



Overseas Summer Program (Short Term Study Abroad)
2016 Summer
Application Information

Ritsumeikan Asia Pacific University
Academic Office

What is Summer Program?

This is a program to participate in one of the curricular summer programs offered at APU's partner universities. Participants must maintain a high-level of English proficiency prior to participation as many of the summer programs are intensive courses offered in English. In addition to attending all of the classes, students are required to actively participate in class activities. Studying and living abroad in a foreign country is an invaluable experience. However, it can also be difficult and extremely stressful at the same time. In principle, you will be responsible to deal with problems that you experience abroad. We ask that participants have a keen awareness of their surroundings and possess the ability to act responsibly in order to avoid any dangerous situations. Credits that were obtained during the summer program will be transferred back to APU and counted towards the necessary number of credits required to graduate if approved upon evaluation by the Academic Affairs Division.

Application Information

You can apply for any summer programs offered at one of [APU's partner universities](#). Please check program information including eligibility, program schedule, language of instructions, fees, the number of credits, and accommodation carefully, and apply for internal screening at APU. You can find some of the program information on the [Academic Office website](#).

Eligibility

- (1) Student must meet the eligibility criteria of their host university.
- (2) Both Cumulative and Semester GPA of APU must be 2.00 or higher.
- (3) Undergraduate students only. The summer program is not offered for graduate students.
- (4) All students except for students in their first and final semester.
*Students registered for the Accelerated Program will not be able to participate in this program during their last semester.
- (5) Currently enrolled at APU (students on leave of absence may not apply)

How to Apply / Schedule before Departure

Step 1 [Online Survey](#)

- You will be asked to upload a photo and an English proficiency test score.
- Incomplete applications will be automatically rejected.
- Make sure to keep a record of information you will provide during the online application.

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 <summer@apu.ac.jp>. If there is no syllabus available, you need to create a document which shows program information instead. Please check “Note when submitting the Syllabus (page.5)” for more details.

Step 3

The Academic Office will email you an offer letter and the result of the Tentative Credit Transfer Form within two weeks after the receipt of the syllabus.

Step 4

Student must submit a Pledge to the Academic Office in case you take the offer within two weeks after receiving the offer.

Step 5

Students are responsible for completing the application procedures required by the host university. Please consult with the Academic Office if you have to be nominated by APU. It is the host university who will make the final decision as to whether or not you are accepted to the program.

Step 6

After being accepted by the host university, you are responsible for preparing for your departure and arrange your flight as well as entry permit (VISA).

Step 7

Accepted students must attend a pre-departure guidance session and a risk management class. The schedule will be announced to the accepted students.

Important Points to Check before Applying

1. Fees

Program Fees

It is necessary to pay your tuition to APU even if you do not register any courses during the 2nd quarter. You also have to be responsible for other fees including program fees, flight, accommodation, food, VISA, textbooks etc. The program fee may be reduced or waived in some cases. Please check the website of your host university for more details.

Overseas Travel Insurance/J-TAS

Participants must be covered by the University's designated overseas travel insurance policy and JCSOS Risk Management System (J-TAS) regardless if they are also covered by their own insurance. More information will be provided during the guidance session for accepted students.

2. Procedures Following Program Acceptance

Air Tickets/Traveling to host Country

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

Entry Permit (VISA)

- Students must be responsible for arranging their entry permit (VISA) on their own.
- There are some cases where it may be difficult to obtain their entry permit (VISA). Students who are unable to obtain their entry permit (VISA) will not be able to participate in the program and may be charged cancellation fee.
- < International Students Only > In addition to obtaining the entry permit (VISA) for the 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 extension.

Immunizations

The types of immunizations and the required level will be informed by APU Health Clinic during the guidance session for accepted students. Students who would like to receive the immunizations should go to the APU Health Clinic for further assistance after the guidance session.

3. Disclaimer and Cautions

If there are any accidents and damage caused to participating students during the program resulting from unlawful acts by third parties (organization or individual), the home institution and host institution will not be held liable for such incidents.

Cancellation and Changes to Program Details

It may occasionally be necessary to cancel or alter the content of a program in order to ensure the health and security of participants, in the event of natural disaster, strike, breakout of communicable disease, change of political conditions, military conflict, terrorism, or other unavoidable occurrence, or for reasons relating to the host institution. Furthermore, a student's permission to participate in a program may be revoked if judged necessary by faculty/staff members. Please plan your participation realistically, keeping in mind the possibility of cancellation and change in program details.

