

## Spring 2020 APU – Salzburg University of Applied Science

### Undergraduate Double Degree Program Application Guideline



Application period	Wed. June 19, 2019 – Wed. July 10, 2019 (16:30)
Announcement of 1 <sup>st</sup> -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 <sup>nd</sup> -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 Austria	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.

## Table of Contents

<b>Program objective and Outline</b>	2
1. Application Requirements and Selection Criteria	3
(1) Application Requirements	3
(2) Application Procedure	4
(3) Selection Criteria	5
(4) Number of Nominees	5
2. Exchange Period	6
(1) Program Period	6
(2) Exchange Period at APU	6
3. Procedures after being accepted to the program	6
(1) Documents to prepare	6
4. Academics and Independent Study at APU Prior to Departure	7
(1) Study at APU during the Fall 2019	7
(2) Independent Study	7
5. Credit Transfer / Academics During and After the Program	7
(1) Credit Transfer	7
(2) Academics During and After the Program	8
(3) Language Education Subject Exemption	8
6. SUAS Graduation Requirements	8
(1) Spring Enrolees <Model of credit acquisition>	8
(2) Requirements for Program Completion	8
(3) SUAS Course List	9
7. Status of Scholarships during the Exchange Period	9
8. Program Fees	9
9. Revocation of Acceptance, Program Cancellation and Early Termination	9
10. Tuition Payment to APU	10
11. Notes and Disclaimers	10
(1) Precautions and Liability for Overseas Program Participants	10
(2) Program Cancellation, Change in Program Content	10
(3) Withdrawal after Acceptance to the Program	10
12. Other	11
(1) Handling of Personal Information	11
(2) Attitude	11
(3) Course Plan	11

## About Salzburg University of Applied Sciences (SUAS)

SUAS 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 Double 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

### ■ Program objective and Outline:

The aim of the program is to enable participants 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	Semester	University and College
AY 2019	1 <sup>st</sup> Semester	APU, College of Asia Pacific Studies
	2 <sup>nd</sup> Semester	
AY 2020	3 <sup>rd</sup> Semester	SUAS, College of Business and Social Sciences
	4 <sup>th</sup> Semester	
AY 2021	5 <sup>th</sup> Semester	SUAS, College of Business and Social Sciences
	6 <sup>th</sup> Semester	
AY 2022	7 <sup>th</sup> Semester	APU, College of Asia Pacific Studies
	8 <sup>th</sup> Semester	

(Graduation)

APU: March, 2023

SUAS: August, 2023

Degree awarded by APU: Bachelor of Social Science

Degree awarded by SUAS: Bachelor of Arts in Business

**【Your Enrolled college at SUAS】**

College of Business and Social Sciences

Innovation and Management in Tourism Programme

# 1. Application Requirements and Selection Criteria

## (1) Application Requirements

No.	Requirements	NOTE
1	Applicants must fulfill the language requirements	<ul style="list-style-type: none"> <li>Must have one of the following language proficiency scores at the time of applying: TOEFL PBT ( ITP): 525 or above TOEFL iBT : 71 or above IELTS: 5.5 or above</li> </ul>
2	Applicants must be in the college of APS, and in their 1 <sup>st</sup> semester as of Spring 2019 (both domestic and international)	<ul style="list-style-type: none"> <li>Because students will study in Austria in their 2<sup>nd</sup> and 3<sup>rd</sup> years through this program, only students in their 1<sup>st</sup> 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. Austria nationals are not eligible to apply.</li> </ul>
3	Applicants must aim to register Hospitality and Tourism (HT) as their area of study	<ul style="list-style-type: none"> <li>Courses offered in the SUAS center on Tourism. We therefore recommend this program for APU students hoping to pursue studies in Hospitality and Tourism (HT).</li> </ul>
4	Applicants must have registered for 16 or more credits in the Spring 2019 semester	
5	<p>Language subjects at APU:</p> <p>J-Basis: must have been exempted from “Intermediate English,” or must have completed “Intermediate English” by the end of the 1<sup>st</sup> semester</p> <p>E-Basis: must have been exempted from “Japanese Foundation,” or must have completed “Japanese Foundation” by the end of the 1<sup>st</sup> semester</p> <p>*Applicants are expected 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 2019 (except the courses applicants have already taken.)	<p>Designated subjects <u>*English classes are preferable</u></p> <ul style="list-style-type: none"> <li>Accounting I</li> <li>Introduction to Management</li> <li>Introduction to Economics</li> <li>Introduction to Tourism and Hospitality</li> </ul>
8	Applicants are willing to conduct self-study on some of the classes to take at SUAS (see the right column) as a preparation during 2019 Fall semester.	<p>Accounting 1</p> <p>Economics 1</p> <p>German 1</p>

## (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. Inquires 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 Result**

##### **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) 537 or above; TOEFL iBT 75 or above; IELTS: 6.0 or above

\*Note: 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 9<sup>th</sup>, 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**

- 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."

