

Spring 2021 APU – Kyung Hee University Undergraduate Double Degree Program Application Guideline



Application period	Wed. July 15, 2020 – Wed. July 29, 2020 (16:30)
Information Session Zoom ID: 963 8933 8460	Wed. July 15, 2020 Time: 15:30- 16:00 (English) 16:00-16:30 (Japanese)
Announcement of 1 st -round results	Wed. August 5, 2020 *announced on Campus Terminal / Action Required
Individual interviews	Wed. August 26, Thu. August 27, or Fri. August 28 * Time + Venue TBD
Announcement of 2 nd -round results	Wed. September 16, 2020 * announced on Campus Terminal / Action Required
Announcement of final results	Wed. September 30, 2020 * announced on Campus Terminal / Action Required
Number of Participants	Maximum 3 students
Guidance sessions for accepted students	Scheduled to be held a few times before departure. * Time + Venue TBD * Attendance is MANDATORY 1st session: Fri. September 18, 2020 2nd session: Wed. October 7, 2020 3rd session: Wed. January 13, 2021
Departure to Korea	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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ANNEX : KHU Course List

Requirements for Participation in Off-Campus Study Programs (excluding Overseas Student Exchange, Double Degree Program, EXPLORE, and APU Global Research Program)

1. Program Objective and Outline

(1) 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	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	KHU	Exchange
		4th Semester		Exchange
AY 2022	3 rd Year	5th Semester	KHU	Exchange
		6th Semester		Exchange
AY 2023	4 th Year	7th Semester	APU	Enrolled
		8th Semester		Enrolled

(2) Your enrolled college at KHU

College: College of International Studies

(3) Program Period

February 2021 ~ February 2023

(4) Number of Participants

Maximum 3 students

(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 KHU: Bachelor of International Studies

(7) Important points on timing of graduation

Graduation at APU will be March 2024, at KHU will be August 2024.

1. 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 Korea 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. • Korean nationals are not eligible to apply.
2	Applicants must fulfill the language requirements	<p>Must have one of the following language proficiency scores at the time of applying:</p> <ul style="list-style-type: none"> ➤ TOEFL PBT® (ITP): 515 or above ➤ TOEFL iBT® : 67 or above ➤ IELTS™: 5.5 or above <p>*Please refer to page 5 for the final requirements.</p>
3	Applicants must aim to register International Relations and Peace Studies (IRP) as their area of study	<ul style="list-style-type: none"> • Courses are offered through the KHU College of International Studies. We therefore recommend this program for APU students hoping to pursue studies in International Relations and Peace Studies (IRP).
4	Applicants must have registered for 14 or more credits in the Spring 2020 semester	
5	<p>Language subjects at APU:</p> <ul style="list-style-type: none"> • J-Basis: must have been exempted from “Intermediate English,” or must be scheduled to complete “Intermediate English” by the end of the 1st semester • E-Basis: must have been exempted from “Japanese Foundation,” or must be scheduled to complete “Japanese Foundation” by the end of the 1st semester 	
6	Applicants must be willing to study Korean Language	
7	Applicants must be willing to take designated courses in Fall 2020 (except the courses applicants have already taken.)	<p>Designated subjects *English classes are preferable</p> <ul style="list-style-type: none"> ➤ Introduction to International Relations ➤ Introduction to Political Science ➤ Introduction to Area Studies ➤ History of Asia Pacific ➤ Statistics ➤ Introduction to Economics ➤ Korean I

(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 Wed. September 30 if they pass the 2nd round.
- The Admissions Office will not return the score you submitted for enrollment procedures.
- The file name must match this format "Score_Student ID_Name (Alphabet)"

E.g. Score_11111111_RITSUMEIHanako.pdf

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> (can only apply during the application period)
- 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)

Please apply through the application form on the Academic Office website below.

<https://survey2.apu.ac.jp/limesurvey/index.php/794677?lang=en> (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 KHU, 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, study plan, 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 Wed. 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 14 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) 530 or above; TOEFL iBT 71 or above; IELTS: 5.5 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 Wed. 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 KHU after being accepted to the program.