Withdrawing From a Program after Being Accepted

APU will screen applications on the assumption that all applicants have an intention of participating in their chosen program. Withdrawal after being accepted is not permitted in principle. Please review the program details in advance and ensure to arrange your schedule before submitting your application. Please be aware you may be required to pay the cancellation fees if you need to be withdrawn from the program for unavoidable reasons.

Points to Note Regarding Course Registration at APU

- If participating in summer programs held during the 2nd quarter or summer session, students may take courses offered in the 1st quarter. Students may not register semester, 2nd quarter, and summer session subjects. If students mistakenly register semester, 2nd quarter, or summer session subjects, it will not be cancelled and no special measures will be given.
- Please carefully confirm that the subjects and acquired credits from this program will not cause any problems for your course registration plan until graduation. Please take responsibility for applying to this program and registering courses as no special measures will be given if you discover any problems after being accepted to the program.

Points to Note Regarding Registration for 3rd and 4th Year Seminar Subjects

If you are participating in the summer program in the second quarter of your 5th or 6th semester, you will not be able to take a Major Seminar subject. If you are selected to participate in the summer program, APU will need to delete your seminar registration: please notify the Academic Office if you have registered a seminar subject.

Credit Transfer and Course Registration During and After the Summer Program

Credits that were obtained during the summer program will be transferred back to APU and counted towards the necessary number of credits required to graduate if approved under evaluation by the Academic Affairs Division.

(1) General Rules of Credit Transfer

① Sixty credits are the maximum number of credits a student is able to transfer to APU. (These 60 credits include credits earned on domestic and overseas student exchange, courses taken at the Open University of Japan, etc.)

② It is not possible to transfer credits from subjects with absolutely no relation to those offered at APU (for example sports or art-related subjects). The courses that you have taken at your host institution will be compared to the curriculum here at APU. Therefore, there are cases where courses designated as major subjects at the host institution will not be accredited as major subjects here at APU.

③ Credit transfer will be calculated using UCTS (UMAP Credit Transfer Scheme) standards. Therefore, the number of credits received from your host institution is not necessarily equivalent to the APU credit system.

④ All transferred credits will be shown as “T” (transfer) on the student’s grade report.

⑤ Credit transfer will be evaluated based on the “Credit Transfer Request” submitted by the student for credits received at the host institution for undergraduate curricular subjects. Extracurricular subjects such as language subjects offered at a language school will not be transferred back to APU.

⑥ Only credits you wish to transfer from subjects studied at the host university will be screened and evaluated based on your request.

⑦ Approved courses will be transferred as courses offered in 2016 Spring Semester. These will not be included in the credit registration limit.

(2) Tentative Credit Transfer Form

Tentative Credit Transfer Form is a document with which students can confirm tentative results regarding how the subjects studied at the host university will be transferred back to APU. It is necessary that students are aware that the results contained in this form are TENTATIVE results and are subject to change.

① **Submission Period**

Students are required to submit the form after completing the online survey. It takes about two weeks to release the tentative result. Please be aware that you must list the subjects you will request to transfer after completion of the summer program on the Tentative Credit Transfer Form. You won’t be able to request to transfer credits for subjects that have not been listed on the Tentative Credit Transfer Form.

② **How to Submit**

Please email the tentative credit transfer form along with all the syllabi to the Academic Office <summer@apu.ac.jp>

③ **Notes when submitting the syllabus**

1. Subject outline is not acceptable. In the case that you have not received an official syllabus from the professor, please submit a document that lists the following items.

- a) Subject Name b) Grade (Year) Level c) Course Content and Objectives
- d) Timetable (Day/Period) e) Grading Method

2. Please enter each course name as a title of each file, and submit the files (syllabi) in the order that has been listed on the Tentative Credit Transfer Form. e.g.) 1.Economins.doc / 2.Sociology.pdf

3. URL or entire Course Catalogue is not acceptable.

4. The syllabus has to be either in English or Japanese. In the case the syllabus is not available in one of those two languages, please submit a translation either in English or Japanese.

