

Spring 2018 APU – Salzburg University of Applied Sciences 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 *Mon., July. 24 * time and venue to be announced
Announcement of on-campus Selection Result	Mon., July. 31, 2017 * announced on Campus Terminal / Action Required
Interview by Salzburg University of Applied Sciences (if necessary)	TBD / Only when it is necessary.
Final selection result	Early October 2017 (TBD)
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 Austria	Beginning of February 2018

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About Salzburg University of Applied Sciences

Salzburg University of Applied Sciences was founded in 1995. It has 17 Bachelor programs and 9 Master programs. The number of the students is around 2,500 students. It has 2 campuses, Urstein and Kuchl. The Urstein Campus has the Bachelor program “Innovation and Management in Tourism” (IMT) which is the course under which you will study for this Undergraduate Dual Degree Program. The students in IMT normally have to take 180 ECTS in three years to complete the course and receive the degree. The classes are being conducted in English.

※ECTS : European Credit Transfer System

【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 – Salzburg University of Applied Sciences

Undergraduate Dual Degree Program Information – Spring 2018

■ Program objective and Outline:

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

Academic Year	Year	University and Department
2017 AY	First year (1~2 semester)	APU・Department of Asia Pacific Studies
2018 AY	Second year (3~4 semester)	SUAS・Department of Innovation and Management in Tourism (IMT)
2019 AY	Third year (5~6 semester)	SUAS・Department of Innovation and Management in Tourism (IMT)
2020 AY	Fourth year (7~8 semester)	APU・Department of Asia Pacific Studies

Degree awarded by APU: 学士 (アジア太平洋学) Bachelor of Social Science

Degree awarded by SUAS: 経営学士 Bachelor of Arts in Business

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.
2	Applicants must fulfill the language requirements	· TOEFL PBT (or ITP): 537 or higher TOEFL iBT : 75 or higher IELTS: 6.0 or higher
3	Applicants must be in the department of APS, and in their 1 st semester as of 2017 spring (both domestic and international)	· Only 1 st semester students as of 2017 spring can apply for this program, because students will study in Austria 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: J-Basis: complete "Intermediate English" by the end of the 1 st semester E-Basis: complete "Japanese Foundation" by the end of the 1 st semester *Applicants are expected to complete all their mandatory language subjects before the departure.	
5	Although German language proficiency is not required, applicants are expected to acquire German language ability to the level of daily conversation before departure and keep up with German classes there.	
6	Applicants should take recommended subjects by the university in the fall semester 2017 (except the courses applicants have already taken.)	Recommended subjects (tentative) <u>*English classes are preferable</u> ·Accounting I ·Introduction to Management ·Introduction to Economics ·Introduction to Tourism and Hospitality
7	Applicants must conduct self-study on some of the classes to take at SUAS (see the right column) as a preparation during 2017 Fall semester.	Accounting 1 Economics 1 German 1 <* You can see the textbook information in the presentation material used in the guidance session.> (Can be downloaded from the Academic Office website)

(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.

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

3 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 Austria is scheduled on February 2018.

[**Example:** Student status in case that the student leaves for Austria from 2017]

	2017 AY	2018 AY	2019 AY	2020 AY
	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. 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.

(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 Requirements for Program completion

Students will take a designated course shown in the attached list [Designated course while studying in SUAS] while studying in SUAS. 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 SUAS in the 2nd or 3rd week of February (exact dates to be provided each year by the SUAS 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 Austria, 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 approx. 338 Euro (monthly). It’s not assured that you can live in the dormitory, depending on its vacancy.

■ **Estimate of Yearly Living Expenses:** around 1,100,000 - 1,400,000 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 】

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