

2020
APU – St. Edward’s University
Undergraduate Double Degree Program
Application Guidelines



New Schedule St. Edwards University

Application Period	Mon. Feb. 3, 2020 – Thur. Mar. 19, 2020 (16:30)
Announcement 1st Stage Results + announcement interview dates	Thur. March 26, 2020 *announced on Campus Terminal for current APU students *Prospective enrollees will be notified by email registered during the application
<u>Online</u> Interviews	<u>Domestic Students</u> <u>Mon. 13 April 2020 12:00-15:30</u> <u>Tue. 14 April 2020 15:00-17:30</u> <u>Fri. 17 April 2020 12:00-17:30</u> <u>International Students</u> <u>Mon. 13 April 2020 15:30-17:30</u> <u>Tue. 14 April 2020 09:00-14:00</u> <u>Fri. 17 April 2020 12:00-17:30</u>
TOEFL ITP Test	<u>Wed. 22 April 2020</u>
Announcement of On-Campus Selection Results	<u>Thur. 23 April 2020</u> *announced on Campus Terminal
<u>Online</u> Guidance Sessions for Students Accepted into this Program	<u>1st Guidance Session: Fri. 24 April 2020 13:00~</u> *Scheduled to be held a few times before departure. *Attendance is MANDATORY
Leave for Austin	August 2020

*The 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

1. Application Requirements and Selection Criteria	4
(1) Application Requirements	4
(2) Application Procedures	5
(3) Selection Criteria	6
(4) Number of nominees	6
2. Exchange Period	7
(1) Program Period	7
(2) Exchange Period at APU	7
3. Procedures after being accepted to the program	8
(1) Documents to prepare	8
4. Credit Transfer / Academics During and After the Program	8
(1) Credit Transfer	8
(2) Academics During and After the Program	9
(3) Mandatory Language Education Subject Exemption	9
(4) Registration of Japanese subjects for English-basis students (Caution)	9
5. Requirements to graduate at SEU	9
6. Treatment of Scholarships during the Exchange Period	10
7. Program Fees	11
8. Revocation of Acceptance, Program Cancellation and Early Termination	11
9. Decision to Interrupt the Double Degree Program and Reinstatement at APU	13
10. Tuition Payment to APU	13
11. Notes and Disclaimers	13
(1) Precautions and Liability for Overseas Program Participants	13
(2) Program Cancellation, Change in Program Content	13
(3) Withdrawal after Acceptance to the Program	14
(4) Obtainment of a visa	14
12. Other	14
(1) Handling of Personal Information	14
(2) Attitude	14
(3) Course Plan	15
AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs	16

About St. Edward's University

St. Edward's University (SEU) at Austin, Texas, USA is highly recognized for its liberal arts education. The University accepts students of diverse nationalities, cultures, social backgrounds, ages, and religions. Similarities between APU and SEU are not limited to vision or campus size; both institutions proactively promote international education. Students, faculty, and staff at APU and SEU have developed relationships since 2007. Furthermore, SEU is located in Austin which is the sister city of Oita, a neighboring city close to APU.

<Cation>

-Incomplete applications will not be screened.

-Applicants should make a copy for themselves of all the application information that they have submitted.

【 Program Objective and Outline 】

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

Degrees awarded

【College of Asia Pacific Studies】

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

SEU: Bachelor of Arts

【SEU School】School of Behavioral and Social Science

【SEU Department】Global Studies

It's not easy to receive two degrees in 4 years. You need to keep yourself motivated and actively

engaged in studies and extra-curricular activities throughout these 4 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 their language ability, wish to challenge various things in international fields, 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 the U.S. for nearly half of your undergraduate career, will contain a lot of excitement and challenge. You must be well prepared to face numerous struggles. It is critical for you to have strong interest in the field you wish to pursue and identify your future objectives as this program differs from other exchange programs in terms of receiving the degrees. In classes at SEU, you will have discussions with students there and learn knowledge in your major field together.

In order for you to study in such an environment, you must have enough knowledge on 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 subjects offered at the host institution. In addition, you need to listen to others, think yourself, and convey your opinions theoretically there. As you apply for the program, it is strongly recommended that you keep these points in mind.

