



**Application Procedures for Auditors
(Undergraduate Subjects)
AY 2017 Fall Semester**

Ritsumeikan Asia Pacific University

The Auditor Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University has established an auditor program to allow registered individuals (“auditors”) to audit a certain number of lecture subjects in the colleges. Individuals who wish to audit available subjects should complete the required forms after reading the explanation provided below.

In addition to the auditor program, APU also has a part-time study system. Individuals that wish to receive credit for the subjects they take should refer to the “Application for Part-Time Students”.

I. Applicant Qualifications

There are no special qualifications for auditors. Anyone with an interest and desire to learn may apply to audit a subject.

II. Colleges that Accept Auditors

The following Colleges and Departments accept auditors.

College	Department
College of Asia Pacific Studies	Department of Asia Pacific Studies
College of International Management	Department of International Management

III. Lecture Subjects Eligible for Audit and the Credit System

Language / Seminar Subjects	NO
Taking Examinations	YES
Credits Granted	NO

- (1) Subjects that can be audited include APU Foundation Subjects and Major Subjects. Language Education Subjects and Seminars cannot be audited.
- (2) Auditors may sit examinations but they cannot gain credits.
- (3) There is no limit to the number of credits (i.e. subjects) auditors may audit in any given academic year.
- (4) Auditors may only audit one class if there are multiple classes of a subject offered.
- (5) Auditors cannot audit multiple subjects held during the same period on the same day.
- (6) Lecture Subjects

* 2-credit Lecture Subjects: For semester subjects, 1 class will be held each week for a total of 14 classes held over 4 months, with examinations set for the final week. For quarter subjects, courses are completed in two months. 2 classes will be held each week for a total of 14 classes held over 8 weeks, with examinations set for the final week.

* Semester dates are shown below. These dates may vary slightly from year to year.

Spring Semester 1st Quarter:	April, May
Spring Semester 2nd Quarter:	June, July
Summer Session:	August
Fall Semester 1st Quarter:	October, November
Fall Semester 2nd Quarter:	December, January
Winter Session:	February

IV. Application Period and Methods

(1) Application Period

Tuesday, September 5, 2017 – Wednesday, September 13, 2017 (application must arrive at APU by this deadline)

(2) Application Documents and Application Fee

(1) Application Form: 1 copy	Please use the provided application form.
(2) Photograph: 1	3cm x 2.5cm color photo taken within the last 3 months. Please write your name on the back of the photo and attach it to the Auditor Application.
(3) Application Fee 10,000 yen (APU certificate stamp)	Please purchase a certificate stamp worth ¥10,000 at the certificate stamp vending machine on campus, and submit it along with the application. The fee is the same even if the subjects you wish to audit are offered by different schools. *Please note that the application fee is not refundable under any circumstances.

Note: The Application fee must be paid every semester.

*The Certificate Stamp Vending Machine is located outside of the Student Office (Building A, 1F).

(3) Submit Applications to:

Academic Office: Building B, 1F

*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

(4) Subjects with Student Capacity Limits

If the number of regular degree students that register for these subjects exceeds student capacity, non-degree students will not be permitted to enroll.

V. Procedure for Permission and Registration

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should complete the registration fee and auditor fees payment procedures together with the submission of documents as outlined below by the deadline. If you miss the deadline, your acceptance will be revoked.

(1) Date of Decision

Date of Decision: September 26 (Tue)

*Notifications of Acceptance / Non-Acceptance will be sent after decisions have been made.

(2) Payment of Registration Fees and Auditor Fees

Please pay the full amount due for registration fees and auditor fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please use the bank transfer instructions included with your Notification of Acceptance. Please note that the registration fee and auditor fees are non-refundable.

Registration Fee	32,500 yen
Auditor Fees (per credit)	45,000 yen

- *1) The Registration Fee must be paid each semester
- *2) Auditor fees may change when tuition fees are adjusted.

(3) Submission of documents

A Student Information Card will be enclosed with your Notification of Acceptance. Please fill out the card, attach the photo of yourself, and submit it to APU's Academic Office by the deadline.

Please read the Written Pledge/Consent Form printed on the reverse side of Student Information Card thoroughly, and write the date and sign your name.

(4) Schedule

(1st Quarter, 2nd Quarter and Session Subjects)

Syllabus and Class Schedule available on-line	Monday, September 4, 2017 (Expected)
Application Period	September 5 (Tue) – September 13 (Wed) Forms must arrive at the office by Wed. Sep. 13
Notification of Screening Results and Payment Statement Issued	Wednesday, September 27, 2017
Deadline for the submission of Registration Documents	Wednesday, October 4, 2017
Start of Classes, Distribution of Student IDs for Auditors	From Wednesday, October 4, 2017
Payment Deadline	Tuesday, October 10, 2017

VI. Student Status for Auditors

- (1) Individuals who are accepted to the Auditor Program and who pay their fees by the deadline will be issued Auditor ID Cards.
- (2) Auditors may sit the final examinations for the classes they are permitted to audit, but they cannot receive credits for those subjects.
- (3) If necessary, auditors may choose to receive a Certificate of Audit. Please note that auditors cannot be issued "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a student bus pass.
- (4) Auditors can use the APU Library.
- (5) Delivery of APU-Net User Account Information: Auditors will be sent a user account and password so that they can use the computer classrooms and multimedia rooms. No application is required to receive an APU-Net user account.
- (6) Please use the Campus Terminal to check for information on cancelled classes and make-up classes. To access the Campus Terminal, part-time students should go to the Ritsumeikan Asia Pacific University website and click on the "Current Students, Faculty & Staff" tab, then log in using their username and password.
- (7) Auditor student status is only valid for one semester. Auditors must reapply to audit subjects the following semester.

VII. Other

(1) Class Times

Quarter Subjects

1 st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period
8:45~10:20	10:35~12:10	12:25~14:00	14:15~15:50	16:05~17:40	17:55~19:30

Session Subjects

1st Period	2nd Period	3rd Period	4th Period	5th Period
9:00~10:35	10:50~12:25	13:15~14:50	15:05~16:40	16:55~18:30

(2) Syllabus

The syllabus will be available online from Monday, September 4, 2017.

<https://portal2.apu.ac.jp/campus/slbsskgr.do>

(3) Timetable

The timetable will be available online from Monday, September 4, 2017.

*Lecture subject names suffixed with a J are held in Japanese, and those suffixed with an E are held in English.

APU's Academic Office Web Site : <http://www.apu.ac.jp/academic/>

APU Official Homepage Campus Terminal

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Academic Office

Language: 日本語

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Study Abroad Programs
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- Student Office
(leave of absence, reinstatement)
- Career Office
(career education, job-hunting)

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