

Application Information for  
Field Study & Applied Training / Field Research Project  
- AY2018 Fall / Winter -

Application period	Program period	Programs offered
AY2018 Fall Semester October 10 <sup>th</sup> (Wed.)~24 <sup>th</sup> (Wed.) 16:30, 2018	AY2018 Winter Session	Refer to P.4



**Practical Research  
In domestic or overseas!**



Ritsumeikan Asia Pacific University  
Academic Office  
2nd Edition  
(October 3, 2018)

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## Field Study & Applied Training / Field Research Project

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### Characteristics of the subject

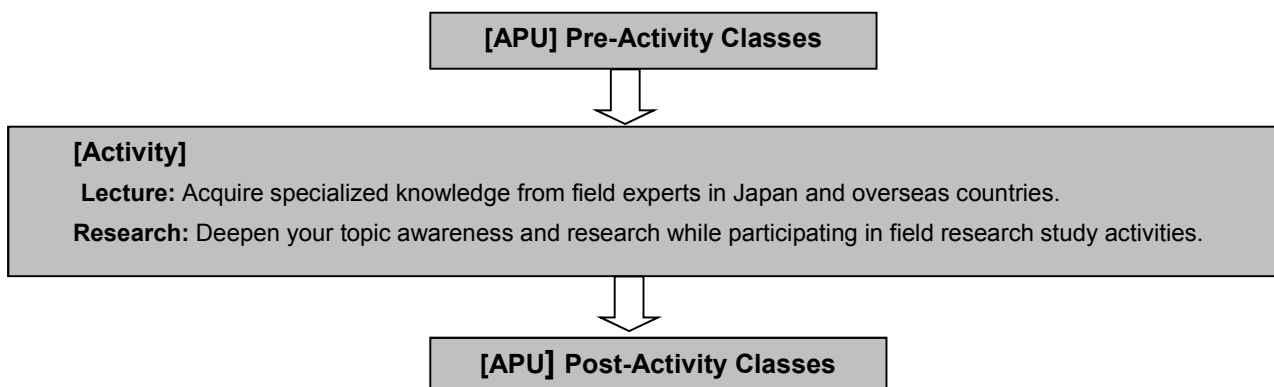
#### **[Field Study]**

APU offers a range of practical “Field Study” opportunities as part of our Off-Campus Study programs. Under the guidance of our APU faculty, students can pursue their chosen study theme and develop their awareness of social issues in Japan and overseas through field study programs. In addition to getting out into the field, participants also take part in pre-departure training and officially present their learning outcomes upon completion. In this way, students are able to develop a deeper understanding of their chosen field, gain diverse learning experiences, and develop the knowledge and skills they will need in their future research endeavors and career.

#### **[Applier Training / Field Research Project]**

Applied Training/Field Research Project is a collaborative study program for 3rd and 4th year students taking specialist (seminar) subjects. This program is for students taking seminar subjects under a Project Research supervising member of faculty. In addition to seminar classes, students who take part in Applied Training / Field Research Project can develop a deeper and more specialized knowledge of their chosen research theme which they can then apply to the completion of their graduation thesis.

\*This subject is referred as ‘Applier Training’ for AY2011 curriculum and is referred as ‘Field Research Project’ for AY2017 curriculum.



## Overview of the Field Study

- In some cases, selection priority is given to students affiliated with the sponsoring college, but students from other colleges may also apply.

### Eligibility and grade information for respective Field Studies (AY2011 / AY2017 Curriculum students) – Fall semester

Category	Types of Field Studies	Year of eligibility	Program period - pre-departure session - Practicum - post-program session	Semester in which you are applying	Semester in which credits will be awarded.	Grade announcement	Grade evaluation	Credits will
Semester based	Field Study subjects other than “APS Field Study”	2 <sup>nd</sup> year students & above.	Oct~Mar.	3 <sup>rd</sup> ~ 7 <sup>th</sup> semester	2018 FA	Course registration correction period 2 in 2019 SP	A+, A, B, C, F	NOT be counted toward the maximum number of credits for which students are allowed to register per semester.
	APS Field Study for AY2017 Curriculum*		Oct~Jun.(approx.)	2 <sup>nd</sup> ~7 <sup>th</sup> semester	2019 SP	September, 2019		
Session based	Field Study subjects other than “APS Field Study”		Feb~Mar.	3 <sup>rd</sup> ~ 7 <sup>th</sup> semester	2018 FA	Course registration correction period 2 in 2019 SP		

\* APS Field Study programs for AY2017 Curriculum are open to the AY2011 Curriculum students.

