

FIRST Program for International Students 2017

(Freshman Intercultural Relations Study Trip)

Academic Office
(September 20th, 2017)

1. Overview of the Program

APU began the FIRST Program in 2007 for domestic students, and to this day, more than 1,000 students have gained a variety of experiences through their participation. The international student program began in the 2009 fall semester, with 150 international participants. Students can feel vast improvement in their Japanese skills through research activities, frequent exchange with Japanese locals, and a short-term field research project.

The program consists of pre-program sessions, field research and post-program sessions. Each group of students is assigned 1 senior TA to help support language and cultural studies. At the pre-program sessions, participants begin by choosing a research topic, reserve accommodations, and independently go through the various steps of field research. During the first class it will be decided by lottery where in Kyushu the participants will travel. In a four-day period, students will have the chance to meet and exchange with over 200 Japanese nationals. With all these great opportunities to enhance your studies in Japan, why not give "FIRST" a chance?

2. Program Details

First Program for 2017 Fall Semester will be held as follows:

Program Name	FIRST Program (Kyushu)
Course Name	17 Curriculum: 「Intercultural Fieldwork I」 (Liberal Arts Subject) 11 Curriculum: 「FIRST Program」 (Liberal Arts Subject)
Credits	2 credits (Credit for this course will not be counted toward the maximum credit registration limit for 2017 AY Fall Semester.)
Language	English (Japanese lessons provided for field research)
Course Registration	The university will register the course for students.
Grade	Pass or Fail (P/F)
Instructor	Professor KONDO Yuichi and Associate Professor ISOMINE Sei
Grade Results	Announcement date *Refer to the syllabus for details on the Grade Evaluation Method.

3. Application and Screening

Please note that if your application documents are incomplete, you will not be eligible for our screening.

No. of Participants	48(minimum of 5) *Program may be cancelled if fewer than 5 participants.
Eligibility	First-year English basis international students (as of 2017 fall, 1st or 2nd semester students with beginner level of Japanese.)
Application Form	Apply through the Online Application Form (Academic Office Website) You need to write statement of purpose essay.
Application Period	Mon. September 25 - Fri. October 6, 2017 (16:30PM)
Screening	Participants selected based on results of document screening. Importance is placed on the reason for participation. Interview may be required in some cases.
Results	Wed. October 11, 2017 after 17:00 via Action Required on Campus Terminal

4. Overview and Schedule of Course Content and Field Research

The program consists of pre-program sessions, on-site field research activities, post-program sessions, and presentations. Participants will be notified of the classroom when screening results are announced.

Date	Classes / Field Research
10/25 (Wed) 5th Period	Guidance and Orientation
10/25 (Wed) 6th Period	Pre-program sessions ①
11/1 (Wed) 5th・6th Period	Pre-program sessions ②・③
11/8 (Wed) 5th・6th Period	Pre-program sessions ④・⑤
11/15 (Wed) 5th・6th Period	Pre-program sessions ⑥・⑦
11/25 (Sat)	Field Research Day 1 (Depart from Beppu, Stay in Nagasaki)
11/26 (Sun)	Field Research Day 2
11/27 (Mon)	Field Research Day 3
11/28 (Tue)	Field Research Day 4 (Arrive in Beppu)
11/29 (Wed) 5th・6th Period	Post-program sessions ①・②
12/13 (Wed) 5th・6th Period	Presentations ①・②

5. Program Fee

The participation fee will be approximately 35,000 yen. If you are selected to take part in the program, **please pay the fee by Wed., October 18, 2017**. Participants will be notified of how to pay the participation fee when application results are announced.

Program fee includes:	Program fee excludes: (things that you must pay yourself)
Transportation; 11/25 Chartered Bus, from Beppu to Nagasaki 11/26-11/28 JR local train tickets	Travel expenses other than the two items noted to the left
Domestic Travel Insurance	Meals and other personal expenses
Accommodation expenses for 11/25 (Sat)	Items necessary for research activities, photocopies, etc. Accommodation expenses for 11/26 (Sun) & 11/27 (Mon)

6. Issues of Importance

1. We believe that placing yourself in unfamiliar surroundings and undertaking challenging activities is a valuable learning experience, however there is the possibility that some participants may experience stress or run into trouble situations. During the program you must take responsibility for dealing with any problems that occur, must be prepared to deal with a variety of different situations, and must act in a proper manner.
2. **It is a requirement that all program participants must have taken regular health checkups.** If concerned about your health, please discuss the matter with the health clinic.
3. The personal information that you provide in your application documents will not be disclosed publicly and will only be used for program related purposes. These include participant selection, field research, contact from APU and future modifications to the program. Necessary information will also be provided to your insurance company if it is required for the process of any claims.