① Documents to be submitted to KHU

- KHU Online application: KHU 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 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 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 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 (IRP)" 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 are strongly recommended to register the following courses as dictated by APU:

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

✓ 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 in the AY 2020 fall semester.

(2) Independent Study

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 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 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 international relations, students should register "International Relations and Peace Studies" as your "Area of Study" after the final result. We strongly recommend you to complete the subject of "Introduction to International Relations" 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 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) Model of credit acquisition

Academic Year	Semester	Taught at	No of Credits at KHU	Required Credits Breakdown	No of Credits at APU
1	1	APU	36	Transfer credits from APU	36 Credits
	2	APU			
2	3	KHU	60	Approx. 15 credits each semester Transfer credits from KHU	60 Credits (Maximum)
	4	KHU			
3	5	KHU			
	6	KHU			
4	7	APU	24	Transfer credits from APU	28 Credits
	8	APU			
		TOTAL KHU CREDITS:	120 Credits		124 Credits

(2) KHU Requirements for Program Completion

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	(35 credits)
A. Common Liberal Arts	35 credits
2. College Major	(57 credits)
B. Basic Majors	12 credits
C. Required Majors	6 credits
D. Elective Majors	39 credits
3. General Elective	(28 credits)
E. General Elective	28 credits
Total	120 credits

●Students must take a graduation test at KHU to receive a KHU Degree.

*Credits for Common Liberal Arts subjects will not be transferred per subject but the total number of credits will be transferred.

*A maximum of 22 APU Credits will be transferable as credits required for KHU's College Major (Basic Majors, Required Majors, Elective Majors).

*A maximum of 60 credits can be transferred from APU and other universities to KHU.

*Credits acquired from APU which are not transferred as Common Liberal Arts or College Major will be transferred as General Elective.

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

(3) KHU Course List

Please refer to “ANNEX: KHU Course List”

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 KHU	Pay to both APU and KHU	Estimated amount of fees incurred while abroad: Approx. 1,000,000 yen (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). Dormitory fees are approximately 100,000 yen – 120,000 yen per semester. Dormitory fees may vary each year.

*2 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 KHU-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) 530 or above; TOEFL iBT 71 or above; IELTS 5.5 or above) by Wed. 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 Acceptance

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 KHU.
- (2) 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.
- (3) 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.
- (4) The host university decides to cancel the inbound program.
- (5) If a program is deemed unable to run by APU due to circumstances at the host university.
- (6) If your semester GPA falls below 1.70 for 3 consecutive semesters at KHU.
- (7) If you acquire less than 9 credits for 1 semester at KHU.
- (8) Commitment of one or more disciplinary infractions following the announcement of internal screening results

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”

and “10. Program Cancellation and Early Termination after Accepted.”

(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 / KHU Double Degree Program Coordinators

KAWANO (Mr.), ONO (Ms.)

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

ANNEX : KHU Course List

Basics Courses	Introduction to International Relations Introduction to Political Science	Introduction to Economics I Introduction to Economics II
Required Majors	Major Issues in International Studies	Statistics for Social Science
Elective Majors	International Relations	Contemporary Theories of International Relations (shared with IDC Track) Culture and International Relations (shared with IR Track) Global Finance and International Politics (shared with GB, IDC Track) History of International Relations International Conflict and Resolution International Economic Laws and Institutions (shared with IE, IDC Track) International Negotiations (shared with IDC Track) International Organization (shared with IDC Track) International Political Economy International Security International Terrorism Law & Global Governance Making of International Law in Korea Major Issues in Global Affairs NGOs and Global Governance (shared with IDC Track) Public Diplomacy and Practices Readings for International Studies Topics in International Relations I (H) Understanding Foreign Policy Understanding International Law
	East Asian Studies	American Foreign Policy (shared with IR Track) American Politics and Economy Chinese Foreign Policy (shared with IR Track) Chinese Politics and Economy Comparative Area Studies (shared with IDC Track) Comparative Political Economy (shared with IDC Track) Culture and Society of Korea East Asian Economic Development (shared with IE Track) East Asian International Relations (shared with IR Track) Human Rights in East Asia (shared with IR Track) Japanese Foreign Policy (shared with IR Track) Japanese Politics and Economy Korean Economy and Development (shared with IE, IDC Track) Korean Foreign Policy (shared with IR Track) Korean Politics and Economy (shared with IR Track) Major Issues in Korean Politics and Society Modern History of East Asia North Korea and Inter-Korean Relations (shared with IR Track) Russian Politics and Economy (shared with IR Track)

