japanese Ministry of Foreign Affairs.
- (4) The program cannot be run safely due to a state of social unrest. When considering whether to cancel this program, 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.
- (5) The host university decides to cancel the inbound program.
- (6) If a program is deemed unable to run by APU due to circumstances at the host university.

11. Tuition Payment to APU

APU cannot accept your tuition fee payment from overseas while on the program. Therefore, participants who are paying their own tuition by automatic withdrawal system, deposit the entire tuition amount to cover their entire program period to their JP bank account before departure. Since you will have to bear a large amount of tuition fee for two years before departure, please consider carefully about your financial plan before applying. Those who are paying their tuition through "Payment Invoice", please make sure to set up an automatic withdrawal system for your tuition payments before your departure.

Please consult with the 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 DUDP Coordinators at the Academic Office after being selected or before applying.

12. Disclaimers and Notes

(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 “9. Revocation of Acceptance.”

(3) Withdrawal after Acceptance to the Program (after the announcement of final 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.

13. Other

(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.

14. Contact

Academic Office / SUAS Double Degree Program Coordinators

JACOB (Mr.), KAI(Ms.)

Email: dudp@aup.ac.jp/TEL:0977-78-1101

