

V. Student Admissions

1. Description of Current Conditions

(1) Are student admissions policies clearly presented?

1) University-wide

<Outline of Ideal Student>

In Application for Establishment-Approval submitted to MEXT in 1998, APU states its human resource development goals as follows:

[1] To cultivate Japanese with global perspectives and worldviews that can cooperate with peoples of various countries and regions in the spirit of international mutual understanding.

[2] To cultivate exchange students who, by learning at an institute of higher education in Japan, have developed a proper understanding of Japan and who are active in the global arena.

[3] To cultivate talented individuals that build amicable and trustworthy relationships between Japan and the countries of the world and that contribute to developing the future economies and societies in their respective countries and regions.

APU's basic student admissions policy is to attract students with a diverse set of personalities from around the globe, who possess the necessary qualities (fundamental knowledge, language proficiency, motivation to learn etc.) and who agree with the university's vision of "freedom, peace and humanity", "international mutual understanding", and "future development of the Asia Pacific region". Founded on the vision, APU embraces the mission of gathering a diverse group of students from around the world, fostering mutual exchange between these different languages and cultures, and nurturing young talent with global perspectives, who respect different values and possess the ability to communicate across cultures. In order to achieve this we aim to "attract both domestic and international students with the drive and ambition to participate actively in the international community in the 21st Century as leaders of the Asia Pacific region", and have a 50:50 ratio of domestic and international students.

In order to realize a student body with these qualities it is important that student admissions focus not only on academic achievements, but also evaluates candidates' all-round qualities and capabilities from a variety of different angles. Domestic and International student admissions at APU revolve around the AO Exam (Admissions Office Exam). There is a 30% ceiling for domestic admissions of students taking the General Examination. All international student applicants have an interview and are screened thoroughly to ensure they possess the necessary qualities and capabilities.

2) Common Across the Colleges

APU's basic student admissions policy for the colleges is to attract students with a diverse set of personalities from around the globe, who possess the necessary qualities

V. Student Admissions

(fundamental knowledge, language proficiency, motivation to learn etc.) and who agree with the university's fundamental mission. In particular, the admission's policy aims for the following: (1) to attract highly motivated students who want to contribute to creating the future shape of the Asia Pacific, (2) to attract students from around the world who speak many different languages, come from many different cultures, and bring with them many different experiences, (3) to admit domestic and international students at a ratio of 50:50 in order to create a multicultural campus, (4) to attract domestic students who possess basic academic abilities, intercultural understanding, global perspectives, language proficiency, and who have the will to succeed on the global stage, and (5) to attract international students who possess the basic academic ability and the language proficiency to study either in Japanese or English, who wish to contribute to the development of their home countries and world and who can become liaisons between their home countries and Japan. These policies are widely publicized on the university's website at <http://www.ritsumeijp/public-info/pdf/072-094-2.pdf>

3) Common Across the Graduate Schools

APU's basic student admissions policy for the graduate school is to attract students with a diverse set of personalities from around the globe, who possess the necessary qualities (fundamental knowledge, research capabilities, language proficiency, motivation to learn and research etc.) and who agree with the university's fundamental mission. In particular the admission's policy aims for the following: (1) to attract students who possess the fundamental research skills and English language capabilities required to study and research at an international level, (2) to attract students passionate about the academic content and research fields of the graduate school, who have a clear research topic and plan, and who can approach their learning and research with enthusiasm, (3) to attract students who will grow into global talent capable of contributing to the sustainable development of, and coexistence in, the Asia Pacific Region, and who can accurately respond to the demands and changes of the global society.

These policies are widely publicized on the university's website at <http://www.ritsumeijp/public-info/pdf/072-094-2.pdf>

<Academic Standards and Requirements for Student Admission>

2) Common Across the Colleges

In accordance with Article 90 of the School Education Law, and Article 150 of the Ordinance for Enforcement of the School Education Act, colleges require students for their education background. In addition, colleges require that students have the necessary language skills to understand lectures in their language of enrollment – English or Japanese.

