

# Overseas Short-Term Summer/Winter Programs

AY 2020

## Recruitment Guidelines

Ritsumeikan Asia Pacific University  
Academic Office

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### Recruitment Schedule

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Short-Term Summer Programs	APU internal screening application deadline	Guidance sessions for accepted applicants
Applicants who wish to delete their registration for APU required subjects for the Spring 2020 Semester	April 1, 2020 12:00	May 13, 2020
Applicants who wish to participate in short-term programs commencing between June 8 and July 31	May 6, 2020	May 13, 2020
Applicants who wish to participate in short-term programs commencing after August 1	July 1, 2020	July 8, 2020

Short-Term Winter Programs	APU internal screening application deadline	Guidance sessions for accepted applicants
Applicants who wish to delete their registration for APU required subjects for the Fall 2020 Semester	TBA	November 4, 2020
Applicants who wish to participate in short-term programs commencing between October 5 and February 5	October 28, 2020	November 4, 2020
Applicants who wish to participate in short-term programs commencing after February 6	January 6, 2021	January 13, 2021

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### Program Overview

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You can participate in curricular summer/winter programs offered at APU's partner universities. Because many summer/winter programs center on intensive courses in English, you must possess a high level of English proficiency prior to participation. In addition to attending all classes, you must actively participate in class activities. Studying and living abroad is an invaluable experience. However, it can also be difficult and stressful. In principle, you are responsible for dealing with any problems you might experience abroad on your own. We expect you to have a keen awareness of your surroundings and the ability to act responsibly to avoid any dangerous situations. If approved by Academic Affairs, credits obtained during short-term programs will be transferred back to APU and counted toward the credit requirements for graduation.

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## Recruitment Information

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You can apply for any short-term summer/winter programs offered at one of [APU's partner universities](#). Please research program information, including eligibility, program dates, language(s) of instruction, fees, the number of credits, and accommodation, before applying for the APU internal screening.

### **Eligibility**

- i Applicants must meet their host university's eligibility requirements.
- ii Applicants must not be in their final semester at the time of participation.  
\*Applicants enrolled in the Accelerated Program will not be eligible to participate in these programs during their final semester.
- iii Applicants must be undergraduate students.
- iv Applicants are not eligible to study at universities located in their home countries or areas.
- v Applicants must have a status of "Enrolled" or "On Exchange," and must not have a status of "Suspended," at the time of the application deadline for the APU internal screening.
- vi Applicants must not be on leave of absence or suspended during the period of the program.

### **Application Process/Pre-Departure Schedule**

#### **Step 1 [Online Survey](#)**

- Upload a Digital ID photo. Please also upload a copy of an English Proficiency Score (TOEFL etc.) if you have one.
- Incomplete applications will be rejected automatically.
- 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.
- For short-term programs requiring a home university nomination, we will nominate students in the order in which we receive their applications.

#### **Step 2**

Send the [Tentative Credit Transfer Form](#) and syllabi of the courses you are planning to take at your host university to the Academic Office <outbound@apu.ac.jp>. If no syllabi are available, please create a document with relevant program information. Please check "Notes when Submitting Syllabi" for further details.

#### **Step 3**

The Academic Office will email you the selection and Tentative Credit Transfer Form results within one month of receiving the syllabi.

#### **Step 4**

Should you decide to participate in a short-term summer/winter program, you must submit a Pledge to the Academic Office within two weeks of receiving your selection results.

#### **Step 5**

You are responsible for completing the application procedures required by your host university. Please consult with the Academic Office if you require a nomination from APU. The host university will make the final decision regarding your acceptance to the short-term program.

## **Step 6**

Once you have been accepted by the host university, your application status will be changed from conditional to full acceptance. You will then be responsible for preparing your departure, arranging your flight, and obtaining your entry permit (visa).

## **Step 7**

Accepted students must attend a pre-departure guidance session and risk management class. Specific times and dates will be announced to accepted students. Should you fail to attend these sessions, you will no longer be considered a valid program participant by APU. As such, you will not be eligible to transfer credits earned through your program.