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

(For students enrolled in Spring 2019)

	AY 2019	AY 2020	AY 2021	AY 2022
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> 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 SUAS after being accepted to the program.

① Documents to be submitted to SUAS

- High school transcripts (from the past 3 years) ※English
- SUAS Online application (SUAS 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 your exchange period)
- Two bank statements in English

\*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 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 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:

- 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 2019 Spring Semester.

\*Certain subjects may not be offered this fall semester.

##### **(2) Independent Study**

■ As part of their pre-departure preparations, you should study independently for the courses below during the 2019 Fall Semester.

- Accounting 1
- Economics 1
- German 1

■ Independent Study of German

Though all classes at SUAS are held in English, German language classes 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 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 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 Tourism, students should register "Hospitality and Tourism" 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. SUAS 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) Spring Enrolees <Model of credit acquisition>

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

## (2) Requirements for Program Completion

Students will take a designated course while studying in SUAS. 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 by the SUAS Program Coordinator).
- ② Attend at least one activity related to Markets and Innovation Excursion arranged by IMT.
- ③ Because the SUAS thesis counts toward the credit requirements for graduation, you must submit two theses during the designated period under the guidance of a faculty adviser.
- ④ Pass the final SUAS 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. It is also accepted to do the internship in Japan during the break)

※SUAS graduation requirements are subject to change due to developments in the curriculum.

## (3) SUAS Course List

Please refer to Page 12-13.

## 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 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 SUAS	Pay to both APU and SUAS	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 SUAS-mandated insurance plan.

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

\*The above figures do not include the 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 SUAS.
- If your cumulative GPA falls below 2.80, or if your total number of earned credits is less than 32, in your 2<sup>nd</sup> semester.
- 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 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 guidelines.

## **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.

## SUAS course list

<b>1. Semester</b>	<b>30 ECTS</b>	<b>Study Period</b>
Business Administration, Economics 1	7	–
Accounting 1	3	–
Tourism Fundamentals, Tourism Marketing 1	6	–
Innovation and Creativity Techniques	2	–
Learn and Study Skills	3	–
Intercultural Communication	3	–
Business English	2	–
Language: Spanish or Italian or German	4	–
<b>2. Semester</b>	<b>30 ECTS</b>	<b>2020 Spring</b>
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	4	
<b>3. Semester (choose one specialization)</b>	<b>30 ECTS</b>	<b>2020 Fall</b>
Marketing Communication in Tourism	3	
Market Research, Trends in Tourism	7	
Statistics	3	
Accounting 3	3	
IT–Applications in Tourism	2	
Quality and Process Management	3	
Specialization Innovations in Hospitality Management	3	Take either one of these courses
Specialization Innovations in Destination Management		
Business English	2	
Language: Spanish or Italian or German	4	
<b>4. Semester (choose one specialization)</b>	<b>30 ECTS</b>	<b>2021 Spring</b>
Internet Economy	2	
Simulation Financial Management	1	
International Law	3	
<b>Specialization Hospitality Management:</b> Markets and Innovations, Marketing, Product Development, Advanced Hospitality Management	13	Take either one of these courses

<b>Specialization Destination Management:</b> Markets and Innovations, Marketing, Product Development, Advanced Destination Management		
Advanced Research Methodologies, Applied Research	5	
Business English	2	
Language: Spanish or Italian or German	4	
<b>5. Semester (choose one specialization)</b>	<b>ECTS30</b>	<b>2021Fall</b>
Finance and Investment	3	
Human Resource Management	2	
Sustainability in Tourism	2	
e-Marketing, Web Publishing	4	
<b>Specialization Hospitality Management:</b> Product Development Cases	4	Take either one of these courses
<b>Specialization Destination Management:</b> Product Development Cases		
Bachelor Thesis 1	6	
Business English	2	
Language: Spanish or Italian or German	4	
Internship 1	3	
<b>6. Semester (choose one specialization)</b>	<b>ECTS30</b>	<b>2022 Spring @ APU</b>
Entrepreneurship in SME, Business Planning, Corporate Planning and Simulation	5	
Controlling	3	
Innovative Approaches in Human Resource Management	2	
E-Marketing and Social Media Marketing	2	
Mandatory elective (choose one): – Health Tourism – Meetings Incentives Congress Events MICE – Tour Operator Management – Transportation Management	2	
Bachelor Thesis Seminar 2	10	★
Internship 2	6	
Elective subjects:		
– Business Etiquette & Tourism – Geography		
– Russian		
– Chinese		
– Japanese		
– Online Travel Distribution Expert		

★...Must submit it to SUAS after coming back to APU.

**【 Academic Office／Undergraduate Double Degree Program Team 】**

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