### Subject field

#### [AY2011 Curriculum]

Sponsoring college	APS students	APM students
APS	Major education subjects	General elective
APM	General elective	Major education subjects

#### [AY2017 Curriculum]

Sponsoring college	Course name	APS Major education subjects	APS students				APM students
			Area of Study's Major Education Subject				
			Environment & Development (ED)	Hospitality & Tourism (HT)	Int'l Relations & Peace Studies (IRP)	Culture, Society & Media (CSM)	APM Major education subjects
APS	'APS Field Study'	Yes	-	-	-	-	Other College Subjects
	Environment & Development Field Study (ED)	Yes	Yes	-	-	-	
	Hospitality & Tourism Field Study (HT)	Yes	-	Yes	-	-	
	Int'l Relations and Peace Studies Field Study (IRP)	Yes	-	-	Yes	-	
	Culture, Society & Media Field Study (CSM)	Yes	-	-	-	Yes	
APM	APM Field Study		Other College Subjects				Yes

## Overview of the Applied Training (AY2011 Curriculum) / Field Research Project (AY2017 Curriculum)

### Fall semester \*No offering for this semester.

Category	Type of program	Year of eligibility	Program period - pre-departure session - Practicum - post-program session	Semester in which you are applying	Semester in which credits will be awarded.	Grade announcement	Grade evaluation	Credits will
Session based	- Applied Training (AY2011 Curriculum) - Field Research Project (AY2017 Curriculum)	3 <sup>rd</sup> year students & above.	--	--	--	--	A+, A, B, C, F	NOT be counted toward the maximum number of credits for which students are allowed to register per semester.

### Subject field

Sponsoring college	APS students	APM students
APS	Major education subjects	General elective
APM	General elective	Major education subjects

## Eligibility

### Field Study

- Must be a student who is enrolled during the semester when the program is offered (AY2018 Fall Semester)
- As for 'APS Field Study', a student has to be enrolled during both the semester when the program is offered (AY2018 Fall Semester) as well as its following semester (AY2019 Spring Semester).
- A student whose student status is "study abroad", "leave of absence", "suspension" or "withdrawal" when the program is offered (AY2018 Fall Semester) is not eligible to apply. (\*If a student's status is set "study abroad" but they are returning to APU from the 2<sup>nd</sup> quarter and they wish to apply for Field Study programs, they should contact the Field Study Team.)
- A student who is in their final semester when the program is offered (AY2018 Fall Semester) is not eligible to apply.

### [Language criteria (for all programs)]

*Japanese basis students (standard track) participating in programs offered in English:*

- Must have received credit for Intermediate English A and B at the time of application.

*English basis students participating in programs offered in Japanese:*

- Must have enough Japanese skills to be able to understand classes conducted in Japanese.

### Applied Training / Field Research Project \*No offering for this semester.

- If a student belongs to the Seminar of the faculty member in charge, he/she may apply regardless of the affiliated college.
- Students who will be taking the Seminar course\*; including the Sub-seminar course, for 3<sup>rd</sup> and 4<sup>th</sup> year students given by the faculty member in charge of the program during the semester that it is offered, and he/she plans to continue the same Seminar course\* during the next semester.

### Other

- If there are program-specific conditions, students will be selected according to those conditions. (For details, see the syllabus)
- Participation without acceptance is not allowed.