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## Participant Requirements

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### **1. Fees**

#### **Program Fees**

Participants are responsible for paying program fees, flights, accommodation, food, VISA, textbooks, etc. In addition, they must continue paying tuition to APU as usual. In some cases, the program fee may be reduced. Please consult with the Academic Office after checking the host university website for more details.

#### **Overseas Travel Insurance/J-TAS**

Participants must be covered by the JCSOS Risk Management System (J-TAS) regardless of whether they are already covered by their own insurance. Further information will be provided during the guidance session for accepted students.

### **2. Post-Acceptance Procedures**

#### **Flight Tickets/Traveling to Host Country**

Participants must arrange their own flight tickets in accordance with the travel schedule designated by their host university.

#### **Entry Permit (VISA)**

- Students are responsible for obtaining their entry permit (VISA) on their own.
- Some students may experience difficulty obtain their entry permit (VISA). Students who are unable to obtain their entry permit (VISA) will not be able to participate in the short-term program. Furthermore, any costs incurred in the process, such as cancellation fees, will be borne entirely by the student.
- <International Students Only> In addition to obtaining the entry permit (VISA) for their host country, international students must also check when their Japanese Student Visa and Re-Entry Permit will expire. The Student Office is in charge of Japanese Student Visa and Re-Entry Permit extensions.

#### **Immunizations**

The APU Health Clinic will cover the different types and levels of required immunizations during the guidance session for accepted students. Students who would like to receive any immunizations should go to the APU Health Clinic for further assistance.

### **3. Disclaimers**

In the event that participants suffer any accidents and/or damages as a result of unlawful acts by third parties (organizations or individuals), neither the home nor host institutions will be held liable.

#### **Cancellations and Changes to Short-Term Program Details**

In the event of natural disasters, strikes, outbreaks of communicable disease, changes in political conditions, military conflicts, terrorism, or other unavoidable occurrences, or for reasons relating to the host institution, it may be necessary to cancel or alter the content of a short-term program in order to ensure the health and safety of participants. Furthermore, a student's permission to participate in a short-term program may be revoked if judged necessary by faculty or staff. Please plan your participation realistically, keeping in mind the possibility of cancellation and changes to program details.

#### **Withdrawing from a Short-Term Program After Acceptance**

APU will screen applications under the assumption that all applicants intend to participate in their chosen short-term program. In principle, it is not possible to withdraw from a short-term program after being accepted. Please review all program details in advance and take measures to arrange your schedule before submitting your application. Please be aware that you may incur cancellation fees even should you choose to withdraw from the program for unavoidable reasons.

#### **Notes Regarding Course Registration at APU**

• Students participating in programs offered during the 2<sup>nd</sup> quarter can only register for courses offered during the 1<sup>st</sup> quarter of the respective semester. These students cannot register for semester-based or 2<sup>nd</sup> quarter courses. If participating in a program offered during the summer or winter sessions, students cannot register for session courses. In the unlikely event that semester-based courses conflict with program dates, special consideration will not be given in regards to the cancellation of course registration and handling of absences.

• Students who wish to delete their registration for APU required subjects in order to participate in programs offered during the 2<sup>nd</sup> quarter should indicate this in their online application before the indicated deadline.

#### **Notes Regarding Registration for 3<sup>rd</sup>- and 4<sup>th</sup>-Year Seminar Subjects**

If you are participating in a short-term program during the 2<sup>nd</sup> quarter of your 5th or 6th semester, you will be unable to register for a Major Seminar subject. If you are selected to participate in a short-term program, APU will need to cancel your seminar registration. Please notify the Academic Office if you have registered for a seminar subject.

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### Credit Transfer and Course Registration During and After Summer/Winter Programs

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If approved by Academic Affairs, credits obtained during a summer/winter program will be transferred back to APU and counted toward the credit requirements for graduation.