④ **Screening**

After receipt of the Tentative Credit Transfer Form, the Division of Academic Affairs will fill in the name of the correlating APU subject or general subject category that will be accredited as here at APU and return it to the student.

⑤ **Additional Subjects**

You must submit a new Tentative Credit Transfer Form each time you want to add subjects that you want to register. You will not be able to apply to transfer credits for subjects that have not been listed on the Tentative Credit Transfer Form. When submitting a new tentative credit transfer form, please be careful that you do not list courses you have already submitted.

⑥ **Rescreening Request**

In the case you would like to request rescreening the tentative results, submit the request form with the detailed reasons for requesting for the rescreening along with the syllabus of the subject. If you would like to request that a course you took at your host university to be transferred under an existing APU subject name, please submit the APU Syllabus in addition to the syllabus of the host university. Depending on the rescreening result, your request may not be accepted.

(3) Course registration during and after the program

Your course registration plan during the program and at APU is an important matter. Depending on your registration plan, you may not be able to graduate in 4 years. Please plan by checking your registration status and your college curriculum.

(4) Credit Transfer Request Procedure after Completion of Exchange

① **Application Period**

Within one month after receiving the academic transcript from the host university

② **Application Documents**

The returning student must submit the following documents to the Academic Office all at once. Your credit transfer request will not be accepted and your credits will not be transferred if you have not submitted **ALL** of the below documents.

- Credit Transfer Request Form
- Syllabi of all the courses on the request form
- Transcript of the host university
- Notice of Completion of Exchange
- Returned Exchange Student Report
- Exchange Questionnaire
- Exchange Presentation PowerPoint

③ **Credit Transfer Processing Time**

The Academic Office will send a message to inform the student of the completion of credit transfer usually within 2 - 3 weeks of credit transfer application. Students will have their official credit transfer results reflected on their transcript (after one of the periods listed below) which they will be able to check via Campus Mate after they receive a message from the Academic Office informing them that their credit transfer has been processed.

[Spring/Fall Semester] Registration Period A or B / Correction Period 1or2 / Grade Announcement

Please use the transferred credit results when considering your study plan and subjects to register for the next semester.

(5) Credit Transfer Subject Categories

AY 2011 Curriculum Students

APU Subject Category	Transfer Method
Common Education Subjects	<p>Languages Education Subjects (English, Japanese, AP Languages, other languages) Credits will be transferred by category (Language Education) rather than by subject name. These will count as "Common Education Subject."</p> <p>Liberal Arts Subjects</p> <ol style="list-style-type: none"> 1. As a rule, these will be transferred under an existing APU subject name. 2. If no correlating subjects can be found in the APU curriculum the subject will be transferred as "Liberal Arts Subject." These will count as "Common Education Subject."
Major Education Subjects	<ol style="list-style-type: none"> 1. As a rule, these will be transferred under an existing APU subject name. 2. If no correlating subjects can be found in the APU curriculum, the subject will be transferred as "APS Major Education Subject" or "APM Major Education Subject". 3. Subjects that are deemed equivalent to a major subject in the OTHER College will be counted as General Electives.

(6) **Cautions**

- ① If you took classes held in English at the host university and apply for credit transfer after returning to APU, the course will be counted as "Subjects Held in English". There will not be any language of instruction listed for subjects taught in a language other than Japanese or English or for subjects to be transferred as language education subject.
- ② You will not be able to transfer credits for courses you had completed previously.
- ③ If credits you have taken at the host institution have been transferred as an existing APU subject, then you can no longer register to take that APU subject.
- ④ If you have fulfilled the credit requirements for "Language", "Liberal Arts Subjects" and "Major Education of your own College" fields, the subjects will be counted as General Electives.
- ⑤ You are required to figure out how many remaining credits you need to graduate by using the Campus Mate.

- ⑥ If the number of credits transferred is an odd number, you will end up with credits you do not need to graduate (i.e. more than the required amount).

Others

Handling of Personal Information

The personal information written in your application form will only be used for screening and contacting students, and to make internal statistic information, without identifying individual students, to improve future programs. Only information necessary to process travel or insurance application procedures will be provided to the host organization, travel agency, insurance providers, embassy, consulate, Ministry of Foreign Affairs of Japan, etc.

Contact Information

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