

# AY2019 Fall Semester FIRST Program for International Students

(Freshman Intercultural Relations Study Trip)

Academic Office (September 10<sup>th</sup>, 2019)

## 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 AY2019 Fall Semester will be held as follows:

Course name	Intercultural Fieldwork I (Common Liberal Arts Subject)
Instructor	Associate Professor ISOMINE Sei
Implementation format	Pre-program and post-program classes on campus, on-site field research activities
Fieldwork schedule	November 23 (Sat) – 26 (Tue), 2019
Course registration	The university will register the course for students as an AY 2019 fall semester subject. (automatic registration)
Credits	2 credits (Credit for this course will not be counted toward the credit registration limit for AY2019 fall Semester.)
Grade	Pass or Fail (P/F)
Language	English
No. of participants	48 (Minimum of 5) *Program may be cancelled if fewer than 5 participants.

## 3. Application and Screening

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

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 format	Apply through the Online Application Form (Academic Office Website) The application includes a required statement of purpose essay. <a href="https://survey2.apu.ac.jp/limesurvey/index.php/786772?lang=en">https://survey2.apu.ac.jp/limesurvey/index.php/786772?lang=en</a>
Application period	September 20 (Fri) – October 9 (Wed), 2019 (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.
Announcement of screening results	October 15 (Tue), 2019 after 17:00 via Action Required on Campus Terminal



## 4. Overview of Course Schedule

Date	Classes / Field Research
10/23 (Wed) 5th・6th Period	Pre-program classes ①・②
10/30 (Wed) 5th・6th Period	Pre-program classes ③・④
11/6 (Wed) 5th・6th Period	Pre-program classes ⑤・⑥
11/13 (Wed) 5th・6th Period	Pre-program classes ⑦・⑧
11/23 (Sat)	On-site Field Research Day 1 (Depart from Beppu)
11/24 (Sun)	On-site Field Research Day 2
11/25 (Mon)	On-site Field Research Day 3
11/26 (Tue)	On-site Field Research Day 4 (Arrive in Nagasaki, return to Beppu by bus)
11/27 (Wed) 5th・6th Period	Post-program classes ①・②
12/11 (Wed) 5th・6th Period	Post-program classes ③・④

\*Participants will be notified of classroom locations when screening results are announced.

## 5. Terms and Conditions

### (1) Costs

Program participants are responsible for paying the entire program fee.

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	October 24 (Thu), 2019 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>Participants who fail to submit the certificate stamps to the Academic Office by 16:30 on October 24</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.</p>	

◎The breakdown of the program fees is as follows.

Program fee includes:	Program fee excludes: (things that you must pay yourself)
<ul style="list-style-type: none"> <li>•Transportation;</li> <li>-JR local train ticket for 3 days (“JR Kyushu Foreign Student Pass”)</li> <li>-11/26(Tue) Chartered Bus, from Nagasaki to Beppu</li> <li>•Domestic Travel Insurance</li> </ul>	<ul style="list-style-type: none"> <li>•Transportation and accommodation fees not included in the left column (Approximately 25,000yen)</li> <li>•Meals and other personal expenses</li> <li>•Items necessary for research activities, photocopies, etc.</li> </ul>

### (2) Required procedures for participants

#### •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 class for further information.

#### •Pledge

Participants must sign and submit a “Requirements for Program Participation (Pledge)”. Participants must acknowledge the conditions listed on the form before participating in the program. Participants will be informed of the deadline and submission method upon acceptance to the program.

## 6. Disclaimers and Notices

### (1) Precautions and liability for program participants

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, a host university, or local organizations) during the program, the participant must take responsibility for filing a lawsuit or undergoing other related procedures. Program parties (APU, a host university, or local organizations) will not take responsibility.

### (2) Program cancellation, change in program content, and revocation of participation

After careful consideration of the state of affairs (with priority given to student health, and safety) during the program, the program may be cancelled or changed as a 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.

Depending on their attitude and class participation, some participants may have their participation in the program revoked at the discretion of the university if deemed necessary, even after the announcement of screening results.

(3) Withdrawal after acceptance to the program (after the announcement of screening results)

If there is a change in the number of participants after the announcement of screening results, it may become impossible to run the program, or additional fees may be incurred by the other participants. Because the university conducts the selection process based on the assumption that students intend to participate in the program at the time of their application, withdrawals are not allowed after the announcement of 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 program. In the event that a participant must withdraw after the program selection decision has been made (after the announcement of screening results), the student who is withdrawing must pay the designated cancellation fee. In principle, students who withdraw will receive a grade of “F”.

(4) Cancellation fee

In the event that a participant must withdraw before or after the start of the program, the withdrawing student must reimburse any expenses already 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, the cancellation fee may be subtracted and the difference returned. The procedure for returning the money may require additional time in cases where a host university must refund the money to APU.

(5) Course plan

Be sure to check that subjects taken and the credits earned in the 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. Other

(1) Handling of personal information

Only information necessary for making travel arrangements will be provided to third parties (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).

(2) Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all pre-and post-program classes and guidance classes 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 “Requirements for Program Participation (Pledge),” students are prohibited from drinking alcohol, driving cars or motorcycles, and engaging in leisure sports.

(3) Accommodations

Please follow the regulations and instructions of the accommodation facilities.

## 8. Contact

Academic Office Building-B Ground floor

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

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



Pre-program class



Field research



Post-program class/ presentation

**AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs**  
(except for Individual Language Study Abroad (EXPLORE) and APU Global Research Program)

**Requirements for Program Participation**

**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).
- (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, or winter programs) 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.

**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.