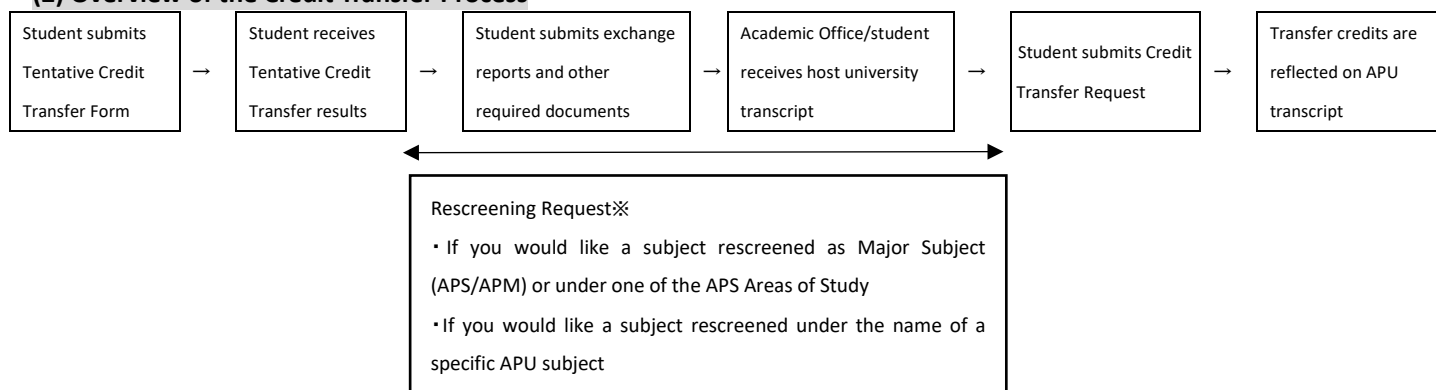
#### **(1) Credit Transfer Policy**

1. In principle, subjects offered as part of the regular, undergraduate curriculum at your host university are eligible for transfer back to APU.
2. Students can transfer a maximum of 60 credits back to APU. These 60 credits include: credits earned prior to

transfer to APU (i.e. through transfer admission); prior to regular admission to APU; and through the Overseas Student Exchange Program, Domestic Exchange Program with Ritsumeikan University and Akita International University, Open University of Japan, etc.

3. In principle, subjects lacking an academic component with connections to curricular content at APU are not eligible for transfer. For example, a cooking subject involving only on cooking in class would not be eligible for transfer. However, a cooking subject which also involves learning about the history of cooking, food tourism, or the food industry may be eligible for transfer.
4. During the credit transfer process, subjects taken at your host university will be reviewed against the APU curriculum. As a result, there may be cases in which subjects designated as major subjects at your host university cannot be recognized as major subjects at APU.
5. In principle, transfer credits will be calculated using UMAP Credit Transfer Scheme (UCTS) standards. Therefore, the number of credits received from your host university may not necessarily be equivalent to the number of credits received from APU.
6. Only successfully completed subjects are eligible for transfer to APU. All transfer credits will appear as “T” (transfer) on the student’s APU transcript. In the event that you receive a failing grade in a subject, the subject will not be eligible for transfer and will not appear on your APU transcript. However, failed subjects may still appear on your host university transcript.

## (2) Overview of the Credit Transfer Process



※Any Rescreening Requests must be submitted **after** receiving Tentative Credit Transfer results and **before** submitting the Credit Transfer Request

## (3) Tentative Credit Transfer Form Submission

Submitting a Tentative Credit Transfer Form enables you to get a general idea of how subjects taken at your host university may transfer back to APU. Please be aware that the results of this form are TENTATIVE and may be subject to change. **If you would like to transfer subjects from your host university to APU, you must list all of those subjects on your Tentative Credit Transfer Form(s) and submit them for screening.** Though there is no specific deadline for submitting this form, we encourage you to submit it as soon as you have access to the subject syllabi. If you have already submitted one or more Tentative Credit Transfer Forms and received results, please list only new subjects when submitting additional forms.

### ① Submission Period and Requirements

Please **email** any Tentative Credit Transfer Forms and syllabi to the Academic Office at [outbound@apu.ac.jp](mailto:outbound@apu.ac.jp). We cannot accept handwritten Tentative Credit Transfer Forms.