<Diagram 1: Application Requirements (Language)>

Language of Enrollment	Application Requirement
Japanese	N1 (90+) or N2 (100+) of the JLPT Japanese Language Proficiency Test, or Japanese ability equivalent to at least 220 on the EJU exam.
English	iBT61 or above in TOEFL, IELTS 5.5 or higher, TOEIC 700 or higher, or actual English ability equivalent to at least pre-level 1 of the Eiken test.

3) Common Across Graduate School

In accordance with Article 102 of the School Education Law, and Article 155 of the Ordinance for Enforcement of the School Education Act, graduate schools require students for their education background. In addition, graduate schools require that students have the necessary language skills to understand lectures in English – the only language for Graduate School enrollment.

<Diagram 2: Application Requirements (Language)>

Language of Enrollment	Application Requirement
English	iBT80 or above, PBT 550 or higher in TOEFL, IELTS 6.0 or higher, or English ability equivalent to at least TOEIC 780.

<Policies Regarding Admissions for Students with Disabilities>

As set down in the “Admissions Guidelines”, any student who has a disability and requires assistance at either the time of enrollment, or during study after admission, must give prior notification. The university will handle each case separately based on individual circumstances.

(2) Based on student admission policies, are the recruitment and selection methods being carried out suitable and fair?

<Suitability of Recruitment and Selection Methods>

1) University-wide

APU’s recruitment and selection process is carried out based on policies approved after deliberations in the Admissions Committee and University Senate Meeting. Selection of international students is carried out using the Admissions Office (AO) Examination. Selection of domestic students is carried out using either a general examination, AO examination or a special examination. Recruitment and screening is carried out based on the pertaining laws and in line with that year’s University Admission Screening Deadlines. An Admissions Judgment Committee has been established to carry out deliberations on all final results.

V. Student Admissions

<Diagram 3: Admissions Exam System>

Student Type		Exam Type	Exam Method
International	Living in Japan	AO Exam	Exam for international students residing in Japan. Transfer Enrollment Examination
	Living abroad	AO Exam	Exam for international students residing outside Japan. Transfer Enrollment Examination
Domestic		General Exam	Type A Exam, English-heavy type, APU Exam + Center Exam type, Center Exam type, March Exam type, Center + Interview Type, Center Type (March)
		AO Exam	Overall Assessment Type, Activities and Achievements Appeal Exam, English Base AO Fall AO Entrance Exam, Agreement Based AO
		Special Exam	Recommended Entrance Examination (Designated School, Partner School, Affiliated School, Coordinated School), Returnee Entrance Exam, Fall Admissions Returnees Entrance Exam, Transfer Entrance Exam

a. International Students

- Recent Student Recruitment Areas: APU is making an earnest effort to break-away from China and Korea, the countries it has depended on for international student numbers, instead turning towards ASEAN countries and some BRICS nations. Recruitment objectives for these countries and regions will be set (which will be mentioned later) and a yearly plan put in place. In addition to securing first year enrollees, APU is, in an effort to secure transfer students coming in as second or third year students, strengthening recruitment activities in America, Malaysia and Myanmar etc. We are also intensifying activities in America, Europe and India to ensure diversity in colleges and secure non-regular students who are needed to cover the gap left by students on a leave of absence.
- Research Activities to Set Future Student Recruitment Areas: It is valid to say that student trend to come to Japan to study has drastically changed, and it is important that APU carries out market research so we can start trying to set the student recruitment areas we will need to be focusing on in 5 and 10-years time. Shifts in economic trends, population movement, and the needs of higher educational institutions has, and will,

result in APU needing to focus activities on the countries that will become our future recruitment priorities: Africa (Nigeria, Kenya and South Africa), Turkey, the Philippines, and Eastern Europe.