*Program contents are subject to changes when necessary.

4. This program is registered as a for-credit subject (Liberal Arts Subject). As a rule, you are not allowed to withdraw from the program after participation is finalized. If you are unable to participate in, or unable to complete the program due to an unavoidable reason, a portion of the fee will be refunded. Expenses incurred prior to the day on which you notified the university of your cancellation will not be returned. If you are repeatedly absent from or truant for the pre-program classes, you will be interviewed and possibly removed from the program. In this case, the following cancellation fees will apply.

7. Conditions

Disclaimers and cautions

Precautions for participating in programs

- If a program participant experiences an accident or damage due to an unlawful act by a third party (organization or individual) other than program parties (APU, local organizations) during the program, the participant must take responsibility for filing a lawsuit or other related procedures. Program parties (APU, local organizations) will not take responsibility.

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. Furthermore, a student's permission to participate in a program may be revoked if judged necessary by an attendant faculty/staff member. Please plan your participation realistically, keeping in mind the possibility of cancellation and change in program details.

Withdrawing from a program after participation is confirmed (after release of final selection results)

- A change in the number of participants after confirmation may render implementation of the program unfeasible or cause other participants to incur additional charges. For this reason, APU will proceed with screening on the assumption that all applicants have every intention of actually participating in their chosen program. Withdrawal after selection is not permitted. Please review the program details in advance and ensure that your schedule is free before submitting your application. If you need to withdraw from the program after your participation is confirmed (after release of final selection results) for unavoidable reasons, you will still be required to pay the prescribed cancellation fees.

Cancellation fee

- If a participant cancels their participation before or during the program, the student must pay for any costs incurred. The cancellation fee also includes the bank transfer fees. The cancellation fee will be the sum total of costs incurred at the time of withdrawal.
- If you have already paid the program fee to the university, the amount with the cancellation fee deducted will be refunded. Please note that this refund process may take some time.

Precautions regarding course registration

Regarding your registration plan

Please confirm that the subject and credits acquired from this program will not affect your registration plan until graduation. Note that special measures will not be given even if you realize there is a problem after you have been accepted to the program. Students must take responsibility for applying to the program and confirming course registration.

8. Requirements

1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus study programs (hereinafter referred as to Program) 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").

(3) Participants must act in accordance with the regulations of APU, Japanese law for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at APU.

2. Health Management

- (1) Participants will be responsible for their own personal health.
- (2) Participants are required to purchase travel insurance before departure from the organization designated by APU.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (5) 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 appropriate on-site supervisor.

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.
- (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 APU. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) APU 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 APU.
- (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 APU.
- (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 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. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU and/or local institutions shall not be liable for these incidents.

4. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

9. Others

• Handling of Personal Information

Only the information necessary to make arrangements will be provided to the third party (insurance providers etc.). Information provided may include name, sex, nationality, e-mail address, and date of birth.

• Attitude

Your own attitudes and efforts will greatly influence whether you will benefit from this program or not. This requires you to have the flexibility to accept other cultures and to proactively learn. Please determine your own goals for participating in this program. Attendance is required for all pre and post-program classes and guidance sessions. We will not accept absence without prior notice. Please also make sure to meet deadlines for submitting documents and other assignments.

During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the "Requirements" (pledge) above, students are prohibited from drinking alcohol, driving cars and motorcycles, and doing leisure sports. Details will be further explained at the guidance session after you have been accepted to the program.

• Accommodation

Please follow the regulations and instructions at the accommodation facilities.

*Teaching Assistants (TA): Selected from APU students, TAs provide support to program participants concerning cultural and linguistic issues during the pre-program session and post-program sessions, ensure safety and facilitate intercultural activities during the research session.



Pre-program class



Field research



Post-program/presentation

10.Contact

Academic Office Building-B Ground floor

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

Persons in charge: KAWANO (Mr.), OHKUBO (Ms.), KONAGAWA (Ms.),

NOTES

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