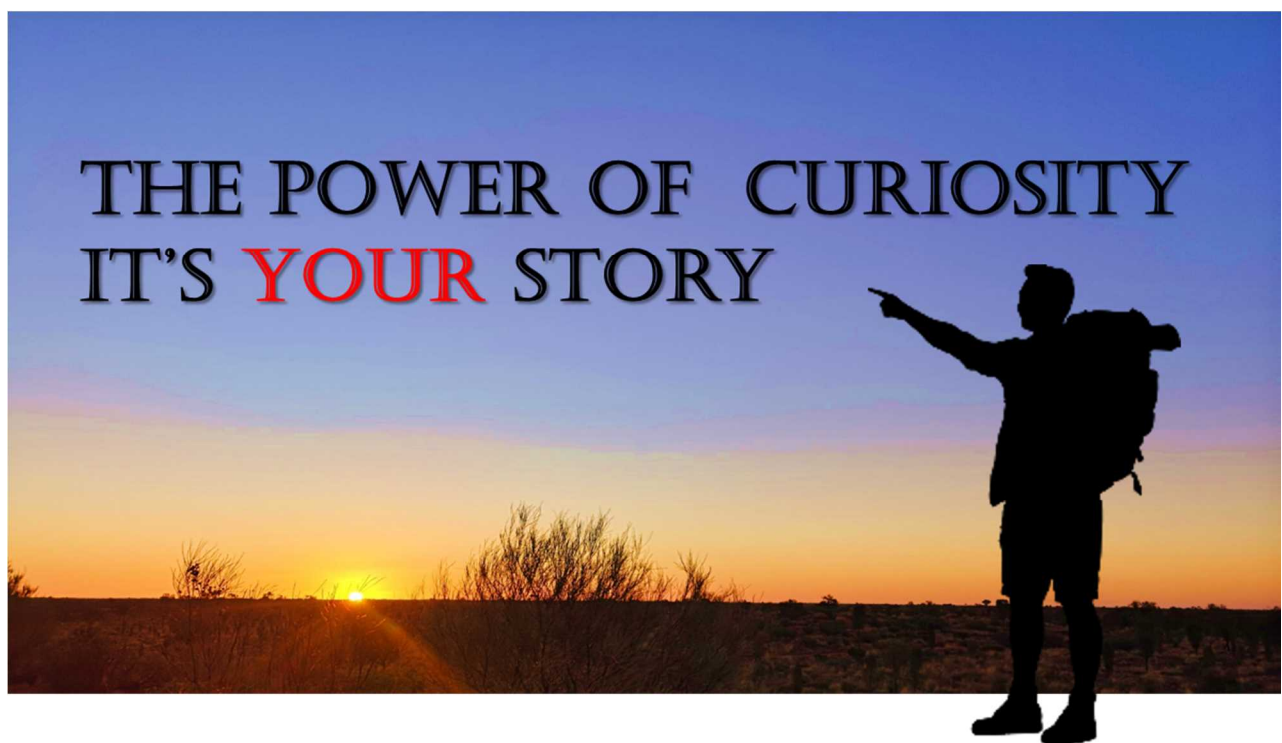


# Application Information for Field Study Program - AY2019 Winter Session-

| Application period   | Program period                                | Programs offered |
|--|---|------------------|
| AY2019 Fall Semester<br>October 9 (Wed.) ~ 24 (Thu.) 16:30, 2019 | AY2019 Spring Break<br>(February-March, 2020) | Refer to P.4     |



Ritsumeikan Asia Pacific University  
Academic Office  
1<sup>st</sup> Edition  
(September 16, 2019)

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## Field Study

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### Overview and the Characteristics of the Subject

#### **[College of Asia Pacific Studies (APS)]**

Programs in APS aim to help students to learn a certain framework of Asia Pacific Studies comprehensively and to act with expertise, integrity, and compassion in the global society. Students are expected to learn to communicate adequately with others from different cultures and with different values, and explore, observe, analyze and investigate different matters, discuss multivalent issues.