## Programs Offered

### Field Study

Sponsoring college	Area of Study	Program name	Category	Faculty in charge	Activity site	No. of credits	Lang	Maximum Number of credits
APM	-	IT ビジネスとスタートアップ	Session based	SATO Hiroto	Fukuoka	2	J	Not included
APM	-	Fashion 101: Entrepreneurship, Production, and Business Management	Session based	CORTEZ Michael. A.	Philippines	4	E	Not included
APS	-	Roles and Activities of International Organizations	Semester based (APS Field Study)	SUDO Tomonori	Tokyo, Switzerland, France	2	E/J	Not included
APS	IR	沖縄から考える戦争と平和	Session based	KASEDA Yoshinori	Okinawa	2	J	Not included
APS	CSM	Experiencing Media, Culture and Creative: Television, Film, Photography and Theatre of Slovakia	Session based	MANTELLA Peter A.	Slovakia	4	E	Not included

### Applied Training / Field Research Project \*No offering for this semester.

Sponsoring college	Program name	Faculty in charge	Activity site	No. of credits	Lang.	Maximum Number of credits
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**[NOTE]**

Please check the syllabus on the Academic Office homepage for more details. (URL of the HP is on Page.5.

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## Application Information

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### Programs offered

Please refer to P.4.

### Applying for multiple programs

- Students can apply for multiple programs as long as you meet the application conditions. In addition to separately applying online for all of the programs you would like to participate in, please enter the required items under “Answer the following when applying to multiple programs” on the first page of the application site.
- The application conditions cannot be satisfied if the pre / post classes listed in the syllabus and the activity period overlap. Please refer to the schedule specified in the syllabus. P
- Even if you have completed the section “Answer the following when applying to multiple programs” on the first page of the online application site, and have selected either of the following: “This application is for my first choice program” or “If I am accepted to multiple programs, I would like to participate in all them”, your application for multiple programs will not be accepted if there is a conflict in the schedule between/among the programs that you have applied for. (Conflict in the schedule does not comply with the application conditions.)

### Eligibility

- Please check “Overview” on pages 2 - 3.

### How to apply

Please do the following **2 steps** during the application period.

Missing a step is considered an incomplete application and will not be accepted. However screening process will begin after the step1 is completed. If you want to cancel your application, please contact the Academic Office.

**Step 1:** Please **apply online** through the Academic Office Website. Online application site will be announced on the Academic Office homepage when the application period starts.

- Please prepare items below before applying:
  - (1) Essay: reasons for application
  - (2) A copy of your headshot
  - (3) A copy of the passport page which shows your face (overseas programs only)
- Academic Office homepage: <http://www.apu.ac.jp/academic/page/content0017.html>



**Deadline: October 10 (Wednesday) ~ 24 (Wednesday), 2018 - 16 : 30**

#### Passport (overseas programs only)

Check the passport expiration date stipulated by each country.  
If your current passport does not meet the deadline specified  
by the country or region you will travel to, renew your passport immediately.

#### Passport copy/headshot upload

Save the file with the file name shown in the following example when uploading.

- [Passport] Passport\_Name\_Student ID number (Ex: Passport\_YamadaTaro\_11223344.pdf)
- [Headshot photo]: Photo\_Name\_Student ID number (Ex: Photo\_YamadaTaro\_11223344.pdf)

**Step 2:** Please submit the pledge into the post box located in the Academic Office.

- The applicant must sign in the space allotted for the student's signature and the guardian must sign in the space allotted for the guardian's signature.
- The upper part of the pledge must be filled in by the participant, while the below part must be filled in by the guardian.
- The original document must be submitted (copies are not accepted) with handwritten signatures both by the applicant and guardian and stamped by both.
- The seal (inkan) that the student and the guardian use to stamp the Pledge must be different. (Guardian of the international students do not have to stamp but only need to handwrite signature.)
- The university do not accept a pledge in the case that the student and guardian signatures are not handwritten or in cases where the signatures are alike (i.e. written by the same person).
- The pledge is available to download on the Academic Office's website.

**Deadline:** **October 10 (Wednesday) ~ November 7 (Wednesday), 2018 - 16 : 30**

**Application guidance session**

Wednesday, October 10, 2018 16:45~17:45 (Venue: Japanese F213 / English F214)

**Screening method**

- A comprehensive selection process will be conducted by screening school records with an emphasis on the personal statement. (Applicants will be contacted separately if an interview is required.)
- Applicants who are in the college that offers a program are given priority in the screening process.

**Screening period**

Thursday, October 25 - Wednesday, November 7, 2018

**Announcement of the screening result**

The applicant will be notified via Campus Terminal.

Thursday, November 8, 2018 (in the afternoon)

**Guidance for the confirmed participants**

Details will be provided for those who are accepted into program.