1. Application Requirements and Selection Criteria

(1) Application Requirements

No	Requirements	NOTE
1	1 st year undergraduate student who enrolled in College of Asia Pacific Studies in the 2019 fall semester (excluding students with U.S. nationality) or; Prospective enrollees who will be 1 st year undergraduate students in College of Asia Pacific Studies in the 2020 spring semester (excluding students with U.S. nationality)	Both domestic and international students may apply. Both Japanese-basis and English-basis students may apply.
2	Applicants must fulfill the Language requirements (Current students only)	TOEFL ITP: 525 or higher TOEFL iBT: 71 or higher IELTS: 5.5 or higher TOEIC: 700 or higher EIKEN Grade Pre 1 ※Applicants must obtain the following score by May 15 th , 2020 TOEFL ITP: 550 or higher TOEFL iBT: 79 or higher IELTS: 6.0 or higher
3	Applicants must fulfill the GPA requirements (Current students only)	The cumulative GPA of the 1 st Semester must be 3.00 or higher at the time of screening
4	Language subjects at APU: Applicants must have completed, or are expected to complete Intermediate English or Japanese Foundation by the end of 2020 Spring semester.	
5	Applicants must be willing to take or have already completed the recommended courses listed on the right in 2020 Spring Semester	Introduction to APS Introduction to International Relations or Introduction to Culture Society & Media or Introduction to Culture and Society *chose your preferable area of studies

※Courses offered in the SEU School of Behavioral and Social Science (Global Studies) center on international studies and society and culture. We therefore recommend this program for APU students hoping to pursue studies in International Relations (IRP) or Culture, Society, and Media (CSM).

(2) Application Procedures

Please read the application information and the following instructions carefully to complete the online application. Your application will be accepted upon completion of the following two steps. Incomplete applications will be automatically rejected.

[Step 1] Prepare a digital ID photo and the following three documents.

Applicants will be asked to upload a Digital ID Photo, Statement of Financial Support and Copy of English Proficiency Score at the end of the online application.

① Digital ID Photo

- Applicants should be facing forward and must not be wearing a hat, a mask, or sunglasses. A photo taken within the past six months is preferable.

-The file name must match this format: Photo_Student ID(or Application ID) Number_Your Name
E.g. **Photo_11111111_RITSUMEIHanako.jpeg**

② [Statement 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 add your own signature as well.

- The file name must match this format: Financial_Support_Student ID (or Application ID)
Number_Your Name

E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

③ Copy of English Proficiency Score (PDF)

-You can submit a web score or an expired score for the internal screening. Please be aware that you must submit a copy of the original score once accepted.

-English-basis students must also submit an English language proficiency exam score.

-The Admissions Office will not return scores submitted at the time of the entrance exam.

-The file name must match this format: Score_Student ID (or Application ID) Number_Your Name
E.g. **Score_11111111_RITSUMEIHanako.pdf**

[Step 2] Complete the [Online Application](#). (LimeSurvey)

-Your application will not be considered if you fail to complete the required essays and statement of purpose, or if your responses are well under the word requirement.

-Upon completion of the online application, please click Print Your Answers to print out the application record.

If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.

[Step 3] Spring 2020 enrollees only: Please send your high school transcript or school report to the address below *You don't need to upload it

Mailing Address

Academic Office

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu, 874-8577

Oita, Japan

Must be received by Thursday, March 19, 2020, 16:30

(3) Selection Criteria

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

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
- TOEFL examination (only for applicants who pass the document screening)
Applicants who pass the document screening will be required to sit a TOEFL exam. Please pay the examination fee of 3,820 yen with a certificate stamp before the deadline which will be indicated when the results of the document screening are announced.
- You can purchase a Certificate Stamp on campus.

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

Notes

- Accepted students will have their acceptance revoked if they do not meet the language requirements by May 15th, 2020, so students must continue to make efforts in their studies after being accepted.
- In principle, students are not permitted to withdraw from the program once accepted.

(4) Number of nominees

Up to 5 Students

2. Exchange Period

(1) Program Period

August 2020 – May 2022 (2020 Spring enrollees: 2nd semester – 1st Quarter, 5th semester)

August 2020 – May 2022 (2019 Fall enrollees: 3rd semester – 1st Quarter, 6th 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 while 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 while your status at APU is listed as "exchange student."
- The actual start of your program is scheduled for August 2020. However, your student status will be changed to "exchange student" from 2020 Fall semester.
- Students will return to APU from the 2nd Quarter (June) of the 2022 Spring semester.

[Example: Student status in the case that a student leaves for the U.S. from AY 2020

(Spring enrollee)

	1 st year		2 nd year		3 rd year		4 th year	
	①	②	③	④	⑤	⑥	⑦	⑧
	2020SP	2020FA	2021SP	2021FA	2022SP	2022FA	2023SP	2023FA
Status at APU	Enrolled student	Exchange student			Enrolled student			

(Fall enrollee)

	1 st year		2 nd year		3 rd year		4 th year	
	①	②	③	④	⑤	⑥	⑦	⑧
	2019FA	2020SP	2020FA	2021SP	2021FA	2022SP	2022FA	2023SP
Status at APU	Enrolled student		Exchange student			Enrolled student		

*Fall-enrollee students: there is a possibility that some courses may not be available in their desired language of study after returning to APU

3. Procedures after being Accepted to the Program

(1) Documents to prepare

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

① Documents to be submitted to SEU

- Application materials (will be sent by SEU)
- High school transcripts in English (Spring Enrollee)
- APU Official Transcript (Fall Enrollee) The Official Transcript will be issued by the machine from the beginning of April.