- Target International Student Enrollee Numbers:
 - Over 590 enrollees per year (205 in Spring and 385 in Fall), focusing on Korea, Thailand and Oceania etc. for Spring enrollment and China, Vietnam, Indonesia, India etc. for Fall enrollment.
 - Transfer student enrollments per year (30 for second year and 43 for third year). These figures have been given to local offices in China, Korea, Indonesia, Vietnam, Taiwan and Thailand, and recruitment activities are currently underway.

b. Domestic Students

- Student Recruitment Method

In order to attract students from all over the country APU must actively continue to provide opportunities to meet directly with high school students and their parents. Currently APU holds open campus admissions events, summer camps (training camps for high school students), and university explanation and consultation sessions at the Tokyo Campus, Osaka Umeda Campus and its Ritsumeikan Plazas located in 6 major cities throughout Japan. The university is working hard at visiting high schools, preparatory schools, and cram schools in and out of Japan including one for Japanese students living or attending school overseas to provide APU and admissions related information. We also send out the University Prospectus, introducing the education offered by each College, student life and job hunting and career figures, as well as running a homepage targeting high school students. In this way the university is getting information out at the relevant times of the year for not just admissions, but also information pertaining to education and student life at APU.

- Admissions Selection

In order to ensure that admissions selection is adequate and fair, the university issues “Admissions Outline” and “Admissions Guidelines”, outlining the entrance examination schedule, method, recruitment numbers and application requirements. All admissions related materials are published after first being screened by the Admissions Committee. Detailed information about the entrance examination and admissions process is also announced via the university homepage.

2-1) College of Asia Pacific Studies

[1] International Student Recruitment and Admissions Selection

Student recruitment focuses are set based on the policies for that year. The focus countries for 2012 were determined as China, Korea, Thailand, Indonesia and Vietnam, with the university strengthening local recruitment activities in these countries. Regarding recruitment method, APU participates in the JASSO hosted Exchange Fair, visits local high schools in

V. Student Admissions

target countries and holds its own university explanation seminar several times a year. With regards to admissions selection, APU carries out rolling selection throughout the year. All candidates are interviewed. Details about the application schedule, interview dates and locations, screening results notification and other related deadlines are all stated in the Admissions Outline.

[2] Domestic Student Recruitment and Admissions Selection

Through recruitment activities such as open campuses (5 per year), a summer training camp aimed at 3rd year high school students, and university explanation and consultation sessions at the Tokyo Campus, Osaka Umeda Campus and the university's Ritsumeikan Plazas located in 6 major cities throughout Japan, APU is actively broadening the opportunities to meet directly with high school students and their parents. In addition, APU also sends people to high schools, preparatory schools in Japan, and international school abroad and cram schools for Japanese students abroad. An annually-issued University Prospectus, introducing the university, education offered by each College, student life and job hunting and career figures, and the running and updating of a homepage targeting high school students, are also used to help get the relevant information out broadly to the necessary audience. In order to ensure that admissions selection is adequate and fair, the university issues a handbook on "Admissions Outline" and "Admissions Guidelines", outlining the entrance examination schedule, method, recruitment numbers and application requirements. All admissions related materials are published after first being screened by the Admissions Committee. Detailed information about the entrance examination and admissions process is also announced via the university homepage.

2-2) College of International Management

[1] International Student Recruitment and Admissions Selection

The College of International Management employs the same international student recruitment and selection policies as the College of Asia Pacific Studies.

[2] Domestic Student Recruitment and Admissions Selection.

The College of International Management employs the same domestic student recruitment and selection policies as the College of Asia Pacific Studies.

3-1) Graduate School of Asia Pacific Studies

Like the undergraduate colleges, focuses are set based on the admissions policies for each year. As a basic policy, recruitment and selection activities are carried out in the same countries focused on by the undergraduate colleges. Student recruitment is carried out via fairs and explanation sessions targeting both undergraduate and graduate students. There are Spring and Fall application periods, targeting international students who live overseas and international students residing in Japan. With regards to Doctoral Program applications, the university implements a "pre-screening system" to verify the suitability of research content, the field he/she wishes to research in and availability of a suitable supervisor.

3-2) Graduate School of Management

The Graduate School of Management employs the same basic recruitment and screening policies as the Graduate School of Asia Pacific Studies. However, it also requires applicants to have at least 2 years of work experience or a fixed GMAT score.

