

SECOND Program 2017

Academic Office
(April 4th, 2017)

Overview of the Program

The SECOND program (Cross-Cultural Field Work) is designed to offer 1st-3rd semester students (Domestic and International) visiting Southeast Asia for the opportunity to interact with local people through research work and learn more about the diverse cultures of Southeast Asia. The focal areas of learning in this program are as follows.

- 1) Understanding the various religious cultures of Southeast Asia (e.g., Theravada Buddhism, Islam, and Confucianism)
- 2) Understanding transnational culture in the field (e.g., propagation, contact, acculturation, and fusion)
- 3) Gaining a general understanding of the political, social, and economic systems of the countries visited
- 4) Deepening communication in Japanese and English through group work

APU began the FIRST Program in 2007 for domestic students, and the international student program began in the 2009 fall semester. Students can feel vast improvement in their learning skills through frequent exchange with locals during a short-term field research project. The SECOND program is developed as a program that enables a higher level of intercultural insight and learning.

Program Detail

SECOND Program for AY 2017 AY 2017 Spring semester will be held as follows:

| | |
|---------------------|---|
| Program Name | SECOND Program |
| Course name | 2017 AY Curriculum : 「Intercultural Fieldwork II」 2011 AY Curriculum : 「Special Lecture (Liberal Arts Subject)」 |
| Credits | 2 credits (Credit for this course will not be counted toward the maximum credit registration limit for AY 2017 Spring Semester.) |
| Language | Both English and Japanese |
| Course registration | The university will register the course for students. |
| Grade | Regular grading (A+, A, B, C / F) Release of Grades will be announced during AY 2017 Fall semester Course Registration Correction Period 2. |
| Instructor | Professor KONDO Yuichi |

Application and Screening

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

| | |
|---------------------|--|
| No. of participants | 50 (minimum of 15) *Program may be cancelled if fewer than 15 participants. |
| Eligibility | 1st-3rd semester students (Domestic and International) |
| Application form | Apply through Lime Survey from Online Application Website (Academic Office) (You need to write an essay "statement of purpose") *Students who applied for the SECOND program on the application form for the AY 2017 Spring Semester FIRST (Korea) program do not need to apply for the SECOND program separately. |
| Application period | Sat. April 1 - <u>Wed. April 26, 2017 (16:30)</u> |
| 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 | Fri. May 12, 2017 at 17:00 via Action Required on Campus Terminal |

Overview of Course Content and Schedule

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

| Schedule | Contents | Details |
|---|--|---|
| 5/17 4 th Period | Guidance Session for Off-campus Study Program Participants | Guidance About Required attitude, Insurance, Self-report on Health Condition etc. |
| 6/28 5 th Period | Guidance Session for the Participants | Guidance & Orientation |
| 7/5 5 th & 6 th Period | Pre-Program Session 1, 2 | Understanding of each destination Area Research |
| 7/12 5 th & 6 th Period | Pre-Program Session 3, 4 | Understanding of Research Technique Study Research Topics |
| 7/19 4 th , 5 th & 6 th Period | Pre-Program Session 5, 6 | Set Research Topics Risk Management, Final Confirmation for the Field Trip |
| 7/30 - 8/11 | On-site Field Research | Field Research |
| 8/9 - 8/10 | Post-Program Session 1-4 | Reflection Sessions (Discussion) Presentations, Exchange with Alumni |

◎Field Research

- Day 1: Fukuoka—Singapore (By Airplane)
- Day 2: Singapore—Johor Bahru (Malaysia)
Johor Bahru—Destination A, Stay in Destination A
- Day 3: Research Activity in Destination A
Destination A—Kuala Lumpur (Malaysia), Stay in Kuala Lumpur
- Day 4: Research Activity in Kuala Lumpur
Kuala Lumpur—Destination B, Stay in Destination B
- Day 5: Research Activity in Destination B
Destination B—Penang (Malaysia), Stay in Penang
- Day 6: Research Activity in Penang, Stay in Penang
- Day 7: Penang—Bangkok (Thailand) (By Airplane)
Stay in Bangkok
- Day 8: Bangkok—Destination C, Stay in Destination C
- Day 9: Research Activity in Destination C, Stay in Destination C
- Day 10: Research Activity in Destination C
Destination C—Vientiane (Laos), Stay in Vientiane
- Day 11: Vientiane: Reflection and Presentations, Stay in Vientiane
- Day 12: Vientiane—Fukuoka (By Airplane)
- Day 13: Arrival in Fukuoka