### ② Notes When Submitting Syllabi

1. Each syllabus must contain **all** of the following:
  1. Subject name
  2. Subject content and objectives
  3. Grading method (A-F, Pass/Fail, exams 40% classwork 60%, etc.)
2. If you have not received an official syllabus, please ask the professor to provide you with a document listing the above criteria in English.
3. The syllabus must correspond to the year in which the subject was taken. A syllabus from a previous or subsequent year will not be accepted.
4. The syllabus must be written in English. If the syllabus is not available in English, please submit a translation in English.
5. When sending syllabi by email, please use the subject name as the file name, and submit the files (i.e. syllabi) in the order listed on the Tentative Credit Transfer Form (e.g. 1. Economics.doc / 2.Sociology.pdf)
6. Submitting a URL or the entire subject catalogue is not acceptable.

**\*Please read through these notes carefully and make sure to follow the submission instructions. If you are missing any of the required information or fail to follow the guidelines, we will ask you to resubmit your documents.**

③ **Screening Times**

After receiving a Tentative Credit Transfer Form, the two APU colleges and Academic Affairs will conduct a screening based on the form and syllabi you submitted. Because subjects must be screened separately by APM, APS, and Academic Affairs, **the screening process can take up to 4 months depending on the volume of Tentative Credit Transfer Forms received.** Even if you submit a Tentative Credit Transfer Form before going on exchange, you may not receive your results in time for course registration at your host university. Therefore, please consider taking subjects based on your interests and major/graduation requirements at APU. In principle, subjects whose academic content has connections to curricular content at APU will be eligible for transfer. However, subjects may transfer back as Common Liberal Arts or Language Education, rather than as Major Subject, depending on the subject content, university accreditations, etc.

**(4) Credit Transfer Subject Categories**

	APS	APM
2017 Curriculum	Language Education Subject	Language Education Subject
	Common Liberal Arts Subject	Common Liberal Arts Subject
	Major Subject	Major Subject
	Major Subject (Environment and Development)	(Other APU Subjects)
	Major Subject (Hospitality and Tourism)	
	Major Subject (International Relations and Peace Studies)	
	Major Subject (Culture, Society and Media)	
	(Other APU Subjects)	

**(5) Important Notes**

- i If you took subjects in English at your host university and they have been deemed eligible for transfer as Common Liberal Arts Subject or Major Subject, or under one of the APS Areas of Study, those subjects will be listed as “Subjects Taken in English” on the APU transcript. No language of instruction will be listed for subjects

taught in a language other than Japanese or English, or for subjects transferred as Language Education Subject.

- ii As a general rule, subjects taken at the host university will be transferred under one of the categories listed above, or under one of the APS Areas of Study. If you would like a subject to be transferred under the name of a specific APU subject, you must submit a Rescreening Request **after** receiving Tentative Credit Transfer results for this subject and **before** submitting your Credit Transfer Request in order to confirm whether this would be possible.
- iii A host university subject is not eligible for transfer under the name of a specific APU subject which you have already taken at APU. In addition, a host university subject whose content is identical to that of a subject which you have already taken at APU is not eligible for transfer.
- iv If a host university subject is transferred under the name of a specific APU subject, then you can no longer register for that subject at APU.
- v Transferred subjects will be reflected on your APU transcript based on the year and semester in which they were taken at your host university.

#### Notes for APS Students

- ① Regardless of the duration of your exchange, you can receive up to 10 credits in any one of the four Areas of Study, or have up to 10 credits transferred under the name of specific APU subjects. You cannot receive more than 10 credits in any one of the four Areas of Study. If more than 10 credits are deemed eligible for transfer under one or more Areas of Study, then the remaining credits will be transferred as Major Subject (APS).
- ② In principle, required subjects for each APS Area of Study will not be eligible for transfer and should be taken at APU.

#### Notes for APM Students

- ① Only a subject which has been transferred under the name of a specific APU subject (through approval of a Rescreening Request) can count toward an Area of Study. A subject transferred simply as “Major Subject” will not count toward an Area of Study. If you would like a subject to count toward an Area of Study, please submit a Rescreening Request before submitting the Credit Transfer Request to confirm whether this would be possible.
- ② Subjects taken at colleges or universities lacking AACSB, EQUIS, EPAS, or AMBA accreditation will not be eligible for transfer under the name of specific APM Required Subjects.
- ③ Any remaining APM Required Subjects will be automatically registered during the semester in which you return to APU. If you took a subject at your host university corresponding to an APM Required Subject, and that subject has been deemed eligible for transfer under an APU subject name, make sure to drop that subject on your own once back at APU.