<Suitability of the Procedures to Ensure Transparent Admissions Selection>

1) University-wide

To ensure the transparency of admissions selection, “Admissions Outline” and “Admissions Guidelines” are posted on the university homepage, outlining enrollment method (selection policies, examination subjects and point allocation), recruitment numbers, and application requirements. In addition, screening results of the previous year (number of applications, number of people who took the examination, number of people who passed and failed, lowest mark etc.) are also announced on the homepage.

In order to ensure objectivity and prevent any mistakes or dishonesty during the interview, document screening, assessment and other parts of the selection process, APU employs a system that involves numerous faculty and staff. The first step for selection involves a Screening Group, made up of the Dean of Admissions and a number of other faculty and staff, discussing applications in accordance with the screening and selection standards set by the Admissions Screening Committee. The Admissions Assessment Committee, an expert committee of the Faculty Council, then deliberates and finalizes screening results. Having more than one committee/group involved in this process ensures transparency and fairness.

(3) In addition to setting adequate student capacities and admitting students, is APU sufficiently managing the number of existing enrollees based on intake capacities?

<Suitability of Ratio Between Intake Capacity and Current Students >

1) University-wide

In our 2008 university evaluation we received counsel regarding APU’s ratio of enrollment capacity to enrollees and ratio of intake capacity to current students. APU continues to strive for suitable management of student capacities based on the results of such university evaluations. With regards to the sufficient management of intake capacity, the Admission Assessment Committee, set up as an expert committee of the Faculty Council, deliberates and decides thoroughly upon admission assessments that best minimize discrepancies with intake and enrollee capacities. In addition, current student and enrollee ratios are confirmed by the University Admissions Committee, Faculty Council, Graduate School Faculty Council and University Senate.

V. Student Admissions

AY2012 Undergraduate and Graduate School Capacities, Number of Current Students and Enrollee Ratios (November 1, 2012)

	College/School	Dept/Major	Capacity (A)	Current Students (B)	Ratio (B/A)
Undergrad	Asia Pacific Studies	Asia Pacific Studies	2557	2606	1.02
	International Management	International Management	2481	2656	1.07
Masters	Asia Pacific	Asia Pacific Studies	30	11	0.37
		International Cooperation Policy	90	74	0.82
	International Management	Management	80	57	0.71
Doctoral	Asia Pacific Studies	Asia Pacific Studies	30	53	1.77

2-1) College of Asia Pacific Studies

With 2,606 current students enrolled, compared to its 2,557 intake capacity, the College of Asia Pacific Studies has a current enrollees to intake capacity ratio of 1.02 (November 1, 2012). The intake capacity for Spring and Fall 2012 was 600, and with 671 new enrollees the enrollment overcapacity rate is 1.12 (Document 5-1).

2-2) College of International Management

With 2,656 current students enrolled, compared to its 2,481 intake capacity, the College of International Management has a current enrollees to intake capacity ratio of 1.07 (November 1, 2012). The intake capacity for Spring and Fall 2012 was 600, but with only 581 new enrollees the enrollment overcapacity rate was 0.97 (Document 5-1).

The percentage of domestic vs international students enrolled in the undergraduate colleges is also important for APU admissions. As of November 1,2012, the ratio at College of Asia Pacific Studies was 26.7% international students and 73.3% domestic students. In comparison, the College of International Management was made up of 43% domestic and 57% international students, making a total for the undergraduate school of 58% domestic students and 42% international students.

4) Graduate School of Asia Pacific Studies

With 11 students currently enrolled in the 30-capacity Asia Pacific Studies Master's Program

(APS major) there is a current enrollees to intake capacity ratio of 0.37 (November 1, 2012). The intake capacity for Spring and Fall 2012 was 15, but with only 4 new enrollees the enrollment overcapacity rate was 0.27. (Document 5-1)

74 students are enrolled in the 90-capacity Asia Pacific Studies Master's Program (international corporation policy major), resulting in a current enrollees to intake capacity ratio of 0.82 (November 1, 2012). The intake capacity for Spring and Fall 2012 was 45, but with only 31 new enrollees the new enrollment overcapacity rate was 0.69 (Document 5-1).