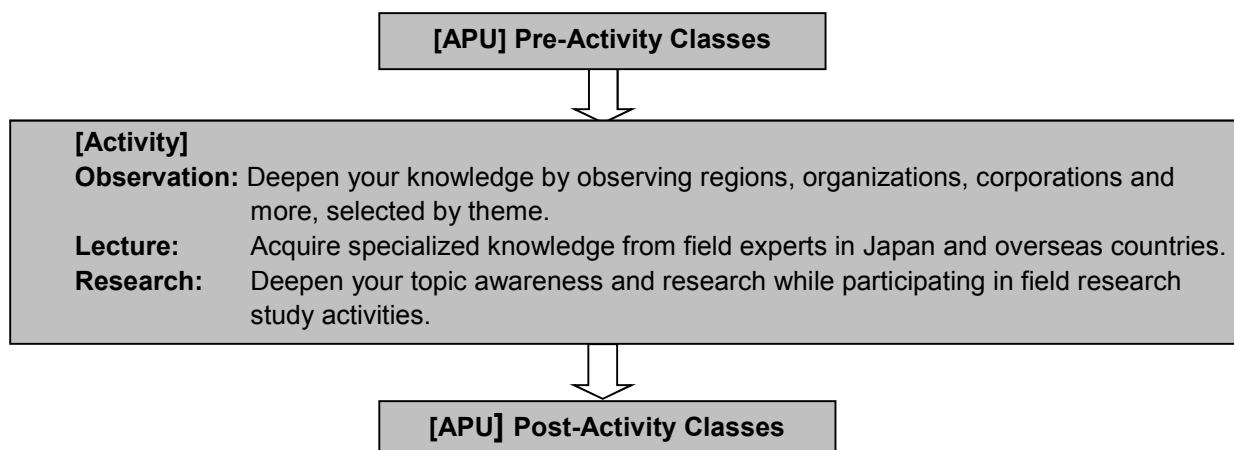
#### **[College of International Management (APM)]**

Programs of APM aim to foster students' growth as talents who are globally-minded and possess critical knowledge and skills through Field Study. These programs are aligned with major subjects in the curriculum and offer reflective experience imperative for a deeper understanding of business.

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### Program Overview

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### Eligibility

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#### **[Semester]**

- Must be a student who is 3<sup>rd</sup> ~ 7<sup>th</sup> semester when the program is offered. (as of AY2019 Fall Semester)  
However, as for "**APS Field Study**", a student who is 2<sup>nd</sup> ~ 7<sup>th</sup> semester is eligible to apply.

#### **[Student Status]**

- Must be a student who is enrolled during the semester when the program is offered (as of AY2019 Fall Semester)
- A student whose student status is "*study abroad*", "*leave of absence*" or "*withdrawal*" when the program is offered (as of AY2019 Fall Semester) is not eligible to apply.
- A student whose student status is currently "*withdrawal*" but the withdrawal period will be over before the end of the application period is eligible to apply.
- As for 'APS Field Study', a student has to be enrolled during both the semester when the program is offered (AY2019 Fall Semester) as well as its following semester (AY2020 Spring Semester).
- A student who is in their final semester when the program is offered (AY2019 Fall Semester) is not eligible to apply.

#### **[Status of Language Studies at APU]**

- 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.

**[College]**

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

**[Other]**

- Beside those listed above, please check the 'Recommended qualifications knowledge', 'Requirements for students' in syllabus for the program-specific conditions if any.
- As for a program "Doing Business in Russia", a student is required to possess a passport at the time of application due to the visa application procedure. Additionally, a student is required to have a passport that expires 6 months after the date of departure from Russia. (The validity of the passport has to be longer than August 23, 2020.)