Wednesday, November 14, 2018 (5<sup>th</sup> period)

**Risk management guidance (Overseas Programs only)**

Details will be provided for those who are accepted into program.

Wednesday, January 23, 2019 (5<sup>th</sup> period)

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## Conditions of Participation

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**1. Fees**

**Program fee**

- The specified program fee must be paid to participate in the program. For details, please see the syllabus for each program.

- The finalized program fee and payment deadline will be confirmed by the end of November 2018 and the participants will be informed about the necessary information accordingly.
- Payment deadline will be in the middle of December.
- In the case that the participant does not pay the program fees by the payment deadline, his/her acceptance to the program will be cancelled on the day after the payment deadline. In that case, it is considered as 'withdrawal' and the student is responsible for any costs which had already incurred by then and be awarded as F grade. (Announcement of the program fee: End of November / Payment deadline: Middle of December / Please refer to syllabus for the estimated program fees.)

### **Insurance**

- Participants must be covered by the University's designated overseas or domestic insurance policy and JCSOS Risk Management System (J-TAS) regardless if they are also covered by their own insurance. Insurance details will be explained at the Guidance Session for Successful Applicants.

## **2. Preparations before departure**

### **Transportation / Flight tickets**

[Domestic programs]

- Following advices from a supervisor, a participant will arrange by themselves.

[Overseas programs]

- The university will inform the participant of the flight arrangement and payment information. (The flight schedule will be decided by the university / supervising faculty and cannot be changed.)
- The participants are not allowed to travel to / from the country where the program will be held. Additionally, the travel schedule will not be changed to meet the individual requests.

### **Visa**

- There may be cases where the participants will need to obtain a visa depending on the country/region of where the program will be held or due to his/her nationality.
- There are two cases to apply for visa; 1) where the University will coordinate the visa application process for all of the participants through the designated visa agency and 2) where the participants will need to apply for their visa on their own depending on the program.
- The visa application details will be provided by the university upon acceptance to the program.
- There may be cases where it may be difficult to obtain a visa. Please note that the participants who are unable to obtain a visa will not be able to take part in the program, however he/she is responsible for the expenses which has already incurred by then (a cancellation fee, etc).

[International students only]

- Check the expiration date of your re-entry permit to Japan in addition to the visa for the country where the program will be held. If you have any questions about updating the permission to stay or the re-entry permit, check with the Student Office.

### **Immunizations [Overseas programs only]**

At the guidance session for the confirmed participants, the participants will be advised regarding the types of immunizations recommended by the APU health clinic and its recommended levels. As the immunizations are not mandatory, please make an individual decision as to whether to get immunized based on the information provided. If you wish to get immunized, please consult with the health clinic about the procedure on your own.

## **3. Notice**

### **Withdrawing after acceptance to the program**



- If there is a change in the number of people after the selection of the program participants, it might not be possible to hold the actual program, and additional fees may be charged to the other participants. Therefore, the university conducts the selection on the basis that students intend to participate at the time of their application to the program, so withdrawals are not allowed after the admission decision.
- Check the program content in advance when applying and prepare by adjusting your other appointments not to withdraw from the programs.
- In the event that a participant must withdraw after the program admission decision (after the announcement of screening result), the student who is withdrawing must pay the designated cancellation fee.
- If the student does not pay the program fee by the payment deadline, his/her acceptance to the program will be cancelled on the day after the payment deadline. The student who withdraw is responsible for any costs which had already incurred by then. (Announcement of the program fee: End of November / Payment deadline: Middle of December / Please refer to syllabus for the estimated program fees.)
- Students who withdraw will receive an “F” as the grade evaluation.

### **Precautions for course registration**

- There will be no special consideration for any issues that may arise due to the conflict of the period of the program (including pre/post classes and practicum) overlapping with the timetable of the regular classes, make-up classes, exams (including make-up exams), course registration period.
- The students are allowed to apply for Field Study or Applied Training / Field Research Project even if he/she had already registered the Winter Session Course. However, the applicants are responsible for cancelling the Fall Semester – 2<sup>nd</sup> Quarter Course / Winter Session Course by him/herself during the Course Registration Correction Period 2, in a case he/she is accepted to Field Study or Applied Training / Field Research Project.