Despite the Asia Pacific Studies Doctoral Program having an intake capacity of 30, 53 students are currently enrolled, resulting in a current enrollees to intake capacity of 1.77, a lot higher than a ratio of 1. Compared to the previous year this is indeed an improvement, but it shows the continual need for rigorous management of student intake numbers. The intake capacity for Spring and Fall 2012 was 10, but with only 5 new enrollees the new enrollment overcapacity rate sits at 0.50 (Document 5-1).

5) Graduate School of Management

With 57 students currently enrolled in the 80-capacity Graduate School of Management's Master's Program (management major) there is a current enrollees to intake capacity ratio of 0.71 (November 1, 2012). The intake capacity for Spring and Fall 2012 was 40, but with only 28 new enrollees the new enrollment overcapacity rate was 0.70. (document 5-1) .The capacity fulfillment rate for the Graduate School of Management is picking up.

<Responding to Over-capacity and Under-capacity of Current Enrollees>

There are discrepancies in ratios for currently enrolled student numbers and intake and new enrollee capacities between the different Schools in the Graduate School. Academic reforms are currently in place, including remediation of capacity issues. The new Graduate School Curriculum is set to be up and running from the Spring semester 2014.

(4) Are regular reviews held to ensure the implementation of fair and adequate student recruitment and screening based on student intake policies?

1) University-wide

Student recruitment and admissions screening processes and implementation are reviewed every year by the Admissions Screening Committee, with discussions held to figure out how systems could be improved for the following year. Any changes and improvements are finalized by the University Senate. APU also reviews the suitability of intake and enrollee capacity numbers every time academic reforms are carried out. APU carries out two student intakes per year, one in Spring and one in Fall, with approximately half of all admissions being international students. These characteristics make it very easy for external factors to effect student admissions. For this reason APU manages student numbers and predicted number of international student enrollees every semester, making regular reports to the University Senate, the university's highest decision making body. In this way we believe that suitable management of intake and admissions capacities is being carried out.

V. Student Admissions

2) College of Asia Pacific Studies

Admissions Examination results for the College of Asia Pacific Studies are shared throughout the university, with reports being given each semester to the Admissions Committee, Faculty Council, University Senate, Executive Board of Trustees, and the Board of Trustees.

3) College of International Management

Like the College of Asia Pacific Studies, examination results are shared throughout the university, with reports being given at each committee meeting.

4) Graduate School of Asia Pacific Studies.

Admissions Examination results for the Graduate School of Asia Pacific Studies are shared throughout the university, with reports being given each semester to the Admissions Committee, Graduate School Faculty Council, University Senate, Executive Board of Trustees, and the Board of Trustees.

5) Graduate School of Management

Like the Graduate School of Asia Pacific Studies, examination results are shared throughout the university, with reports being given at each committee meeting.

2. Self Assessment

So far we have looked at student intake for the undergraduate colleges and graduate schools, clarified student admissions policies and discussed the regular review of student recruitment and selection and the management of intake capacity and currently enrolled student numbers. We will now assess the two fields dealing with student admissions policies and admissions screening implementation.

1) Common Across the Undergraduate Colleges

Student intake, recruitment and screening policies are assessed every year by the University Admissions Committee. This assessment focuses on the following items:

[1] Specify student admissions policies (by college – Asia Pacific Studies and International Management)

※ Admissions policies for the College of Asia Pacific Studies, College of International Management and Graduate School of Asia Pacific Studies (by Major and Master's or Doctoral program), and the Graduate School of Management are not set, and therefore not specified.

[2] Current status of student recruitment activities and admissions screening in line with admissions policies.

Verification of admissions system based on IR initiative

[3] Assess applicant and enrollee numbers (manage intake and enrollee capacity)

- [4] Domestic student and international student composition ratios
- [5] Ensuring diversity within the student composition (more than 80 countries and regions at any one time)
- [6] Evaluate admissions examination implementation based on MEXT's University Admission Screen Guidelines.