## Select Field of the Field Study

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

## Programs offered

| Sponsoring college | Area of Study | Subject Name<br>[Upper]AY2011 Curriculum,<br>[Lower]AY2017 Curriculum | Program name  | Faculty in charge    | Activity site              | No. of credits | Lang. | Maximum Number of credits |
|--------------------|---------------|---|---|----------------------|----------------------------|----------------|-------|---------------------------|
| APM                | -             | Field Study   | Doing Business in Russia  | YOKOYAMA Kenji       | Russia                     | 2              | J     | Not included              |
|                    |               | APM Field Study   |   |                      |                            |                |       |                           |
| APM                | -             | Field Study   | Social Innovation and Entrepreneurship (SOLVE)  | ALCANTARA Lailani L. | Philippines                | 2              | E     | Not included              |
|                    |               | APM Field Study   |   |                      |                            |                |       |                           |
| APS                | CSM           | Field Study<br>Field Study for Culture, Society and Media             | Experiencing Media, Culture and Creative: Television, Film, Photography and Theatre of Slovakia | MANTELLO, Peter A.   | Slovakia                   | 4              | E     | Not included              |
| APS                | IRP           | Field Study   | Considering War and Peace through Okinawa's Experiences   | KASEDA Yoshinori     | Okinawa, Japan             | 2              | J     | Not included              |
|                    |               | Field Study for International Relations and Peace Studies             |   |                      |                            |                |       |                           |
| APS                | -             | Field Study   | Roles and Activities of International Organizations   | SUDO Tomonori        | Tokyo, Switzerland, France | 2              | E/J   | Not included              |
|                    |               | APS Field Study   |   |                      |                            |                |       |                           |

[NOTE] Please check the syllabus on the Academic Office homepage for more details. (URL of the homepage is on Page.5)

### Grade information for respective Field Studies

| Program name  | Faculty in charge    | Semester in which credits will be awarded. | Grade announcement                                   | Grade evaluation |
|---|----------------------|--|--|------------------|
| Doing Business in Russia  | YOKOYAMA Kenji       | AY2019 FA                                  | Course registration correction period 2 in AY2020 SP | A+, A, B, C, F   |
| Social Innovation and Entrepreneurship (SOLVE)  | ALCANTARA Lailani L. |  |  |                  |
| Experiencing Media, Culture and Creative: Television, Film, Photography and Theatre of Slovakia | MANTELLO, Peter A.   |  |  |                  |
| Considering War and Peace through Okinawa's Experiences   | KASEDA Yoshinori     |  |  |                  |
| Roles and Activities of International Organizations   | SUDO Tomonori        | AY2020 SP                                  | Announcement of AY2020 SP Grade (September, 2020)    |                  |

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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 “Yes” under “Please answer this question if you apply for more than one program.” on the first page of the application site.
- Even if you answered “Yes in the question “If you get accepted to all the programs that its date for pre/post lectures and practicum period do not overlap, would you like to participate in all the programs?”, your application will be screened based on the priority you selected in the application 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.)

### How to apply

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

#### **Step 1** **October 9 (Wednesday) ~ October 24 (Thursday), 2019 – 16:30**

Please **apply online**. 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>
- Upon completion of the online application, please click "Print your answers" to print out the application record. For any inquiries, please bring this application record with you to the Academic Office. Inquiries will not be accepted without a printed application record.
- In you submit the online application multiple times, only the most recent application will be accepted.



#### **Step 2:** **October 9 (Wednesday) ~ November 7 (Thursday), 2019 – 16:30**

Please submit the pledge into the post box located in the Academic Office.

#### 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)

### **Application guidance session**

October 9 (Wednesday), 2019

1<sup>st</sup> session: 15:10 ~ / 2<sup>nd</sup> session: 17:00~ (Venue: English F208 / Japanese F207)

### **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**

October 25 (Friday) ~ November 8 (Friday), 2019 (scheduled)

### **Announcement of the screening result**

The applicant will be notified via Campus Terminal.