### **Course plan**

- Be sure to sufficiently check that the subjects taken and the credits earned in this program will not be a problem for your course plan up to graduation. As no special course consideration will be given even if a problem is discovered after acceptance to the program, please take personal responsibility when applying to the program.
- Students are not allowed to participate multiple times in the same program. If you are unsure that the program is the same program you have attended, contact the Academic Office in advance.

### **Program cancellation and change of its contents**

- After careful consideration of the state of affairs (with priority given to student health, safety, etc.) at the field study location, the program may be cancelled or changed as the 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.
- Some participants may have their participation revoked at the discretion of the supervising professor or the Office if deemed necessary even after participating decision announcement.

### **Cancellation fee**

- In the event that a participant must withdraw before or after the program starts, the withdrawing student must pay the expenses that have already been spent on the participant at that time. The cancellation fee includes the bank processing fee (such as the overseas transfer fee).

- If the required program expenses have already been paid to the university, in some cases the cancellation fee will be subtracted and the difference will be returned. The procedure for returning the money may require a certain amount of time in the event that the host institution must refund the money to APU. Thank you for your understanding.

#### **4. Disciplinary rules**

In order to mutual understand and adhere to the following four items 1~4, the applicant and sponsor must submit a written pledge.

##### **1. Required Attitude**

- (1) All participants in Ritsumeikan Asia Pacific University Off-campus Programs (hereinafter referred as to Program) must abide by the following conditions.
- (2) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (3) 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”).
- (4) 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

##### **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.
- (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 participants 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 of APU and the Host institution and/or doctors.

##### **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.

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### **Others**

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#### **Handling of personal information**

Only information necessary to process travel or insurance application procedures will be provided to the host organization, travel agency, insurance providers, embassy, consulate general, and the Ministry of Foreign Affairs etc. Information provided includes: name, gender, nationality, e-mail address, date of birth, passport number and health condition of the participants.

#### **Attitude**

- Participants' positive attitude and effort make a difference in whether their experience from this program is successful or not. Participants are required to be flexible and have a positive attitude that will facilitate their study of intercultural understanding overseas. Participants must understand their purpose of their participation and set their own goals.

#### **Cancellation of the program participation**

- Participants must attend all pre-departure and post-program lectures and guidance sessions. Participants should not be absent without notice. Participants must pay strict attention to the deadlines for submitting documents and assignments.

#### **Accommodation**

- Please check the details on the syllabus regarding the type of accommodation.
- Participants must follow the rules and instructions provided by the facilities.

## Schedule

Date	Description
Oct. 10 (Wed.) – 24 (Wed.) 16:30	Application period
Oct. 10 (Wed.) 16:45~17:45	Application guidance session (Venue: Japanese F213 / English F214)
Oct. 25 (Thur.) – Nov.7 (Wed.)	Screening period
Nov. 7 (Wed.) 16:30	Pledge submission deadline
Nov. 8 (Thur.) PM	Announcement of the screening result
Nov. 14 (Wed.) 5 <sup>th</sup> period	Guidance for the confirmed participants
End of November	Announcement of the program fee (air ticket etc.)
Middle of December	Payment deadline
December – February, 2019	Pre-Departure classes at APU (dates to be announced later)
Jan. 23 (Wed.) 5 <sup>th</sup> period	Risk Management Class (Overseas Programs only ) (Venue: To be advised.)
February – March (or April)	<ul style="list-style-type: none"> <li>• Field activity onsite</li> <li>• Post-program classes at APU. (Depending on the program, post-program classes will be held in AY2019 Spring Semester. Please check the syllabus for the details.)</li> </ul>
June (Course Registration Correction Period 2)	Grade announcements; <i>For the Semester-based and Session-based Field Study programs and the Applied Training / Field Research Project</i>
September, 2019	Grade announcements; <i>For APS Field Study programs which will be offered as AY2017 Curriculum.</i>

- In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

## Enquiries

- Academic Office B Bldg. 1<sup>st</sup> Floor
- TEL 0977-78-1101 / FAX: 0977-78-1102
- Academic Office (Mr. Miwa, Ms. Ito, Ms. Ohashi)
- Email: [atfs@apu.ac.jp](mailto:atfs@apu.ac.jp)