2) Common Across the Graduate Schools

- [1] Specify student admissions policies (by Graduate School – Asia Pacific Studies and Management)
- [2] Current status of student recruitment activities and admissions screening in line with admissions policies.
- [3] Assess applicant and enrollee numbers (manage intake and enrollee capacity)
- [4] Evaluate admissions examination implementation based on MEXT's University Admission Screen Guidelines.

[1] Items that are showing results

1) University-wide

<Adequate capacity management and aggressive recruitment in overseas high schools>

APU carries out recruitment activities that introduce the university's curriculum and unique features to high schools around the globe. As a result, the APU campus has welcomed students from 80 countries and regions around the world. Despite its regional location, APU has continued to make efforts in welcoming high school students, principals and teachers from not only other schools in Japan, but from around the world, to APU, to experience the diverse multicultural campus first hand. With our original student recruitment initiatives, APU has become a role model for other universities in Japan. APU currently has, in accordance with student recruitment policies, not just students from China and Korea, but also more than 100 students each from Vietnam, Indonesia and Thailand.

International student recruitment is easily effected by external factors, such as foreign currency rates, international affairs and the nuclear disaster that followed the 2011 Great East Japan Earthquake and subsequent tsunami. Despite this, APU has continued to carry out appropriate management of student capacities. In general, reports are made on candidates and enrollees at the weekly Senate Meeting, the university's highest-ranking decision making body. In the previous university evaluation, the counsel and advice were given about the drastic overcapacity rate of the new enrollees and current students in the college of International Management. This issue has since been almost resolved.

3) Common Across the Graduate Schools

<1> Implementation of a pre-screening system, and fair assessment

APU is making further changes to screening assessment in an effort to guarantee fairness. For AY2011 enrollee screening, the number of screening assessments was reduced down to 5 per semester for Master's Programs and 2 for Doctoral Program. In an effort to promote

V. Student Admissions

more rigorous admissions screening, we have specified the screening criteria and allocation of marks based on each program and major. We have also introduced a pre-screening system for candidates wanting to apply for the doctoral program. This screening verifies the suitability of research content, the field the applicant wishes to research in and availability of a suitable supervisor before the actual screening period begins.

[2] Items Requiring Improvement

2) Common Across the Undergraduate Colleges

<1> Stipulate Admissions Policies

Currently there are no set admissions policies for each of the two undergraduate colleges.

3) Common Across the Graduate Schools

<1> Stipulate Admissions Policies

Currently the Master's and Doctoral Program in the School of Asia Pacific Studies, and the Master's Program in the School of Management do not have their own set of admissions policies. In addition, student admissions policies have not been set for Master's Program Asia Pacific Studies Majors and International Cooperation Majors.

3-1) Graduate School of Asia Pacific Studies

<1> Maintaining Appropriate Capacity Fulfillment Rates

Compared to an intake capacity of only 30 for the Master's Program Asia Pacific Studies Major there are currently 53 students enrolled, making a ratio of current enrollees to intake capacity of 1.77, far exceeding the 1:1 ratio mark.

3. Development Policies towards the Future

[1] Items that are Showing Results

1) University-wide

<1> Adequate capacity management and aggressive recruitment in overseas high schools Management

Promote student admissions from even more countries in efforts to try and alleviate the negative effects that foreign exchange rates, international affairs and other external factors can have on international student recruitment.

[2] Items Requiring Improvement

2) Common Across the Colleges

<1> Stipulate Admissions Policies

Stipulate admissions policies for each undergraduate college by the end of AY2013.

3) Common Across the Graduate Schools

<1> Stipulate Admissions Policies

Stipulate the admissions policies for each Graduate School, program and major before the end of AY2013.

3-1) Graduate School of Asia Pacific Studies

<1> Maintaining Appropriate Capacity Fulfillment Rates

Regarding intake capacity management in the Doctoral Program, the relatively high fulfillment rate is improving slightly.

4. Supporting Documents

5-1 Ritsumeikan Asia Pacific University: Basic University Data (2012 edition) diagram 4