② Documents needed for visa application

- Passport (passport must be valid for over six months after your exchange period)
- Documents needed for visa application (e.g. two bank statements in English; balance of over \$19,848 usually required). For documents needed for visa application, please check the U.S. Embassy website.

③ You can submit the following documents after the spring semester starts.

- 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 SEU. 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

4. Credit Transfer / Academics During and After the Program

(1) Credit Transfer

1. 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.
2. You must apply to transfer the credits obtained for curricular subjects at SEU back to APU. The credit transfer application will be screened and evaluated by the Academic Affairs Division and College of Asia Pacific Studies.
3. It is not possible to transfer credits for subjects with no relation to those offered at APU, e.g. sports, art, etc.
4. If a SEU 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.

5. All grades for subjects eligible for transfer to APU will be listed as “T” (transfer) on the APU transcript.
6. 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 SEU; 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. The table shown below, under ‘5. Requirements to graduate at SEU’ outlines the number of credits which you need to obtain at SEU and APU.

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

Students may be able to receive an exemption for mandatory Japanese/English Subjects if they meet the designated requirements while they are abroad. They need to apply for the exemption before they return to study at APU the following semester. The requirements differ depending on your curriculum year and language-basis. Please refer to the Academic Office website for further details.

<http://en.apu.ac.jp/academic/page/content0294.html/?c=17>

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

(4) Registration of Japanese subjects for English-basis students (Caution)

English-basis students who are required to take Japanese subjects must complete until Japanese Intermediate in order to graduate from APU. English-basis students who enroll in the Spring semester will depart APU at the end of their first semester and face a high possibility of not completing all their Japanese language requirements. In this case, students must take the Japanese Language Proficiency Test while abroad or register Japanese upon returning to APU. Studying Japanese and maintaining Japanese proficiency during the program will require great effort. Please take this into careful consideration when applying.

※English-basis students whose first language is Japanese are not required to take Japanese subjects.

5. Requirements to Graduate at SEU

At SEU, students will consult with an academic advisor at SEU to register subjects. In order to obtain degrees from both universities in 4 years, students will need to register certain subjects to meet both degree requirements.

As shown on the chart next page, you should plan your studies carefully in order to earn the prescribed number of credits at SEU and APU. You must obtain at least 52 credits at SEU within two years in order for you to earn a degree from SEU.

Spring (April) Enrolees <Model of credit acquisition>

Semester	University	Credits at SEU	Breakdown of required credits	Credits at APU
1 st semester	APU	15credits	Credits earned at APU will be transferred to SEU.	16credits
2 nd semester	SEU	60credits	Students will earn about 15 credits per semester at SEU which will be transferred to APU upon evaluation.	60credits (maximum)
3 rd semester	SEU			
4 th semester	SEU			
5 th semester	SEU / APU			
6 th semester	APU	45credits	Credits earned at APU will be transferred to SEU.	48 credits
7 th semester	APU			
8 th semester	APU			
Total SEU credits		120credits		

Fall (September) Enrolees <Model of credit acquisition>

Semester	University	Credits at SEU	Breakdown of required credits	Credits at APU
1 st semester	APU	30 credits	Credits earned at APU will be transferred to SEU.	32 credits
2 nd semester	APU			
3 rd semester	SEU	60 credits	Students will earn about 15 credits per semester at SEU which will be transferred to APU upon evaluation.	60 credits (maximum)
4 th semester	SEU			
5 th semester	SEU			
6 th semester	SEU / APU			
7 th semester	APU	30 credits	Credits earned at APU will be transferred to SEU.	32 credits
8 th semester	APU			
Total SEU Credits		120 credits		

6. Treatment of Scholarships during the Exchange Period

Tuition reduction scholarships for international students, Academic Excellence scholarships and Academic Incentive scholarships for domestic students will remain in effect even when you are studying abroad, given that you pass the regular assessment.

Please consult the Student Office for details.

7. Program Fees

The following fees will be the responsibility of the participant during the program period.

(SEU admission and tuition fees are not required!!)

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, 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. In addition, students must be covered by SEU's designated health insurance while in the U.S.

* The dormitory rent is approx. \$3,000 ~ \$4,000 per semester (dormitory availability is not guaranteed).

Estimate of Yearly Living Expenses: approx. 1,100,000 - 1,500,000 yen

*The above figures do not include the APU tuition fees.