Conditions

1. Costs

Program fee

- Participants are required to pay the program fee; 146,000 JPY. The payment deadline is May 19th and also the submission deadline for the proof of payment is May 22nd. For further information, we will inform the students who are accepted to this program.
- Participants will also need to pay for transportation and accommodation fees on site during their research activities.
 - Transportation and accommodation (1 night) for Singapore — Destination A — Kuala Lumpur
 - Transportation and accommodation (1 night) for Kuala Lumpur — Destination B — Penang (Malaysia)
 - Transportation and accommodation (2 nights) for Bangkok — Destination C — Vientiane

- Participants must also pay for food and other personal expenses.
- The program will start and end at Fukuoka Airport. Participants must pay for transportation fees to the airport.

◎Regarding the program fee

The breakdown of the program fee is as follows.

| Included in the package tour | Not included in the package tour (Paid by participants) |
|---|--|
| Flight Tickets (Fukuoka → Singapore) | Transportation and accommodation fees not included in the left column.(approx. 40,000JPY) Transportation fees between Fukuoka Airport and Beppu Food and other personal expenses Equipment, photocopy fees etc. for research activities Overseas travel insurance (designated: 5,790JPY for standard plan) VISA fees (if applicable) Immunization fees (optional) |
| Flight Ticket (Penang→ Bangkok) | |
| Flight Ticket (Vientiane → Fukuoka) | |
| Accommodation Fee (1 night in Singapore) | |
| Accommodation Fee (1 night in Kuala Lumpur) | |
| Accommodation Fee (2 nights in Penang) | |
| Accommodation Fee (1 night in Bangkok) | |
| Accommodation Fee (2 nights in Vientiane) | |
| Mobile phone/Wifi rental fee (group leaders only) | |
| J-TAS risk management system fee | |

Insurance

Participants must be covered by the University's designated overseas insurance policy regardless if they are also covered by their own insurance. Insurance details will be explained at the "Off-campus Study Program - Participant Guidance" for further information.

2. Required procedures for participants

VISA

- A visa may be required depending on the participant's nationality.
- There are also some cases where it may be difficult to obtain a visa. Students who are unable to obtain a visa will not be able to take the subject and may be charged a cancellation fee.
- Students are responsible for applying for a visa. (We can introduce a visa agent.)
- **【International Students Only】** In addition to information about obtainment of a visa for the country where the onsite training will be held, international students must also check when their Japanese Student Visa and Re-Entry Permit will expire. Students with Japanese Student Visa and Re-Entry Permit extension questions should inquire at the Student Office.

Immunizations

The types of immunizations and the required level will be introduced at the "Active Learning Program - Participant Guidance" for further information. Immunizations are not a requirement so students must determine whether to receive immunizations or not after considering information such as recommendation levels. Students who would like to receive the immunizations should go to the APU Health Clinic for further assistance.

3. Disclaimers and cautions

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, or for reasons relating to the host institution. 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 (such as overseas wire transfer). 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 if the host university needs to return funds to APU.

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.
- AY 2017 Second Quarter Make-up Examinations are scheduled for August 8th and 9th. The period of this program coincides with those two days, so please be aware of this during course registration. Note that special considerations will not be granted for missing the Make-up Examinations just because you are participating in the program. Students must take responsibility for applying to the program and making decisions about course registration.

Requirements

1. Required Attitude

All participants in Ritsumeikan Asia Pacific University Active Learning 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.

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) 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.
- (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 of the Host Institution.

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.

Others

• **Handling of Personal Information**

Only the information necessary to make travel arrangements will be provided to the third party (host organization, travel agency, insurance providers, embassy, consulate, Ministry of Foreign Affairs of Japan, etc.). Information provided may include name, sex, nationality, e-mail address, date of birth, and passport number.

• **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 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.

Contact

- Academic Office Building-B Ground floor
- TEL 0977-78-1101 / FAX: 0977-78-1102
- Email: first@apu.ac.jp
- Persons in charge: KAWANO (Mr.), OHKUBO (Ms.), KONAGAWA (Ms.)

MEMO

A large, empty, rounded rectangular box with a dotted border, intended for writing a memo. The box is centered on the page and occupies most of the vertical space below the title.