## **(6) Rescreening Request Form Submission**

If you would like to have a subject rescreened, you must submit a Rescreening Request after receiving Tentative Credit Transfer results and before submitting your Credit Transfer Request.

### **Rescreening Request A: Rescreening as Major Subject or under one of the APS Areas of Study**

1) Check the appropriate box under **Request A** on the Credit Transfer Rescreening Request Form, 2) write detailed reasons for requesting the rescreening, and 3) submit the Request Form together with the syllabus for the subject in question.

### **Rescreening Request B: Rescreening under the name of a specific APU subject**

1) Leave Request A on the Credit Transfer Rescreening Request Form blank, 2) fill out the "Subject Name at APU" under **Request B**, 3) write detailed reasons for requesting the rescreening, and 4) submit the Request Form together with both the APU syllabus and the host university syllabus.

In some cases, your Rescreening Request may be denied.

## **(7) Credit Transfer Request Submission**

### **i Student submits Summer/Winter Program Report**

Please submit the report through LimeSurvey (available on the Academic Office website).

### **ii Academic Office receives final transcript from host university**

Before leaving your host country, please ask the coordinator at your host university to mail the original transcript to the below address:

#### **Student Exchange Coordinators (outbound)**

**Academic Office, Ritsumeikan Asia Pacific University**

**1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan**

In principle, APU requires the original, hard-copy transcript, so it is very important that you ask your host university to send us your transcript by post. If your host university does not provide hard copy transcripts, please let the Academic Office know by email.

### **iii Student submits Credit Transfer Request (LimeSurvey)**

Within a month of our receiving your transcript, you must submit the following documents together through LimeSurvey (link available on the Academic Office website).

Credit Transfer Request (LimeSurvey)

Syllabi for all subjects listed on the Credit Transfer Request (attach through LimeSurvey)

Please refer to the "Notes When Submitting Syllabi" when preparing to submit your syllabi. If you are unable to attach the syllabi through LimeSurvey, please send them to <outbound@apu.ac.jp> by email.

Subject Name Confirmation Form

If the name of the subject written on the syllabus differs from the name of the subject written on the host university transcript, we will ask you to submit a Subject Name Confirmation Form. After obtaining the required signature from either your host university program coordinator or the professor in charge of the subject in question, please submit the Subject Name Confirmation Form by email.

<Important Notes>

1. We cannot accept Credit Transfer Requests submitted more than 1 month after the arrival of your final



transcript.

2. APU will screen undergraduate subjects taken at your host university based on your Credit Transfer Request.
3. When filling out a Credit Transfer Request, please list only subjects for which you already received tentative results, and for which you already received a grade from your host university.
4. If you have not yet received tentative results for one or more subjects, please submit a Tentative Credit Transfer Form first.
5. You can only submit a Credit Transfer Request once. Because multiple submissions are not possible, please submit your Credit Transfer Request only after receiving final grades and Tentative Credit Transfer results for all subjects listed on the request.
6. Once you submit your Credit Transfer Request, we cannot cancel your request or make any changes/additions to the content. Furthermore, we can no longer accept Rescreening Requests after receiving your Credit Transfer Request.

iv **Credit Transfer Processing Times**

Final transfer results will be displayed on the Campus Terminal Grade Report screen during one of the following periods:

[Spring/Fall Semester] Registration Period A or B / Correction Period 1 or 2 / Grade Announcement

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Notes and Disclaimers

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(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 short-term 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 short-term 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 short-term program, please take personal responsibility when applying to the program.

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Contact for Inquiries Related to Summer/Winter Programs

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Academic Office (B Building 1st Floor)  
TEL: 0977-78-1101 / FAX 0977-78-1102  
Email: [outbound@apu.ac.jp](mailto:outbound@apu.ac.jp)  
Coordinators: Fujimura • Andres • Kevin