8. 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:

- ① If you are deemed unable to complete the program in 4 years due to failure to maintain adequate grades at APU and/or SEU
- ② 2019 Fall Enrollees: If your cumulative GPA drops below 3.00 during your second semester.
2020 Spring Enrollees: If your cumulative GPA drops below 3.00 during your first semester
- ③ If you do not complete intermediate English or Japanese Foundation by the end of Spring 2020 semester.
- ④ If you fail to meet the language requirements; (TOEFL ITP 550, iBT 79, IELTS 6 or above by May 15th, 2020.
- ⑤ If a program is deemed unable to run due to circumstances at the host university.
- ⑥ If you incur disciplinary action or are otherwise deemed unfit by APU to act as a representative of APU.
- ⑦ If you fail to enroll in the required overseas travel insurance, attend required guidance sessions, or follow university guidelines.
- ⑧ Cancellation of a program by APU due to safety issues in the host country.
- ⑨ Cancellation of a student's participation by APU due to injury, illness, or other circumstances rendering the student unfit for participation.
- ⑩ Evidence of improper behavior.
- ⑪ Failure to fulfill the duties expected of a student.
- ⑫ In the event that the following terms cannot be achieved at SEU
 - You must maintain a cumulative GPA of 2.00 or above for courses taken at SEU.

- If you do not meet the cumulative GPA requirement of 2.00, you will be allowed your first probationary period during the next semester to improve your GPA. During this period, you must achieve a cumulative GPA of 2.00.
 - If you do not meet the cumulative GPA requirement of 2.00 during your first probationary semester, you will be subject to dismissal from SEU. However, if you also achieved a semester GPA of 2.25 while obtaining 12 credits, you will be allowed a second probationary semester.
 - If you are unable to meet the cumulative GPA requirement of 2.00 during your second probationary semester, you will be subject to dismissal from SEU.
- ⑬ In the event that the designated number of credits cannot be earned during the specified period at SEU

The decision to interrupt the program will be made should the number of credits shown in the chart below not be earned.

Spring (April) Enrollees

Semester	University	Max Allowable Credits for Registration	SEU Minimum Obtained Credits	Period
1 st semester	APU	18 credits	-	
2 nd semester	SEU	15~18 credits	16 credits	A
3 rd semester	SEU	15~18 credits		
4 th semester	SEU	15~18 credits	34 credits	B
5 th semester	SEU	15~18 credits	52 credits	C
	APU	20 credits	-	
6 th semester	APU	20 credits		
7 th semester	APU	20 credits		
8 th semester	APU	24 credits		

Fall (September) Enrollees

Semester	University	Max Allowable Credits for Registration	SEU Required Credits	Period
1 st semester	APU	18 credits	-	
2 nd semester	APU	18 credits	-	
3 rd semester	SEU	15~18 credits	16 credits	A
4 th semester	SEU	15~18 credits		
5 th semester	SEU	15~18 credits	34 credits	B
6 th semester	SEU	15~18 credits	52 credits	C
	APU	20 credits	-	
7 th semester	APU	24 credits		
8 th semester	APU	24 credits		

9. Decision to Interrupt the Double Degree Program and Reinstatement at APU

Period A: If a student has not earned at least 16 credits at SEU, then the Dean of Academic Affairs will make the decision to interrupt the program in late May when SEU grade reports are delivered. The student will return to APU the following Fall Semester.

Period B: If a student has not earned at least 34 credits at SEU, then the Dean of Academic Affairs will make the decision to interrupt the program in late January when SEU grade reports are delivered. The student will return to APU the following Spring Semester.

Period C: If a student has not earned at least 52 credits, then it will not be possible to earn an SEU degree. The student will return to APU second quarter, Spring Semester, the same as students who are continuing in the program.

In the event that the double degree program is interrupted, approval of transferred credits will be carried out after returning to APU so long as the credits earned while at SEU do not exceed 60 (including those from overseas exchange programs, domestic exchange programs, the Open University of Japan, transferred credits approved at the time of transfer, and transferred credits approved prior to enrollment).

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 Double Degree 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.

(4) Obtainment of a visa

It is the responsibility of each student to confirm the visa requirements for the period spanning departure from, and return to, Japan, and to complete the application for said visa. Visa requirements will vary based on the student's nationality, host country/region, length of stay, and other factors. As such, each student is responsible for confirming visa requirements (including transit visas), as well as required application documents, through embassy webpages and other channels. Students should take care to obtain the most up-to-date information given that visa requirements are subject to change without warning.

Failure to obtain a visa in time for arrival at the host university may affect a student's course registration at APU. Therefore, students should submit a visa application as soon as possible after receiving their letter of acceptance from the host university.

12. 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 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.

AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs
(except for Individual Language Study Abroad (EXPLORE) and APU Global Research Program)

Requirements for Program Participation

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.

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, terrorism or other unforeseen circumstances, the participant will not seek compensation from either APU or the Host Institution. 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.

【 Academic Office / Undergraduate Dual Degree Program Team 】

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

E-mail : dudp@apu.ac.jp

Kawano ~~Satoko~~ Kawashima (Mr.), Ono (Ms.)