November 11 (Monday), 2019 (in the afternoon)

### **Guidance for the confirmed participants**

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

November 13 (Wednesday), 2019 5<sup>th</sup> Period (A venue will be notified via Campus Terminal)

### **Risk management guidance**

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

January 22 (Wednesday), 2020 5<sup>th</sup> period (A venue will be notified via Campus Terminal)

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## **Matters to be attended to Participate**

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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 2019 and the participants will be informed about the necessary information accordingly.
- Payment deadline will be in the middle of December, 2019.
- 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**

#### **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 are two cases to apply for visa depending on the country and region where the program will be held, as well as the participant's nationality and more; 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. Details about the visa application will be provided upon acceptance to the program at the Guidance for the Confirmed Participants by the university, but the participant will be responsible for ensuring that they have obtained the necessary visa.
- In principle, the participant is responsible for obtaining the necessary visa. The type of visa that the participant is required to obtain varies by the participant's nationality, the country and region where the program will be held and the duration of the stay etc. The participant is responsible for checking the type of the visa (including transit visa) and the required documents by him/herself. Please be aware that the visa requirements are subject to change without notice.
- The participant is not allowed to apply the 'on-arrival visa'.
- There may be cases where it may be difficult to obtain a visa (for example, due to factors such as the participant's nationality, program location etc.) Please note that the participants who are unable to obtain a visa will not be able to take part in the program. Please refer to "Others: Cancellation of the program participation" (P.10) for more details.

#### [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 the timetable of the Fall Semester – 2<sup>nd</sup> Quarter Course and/or AY2019 Winter Session Course he/she has already registered overlaps with the program period, including pre/post classes and practicum. However, the applicants are responsible for cancelling the Fall Semester – 2<sup>nd</sup> Quarter Course as well as 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.
- In the case a student’s status becomes “withdrawal” during a period of time between the application deadline and the completion of the program, the participation approval will be revoked and the course registration will be cancelled.
- In the case a student’s status becomes “withdrawal” for an entire semester in which credits will be awarded, the course registration will be cancelled.
- In the case a student’s participation is cancelled due to any reasons including the “withdrawal”, the student is responsible for any costs for cancellation.

### **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.

### **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**

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). Participants must inform APU if they have any pre-existing medical conditions.
- (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 and winter programs, or Individual Language Study Abroad (EXPLORE)) 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.

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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 APU faculty, the 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 as a part of the program enrollment procedures 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**

- Some participants may have their participation revoked at the discretion of the supervising professor or the Office if deemed necessary because of one's class attitude, the status of attendance and certain circumstances which hinder the continuous participation (e.g. unable to arrive on the program site due to the incomplete visa application etc.) even after participating decision announcement. In the case of cancellation, the participant is required to pay any fees which have already been incurred. Please refer to "Matters to be attended to Participate, 3. Notice: Cancellation fees" for details P.8).

#### **Accommodation**

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

#### **Participation qualification**

- Participation without application is not allowed.

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## Schedule

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| Date  | Description  |
|---|--|
| Oct. 9 (Wed.)<br>1 <sup>st</sup> session: 15:10~, 2 <sup>nd</sup> session: 17:00~ | Application guidance session (Venue: English F208 / Japanese F207)   |
| Oct. 9(Wed.)– 24(Thu.) 16:30  | Application period   |
| Oct. 25(Fri.)–Nov.8(Fri.)   | Screening period   |
| Nov. 7 (Thu.) 16:30   | Pledge submission deadline   |
| Nov. 11 (Mon.) PM   | Announcement of the screening result   |
| Nov. 13 (Wed.) 5 <sup>th</sup> Period   | Guidance for the confirmed participants<br>(Summary of program, vaccination)   |
| End of November   | Announcement of the program fee  |
| Middle of December  | Payment deadline for program fee, booking and payment for flight   |
| Nov. – Feb. (Depend on Program)   | Pre-Departure classes at APU (Please refer to Syllabus)  |
| Jan. 22(Wed.) 5 <sup>th</sup> period  | Risk Management Class (Venue: TBA)   |
| Feb. – Mar., 2020 (or April, 2020)  | Field activity onsite, Post-program classes at APU.<br>(Depending on a program, post-program classes will be held in AY2019 Fall Semester. Please check the syllabus for the details.) |
| June, 2020 (Course Registration Correction Period 2)                              | Grade announcements  |
| September, 2020   | Grade announcements;<br><i>For the programs which will be offered as APS Field Study in 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.

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## Enquiries

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