Elective Majors		<p>State and Society in East Asia</p> <p>Topics in East Asian Studies I (H)</p> <p>Topics in Korean Studies</p> <p>Understanding East Asian Culture</p>
	International Economy	<p>Blockchain and Cryptocurrency (shared with GB Track)</p> <p>Econometrics (shared with IDC Track)</p> <p>Economic Development (shared with IDC Track)</p> <p>Global Data Analysis for Economics and Business I (shared with GB, IDC Track)</p> <p>Global Data Analysis for Economics and Business II (shared with GB, IDC Track)</p> <p>Industrial Organization (shared with IDC Track)</p> <p>International Finance (shared with IDC Track)</p> <p>International Monetary Economics (shared with GB Track)</p> <p>International Trade</p> <p>Macroeconomics</p>
	International Economy	<p>Mathematics for Economics and Business (shared with GB Track)</p> <p>Microeconomics</p> <p>Statistics for Social Science (shared with IR, EA, GB Track)</p> <p>Theories of Economic Growth (shared with IDC Track)</p> <p>Topics in International Economy (shared with IR Track)</p> <p>Topics in Macroeconomics (H)</p> <p>Topics in Microeconomics (H)</p>
	Global Business	<p>Advertising</p> <p>Business Finance</p> <p>Business Principles and Practices</p> <p>Consumer Behavior</p> <p>Entrepreneurship</p> <p>Financial Accounting</p> <p>Financial Statement Analysis</p> <p>Global Marketing (shared with IDC Track)</p> <p>Human Resource Management and Development</p> <p>International Business</p> <p>International Financial Strategy</p> <p>Investment Analysis</p>

Elective Majors		<p>Organizational Behavior</p> <p>Principles of Accounting</p> <p>Principles of Marketing</p> <p>Topics in Finance (H)</p> <p>Topics in Marketing (H)</p> <p>Understanding Korean Business</p> <p>Venture Capital and the Finance of Innovation (shared with IDC Track)</p>
	International Development Cooperation	<p><Courses offered by IDC Track></p> <p>Economics of Poverty</p> <p>Introduction to Project Management</p> <p>Monitoring and Evaluation for Development Project</p> <p>Theory and Practice in International Development Cooperation</p> <p>Topics in International Development Cooperation (H)</p> <p>Understanding International Development Cooperation</p> <p>Understanding Socio-Economic Development in Africa</p> <p>Understanding Socio-Economic Development in Asia</p> <p>Understanding Socio-Economic Development in Latin America</p> <p><Shared with other tracks></p> <p>Comparative Area Studies</p> <p>Comparative Political Economy</p> <p>Contemporary Theories of International Relations</p> <p>Culture and International Relations</p> <p>Economic Development</p> <p>Global Data Analysis for Economics and Business I</p> <p>Global Data Analysis for Economics and Business II</p> <p>Global Finance and International Politics</p> <p>Global Marketing</p>

	<p>International Development Cooperation</p>	<p>Industrial Organization International Finance International Negotiations International Organization Korean Economy and Development NGOs and Global Governance Venture Capital and the Finance of Innovation</p> <p><Courses offered by GSP></p> <p>Aid and Development Development and Social Policy in Developing Countries Project Cycle Management MDB Project Analysis Understanding Sustainable Development Strategies of Development Cooperation Practicum in Development Project Economics of Development PPP&CSR Monitoring and Evaluation Consulting Skills 1, 2, 3</p> <p>* Students can take up to 6 credits offered by GSP</p>
<p>Common Elective Majors</p>	<p>Capstone Design for International Studies Independent Study for International Studies Introduction to Social Science Research Special Topics in International Studies</p>	

AY2020 Ritsumeikan Asia Pacific University Off-campus Study Programs
Requirements for Participation in Off-Campus Study Programs (excluding Overseas Student Exchange,
Double Degree Program, EXPLORE, and APU Global Research 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.