

# AY2018 Fall Semester FIRST Program for International Students

(Freshman Intercultural Relations Study Trip)

Academic Office (September 1<sup>st</sup>, 2018)

## 1. Overview of the Program

The FIRST program (Freshman Intercultural Relations Study Trip) is an off-campus study introduction program for 1<sup>st</sup> year students. APU began the FIRST Program in 2007, and this program is conducted in Korea, Taiwan, Hong Kong, and Japan to this day. Many students have gained a variety of experiences through their participation.

The most defining characteristic of the FIRST program is “Intercultural Orienteering,” a kind of off-campus study. The students must make their way to their destinations in small groups, relying only on their own abilities while also conducting a questionnaire during field research in the locations they are visiting. This program is aimed at students who are interested in various countries’ languages and cultures and in interacting with local people to help make the most of their life on APU’s multicultural campus. We would recommend this program for students who are aiming at joining other off-campus study programs or being exchange students.

After participating the FIRST program, if you are interested in improving your ability to advance in a multicultural multilingual environment, we recommend participation in the SECOND program. If you want to push yourself and reach a higher level, we look forward to receiving your application for the SECOND program.


## 2. Program Details

FIRST program for AY2018 Fall Semester will be held as follows:

Program Name	FIRST Program (Kyushu)
Course Name	AY2017 Curriculum: 「Intercultural Fieldwork I」 (Common Liberal Arts Subject)
Credits	2 credits (Credit for this course will not be counted toward the credit registration limit for AY2018 Fall Semester.)
Language	English
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

## 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	Students must meet the following conditions at the time of applying: 1. English-basis international students in their 1 <sup>st</sup> or 2 <sup>nd</sup> semester. 2. If students are in their 2 <sup>nd</sup> semester at the time of applying, they must have earned 14 credits or above by the end of their 1 <sup>st</sup> semester.
Application Method	Apply through the Online Application Form (Academic Office Website) The application includes a required statement of purpose essay. 
Application Period	Fri. September 21 <sup>st</sup> – Wed. October 10 <sup>th</sup> , 2018 (16:30)
Screening	Participants will be selected based on the results of the document screening. Emphasis is placed on the reason for participation. An interview may be required in some cases. If an applicant misses the interview without prior notice, their application will be cancelled.
Screening Results	Mon. October 15 <sup>th</sup> , 2018 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, post-program sessions. Participants will be notified of the classroom when screening results are announced.

Date	Classes / Field Research
10/24 (Wed) 5th・6th Period	Pre-program classes ①・②
10/31 (Wed) 5th・6th Period	Pre-program classes ③・④
11/7 (Wed) 5th・6th Period	Pre-program classes ⑤・⑥
11/14 (Wed) 5th・6th Period	Pre-program classes ⑦・⑧
11/24 (Sat)	On-site Field Research Day 1 (Depart from Beppu, Stay in Nagasaki)
11/25 (Sun)	On-site Field Research Day 2
11/26 (Mon)	On-site Field Research Day 3
11/27 (Tue)	On-site Field Research Day 4 (Arrive in Beppu)
11/28 (Wed) 5th・6th Period	Post-program classes ①・②
12/12 (Wed) 5th・6th Period	Post-program classes ③・④

## 5. Conditions

### (1) Costs

Program Fee	Approximately 35,000 JPY (Maximum 38,000 JPY) (The Academic Office will inform participants of the exact amount when screening results are announced)
Payment Deadline	Wed. October 24 <sup>th</sup> , 2018 16:30
<p>※Information regarding payment and submission procedures for the certificate stamps will be sent out when the screening results are announced.</p> <p>※<b><u>Participants who fail to submit the certificate stamps to the Academic Office by 16:30 on October 24<sup>th</sup></u></b> will not be allowed to participate in the program. In such events, APU will undertake action in accordance with the guidelines set in section 6. Disclaimers and Notices (3).</p>	

◎The breakdown of the program fees is as follows.

Program fee includes:	Program fee excludes: (things that you must pay yourself)
Transportation: 11/24(Sat) Chartered Bus, from Beppu to Nagasaki 11/25 (Sun)・11/27 (Mon) JR local train ticket (JR Kyushu Rail Pass)	Travel expenses other than the two items noted to the left
Domestic Travel Insurance	Meals and other personal expenses
Accommodation expenses for 11/24 (Sat)	Items necessary for research activities, photocopies, etc.
	Accommodation expenses for 11/25 (Sun) & 11/26 (Mon)

### (2) Insurance

Participants must be covered by the University's designated domestic travel insurance regardless if they are also covered by their own insurance. Insurance details will be explained at a pre-program session for further information.

## 6. Disclaimers and Notices

### (1) Liability While On-Site

・ Should a program participant experience an accident or suffer damages while on the program due to an unlawful act by a party (organization, individual, etc.) other than those directly associated with the program (APU, host institution, local organizations), the participant will be responsible for filing a lawsuit or taking any related action. Program parties (APU, host institution, local organizations) will not be held responsible.

## (2) Program Cancellation, Change in Program Content, and Forced Withdrawal

- 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.

- In the event that a student's attitude or attendance is deemed unsatisfactory, they may have their participation revoked at the discretion of the supervising professor or Academic Affairs, even after the official announcement of program participation results.

## (3) Withdrawing after Acceptance to the Program (after the Announcement of the Screening Results)

- If there is a change in the number of participants after the announcement of the program participant screening results, it might not be possible to hold the actual program, or additional fees may be charged to the other participants. Therefore, the university conducts the selection process based on the assumption that students intend to participate in the program at the time of their application, so withdrawals are not allowed after the announcement of the screening results.

- Check the program content in advance when applying and prepare by arranging other commitments so as not to have to withdraw from the programs.

- In the event that a participant must withdraw after the program selection decision has been made (after the announcement of the screening results), the student who is withdrawing must pay the designated cancellation fee.

- Students who withdraw will receive an "F" as their grade evaluation.

## (4) Cancellation Fee

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

- 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 additional time in some cases.

## (5) Course Plan

- Be sure to check that the subjects taken and the credits earned in this 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 program, please take personal responsibility when applying to the program.

## 7. Disciplinary rules

All participants must abide by the following conditions. Participants must also submit a pledge indicating they agree to the conditions before participating in this program.

### 1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus 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") 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).

(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 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.

### **5. 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.

## **8. Other**

### **(1) Handling of Personal Information**

Only the information necessary to make travel arrangements will be provided to the third parties (host organization, travel agency, insurance providers, embassy, consulate, Ministry of Foreign Affairs of Japan).

### **(2) 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 overseas and to learn proactively. Please determine your own goals for participating in this program. Attendance in all pre and post-program classes and guidance sessions is required. We will not accept absences 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 "Disciplinary rules" (pledge) above, students are prohibited from drinking alcohol, driving cars or motorcycles, and doing leisure sports. Details will be further explained at the guidance session after you have been accepted to the program.

### **(3) Accommodations**

Please follow the regulations and instructions of 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 classes and post-program classes, ensure safety and facilitate intercultural activities during field work.



**Pre-program class**



**Field research**



**Post-program class/ presentation**

## 9. 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